



**Walk in Scheduling – BUILD VIEW**

This document is created for users who manually schedule students (counsellors, counselling secretaries, P/VP)

In the Build view,

1. Confirm you are using the correct **SCENARIO**
2. Click on the **Student** Top Tab.
3. Recommended Field Set: *School Name Scheduling*

South Kamloops Secondary 2018-2019 Build view ▾

SCENARIO NAME

Pages Scenario Workspace Courses **Student** Staff Rooms Rules Global

**Students**

Details Options Reports Help Search on Designation

Requests 1:R | 1.0 0 of 885 selected

Schedule	Name	Grade	Pupil #	YOG	Designation	SchdWeight	Schd?	LockSchd?	SchdPri	P
Schools		07		2023	R	1.0	Y	N	40	
Transcript		09		2021	R	1.0	Y	N	20	
Documents		10		2020	R	1.0	Y	N	10	
Rules		08		2022	R	1.0	Y	N	30	
		09		2021	R	1.0	Y	N	20	

Notes:

- A. SchdWeight: (student counts as 1 seat or 2 seats)
  - B. Take extra care when scheduling a LOW INCIDENCE DESIGNATION (A—H)
4. Select the student, click on the **Schedule** Side Tab
  5. **Conflicts** side tab -- A nice way to see where courses are available for student selection

Student Schedule (50% scheduled - Class credits: 0.0)

Course	Periods								Comment
	1	2	3	4	5	6	7	8	
MADDL08IT ADST - Information Technology 8		S.006 [6W5]							S.MADDL08IT-006 6W5 2(1)
MADFS08 ADST - Food Studies		S.003 [4W3]							S.MADFS08-003 4W3 2(1)
MADM-08 ADST - Metalwork		S.003 [4W4]							S.MADM-08-003 4W4 2(1)
MADT-08TEX ADST - TEXTILES 8		S.003 [4W1]							S.MADT-08TEX-003 4W1 2(1)
MADW-08 ADST - Woodwork		S.003 [4W2]							S.MADW-08-003 4W2 2(1)
MDR-08 DRAMA 8		S.006 [6W6]							S.MDR-08-006 6W6 2(1)
MEN-08 ENGLISH LANGUAGE ARTS 8	O.002 [S1]		O.004 [S1] O.005 [S2]..	S.003 [S1]					S.MEN-08-003 S1 4(1)
MFR-08 FRENCH 8	S.001 [S2]								S.MFR-08-001 S2 1(1)
MMA-08 MATHEMATICS 8	S.003 [S1]		C.001 [S1]						S.MMA-08-003 S1 1(1)
MPHE-08 PHYSICAL AND HEALTH EDUCATION 8	O.003 [S1] O.001 [S2]..		O.005 [S2]	S.004 [S2]					S.MPHE-08-004 S2 4(1)
MSC-08 SCIENCE 8	O.001 [S1]		S.002 [S1]	O.003 [S2]					S.MSC-08-002 S1 3(1)
MSS-08 SOCIAL STUDIES 8	O.003 [S1]		S.002 [S2]	O.001 [S2]					S.MSS-08-002 S2 3(1)
MVA-08 VISUAL ARTS 8		S.006 [6W4]							S.MVA-08-006 6W4 2(1)



**Walk in Scheduling – BUILD VIEW**

6. Workspace sub-Side Tab

Students ::

Options Reports Help

Student's Course Requests

Course Allow over max

**Schedule**

- MCTWR10 CREATIVE WRITING 10 Scheduled
- MFAMS10 ADST – FAMILY AND SOCIETY 10 Not scheduled
- MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10
- MMUCB10 INSTRUMENTAL MUSIC: CONCERT BAND 10
- MPHE10GRL PHYSICAL AND HEALTH EDUCATION 10 (GIRLS)
- MSC--10 SCIENCE 10
- MSS--10 SOCIAL STUDIES 10
- MVAD-10 VISUAL ARTS 10: DRAWING AND PAINTING
- YPSYC1A PSYCHOLOGY 11

**Workspace**

**Schools**

**Transcript**

**Documents**

**Rules**

**Snapshots**

Alternate

Show courses excluded from scheduling

Number:  Add

Select... Drop All Update

Student's schedule

Term you are working with

**Student Schedule (36% scheduled - Class credits: 14.0)**

Term code: FY Work mode: Manual Allow conflicts:

RECOMMENDATION: DO NOT CHECK << List view

Allow all over max:  Allow over inclusion count:

1			
1			
2	MCTWR10-003 CREATIVE WRITING 10 E9		<input checked="" type="checkbox"/>
3			
4	[S1] MSS--10-003 SOCIAL STUDIES 10 D2-LAC		<input checked="" type="checkbox"/>
	[S2] MSC--10-005 SCIENCE 10 P2		<input checked="" type="checkbox"/>
OT	MMUCB10-001 INSTRUMENTAL MUSIC: CONCERT BAND 10 A3		<input checked="" type="checkbox"/>
6 OT			
7 OT			

Course:  Add Ignore warnings:

Select... Drop All Lock All Reschedule

Scheduling a student

<ol style="list-style-type: none"> <li>1. Enter course requests (be careful with low incidence students)</li> <li>2. Hit <b>Reschedule Button</b></li> <li>3. Manually adjust courses</li> <li>4. POST</li> </ol>	<ol style="list-style-type: none"> <li>1. Click in "open" period</li> <li>2. In the pop up select the course (be extra careful with low incidence students), click OK</li> <li>3. When finished click POST</li> <li>4. Click UPDATE under the course requests</li> <li>5. If low incidence; adjust course requests</li> </ol>
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If the **Reschedule Button** doesn't work (error occurs), find this text:

**Alternate**

Show courses excluded from scheduling

, check the box and REMOVE the offending course request.



**Walk in Scheduling – BUILD VIEW**

Course Section Selection Pop UP

Schedule Master Pick List - Mozilla Firefox  
 https://sdt.myeducation.gov.bc.ca/asp/en/addStudentSchedule.do?parentForm=studentScheduleWorkspaceForm&periodOid=PER000004gQv4n&dayOid=DAY000004gQv4l&noSelection=false&deploymentId=aspen

Course: \*8, \*9, \*10, \*11, \*12 for grade level  
 Period: 1 Use this in BUILD VIEW  
 Track ID: All Use this in the SCHOOL VIEW (SEPT-> JUNE)  
 Term: All  
 Department: All  
 Grade Level: All

Team: All  
 House: All  
 Platoon: All Use this for grouped courses (i.e. MOSAICS)  
 Order by: Course

Requested only  
 Valid sections only  
 Allow conflicts  
 Allow all over max  
 Allow over inclusion count

Not RECOMMENDED

1:MAC--11-002 0 of 94 selected

Search on Course

Course	Teacher	Description	BuildClass > ID	Term	Unrotated Schedule	A	B	C	D	E	F	G	H	K	Q	R	Total	BuildClass > ClassEnrollmentTotal	Max	BuildClass > Max	
<input checked="" type="checkbox"/>		ACCOUNTING 11	MACC-12-002/Accounti	S2								1					1	0	0	29	29
<input checked="" type="checkbox"/>		ACCOUNTING 12	MACC-12-002/Accounti	S2					1									0	0	29	29
<input type="checkbox"/>		ADST - Power Technology	MTPOW10-001/Power Te	S1											1		5	18		24	24
<input type="checkbox"/>		ART FOUNDATIONS 11	MAF--11-003/Art Foun	S2													12	29		29	29
<input type="checkbox"/>		ART FOUNDATIONS 12	MAF--11-003/Art Foun	S2										1			11	29		29	29
<input type="checkbox"/>		BIOLOGY 11		S2							1			1	1		28			28	
<input type="checkbox"/>		BIOLOGY 12		S1											1		23			28	
<input type="checkbox"/>		BIOLOGY 12		S2													24			28	
<input type="checkbox"/>		CHEMISTRY 11		S1													25			28	
<input type="checkbox"/>		CHEMISTRY 12		S2													25			28	
<input type="checkbox"/>		CIVIC STUDIES 11		S1							2						17			29	
<input type="checkbox"/>		CARPENTRY & JOINERY 11	MCJ--11-003/Wood 10-	S2				1									0	0		24	24
<input type="checkbox"/>		CARPENTRY & JOINERY 11	MCJ--11-004/Wood 10-	S1											1	11	24			24	24
<input type="checkbox"/>		CARPENTRY & JOINERY 12	MCJ--11-003/Wood 10-	S2											1	0	0			24	24
<input type="checkbox"/>		CARPENTRY & JOINERY 12	MCJ--11-004/Wood 10-	S1				1									4	24		24	24

OK Cancel



**Walk in Scheduling – BUILD VIEW**

Course Request Pop-up

Student Course Request - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/as: 120%

School Course > Number *	MPHED10GRL	Q
Section type		
Is inclusion section?	<input type="checkbox"/>	Check this box for LOW INCIDENCE STUDENTS
Content term code		
Is alternate course?	<input type="checkbox"/>	
Course priority	0	
Alternate course type		
School Course > Number	MPHED10GRL	
School Course > Description	PHYSICAL AND HEALTH EDUCATION 10 (GIRL	
Alternate Course 1 > Number		Q Direct ALTERNATE
Alternate Course 2 > Number		Q
Staff > Name		
Section number		
Term code		Force course into specific term

Save Cancel