



Scheduling Students with a Designation

In the *Build View*,

There are 4 parts that control loading of Special Needs Students (Low Incidence).

Part 1. Scenario Preferences

1. **Scenario** Top Tab, Select the scenario, **Preferences** Side Tab. Change/adjust **Control inclusion students**. Check the box **Use student schedule weight**.

Schedule expression format	Period first ▾	Use content term code	<input type="checkbox"/>
Use numeric section numbers	<input checked="" type="checkbox"/>	Show location	<input checked="" type="checkbox"/>
Use study halls	<input type="checkbox"/>	Show house	<input checked="" type="checkbox"/>
Use rotation	<input type="checkbox"/>	Show team	<input checked="" type="checkbox"/>
Use bell schedule	<input type="checkbox"/>	Show platoon	<input checked="" type="checkbox"/>
Control inclusion students	By count ▾ 3	Show section type	<input checked="" type="checkbox"/>
Use student schedule weight			<input checked="" type="checkbox"/>
Include optional requests	<input checked="" type="checkbox"/>		
Use reserve seats	<input type="checkbox"/>		

Part 2 – Student Settings

1. Use the filter: *SD73 Low Incidence Designations*. This will bring up the students with the low incidence designations in your school.
2. Click **Options**, then **Modify List**
3. Adjust the values in the **SchdWeight** field from 1 to 2 *and then adjust the SchdPri to 1* (optional step)

0 of 3 Selected

<input type="checkbox"/>	Name	Pupil #	YOG	Designation	SchdWeight	Schd?	LockSchd?	SchdPri
<input type="checkbox"/>			2021	G	1.0	Y	N	5
<input type="checkbox"/>			2019	G	1.0	Y	N	0
<input type="checkbox"/>			2019	C	1.0	Y	N	30
<input type="checkbox"/>			2019	D	1.0	Y	N	0
<input type="checkbox"/>			2021	D	1.0	Y	N	5

4. Use the filter: *SD73 Student with 1701 Designation*.
5. Click **Options**, then **Modify List**
6. Adjust the **SchdPri** to 5 for High Incidence Designations (optional step)

SD73 Student with 1701 Designation

0 of 26 selected

<input type="checkbox"/>	Name	Pupil #	YOG	Designation	SchdWeight	Schd?	LockSchd?	SchdPri	Platoon	Team	House
<input type="checkbox"/>				Q	1.0	Y	N	30			
<input type="checkbox"/>				G	1.0	Y	N	5			
<input type="checkbox"/>				G	1.0	Y	N	0			
<input type="checkbox"/>				Q	1.0	Y	N	0			
<input type="checkbox"/>				K	1.0	Y	N	0			
<input type="checkbox"/>				Q	1.0	Y	N	20			
<input type="checkbox"/>				Q	1.0	Y	N	30			
<input type="checkbox"/>				Q	1.0	Y	N	20			



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Part 3 – Course Requests Setup

Once course requests have been entered (electronically via the portal or via paper), student course requests need to be marked as “Y” for Inclusion? for all students with a low incidence designation.

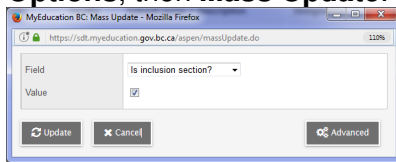
- 1. Global Top Tab, Requests Side Tab, Filter: SD73 Low Incidence

Table with columns: Name, Grade, SchoolCourse > CrsNo, SectNo, SchoolCourse > Description, Designation, Gender, Inclusion?. Rows show course requests for TECHNOLOGY EDUCATION 9, ADST - Textiles, and TEXTILES 9. Designation is 'G' and Inclusion? is 'N'.

Low incidence Designation

Need to be changed to Y

- 2. Ensure that only course requests for low incident designated students are on the screen. Click Options, then Mass Update. Complete the dialogue box as shown:



This will result in a change like this

Table showing the same course requests as above, but with 'Inclusion?' set to 'Y' for all rows.

Reports: (Ensure the filter is set to ALL Records before running these reports)

- 1. Global Top Tab, Requests Side Tab, Reports, Course Tally Report

Course Tally report configuration form. 'Show inclusion counts' and 'Show calculated section counts' are checked. 'Run' button is highlighted.

1. Check this

2. Optional

3. Click Run

- 2. Global Top Tab, Requests Side Tab, Reports, Quick Report, Saved Report, (2 choices – Student Course Selections, or Student Course Selections by Class, Finish



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Part 4 – Course Sections Set up

1. **Workspace** Top Tab, **Master** Side Tab, change your field set to *SD73 Default Fields*.
2. **Options, Modify List** and edit the values in the **Inclusion?** field.

0 of 1 selected

Course	SecNo	ScheduleTerm > Code	Unrotated Schedule	Team	Schedule	PrimaryStaff > Name	PrimaryRoom > Num	Inclusion?	Total	Max
<input type="checkbox"/> MADW-08-001	001	S1			1(1)		I	N		30

Reports → BC Master Schedule

School: South Kamloops Secondary

Sections to include: Current selection

Search value:

Course Information

Include Description

Include Department

Include Teacher

Include Room

Student Information

Show Inclusion Counts **1. Check this - Low Incidence**

Show Special Ed Counts **2. Check this - total of Low & High Incidence**

Show ELL **3. Check this**

Sort results by: Class Identifier

Format: Adobe Acrobat (PDF)

Note: The values in the Ttl column are the actual number of students LOADED into the class, it doesn't do a calculation like: 28 students plus 1 low incident student = 30 .

Assigned			Male			Female		
Ttl	Max	Open	INC	SPED	ELL	INC	SPED	ELL
30	30	0	2	1				

Notes:

1. When these 4 steps are completed the LOAD Engine will load students using the rules set up in parts 1 to 4. Once the load engine is finished and school administration and counsellors begin to manually modify student schedules, the software does continue to check the class size rules.
2. If a class is full (28 students + 1 low incident student) then the class will not show up on the pick list, unless the user selects the "allow over max" checkbox.