

MYEDUCATION BC MIDDLE SCHOOL SCHEDULING USER GUIDE

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Schedule Top Tab>Side Tabs Overview

a. Master Side Tab

Sections Side Tab: A list of all classes and sections for the school.

Filter by:

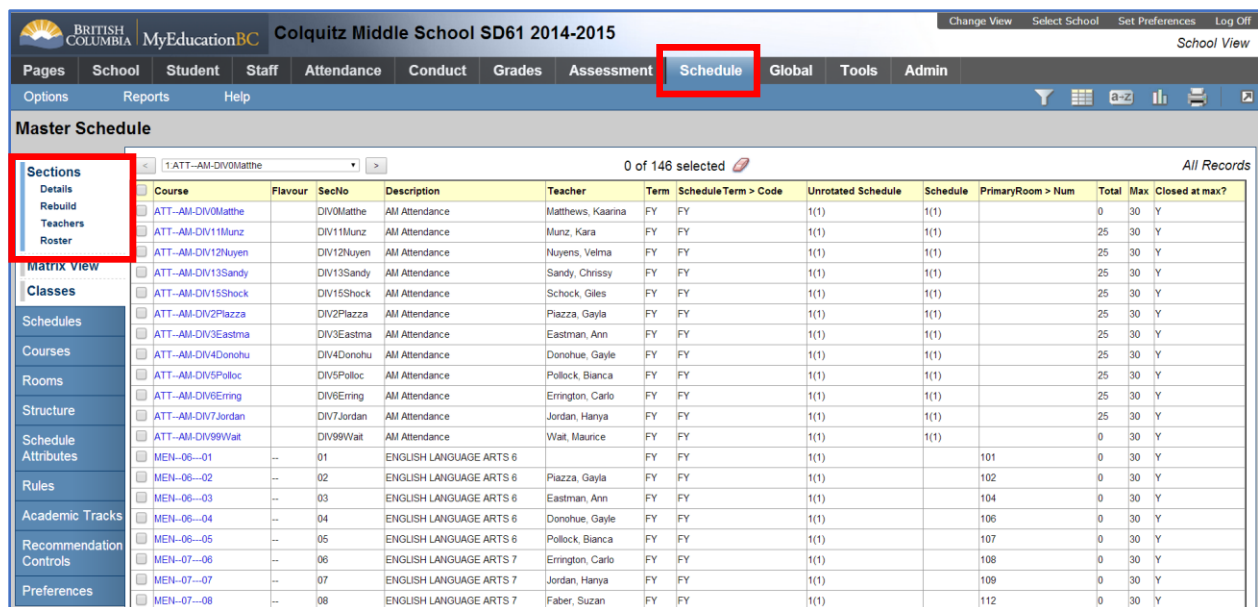
- All Records
- Course Grade Level =?
- Teacher Last Name=?

Add or Delete sections of courses: Options>**Add** or Select the course>Options>**Delete**

Options>**Initialize Sections**: Initialize sections after adding sections of a course

Options>**Build Class Pages**: Create a class page for all sections

Options>**Export Class Size for Ministry**



Course	Flavour	SecNo	Description	Teacher	Term	Schedule Term > Code	Unrotated Schedule	Schedule	PrimaryRoom > Num	Total	Max	Closed at max?
ATT-AM-DIV0Matthe		DIV0Matthe	AM Attendance	Mattheus, Kaarina	FY	FY	1(1)	1(1)		0	30	Y
ATT-AM-DIV11Munz		DIV11Munz	AM Attendance	Munz, Kara	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV12Nuyen		DIV12Nuyen	AM Attendance	Nuyen, Velma	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV13Sandy		DIV13Sandy	AM Attendance	Sandy, Chrissy	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV15Shock		DIV15Shock	AM Attendance	Schock, Giles	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV2Plazza		DIV2Plazza	AM Attendance	Plazza, Gayla	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV3Eastma		DIV3Eastma	AM Attendance	Eastman, Ann	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV4Donohu		DIV4Donohu	AM Attendance	Donohue, Gayle	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV5Polloc		DIV5Polloc	AM Attendance	Pollock, Bianca	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV6Erring		DIV6Erring	AM Attendance	Errington, Carlo	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV7Jordan		DIV7Jordan	AM Attendance	Jordan, Hanyia	FY	FY	1(1)	1(1)		25	30	Y
ATT-AM-DIV99Wait		DIV99Wait	AM Attendance	Wait, Maurice	FY	FY	1(1)	1(1)		0	30	Y
MEN-06-01		01	ENGLISH LANGUAGE ARTS 6		FY	FY	1(1)		101	0	30	Y
MEN-06-02		02	ENGLISH LANGUAGE ARTS 6	Plazza, Gayla	FY	FY	1(1)		102	0	30	Y
MEN-06-03		03	ENGLISH LANGUAGE ARTS 6	Eastman, Ann	FY	FY	1(1)		104	0	30	Y
MEN-06-04		04	ENGLISH LANGUAGE ARTS 6	Donohue, Gayle	FY	FY	1(1)		106	0	30	Y
MEN-06-05		05	ENGLISH LANGUAGE ARTS 6	Pollock, Bianca	FY	FY	1(1)		107	0	30	Y
MEN-07-06		06	ENGLISH LANGUAGE ARTS 7	Errington, Carlo	FY	FY	1(1)		108	0	30	Y
MEN-07-07		07	ENGLISH LANGUAGE ARTS 7	Jordan, Hanyia	FY	FY	1(1)		109	0	30	Y
MEN-07-08		08	ENGLISH LANGUAGE ARTS 7	Faber, Suzan	FY	FY	1(1)		112	0	30	Y

b. Details Leaf

Click on the Course code hyper link to open the Details for that section.

- Assign section number: Type in desired section number (DIV#LASTNAME) Up to 10 Characters.
- Assign Primary Staff: Type or select from the pick list using the magnifying glass icon
- Assign Room number: Type or select from the pick list using the magnifying glass icon
- Edit Schedule for classes that take attendance
- Assign enrollment maximum based on contract requirements

Master Schedule :: ATT--AM-DIV11Munz - AM Attendance

Save Cancel

BC Default Template

Sections

Details
Rebuild
Teachers
Roster

Matrix View

Classes

Schedules
Courses
Rooms
Structure
Schedule Attributes
Rules
Academic Tracks
Recommendation Controls
Preferences

Number * ATT-AM

Section number * DIV11Munz

Primary Staff > Name Munz, Kara

Primary Room > Number 101

Schedule Term > Code FY

Schedule 1(1)

Identifier

Enrollment maximum 30

Enrollment total 25

Is section closed at max enrollment? ☒

Study criteria

Schedule Rotation > Identifier

Is inclusion section? ☐

Track ID

Team

House

Section type

Platoon

Team schedule mode

House schedule mode

Section type schedule mode

Platoon schedule mode

Save Cancel

c. Teacher Leaf

Adding a teacher to a section

Select a section

Options>**Add**

- Type in the teachers last name or select from the pick list using the magnifying glass icon
- Schedule Term>Code=FY
- Select a role from the drop down menu
- Assign Gradebook access if required

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global

Options Reports Help

Master Schedule :: ATT--AM-DIV11Munz - AM Attendance :: New Schedule Master Teacher

Save Cancel

Sections

Details
Rebuild
Teachers
Roster

Matrix View

Classes

Schedules
Courses

Name * Donohue, Gayle

Schedule Term > Code FY

Is primary teacher? ☐

Role Co-Teach

Gradebook access? ☒

Save Cancel

d. Roster Leaf

View, Add, and Delete Students from the roster of a selected section.

Master Schedule :: ATT--AM-DIV11Munz - AM Attendance

0 of 25 selected

Name	Pupil #	YOG	Homeroom	Inclusion?	Alerts
☐ Syring, Miles	473197	2020	11	N	
☐ Soares, Connielle	527908	2020	11	N	
☐ Bodner, Rena	529489	2020	11	N	
☐ Soderstrom, Camilla	515317	2020	11	N	
☐ Warnick, Francesca	481129	2020	11	N	
☐ Macaulay, Bryon	480957	2020	11	N	
☐ Robek, Marina	535990	2020	11	N	
☐ Brugge, Benson	480073	2020	11	N	
☐ Kirkland, Callum	480083	2020	11	N	
☐ Reinhart, Tannis	474378	2020	11	N	
☐ Valastin, Jamie	627031	2020	11	N	
☐ Lambert, Eszter	537573	2020	11	N	
☐ Higgins, Kurtis	471904	2020	11	N	
☐ Sidhu, Kim	473181	2020	11	N	
☐ Ruse, Susi	497846	2020	11	N	
☐ Goldstone, Navi	491402	2020	11	N	
☐ Strickland, Rajena	473142	2020	11	N	
☐ Moisey, Rusty	473289	2020	11	N	
☐ Szabo, Roline	473462	2020	11	N	
☐ Shibata, Laina	669775	2020	11	N	
☐ Burbridge, Elin	491359	2020	11	N	
☐ Rounds, Jaspreet	472073	2020	11	N	
☐ Murphy, Maurice	473234	2020	11	N	
☐ Fuller, Dasha	482663	2020	11	N	

Options>**Add**

Add students to this class roster by using a previously created snapshot or by selection.

Click the check box next to the student names to **Push** them into section(s).

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Master Schedule :: ATT--AM-DIV0Matthe - AM Attendance

Multi-Add Students - Google Chrome

Student Pick List - Google Chrome

3 of 409 selected

Alerts

Sections

Details

Rebuild

Teachers

Roster

Matrix View

Classes

Schedules

Courses

Rooms

Structure

Schedule Attributes

Rules

Academic Tracks

Recommendation Controls

Preferences

Schedule Mode

Push

Remove from current section

Students

Current selection

Selection

Snapshots

Selected students: 0

Add to the following sections:

Select...

OK Cancel

LegalLast	LegalFirst	LegalMiddle	Pupil #	YOG
☐ Adam	Izabella		357719	2019
☐ Adamek	Ali		361288	2019
☒ Adams	Nuala		536802	2020
☐ Adamus	Bryn		576355	2021
☐ Addey	Celeste		585801	2021
☒ Afifi	Elain		1439418	2020
☐ Albus	Fae		577961	2021
☐ Alcock	Roger		473270	2020
☒ Aldridge	Harlan		581172	2021
☐ Algas	Jeramiah		708951	2021

OK Cancel

To delete a student from the class roster

Select the student

Options>**Delete**

2. Schedules Side Tab

A list of students and their courses.

a. Student Schedule: Filter by Primary, Secondary, All Records

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
Student Schedules											
Master	T.Adam, Izabella (ATT-AM-DIV1...) 0 of 475 selected Primary Students										
Student Schedules Details											
Process Log											
Teacher Schedules											
Courses											
Rooms											
Structure											
Schedule Attributes											
Rules											
Academic Tracks											
Recommendation Controls											
Preferences											
	Name	Course	Term	Schedule							
	Adam, Izabella	ATT-AM-DIV15Shock	FY	1(1)							
	Adamus, Bryn	ATT-AM-DIV6Erning	FY	1(1)							
	Addey, Celeste	ATT-AM-DIV4Donohu	FY	1(1)							
	Affl, Elaine	ATT-AM-DIV13Sandy	FY	1(1)							
	Albus, Fae	ATT-AM-DIV2Plazza	FY	1(1)							
	Aldridge, Harlan	ATT-AM-DIV3Eastma	FY	1(1)							
	Algas, Jeremiah	ATT-AM-DIV7Jordan	FY	1(1)							
	Ambrose, Sam	ATT-AM-DIV4Donohu	FY	1(1)							
	Amell, Evelyn	ATT-AM-DIV7Jordan	FY	1(1)							
	Amel, Wuanta	ATT-AM-DIV4Donohu	FY	1(1)							
	Ashraf, Alina	ATT-AM-DIV4Donohu	FY	1(1)							
	Axibal, Saleema	ATT-AM-DIV3Eastma	FY	1(1)							
	Babin, End	ATT-AM-DIV2Plazza	FY	1(1)							
	Bazuk, Sharlein	ATT-AM-DIV2Plazza	FY	1(1)							
	Blizard, Suzi	ATT-AM-DIV6Erning	FY	1(1)							
	Bodner, Rena	ATT-AM-DIV11Munz	FY	1(1)							
	Bodner, Rena	MEN-08-11	FY								
	Bodner, Rena	MFR-08-11	FY								
	Bodner, Rena	MMA-08-11	FY								
	Bodner, Rena	MPE-08-11	FY								
	Bodner, Rena	MSC-07-08	FY								
	Bodner, Rena	MSC-08-08	FY								
	Bodner, Rena	MSC-08-11	FY								

b. Teacher Schedules

A list of teachers and their assigned courses.

Teacher Schedules						
Master	T.Donohue, Gayle (ATT-AM-DIV4...) 0 of 140 selected All Records					
Student Schedules						
Teacher Schedules Details						
Process Log						
Courses						
Rooms						
Structure						
Schedule Attributes						
Rules						
Academic Tracks						
Recommendation Controls						
Preferences						
	Name	Course	ScheduleTerm > Code	Schedule	PrimTch?	GrdbkAc?
	Donohue, Gayle	ATT-AM-DIV4Donohu	FY	1(1)	Y	Y
	Donohue, Gayle	MEN-06-04	FY		Y	Y
	Donohue, Gayle	MMA-06-04	FY		Y	Y
	Donohue, Gayle	MPE-06-05	FY		Y	Y
	Donohue, Gayle	XAT-06CRL-04	FY		Y	Y
	Donohue, Gayle	XDPA-06F-04	FY		Y	Y
	Eastman, Ann	ATT-AM-DIV3Eastma	FY	1(1)	Y	Y
	Eastman, Ann	MEN-06-03	FY		Y	Y
	Eastman, Ann	MMA-06-03	FY		Y	Y
	Eastman, Ann	MPE-06-03	FY		Y	Y
	Eastman, Ann	MSC-06-03	FY		Y	Y
	Eastman, Ann	XAT-06CRL-03	FY		Y	Y
	Eastman, Ann	XDPA-06F-03	FY		Y	Y
	Eaton, Karianne	MEN-07-10	FY		Y	Y
	Eaton, Karianne	MFR-07-10	FY		Y	Y
	Eaton, Karianne	MMA-07-10	FY		Y	Y
	Eaton, Karianne	MPE-07-10	FY		Y	Y
	Eaton, Karianne	MSC-07-09	FY		Y	Y
	Eaton, Karianne	MSC-07-10	FY		Y	Y
	Eaton, Karianne	XAT-07CRL-10	FY		Y	Y
	Eaton, Karianne	XDPA-06F-10	FY		Y	Y
	Ellis, Tessa	MEN-06-01	FY		Y	Y
	Ernington, Carlo	ATT-AM-DIV6Erning	FY	1(1)	Y	Y
	Ernington, Carlo	MEN-07-06	FY		Y	Y
	Ernington, Carlo	MFR-07-06	FY		Y	Y

3. Courses Side Tab

This is where the user will bring down courses from district catalogue to the school course catalogue.

- Options>**Add**
- Select the course
- Click **Ok**

Refresh course catalogue when bringing in new courses

Options>**Refresh Course Catalogue**

Filter to view:

- Current Year
- Build Year
- All Records
- Grade Level=?
- Year=?

School Courses

Master

Schedules

Courses

Details

Build

Request

Sections

Department Codes

Rooms

Structure

Schedule Attributes

Rules

Academic Tracks

Recommendation Controls

Preferences

1 ATT-AM

0 of 27 selected

School Year: 2014-2015

CrsNo	Description	Department	Credit	GrdLvl
ATT-AM	AM Attendance	Other	0.0	
MEN-06--	ENGLISH LANGUAGE ARTS 6	EngLangLit	0.0	06
MEN-07--	ENGLISH LANGUAGE ARTS 7	EngLangLit	0.0	07
MEN-08--	ENGLISH LANGUAGE ARTS 8	EngLangLit	0.0	08
MFR-06--	FRENCH 6	ForeignLangLit	0.0	06
MFR-07--	FRENCH 7	ForeignLangLit	0.0	07
MFR-08--	FRENCH 8	ForeignLangLit	0.0	08
MMA-06--	MATHEMATICS 6	Mathematics	0.0	06
MMA-07--	MATHEMATICS 7	Mathematics	0.0	07
MMA-08--	MATHEMATICS 8	Mathematics	0.0	08
MPE-06--	PHYSICAL EDUCATION 6	PhysicalEd	0.0	06
MPE-07--	PHYSICAL EDUCATION 7	PhysicalEd	0.0	07
MPE-08--	PHYSICAL EDUCATION 8	PhysicalEd	0.0	08
MSC-06--	SCIENCE 6	LifePhysicalSci	0.0	06
MSC-07--	SCIENCE 7	LifePhysicalSci	0.0	07
MSC-08--	SCIENCE 8	LifePhysicalSci	0.0	08
MSS-06--	SOCIAL STUDIES 6	SocialSciHistory	0.0	06
MSS-07--	SOCIAL STUDIES 7	SocialSciHistory	0.0	07
MSS-08--	SOCIAL STUDIES 8	SocialSciHistory	0.0	08
XAR-08--	LD ART 8	FinePerformArts	0.0	08
XAT-06CRL	GRADE 6 CORE COURSES	ElectiveActivities	0.0	06
XAT-07CRL	GRADE 7 CORE COURSES	ElectiveActivities	0.0	07
XAT-08CRL	GRADE 8 CORE COURSES	ElectiveActivities	0.0	08

a. Details Leaf

General Sub Tab: Assign school comment bank.

School Courses :: 2014-2015 - MEN-06-- - ENGLISH LANGUAGE ARTS 6	
Master Schedules Courses Details Build Request Sections Department Codes Rooms Structure Schedule Attributes Rules Academic Tracks Recommendation Controls Preferences	General Master type * Number * Description Short description EXTERNAL_COURSE_CODE Department LANGUAGE MARK GRADE TYPE Allow recommendation Allow requested as sub Max requests Bank name Summary Course package Class MEN-06-- ENGLISH LANGUAGE ARTS 6 MEN-06 EngLangLit 1 ☒ ☒ 0 School Comments Hide on transcript Hide on report card Hide from grade input Include in GPA Weight Teacher preparation code Total minutes per cycle Course Type Exclude from class size export Fee Type

Grading Sub Tab

Assign or alter **Transcript Definition** for this course

Assign **Rubric Definition** for use with MyEd Gradebook (future functionality)

Options Reports Help

School Courses :: 2014-2015 - MEN--06-- - ENGLISH LANGUAGE ARTS 6

Save Cancel

Master Schedules

Courses

- Details
- Build
- Request
- Sections

Department Codes

Rooms

Structure

Schedule Attributes

Rules

Academic Tracks

Recommendation Controls

Preferences

General **Grading**

Credit 0.0

Weight 0.0

Academic level REG

Grade level 06

Include in GPA ☒

Term grades term map ☒ ☒ ☒

Progress grades term map ☒ ☒ ☒

Transcript Definition > Name Trimester - Cumulative Final  

Rubric Definition > Name 

Hide from grade input ☐

Report sequence number 0

Hide on transcript ☐

Hide on report card ☐

Disable text comments ☐

Disable reference comments ☐

Disable non-rubric grades ☐

Save Cancel

b. Sections Leaf

A list of all sections of the course that include teacher names and room numbers.

To edit details of a section, click on the blue hyper link

School Courses :: 2014-2015 - MEN--06-- - ENGLISH LANGUAGE ARTS 6

0 of 5 selected  All Records

Section	Teacher	Classroom	Term	Schedule
01	Ellis, Tessa	101	FY	
02	Piazza, Gayla	102	FY	
03	Eastman, Ann	104	FY	
04	Donshue, Gayle	106	FY	
05	Pollock, Bianca	107	FY	

Master Schedules

Courses

- Details
- Build
- Request
- Sections

Department Codes

Rooms

Structure

Schedule Attributes

Rules

Academic Tracks

Recommendation Controls

Preferences

Edit section details

School Courses :: 2014-2015 - MEN--06-- - ENGLISH LANGUAGE ARTS 6 :: 01

Master [Save] [Cancel]

Schedules

Courses

Details

Build

Request

► Sections

Department Codes

Rooms

Structure

Schedule Attributes

Rules

Academic Tracks

Recommendation Controls

Preferences

Master type

Section number * 01

Primary Staff > Name Ellis, Tessa [Q] [X]

Primary Room > Number 101 [Q] [X]

Schedule Term > Code FY [Q] [X]

Schedule Edit Schedule

Platoon

Enrollment maximum 30

Enrollment total 0

Team

House

Section type

Is section closed at max enrollment? ☒

Is inclusion section? ☐

Track ID

[Save] [Cancel]

4. Rooms Side Tab

A list of all available rooms in the school with a maximum capacity value

Add, Edit and Delete rooms

Click on the blue room number hyper link to edit details

Rooms

Master [1.00] 0 of 37 selected [Pencil] All Records

Num	Dept	Max	Schd?
00		35	Y
101		35	Y
102		35	Y
103		35	Y
104		35	Y
106		35	Y
107		35	Y
108		35	Y
109		35	Y
110		35	Y
111		35	Y
112		35	Y
113		35	Y
114		35	Y
115		35	Y
116		10	Y
117		35	Y
119		35	Y
120		35	Y
121		35	Y
122		35	Y
123		10	Y
124		35	Y
125		35	Y
126		35	Y

[1.00]

5. Scheduling Activities

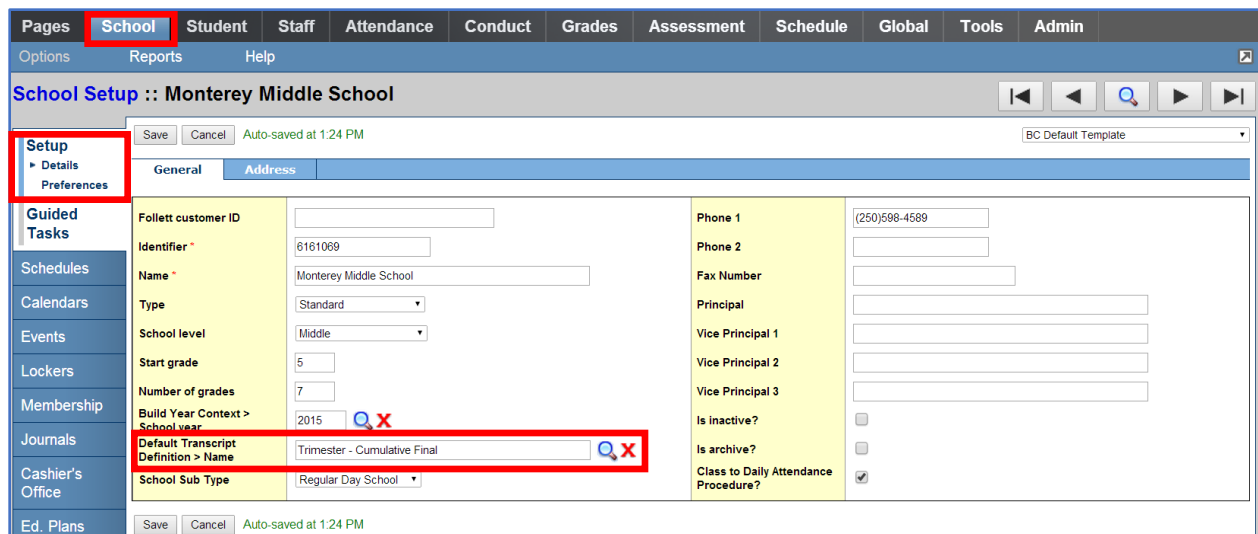
a. Set Default Transcript Definition

This may already have been completed, but should be reviewed prior to beginning scheduling activities.

School Top Tab>Setup Side Tab>Details Leaf

- Set the **default Transcript Definition** as appropriate

**Note: This is only a default that will be assigned to courses when you bring them into your school. This choice should represent the majority of the courses in your school.*



b. Set School Schedule Preferences

This may have been completed, but should be reviewed prior to beginning scheduling activities.

School Top Tab>Setup Side Tab>Preferences Leaf

- In the categories drop down (Upper right), choose schedule
- Ensure schedule mode field is set to **Secondary**

Pages **School** Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

School Setup :: Monterey Middle School

Category: Schedule

Setup Details Preferences

Guided Tasks

Schedules

Calendars

Events

Lockers

Membership

Journals

Cashier's Office

Ed. Plans

Grid Codes

Save Cancel

Schedule mode: Secondary

Elementary schedule grade level cut-off: 05

Pattern day IDs: A,B,C,D,E,F,G,H,I,J,K,L

Pattern period IDs: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20

Section number pad length: 3

Student schedule sort order: scheduleDisplay,termView,section.scheduleTrackId,section

Student schedule matrix cell: section.courseView, section.description, section.staffView,

Student schedule workspace

Student schedule fields: section.courseView, section.description,

Master select fields: courseView, description, staffView,

Allow future add/drop

Pending student schedule change fields: changeTypeCode, effectiveDate, masterSchedule.courseView,

Add/drop align date window (days): 0

Number of sections deleted with warning

Schedule on client machine

Shared build year scenario

Allow build year request edits

Align teacher assignment with certification

Student subject selection

Disable automatic recommendation acceptance

Subject selection fields: academicLevel, credit,

Teacher recommendation

Show recommendations in School view

Teacher recommendation fields

Save Cancel

c. Create School Schedule and Set Active Schedule

The school must define a schedule with the start and end dates of the school year. These dates are the “shell” for the school calendar. The school calendar dates should be equal to or less than these dates.

School Top Tab>Schedules side tab

If you see the schedule year already created, click the blue hyperlink and confirm the start and end dates are correct for your school.

Page **School** Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Schedules

Setup

Schedules Details

0 of 1 selected

Active Schedule

YearID	Name	Start	End	DPC	PPD	TPY	Term
2014-2015	2014 Schedule	7/1/2014	6/30/2015	1	1	3	1/3, 1/1

If you do not see a current year schedule, set the filter to All Records. If you still do not see a schedule for the current year:

- Options>**Add**
- Populate the Name, Start Date and End Date
- Click **Save**

Pages **School** Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Schedules :: 2014 Schedule

Setup Save Cancel Default Elementary Template

Schedules Details

Name * 2014 Schedule

Start date * 7/1/2014

End date * 6/30/2015

Schedule terms 1/3, 1/1

Days per cycle 1

Commit date

Comment

Smallest time segment 0

Lunch Parameters

Lunch start time

Lunch end time

Lunch interval 0

Lunch table counts 0

Lunch table capacity 0

Lunch entry doors 0

Allow simultaneous group? ☐

Save Cancel

- Options>Set Active Schedule
- Click OK

d. Set/Adjust School Calendar

School Top Tab>Calendars side tab

Select the checkbox next to the calendar year you want

Click the **Dates leaf**

Review the in-session and non-session dates in your calendar

Use **Modify List** or select individual days to reflect your school year

Click **Save**

Pages **School** Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

School Calendar :: 2014-2015 - Standard

2 9/27/2014 0 of 329 selected All Records

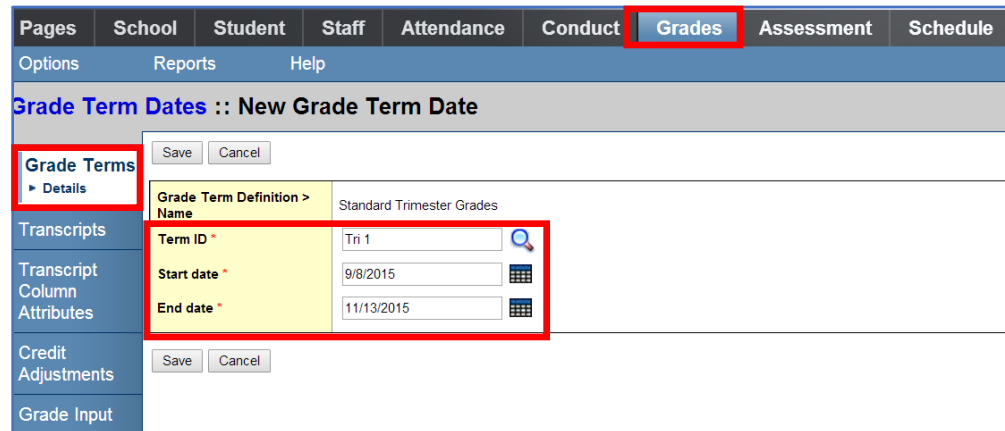
Date	InSession?	DayNum	DayType	Bell > Name
☐ 9/27/2014	N	0		
☐ 9/28/2014	N	0		
☐ 9/29/2014	N	0	Pro D	
☐ 9/30/2014	Y	1		
☐ 10/1/2014	Y	1		
☐ 10/2/2014	Y	1		
☐ 10/3/2014	Y	1		
☐ 10/4/2014	N	0		
☐ 10/5/2014	N	0		
☐ 10/6/2014	Y	1		
☐ 10/7/2014	Y	1		
☐ 10/8/2014	Y	1		
☐ 10/9/2014	Y	1		
☐ 10/10/2014	Y	1		
☐ 10/11/2014	N	0		
☐ 10/12/2014	N	0		
☐ 10/13/2014	N	0	Thanksgiving Day	
☐ 10/14/2014	N	0	Pro D	
☐ 10/15/2014	Y	1		
☐ 10/16/2014	Y	1		
☐ 10/17/2014	N	0	Pro D	

e. Preparing Trimester Grade Terms

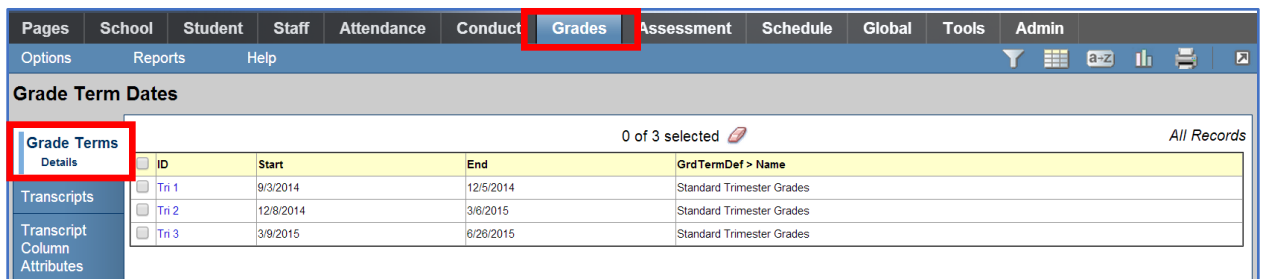
Grade terms must be entered for individually by all schools.

Grades Top Tab>Grade Terms side tab

- Options>**Add**



- In the **Term ID** field begin typing Tri and select Tri 1, or use the magnifying glass tool to select Tri 1 from a pick list.
- Define the **start date** and **end date** for the trimester
- Click **Save**



ID	Start	End	GrdTermDef > Name
Tri 1	9/3/2014	12/5/2014	Standard Trimester Grades
Tri 2	12/8/2014	3/6/2015	Standard Trimester Grades
Tri 3	3/9/2015	6/26/2015	Standard Trimester Grades

Repeat the above steps for Trimester 2 and 3. Click the grade terms side tab to view all newly created grade terms.

f. Create a Schedule Structure

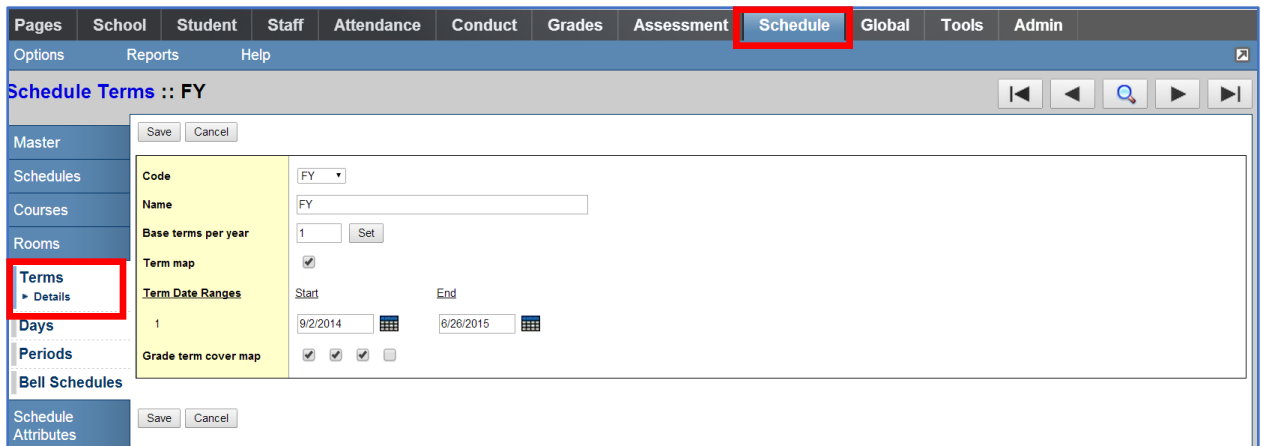
Schedule terms are different from grade terms. Grade terms are dates that represent milestones during the year when you report academic progress. Schedule terms are the date ranges during which courses can begin and end. Elementary/Middle schools would typically only have one full year schedule term as their courses run all year.

To create your school's Schedule Term:

Schedule top tab>Structure side tab>Terms sub-side tab

- Options>**Add**
- In the **Code** field, select **FY** for a full year schedule term.
- In the **Name** field, type **Full Year**.

- Enter **1** in the **Base terms per year** field and click the **Set** button. A Term map box will populate.
- Check the **Term map** box. Two date fields will appear below Term Date Ranges
- Enter the **Start date** and the **End date** for the full year term. (As this is a full year term, your Start and End date fields will be the first and last day of school).
- Three check boxes should appear in the **Grade term cover map** area. All three boxes should be checked to tell the system that you will be preparing for three reporting terms.
- Click **Save**.

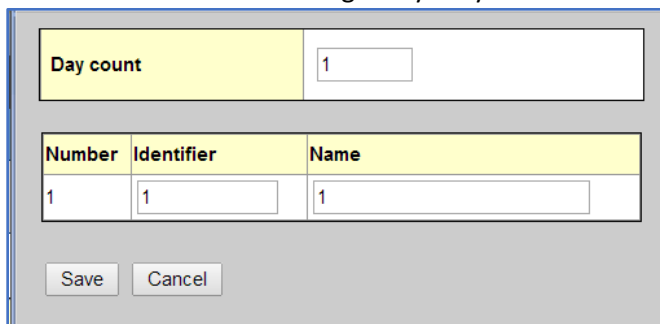


g. Set Up Structure to Have One Day

For schools following the recommended approach to record attendance using the ATT-AM course, one day and one period will need to be created in the schedule structure.

Schedule Top Tab>Structure side tab>Days Side sub tab

- If there are no records, click Options>**Add**
- When the pop up window appears, enter **1** into the **Day count** field, and tab out of that area. This will give you your section for filling in the information for this Day.
- Put in the value of **1** for **Identifier** and **Name** fields
- Click **Save**
- This will create a single day for your school

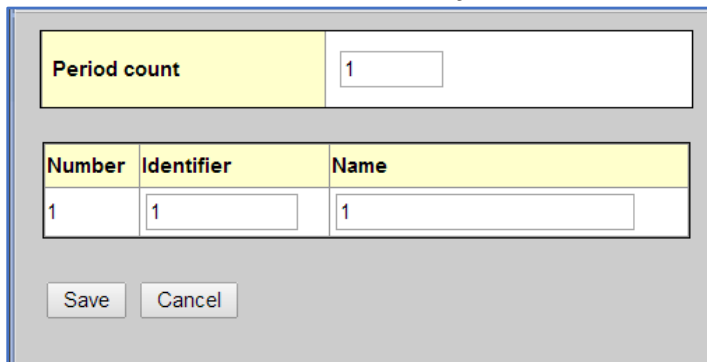


Number	Identifier	Name
1	1	1

h. Set Up One Period for Attendance

Schedule top tab>Structure side tab>Periods sub-side tab

- If there are no records, click Options>**Add**
- When the pop up menu appears, enter **1** into the **Period count** field, and tab out of the area.
- Put in the value of **1** for **Identifier** and **Name** fields



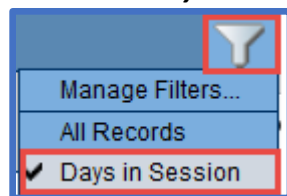
Period count		1
Number	Identifier	Name
1	1	1

Save Cancel

i. Assign Day 1 to Every In Session Date for Your School

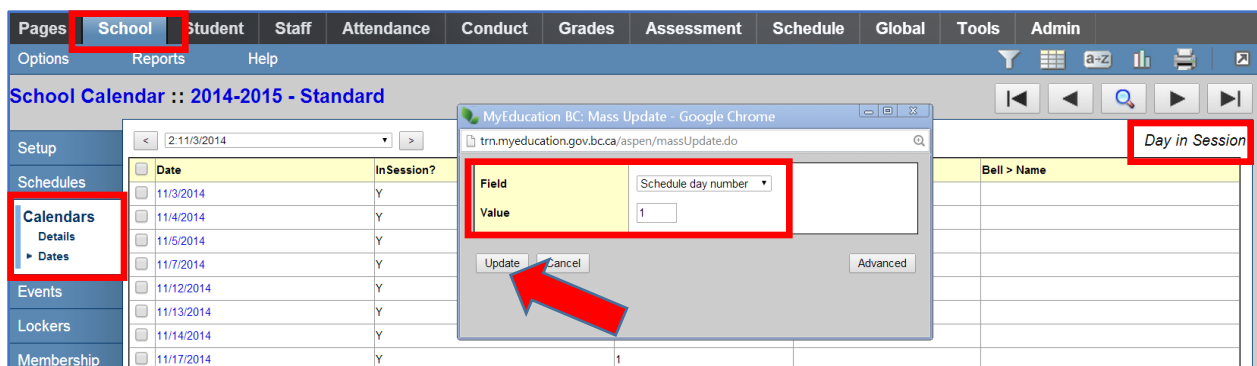
School top tab>Calendars side tab>Dates leaf

- Set filter to **Days in Session**



Manage Filters...
All Records
✓ Days in Session

- Options>**Mass Update**
- Select **Schedule Day number** from the drop-down selection list for **Field**
- In the **Value** field, enter **1**
- Click the **Update** button.
- All in-session dates should now display a **1** in the **DayNum** field.



Pages: **School** Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options: Reports Help

School Calendar :: 2014-2015 - Standard

Setup

Schedules

Calendars
Details
Dates

Events

Lockers

Membership

2:11/3/2014

Date	InSession?
11/3/2014	Y
11/4/2014	Y
11/5/2014	Y
11/7/2014	Y
11/12/2014	Y
11/13/2014	Y
11/14/2014	Y
11/17/2014	Y

MyEducation BC: Mass Update - Google Chrome
trn.myeducation.gov.bc.ca/aspen/massUpdate.do

Field: Schedule day number
Value: 1

Update Cancel Advanced

Day in Session

j. Assigning Homerooms to Staff

In MyEducation BC, homeroom numbers are assigned to teachers through the School view>Staff top tab. Students can then be assigned to the homeroom number associated to their teacher.

- **Staff Top Tab**
- Options>**Modify List**
- Click the **pencil icon** in the **Homeroom** field
- Enter the homeroom value for each teacher in the list
- Click the **green check mark** to save your entries
- Click Options>Modify list to shut off the modify list function

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
Staff List											
1 Alex, Kelly-Ann 0 of 50 selected All Active Staff											
Details	Name	Homeroom	Login	GenPW	ID	Type	HomePhone	Email1	School > Name		
Attendance	Alex, Kelly-Ann	☒			645718	Teacher			Colquitz Middle School SD61		
Schedule	Donohue, Gayle	04	gdonohue@email.com		645719	Teacher		gdonohue@email.com	Colquitz Middle School SD61		
Schools	Eastman, Ann	03			645674	Teacher			Colquitz Middle School SD61		
Licenses	Eaton, Karianne				645723	Teacher			Colquitz Middle School SD61		
Degrees	Edwards, Jodi				645649				Colquitz Middle School SD61		
Positions	Ellis, Tessa				645685	Teacher			Colquitz Middle School SD61		
Extra-curricular Activities	Errington, Carlo	06			645668	Teacher			Colquitz Middle School SD61		
Documents	Faber, Suzan				645697	Teacher			Colquitz Middle School SD61		
Snapshots	Felix, Tersia				645633				Colquitz Middle School SD61		
	Flaten, Egon				645709	Teacher			Colquitz Middle School SD61		
	Fleck, Lynette				645695	Teacher			Colquitz Middle School SD61		
	Hyde, Serena		shyde@email.com		676122			shyde@email.com	Colquitz Middle School SD61		
	Jaeger, Elys				645658	Teacher			Colquitz Middle School SD61		
	Jordan, Hanya	07			645715	Teacher			Colquitz Middle School SD61		
	LePage, Aline				645667	Teacher			Colquitz Middle School SD61		
	Ling, Haruyo				645645	Teacher			Colquitz Middle School SD61		
	Lougheed, Gurdeep				645688				Colquitz Middle School SD61		
	Matoul, Christa				676130	Teacher			Colquitz Middle School SD61		
	Matthews, Kaarina	00			645722	Teacher			Colquitz Middle School SD61		

k. Assigning Student Homerooms

A homeroom can be assigned to an individual student by selecting the student and entering the homeroom value from the Details side tab. Homerooms can also be assigned “en masses” by using either Modify List or Mass Update.

Assigning Homerooms to Individual Students

Student top tab>Select the student>Details side tab

- In the **Homeroom field** on the **Demographics sub-top tab** use the magnifying glass icon to select the homeroom for the student, or begin typing the homeroom and the field will auto-populate.
- Click **Save**

Year of graduation	2019	Care Card	Test - Care Card
Diploma Granted Date		Confidential Student Date	
Grade level	08	Family Courier	No
Grade sub level		Locker	
Enrollment status	Active	Counsellor	
Calendar	Standard	Homeroom	15 Schock, Giles

Mass Assigning Homerooms to Students

Option 1: Modify List

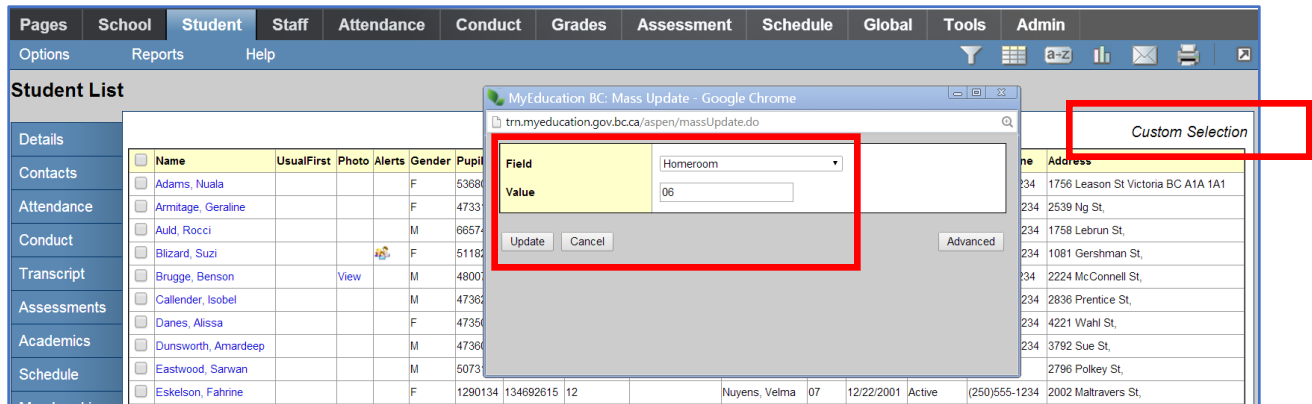
- Click the **Student top tab**. (You may wish to sort the grade column by clicking the Grade column header, or use the filter to select Grade level = ? to narrow the list of students).
- Options>**Modify list**
- Click the pencil icon in the **Homeroom** field.
- Use the magnifying glass icon to select the homeroom for the student, or begin typing the homeroom name and let the field populate.
- Click the **green check mark** to save the entries.
- Options>**Modify List** to shut the function off.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin			
Options			Reports		Help		Y a-z							
Student List														
1 Adam, Izabella 0 of 409 selected All Active Students														
Details	Name	UsualFirst	Photo	Alerts	Gender	Pupil #	PEN	Homeroom	TextHomeroom	HR Teacher	Grade	DOB	EnrStatus	HomePhone
Contacts	Adam, Izabella				F	357719	1243040	15	Schock, Giles	Schock, Giles	08	8/26/2001	Active	(250)555-1234
Attendance	Adamek, Ali				F	361288	1243380	08	Tba, Tba	Tba, Tba	08	6/7/2001	Active	(250)555-1234
Conduct	Adams, Nuala				F	536802	1271526	01	Tba, Tba	Tba, Tba	07	9/13/2002	Active	250-555-1234
Transcript	Adamus, Bryn				F	576355	1278955	06	Errington, Carlo	Errington, Carlo	06	11/8/2003	Active	(250)555-1234
Assessments	Addey, Celeste				F	585801	1279249	04	Donohue, Gayle	Donohue, Gayle	06	10/1/2003	Active	(250)555-1234
Academics	Affi, Elain				F	1439418	1375254	13	Sandy, Chrissy	Sandy, Chrissy	07	4/29/2002	Active	(250)555-1234
Schedule	Albus, Fae				F	577961	1278955	02	Piazza, Gayla	Piazza, Gayla	06	9/6/2003	Active	(250)555-1234
Membership	Alcock, Roger				M	473270	1259426	14	Tba, Tba	Tba, Tba	07	3/8/2002	Active	(250)555-1234
Transactions	Aldridge, Harlan				M	581172	1279035	03	Eastman, Ann	Eastman, Ann	06	5/14/2003	Active	(250)555-1234
Documents	Algas, Jeremiah				M	708951	1293811	07	Jordan, Hanya	Jordan, Hanya	06	5/25/2003	Active	(250)555-1234
	Ambrose, Sam				M	851486	1289971	04	Donohue, Gayle	Donohue, Gayle	06	8/20/2003	Active	(250)555-1234

Option 2: Mass Update

- Click the **Student top tab**. (You may wish to sort the grade column by clicking the Grade column header, or use the filter to select Grade level = ? to narrow the list of students).
- Place a check in the box beside each name to be assigned to the same homeroom.
- Options> **Show Selected**. The list of students selected appears for confirmation.
- Options> **Mass Update**.
- In the Mass Update pop-up window, set the **Field value to Homeroom** using the drop-down menu.
- In the **Value field**, type the homeroom to be assigned to all of the students selected.

- Click **Update**. Accept the confirmations.
- A Mass-Updated validation window will pop up.
- Click **OK**.
- Change the filter from Custom Selection back to All Active Students.
- Repeat the process until all students are assigned to the appropriate homeroom



I. Create School Course Catalogue

Schedule top tab > Courses side tab.

Options > **Add**.

Ensure the Course Catalogue field is set to the current year.

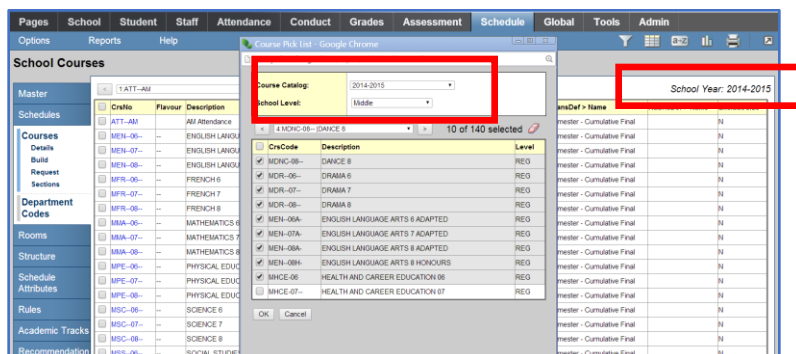
The following tools can be used to select courses:

School Level may be used to filter courses to the ones appropriate to your school. K-5 courses are assigned a school level of Elementary. Grades 6 to 8 courses are assigned a school level of Middle. Select all grade level appropriate courses for your school, click **OK** to add them to the catalogue.

Ctrl F helps to search for courses and the selections will be retained as you check the boxes beside the ones you want.

Check the box beside all the courses required in the school.

Click **OK**



m. Creating Course Sections

Once the school course catalogue has been created and the attributes defined, you will need to determine how many “sections” of each course you will need. For example, if you have two full grade one classes, you will need two sections of each grade 1 course. Another example would be if you have two full grade 4 classes and a blended grade 4/5 class, you will need three sections of each grade 4 course.

Assign number of sections to courses

MyEducation BC has a function for creating sections for you, once you have identified how many sections of each course you will need.

To define the number of sections:

- **Schedule top tab>Schedule Attributes side tab** (turns into **Course Attributes** sub-side tab). If no courses are visible, go to **Options > Refresh** to generate the current course list for attributes.
- Set filter to **All Records**
- Options > **Modify List**.
- Click the **pencil icon** in the **Sections** column to activate the fields.
- Enter the number of sections you require for each course.
- Click the **green check mark icon** to save your entries

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
Course attributes 											
Master	1 ATT-AM										0 of 27 selected 
Schedules											All Records
Courses											
Rooms											
Structure											
Course Attributes											
Details											
Students											
Staff											
Rules											
Academic Tracks											
Recommendation Controls											
Preferences											
	CrsNo	Description	Sections	PPC	TPY	Schd?					
	ATT-AM	AM Attendance	12 	1.0	1/1	Y					
	MEN-06--	ENGLISH LANGUAGE ARTS 6	5 	0.0		N					
	MEN-07--	ENGLISH LANGUAGE ARTS 7	5 	0.0		N					
	MEN-08--	ENGLISH LANGUAGE ARTS 8	6 	1.0	1/1	N					
	MFR-06--	FRENCH 6	5 	0.0		N					
	MFR-07--	FRENCH 7	5 	0.0		N					
	MFR-08--	FRENCH 8	6 	0.0		N					
	MMA-06--	MATHEMATICS 6	5 	0.0		N					
	MMA-07--	MATHEMATICS 7	5 	0.0		N					
	MMA-08--	MATHEMATICS 8	6 	0.0		N					
	MPE-06--	PHYSICAL EDUCATION 6	5 	0.0		N					
	MPE-07--	PHYSICAL EDUCATION 7	5 	0.0		N					
	MPE-08--	PHYSICAL EDUCATION 8	6 	0.0		N					
	MSC-06--	SCIENCE 6	5 	0.0		N					
	MSC-07--	SCIENCE 7	5 	0.0		N					

*Important: You must initialize sections after creating them.

Schedule top tab>Master side tab>Options>Initialize Sections

This creates all sections indicated as required in Schedule Attributes.

n. Defining Section Details

Section details need to be defined such as Teachers, Schedule Terms and Schedule Expressions. You will need to define section details once sections have been initialized.

To update information on sections:

Schedule top tab>Master side tab (turns into Sections sub-side tab).

- In the field set menu, select the **Primary Teacher field set**.
- Options>**Modify List**.
- Click the pencil icon in the **Primary Staff > Name** column to activate the fields.
- Use the magnifying glass icon to choose the teacher name, or begin typing the name in the field.
- Click the **green check mark icon** to save your entries.
- Repeat the process for the **Max field** – assigning an appropriate class maximum for each section.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
Master Schedule											
Sections											
Details											
Rebuild											
Teachers											
Roster											
Matrix View											
Classes											
Schedules											
Courses											
Rooms											
Structure											
Schedule Attributes											
Rules											
Academic Tracks											
0 of 146 selected											
All Records											
SecNo	Description	Primary Staff > Name	Term	ScheduleTerm > Code	schedule	Platoon	PrimaryRoom > Num	Total	Max	Closed at max?	
DIV0Matthe	AM Attendance	Matthews, Kaarina	FY	FY	(1)			1	30	Y	
DIV11Munz	AM Attendance	Munz, Kara	FY	FY	(1)		101	25	30	Y	
DIV12Nuyen	AM Attendance	Nuyens, Velma	FY	FY	(1)			25	30	Y	
DIV13Sandy	AM Attendance	Sandy, Chrissy	FY	FY	(1)			25	30	Y	
DIV15Shock	AM Attendance	Schock, Giles	FY	FY	(1)			25	30	Y	
DIV2Piazza	AM Attendance	Piazza, Gayla	FY	FY	(1)			25	30	Y	
DIV3Eastma	AM Attendance	Eastman, Ann	FY	FY	(1)			25	30	Y	
DIV4Donohu	AM Attendance	Donohue, Gayle	FY	FY	(1)			26	30	Y	
DIV5Polloc	AM Attendance	Pollock, Bianca	FY	FY	(1)			25	30	Y	
DIV6Erring	AM Attendance	Errington, Carlo	FY	FY	(1)			25	30	Y	
DIV7Jordan	AM Attendance	Jordan, Hanya	FY	FY	(1)			24	30	Y	
DIV99Wait	AM Attendance	Wait, Maurice	FY	FY	(1)			0	30	Y	
01	ENGLISH LANGUAGE ARTS	Ellis, Tessa	FY	FY			101	0	30	Y	
02	ENGLISH LANGUAGE ARTS	Piazza, Gayla	FY	FY			102	0	30	Y	

- Options>**Mass Update**.
- In the **Field drop-down**, select **Schedule Term**.
- In the **Value field**, use the magnifying glass icon to select the **Full Year(FY) schedule term**.
- Click **Update**. This will set the FY schedule term for all courses and sections.

Pages School Student Staff Attendance Conduct Grades Assessment **Schedule** Global Tools Admin

Options Reports Help

Master Schedule

1.ATT--AM-DIV0Matthe 0 of 146 selected All Records

Course	SecNo	Description	Primary Staff > Name	Term	ScheduleTerm > Code	Schedule	Platoon	PrimaryRoom > Num	Total	Max	Closed at max?
ATT--AM-DIV0				FY		1(1)			1	30	Y
ATT--AM-DIV11				FY		1(1)		101	25	30	Y
ATT--AM-DIV12				FY		1(1)			25	30	Y
ATT--AM-DIV13				FY		1(1)			25	30	Y
ATT--AM-DIV15				FY		1(1)			25	30	Y
ATT--AM-DIV2P				FY		1(1)			25	30	Y
ATT--AM-DIV3E				FY		1(1)			25	30	Y
ATT--AM-DIV4D				FY		1(1)			26	30	Y
ATT--AM-DIV5P				FY		1(1)			25	30	Y
ATT--AM-DIV6E				FY		1(1)			25	30	Y
ATT--AM-DIV7J				FY		1(1)			24	30	Y
ATT--AM-DIV99				FY		1(1)			0	30	Y
MEN--06--01				FY				101	0	30	Y
MEN--06--02	02	ENGLISH LANGUAGE ARTS 6	Piazza, Gayla	FY	FY			102	0	30	Y
MEN--06--03	03	ENGLISH LANGUAGE ARTS 6	Eastman, Ann	FY	FY			104	0	30	Y
MEN--06--04	04	ENGLISH LANGUAGE ARTS 6	Donohue, Gayle	FY	FY			106	1	30	Y
MEN--06--05	05	ENGLISH LANGUAGE ARTS 6	Pollock, Bianca	FY	FY			107	0	30	Y
MEN--07--06	06	ENGLISH LANGUAGE ARTS 7	Errington, Carlo	FY	FY			108	0	30	Y
MEN--07--07	07	ENGLISH LANGUAGE ARTS 7	Jordan, Hanya	FY	FY			109	0	30	Y

Field: Schedule Term

Value: FY

Update Cancel Advanced

To modify information for an individual section:

Schedule top tab>Master side tab (turns into Sections sub-side tab).

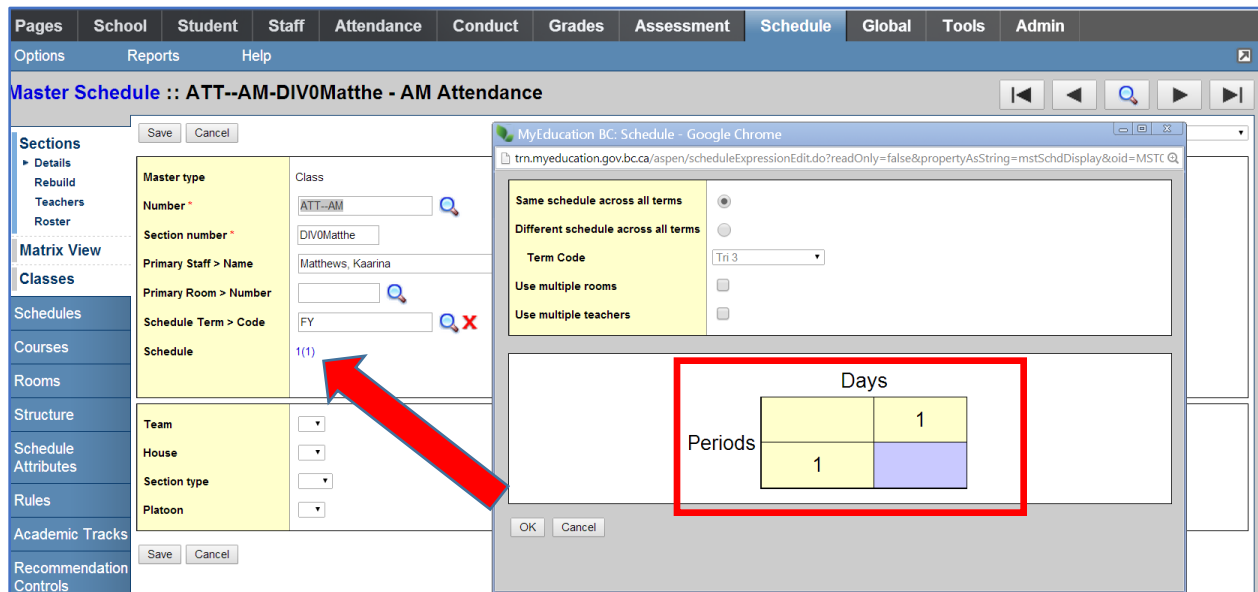
- Click on the blue **Course link** to open each section.
- Adjust the section details as required.
- Click **Save**.

o. Assign a Schedule Expression to Attendance Courses

If the school is using the ATT--AM course for attendance, this courses will need a day and period assigned to it.

Schedule top tab>Master side tab (turns into Sections sub-side tab).

- Select all sections of the **ATT--AM** course.
- Options > **Show Selected**.
- Click on the **blue hyperlink** of the first section in the list. This will take you to the sections details.
- Click the **blue Edit Schedule hyperlink**. A matrix will display.
- Click the box beside 1. The box will change colour.
- Click OK. The Schedule field on the course section will now display the 1 period and the day behind it in brackets 1(1).
- Repeat this process for each section of the AM course, selecting the AM box in the matrix. Use the records navigation bar to advance to the next attendance section.



p. Creating Additional Sections

Schedule top tab>Master side tab (turns into Sections sub-side tab).

- Options>**Add**.
- Use the magnifying glass icon to choose a **Course Code**.
- Type in the **Section number** you need.
- Use the magnifying glass icon to populate the **Primary Staff > Name, Primary Room > Number, and Schedule Term > Code**.
- Click the **blue Edit Schedule hyper link** to set the **schedule expression** by clicking the box next to the **1**. It will turn blue.
- Populate the **Enrollment maximum field** with a value appropriate to how many students can be scheduled into the section.

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.

Group Scheduling

Group scheduling allows you to take a group of students in a homeroom and mass load them into all sections of all courses assigned to a specific teacher.

Create a snapshot to “push” students into their course. It is important to remember that the snapshot is not dynamic and will not automatically add students who have entered the school after the snapshot has been created. Also, for blended homerooms (more than one grade), a separate snapshot must be created for each grade in the homeroom to be used for scheduling purposes.

Using Homeroom Snapshots for Mass Scheduling Students

Student homerooms can be captured in a snapshot and then “pushed” out into the courses or sections of those courses that these students should be assigned. For split classes, users will have to capture each grade grouping within a homeroom for scheduling.

Student top tab

- Filter to **Homeroom=?** and enter a homeroom number value>Click **Submit**
- Ensure that all of the students are in the same grade, if not select the records for a single grade
- Options>**Show selected**
- Options>**Snapshots**
- Click **New**
- Title the snapshot based on the homeroom number (Do not save as a filter)
- Click **Save**
- Repeat the process for all homerooms
- For blended classes you will have a snapshot for each grade in the homeroom.

Scheduling Students Using a Snapshot

Once snapshots have been created for homerooms and course sections have been created to match homeroom groupings, the students can be assigned to these.

Schedule top tab>Master side tab> Roster leaf.

Options >**Add**. In the pop-up window, set the **Schedule Mode to Push**.

In the **Students block, select Snapshots**. The snapshots pick list popup window will open for the user to choose from.

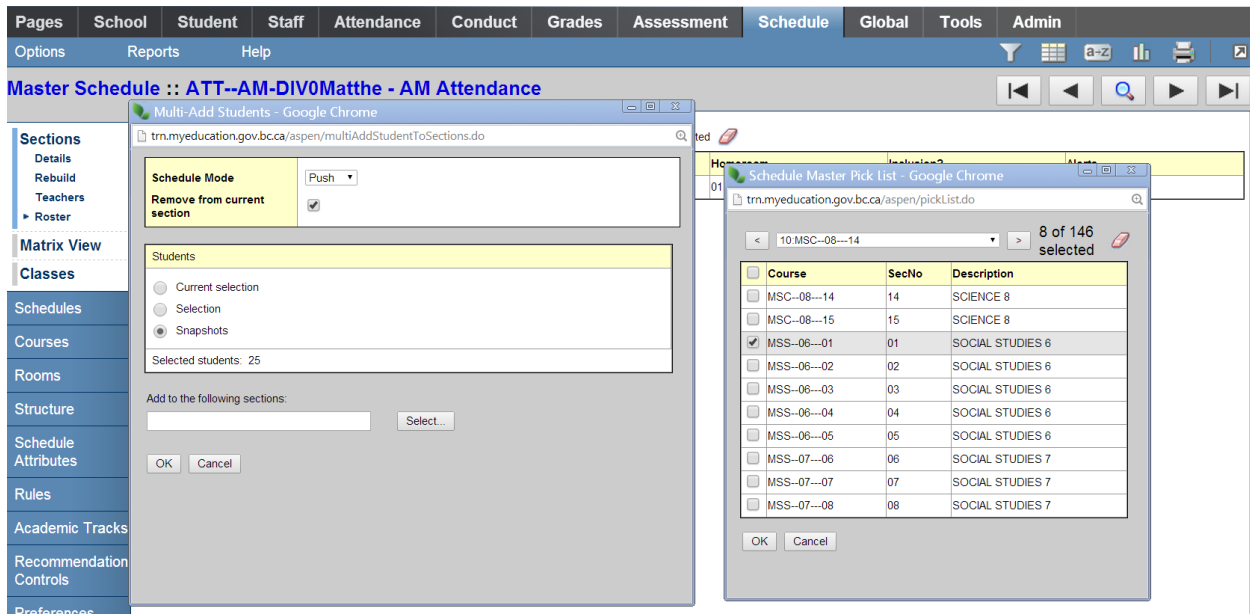
Select the snapshot to use and click **OK**.

The multi-add students window will now display the number of students identified from the snapshot.

In the **Add to the following sections: field**, click the **Select** button. A list of course sections appears.

Select the course sections to add the students from the snapshot into. **Multiple sections can be selected** and you can use the Ctrl + F function to search the list and select records.

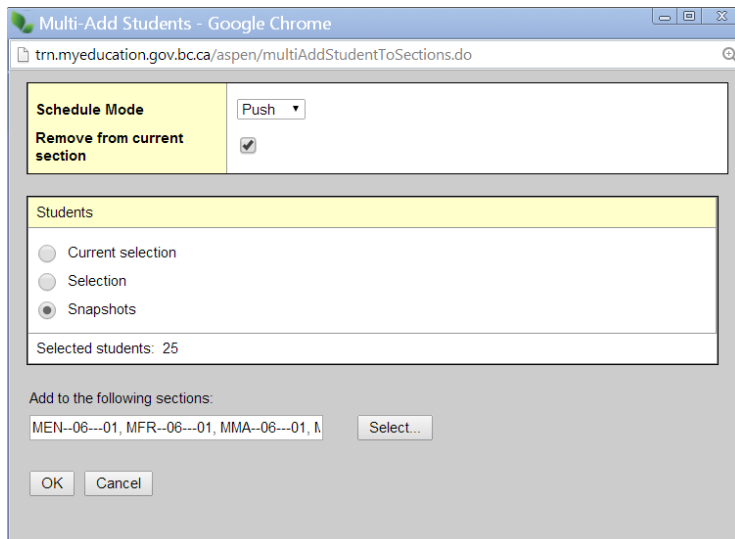
When the selection is complete, click **OK**.



The screenshot shows the 'Master Schedule :: ATT--AM-DIV0Matthe - AM Attendance' window. On the left is a sidebar with navigation tabs: Sections, Matrix View, Classes, Schedules, Courses, Rooms, Structure, Schedule Attributes, Rules, Academic Tracks, Recommendation Controls, and Preferences. The main area contains two overlapping windows. The 'Multi-Add Students' window has a 'Schedule Mode' dropdown set to 'Push' and a checked 'Remove from current section' checkbox. It shows a list of students with 'Selected students: 25'. The 'Schedule Master Pick List' window shows a table of course sections with 8 of 146 selected.

Course	SecNo	Description
MSC--08---14	14	SCIENCE 8
MSC--08---15	15	SCIENCE 8
☒ MSS--06---01	01	SOCIAL STUDIES 6
MSS--06---02	02	SOCIAL STUDIES 6
MSS--06---03	03	SOCIAL STUDIES 6
MSS--06---04	04	SOCIAL STUDIES 6
MSS--06---05	05	SOCIAL STUDIES 6
MSS--07---06	06	SOCIAL STUDIES 7
MSS--07---07	07	SOCIAL STUDIES 7
MSS--07---08	08	SOCIAL STUDIES 7

The sections will appear in a string in the **Add to the following sections:** field.



The 'Multi-Add Students' window is shown with the 'Add to the following sections:' field populated with the text 'MEN--06---01, MFR--06---01, MMA--06---01, I'. The 'Selected students' count remains at 25.

Click **OK** in the multi-add window to “push” the selected students into the course sections selected.

Click the **Sections sub-side tab**. You will see the Total column is populated with the number

Individual Student Scheduling

Adding courses for a newly registered student

a. Student Top Tab>Select the student>**Workspace Side Tab**

Under Student Schedule click **Select...**

The screenshot shows the MyEducationBC interface for student scheduling. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'. The 'Student' tab is active. On the left, the 'Workspace' side tab is highlighted with a red box. The main area displays the 'Student Schedule (0% scheduled - Class credits: 0.0)' for student '06 - Garnier, Ayrin'. A red arrow points to the 'Select...' button in the 'Course' section of the 'Student Schedule' table.

Locate and select the courses to add to the student schedule.

Period, Track ID and Term Filters will not be effective filters for middle schools, however the user may choose to filter the available courses using the **Order by** drop down menu and selecting to order the list by **Course or Teacher**.

The user may also choose to display Valid sections only, allow conflicting courses to be selected for clean up later, or to allow scheduling of a student in a course that has reached its maximum enrollment.

The screenshot shows the 'Order by' dropdown menu in the MyEducationBC interface. The dropdown is open, showing options: Course, Course, Period, Teacher, Term, and Track ID. The 'Course' option is highlighted. To the right, there are checkboxes for 'Valid sections only', 'Allow conflicts', and 'Allow all over max', all of which are checked.

One possible strategy would be to **sort the list by teacher**, then select the courses associated with the homeroom teacher including the **AM Attendance** section.

Schedule Master Pick List - Google Chrome

trn.myeducation.gov.bc.ca/aspen/addStudentSchedule.do

Course: OK
 Period: All
 Track ID: All
 Term: All
 Department: All

Team: All
 House: All
 Platoon: All
 Order by: Course

Requested only: ☐
 Valid sections only: ☒
 Allow conflicts: ☐
 Allow all over max: ☐

S: Jaeger, Elys | MFR--07--08 9 of 146 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon
☐ MFR--07--08	FRENCH 7	Jaeger, Elys	FY		1(1)	0	30	Y				
☐ MFR--08--08	FRENCH 8	Jaeger, Elys	FY		1(1)	0	30	Y				
☒ ATT--AM-DIV7Jordan	AM Attendance	Jordan, Hanya	FY	1(1)	1(1)	24	30	Y				
☒ MEN--07--07	ENGLISH LANGUAGE ARTS 7	Jordan, Hanya	FY		1(1)	0	30	Y				
☒ MFR--07--07	FRENCH 7	Jordan, Hanya	FY		1(1)	0	30	Y				
☒ MMA--07--07	MATHEMATICS 7	Jordan, Hanya	FY		1(1)	0	30	Y				
☒ MPE--07--07	PHYSICAL EDUCATION 7	Jordan, Hanya	FY		1(1)	0	30	Y				
☒ MSS--07--06	SOCIAL STUDIES 7	Jordan, Hanya	FY		1(1)	0	40	Y				
☒ MSS--07--07	SOCIAL STUDIES 7	Jordan, Hanya	FY		1(1)	0	40	Y				
☒ CAT--07CRL-07	GRADE 7 CORE COURSES	Jordan, Hanya	FY		1(1)	0	40	Y				
☒ DPA-06F--07	DAILY PHYSICAL ACTIVITY 6	Jordan, Hanya	FY		1(1)	0	40	Y				
☐ ATT--AM-DIV0Matthe	AM Attendance	Matthews, Kaarina	FY	1(1)	1(1)	0	30	Y				
☐ ATT--AM-DIV11Munz	AM Attendance	Munz, Kara	FY	1(1)	1(1)	25	30	Y				
☐ MEN--08--11	ENGLISH LANGUAGE ARTS 8	Munz, Kara	FY		1(1)	25	30	Y				
☐ MFR--08--11	FRENCH 8	Munz, Kara	FY		1(1)	25	30	Y				

OK Cancel

Or make use of the wildcard feature for Course selection. An asterisk (*) can be used as a wildcard here. In the example below, *06---01 is entered in the Course field as I want all grade one (06), section one (001) courses

Click **OK**

Schedule Master Pick List - Google Chrome

trn.myeducation.gov.bc.ca/aspen/addStudentSchedule.do

Course: *06---01 OK
 Period: All
 Track ID: All
 Term: All
 Department: All

Team: All
 House: All
 Platoon: All
 Order by: Course

Requested only: ☐
 Valid sections only: ☒
 Allow conflicts: ☐
 Allow all over max: ☐

0 of 6 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType
☐ MEN--06--01	ENGLISH LANGUAGE ARTS 6	Ellis, Tessa	FY		1(1)	0	30	Y	
☐ MFR--06--01	FRENCH 6	Ozeroff, Rena	FY		1(1)	0	30	Y	
☐ MMA--06--01	MATHEMATICS 6		FY		1(1)	0	30	Y	
☐ MPE--06--01	PHYSICAL EDUCATION 6		FY		1(1)	0	30	Y	
☐ MSC--06--01	SCIENCE 6		FY		1(1)	0	30	Y	
☐ MSS--06--01	SOCIAL STUDIES 6	Piazza, Gayla	FY		1(1)	0	40	Y	

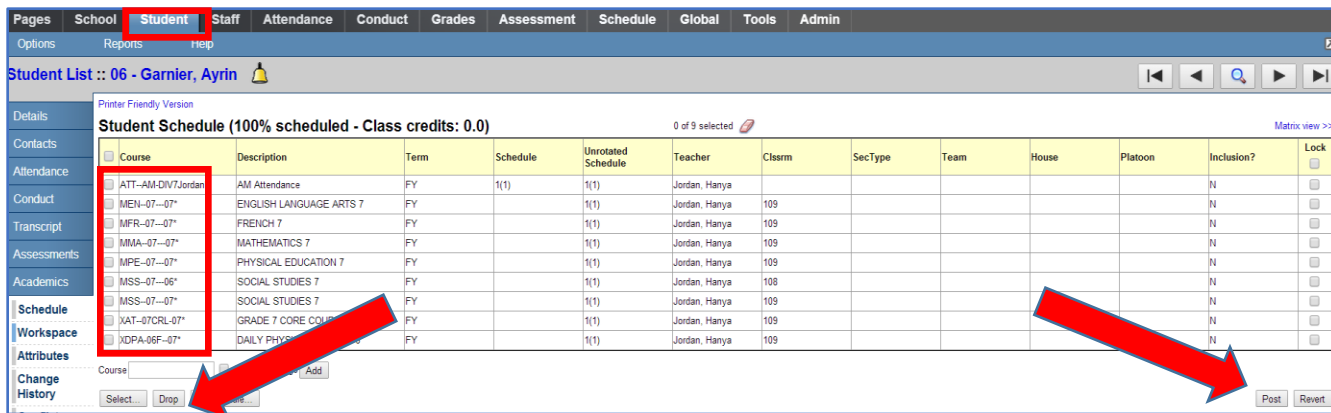
OK Cancel

A star appears next to the newly scheduled course until the post button is selected.

Click the **Post** button to save this schedule for the student

Click the **Revert** button to undo any changes

Select individual courses and click **Drop** to remove a course.

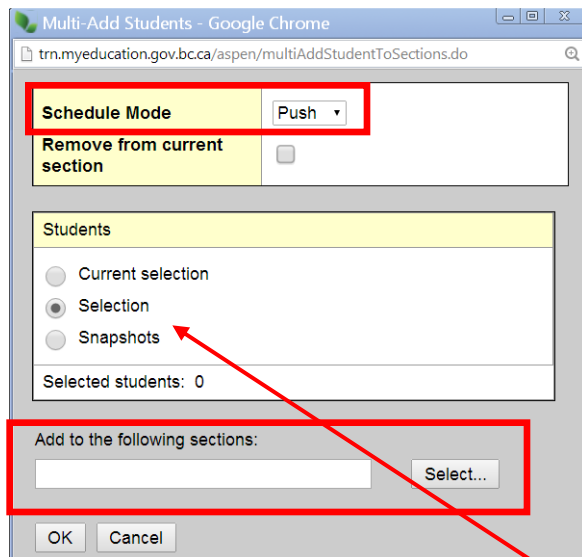


Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clsrm	SecType	Team	House	Platoon	Inclusion?	Lock
☐ ATT-AM-DIV7-Jordan	AM Attendance	FY	1(1)	1(1)	Jordan, Hanya						N	☐
☐ MEN-07-07*	ENGLISH LANGUAGE ARTS 7	FY		1(1)	Jordan, Hanya	109					N	☐
☐ MFR-07-07*	FRENCH 7	FY		1(1)	Jordan, Hanya	109					N	☐
☐ MMA-07-07*	MATHEMATICS 7	FY		1(1)	Jordan, Hanya	109					N	☐
☐ MPE-07-07*	PHYSICAL EDUCATION 7	FY		1(1)	Jordan, Hanya	109					N	☐
☐ MSS-07-06*	SOCIAL STUDIES 7	FY		1(1)	Jordan, Hanya	108					N	☐
☐ MSS-07-07*	SOCIAL STUDIES 7	FY		1(1)	Jordan, Hanya	109					N	☐
☐ XAT-07CRL-07*	GRADE 7 CORE COURSE	FY		1(1)	Jordan, Hanya	109					N	☐
☐ XDPA-08F-07*	DAILY PHYSICAL EDUCATION	FY		1(1)	Jordan, Hanya	109					N	☐

b. Using the course section roster method to schedule a student

Schedule top tab>Master side tab>Roster leaf

- Options>**Add**
- In the Multi Add students pop-up window, set the **schedule mode field to push**



Multi-Add Students - Google Chrome

trn.myeducation.gov.bc.ca/aspen/multiAddStudentToSections.do

Schedule Mode Push

Remove from current section ☐

Students

☐ Current selection

☒ Selection

☐ Snapshots

Selected students: 0

Add to the following sections:

Select...

OK Cancel

- In the students block select **Selection**. From the Selection pop-up window, select the student for scheduling.

Student Pick List - Google Chrome

trn.myeducation.gov.bc.ca/aspen/schoolStudentPickList.do?includeSecondary=true

< 1:Adam, Izabella > 4 of 409 selected

☐	LegalLast	LegalFirst	LegalMiddle	Pupil #	YOG
☒	Adam	Izabella		357719	2019
☐	Adamek	Alli		361288	2019
☐	Adams	Nuala		536802	2020
☒	Adamus	Bryn		576355	2021
☐	Addey	Celeste		585801	2021
☒	Adifi	Elain		1439418	2020
☐	Albus	Fae		577961	2021
☒	Alcock	Roger		473270	2020
☐	Alldridge	Harlan		581172	2021
☐	Algas	Jeremiah		708951	2021

OK Cancel

- In the **Add to the following sections:** field, click the **Select** button. Consider ordering by **Section Number**. Select the course sections for scheduling

Schedule Master Pick List - Google Chrome

trn.myeducation.gov.bc.ca/aspen/pickList.do

< 2:02 | FRENCH 6 > 6 of 146 selected

☐	Course	SecNo ▲	Description
☒	MFR--06---02	02	FRENCH 6
☒	XAT--06CRL-02	02	GRADE 6 CORE COURSES
☒	MMA--06---02	02	MATHEMATICS 6
☒	MPE--06---02	02	PHYSICAL EDUCATION 6
☒	MSC--06---02	02	SCIENCE 6
☒	MSS--06---02	02	SOCIAL STUDIES 6
☐	XDPA-06F--03	03	DAILY PHYSICAL ACTIVITY 6
☐	MEN--06---03	03	ENGLISH LANGUAGE ARTS 6
☐	MFR--06---03	03	FRENCH 6
☐	XAT--06CRL-03	03	GRADE 6 CORE COURSES

- Click **OK**
- The selected courses will appear as a string in the **Add to the following sections:** window.
- Click **OK** to add the selected students to the selected course sections.

Multi-Add Students - Google Chrome

trn.myeducation.gov.bc.ca/aspen/multiAddStudentToSections.do

Schedule Mode

Remove from current section

Push ▾

☐

Students

☐ Current selection
☒ Selection
☐ Snapshots

Selected students: 4

Add to the following sections:

MFR--06---02, XAT--06CRL-02, MMA--06--

Select...

OK Cancel

View and Print an individual student schedule from the ***Student top tab>Schedule side tab***

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Student List :: 06 - Garner, Ayrin

Matrix view >>

0 of 9 selected

All Records

Course	Description	Classrm	Teacher	Term	Schedule	Description	Name
☐ MEN--07--07	ENGLISH LANGUAGE ARTS 7	109	Jordan, Hanyia	FY		ENGLISH LANGUAGE ARTS 7	Colquitz Middle School SD61
☐ MFR--07--07	FRENCH 7	109	Jordan, Hanyia	FY		FRENCH 7	Colquitz Middle School SD61
☐ MMA--07--07	MATHEMATICS 7	109	Jordan, Hanyia	FY		MATHEMATICS 7	Colquitz Middle School SD61
☐ MPE--07--07	PHYSICAL EDUCATION 7	109	Jordan, Hanyia	FY		PHYSICAL EDUCATION 7	Colquitz Middle School SD61
☐ MSS--07--06	SOCIAL STUDIES 7	108	Jordan, Hanyia	FY		SOCIAL STUDIES 7	Colquitz Middle School SD61
☐ MSS--07--07	SOCIAL STUDIES 7	109	Jordan, Hanyia	FY		SOCIAL STUDIES 7	Colquitz Middle School SD61
☐ XAT--07CRL-07	GRADE 7 CORE COURSES	109	Jordan, Hanyia	FY		GRADE 7 CORE COURSES	Colquitz Middle School SD61
☐ XDPA-06F--07	DAILY PHYSICAL ACTIVITY 6	109	Jordan, Hanyia	FY		DAILY PHYSICAL ACTIVITY 6	Colquitz Middle School SD61
☐ ATT--AM-DIV7/Jordan	AM Attendance		Jordan, Hanyia	FY	1(1)	AM Attendance	Colquitz Middle School SD61

Workspace

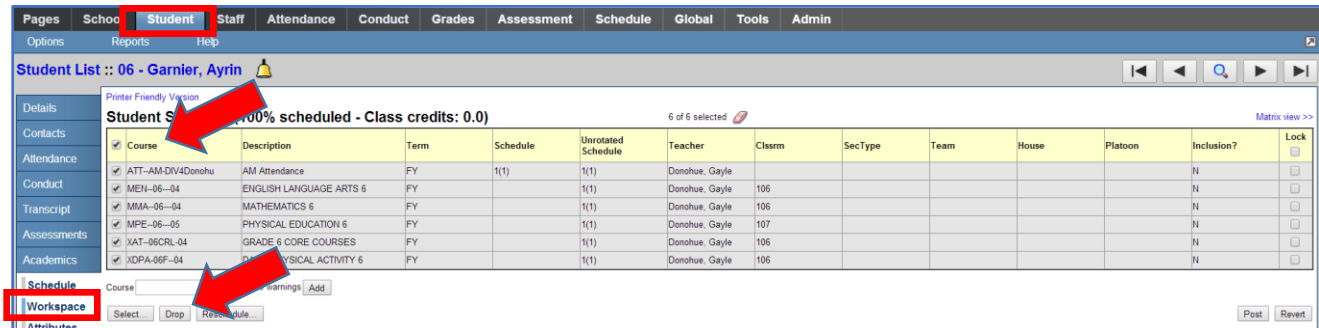
Changing a Student to Different Sections

Student Top Tab>Select the student>**Workspace Side Tab**

The user may delete the current sections first and then add the new sections or add the new sections first and delete the old sections.

To delete all sections, select the check box next to **Course** or individually select the desired courses to delete.

Click **Drop**



Student List :: 06 - Garnier, Ayrin

Printer Friendly Version

Student Schedule (100% scheduled - Class credits: 0.0)

6 of 6 selected

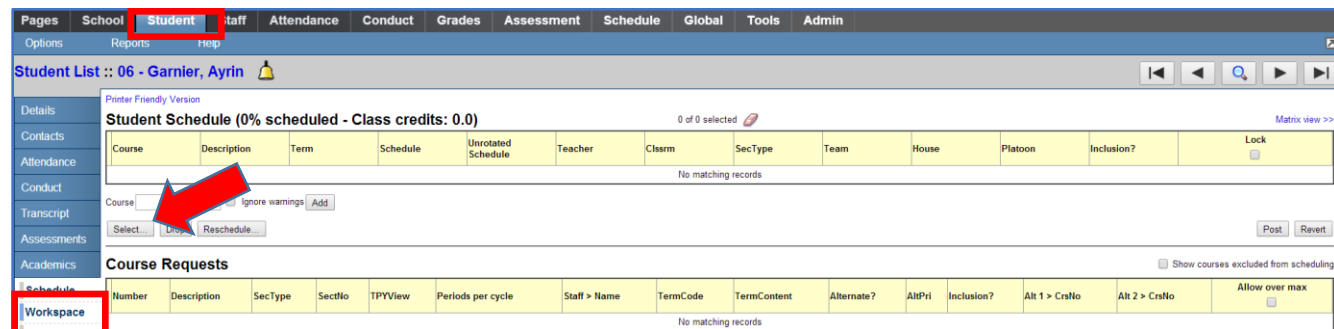
Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House	Platoon	Inclusion?	Lock
☒ ATT-AM-DIV4Donohu	AM Attendance	FY	1(1)	1(1)	Donohue, Gayle						N	☐
☒ MEN-06-04	ENGLISH LANGUAGE ARTS 6	FY		1(1)	Donohue, Gayle	106					N	☐
☒ MMA-06-04	MATHEMATICS 6	FY		1(1)	Donohue, Gayle	106					N	☐
☒ MPE-06-05	PHYSICAL EDUCATION 6	FY		1(1)	Donohue, Gayle	107					N	☐
☒ XAT-06CRL-04	GRADE 6 CORE COURSES	FY		1(1)	Donohue, Gayle	106					N	☐
☒ XDPA-06F-04	DAILY PHYSICAL ACTIVITY 6	FY		1(1)	Donohue, Gayle	106					N	☐

Course: Ignore warnings Add

Select... Drop Reschedule...

Post Revert

Click **Select...**



Student List :: 06 - Garnier, Ayrin

Printer Friendly Version

Student Schedule (0% scheduled - Class credits: 0.0)

0 of 0 selected

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House	Platoon	Inclusion?	Lock
No matching records												

Course: Ignore warnings Add

Select... Drop Reschedule...

Post Revert

Course Requests

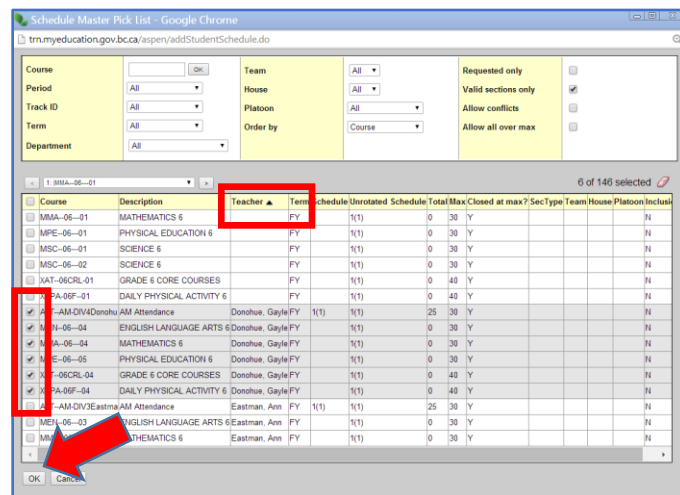
Show courses excluded from scheduling

Number	Description	SecType	SecNo	TPVView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max
No matching records														

Sort list by teacher name

Select all the desired sections

Click **OK**



Schedule Master Pick List - Google Chrome

trn.myeducation.gov.bc.ca/asperv/addStudentSchedule.do

Course: OK

Period: All

Track ID: All

Term: All

Department: All

Team: All

House: All

Platoon: All

Order by: Course

Requested only: ☐

Valid sections only: ☒

Allow conflicts: ☐

Allow all over max: ☐

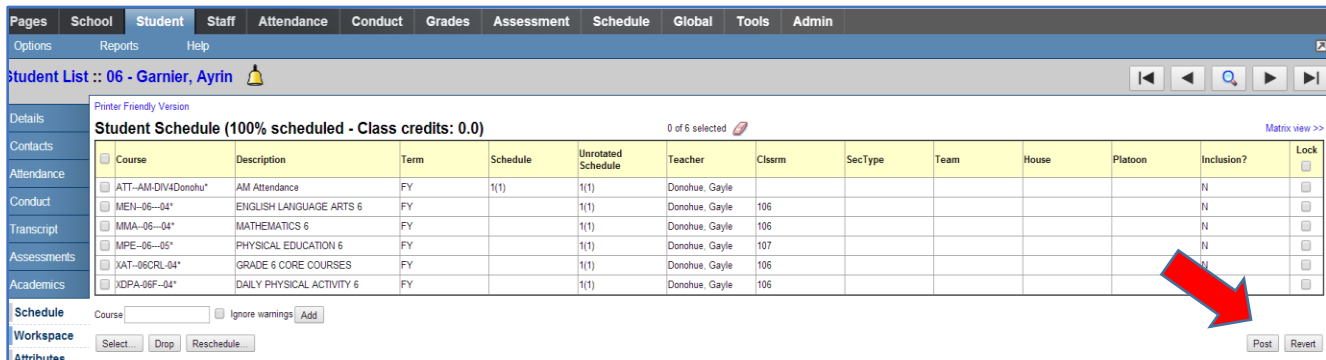
1 MMA-06-01

6 of 146 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
☒ MMA-06-01	MATHEMATICS 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ MPE-06-01	PHYSICAL EDUCATION 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ MSC-06-01	SCIENCE 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ MSC-06-02	SCIENCE 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ XAT-06CRL-01	GRADE 6 CORE COURSES	Donohue, Gayle	FY	1(1)	1(1)	0	40	Y					N
☒ XDPA-06F-01	DAILY PHYSICAL ACTIVITY 6	Donohue, Gayle	FY	1(1)	1(1)	0	40	Y					N
☒ ATT-AM-DIV4Donohu	AM Attendance	Donohue, Gayle	FY	1(1)	1(1)	25	30	Y					N
☒ MEN-06-04	ENGLISH LANGUAGE ARTS 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ MMA-06-04	MATHEMATICS 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ MPE-06-05	PHYSICAL EDUCATION 6	Donohue, Gayle	FY	1(1)	1(1)	0	30	Y					N
☒ XAT-06CRL-04	GRADE 6 CORE COURSES	Donohue, Gayle	FY	1(1)	1(1)	0	40	Y					N
☒ XDPA-06F-04	DAILY PHYSICAL ACTIVITY 6	Donohue, Gayle	FY	1(1)	1(1)	0	40	Y					N
☒ ATT-AM-DIV3Eastma	AM Attendance	Eastman, Ann	FY	1(1)	1(1)	25	30	Y					N
☒ MEN-06-03	ENGLISH LANGUAGE ARTS 6	Eastman, Ann	FY	1(1)	1(1)	0	30	Y					N
☒ MMA-06-03	MATHEMATICS 6	Eastman, Ann	FY	1(1)	1(1)	0	30	Y					N

OK Cancel

Click **Post** to save the schedule changes or **Revert** to return to the original schedule.



Student List :: 06 - Garnier, Aylin

Student Schedule (100% scheduled - Class credits: 0.0)

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House	Platoon	Inclusion?	Lock
ATT--AM-DIV4Donohu*	AM Attendance	FY	1(1)	1(1)	Donohue, Gayle						N	☐
MEN--06---04*	ENGLISH LANGUAGE ARTS 6	FY		1(1)	Donohue, Gayle	106					N	☐
MMA--06---04*	MATHEMATICS 6	FY		1(1)	Donohue, Gayle	106					N	☐
MPE--06---05*	PHYSICAL EDUCATION 6	FY		1(1)	Donohue, Gayle	107					N	☐
XAT--06CRL-04*	GRADE 6 CORE COURSES	FY		1(1)	Donohue, Gayle	106					N	☐
XDPA--06F--04*	DAILY PHYSICAL ACTIVITY 6	FY		1(1)	Donohue, Gayle	106					N	☐

Post Revert

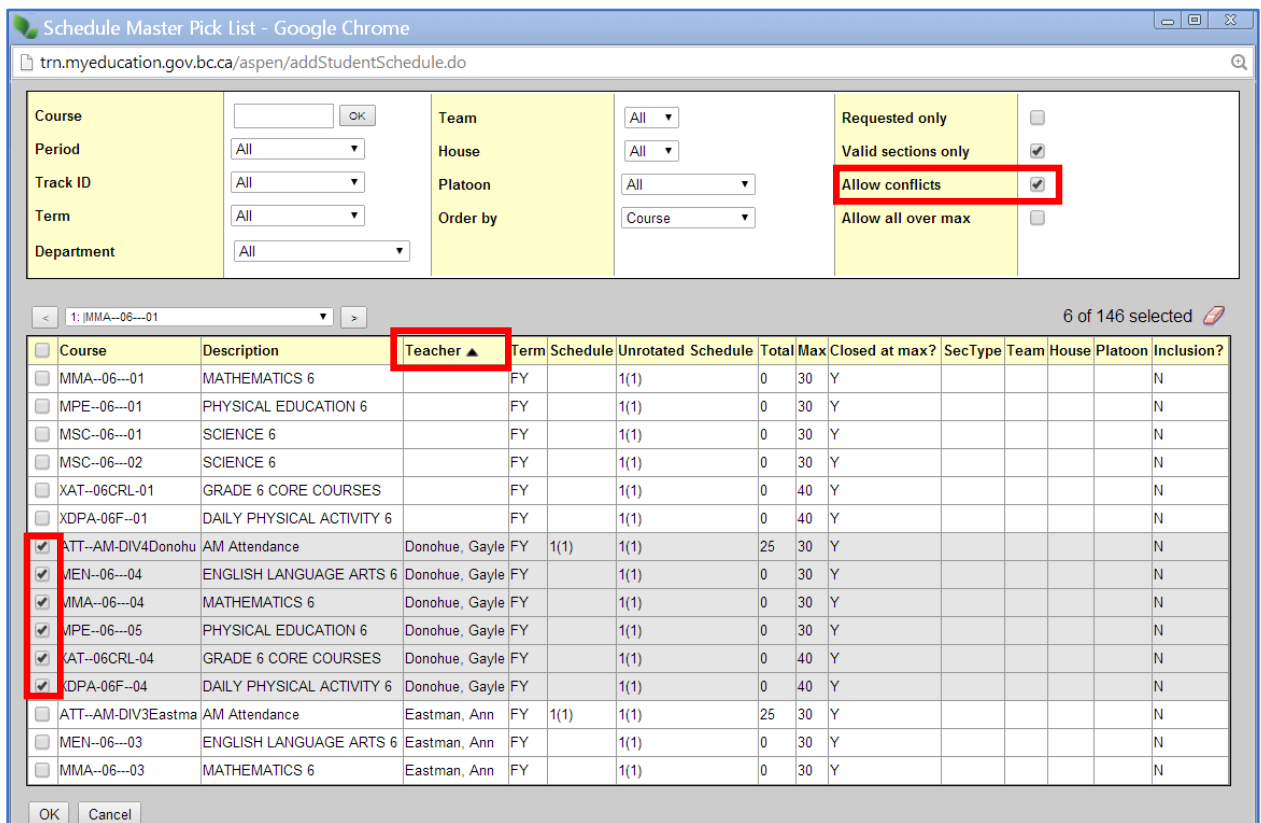
To add the new courses first then delete the old courses click **Select...**

Sort the list by teacher name

Select the sections to be added

Select the **Allow Conflicts** check box

Click **OK**



Schedule Master Pick List - Google Chrome

trn.myeducation.gov.bc.ca/aspen/addStudentSchedule.do

Course: OK

Period: All

Track ID: All

Term: All

Department: All

Team: All

House: All

Platoon: All

Order by: Course

Requested only: ☐

Valid sections only: ☒

Allow conflicts: ☒

Allow all over max: ☐

1: MMA--06---01

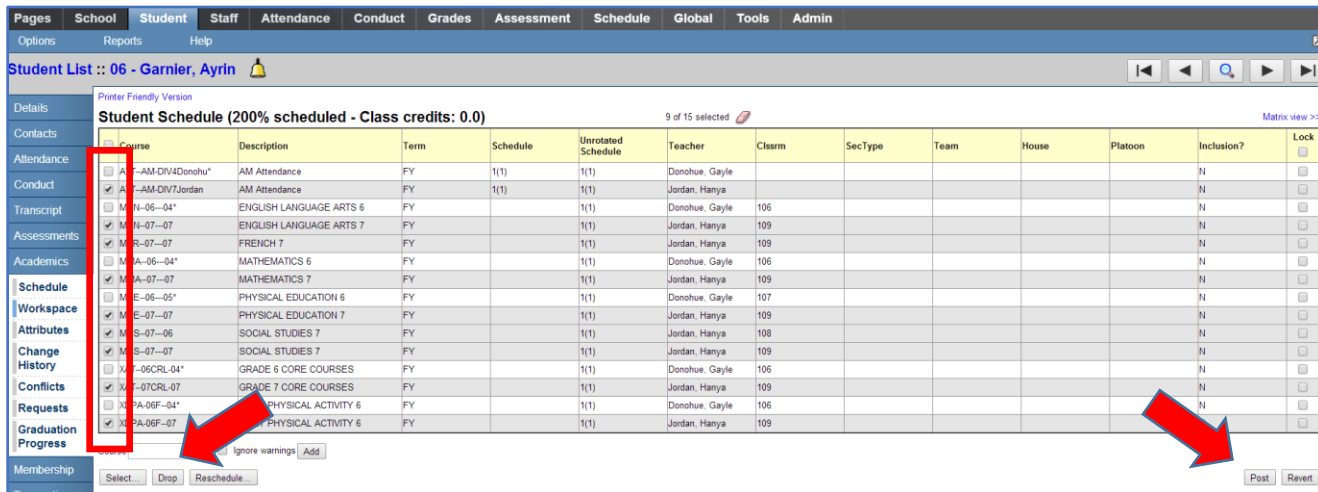
6 of 146 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
☐ MMA--06---01	MATHEMATICS 6		FY		1(1)	0	30	Y					N
☐ MPE--06---01	PHYSICAL EDUCATION 6		FY		1(1)	0	30	Y					N
☐ MSC--06---01	SCIENCE 6		FY		1(1)	0	30	Y					N
☐ MSC--06---02	SCIENCE 6		FY		1(1)	0	30	Y					N
☐ XAT--06CRL-01	GRADE 6 CORE COURSES		FY		1(1)	0	40	Y					N
☐ XDPA--06F--01	DAILY PHYSICAL ACTIVITY 6		FY		1(1)	0	40	Y					N
☒ ATT--AM-DIV4Donohu	AM Attendance	Donohue, Gayle	FY	1(1)	1(1)	25	30	Y					N
☒ MEN--06---04	ENGLISH LANGUAGE ARTS 6	Donohue, Gayle	FY		1(1)	0	30	Y					N
☒ MMA--06---04	MATHEMATICS 6	Donohue, Gayle	FY		1(1)	0	30	Y					N
☒ MPE--06---05	PHYSICAL EDUCATION 6	Donohue, Gayle	FY		1(1)	0	30	Y					N
☒ XAT--06CRL-04	GRADE 6 CORE COURSES	Donohue, Gayle	FY		1(1)	0	40	Y					N
☒ XDPA--06F--04	DAILY PHYSICAL ACTIVITY 6	Donohue, Gayle	FY		1(1)	0	40	Y					N
☐ ATT--AM-DIV3Eastma	AM Attendance	Eastman, Ann	FY	1(1)	1(1)	25	30	Y					N
☐ MEN--06---03	ENGLISH LANGUAGE ARTS 6	Eastman, Ann	FY		1(1)	0	30	Y					N
☐ MMA--06---03	MATHEMATICS 6	Eastman, Ann	FY		1(1)	0	30	Y					N

OK Cancel

Select the courses to delete

Click **Drop**



Student List :: 06 - Garnier, Ayrin

Student Schedule (200% scheduled - Class credits: 0.0) 9 of 15 selected

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House	Platoon	Inclusion?	Lock
☐ A-T-AM-DIV4Donohu	AM Attendance	FY	1(1)	1(1)	Donohue, Gayle						N	☐
☒ A-T-AM-DIV7Jordan	AM Attendance	FY	1(1)	1(1)	Jordan, Hany						N	☐
☒ M-N-06-04*	ENGLISH LANGUAGE ARTS 6	FY		1(1)	Donohue, Gayle	106					N	☐
☒ M-N-07-07	ENGLISH LANGUAGE ARTS 7	FY		1(1)	Jordan, Hany	109					N	☐
☒ M-R-07-07	FRENCH 7	FY		1(1)	Jordan, Hany	109					N	☐
☒ M-A-06-04*	MATHEMATICS 6	FY		1(1)	Donohue, Gayle	106					N	☐
☒ M-A-07-07	MATHEMATICS 7	FY		1(1)	Jordan, Hany	109					N	☐
☒ M-E-06-05*	PHYSICAL EDUCATION 6	FY		1(1)	Donohue, Gayle	107					N	☐
☒ M-E-07-07	PHYSICAL EDUCATION 7	FY		1(1)	Jordan, Hany	109					N	☐
☒ M-S-07-06	SOCIAL STUDIES 7	FY		1(1)	Jordan, Hany	108					N	☐
☒ M-S-07-07	SOCIAL STUDIES 7	FY		1(1)	Jordan, Hany	109					N	☐
☒ X-T-06CRL-04*	GRADE 6 CORE COURSES	FY		1(1)	Donohue, Gayle	106					N	☐
☒ X-T-07CRL-07	GRADE 7 CORE COURSES	FY		1(1)	Jordan, Hany	109					N	☐
☒ X-PA-06F-04*	PHYSICAL ACTIVITY 6	FY		1(1)	Donohue, Gayle	106					N	☐
☒ X-PA-06F-07	PHYSICAL ACTIVITY 6	FY		1(1)	Jordan, Hany	109					N	☐

Ignore warnings Add

Select... Drop Reschedule

Post Revert

Click **Post**

Reports

Master Side Tab>Reports Drop Down Menu

BC Master Schedule

A List of all sections with enrollment totals, teacher names, room numbers, SPED and ELL numbers.

Greater Victoria

Mount Douglas Secondary

BC Master Schedule

Page 3

July 28, 2015

CrsCode	Class ID	Course	Flav	Description	Dept	Teacher	Room	Trm	Schedule	Assigned			Male			Female		
										Ttl	Max	Open	INC	SPED	ELL	INC	SPED	ELL
MEN--10--		MEN--10--30	--S	ENGLISH 10	EngLan glit	Teacher, 49-16	217	S1	3(1-2)	23	30	7						
MEN--10--		MEN--10--30	--L	ENGLISH 10	EngLan glit	Jordan, Raykha	207B	FY	3(1)	30	30	0		1				
MEN--10--		MEN--10--40	--S	ENGLISH 10	EngLan glit	Livingston, Effie	A-2	S1	4(1-2)	28	30	2						
MEN--10--		MEN--10--60	--S	ENGLISH 10	EngLan glit	Shorrock, Jefferson	A-6	S2	2(1-2)	24	30	6						
MEN--10--		MEN--10--70	--S	ENGLISH 10	EngLan glit	Livingston, Effie	A-2	S2	3(1-2)	26	30	4						
MEN--10--		MEN--10--80	--S	ENGLISH 10	EngLan glit	Shorrock, Jefferson	211	S2	4(1-2)	27	30	3						
MEN--10C-		MEN--10C--70	C-S	ENGLISH 10 CHALLENGE	EngLan glit	Purvis, Sylvain	123	S2	3(1-2)	29	30	1						
MEN--10C-		MEN--10C--80	C-S	ENGLISH 10 CHALLENGE	EngLan glit	Purvis, Sylvain	123	S2	4(1-2)	30	30	0		1				
MEN--11--		MEN--11--10	--S	ENGLISH 11	EngLan glit	Livingston, Effie	A-2	S1	1(1-2)	30	30	0						
MEN--11--		MEN--11--20	--L	ENGLISH 11	EngLan glit	Teacher, 49-17	A-2	FY	2(1)	28	30	2						
MEN--11--		MEN--11--30	--S	ENGLISH 11	EngLan glit	Totten, Rosemarie	211	S1	3(1-2)	30	30	0		1				
MEN--11--		MEN--11--50	--S	ENGLISH 11	EngLan glit	Livingston, Effie	A-2	S2	1(1-2)	29	30	1						
MEN--11--		MEN--11--60	--S	ENGLISH 11	EngLan glit	Leason, Erich	A-5	S2	2(1-2)	29	30	1						
MEN--11--		MEN--11--70	--S	ENGLISH 11	EngLan glit	Totten, Rosemarie	211	S2	3(1-2)	30	30	0						
MEN--11--		MEN--11--80	--S	ENGLISH 11	EngLan glit	Leason, Erich	A-5	S2	4(1-2)	30	30	0						
MEN--11C-		MEN--11C--70	C-S	ENGLISH 11 CHALLENGE	EngLan glit	Savoy, Lonny	121	S2	3(1-2)	30	30	0						
MEN--11C-		MEN--11C--80	C-S	ENGLISH 11 CHALLENGE	EngLan glit	Savoy, Lonny	121	S2	4(1-2)	28	30	2						
MEN--12--		MEN--12--10	--S	ENGLISH 12	EngLan glit	Teacher, 49-18	A-5	S1	1(1-2)	25	30	5						
MEN--12--		MEN--12--20	--S	ENGLISH 12	EngLan glit	Purvis, Sylvain	123	S1	2(1-2)	24	30	6						
MEN--12--		MEN--12--30	--S	ENGLISH 12	EngLan glit	Livingston, Effie	A-2	S1	3(1-2)	28	30	2						
MEN--12--		MEN--12--40	--S	ENGLISH 12	EngLan glit	Leason, Erich	A-5	S1	4(1-2)	27	30	3						
MEN--12--		MEN--12--50	--S	ENGLISH 12	EngLan glit	Leason, Erich	A-5	S2	1(1-2)	27	30	3						
MEN--12--		MEN--12--60	--S	ENGLISH 12	EngLan glit	Totten, Rosemarie	211	S2	2(1-2)	30	30	0						
MEN--12--		MEN--12--70	--S	ENGLISH 12	EngLan glit	Burns, Raven	214	S2	3(1-2)	28	30	2						

Students>Class Lists

ATT--AM-DIV12Nuyen: AM Attendance	
Teacher	Nuyens, Velma
Room	
Schedule	1(1)
Term	FY

Student Name	YOG
Cockfield, Randal	2020
DeWolfe, Jacoba	2019
Eskelson, Fahrine	2020
Grainger, Luc	2020
Hadford, Aviva	2019
Lane, Suman	2019
Laroche, Sophia	2019
Lesley, Jude	2019
Menzies, Corrine	2020
Moisey, Shirley	2019
Rolston, Donnie	2020
Sloan, Dane	2019
Sortland, Elisa	2019
Sortland, Maury	2020
Strongman, Borje	2020
Terada, Eleanor	2019
Troughton, Cosmas	2019
Vanstone, Kandi	2020
Vowles, Cairine	2019
Vu, Collin	2019
Wager, Caelin	2019
Walker, Dawn	2020
Westcott, Denielle	2020
Wonders, Jacey	2019
Worthington, Ole	2020

Total Students: 25

Students>Student Schedules (Sheet)

Greater Victoria

Colquitz Middle School SD61

Student Schedule

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July 28, 2015

Bodner, Rena

Student ID	529489
YOG	2020
Homeroom	11

Course	Description	Room	Teacher	Term	Schedule	Credit
MSC--08---08	SCIENCE 8	112	Munz, Kara	FY		0.0000
XDPA-06F--11	DAILY PHYSICAL ACTIVITY 6	115	Munz, Kara	FY		0.0000
MFR--08---11	FRENCH 8	115	Munz, Kara	FY		0.0000
XAT--08CRL-11	GRADE 8 CORE COURSES	115	Munz, Kara	FY		0.0000
MEN--08---11	ENGLISH LANGUAGE ARTS 8	119	Munz, Kara	FY		0.0000
MSC--08---11	SCIENCE 8	115	Munz, Kara	FY		0.0000
MMA--08---11	MATHEMATICS 8	115	Munz, Kara	FY		0.0000
MSC--07---08	SCIENCE 7	112	Munz, Kara	FY		0.0000
MPE--08---11	PHYSICAL EDUCATION 8	115	Munz, Kara	FY		0.0000
ATT--AM-DIV11Munz	AM Attendance	101	Munz, Kara	FY	1(1)	0.0000

Class Size Verification

BC - Greater Victoria
Class Size Verification

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School Code: 6161068
School Name: Colquitz Middle School SD61

Subject Area	Division or Course Name	Teacher	Sections	Term	Period	Day	K - 12 grade												Special Ed	Gifted	ESL/ESD	Class Total				
							KH	KF	01	02	03	04	05	06	07	08	09	10					11	12		
Full Grade	Division <none>						0	0	0	0	0	0	0	1	5	3	2	0	0	0	0	0	0	0	0	11
Full Grade	Division 15	Schock, Giles 645647					0	0	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0	0	1	25
Full Grade	Division 13	Sandy, Chrissy 645653					0	0	0	0	0	0	0	0	12	15	0	0	0	0	0	0	0	0	0	27
Full Grade	Division 14						0	0	0	0	0	0	0	0	12	14	0	0	0	0	0	0	0	0	0	26
Full Grade	Division 11	Munz, Kara 645651					0	0	0	0	0	0	0	0	27	0	0	0	0	0	1	0	0	0	0	27
Full Grade	Division 12	Nuyens, Velma 645703					0	0	0	0	0	0	0	0	11	15	0	0	0	0	0	0	0	0	0	26
Full Grade	Division 08						0	0	0	0	0	0	0	0	0	28	0	0	0	0	0	0	0	0	0	28
Full Grade	Division 09						0	0	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0	0	0	25
Full Grade	Division 04	Donohue, Gayle 645719					0	0	0	0	0	0	0	0	28	0	0	0	0	0	0	0	0	0	0	28
Full Grade	Division 05	Pollock, Bianca 645721					0	0	0	0	0	0	0	0	12	13	0	0	0	0	0	0	0	0	0	25
Full Grade	Division 06	Errington, Carlo 645668					0	0	0	0	0	0	0	0	10	16	0	0	0	0	0	0	0	0	0	26
Full Grade	Division 07	Jordan, Hanya 645715					0	0	0	0	0	0	0	0	16	10	0	0	0	0	0	0	0	0	0	26
Full Grade	Division 01						0	0	0	0	0	0	0	0	11	13	0	0	0	0	0	0	0	0	0	24
Full Grade	Division 02	Piazza, Gayla 645716					0	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	30
Full Grade	Division 03	Eastman, Ann 645674					0	0	0	0	0	0	0	0	28	0	0	0	0	0	0	0	0	0	0	28
Full Grade	Division 10						0	0	0	0	0	0	0	0	27	0	0	0	0	0	0	0	0	0	0	27

Data Collection Exceptions
School Code: 6161068
School Name: Colquitz Middle School SD61

Class Lists for Paper Attendance

Attendance top tab>Reports drop down menu>**Attendance Classroom Input**

Choose the teacher or print all sections

Greater Victoria
Colquitz Middle School SD61

Classroom Attendance Input
 Page 1 July 29, 2015

Teacher Donohue, Gayle
Class ATT-AM-DIV4Donohue - AM Attendance

Room 1(1)
Schedule FY
Term

Student Name	5/4/2015	5/5/2015	5/6/2015	5/7/2015	5/8/2015
Addey, Celeste	2021	585801			
Ambrose, Sam	2021	851486			
Amell, Wuanita	2021	1195343			
Ashraf, Alina	2021	600694			
Calla, Almira	2021	653357			
Callison, Scott	2021	1158270			
Caulfield, Ashleigh	2021	585516			
Elder, Monique	2021	577257			
Espinosa, Steve	2021	880842			
Garnier, Ayrin	2021	666709			
Gates, Patsy	2021	595669			
Halle, Eben	2021	1294984			
Homenjuka, Mahinder	2021	1492220			
Konrad, Michael	2021	576398			
LaBonte, Britta	2021	607300			
Lake, Tom	2021	599765			
Lundquist, Ginny	2021	585799			
Penrose, Suzy	2021	576578			
Rex, Skye	2021	578966			
Rome, Cec	2021	576468			
Santarossa, Sareh	2021	594241			
Simon, Narissa	2021	576619			
Slade, Leon	2021	1437097			
Spilsbury, Marina	2021	576539			
Titus, Dotti	2021	576740			
Turner, Earlene	2021	577352			

Boys: 10 Girls: 16 Total: 26