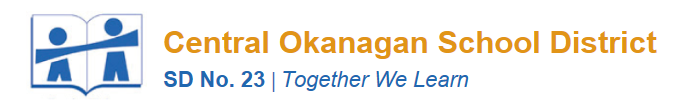
O





**Back-To-School Manual**

V1.7 Revised March 22

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**School Start-Up**

This manual is the supporting document for the Back-to-School Checklist.

# Define School Details

**School view** > **School** top tab > **Setup** side tab > **Details** leaf

## 1.1 General sub top tab

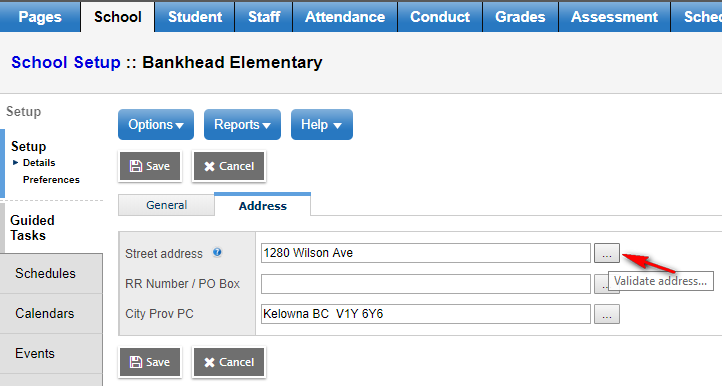
**Follett customer ID =** Ignore  
**Identifier** = Ministry school number (there should be no leading 0)  
**Name** = School Name  
**Type** = Standard  
**School Level** = see table below for your school configuration

|  |  |  |
| --- | --- | --- |
| **School** | **Type** | **School Level** |
| All Elementary Schools | Standard | Elementary |
| RMS, CFM, CNB, GMS, KLO | Standard | Junior Secondary |
| DRK, HMS, SMS | Standard | Middle |
| GES, RSS, MBS, OKM, CSS | Standard | Secondary |
| KSS | Standard | Senior Secondary |
| Central School Programs (CPS) | Alternate | Kindergarten – Gr 12 |
| Adult Education | Continuing Ed | Secondary |
| SD23 Summer School | Summer School | Elementary |
| eSchool 23 | DL | Kindergarten – Gr 12 |

**Start grade** Select the lowest starting grade at your school (KF = 0 in an elementary school)

**Number of Grades** = the number of grade levels in your school (Elementary with K to 6 = 7)  
**Default Transcript** **Definition**= Choose the appropriate **DEFAULT** Transcript type the school  
**School Sub Type** = Regular Day School  
**Phone, Fax, Principal**, **VP** = Verify information and update as required  
**Is inactive?** & **Is archive?** = Both are Unchecked  
**Class to Daily Attendance** **Procedure** = ***Checked*Click SAVE**

## 1.2 Address sub top tab



Enter or verify the school's address information, validate, and then Click **SAVE**

# Set School Preferences

**Click here for** [**Attendance Video Series Video #1 Setup Verification**](http://myedbc.sd23.bc.ca/attendance---class-office.html) **- password: training23**

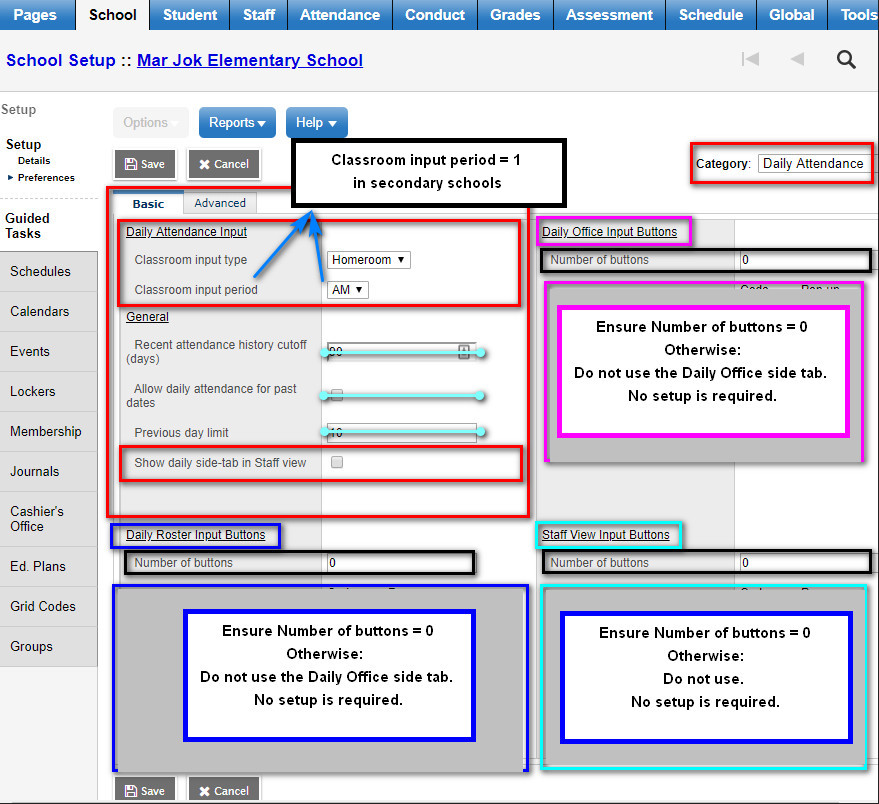
**School View > School Top Tab > Setup Side Tab > Preferences Leaf > Category = Daily Attendance**

## 2.1 Daily Attendance Category > Basic sub top tab

### 2.1.1 Daily Attendance Input:

**Classroom Input Type =** Homeroom (All schools: Elem, Middle, Sec)

**Classroom input Period =** AM or 1

***The Classroom input Period will only display after the Schedule has been Committed***

**Recent attendance history cutoff (days) =** 90

**Allow daily attendance for past dates =** we no longer use Daily Attendance so **uncheck**

**Previous day limit =** 10

**Show daily side tab in Staff View =** unchecked

### 2.1.2 Daily Roster Input, Daily Office Input, and Staff View Input Buttons

* **DO NOT USE :** 
  + Number of Buttons = 0
  + Remove codes and all checkmarks

## 2.2 Daily Attendance Category > Advanced sub top tab

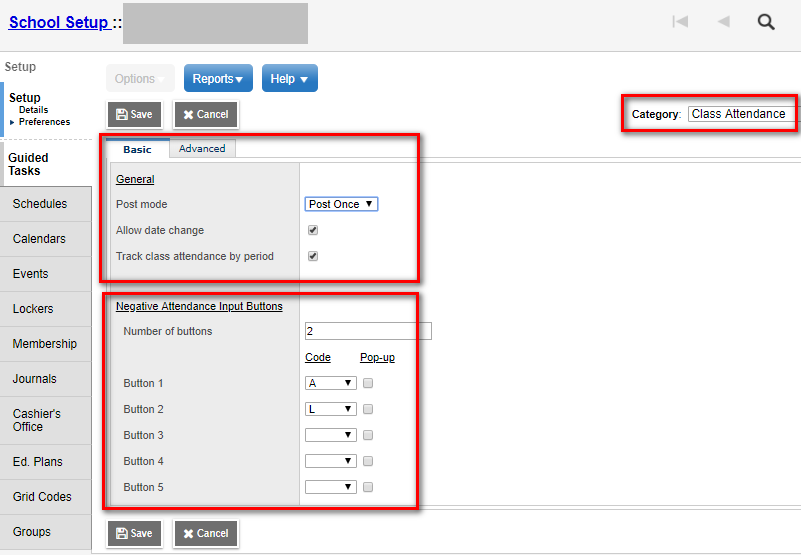


**Saturday & Sunday attendance (Advanced sub top tab) =** unchecked  
**Second Daily Attendance =** unchecked  
**AM portion absent** = 0  
**Classroom Input type** = Homeroom  
**Classroom input period** = 1  
Click **SAVE**

## 2.3 Class Attendance Category > Basic sub top tab

**School View > School Top Tab > Setup Side Tab > Preferences Leaf > Category = Class Attendance**

This screen sets up what the teachers in the classroom when they log in under Staff View and take attendance for the ATT courses in Elementary or the Courses Section in Middle or Secondary.

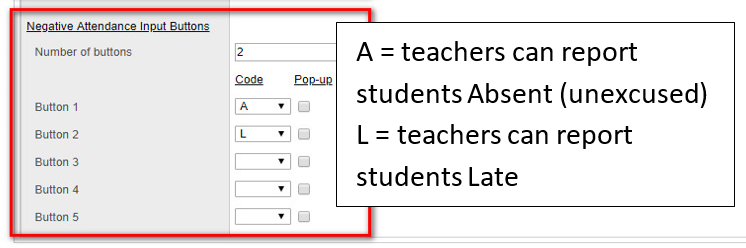
The process in each school must be firmly in place and followed by the office staff and teachers and enforced by admin at the school in order for the attendance data in MyEd BC to be accurate.

A = teachers can report students Absent (unexcused)   
L = teachers can report students Late

### 2.3.1 General

**Post Mode** = Post Once  
**Allow Date Change** = checked  
**Track class attendance by period** = checked   
Click 

### 2.3.2 Negative Attendance Input Buttons (Staff View and School View)

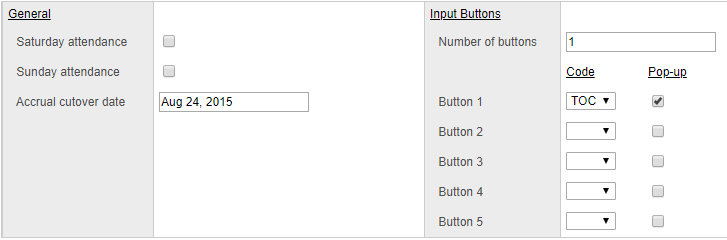
**Scenario 1** – teachers can enter students **Absent** only  
**Number of buttons** = 1   
**Button 1** = A  
**Scenario 2** – teachers can enter students **Absent** or **Late** (this is dependent on the school process)  
**Number of buttons** = 1  
**Button 1** = A  
**Button 2** = L  
\*No entries are required under the **Advanced** sub top tab

## 2.4 Conduct Category

**School View > School Top Tab > Setup Side Tab > Preferences Leaf > Category = Conduct**

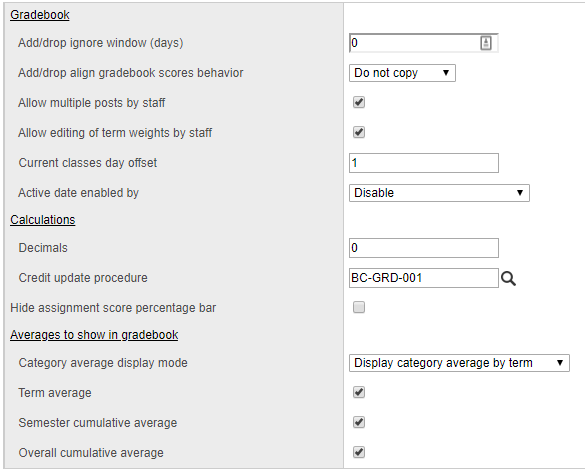
Click **SAVE**

## 2.5 Staff Attendance Category

**Do not touch – Leave as is**

**Staff Attendance is used only for assigning TOCs**

## 2.6 Grade Category

**Gradebook:**

**Add/Drop ignore window =** 5 (# days you want the system to refrain from displaying students adds/drops at the beginning of school year/semester)

**Add/drop align gradebook =** Do not copy

**Allow Multiple posts =** checked

**Allow editing of term weights =** checked

**Current classes day offset =** 1

**Active date enabled by =** Disable

**Calculations:**

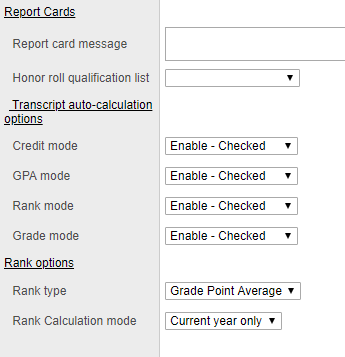
**Decimals =** 0 (# of decimal places you want the system to use for calculated term marks)

**Credit update procedure =** BC-GRD-001

**Hide assignment score percentage bar =** unchecked

**Averages to show in gradebook:**

**Category average display mode =** Display category average by term  
**Term, Semester and Overall cumulative average =** checked

**Report Cards**

**Report Card Message =** *enter your report card message here* (this message displays on your report cards)

**Honour roll qualifications List =** Honour Roll or leave blank

**Transcript auto-calculation options**

**Credit, GPA, Rank, Grade Mode =** Enable - Checked

**Rank type =** Grade Point Average

**Rank options**

**Rank Calculation Mode =** Current year only

## 2.7 Schedule

### 2.7.1 Schedule Category > Basic sub top tab

**General**

**Schedule Mode =** Secondary **DO NOT CHANGE  
Section number pad length =** 2, 3, or 4

Elementary = 4 (for Homerooms)

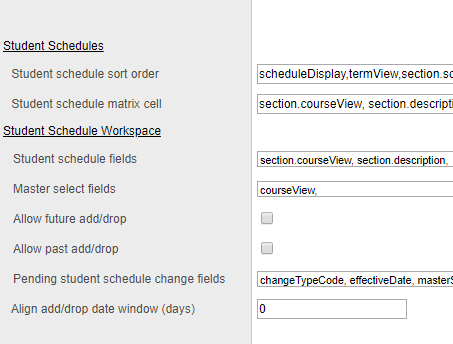
Middle/Secondary = 2 or 3

**Student Subject Selection**

No Changes

**Teacher Recommendation**

No Changes

****

**Student Schedules**

No Changes

**Student Schedule Workspace**

No Changes

### 2.7.2 Schedule Category > Advanced sub top tab

**Miscellaneous**

**Number of sections deleted with warning** = 0

**Do not change anything else on this tab**

## 2.8 Secondary School Management

Allows secondary schools the ability to take attendance on secondary students.

Click **SAVE**

# Commit Master Schedule

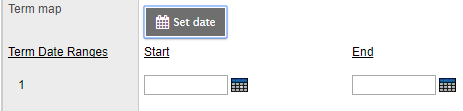
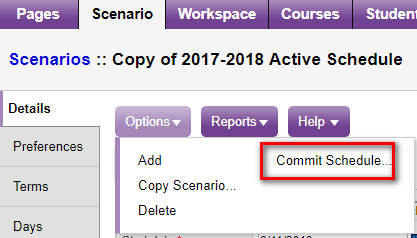
This process is required to roll everything you have created in the Build View into the Current Year under School View. You will not be able to see your Master Schedule in School View until you have Committed the Schedule.

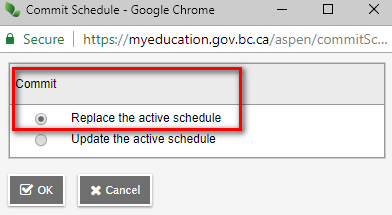
**\*\*\*This process must be completed by end of day Tuesday, August 30, 2022\*\*\***

**Build View > Scenario top tab > Check beside appropriate scenario > Details side tab (correct scenario name appears under school name at top of screen)**

## 3.1 Enter Term Dates

**Build View > Scenario top tab > Check beside appropriate scenario > Terms side tab**

You must set a date range for **EACH TERM** (FY, S1, S2, T1, Q1, etc.)  
Click the **Terms** side tab and then click the blue hyperlink for **each** schedule term. Within each term, click and enter the  
start and end dates. These **MUST** be defined.  
 **NOTE: Elementary schools ONLY use a FY term**  
Click to "Set date" > Start = Sept x, current year and End = June x, next year   
(to mark the first day of school and the last day of classes for the school year)  
3.2 Commit the Schedule

 **Build View > Scenario top tab > Check beside appropriate scenario > Details side tab > Options menu > Commit Schedule**   
  
**The Options are:**  
a) **Replace the active schedule:**   
 This will create the active schedule in the School View

b) **Update the Active schedule:**

Once a schedule has been committed, changes can still be made in the Build view and applied to the active schedule

Select **Replace the active schedule** and click OK.

Once the schedule has been committed, it is imperative that all staff know and any subsequent changes to student schedules should now be made in the **SCHOOL VIEW**.

## 3.3 Set the Active Schedule

**School View > School Top Tab > Schedules side tab**  
The Active Schedule for **2022-2023** should now be visible in the School View with a triangle beside the Name. If not, contact Software Support.

# Assign Student Type Program Codes

**School View > Student top tab > select the students > Options > Show Selected > Options > Assign Student Programs**

**\*\*\*This process must be completed by end of day August 30, 2022\*\*\***

French Immersion and ELL Program codes must be mass assigned to students so that other external programs can be up and available for district staff and classroom teachers at the beginning of September. Use the different filters and sorts available to select your students. The example below is using Homerooms that are in the 1000 range for French Immersion students.

* Use the Filter **Primary Active Students**
* For elementary schools - Click on the Homeroom column header to sort by homeroom
* Put a check mark in front of any students who has a homeroom that starts with a "1"
* Go to **Options > Assign Student Programs**
* Use the magnifying glass to choose the program, enter a start date of the first day of school and an end date of July 15, 2023, and put a check mark in Active students only then click on Run

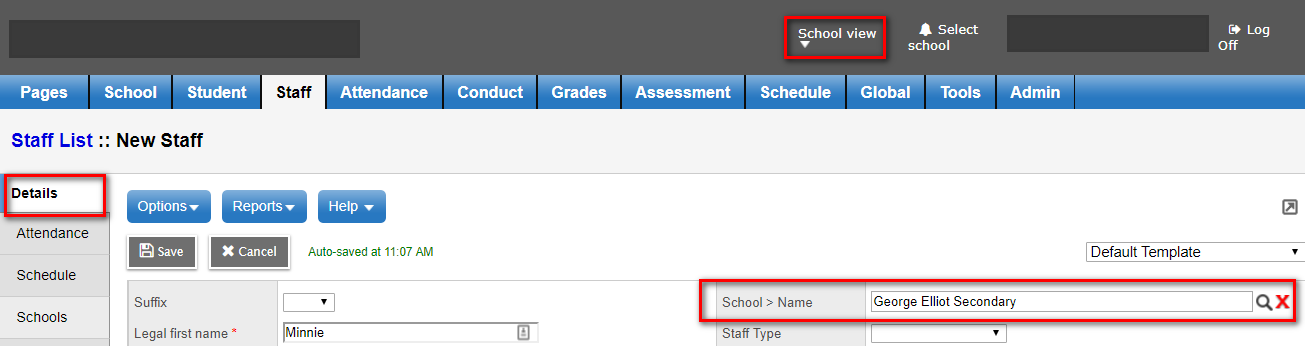
# 5.0 School Set-Up

## 5.1 Staff

**School View > Staff top tab**

**\*\*\*DO NOT create new staff records in the School View**. This creates duplicate records \*\*\*

Contact Software Support ([software.support@sd23.bc.ca](mailto:software.support@sd23.bc.ca)) to have the staff records created in the District View and/or assigned to your school.

If you need to remove staff from your School Staff Roster in the School View, you can disassociate them from your school by clicking into the **staff detail** and clicking on the red **X** to remove your school's name. Then click **Save.** They will no longer show up as Primary Active Staff in your school. **DO NOT delete the Staff Member**.

## 5.2 Grade Terms

**School View > Grades top tab > Grade Terms side tab**

**\*\*\*This process must be completed by end of day Tuesday, August 30, 2022\*\*\***

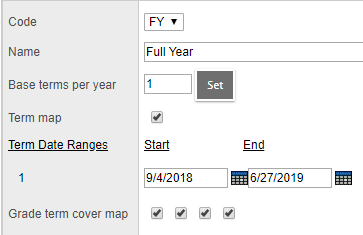
Grade Terms reflect the dates and the number of times per year you will be producing report cards in your school for the coming year ***(these MUST be created even for schools not using MyEdBC for report cards)***:

Elementary/Middle = Tri1, Tri2, Tri3  
Secondary = Q1, Q2, Q3, Q4

### 5.2.1 Define Grade Terms

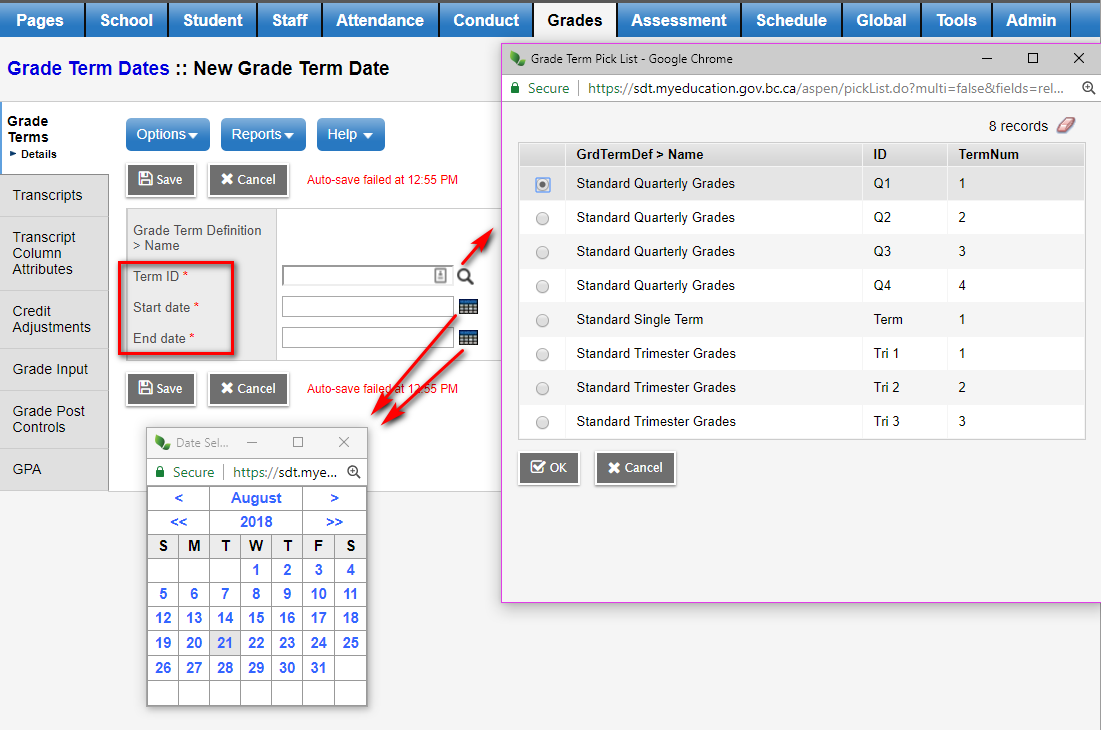
Options > Add.

There are 3 required fields:  
**Term ID** = Click the Magnifying glass to select the appropriate Term Definition  
**Start date** = Click the calendar or enter the date  
**End date** = Click the calendar or enter the date  
Click SAVE  
Do this for every Grade term (tri1, tri2… or Q1, Q2...) or reporting period in your school selecting the appropriate dates for each term.

5.2.2 Verify Grade Terms and dates:

**School View > Schedule Top Tab > Structure Side Tab**

To verify that your Grade Term dates are correct, click the Grade Terms side tab and Details leaf.  
Click the ID for EACH TERM displayed and verify the dates match your reporting period date range for your school year.



## 5.3 Schedule Terms *(Grade term cover maps)*

**School View > Schedule Top Tab > Structure Side Tab**

Schedule terms define *when the course sections take place*. A Schedule term must be created for each portion of the school year in which a single course section (class) will start and end. For Middle and Secondary schools this would have been completed by your school Scheduler. You MUST check that the dates, Term map and the Grade term cover maps are all correct.

Graphical user interface

Description automatically generated

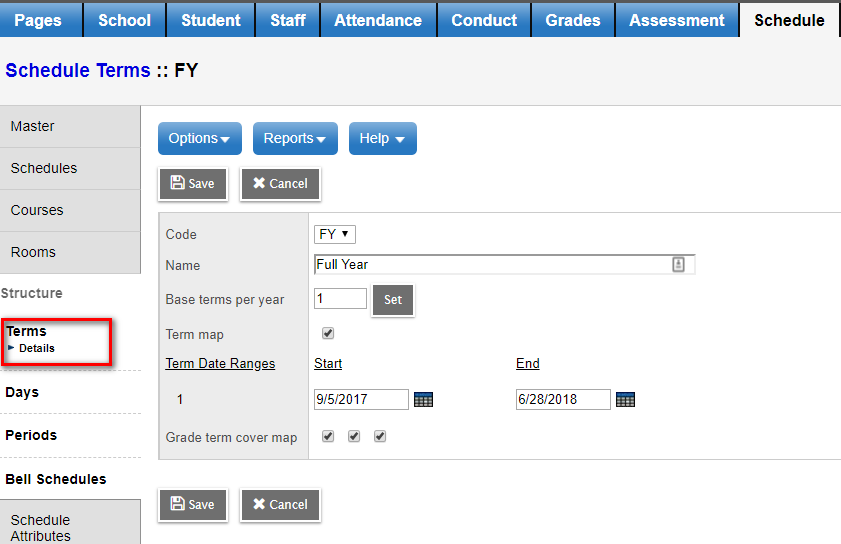
In the Grade term cover map section, select the checkboxes that represent the terms that classes with this schedule term will be reported on and save. After committing a Master Schedule, these checkboxes will be populated. It is recommended to reset and save the Grade term cover maps to ensure they are linked correctly.

The diagram at the right illustrates the various Grade Term Schedule Maps for multiple course and term configurations:

5.3.1 Elementary (setup is the simplest)

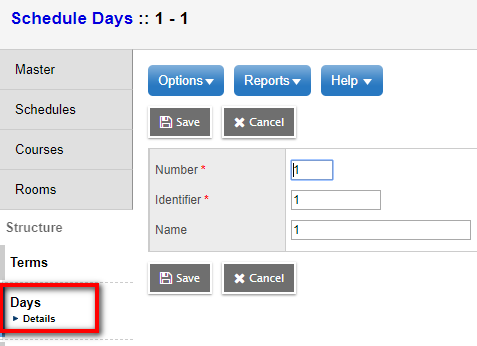
#### 5.3.1.1 Terms

**School View > Schedule top tab > Structure side tab > Terms sub side tab**

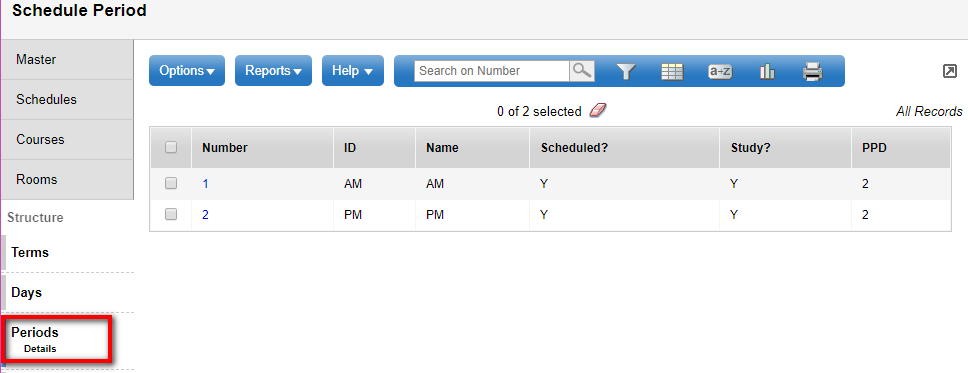
All courses at the elementary level run from September to June and are considered FY (full year) courses:

**Code** = FY   
**Base terms per year** = 1  
**Term map** = check the box for the term the course starts in  
**Grade term cover map** = check the box(es) the courses will be reported on

#### 5.3.1.2 Days

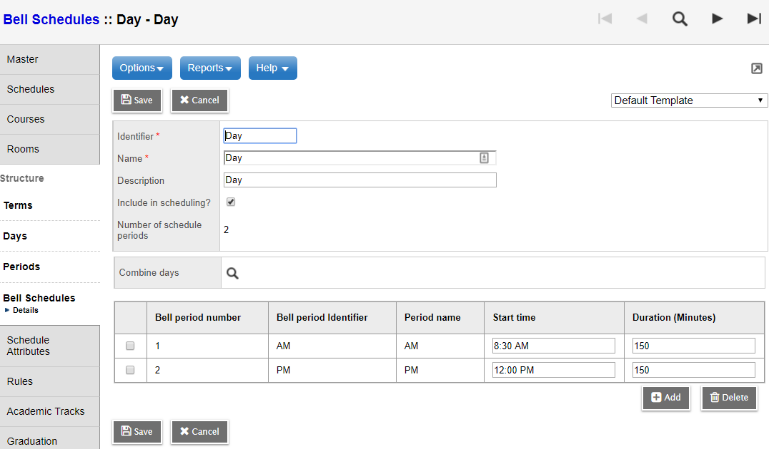
**School View > Schedule top tab > Structure side tab > Days sub side tab**There is only 1 day in an Elementary schedule.   
It will be present if the master timetable was brought forward from the previous year. Verify that they are correct by clicking on the "1" hyperlink.   
*If you must add:***Options** > Add  
**Number** = 1   
**Save  
Identifier** = 1   
**Name** = 1   
**Save** again

#### 5.3.1.3 Periods

**School View > Schedule top tab > Structure side tab > Periods sub side tab**  
There are 2 periods per day in an Elementary school setup, AM and PM.  
They will be present if the master timetable was brought forward from the previous year. Verify that they are correct by clicking on the "1" or "2" hyperlink.

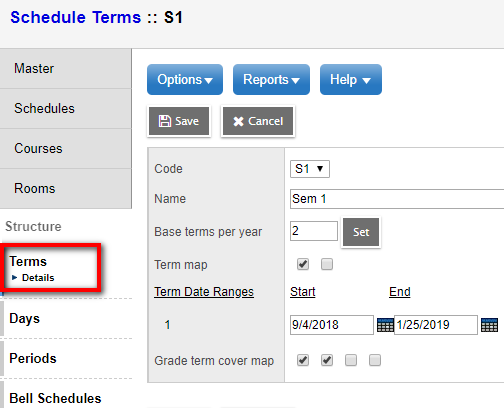
*If you must add:* **Options** > **Add**   
**Period Count** = 2  
**Save**  
**Identifier** = AM and PM  
**Name** = AM and PM  
Click 

#### 5.3.1.4 Bell Schedules

**School View > Schedule top tab > Structure side tab > Bell Schedules sub side tab**The Bell Schedules represent the periods offered on a date and the length of the period. Once the Bell Schedules are defined, they are assigned to the appropriate day in the school calendar so attendance can be taken and enables schools to find the student through the day.  
Bell Schedule(s) will be present if the master timetable was brought forward from the previous year. Verify that they are correct by clicking on the "Day" hyperlink.  
*If you must add:***Options > Add  
Identifier** = Day   
**Name** = Day  
**Description** = Day  
**Include in Scheduling** = checked  
**Number of schedule periods** = Will fill in on SAVE  
Enter **Start** times of periods and **duration** **in minutes** and Delete those periods that will not be offered in this Bell Schedule   
Click 

### 5.3.2 Secondary (setup is more complex)

#### 5.3.2.1 Terms

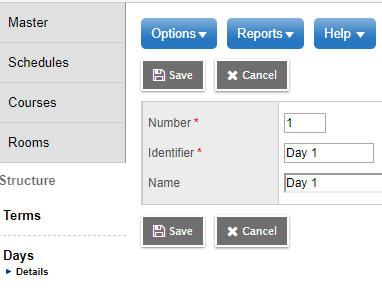
**School View > Schedule top tab > Structure side tab > Terms sub side tab**A term code(s) must exist to represent each course length or duration (FY, S1, S2, Q1, Q2, Q3, Q4, T1, T2, T3, T4, etc.)   
For example, a semester 1 course would be set up as follows:

**Code =** S1 **Name =** Sem 1  
**Base terms per year** **=** 2 (the number of semesters in a year)  
**Term map = ** check the box that represents which of the base terms this specific schedule term covers **Term Date Ranges =** enter start and end dates for the term

**Grade term cover map =**  check the boxes that identify which reporting periods these classes will be reported on

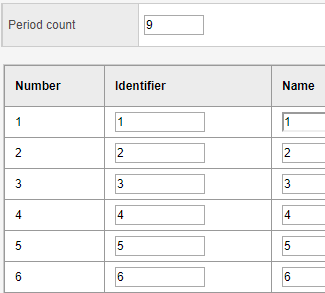
#### 5.3.2.2 Days

**School View > Schedule top tab > Structure side tab > Days sub side tab**

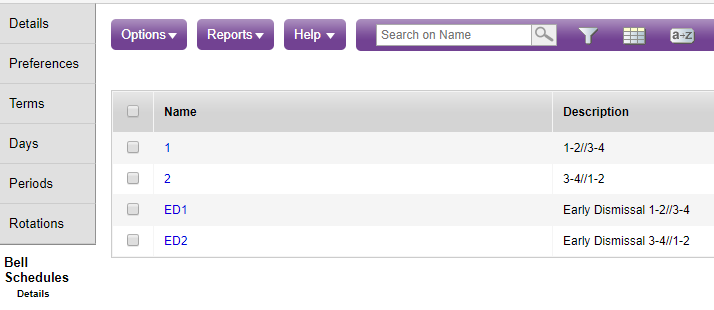
The number of days represents the number of days the courses cycle through. There must be a day for each different block rotation in your schedule structure.  
If there are two days in your rotation you will have Day 1 and Day 2.   
**Number** = #   
**Identifier** = Day #  
**Name** = Day #

#### 5.3.2.3 Periods

**School View > Schedule top tab > Structure side tab > Periods sub side tab**

The number of periods in any given day in your rotation. There must be a period for all "blocks" of time that you have courses scheduled.

This information should have copied over from the previous year.   
*If you have to add:***Options** > **Add   
Period Count** = how many periods in your school  
**Save  
Identifier** = 1, 2, 3……  
**Name** = 1, 2, 3……  
Click 

5.3.2.4 Bell Schedules  
**School View > Schedule top tab > Structure side tab > Bell Schedules sub side tab**Bell Schedules represent the periods offered on a date and the length of the period. Once the Bell Schedules are defined they **MUST** be assigned to the appropriate day in the school calendar ***so attendance can be taken.*** This also enables schools to find the student through the day through the quick access icon.  
Bell Schedule(s) will be present if the master timetable was brought forward from the previous year. Verify that they are correct by clicking on the "Day" hyperlink.  
*If you must add:***Options > Add   
Identifier** = Unique code (1, 2, 3….)  
**Name** = Can match identifier or be different  
**Description** = how classes rotate  
**Include in Scheduling** = checked  
**Number of schedule periods** = Will fill in on SAVE  
Enter **Start** times of periods and **duration** **in** **minutes** and Delete those periods that will not be offered in this Bell Schedule   
Click 

***If Bell Schedules were NOT brought over in scheduling, they can still be copied from last year by going to Options > Copy From….***

# 6.0 Calendar (dates and days in session)

**School View > School top tab > Calendars side tab > Detail leaf**

The district must “initialize” a calendar to determine the session dates and non-session dates within the district. All school calendars must have a name of **Standard** which will allow all schools with secondary students to take attendance on students from other schools.

*District calendars are pushed out to schools from the District level. If there is no Calendar available, notify your District Software Support team (software.support@sd23.bc.ca).*

If you have half days or semester/term turn around dates, you will have to modify the Schedule:

6.1 Modifying Calendar Dates  
**School View > School Top Tab > Calendars Side Tab > Dates Leaf**

Update calendar dates for all **Days in Session** for the 2022-2023 school year with the following information: (enables teachers to enter attendance for the students):  
1. Schedule Day Number (pulls the "Day" information from the Schedule tt > Structure st > Day sst)  
2. Schedule Bell (pulls the Bell Schedule information from the Schedule tt > Structure st > Bell Schedules sst)  
To **MASS UPDATE** these fields set your **Filter = Days in Session** and then follow the instructions in 6.1.3 below.

To **MODIFY** selected records in a column, follow the instructions in 6.1.2 below.

There are three ways to modify the dates. You can pick the best way out of the following 3 options to update relevant date information – the method chosen will depend on how many dates you are changing at a given time.

### 6.1.1 Modifying Individual Dates

Click the blue hyperlink beside the date and make necessary changes

1. **Is school in session** = check or uncheck
2. **Schedule day number** = 1, 2, 3, 4,…….
3. **Schedule day type** = if not in session use drop-down menu to choose reason
4. **Schedule Bell > Name** = choose from magnifying glass

e) **Save**

### 6.1.2 Modifying Individual or Multiple Fields in a Column or Columns

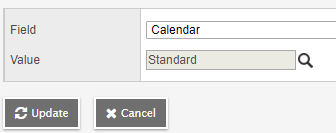
**Options** > **Modify List**Click on the Pencil icon at the top of the column to be edited (DayNum or Bell > Name)  
Make changes and be sure to click on the green checkmark at the top of the column to save your changes  
**Options** menu, select **Modify List** to turn off again

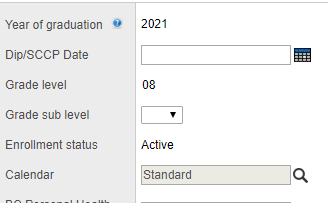
### 6.1.3 Modifying a "Set" of Selected Records

Ensure that the list reflects only the records you want to update (**Options** > **Show Selected**)  
**Options** > **Mass Update**Choose the **Field** to update and the **Value** you want added  
Click **Update**

## 6.2 Assign Calendars to Students

**School View > Student Top Tab**

You must assign the Standard Calendar to every student in your school in order to enable taking attendance. You can perform this process as many times throughout the year without having any impact on other information.

  
Assign one school calendar to **ALL Students  
Filter > Primary Active Students  
Option > Mass Update  
Field** = Calendar (use drop down arrow to choose)  
**Value** = Standard (use magnifying glass to choose)

**Update  
  
To Verify**:  
Click to view the **Details** for a student and scroll down to the section that starts with the Year of Graduation:

# 7.0 Verify the Course Catalogue

**School View > Schedule top tab > Courses side tab**

Your course catalogue will have been copied over when you committed the schedule from the Build View. You must now review the courses and course attributes and adjust as necessary based on the courses offered at the school for the current school year.

## 7.1 Elementary Schools - Reviewing the Course Catalogue

**Filter** = Current Year  
**Field Set** = Report Card Field Set  
Check **Transcript Definitions**, **Rubric Definitions** and **Comments Banks** assigned to all courses to ensure they match up with the grade level (see the table below)  
Check Attributes of courses

**7.1.1 Traditional Course Setup**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Grade**  **Level** | **Grading Scale Used by**  **School** | **Transcript Definition** | **Rubric Definition** |
| Kindergarten | Performance Scale (AE, ME, EE) | Elementary K/Primary | Kindergarten |
| Primary | Performance Scale (NYM, AE, ME, EE) | Elementary K/Primary | Primary/Intermediate |
| Intermediate (4-7) | Provincial Mark Scale (A, B, C+, C, C-, etc) | Elementary Intermediate  With Final | Intermediate Grade  Scale |
| All Levels  *(e.g.: XTC course)* | Is a non-graded Course (no mark will be given) | Comment Only Courses – Trimester | Left Blank |

**7.1.1 New Course Setup**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Grade**  **Level** | **Grading Scale Used by**  **School** | **Transcript Definition** | **Rubric Definition** |
| K - 9 | Performance Scale (EM, DEV, PRF, EXT) | 05-3 Term-EMG-DEV-PRF-EXT) | Left Blank |
| All Levels  *(e.g.: XTC course)* | Is a non-graded Course (no mark will be given) | Comment Only Courses – Trimester | Left Blank |

## 7.2 Secondary Schools - Reviewing the Course Catalogue

**Filter** = Current Year  
**Field Set** = Report Card Field Set  
Check **Transcript Definitions** and **Comments Banks** are assigned to Courses   
Check Attributes of courses  
Check the course credits. If the credits are incorrect, contact Software Support as you can **NO LONGER CHANGE CREDITS** at the school level.

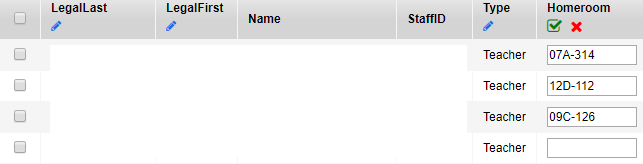
# 8.0 Assigning Homerooms

Assigning teachers and students to homerooms allows you to link them for reporting purposes, attendance purposes, and other functions in MyEd BC.

## **8.1 Assigning Homerooms to Teachers**

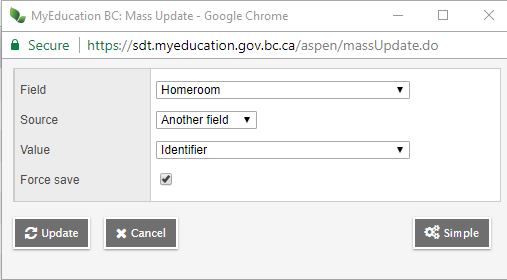
**School View > Staff Top Tab**

You should only assign "Primary Active Staff" to homerooms.

Choosethe **Primary Active Staff** filter  
Go to **Options > Modify List**Click the pencil icon  in the **Homeroom**   
column  
Enter the homeroom value for each Teacher in the list  
Click the **green check box icon**  **to save your entries**Click **Options** > **Modify List** to turn it off when finished  
**Contact Software Support (**[**software.support@sd23.bc.ca**](mailto:software.support@sd23.bc.ca)**) if you are missing any active Staff members.**

## **8.2 Assigning Homerooms to Students**

**School View > Student Top Tab**

**Set Field Set to Pre-Transition**Ensure all Next Homerooms copied into the Homeroom column. **If they didn't**, go to **Options > Mass Update.**In the pop-up screen click on **Advanced** in lower right corner (changes to Simple when clicked). Choose **Homeroom** for Field, choose **Another field** for Source and **Next homeroom** for Value. Put a check in **Force save** then Click **Update**

**OR  
 If adding Directly in the New Year  
Filter** students by **Primary Active Students; Sort** by **Grade Level  
Select** each student to be assigned to the same homeroom  
**Options > Show Selected** then **Options > Mass Update  
Field** = Homeroom  
**Value** = homeroom number (2005, 2006, etc)  
**Update**Repeat for each homeroom  
 **OR  
Individually by student** by going into the **Details** of the Student  
Enter Homeroom number in **Homeroom** field (use magnifying glass to choose)

# **9.0 Elementary Scheduling**

## 9.1 CREATE SNAPSHOT OF ALL HOMEROOMS

**School View > Student Top Tab**

Create Snapshots of all Homerooms to mass assign course sections. Be sure to create a snapshot for each **GRADE** in a split class. (i.e.: a grade 2/3 split would require a snapshot for "**Hrm** **2002 – 02**" and a "**Hrm** **2002 – 03**" snapshot for the same Homeroom).

To select students in a homeroom for creation of Snapshots:

1. Graphical user interface

   Description automatically generatedUse the **Filter**  and choose **Homeroom = ?** and then filter by each homeroom. If it is not a split class proceed to step 3, if it is a split class proceed to step 2.
2. If there is a split homeroom, click the **Grade** column header to sort by grade and select all students in the same grade in the homeroom. Go to **Options** **>** **Show Selected**.
3. Go to **Options > Snapshot** and click on **New** and then give the snapshot a name.
4. Click **Save** and repeat this step for every Homeroom (twice for split classes).

## 9.2 CREATING ADDITIONAL COURSE SECTIONS (one at a time)

If additional sections of a course are required, they can be added one at a time by going to:

**School View > Schedule Top Tab > Master Side Tab** (turns into Sections sub-side tab) and choose **Primary teacher** as the  **Field Set**.

**To create additional sections:**

1. On the **Options** menu, select **Add.**
2. By the **Number** field, use the  icon to choose a **Course Code**.
3. Type in the **Section number** you need (should match the homeroom number).
4. Use the  icon to populate the **Primary Staff > Name, Primary Room > Number** (if used)**,** and **Schedule Term > Code**.
5. Populate the **Enrollment maximum** field with a value appropriate for class size numbers for the grade of the homeroom.
6. Check the **Is section closed at max enrollment?** checkbox if the system is to restrict the section from additional students when it has reached the maximum.
7. Click **Save**.

## 9.3 MASS CREATING ADDITIONAL COURSE SECTIONS

MyEdBC has a function for creating sections for you once you have identified how many sections of each course you will need. If many courses require additional sections to be created, go to:

**Schedule top tab > Schedule Attributes side tab**

**To define the number of sections:**

1. On the **Options** menu select **Modify List**
2. Click the  icon in the Sections column to activate the fields.
3. Enter the number of sections you require for each course.
4. Click the  icon to save your entries.

**To Initialize the sections:**

1. **Schedule** top tab > **Master** side tab
2. **Options** > **Initialize Sections**. This creates all the sections indicated as required in **Schedule Attributes** above.

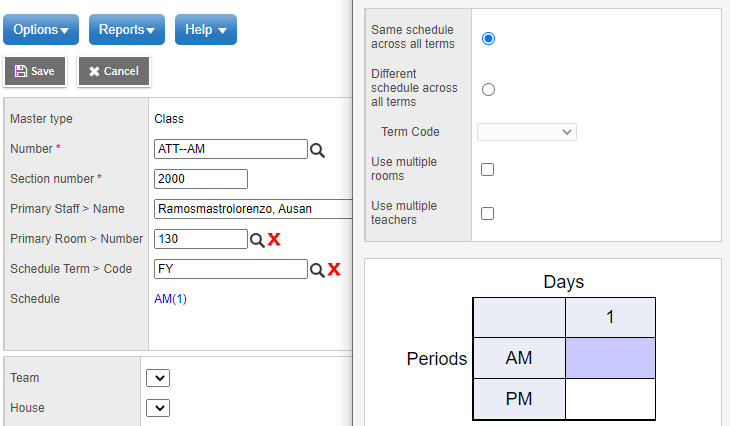
**To update information on sections:**

1. **Schedule** top tab > **Master** side tab > **Primary Teacher** Field Set
2. **Options** > **Modify List**
3. Click the  icon in the ***Primary Staff > Name***column to activate the fields.
4. Use the  icon to choose the teacher's name or begin typing the name in the field.
5. Click the  icon to save your entries.
6. Repeat the process for the **Max** field – assigning an appropriate class maximum for each section and for the **SecNo** field,you will change the section number to match the homeroom number of the class and teacher.
7. In the **Options** menu, select **Mass Update**.
8. In the **Field** drop-down, select **Schedule Term**.
9. In the **Value** field, use the  icon to select the **Full Year** schedule term.
10. Click **Update**. This will set the FY schedule term for all courses and sections

**Assign schedule expression to attendance courses:**

If you must create additional ATT--AM and ATT—PM courses for attendance, be sure that you assign a schedule expression of a day and period to them or you will not be able to take attendance.

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. Click on the blue hyperlink of the new ATT—AM or ATT—PM course. This will take you to the section's details.
3. Click the blue **Edit Schedule** hyperlink. A matrix will display.



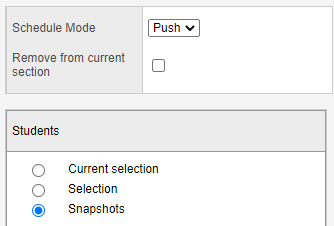
1. If the section is an AM section, click the box beside AM. The box will change colour. Click **OK**. The **Schedule** field on the course section will now display the AM period and the day behind it in brackets.
2. Repeat this process for the PM section, selecting the PM box in the matrix as appropriate.

## 9.4 MASS ASSIGN STUDENTS BY HOMEROOM SNAPSHOTS

**School View > Schedule Top Tab**

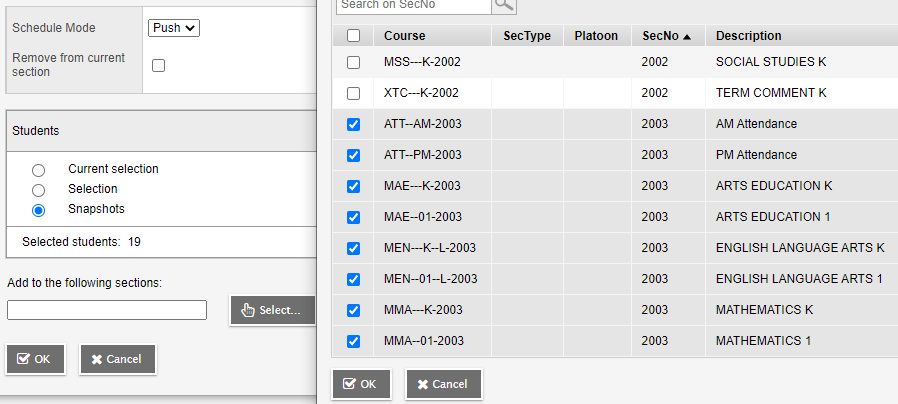
Once you have created snapshots for all your homerooms, you must now assign all the appropriate course sections to the students in the homeroom. The course sections should have already been created and the teacher and enrollment maximums should have already been assigned to each section.

**Assigning course sections to students**:



1. **Schedule** top tab > **Master** side tab > **Roster** leaf. There is no need to select a course and the course name that appears for the roster does not matter; this is just a means to access the function you need.
2. In the **Options** menu, select **Add** and in the pop-up window, set the **Schedule Mode** to **Push**.
3. Table

   Description automatically generatedIn the Students block select Snapshots. The snapshots pick list popup window will open for the user to choose from. Select the snapshot to use and click **OK**. Be sure the grade of the snapshot matches the grade of the courses you are assigning to the students.
4. The multi-add students window will now display the number of Selected students identified from the snapshot. In the ***Add to the following sections***: field, click the **Select** button. A list of course sections appear.
5. Click on the **SecNo** column header to sort the courses by section number (*all courses of a homeroom will be together*). Select the course sections to add to the students from the snapshot. Multiple courses can be selected, be sure to also choose the appropriate ATT-AM and ATT-PM sections and for split classes be sure to choose the appropriate grade level of the courses.



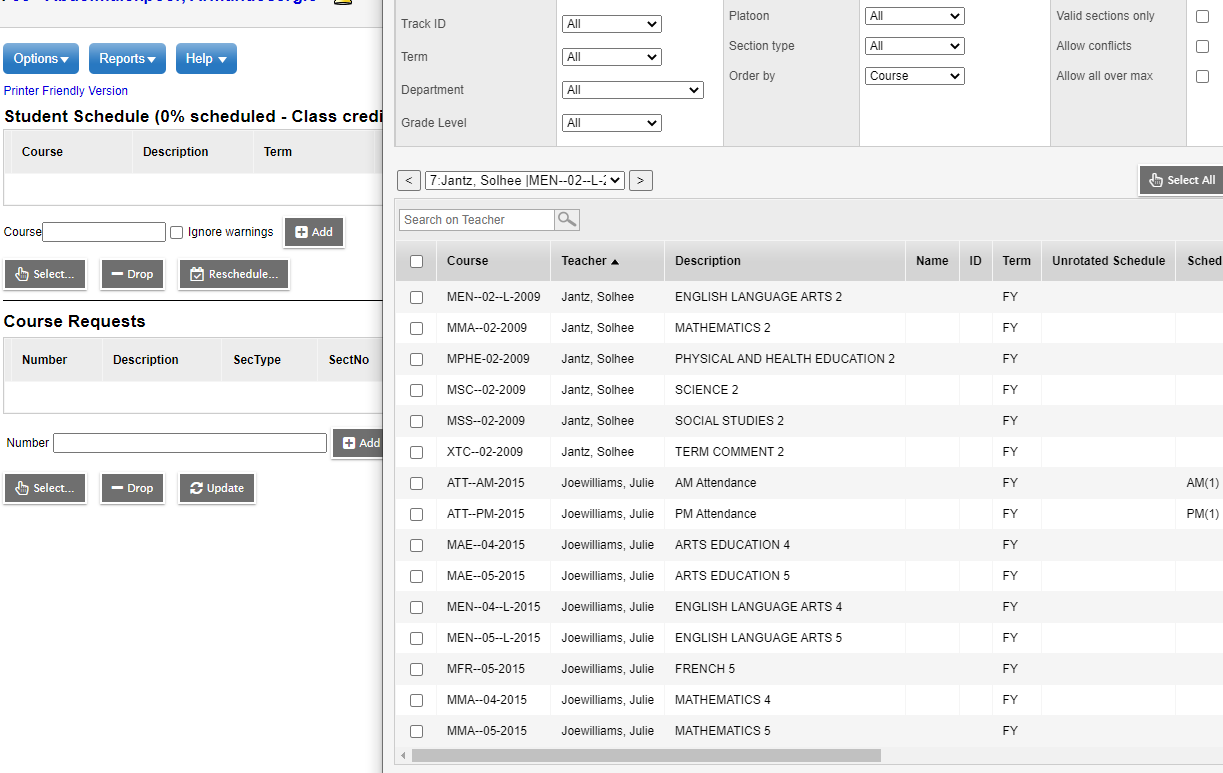
1. When the selection is complete, click **OK**. The sections will appear in a string in the **Add to the following sections:** field.
2. Click **OK** in the multi-add window to **"push"** the selected students into the course sections you selected.

## 9.5 SCHEDULING THE INDIVIDUAL STUDENT

**School View > Student Top Tab**

Scheduling individual students after the mass course push out and as they register with your school.

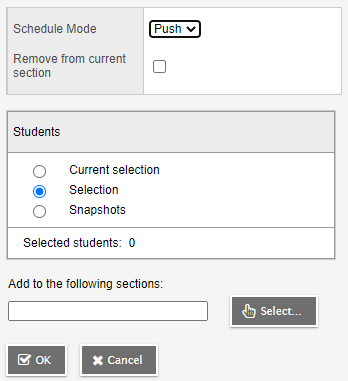
1. From the **Student** top tab > click the student's name that is a blue hyperlink and scroll down and enter the student's homeroom in the homeroom field. Click Save.
2. Click on the **Snapshot side tab > Options > Add** and add the snapshot of the homeroom they are in (and delete existing one if student is changing classes).
3. Now click on the **Schedule** side tab > **Workspace** sub-side tab.
4. From within the **workspace** in **List View** under Student Schedule section click **Select**.
5. The Schedule Master Pick List window will open. Be sure to uncheck the Valid Sections Only check box.
6. Click on the Teacher column header to sort all courses by homeroom teacher order and go down to the teacher that you want. Select the appropriate course sections including the ATT-AM and ATT-PM courses (be sure to choose the proper grades for a split class) and click **OK**.



1. Once back in the Workspace window be sure to click **Post** on the bottom right-hand side to save and the student will now be scheduled into courses and added to the snapshot.

## 9.6 MASS ASSIGN STUDENTS TO A SINGLE SECTION

1. **Schedule** top tab > **Master** side tab > **Roster** leaf. There is no need to select a course and the course name that appears for the roster does not matter; this is just a means to access the function you need.
2. In the **Options** menu, select **Add** and in the pop-up window, set the **Schedule Mode** to **Push**.



1. In the Students block select **Selection**. The student pick list popup window will open for the user to choose from. Select the students you want and click **OK**.
2. The multi-add students window will now display with the number of students you selected. In the ***Add to the following sections***: field, click the **Select** button. A list of course sections appear.
3. Select the course sections to add to the students. You can choose one or multiple sections. When the selection is complete, click **OK**. The sections will appear in a string in the **Add to the following sections:** field.
4. Click **OK** in the multi-add window to **"push"** the selected students into the course sections you selected.

# 10.0 Review student schedules and student information.

**School View > Student Top Tab > Schedules side tab**

This is a verification process only.

## 10.1 Review Student & Staff Information

**School View > Student Top Tab > Details**This is a verification process only. You need only make changes or updates to incorrect information.

Check the following:

1. Are there any students with a status other than Active that require changing? (Pre-Reg, etc.)
2. Do students' YOGs match their grade level?
3. Review students with grade sub-levels of HS, SU, EU, etc. and assess if they are assigned appropriately
4. Update or add Programs of Study (Diploma Type) \*\* NEW 2018 – Graduation Program \*\*
5. Update Diploma Granted Date for students who completed courses over the summer or who did not pass their Graduation assessments.
6. Update family courier information as necessary.
7. Update Diploma Types.
8. Do all secondary students have their attendance management type set appropriately?
9. Update staff details as necessary including homeroom and room assignments.