



School District No. 73 (Kamloops/Thompson)



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CSISC April 24, 2015

Scheduling Panel

Surinder Brar – Kamloops/Thompson SD73

Iain Lancaster – Richmond SD38

Anita Kwon – Richmond SD38

Jack Hitchings – Alberni SD70



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- SM1 Terms/Concepts and Presentation Deck
- SM2 Course Catalogues, Student and Staff Setup
- SM3a-b Scenarios, Time Structure and Rotations
- SM4a-b Student Course Requests
- SM5a-b Online Course Requests
- SM3c Patterns and Patterns Sets**
- SM6a-d Scheduling Attributes (Courses, Staff, Students, Rooms)
- SM7 Rules
- SM8a-b Workspace and Build Validation
- SM9 Load Students and Analysis
- SM10 Rotating Schedule, Committing to a Scenario (TBA)



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Jan 28 and 30 (8:30-12pm repeat sessions)

School Pre-Scheduling (Master Timetable Prepare to Build Workshop)

Terms/Concepts

Overview

*Grade Management (Transcripts/GPA), TRAX, SADE, Report Card production
Standardized Test Management*



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Feb 12 1-3:30pm and Feb 13 8:30-12pm (repeat sessions)

Module 2 Course Catalogues, Student and Staff Setup

District Level – Define Build Year and Create District Course Catalogue

Add Course Flavours at the District Level

School Level - Define Build Year and Create District Course Catalogue

Add Course Flavours at the School Level

Course Packages

Define Next School (Like Pre-Transition Process)

Rollover Secondary School Assignments for Staff (if needed)

Define New Secondary School Assignment for Staff (if needed)



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Teacher Tables

Electronic matrix for teacher assignments

(teachertables.xyz)

FREE DOWNLOADS



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Sample School Teacher Tables

Sample School 2014-15																	
	A D D T E A C H E R	A T K I N S	B A K E R	C A R L T O N	D O N A L D	E V A N S	G A R N E R	J O H N S O N	L A M B E R T	L A N G	M I T T C H E L L	N O R M A N	P O W E L L	R O B E R T S O N	S M I T H	W H E T O N	V C
A	Double click cells to	METAL 9-10 001	PRECALC 11 001	ADMIN xx-xx 000	PREP xx-xx 002	SC 10 001	COUN/AD xx-xx 001	LART 8-12 8 001	SC 8 001		DL 9-12 **001**	HOCKEY 8-12 001	PREP xx-xx 007	FR 8 001	ENG 9 001	ENG 12 001	BI VC 12 001
B	create new classes. Click	PREP xx-xx 001	ADMIN xx-xx 000	PHYSICS 11-12 001	FPCMATH 10 001	MATH 9 001	COUN/PP xx-xx 001	MATH 8 001	PE 10-12 001		PREP xx-xx 005	ENG 11 001	LART 8-12 003	FOODS 9-10 001	DL/LIB xx-xx 002	SS 8 001	LAW VC 12 001
C	Add Teacher to add teachers.	WD/MTL 8 001	ADMIN xx-xx 000	ADMIN xx-xx 000	AWPMATH 11-12 001	HP 11-12 001	DL/LIB xx-xx 001	PP/GUIT xx-xx 001	PREP 9-12 004	SS 9 001	IT/ART 8 001	PREP xx-xx 006	LART 8-12 004	FR 11-12 001	SS 10 001	PSYCH 11 001	HI VC 12 001
D	Drag and drop cells/columns	METAL 11-12 001	ADMIN xx-xx 000	ADMIN xx-xx 000	VCFMATH 11 001	PREP xx-xx 003	PE 10-12 001	LART 8-12 002	SC 9 001		ART 10-12 001	ENG 10 001	PE 8 001	PREP xx-xx 008	ENG 8 001	DL/LIB xx-xx 003	FMAT VC 12 001
E	to reorder. Right click to	CJ 11-12 001	ADMIN xx-xx 000	ADMIN xx-xx 000	AWPMATH 10 001	BI 11 001	PE 10-12 003	LART 8-12 005	CHEM VC 12 001		DL/LIB xx-xx 005	FR 8 002	PE 8 002	ART 9-10 001	ENG 12 002	ENG 9 002	CHEM VC 12 001
F	access options. Click	WOOD 9-10 001	ADMIN xx-xx 000	ADMIN xx-xx 000	MATH 9 002	PE 10-12 002	COUN/AD xx-xx 002	MUS/FLY 8 001	CHEM 11-12 001	SS 10 002	DL 9-12 **001**	FR 10 001	LART 8-12 006	TXT/FDS 8 001	PREP xx-xx 009	PREP xx-xx 0010	BCFN 12 001
G	block headers to get	ELTT xx-xx 001	PCAL VC 12 001	DL/LIB xx-xx 004	MATH 8 002	LEADER 9-12 001	COUN/PP xx-xx 002	E SC 11 001	SC 10 002		ART 9-12 001	FR 10 001	LART 8-12 007	FOODS 10-12 001	ENG 10 002	ENG 11 002	PCAL VC 12 001
H	grade totals by row.	AUTO 11-12 001	ADMIN xx-xx 000	ADMIN xx-xx 000	VCFMATH 12 001	PE 9 001	COUNS xx-xx 000	PP/GUIT 9-12 002	SC 8 001		SS 11 001	ENG 10 002	LART 8-12 008	DL/LIB xx-xx 006	HP 11-12 002	SS 8 002	FMAT VC 12 002



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Term 2 Reports – Marks Verification, Honour Roll, Grade Distribution

TRAX – Prepare Grade Input, Post Course Dates, Course Exam Synchronize Procedure

Student Scheduling (Course Selection and Walk in scheduling) – current year

A refresher on Basic Reports (Enrollment, Student Demographics)

PVPs Data Analytics for Term End Marks & Review Semester Data

Journals



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**Feb 23 (8:30am to 12pm and 12:30pm to 3:30pm –
Repeat Sessions)**

Module 3 Scenarios, Time Structures and Rotations

Creating and Defining Scenarios

Individual student course selection

Online Course Selection and student accounts process



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March 31 (8:30am to 12pm and 12:30pm to 3:30pm – Repeat Sessions)

Confirm Course Selection has been completed

Module 3 – Patterns and Pattern Sets

Module 6 - Scheduling Attributes (Course, Student, Staff, Room)

Prepare Grade Input

Reminder for Posting Course Dates and BC Synchronization Procedure



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April 8 (Full day- Day 1, no repeat)

Go through overview of scheduling

Review and ensure completion of modules up to 6

Work done on courses/student/staff/rooms “attributes” needs to be done first

-assigning departments to courses, teachers and some rooms is an advantage

-include in scheduling for all four top tabs?

-accuracy/completeness of course selection

-update inclusion sections and student requests

Discuss assigning departments to courses and teachers



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April 8 (Full day- Day 1, no repeat) continued

Module 7 Build and Load Rules

- Intro to Scheduling Rules, Add Build Rules (9:30 - 12pm)
- Add Load Rules (1pm - 4pm)
- Mass update Staff MaxinaRow to 10 (can't be Zero)
- Expand Packages
- Refresh Courses, Students, Staff



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April 9 (Full day – Day 2, no repeat)

Review Build and Load Rules

Module 8a

Managing the Build Workspace *(April 13 Fujitsu)*

- Refresh course, students, staff
- Initialize Sections
- Assign sections to staff based on department
- Assign Section attributes (individually or modify list)

Module 8b

Build Validation *(April 13 Fujitsu)*

- Workspace > Build Validation, Correct Fatal Errors (options build validate, feedback)
- Workspace> Build Readiness Checklist (Reports, BRC and run a PDF)



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April 15 (Full day – Day 2, no repeat)

Review Workspace and Build

Module 9 Load Students and Analysis

(April 23 Fujitsu)

Staff Assignments due by April 27



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Summary

January 28 to April 27

4 half days = 2 days

3 full days = 3 days

Total = 5 days

This included lots of “just in time training”



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QUESTIONS??