

School District No. 73 Kamloops Thompson
MyEducationBC Teacher/Counsellor Training
Materials
@Kool



myed73.sd73.bc.ca

- Navigation - Fundamentals
- Student Demographics
- Searching, Snapshots and Filters
- Term and Final Mark Entry
- Printing Class Lists
- Equivalency
- Print Student Schedule
- Modifying a current student's schedule
- Creating a schedule for a new student
- Other useful screens
- Useful Reports (work in progress)

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Navigation & Settings

Logging In

1. Go to your URL bar (Control-L on most browsers).
2. Enter the following URL by typing the following into your URL bar (you can copy and paste this):
myed73.sd73.bc.ca
3. Click on MyEducationBC Production.
4. Enter your Login ID (your school district email address). Ex. bepp@sd73.bc.ca
5. Enter your password (you will be provided your initial password via email after Winter Break).
6. Once logged in, you will be forced to change your password. Your new password must be at least 8 characters and contain at least one of each:
 - a. uppercase letter
 - b. lowercase letter
 - c. number
 - d. special character (ex. #, \$, %)

Security note: Don't tell your browser to remember your user name and password.

Setting Preferences

1. Click on Set Preferences at the top right.

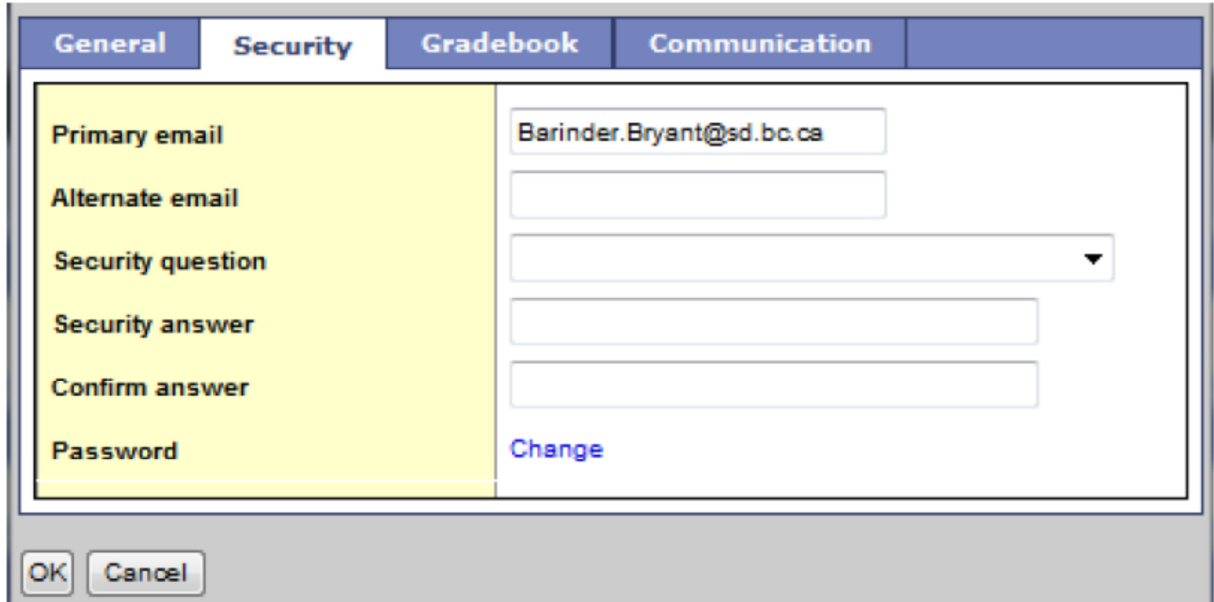


Setting General Preferences

2. Change Locale to Canada, change # records on page to 30.
Note: if you have a large number of records on the page also check show lower page controls.
3. Check/ uncheck Warn on Save if you do/do not want to be warned every time you save. Then press OK.
4. Click again on Set Preferences at the top right.

Setting Security Preferences

- Complete the table, **do not change the primary email address!**



The screenshot shows a dialog box with four tabs: General, Security, Gradebook, and Communication. The Security tab is selected and highlighted in yellow. The Security tab contains the following fields:

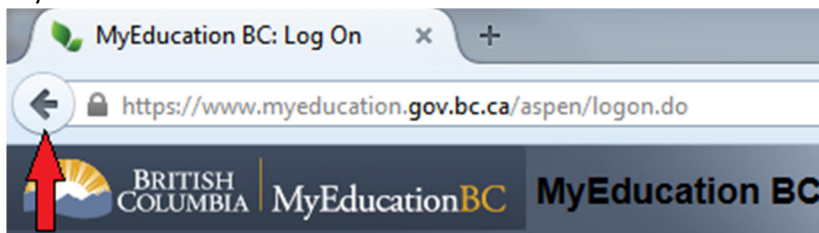
Primary email	<input type="text" value="Barinder.Bryant@sd.bc.ca"/>
Alternate email	<input type="text"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>
Password	Change

At the bottom of the dialog box are two buttons: OK and Cancel.

- You may also check the Security tab and make changes if you wish, such as putting in your alternate email address.

Navigation

- When navigating within the MyEducationBC environment, use the buttons in the software to navigate the site. Do not use the browser navigation buttons once you have entered into MyEducationBC



- Make sure to allow "pop-ups" for this site.

Description of Side Tabs

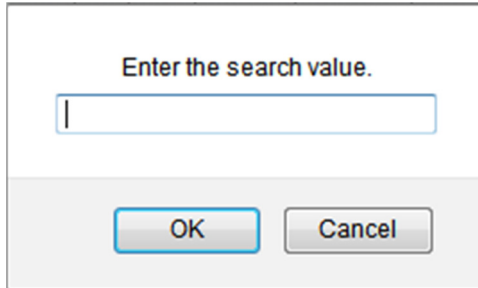
Name of Side Tab	Description of what's present	Types of Reports Available
Details	Demographics, Addresses, Alerts, etc	Information verification, Diploma Verification, PSR
Contacts	Parent & Guardian Contact info	
Attendance		Attendance Letters, Attendance History
Conduct	Student discipline	Discipline Letters, Discipline history
Transcript	Record of current & past marks (credit history)	Diploma Verification, Official School Transcript, Report Card
Assessments	FSAs, Provincial Exams, Psych Ed Assesments	
Academics	Allows you to see how the student is doing currently in their classes	
Schedule	View or Change a student schedule Reading schedules: FY 1(1) is block A, day 1 S1 2(1-2) is block B, day 1 and 2 S2 3(1-2) is block C/G, day 1 and 2	Student schedule(s)
Membership	Enrollment info, Schools attended, Programs, Transportation, etc	
Transactions	Fees Module	
Documents	Notes, IEPs	
Snapshots	What snapshots does the student belong to	

Searching, Snapshots and Filters

Searches

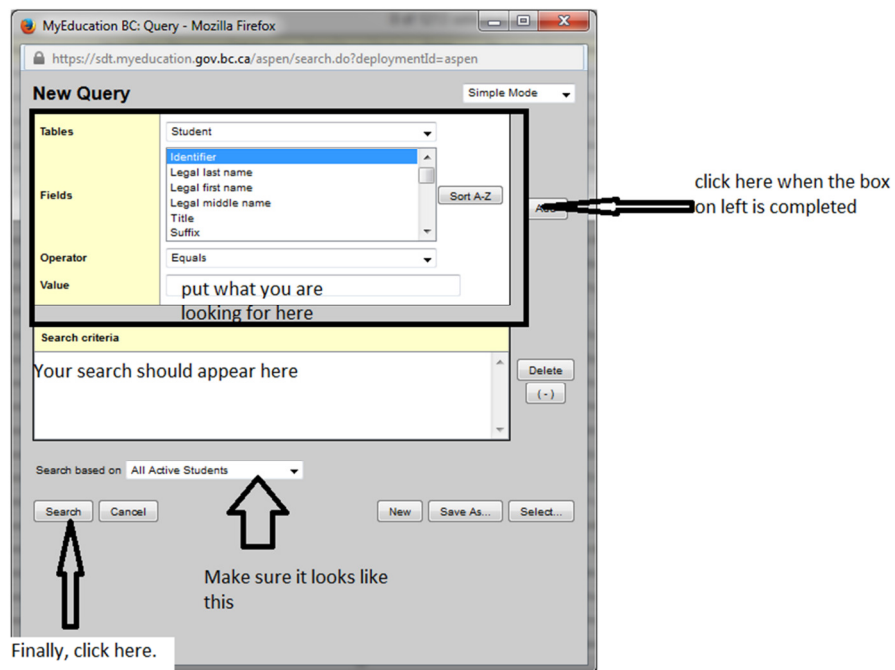
There are two methods to search:

1. Quick Search: [Ctrl]+F and in the pop up box, type in the value you wish to look for.



Note: It searches the entire data set, not just the values on the screen.

2. Queries
 - a. Click **options**, then **query**.
 - b. Complete the Table
















Snapshots

If you are going to be continuously looking at a "static" group of students, a quick way to bring this group is to make a snapshot.

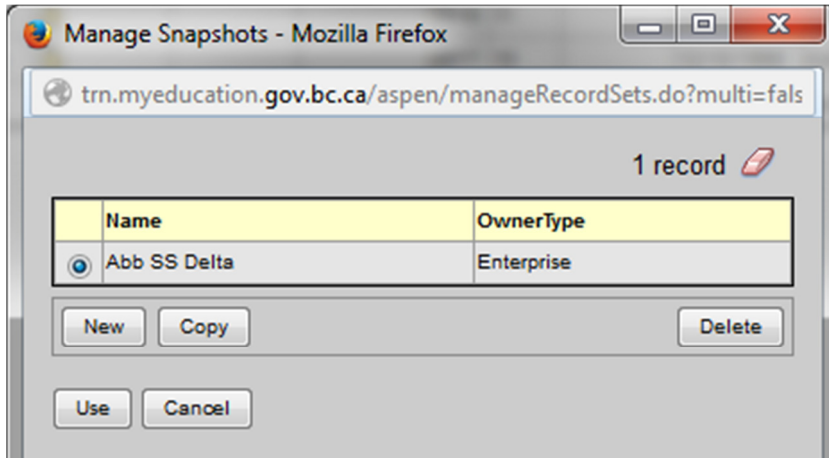
1. Select the students you want in this group by querying or picking them from a list.
 - a. If you are picking them from a list, when completed, click **Options**, and then **show selected**.

- b. If you are querying, then your group of students should appear on the screen (and you don't need to do step a)

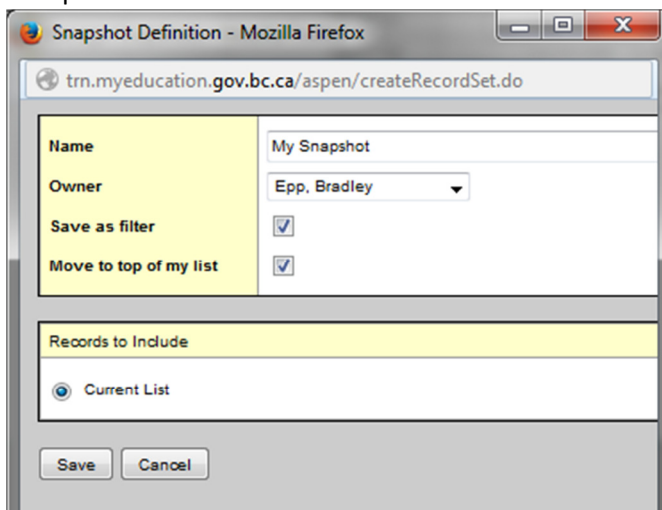
0 of 4 selected 

Name	Gender	Pupil #	PEN	Alerts	School > Name	QuickStatus	Homeroom	HR Teacher	YOG	Grade	GrSubLvl	DOB	EnrStatus	HomePhone	Unlisted Phone Number	Address	Memo
 Alifi, Kieran	M	273772	117902346		Barriere Secondary				2015	12		7/30/1997	Active	(250)555-1234		1684 Laanstra St.	Test - Memo
 DeWolfe, Goldie	F	273805	119975803		Barriere Secondary				2016	11		12/1/1998	Active	(250)555-1234		2000 Nowlin St.	Test - Memo
 Fenton, Basil	M	413985	120315072		Barriere Secondary				2017	10		12/10/1998	Active	(250)555-1234		1188 Gracie St.	Test - Memo
 Gabriel, Coleen	F	1315162	108847823		@KOOL				2015	12	SU	6/13/1991	Active	(250)555-1234		4469 Wirth St.	Test - Memo

2. Click **Options**, then **Snapshots**, a pick list like this should open.



3. Click **new**
4. Complete the screen like the one below:



5. Click **Save**

Filters

A filter is a “pre-arranged” sort. You will find some default filters that are set up at the provincial level and the “new” one you just created with a snapshot.

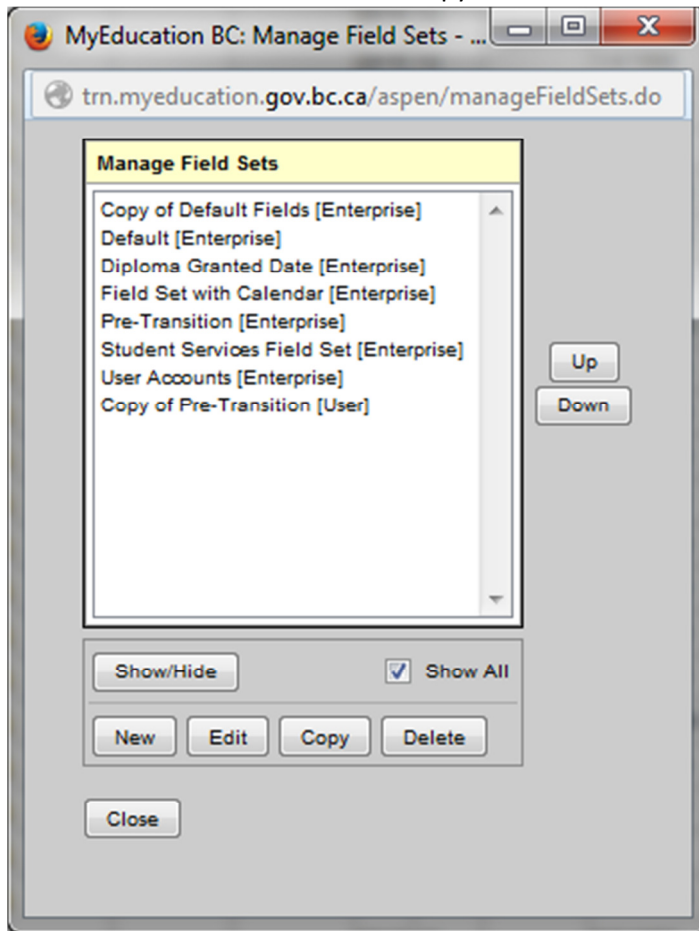
If you click on a filter in the pull down list, it will search your list with a given criteria. If you click on another filter, it will further search (a search of a search).

To start the process over again, Click on the filter, and select “all active students”

Field Sets ()

A field set provides specific information from the student record. You can modify field sets to show specific information that you wish to see.

1. Select a field set from the list and copy it.



2. Select the field set you copied and click **edit**.

3. Add and Remove fields.

Define Field Set - Mozilla Firefox

trn.myeducation.gov.bc.ca/asp/fieldSetEdit.do?oid=FSN0000004SEJ&objectClass=com.follett.fsc.core.k12.beans.FieldSet&deployme

Name: Copy of Pre-Transition

Owner: Epp, Bradley

Available Fields: Student, Identifier, Photo, Legal last name, Legal first name, Legal middle name, Title, Suffix, Name, Gender, Address, Date of birth, Pupil #, Personal Education Number, Year of graduation, Home phone

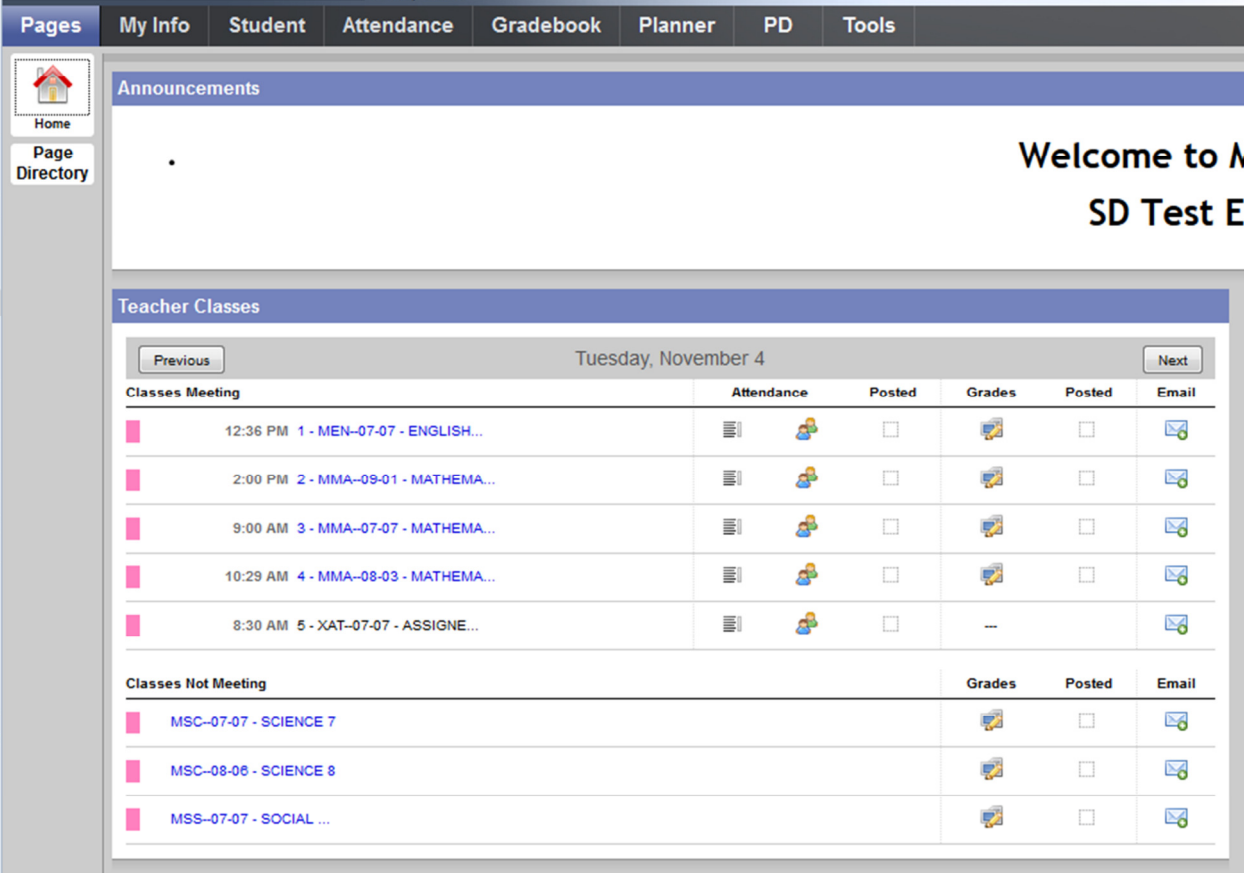
Selected Fields: Name, Pupil #, Date of birth, Alerts, Year of graduation, Grade level, Enrollment status, School > Name, Next School > Name, Diploma Granted Date


Buttons: Add >>, << Remove, Up, Down, Save, Cancel

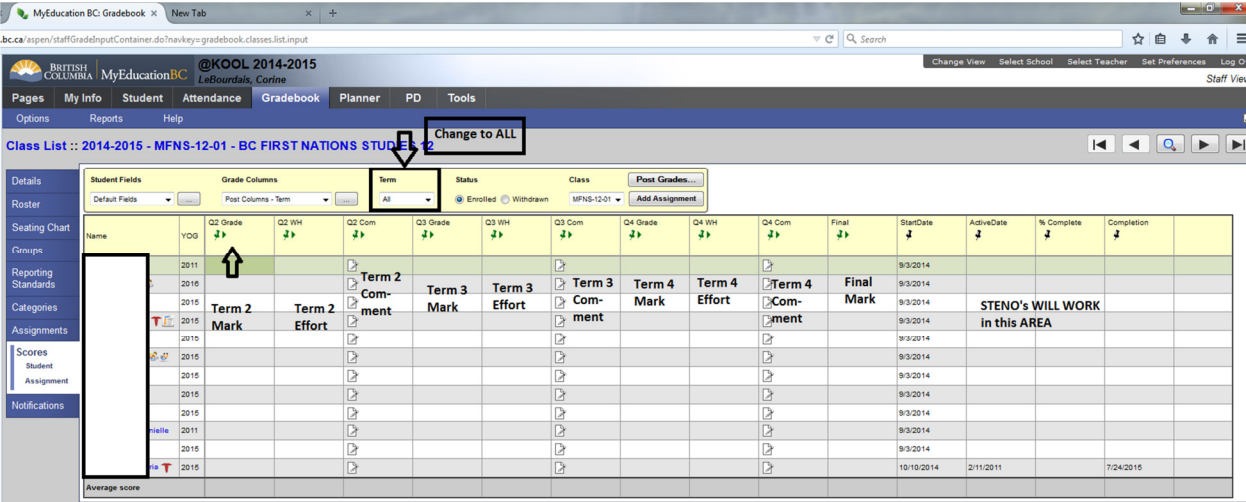
4. Click **Save**

Entering Term/Final Marks Tutorial

1. Log into MyEducationBC. Your screen should look something like this.



2. Click on the grades icon () for the class you want to enter marks for. A screen like this should open.



Entering Term Marks


1. Make sure the Term number is **ALL**

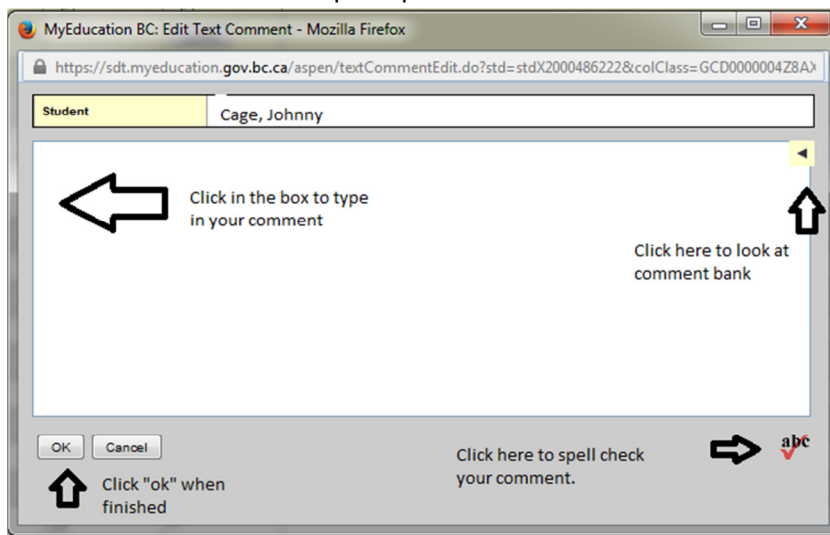
2. At term end, when instructed by your administrator, enter term marks in the appropriate column (i.e. Q1 Grade, Q2 Grade, Q3 Grade, Q4 Grade)
3. Click on the first cell in the appropriate column and enter the score as a percent (no decimal places)
Note: if a cell turns red that means there is an error in the field and you need to change it
4. Press the down arrow
5. Repeat steps 3 and 4 until your class is completed.


Entering Effort Grades (Work habits)

1. Click on the first cell in the appropriate column Q1 WH, Q2 WH, Q3 WH, Q4 WH.
Note1: make sure to use CAPITAL LETTERS (G=Good, S=Satisfactory, N=Needs Improvement)
2. Press the down arrow
3. Repeat Steps 3 & 4 until your class is completed

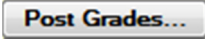
Entering Comments

1. Click on the  icon in the appropriate column that is next to the student you want to enter the comment for.
2. A window like this should open up:

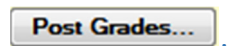



3. Select your comment or type your comment in.
4. Click ok. An icon () should appear when a comment has been entered.
5. Repeat steps 1 to 4 for all students.

When you are done entering grades, effort and comments

1. When you have entered Term Grades, Term Effort, and Term Comments (Q1 Com) click on  to tell the office you have finished the mark entry for this term.
2. A new window will open. Ensure the information is accurate and click **ok**.


Since your students can finish your courses at any time, you have the ability to post final marks at any time. When a student has finished the course, enter the final mark in the final mark column and click



For more information on this feature click on .

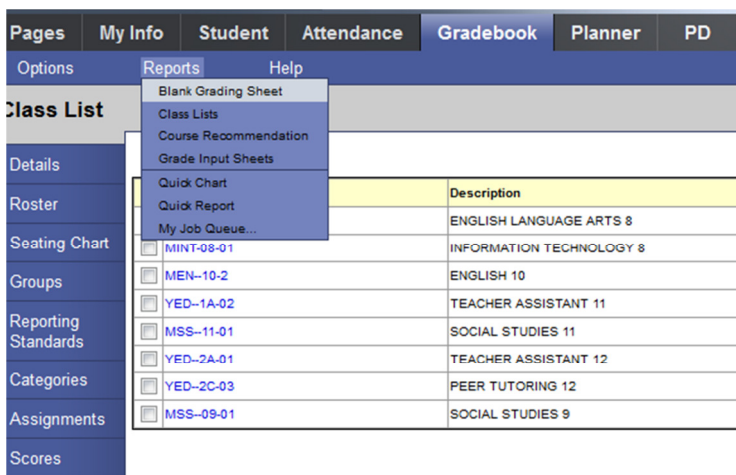
Printing Class Lists

Method 1 – For experienced computer users

1. Click **Gradebook** top tab,
2. Click on the class name in the course column
3. Click **Roster** side tab.
4. Click on the printer icon ()
5. Select CSV
6. Save the file to your desktop and open the file with Microsoft Excel or any spreadsheet program.
 - a. Add column titles (if you so desire)
 - b. Add gridlines and print

Method 2 – For novice users

1. Click **Gradebook** top tab,
2. Click **Reports**
3. Click blank grading sheet.



The screenshot shows the Gradebook interface with the 'Reports' menu open. The 'Reports' menu includes options like 'Blank Grading Sheet', 'Class Lists', 'Course Recommendation', 'Grade Input Sheets', 'Quick Chart', 'Quick Report', and 'My Job Queue...'. Below the menu, a table displays a list of classes with their IDs and descriptions.

	Description
	ENGLISH LANGUAGE ARTS 8
<input type="checkbox"/> MINT-08-01	INFORMATION TECHNOLOGY 8
<input type="checkbox"/> MEN-10-2	ENGLISH 10
<input type="checkbox"/> YED-1A-02	TEACHER ASSISTANT 11
<input type="checkbox"/> MSS-11-01	SOCIAL STUDIES 11
<input type="checkbox"/> YED-2A-01	TEACHER ASSISTANT 12
<input type="checkbox"/> YED-2C-03	PEER TUTORING 12
<input type="checkbox"/> MSS-09-01	SOCIAL STUDIES 9

4. A pop up appear and complete this screen

MyEducation BC: Blank Grading Sheet - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/asp/en/runTool.do?oid=RPT00000001dMx&toolClass=com.follett.fsc.c

Blank Grading Sheet

School year	2015
Number of columns	15 (landscape)
Display blank row after each student?	<input type="checkbox"/>
Sections to include	Teacher
Search value	your last name
Include study sections	<input type="checkbox"/>
Sort results by	Schedule expression
Format	Adobe Acrobat (PDF)

Run Cancel

5. Click **Run**

Entering Courses for Out of Province Students.

1. Select the student that you want to add the BC Course Equivalent to
2. Click **Transcript**
3. Click **Options**, then **Add**
4. Complete the fields in the image. Use the magnifying glass to show a pick list for your options.

The screenshot shows the 'New Student Transcript' form in the MyEducationBC system. The form is divided into several sections:

- Details:** Includes 'Save' and 'Cancel' buttons.
- Contacts:** Includes 'Year ID' and 'School Year' fields.
- Attendance:** Includes 'Grade level' field.
- Conduct:** Includes 'Number' field.
- Transcript - Details:** Includes 'Course Code', 'Description', 'Teacher', and 'Section number' fields.
- Assessments:** Includes 'Teacher' field.
- Schedule:** Includes 'Section number' field.
- Membership:** Includes 'User description' field.
- Transactions:** Includes 'Course description' field with the text 'Add description if needed'.
- Documents:** Includes 'IDS Related Course' field.

On the right side of the form, there are additional fields: 'Final Mark' (96), 'Blended Mark', 'Provincial Exam Mark', and 'Credit' (4).

5. Click **Save**

The Two Views of the Student Schedule

List View:

Course	Description	Term	Clsrm	Teacher	Term ▲	Schedule	Description	Name	How Taken
MPLAN10-07	PLANNING 10	FY	07	Roller, Robbie	FY	1(1)	PLANNING 10	@KOOL	Flex Education
MEN-10-01	ENGLISH 10	S1	FR	Rowand, Valerie	S1	1(1-2)	ENGLISH 10	Barriere Secondary	Regular Classroom
MTEM-10-01	TECHNOLOGY EDUCATION 10.METALWORK	S1	SHOP	Jamin, Garnet	S1	2(1-2)	TECHNOLOGY EDUCATION 10.METALWORK	Barriere Secondary	Regular Classroom
MSS-10-01	SOCIAL STUDIES 10	S1	Rm103	Wold, Devon	S1	3(1-2)	SOCIAL STUDIES 10	Barriere Secondary	Regular Classroom
MPMP-10-01	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	S1	JRSC	Tyson, Wolfgang	S1	4(1-2)	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Barriere Secondary	Regular Classroom
MVAG-10-01	VISUAL ARTS 10: GENERAL	S2	ART	Wold, Devon	S2	1(1-2)	VISUAL ARTS 10: GENERAL	Barriere Secondary	Regular Classroom
YIA-2A-01	ART METAL 10	S2	SHOP	Jamin, Garnet	S2	2(1-2)	ART METAL 10	Barriere Secondary	Regular Classroom
MTEW-10-01	TECHNOLOGY EDUCATION 10.WOODWORK	S2	SHOP	Jamin, Garnet	S2	3(1-2)	TECHNOLOGY EDUCATION 10.WOODWORK	Barriere Secondary	Regular Classroom
MSC-10-01	SCIENCE 10	S2	SRSC	Blake, Zahra	S2	4(1-2)	SCIENCE 10	Barriere Secondary	Regular Classroom

How to read the schedule:

- FY 1(1) Means the student has this course full year in the first block (A) on day 1
- S1 1(1-2) means the student has this course in semester 1 in the first block on day 1 (A) and 2 (E)
- S1 2(2) means the student has this course in semester 1 in the first block on day 2 (E)
- Q2 1(1) means the student has this course in the 2nd quarter (1/2 semester) in the first block (A) on day 1

The Matrix View:

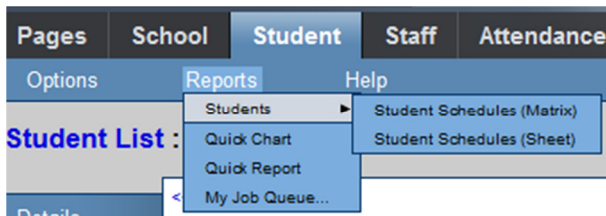
<< List view

School	Barriere Secondary	
Time	E3	
	1 - 1	2 - 2
1-1	MEN-10-01 ENGLISH 10 Rowand, Valerie FR	MEN-10-01 ENGLISH 10 Rowand, Valerie FR
2.2	MTEM-10-01 TECHNOLOGY EDUCATION 10 METALWORK Jamn, Garret SHOP	MTEM-10-01 TECHNOLOGY EDUCATION 10 METALWORK Jamn, Garret SHOP
3.3	MSS-10-01 SOCIAL STUDIES 10 Wold, Devon Rm103	MSS-10-01 SOCIAL STUDIES 10 Wold, Devon Rm103
4.4	MFMP-10-01 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang JRSC	MFMP-10-01 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang JRSC

- The current day (1-1) or (2-2) will be highlighted with a red box. If the days are the same, you don't have a day 1/day 2 schedule.
- There will also be a red box around the block that the student is currently in.
- Colours don't mean anything, just breaking up the courses.

Printing a Student Schedule

1. Click **Student** top tab
2. Select the student you wish to view via [Ctrl] + F or **Options, Query**.
3. Click **Schedule** side tab
4. Click **Reports**, then students, and select the type of report you wish.



5. Click **Run**

Student Schedules (Sheet)

Devito, Sarb

Student ID	273838
YOG	2017
Homeroom	

Course	Description	Room	Teacher	Term	Schedule	Credit
MPLAN10-67	PLANNING 10	67	Roller, Robbie	FY	1(1)	4.0000
MEN--10-01	ENGLISH 10	FR	Rowand, Valerie	S1	1(1-2)	4.0000
MVAG-10-01	VISUAL ARTS 10: GENERAL	ART	Wold, Devon	S2	1(1-2)	4.0000
MTEM-10-01	TECHNOLOGY EDUCATION 10:METALWORK	SHOP	Jamin, Garret	S1	2(1-2)	4.0000
YIA--0A-01	ART METAL 10	SHOP	Jamin, Garret	S2	2(1-2)	4.0000
MSS--10-01	SOCIAL STUDIES 10	Rm103	Wold, Devon	S1	3(1-2)	4.0000
MTEW-10-01	TECHNOLOGY EDUCATION 10:WOODWORK	SHOP	Jamin, Garret	S2	3(1-2)	4.0000
MFMP-10-01	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	JRSC	Tyson, Wolfgang	S1	4(1-2)	4.0000
MSC--10-01	SCIENCE 10	SRSC	Blake, Zahra	S2	4(1-2)	4.0000

Student Schedules (Matrix)

Devito, Sarb

Student ID	273838
YOG	2017
Homeroom	null
Locker	

	1	2				
1	[S1] ENGLISH 10 Rowand, Valerie - FR [S2] VISUAL ARTS 10: GENERAL Wold, Devon - ART	[S1] ENGLISH 10 Rowand, Valerie - FR [S2] VISUAL ARTS 10: GENERAL Wold, Devon - ART				
2	[S1] TECHNOLOGY EDUCATION 10:METALWORK Jamin, Garret - SHOP [S2] ART METAL 10 Jamin, Garret - SHOP	[S1] TECHNOLOGY EDUCATION 10:METALWORK Jamin, Garret - SHOP [S2] ART METAL 10 Jamin, Garret - SHOP				
3	[S1] SOCIAL STUDIES 10 Wold, Devon - Rm103 [S2] TECHNOLOGY EDUCATION 10:WOODWORK Jamin, Garret - SHOP	[S1] SOCIAL STUDIES 10 Wold, Devon - Rm103 [S2] TECHNOLOGY EDUCATION 10:WOODWORK Jamin, Garret - SHOP				
4	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang - JRSC [S2] SCIENCE 10 Blake, Zahra - SRSC	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang - JRSC [S2] SCIENCE 10 Blake, Zahra - SRSC				

Modifying a current student's schedule (Matrix View)

1. Click the **student** top tab
2. Click the **schedule** side tab
3. Click the **workspace** sub side tab

The screenshot shows the 'Student List' interface for a student named Devito, Sarb. The 'Schedule' tab is active, displaying a 'Student Schedule (100% scheduled - Class credits: 36.0)'. The schedule is presented in a matrix view with two columns representing different terms. The courses listed are:

Term	Course	Status
1	MEN-10-01 ENGLISH 10 Rowand, V FR	Black
2	MEN-10-01 ENGLISH 10 Rowand, V FR	Red
1	MTEM-10-01 TECHNOLOGY EDUCATION 10 METALWORK Jamn, G SHOP	Black
2	MTEM-10-01 TECHNOLOGY EDUCATION 10 METALWORK Jamn, G SHOP	Red
1	MSS-10-01 SOCIAL STUDIES 10 Wold, D Rm103	Black
2	MSS-10-01 SOCIAL STUDIES 10 Wold, D Rm103	Red
1	MFSIP-10-01 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, W JRSC	Black
2	MFSIP-10-01 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, W JRSC	Red

Notes:

1. If a course name is in Black that means it is currently used in the schedule.
2. If a course name is in Red that means that is NOT currently used in the schedule.
3. If you hover over a course name on the left coloured boxes will appear on the matrix to show where the course lies in the timetable.

Alternate Courses

If there is a course in the Alternate area, click on the blue course name and select the alternate course type and choose between substitute and Auto-fill.

The screenshot shows the 'Student Course Request' form. The 'Alternate course type' dropdown is set to 'Substitute'. A tooltip indicates 'Replacement Fill in empty blocks'. Other fields include 'School Course > Number' (MFR-10), 'Section type', 'Is inclusion section?', 'Content term code', 'Is alternate course?' (checked), 'Alternate course priority' (0), 'School Course > Description' (MFR-10 FRENCH 10), 'Alternate Course 1 > Number', 'Alternate Course 2 > Number', 'Staff > Name', 'Section number', and 'Term code'.

Handling Course Requests (Left Side of Matrix View)

To add course request(s):

Course Requests Allow over max

Course

Primary

- MEN-10 ENGLISH 10
- MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10
- MSC-10 SCIENCE 10
- MSS-10 SOCIAL STUDIES 10
- MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK
- MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK
- MVAG-10 VISUAL ARTS 10: GENERAL
- YIA-0A ART METAL 10

Alternate

- MFR-10 FRENCH 10

Secondary

- MPLAN10 PLANNING 10

Show courses excluded from scheduling

Number:

Or Click Here ther schools

Course	Term	Schedule
MPLAN10-67 PLANNING 10	FY	1(1)

Grade level: 10

Department: All

1:MAWM-10 APPRENTICESH... 4 of 77 selected

<input type="checkbox"/>	CrsNo	Description	Department
<input type="checkbox"/>	MAWM-10	APPRENTICESHIP & WORKPLACE MATH 10	
<input type="checkbox"/>	MBEC-10	BUSINESS ED. WEB COMM. 10	
<input checked="" type="checkbox"/>	MDRG-10	DRAMA 10	
<input checked="" type="checkbox"/>	MEN--10	ENGLISH 10	
<input checked="" type="checkbox"/>	MEN--10MI	ENGLISH 10 MINI	
<input checked="" type="checkbox"/>	MEN--10TR	ENGLISH 10 TRANSITIONAL	
<input type="checkbox"/>	MFDN-10	FOODS AND NUTRITION 10	
<input type="checkbox"/>	MFDN-10ESL	ESL FOODS AND NUTRITION 10	
<input type="checkbox"/>	MFMP-10	FOUNDATIONS OF MATH 10	

Notes: [Ctrl] + F works here

To Drop a course request, click on the icon next to the course.

Notes:

1. Drop All removes all course requests
2. Update brings courses from the right (matrix) back to the course request (except for alternates)

Schedule Matrix (Right Side of Matrix View)

- Toggle Allow conflicts and Allow all over max

Course Requests

Course Allow over max

Primary

- MEN-10 ENGLISH 10
- MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10
- MFR-10 FRENCH 10
- MSC-10 SCIENCE 10
- MSS-10 SOCIAL STUDIES 10
- MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK
- MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK
- MVAG-10 VISUAL ARTS 10: GENERAL
- YIA-0A ART METAL 10

Alternate

Secondary

MPLAN10 PLANNING 10

Show courses excluded from scheduling

Number: TYPE COURSE CODE HERE

Schedules from other schools

Course	Term	Schedule
MPLAN10-67 PLANNING 10	FY	1(1)

Student Schedule (100% scheduled - Class credits: 36.0) << List view

Term code: S2 Work mode: Manual Allow conflicts Allow all over max

	1		2
1	MVAG-10-01 VISUAL ARTS 10: GENERAL Wold, D ART	I 🔒	MVAG-10-01 VISUAL ARTS 10: GENERAL Wold, D ART
2	YIA-0A-01 ART METAL 10 Jamin, G SHOP	I 🔒	YIA-0A-01 ART METAL 10 Jamin, G SHOP
3	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP	I 🔒	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP
4	MSC-10-01 SCIENCE 10 Blake, Z SRSC	I 🔒	MSC-10-01 SCIENCE 10 Blake, Z SRSC

Course: Ignore warnings

Course Requests

Course Allow over max

Primary

- MEN-10 ENGLISH 10
- MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10
- MFR-10 FRENCH 10
- MSC-10 SCIENCE 10
- MSS-10 SOCIAL STUDIES 10
- MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK
- MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK
- MVAG-10 VISUAL ARTS 10: GENERAL
- YIA-0A ART METAL 10

Alternate

Secondary

MPLAN10 PLANNING 10

Show courses excluded from scheduling

Number: TYPE COURSE CODE HERE

Schedules from other schools

Course	Term	Schedule
MPLAN10-67 PLANNING 10	FY	1(1)

Student Schedule (113% scheduled - Class credits: 40.0) << List view

Term code: S2 Work mode: Manual Allow conflicts Allow all over max

	1		2
1	[S2] MFR-10-01** FRENCH 10 Rowand, V FR	I 🔒	[S2] MFR-10-01** FRENCH 10 Rowand, V FR
2	[S2] MVAG-10-01 VISUAL ARTS 10: GENERAL Wold, D ART	I 🔒	[S2] MVAG-10-01 VISUAL ARTS 10: GENERAL Wold, D ART
3	YIA-0A-01 ART METAL 10 Jamin, G SHOP	I 🔒	YIA-0A-01 ART METAL 10 Jamin, G SHOP
4	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP	I 🔒	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP
5	MSC-10-01 SCIENCE 10 Blake, Z SRSC	I 🔒	MSC-10-01 SCIENCE 10 Blake, Z SRSC

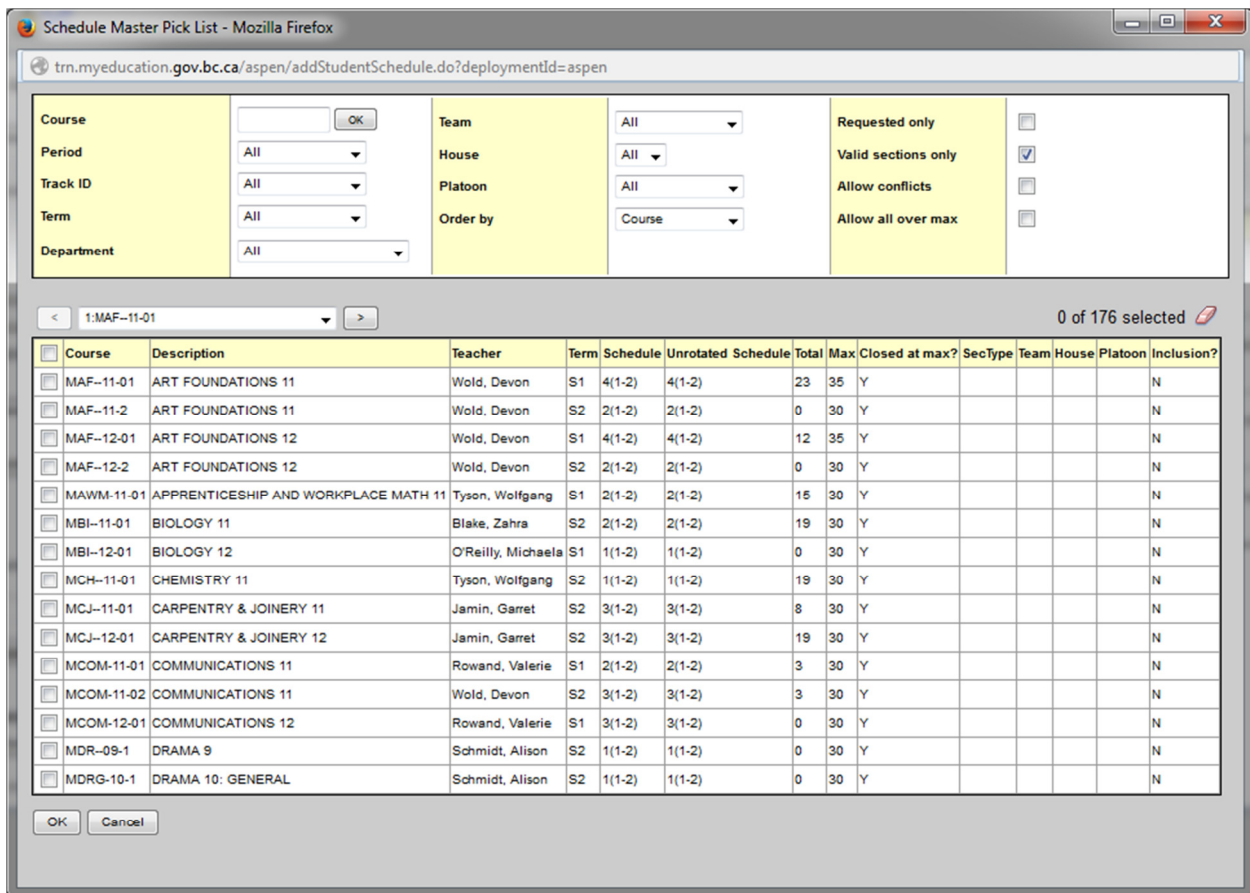
Course: Ignore warnings

Work modes:

1. Manual: You drag and drop the course into the schedule
2. Auto-shuffle: When you drag a course from the left side (course requests) to the right side, the course will drop into the schedule and bump the other course out.


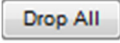
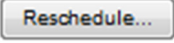
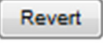

Note: Student Schedule (XX % scheduled – speaks to the number of blocks filled out of the number of blocks available). Note a student could be full time and be 75% scheduled, because they are not taking any off time tabled courses.

1. To lock a course in the schedule, click on the padlock (🔒). It will not allow you to change this course in the schedule until you unlock it.
2. To do drop a course click (I)
3. To add a course, drag it from the course requests on the right or click on
 - a. Complete the table below to see which courses are available in the block.



b. Click ok

Notes:

- In the course window *10 will find all grade 10 courses
 - Parent/Child courses – you will see them in all in the same time, schedule
4. If a student has an empty block, click on the block and the pick list from above opens up and select course(s) that a student can choose from.
 5. When finished adding courses, click  on the left side of the screen.
 6. To start from a blank time table, click .
 7.  will use MyEducation BC's functionality to re-timetable a student.
 8. To undo any changes click on  will bring back the last **posted** (saved) schedule.
 9. To **FINALIZE** (when you are sure that you are DONE) click .

Creating a schedule for new student

1. Add students course requests via [select] or the number box (course code box) on the left side of the workspace screen.

Useful Reports

1. Students with open slots in timetable

The screenshot shows the 'Master Schedule' report in the MyEducationBC system. The report displays a table of student schedules with columns for Section Number, Description, Teacher, Term, Schedule Term Code, Unrotated Schedule, Schedule, Primary Room Number, Total, Max, and Closed at max. The table lists various courses such as ART FOUNDATIONS 11, ART FOUNDATIONS 12, APRENTICESHIP AND WORKPLACE MATH 11, BIOLOGY 11, BIOLOGY 12, CHEMISTRY 11, and CARPENTRY & JOINERY 11.

SecNo	Description	Teacher	Term	ScheduleTerm > Code	Unrotated Schedule	Schedule	PrimaryRoom > Num	Total	Max	Closed at max?
01	ART FOUNDATIONS 11	Wold, Devon	S1	S1	4(1-2)	4(1-2)	ART	23	35	Y
2	ART FOUNDATIONS 11	Wold, Devon	S2	S2	2(1-2)	2(1-2)	ART	0	30	Y
01	ART FOUNDATIONS 12	Wold, Devon	S1	S1	4(1-2)	4(1-2)	ART	12	35	Y
2	ART FOUNDATIONS 12	Wold, Devon	S2	S2	2(1-2)	2(1-2)	ART	0	30	Y
01	APRENTICESHIP AND WORKPLACE MATH 11	Tyson, Wolfgang	S1	S1	2(1-2)	2(1-2)	JRSC	16	30	Y
01	BIOLOGY 11	Blake, Zahra	S2	S2	2(1-2)	2(1-2)	SRSC	19	30	Y
01	BIOLOGY 12	O'Reilly, Michaela	S1	S1	1(1-2)	1(1-2)		0	30	Y
01	CHEMISTRY 11	Tyson, Wolfgang	S2	S2	1(1-2)	1(1-2)	JRSC	19	30	Y
01	CARPENTRY & JOINERY 11	Jamin, Garret	S2	S2	3(1-2)	3(1-2)	SHOP	8	30	Y

2. Class Lists

The screenshot shows the 'Class Lists' report in the MyEducationBC system. The report displays a table of class lists with columns for Section Number, Description, Teacher, Term, and Schedule Term. The table lists various courses such as BIOLOGY 11, BIOLOGY 12, and APRENTICESHIP AND WORKPLACE MATH 11.

SecNo	Description	Teacher	Term	ScheduleTerm
1		Wold, Devon	S1	S1
1		Wold, Devon	S2	S2
2		Wold, Devon	S1	S1
2		Wold, Devon	S2	S2
01	APRENTICESHIP AND WORKPLACE MATH 11	Tyson, Wolfgang	S1	S1
01	BIOLOGY 11	Blake, Zahra	S2	S2
01	BIOLOGY 12	O'Reilly, Michaela	S1	S1

3. Student Change History

The screenshot shows the 'Student List' report in the MyEducationBC system. The report displays a table of student lists with columns for Section Number, Description, Teacher, Term, and Schedule Term. The table lists various courses such as BIOLOGY 11, BIOLOGY 12, and APRENTICESHIP AND WORKPLACE MATH 11.

SecNo	Description	Teacher	Term	ScheduleTerm
1		Wold, Devon	S1	S1
1		Wold, Devon	S2	S2
2		Wold, Devon	S1	S1
2		Wold, Devon	S2	S2
01	APRENTICESHIP AND WORKPLACE MATH 11	Tyson, Wolfgang	S1	S1
01	BIOLOGY 11	Blake, Zahra	S2	S2
01	BIOLOGY 12	O'Reilly, Michaela	S1	S1