

Scheduling Training Outline

Module 1 – Terms and Concepts

1. **Self-directed Learning.**

SM1 Presentation – from the learning event Nov. 3, 2015 – 2 hours

2. **Scheduling LE – Terms and Concepts LE**

Nov. 1, 2016 1:00 – 3:30

This session will begin to bridge the differences between Scheduling in BCeSIS and MyEdBC. New Terminology related to scheduling will be introduced and information will be provided on how that terminology relates to functionality participants are currently familiar with in BCeSIS. New concepts and additional scheduling functionality within MyEdBC will also be introduced. This will be a high level overview of the process from start to finish.

Information on the strategy and remaining modules will also be presented. The objective will be to provide districts with information for the planning and development of their training strategy for their schools over the scheduling period. The target audience is the district L1 support team, which should include at least 1 individual with strong scheduling knowledge. Individual scheduling concepts will not be covered in detail. At the end of the session, districts will be provided information on further resources and the work required to prepare for this.

3. **Scheduling Support:**

There is no support session for this module.

Module 2 – Course Catalogues, Student and Staff Setup

1. **Self-directed Learning**

Illuminate Recording (Myeducationbc.info/resources/school-schedulers)

SM2 – Course Catalogues, Student & Staff Setup – learning event Jan. 5, 2016 – 1.5 hours

2. **Scheduling LE – Course Catalogues, Student and Staff Setup**

Nov. 29, 2016 1:00 – 4:00

This session will provide L1s/district scheduling support team with the required information to move ahead with preparing their district and schools course catalogues. Specific topics include the following:

- Create course catalog in the District view
- Define the build year context in the School view
- Create course catalog for the build in the School view
- Define next school for students
- Rollover secondary school assignments for staff

- Define new secondary school assignments for staff

3. **Scheduling Support:**

Dec. 8, 2016 1:00 – 3:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 3 – Scenarios, Preferences and Time Structure

1. **Self-directed Learning – review existing recordings.**

Participants need to review the following recordings. Please take notes and consider your schools' scheduling structures when viewing. Copies of existing schedule structures, rotations/bell schedules currently in use at your schools would be advantageous to have available as you view these recordings.

Illuminate Recording (Myeducationbc.info/resources/school-schedulers)

SM3 - Scenarios, Time Structure & Rotations – learning event recording Jan. 12, 2016 – 3 hours

2. **Scheduling LE – Scenarios, Preferences and Time Structures.**

Jan. 10, 2017 1:00 – 3:00

This session will be an introduction to the Build View and cover the necessary setup and steps to begin working on a school's master schedule. Specific topics include the following:

- Create the build scenario and define scenario preferences.
- Define terms, days, and periods.

3. **Scheduling Support:**

Jan. 17, 2017 1:00 – 3:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 4 – Student Course Requests

1. **Self-directed Learning – review Student Course Requests recording.**

Participants need to review this recording in anticipation of developing processes around entering, managing and verifying student course requests.

Illuminate Recording (Myeducationbc.info/resources/school-schedulers)

SM4 - Student Course Requests – learning event recording Jan. 26, 2016 – 3 hours

2. **Scheduling LE – Student Course Requests.**

Jan. 24, 2017 1:00 – 3:00

This session will provide L1s/district scheduling support teams with the required information to move ahead with preparing their districts and schools. Specific topics include the following:

- Enter requests for one student at a time using course numbers.
- Enter requests for a student using the Options menu.
- Enter requests for an entire selection or snapshot of students.

- Enter a batch of student requests by typing student IDs and course numbers into a grid.
- Using course packages.
- Course Request Verification report.
- Course Request List report.

3. Scheduling Support:

Feb. 2, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 5 – Online Student Course Requests

1. Self-directed Learning – review Student Course Requests recording.

Participants need to review this recording in anticipation of developing processes around entering, managing and verifying student course requests.

Illuminate Recording (Myeducationbc.info/resources/school-schedulers)

SM5 - Online Student Course Requests – learning event recording Jan. 28, 2016 – 2 hours

2. Scheduling LE – Online Student Course Requests.

Jan. 26, 2017 1:00 – 2:30

This session will provide L1s/district scheduling support teams with the required information to move ahead with preparing their districts and schools. Specific topics include the following:

- Create the academic tracks.
- Create track selections.
- Copy academic tracks between schools in your district.
- Assign academic track to students.
- Student course selection within the Student Portal.

3. Scheduling Support:

Feb. 2, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 6a – Rotations, Pattern Library and Pattern Sets

1. Self-directed Learning – review existing recordings.

Participants need to review the following recordings (in the identified order). Please take notes and consider your schools' scheduling make up when reviewing. Copies of existing schedule structures, tumble patterns/bell schedules currently in use at your schools would be advantageous to have available as you view these recordings

Illuminate Recording (Myeducationbc.info/resources/school-schedulers)

SM6a Rotations, Pattern Library & Pattern Sets – learning event recording Feb. 11, 2016 – 3 hours

2. Scheduling LE – Understanding Rotations, Pattern Library and Pattern Sets.

Feb. 9, 2017 1:00 – 3:00

This session will introduce the concept of a rotated schedule, how to determine a school's rotation, considerations and how to build rotation. Pattern Library and Pattern Sets (the method of determining which periods the Build engine can schedule sections into), will also be covered. Specific topics include the following:

- Creating a rotation.
- Creating a Pattern Library
- Creating a Pattern set

3. Scheduling Support:

Feb. 16, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 6b – Scheduling Attributes

1. Self-directed Learning – review existing recordings.

Participants need to review the following recordings (in the identified order). Please take notes and consider your schools' scheduling make up when reviewing.

Illuminate Recording (Myeducationbc.info/resources/school-schedulers)

SM6b Scheduling Attributes – a recording of the learning event Feb. 16, 2016 – 3 hours

2. Scheduling LE – Understanding Course, Staff, Student and Room Attributes.

Feb. 14, 2017 1:00 – 4:00

Scheduling attributes are the parameters you define, which will be used by the Build engine to create a master schedule. Specific topics include the following:

- Determine the number of sections to be offered for each course
- Define course scheduling attributes
- Define student scheduling attributes
- Define staff scheduling attributes
- Define room scheduling attributes

3. Scheduling Support:

Feb. 16, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 7 – Rules

1. Self-directed Learning – review existing recording.

Participants need to review this recording in anticipation of developing processes around the approach their schools will take with this topic.

SM7 - Rules – learning event recording Feb. 25, 2016 – 3 hours

2. Scheduling LE – Understanding and applying Rules.

Feb. 21, 2017 1:00 – 3:00

Rules dictate special consideration you would like the Build and/or Load engines to follow, when the application is creating the master schedule or loading students into the schedule. Specific topics include the following:

- Understanding and creating scheduling rules
- Course Blocking – Simultaneous, multiple sections in the same Term, Day, Period with the same teacher.
- Course Blocking – Wheel, to keep cohort groups of students together, as they take multiple course sections.
- Course Blocking – Days, ensure one course section is offered on one day and another is offered on the second day.
- Course Blocking – Terms, ensure one course section is offered in one term and another is offered in the opposite.
- Course Blocking – Consecutive, one section must meet in a period immediately after.
- Room Reservations – ensure only specific course sections can be scheduled into specific rooms.

3. Scheduling Support:

Feb. 28, 2017 1:00 – 3:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 8 – Workspace and Build Validation

1. **Self-directed Learning – Review existing recordings.**

Participants need to review these recording in anticipation of developing processes around the approach they will take to delivering and training their schools on the topics.

SM8 - Workspace and Build Validation – learning event recording Mar.8, 2016 – 2 hours

2. **Scheduling LE – The Build Workspace and Build Validation.**

Mar. 7, 2017 1:00 – 3:00

This session will provide L1s/district scheduling support teams with the required information to move ahead with preparing their districts and schools. Specific topics include the following:

- Initialize the workspace (create sections).
- Assign teachers to sections.
- Pre-schedule rooms, terms, periods and days.
- Validate for Build.

3. **Scheduling Support:**

Mar. 9, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 9 – Load Students and Analysis

1. **Self-directed Learning.**

Load Students and Analysis – learning event recording Mar.29, 2016 – 2 hours

2. **Scheduling LE – Load Students and Analysis.**

Mar. 28, 2017 1:00 – 3:00

This session will walk participants through the functionality of loading students and the tools associated with analysis in MyEd. It will provide them with information on how the rules function and examples of how they could be used to accomplish a variety of situations encountered by schools when they build their schedules. The last portion of this LE will be focused on specific questions on the topic of analysis.

3. **Scheduling Support:**

Apr. 4, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Module 10 – Rotating and Committing a Schedule

1. **Self-directed Learning.**

SM10 - Rotating a Schedule – learning event recording Apr.21, 2016

2. **Scheduling LE – Rotating a Schedule**

Apr. 20, 2017 1:00 – 2:00

This Learning Event will cover the process for creating a rotation, applying the rotation and validating that it is correct, within the Build view. The session will also cover the process for un-rotating a schedule, once applied. Additional topics will include assigning track IDs (a way to express an un-rotated schedule on a student timetable), re-calculating enrollment totals of sections (to ensure they are accurate) between different screens and synchronizing the schedule (to ensure it is represented the same) between different screens. The final topic will be a discussion on the process of Committing a Schedule for the coming school year.

3. **Scheduling Support:**

Apr. 25, 2017 1:00 – 4:00

The support session is designed to assist district teams with questions regarding areas of this topic.

Individual District Support

Scheduled District Support

Jan. – July

On-line support sessions will be available to districts Jan. to July. These sessions will focus on individual district's/school's unique scheduling needs to assist them in the building, analysis and refining of their schedules. These sessions will be arranged with districts/schools as required/requested.

Please submit a Pando Ticket requesting District schedule support. Please ensure to provide as much information as possible, regarding the topics you would like to work on.

2016-17 Scheduling Events

Scheduling Learning Events and Support Sessions	Date	Time
SM1 - Scheduling Terminology and Concepts	1-Nov-16	1:00 - 3:30 pm
SM2 LE - Course Catalogues, Student and Staff setup	29-Nov-16	1:00 - 4:00 pm
SM2 Support - Course Catalogues, Student and Staff setup	8-Dec-16	1:00 - 3:00 pm
SM3 LE - Scenarios, Time Structure and Rotations	10-Jan-17	1:00 - 3:00 pm
SM3 Support - Scenarios, Preferences and Time Structures	17-Jan-17	1:00 - 3:00 pm
SM4 LE - Student Course Requests	24-Jan-17	1:00 - 3:00 pm
SM5 LE - Online Student Course Requests	26-Jan-17	1:00 - 2:30 pm
SM4 & 5 Support - Student Course Requests	2-Feb-17	1:00 - 4:00 pm
SM6a LE - Rotations, Pattern Library and Pattern Sets	9-Feb-17	1:00 - 3:00 pm
SM6b LE - Course, Student, Staff and Room Attributes	14-Feb-17	1:00 - 4:00 pm
SM6 Support - Scheduling Attributes	16-Feb-17	1:00 - 4:00 pm
SM7 LE - Rules	21-Feb-17	1:00 - 3:00 pm
SM7 Support - Rules	28-Feb-17	1:00 - 4:00 pm
SM8 LE - Workspace and Build Validation	7-Mar-17	1:00 - 3:00 pm
SM8 Support - Workspace and Build Validation	9-Mar-17	1:00 - 4:00 pm
SM9 LE - Load Students and Analysis	28-Mar-17	1:00 - 3:00 pm
SM9 Support - Load Students and Analysis	4-Apr-17	1:00 - 4:00 pm
SM10 LE - Rotating and Committing a Schedule	20-Apr-17	1:00 - 2:00 pm
SM10 Support - Rotating and Committing a Schedule	25-Apr-17	1:00 - 4:00 pm
Schedule Build Workshops	April - June	TBD
Scheduling Support	April - June	TBD