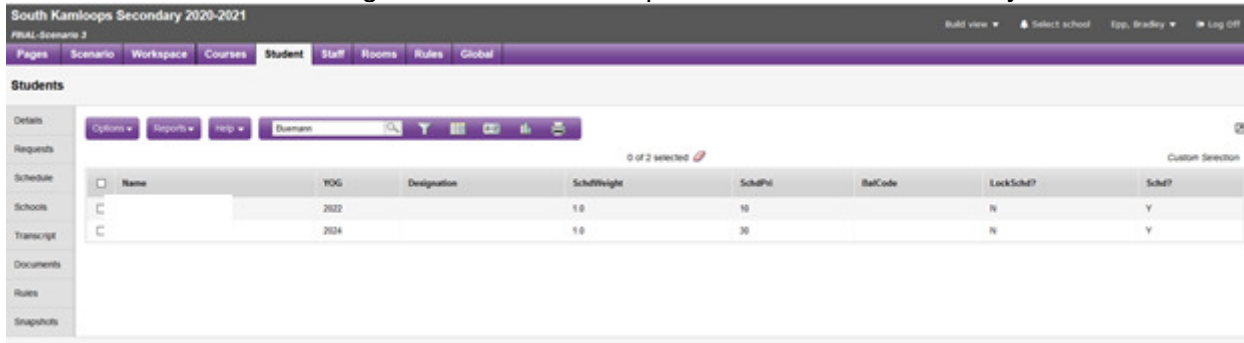




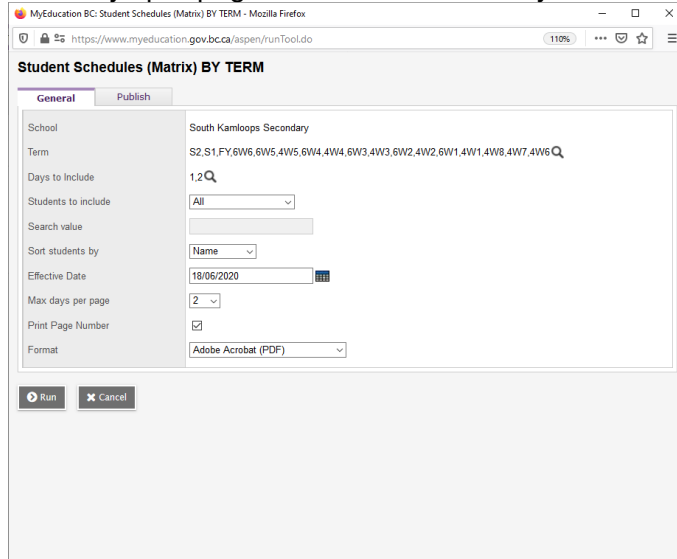
Publishing Student Schedules for Next School Year

Note: This can only be completed by a school P/VP

1. Change view into the *Build View*
2. Confirm that you are working in the correct scenario
3. Click on the **Student** Top Tab
 - a. Make snapshots for each grade level
 - i. Recommend a grade at a time. I.e. in an 8-12 school, publish timetables for current grade 11, 10, 9, and 8. Don't publish timetables for grade 7 students because you can't be sure that grade 7 students and parents have accounts to MyED BC.



4. Select Reports > Scheduling Reports >
 - a. General Tab:
 - i. Term: All
 - ii. Days to Include (select all)
 - iii. **Students to Include: Snapshot**
 - iv. **Search Value: Type in Snapshot name (from 3a)**
 - v. Max Days per page: same number of Days to Include





Publishing Student Schedules for Next School Year

b. Publish Tab

i. Delivery Type: Publish

1. Type Email in Email Message. Make reference to that the Schedule is in the Published Reports Box on the main page in MyED BC
2. Viewing start date: Select yesterday's date
3. Click Run

The published report cards land here: