Central Okanagan School District

SD No. 23 | *Together We Learn*

BRITISH COLUMBIA | MyEducationBC

STUDENT SCHEDULING REFERENCE MANUAL

V3 April 2022

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1.0 Introduction to Student Scheduling

Student scheduling or student timetabling is managed in the School View from the Student top tab, by selecting a student and clicking on the Schedule side tab. Student schedules can be built manually or from on-line requests. Individual student timetables are viewed and printed from the Schedule > Details side tab. Schedules are changed in the Workspace sub-side tab.

Further resources can be found from the Schedule side tab > Workspace sub-side tab > Help > Help for this Page or Help Center. A possible further resource which will provide Classes/combined total enrollment counts is the BC Master Schedule report found under Schedule top tab > Master side tab > Reports > Scheduling Reports.

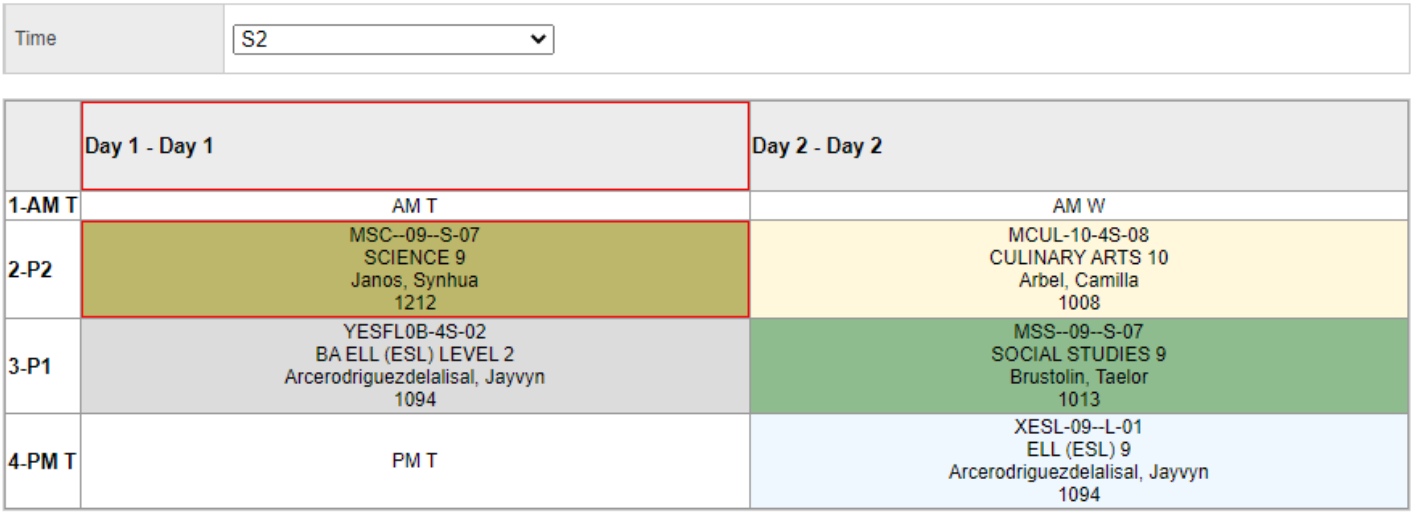
2.0 Student Schedule

Student top tab > **Schedule** side tab.

2.1 Viewing a Student Schedule

From the Student List, click in the box to the left of the student name to select the student, then click on the Schedule side tab. Users are presented with the option of either a List View or a Matrix View.

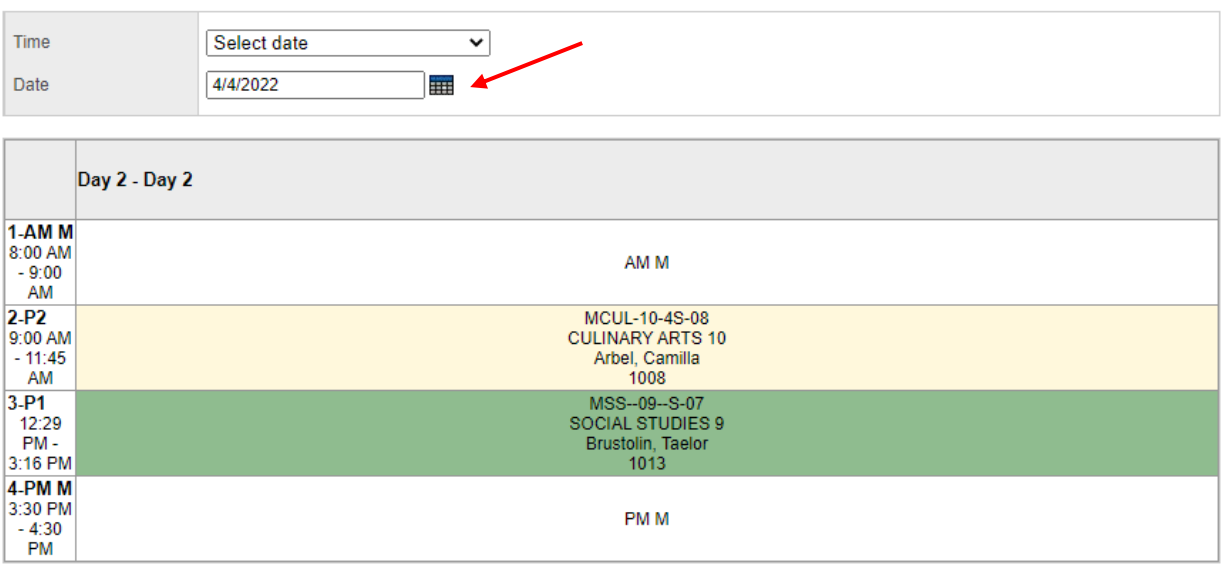
Matrix view provides a chart display of the student's schedule with days across the top and periods down the left side. The top block provides the means of selecting a school if the student is taking courses from secondary schools *(cross-enrolled)* as well as their primary school *(home school)*. A time frame drop-down list allows for the selection of schedule terms offered at the school such as full year, semester1, semester 2, or the option of Today.



Time	S2

	Day 1 - Day 1	Day 2 - Day 2
1-AM T	AM T	AM W
2-P2	MSC--09--S-07 SCIENCE 9 Janos, Synhua 1212	MCUL-10-4S-08 CULINARY ARTS 10 Arbel, Camilla 1008
3-P1	YESFL0B-4S-02 BA ELL (ESL) LEVEL 2 Arcerodriguezdelalisal, Jayvyn 1094	MSS--09--S-07 SOCIAL STUDIES 9 Brustolin, Taelor 1013
4-PM T	PM T	XESL-09--L-01 ELL (ESL) 9 Arcerodriguezdelalisal, Jayvyn 1094

If the School Preference (School > Preferences > Category=Schedule > Default time filter to date=CHECKED), the option to view the schedule on a Date is available:

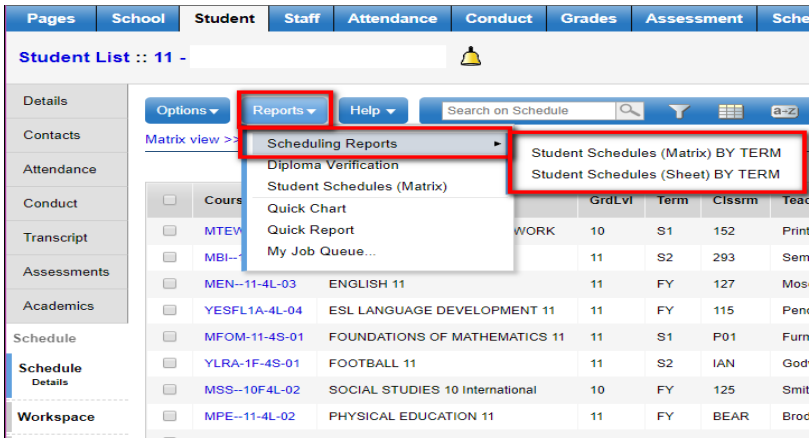


The List view is useful where a school has multiple days or periods and terms which can result in the matrix looking overly complicated. The schedule column below shows the period (day) expression. You can change the sort by clicking in the header of any of the List view columns.

	Course	Description	Clssrm	Teacher	Term	Schedule	Description	Name
☐	YESFL0A-4S-01	English Language Development Foundations	1094	Arcerodriguezdelalisal, Jayvyn	S1	P1(Day 1)	BA ESL 10A	Rutland Senior Secondary
☐	YESFL0B-4S-02	BA ELL (ESL) LEVEL 2	1094	Arcerodriguezdelalisal, Jayvyn	S2	P1(Day 1)	BA ELL (ESL) 10B	Rutland Senior Secondary
☐	MPHE-09--S-BB-03	BASKETBALL 9	1045C	Husmann, Abey	S1	P1(Day 2)	PHYSICAL AND HEALTH EDUCATION 9	Rutland Senior Secondary
☐	MSS--09--S-07	SOCIAL STUDIES 9	1013	Brustolin, Taelor	S2	P1(Day 2)	SOCIAL STUDIES 9	Rutland Senior Secondary
☐	XLDCA09-03	LANGUAGE & CULTURE 9	2034	Garzagonzalez, Samme	T1	P1(Day 2)	LD LOCALLY DEVELOPED 9A	Rutland Senior Secondary
☐	MPHE-09--S-01	PHYSICAL AND HEALTH EDUCATION 9	1045C	Husmann, Abey	S1	P2(Day 1)	PHYSICAL AND HEALTH EDUCATION 9	Rutland Senior Secondary
☐	MSC--09--S-07	SCIENCE 9	1212	Janos, Synhua	S2	P2(Day 1)	SCIENCE 9	Rutland Senior Secondary
☐	MMA--09--S-10	MATHEMATICS 9	2032	Phull, Charlesdean	S1	P2(Day 2)	MATHEMATICS 9	Rutland Senior Secondary
☐	MCUL-10-4S-08	CULINARY ARTS 10	1008	Arbel, Camilla	S2	P2(Day 2)	ADST – CULINARY ARTS 10	Rutland Senior Secondary
☐	XESL-09--L-01	ELL (ESL) 9	1094	Arcerodriguezdelalisal, Jayvyn	FY	PM W(Day 1-Day 2)	LD ELL (ESL) 9	Rutland Senior Secondary

2.2 Printing a Student Schedule

To print an individual student's schedule, go to **Student > Schedule > Reports > Scheduling Reports > Student Schedules**. Currently there are 3 ways to run scheduling reports: Student Schedules (Matrix) BY TERM, Student Schedules (Sheet) BY TERM



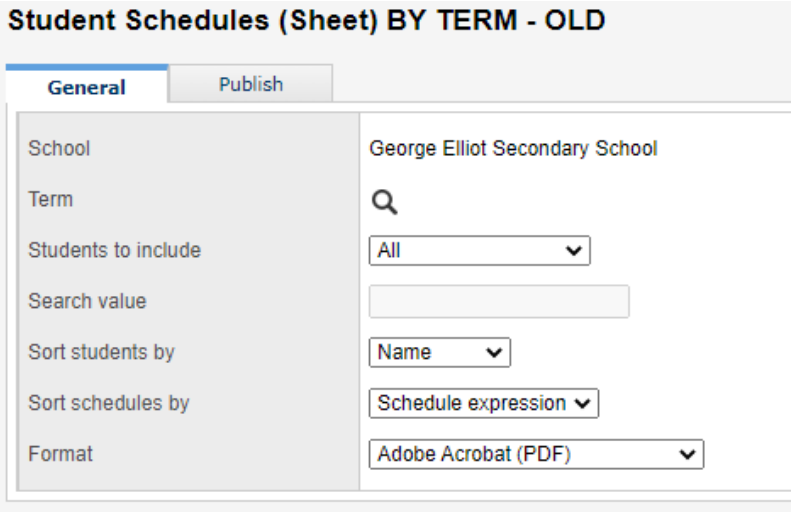
and Student Schedules (Sheet) BY TERM – OLD. As of right now, it is suggested to use the Student Schedules (Sheet) BY TERM – OLD.

When the report parameter window opens, disregard Students to include = All; from an individual student's schedule it will only print the one student schedule. See the following pages for how to print the student schedules.

Student Schedules (Sheet) BY TERM – OLD

Select the following:

- **Term** – Select the appropriate term(s) you would like to print on the report.
- **Students to Include** – Select who you would like to include in the report: All, YOG, Homeroom, Guidance Counselor, or Snapshot. If you are in a current student record and select ALL, it will only print the report of that student.
- **Search Value** – This field will be available if using the YOG, Homeroom, Guidance Counselor, or Snapshot options.
- **Sort Student** – Select if the report will sort by student name, YOG, or Homeroom
- **Sort Schedules by** – This will sort each individual's schedule by either Schedule Expression, Term, or Course
- **Format** – Choose how the report prints exports. Either PDF, Webpage, Excel (XLS), or Comma-Separated Value (CSV)

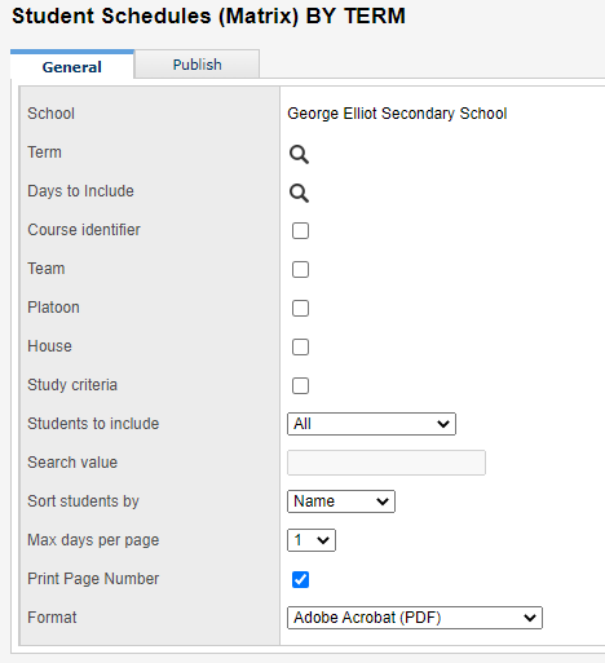


Student Schedules (Matrix) BY TERM

Select the following:

- **Term** – Select the appropriate term(s) you would like to print on the report.
- **Days to Include** – You can select single, Multiple, or All days.
- **Course identifier** - Will show the Course Identifier if school is using this function**.**
- **Team -** Will show the students Team if school is using this function**.**
- **Platoon** **-** show the students Platoon if school is using this function.

- **House -** Will show the students House if school is using this function.
- **Study Criteria -** Will show Course Study Criteria if school is using this function**.**
- **Students to Include -** Users can select who will be included in the report; all, YOG, Homeroom, Guidance Counsellor, or Snapshot
- **Search value -** This field is not enabled with the above option of All. For all other Students to include values, it is a free form text box.
- **Sort students by -** Options are Name, YOG and Homeroom
- **Max days per page -** Hard coded to 10 days.

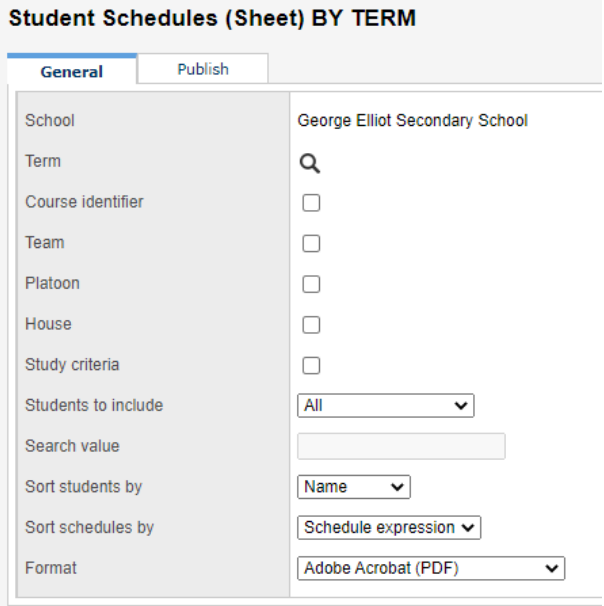


- **Print Page Number -** Checking this will print the page number on each page
- **Format** – Choose how the report prints exports. Either PDF, Webpage, Excel (XLS), or Comma-Separated Value (CSV)

Student Schedules (Sheet) BY TERM

Select the following:

- **Term** – Select the appropriate term(s) you would like to print on the report.
- **Course identifier** - Will show the Course Identifier if school is using this function**.**
- **Team -** Will show the students Team if school is using this function**.**
- **Platoon -** show the students Platoon if school is using this function.
- **House -** Will show the students House if school is using this function.
- **Study Criteria -** Will show Course Study Criteria if school is using this function**.**
- **Students to Include -** Users can select who will be included in the report; all, YOG, Homeroom, Guidance Counsellor, or Snapshot
- **Search value -** This field is not enabled with the above option of All. For all other Students to include values, it is a free form text box.



- **Sort students by -** Options are Name, YOG and Homeroom
- **Sort Schedules by** – This will sort each individual's schedule by either Schedule Expression, Term, or Course
- **Format** – Choose how the report prints exports. Either PDF, Webpage, Excel (XLS), or Comma-Separated Value (CSV)

2.3 Printing Multiple Student Schedules

Printing more than a single student's schedule is done from **Student** top tab > **Select Student** > **Reports** > **Scheduling Reports or Schedule** top tab **> Master** side tab **> Reports > Scheduling Reports > Student Schedules (Matrix) or (Sheet) BY TERM**. Accessed from here, the Students to include parameter is active and options available are :

- **All** – generates student schedules for all students in the school
- **YOG** – requires a search value on the year of grad date (grade equivalent)
- **Homeroom** – where homerooms are being used
- **Counsellor** – if counsellors have been set up in the reference table and assigned to students in the student details
- **Snapshot** – allows for selecting a snapshot of a specified groups of students

3.0 Workspace

It is in the Workspace that a student's schedule is managed; courses are added, dropped and the schedule posted. To adjust a student schedule, go to **Student > Schedule > Workspace**. Users have the option of a **List view** or a **Matrix view**.

MyEdBC offers the ability to enter course requests in the current year and use the **Reschedule** functionality to determine the best placement of course sections. Reschedule considers the load rules when determining the best placement. Changes made with the **Reschedule** function are not permanent until **posted**.

Course sections can also be directly selected and manually scheduled, using the Matrix view. Where the latter method is used, an **Update** option is provided to pull the courses from the student schedule matrix into the **Course Requests**.

Where schools have selected **Allow future add/drop** as a School > Set up > Preference under the Category > Schedule, users will be able to set future dates for a student's schedule change to take effect. Although enrollment totals will display a current enrollment number, the application will include these future changes when applying maximum enrollments.

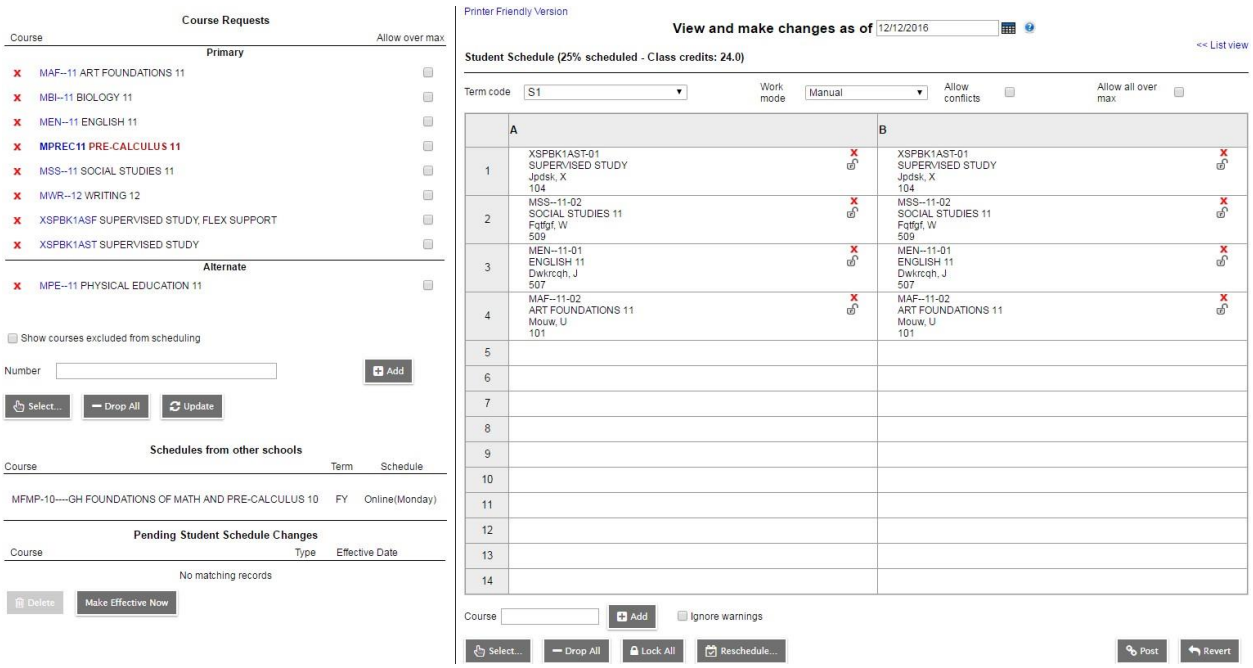
3.1 Using the Workspace in the Build View PRIOR to Committing Schedule

Prior to or following End of Year Rollover (EOYR) and prior to committing a scenario, from the Build View, student schedules can be managed. This will include students who are in need of a schedule change, or new students to the school.

The user will change view to the **Build View** and must select the correct scenario from the **Scenario** top tab and actually click on the scenario to lock it in. Then go to the **Student** top tab **> Options > Refresh**. This will bring in any changes to the student enrollment including newly admitted students. Once this is done, access the Workspace from, **Student** top tab (select the student) **> Schedule > Workspace**. Managing the students schedule in the Build View then follows the same processes and functionality outlined below.

3.2 Matrix View

The matrix view divides the screen into two sections, the schedule matrix on the right and course requests on the left. For schools with a one or two day schedule and few periods, this view offers flexibility and a variety of scheduling functions. From the List View, click the hyperlinked Matrix View found at the top right of the screen.

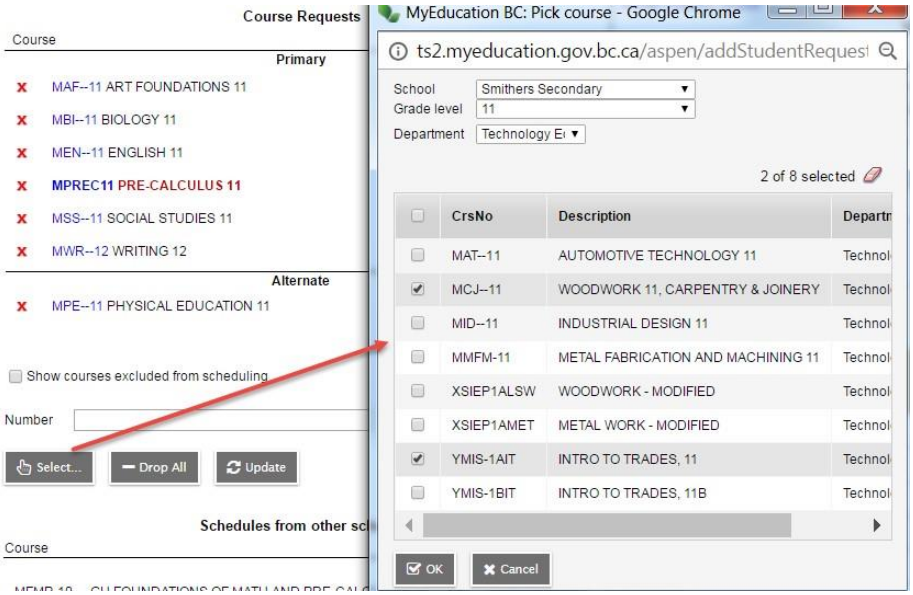


3.3 Matrix View: Course Requests - Left Side

Primary requests are displayed at the top of the left side of the screen. For those such as counsellors who are building a new student's schedule, primary requests can be entered and then simulated to build a schedule.

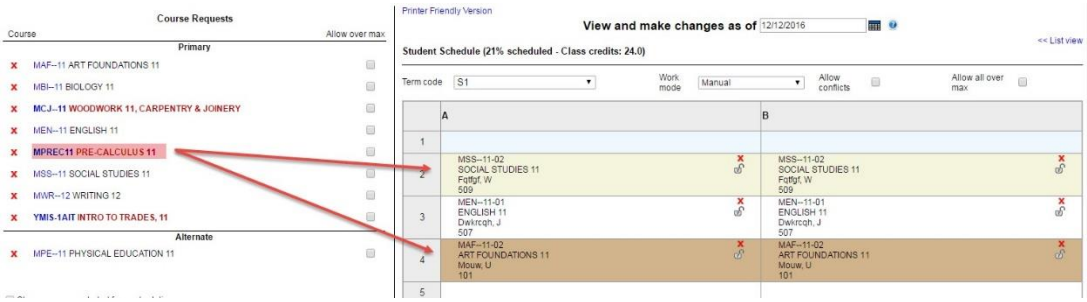
- Requests can be entered in the **Number** field by typing the course codes separated by a comma and then clicking the **Add** button. *Just remember that this field is case sensitive and must be entered **exactly** how the course is in the Master Schedule.*

- The **Select** button opens a pick list of courses to choose from. The list can be filtered by grade level or department. Using the Search box will find the course queried. Click on a header to sort by that column and it will change which field the search uses. Multiple selections can be made using this method.



- **Drop All** will remove all course requests.
- **Update** button adds classes to the course request list that were entered directly into the schedule matrix. *Always **Update** after making schedule changes on the matrix side of the screen*. Should the matrix be cleared using Drop All on the right, the course requests will remain intact from which to reschedule.
- **Primary** requests displayed at the top left of the screen provide a variety of active functions for the student schedule builder.

Hovering over a request with the mouse, highlights where in the matrix sections of the course are offered. Course requests can then be dragged and dropped into those areas. It is best to click on the course description rather than the course code so as to avoid opening the course details popup. See **Work Mode** on the following pages for settings related to drag-and-drop functionality.



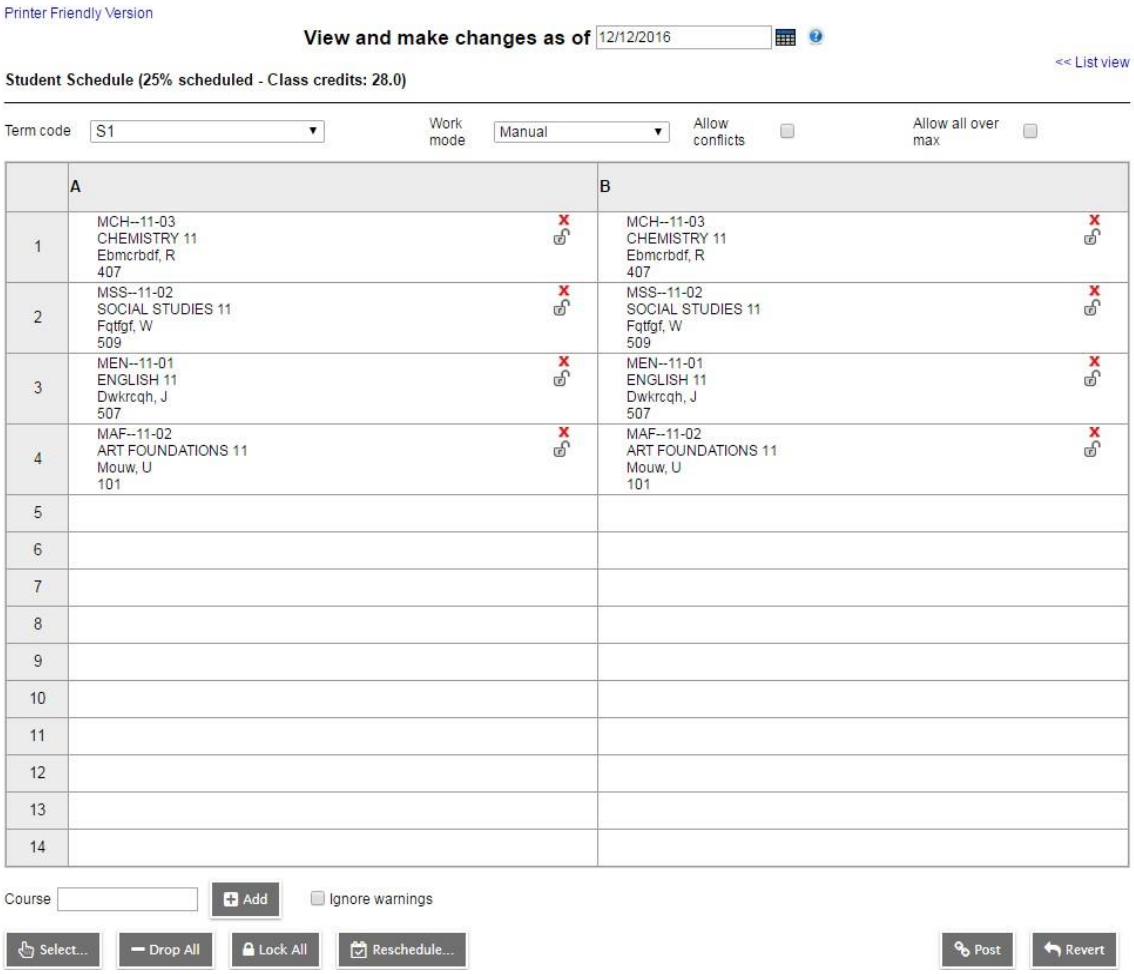
A red **X** in front of the Course code provides for the deletion of an individual request.

Clicking on the **blue hyperlinked** course code opens course request attributes. In order for the course to be considered in the **Inclusion count**, the request must be marked as an inclusion request in the window.

Course descriptions displayed in **bold red** indicate course requests that have not been scheduled. Once they are scheduled they will turn to black.

- **Alternate**. Alternates are determined by dragging primary requests into this area. Should a request populate this area, it can be dragged into the primary request field or deleted altogether using the red **X**.
- **Secondary** requests are those courses students are taking from another school. These are also seen at the bottom left side under, **Schedules from other schools**. These fields are only displayed when a student is enrolled in a course from a secondary school.

3.4 Matrix View: Schedule Matrix - Right Side

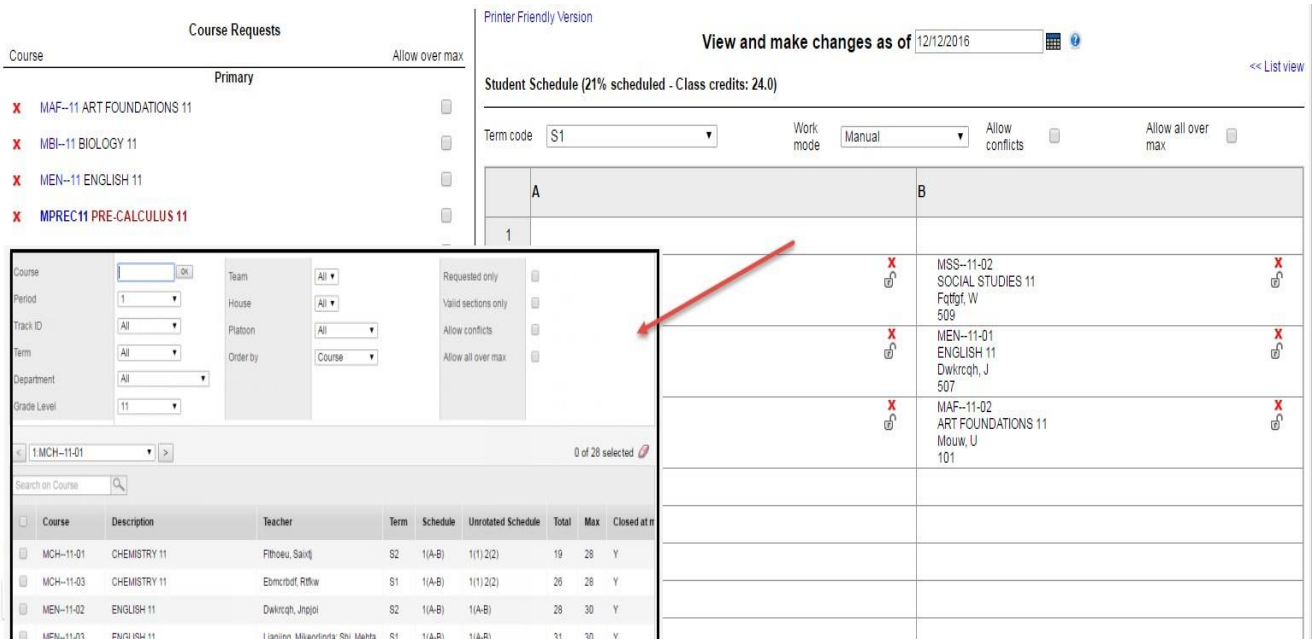


- **Percent scheduled - Class credits** shows the percentage of the schedule that has sections scheduled. This can be misleading where there are periods outside of the

"regular" day as is the case in the example above. The system includes all periods in the timetable and calculates the percent accordingly. Set the Term code to FY for the Class credits to display all of the classes scheduled at the primary school. If courses appear missing based on the credit count, this is due to those being calculated from courses taken at secondary schools. The List view is more suited to the display of all courses from all schools.

- **Term Code** can be changed to view the schedule by term, semester, or full year (**FY**). Setting to **FY** will include all of the terms as well as full year providing a more comprehensive view.
- **Work Mode** by default is set to manual. This allows for the drag-and-drop of course requests into open periods of the student schedule. Change to **Auto-Shuffle** to drag a course from the left and drop on a space that is already scheduled, bumping out the first class and returning it to the **Request** list where it will display in **red** **OR** if there is an open period that the first class can go to then it will bump it to that period.
- Checkbox for **Allow Conflicts**, if selected, will allow more than one course to be placed in the same period on the matrix. This can be used temporarily in trying to work out the schedule. In DL or Alternate schools, this would provide the "Flex Ed" ability of entering multiple classes in a single period.
- **Allow All Over Max** checkbox will allow classes to be scheduled that have reached maximum enrollment *(but is locked down for some users as per District request)*.
- **Allow over inclusion count** will only appear if an Inclusion count has been defined. This is done from the **Schedule** top tab > **Preferences** side tab > **Category** = **Scenario-basic > Control inclusion students**. Checking this box will allow you to ignore the value defined in this preference.
- Each period on the matrix displays the scheduled class and two symbols, a **red X** to drop the class and a **Padlock** to lock the class so that it can't be moved when **Reschedule** is used.
- **Course** (think section) text entry box under the lower left side of the matrix allows direct entry of course/section numbers separated by commas. This field is case sensitive and must include the correct code with section number. Once entered, click **Add**.
- **Ignore Warning** checkbox allows a class to be scheduled despite a conflict.
- **Select** button (lower left corner of matrix screen) opens the Schedule Master Pick List. There are filters across the top of the master schedule that will return sections filtered by several criteria, including grade level, department and period. Control+F can also be used in this screen to find and select course sections. Multiple classes can be selected before clicking **OK**. Note that this field is case sensitive.
- Will also show the total number of seats, how many have been taken and if there are any designated students what category they are. A check in **Valid sections only** will bring up only available classes if you want to see all classes then clear the check mark from this field.
- **Drop All** button drops all classes from the schedule.
- **Lock All** locks all classes currently on the schedule.
- The **Reschedule** button will generate a schedule based on the **Course Request** list and class availability. See **Appendix A** for further information on using **Reschedule** and addressing validation errors.

- Changes within the matrix can be made dynamically. Clicking in an empty space automatically opens the **Schedule Master Pick List** with the **Period** filter defaulting to the period clicked.



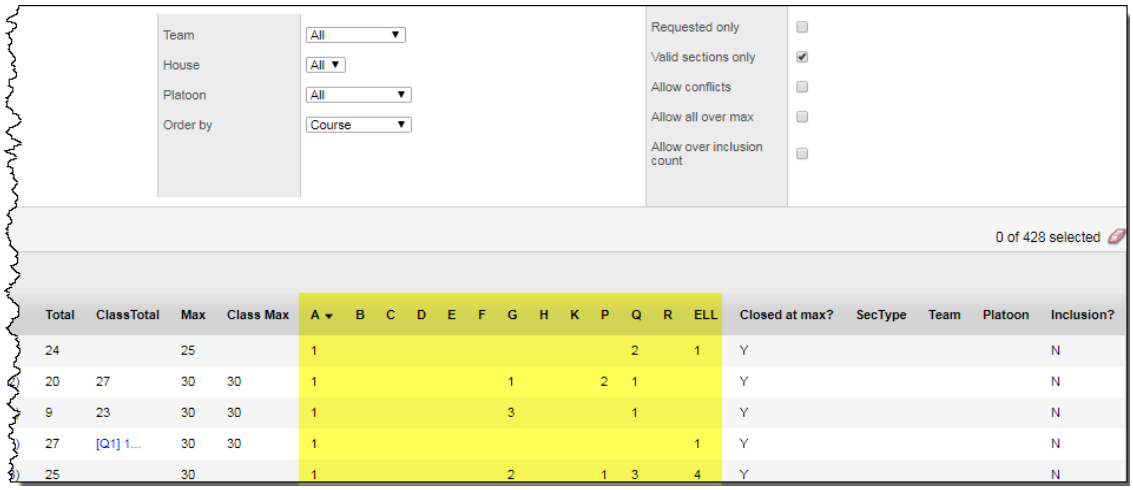
- Course sections can be dragged from one period to another open period. The matrix does not identify term/semester when there is only one scheduled into a period.
- Where changes have been made, an asterisk (*) will display beside the course code indicating that the current schedule has not yet been posted and committed
- **Post** and **Revert** buttons are located on the lower right corner of the screen. After sections have been dropped and changed, the **Revert** button can be used to restore the schedule to the last **posted** version. When satisfied with the schedule, click **Post** to commit the schedule.
- Where a transcript already exists for a student, moving to a new section of the course will trigger the **Update transcripts to new section** popup shown. This allows the user an option to merge the transcript record for the new course section with the one already created; thereby avoiding a second record for the same course.

- After the new transcript is created, schools can use the Update Gradebook function to move selected information in the grade and date transcript columns of the new transcript record into the Gradebook and Grade Input screens of the new course section. *Grades > Transcript > select Transcript(s) > Options > Show selected > Options > Update Gradebooks*

3.5 Viewing Designation/ELL and Classes Totals

3.5.1 Designation/ELL

The number of students with a Primary Designation or ELL (Including ESL) will display on the popup window accessed from the **Student > Schedule > Workspace > Select**…. button, in both the **School** and **Build views**.



These totals are automatically updated when a student's schedule is **Posted**.

If a student's Primary Designation or ELL program participation is added, deleted or changed there is a manual procedure to update the class composition for course sections.

This procedure is available in the following locations:

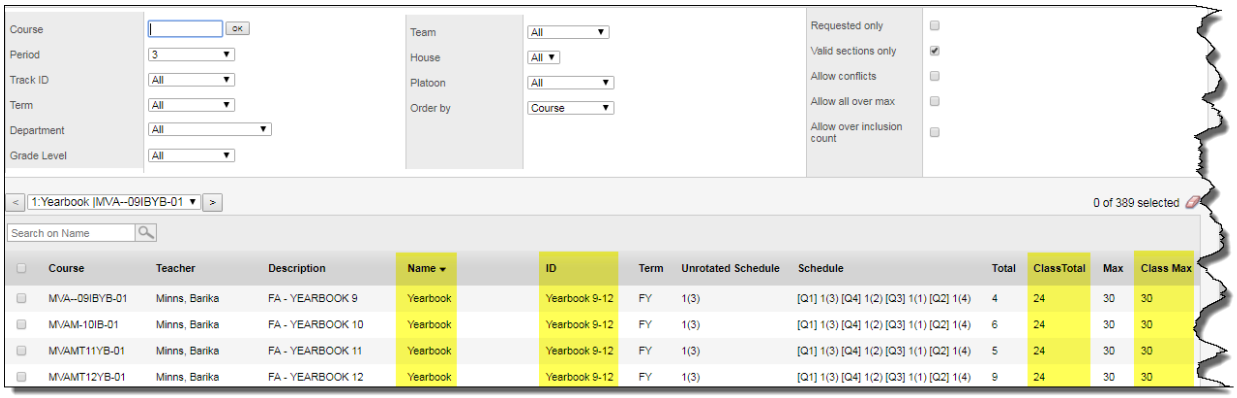
School view:
Student top tab > Select a student > Membership side tab > Programs sub-side tab > Options > Update Designation/ELL tallies,

Build view:
Workspace top tab > Master side tab > Options > Update Designation/ELL Tallies > Choose a Scenario.

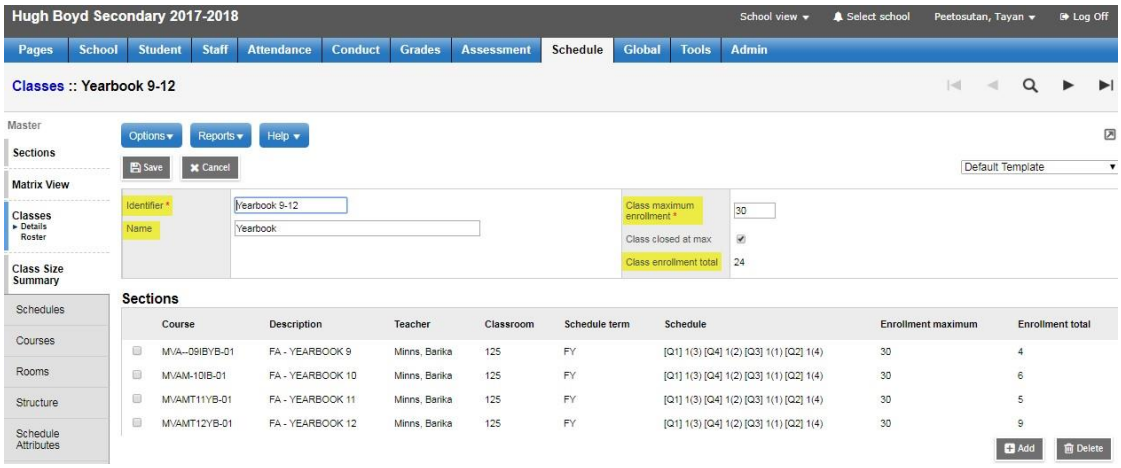
When the manual procedure is run, it runs for all students, given the parameter selection.

3.5.2 Classes Totals

The Classes ***Name, ID, ClassTotal*** and ***ClassMax*** will display on the popup window accessed from the **Student** top tab > **Schedule** side tab > **Workspace** sub-side tab > **Select**…. button, in both the **School** and **Build views**. These totals are automatically updated when a student's schedule is **Posted**.



These values will only be displayed if a Classes grouping has been created. Classes created are located in **School** view > **Schedule** top tab > **Master** side tab > **Classes** > **Details**

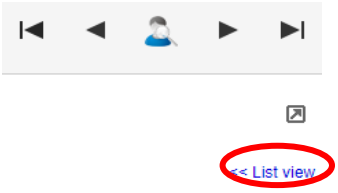


The table below matches the column names with the field on these two screens.

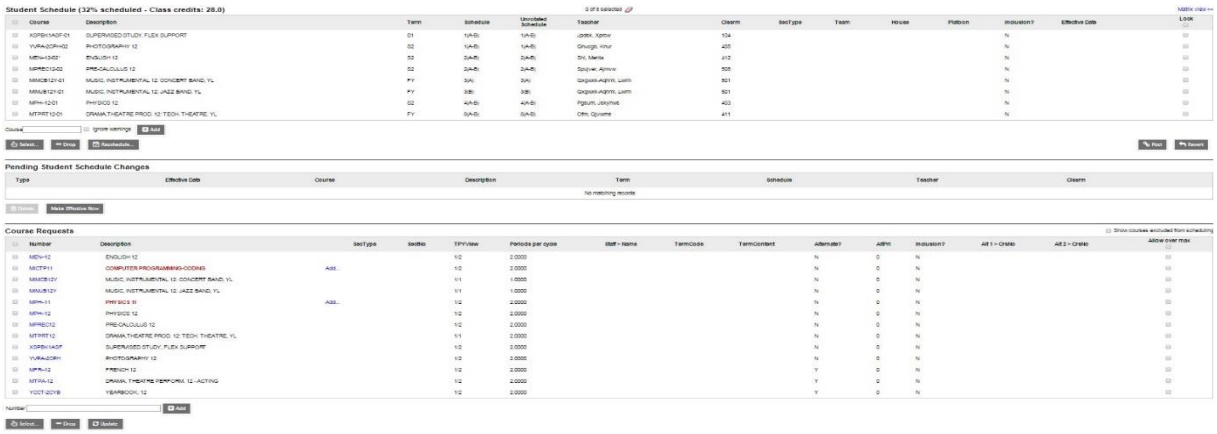
Workspace column name	Classes screen
Name	Name
ID	Identifier
ClassTotal	Class enrollment total
Class Max	Class maximum enrollment

3.6 List View

The List View provides an alternative means of managing student schedules. To access the List View from the Matrix View, click on the hyperlinked, List View found at the top right of the screen.



The window is divided into an upper block displaying the **Student Schedule** and a lower block of **Course Requests**. Schedule terms, periods and days [Per(Day)] are shown in the fields provided. This view offers a “cleaner” display of the list of classes and course requests. Counsellors may prefer this view as it is easy to see if



the student has the correct number of classes scheduled. This view does not offer the drag-and-drop feature available in the matrix view.

3.7 List View: Upper Block - Student Schedule

Clicking in the header of any fields in the Student Schedule block will sort the field. The List view displays all classes scheduled, including those from other schools. This is very helpful for the counsellor to determine if classes are missing. In the example below, the Schedule field has been sorted which makes it easy to see that each of the regular day periods (1 - 4) have a class assigned for each semester.

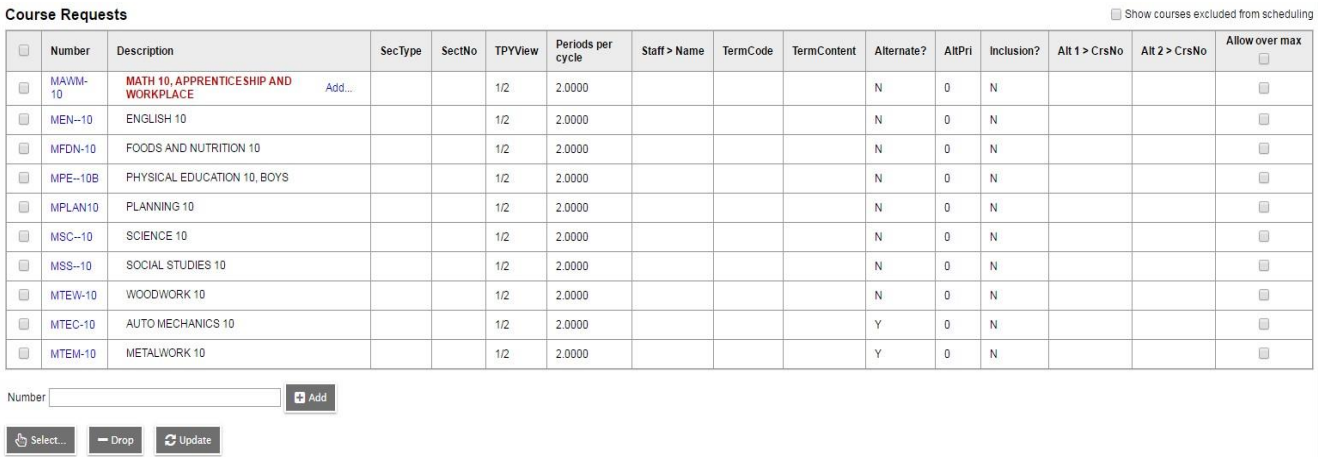
Student Schedule (64% scheduled - Class credits: 44.0) 0 of 13 selected

	Course	Description	Term	Schedule ▲	Unrotated Schedule	Teacher	Clssrm
	MPE--10B-01	PHYSICAL EDUCATION 10, BOYS	S1	1(A-B)	1(A-B)	Mdltspn, Hbpcw	Gym 1
	MAWM-10-02	MATH 10, APPRENTICESHIP AND WORKPLACE	S2	1(A-B)	1(A-B)	Spujver, Ajmvw	508
	MSS--10-02	SOCIAL STUDIES 10	S1	2(A-B)	2(A-B)	Xwkxsuw, Pis	506
	MEN--10-03	ENGLISH 10	S2	2(A-B)	2(A-B)	Dwkrcqh, Jnpjoi	507
	MFDN-10-02	FOODS AND NUTRITION 10	S1	3(A-B)	3(A-B)	Ddooynvnbx, Qpvbew	502
	MPLAN10-07	PLANNING 10	S2	3(A-B)	3(A-B)	Jpdsk, Xprcw	104
	MSC--10-05	SCIENCE 10	S1	4(A-B)	4(A-B)	Flthoeu, Saixtj	406
	MTEW-10-02	WOODWORK 10	S2	4(A-B)	4(A-B)	Wuliin, Egte	305

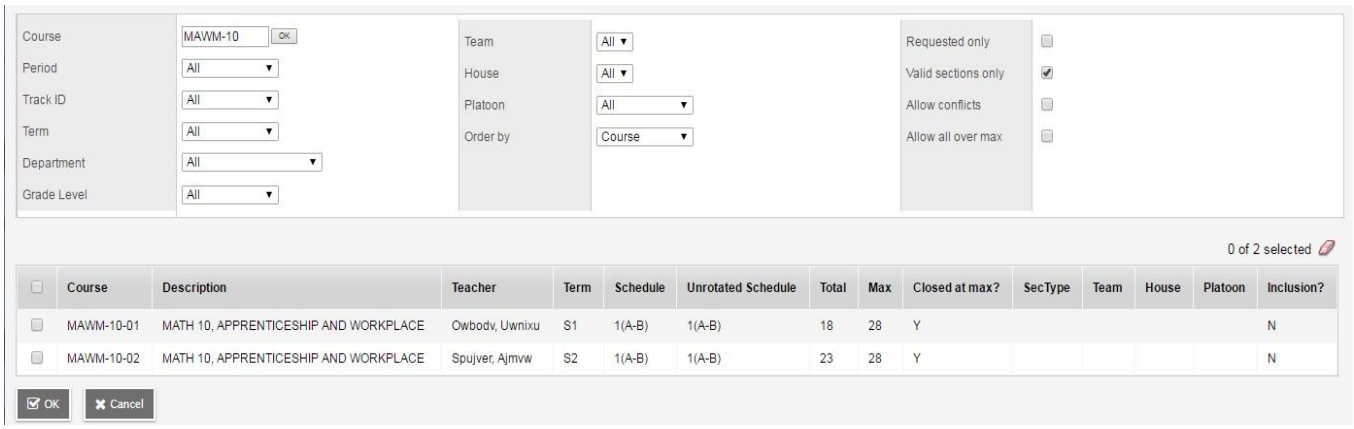
Classes in the List View can be selected and dropped. They can also be added using the **Course** field or the **Select** option. To the far right of the screen is the **Lock** field provided for use with the **Reschedule** function.

3.8 List View: Lower Block - Course Requests

Course requests are managed in the **List View** using the Number/Add, Select or Drop options. Course requests can pull from classes directly entered into the Student Schedule using the **Update** button. The drag-and-drop feature is not an option in this view. Courses offered from other schools also display in this view along with the school name. Note that Planning 10 at the bottom of the requests in the example below, is taken from a secondary school (cross enrolled). Courses can only be managed by the schools to which the request is made.



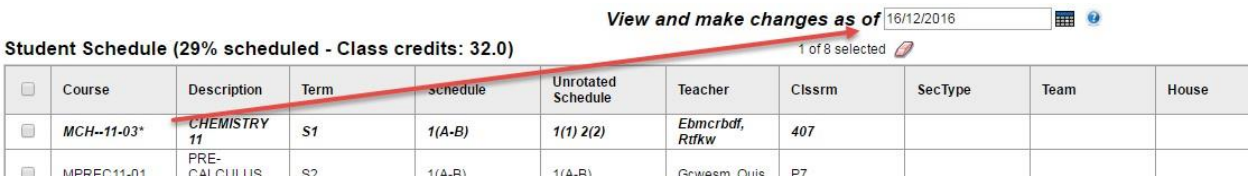
Courses not scheduled display the description in **bold red** with an **Add**… hyperlink (see above). Clicking this link opens the **Schedule Master Pick List** shown below filtered to the sections of the course selected. Sections can be selected to fill openings in the student schedule.



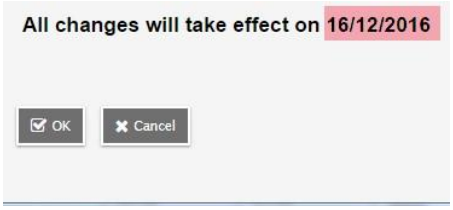
3.9 Future Add/Drop Classes

Where the school preference to **Allow future add/drop** is set to yes, an option will be presented at the top of the screen to **View and make changes as of**, with a date field provided. An additional block, **Pending Student Schedule Changes** will be found in the List View between the Student Schedule and the Course Requests. In the Matrix View, this is presented in the bottom right block.

Set the date for the change to take effect and add or drop the appropriate class(es) as usual.



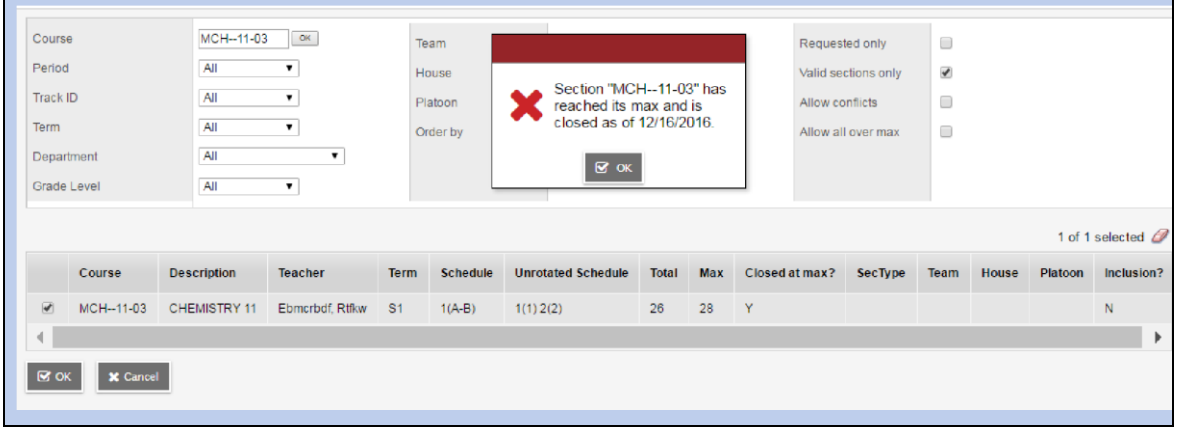
Posting changes will generate a popup indicating the effective date.



The Pending Student Schedule Changes block displays all pending changes.

Changes to the date displayed to the left of, **View and make changes as of**, will display the student schedule as of that date. A date set beyond the effective dates for changes will show the schedule after the changes, a current date will display the schedule at this point in time.

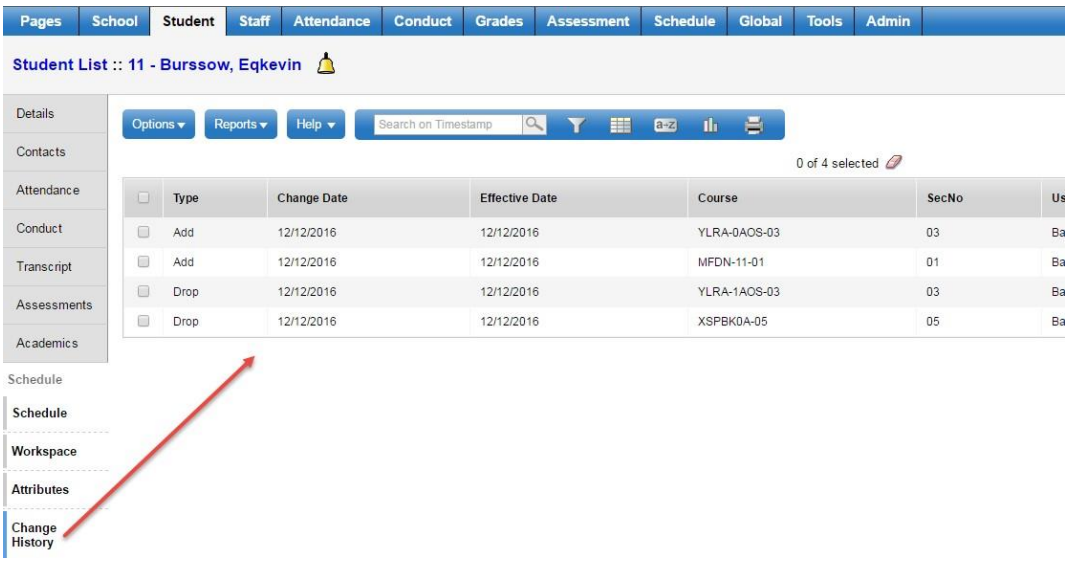
Note: Enrollment totals on sections reflect the current date, not future changes. However, modifying class rosters will take into account pending changes. For example, if a future addition will meet the maximum enrollment, trying to add another student in the interim will not be allowed generating a popup message that the class is full.



4.0 Additional Scheduling Tools

4.1 Change History

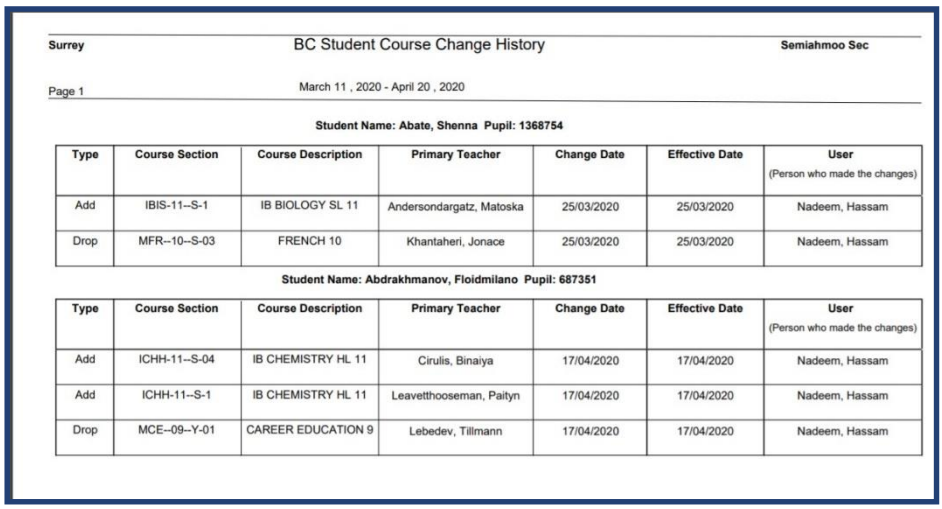
Change History is found from **Student > Schedule > Change History**. A record of posted schedule changes is displayed showing what was changed, when, where and by whom. Note that these records can be deleted.



4.2 BC Student Course Change History Report

School View>Student TT>Reports> Student Course Change History

The report displays all the Add/Drop records for a student within the selected date range



Surrey — BC Student Course Change History — Semiahmoo Sec

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Student Name: Abate, Shenna Pupil: 1368754

Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	IBIS-11--S-1	IB BIOLOGY SL 11	Andersondargatz, Matoska	25/03/2020	25/03/2020	Nadeem, Hassam
Drop	MFR--10--S-03	FRENCH 10	Khantaheri, Jonace	25/03/2020	25/03/2020	Nadeem, Hassam

Student Name: Abdrakhmanov, Floidmilano Pupil: 687351

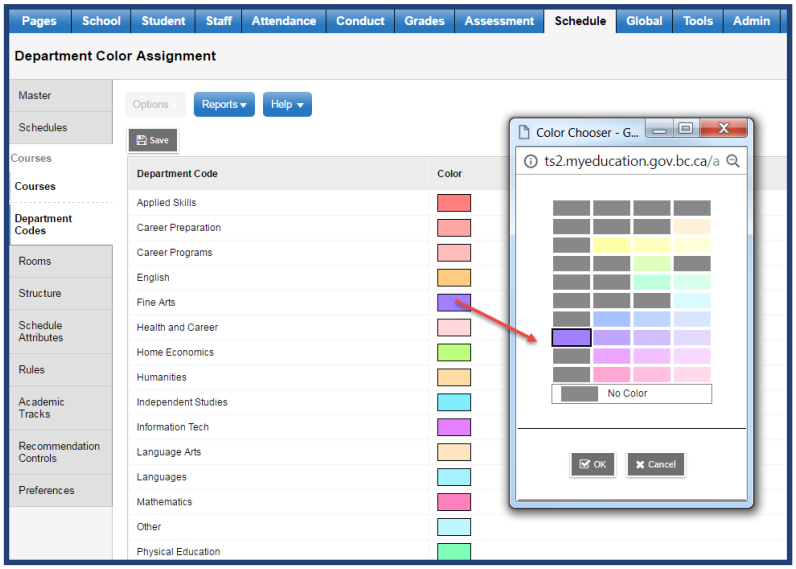
Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	ICHH-11--S-04	IB CHEMISTRY HL 11	Cirulis, Binaiya	17/04/2020	17/04/2020	Nadeem, Hassam
Add	ICHH-11--S-1	IB CHEMISTRY HL 11	Leavetthooseman, Paityn	17/04/2020	17/04/2020	Nadeem, Hassam
Drop	MCE--09--Y-01	CAREER EDUCATION 9	Lebedev, Tillmann	17/04/2020	17/04/2020	Nadeem, Hassam

In the pop-up parameter screen enter the **date range** of the records to include, the **students to include** in the report and the desired **format** of the report.

4.3 Colour Coded Departments

Departments can be colour coded so that those viewing a student's schedule in the matrix view can more easily distinguish classes of a given department.

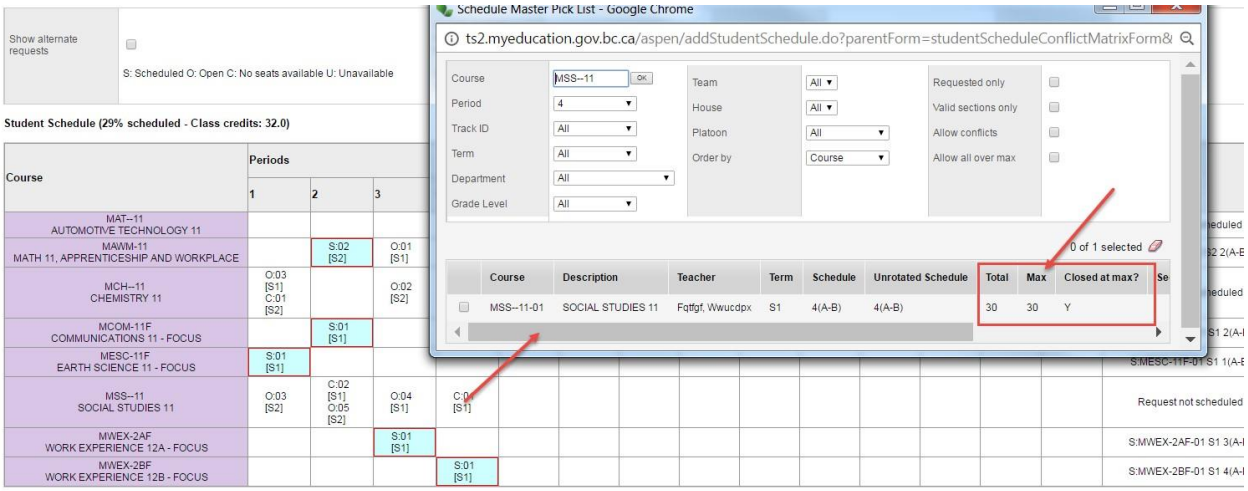
These colours can be assigned from the Schedule top tab > Courses > Department Codes.



Classes will be displayed in the student's schedule > matrix view, in the department selected colours.

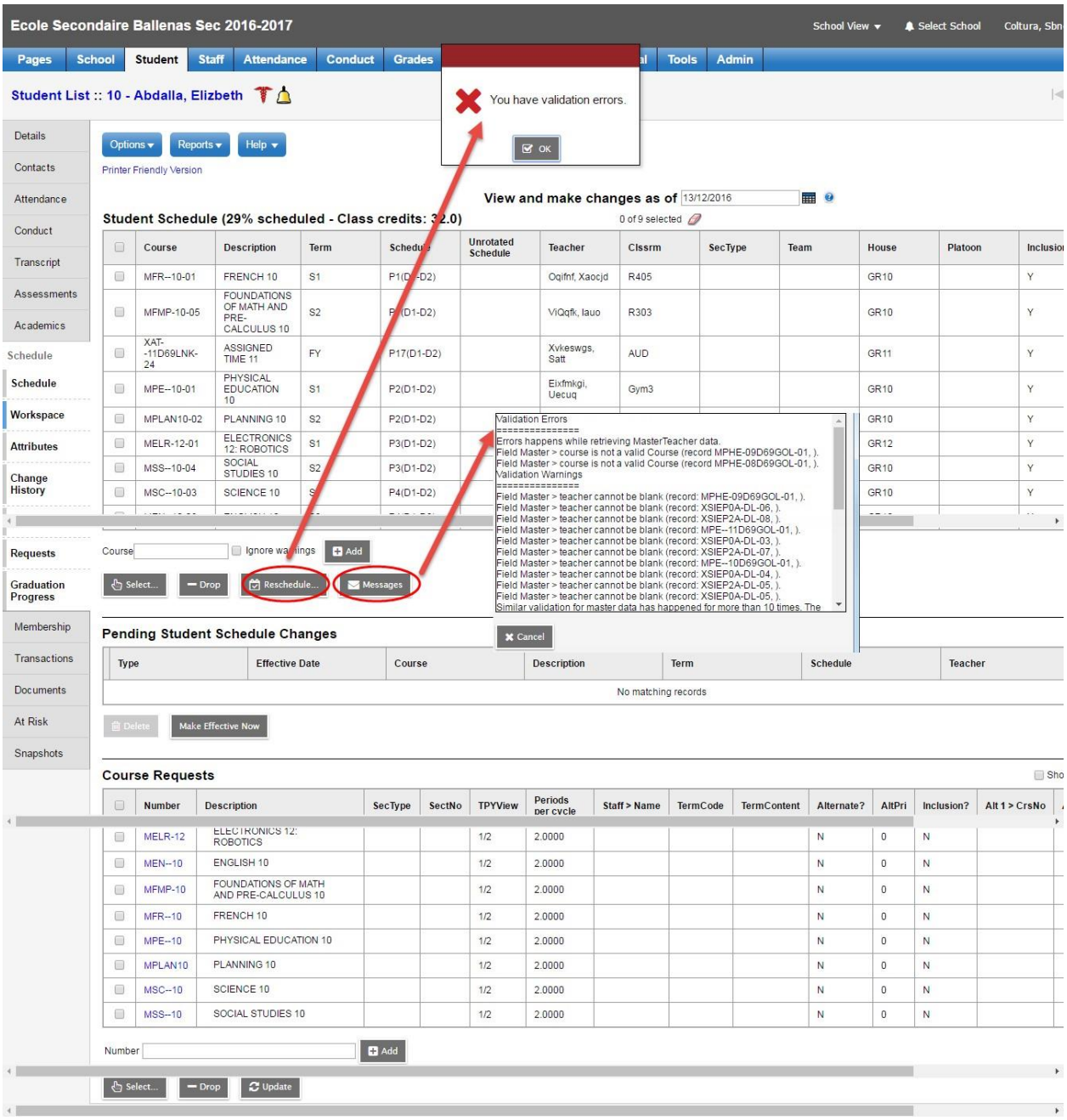
4.4 Conflicts

The Conflicts sub-side tab provides a view only matrix which shows sections offered, with those scheduled highlighted in blue. The **Comment** field will indicate if a course request was not fulfilled. Clicking on a scheduled period will display the Schedule Master pick list for that section with enrollment and max totals. This does not take into account Classes groupings.



Appendix A: Reschedule

The Reschedule functionality assesses the master schedule structure and enrollments in order to find a “best fit” for the student. In doing so, if any aspect of the schedule structure is not complete or if the expression and matrix are out of synch, the result will be validation errors. Building a school schedule in MyEdBC using the builder will minimize the likelihood of these errors.

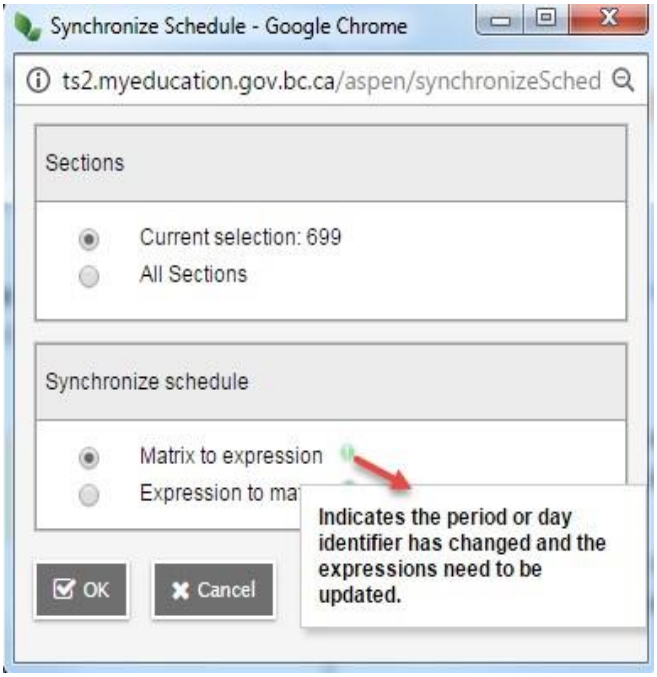


Should there be validation errors, click on Messages to view the validation errors. Helpful filters:

From **Schedule** top tab **> Master** side tab, two filters are provided to assist schedulers in identifying areas that may interfere with the use of using the Reschedule functionality as well as those affecting structural integrity of the schedule.

Some common validation errors include:

- **Schedule Validation** – This filter provides a list of sections missing a schedule term or schedule expression.
- **Schedule expression out of synch with matrix** – This filter provides a list of courses for which the schedule expression and matrix are out of synch. From the Schedule > Master use Options > Synchronize Schedule. The popup parameter window allows the user to choose the Current selection from the list or All sections. Depending on whether the matrix is correct and the schedule expression is wrong, or whether the expression is correct the matrix is not, will determine which option to select the Synchronize schedule. Hovering the mouse over the green exclamation mark to the right of the option.



Some common validation errors include:

- Teacher cannot be blank: assign a teacher to the section
- Teacher is not a valid teacher: teacher must have Include in scheduling (Staff > Schedule > Attributes)
- Schedule expression out of synch with matrix: use filter of same name from Schedule > Master to find course sections for correction
- Schedule bitmap is empty or invalid: use Schedule Validation filter from Schedule > Master to identify sections in need of attention

Note: Student schedules can be manually entered and Posted without using the Reschedule procedure.

Appendix B: Common Reports

Student Schedules- **Student > Schedule > Reports > Scheduling Reports > Student Schedules (Sheet) BY TERM - OLD**
Multiple Student Schedules - **Schedule > Master > Reports > Students > Student Schedules (Sheet) BY TERM - OLD**
Class Totals and Details – **Schedule > Master > Reports > Scheduling Reports > BC Master Schedule**
Course Catalogue – **Schedule > Courses > Reports > Course Catalogue**
Single Student Transcripts – **Student > Transcripts > Reports > Grad Reports > School Transcript**
Multiple Student Transcripts – **Student >** *Filter to students you want (Options show selected)* **> Reports > Grad Reports > School Transcript**
Single Student Diploma Verification – **Student > Reports > Diploma Verification**
Diploma Verification – **Student > *Select Students*** *(Options show selected)* **> Reports > Grad Reports > Diploma Verification**
Report Cards – **Student > *Select Students*** *(Options show selected)* **> Reports > Report Cards**
PSR Card - **Student > *Select Students*** *(Options show selected)* **> Reports > Permanent Student Record**

Appendix C: Student Course Section Withdraw and Transcript Records

Student Transcript Records

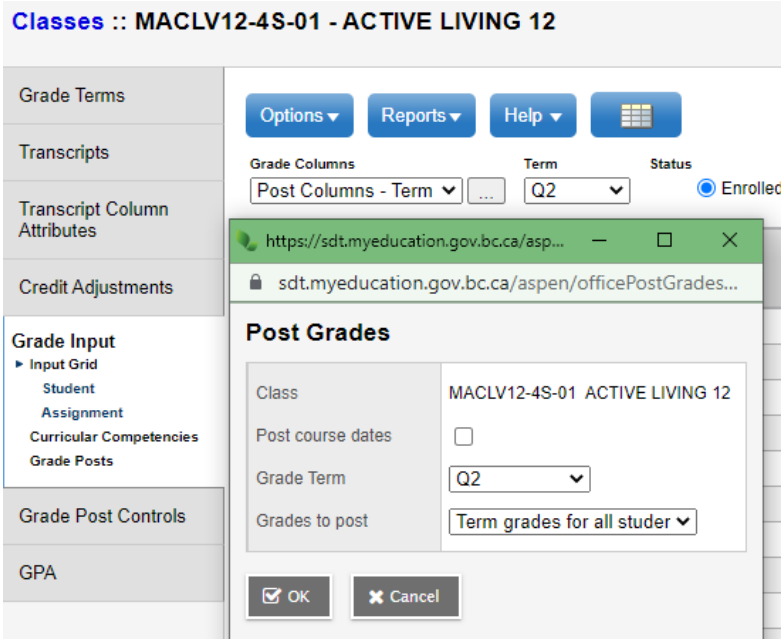
Student transcript records are created when a school ***posts grades*** or a school ***posts course dates*** for a course section.

- Students with a final mark in Grade Input, either enrolled or withdrawn from a course section, will have a transcript record created during posting.

- Students withdrawn from a course section without a final mark in the withdrawn tab of Grade Input will not have a new transcript record created. A previously created transcript record will still exist until deleted.

Drop a student from a course section and retain a transcript record

- Enter a final mark in Grade Input for the student. **Options > Post Grades** for the course section.
    - Posting Grades will populate the completion date in Grade Input and post the final mark to the transcript record.
- Post Dates for the course section.
    - Posting dates will populate the transcript record with all of the dates, including completion date.
- Drop the student from the course section in **Student > Schedule > Workspace**.



Drop a student from a course section and remove a transcript record

- Ensure there is no final mark in Grade Input for the student.
    - (**Options > Post Grades** if a previous mark existed and was deleted)
- Drop the student from the course section in **Student > Schedule > Workspace**.
- Delete the existing blank transcript record (if one existed previously).