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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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

- 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

5. Complete the table, do not change the primary email address!

	General Security Grad	lebook	Communication								
	Primary email	Barinde	Barinder.Bryant@sd.bc.ca								
	Alternate email										
	Security question			-							
	Security answer										
	Confirm answer										
	Password	Change									
L											
0	OK Cancel										

6. 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. <u>Do not use</u> the browser navigation buttons once you have entered into MyEducationBC



2. 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	Student schedule(s)
	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	
Membership	Enrollment info, Schools attended, Programs, Transportation, etc	
Transactions	Fees Module	
Documents	Notes, IEPs	
Snapshots	What snapshots does the student belong to	

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.

Enter the search value.							
1							
OK Cancel							

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	Quick Status	Homeroom	HR Teacher	YOG	Grade	GrSubLvl	DOB	EnrStatus	HomePhone	Unlisted Phone Number	Address	Memo
Afifi, Kieran	м	273772	117902346	T	Barriere Secondary	۵			2015	12		7/30/1997	Active	250-555-1234		1684 Laanstra St,	Test - Memo
DeWolfe, Goldie	F	273805	119975803	*	Barriere Secondary	۵			2016	11		12/1/1998	Active	(250)555-1234		2600 Nowlin St,	Test - Mema
Fenton, Basil	м	413985	120315072	T& :X	Barriere Secondary	۵			2017	10		12/10/1998	Active	(250)555-1234		1168 Gracie St,	Test - Mema
Gabriel, Coleen	F	1315162	108847823	24	@KOOL	۵			2015	12	SU	6/13/1991	Active	(250)555-1234		4459 Wirth St,	Test - Memo

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

🥹 Mar	Manage Snapshots - Mozilla Firefox									
🕙 trr	n.myeducation. gov.bc.ca /aspen/m	anageRecordSets.do?multi=fals								
		1 record 🥖								
	Name	OwnerType								
۲	Abb SS Delta	Enterprise								
Ne	ew Copy	Delete								
Use	Cancel									

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

6	🥑 Snapshot Definition - Mozilla Firefox								
	Trn.myeducation.gov.bc.ca/aspen/createRecordSet.do								
	Name	My Snapshot							
	Owner	Epp, Bradley 👻							
	Save as filter								
i.	Move to top of my list								
L									
L	Records to Include								
l	Ourrent List								
	Save Cancel								

5. Click Save



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"



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.

🥹 N	lyEducation BC: Manage Field Sets 💷 💷 💌
3	trn.myeducation. gov.bc.ca /aspen/manageFieldSets.do
	Manage Field Sets
	Copy of Default Fields [Enterprise] Default [Enterprise] Diploma Granted Date [Enterprise] Field Set with Calendar [Enterprise] Pre-Transition [Enterprise] Student Services Field Set [Enterprise] User Accounts [Enterprise] Copy of Pre-Transition [User]
	Show/Hide Show All
	New Edit Copy Delete
	Close

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

3. Add and Remove fields.

Name Owner	Copy of Pre-Transition 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 Save Cancel	Sort A-Z	Add > > < < Remove	Selected Fields Name Pupil # Date of birth Alerts Year of graduation Grade level Enrollment status School > Name Next School > Name Diploma Granted Date	Up Down

4. Click Save

Entering Term/Final Marks Tutorial

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

Pages	My Info	Student	Attendance	Gradebook	Planner	PD	Tools					
	Announce	ments										
Home Page rectory	. Welcom SD T											
	Teacher C	lasses										
	Previous Classes Me			Tues	day, Novembe	er 4 Attendance	Posted	Grades	Posted	Next		
		-	MEN07-07 - ENGLISH		E			-				
		2:00 PM 2-1	MMA09-01 - MATHEM	IA	E	- 2		-		5		
		9:00 AM 3 - 1	MMA07-07 - MATHEM	IA	E	e 🖉		1		6		
		10:29 AM 4 - 1	MMA08-03 - MATHEM	IA	E			1		2		
		8:30 AM 5-2	KAT07-07 - ASSIGNE.	- <u>-</u>				▶				
	Classes Not	Meeting	Grades	Posted	Email							
	MSC-	-07-07 - SCIENCE	1		6							
	MSC-	-08-06 - SCIENCE	1		2							
		-07-07 - SOCIAL .	1									

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

MyEducation	n BC: Gradebook	×	New Tab	,	× +		-			1			100					- 0
ca /aspen/staffGra	adeInputContain	er.do?n	avkey=g	gradebook.classe	s.list.input							V	C ^e Q. Search				☆自	+ 🕆
	H BIA MyEduca	ation	3C [rine									Char	ige View Select :	School Select Te	acher Set Pr	eferences Stä
ages My	Info Stud Reports	ent He		ndance G	iradebook	Planner I	PD Tools											
			<u> </u>	2-01 - BC F	IRST NATIO	NS STUDE	Change	to ALL								I		2. 🕨
etails oster	Student Fields Default Fields			Grade Colum Post Columns		Al	▼ Statu	s rolled 💿 Withdrav	Class MFNS-12-01	Post Grade Add Assignment								
eating Chart	Name		YOG	Q2 Grade	02 WH 4	02 Com	Q3 Grade	Q3 WH ↓	Q3 Com	Q4 Grade	Q4 WH	Q4 Com	Final	StartDate	ActiveDate	% Complete \$	Completion	
porting andards		2	2011	Û		Term 2	T	Term 3	D Term 3	Term 4	Term 4	D Daterm 4	Final	9/3/2014 9/3/2014				
tegories		TE	2015	Term 2	Term 2	Com- ment	Term 3 Mark	Effort	Com-	Mark	Effort	Com-	Mark	9/3/2014	STENO's			
signments		1 44	2010	Mark	Effort	8			2			2		8/3/2014	in this A	REA		
Student		8.2	2015			2			2			2		9/3/2014				
Assignment			2015			2			2			2		9/3/2014				
tifications			2015			2			2			2		9/3/2014				
		nielle	2015			2			2			2		9/3/2014 9/3/2014				_
			2015			2			2			2		9/3/2014				-
		ria 🕇	2015			2			2			2		10/10/2014	2/11/2011		7/24/2015	
	Average score																	

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

- When you have entered Term Grades, Term Effort, and Term Comments (Q1 Com) click on
 Post Grades...
 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
Post Grades...

For more information on this feature click on Help

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.

Pages	My li	nfo	Student	Att	endance	Gradebook	Planner	PD			
Options		Repo	rts H	lelp							
Class Lis	st	Clas Cour	nk Grading Shee s Lists rse Recommend								
Details			de Input Sheets & Chart			Description					
Roster			k Report			ENGLISH LANGU	IAGE ARTS 8				
Seating Ch	art		Job Queue NT-08-01			INFORMATION TECHNOLOGY 8					
Groups		ME	N10-2		ENGLISH 10						
Reporting Standards		MS	D1A-02 S11-01			SOCIAL STUDIES	TEACHER ASSISTANT 11 SOCIAL STUDIES 11				
Categories			D2A-01 D2C-03				TEACHER ASSISTANT 12 PEER TUTORING 12				
Assignmen	Assignments MSS09-01					SOCIAL STUDIES 9					
Scores											

4. A pop up appear and complete this screen

6	🔰 MyEducation BC: Blank Grading Sheet - Mozilla Firefox								
	https://sdt.myeducation.gov.bc.ca/aspen/runTool.do?oid=RPT00000001dMx&toolClass=com.follett.fsc.cc								
	Blank Grading Sheet								
	School year	2015 🔍							
ł	Number of columns	15 (landscape) 💌							
L	Display blank row after each student?								
L	Sections to include	Teacher -							
L	Search value	your last name							
L	Include study sections								
L	Sort results by	Schedule expression 👻							
L	Format	Adobe Acrobat (PDF)							
	Run Cancel								
L									

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.

Pages Dis	strict Student	Staff Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin		
	Reports He										
Student List		:: New Student	franscript	<u> </u>							
Details	Save Cancel										
Contacts	Year ID	School Year						Fit	nal Mark	96	Q
Attendance	Grade level							в	ended Mark		-
Conduct	Number *	Course Code						Pr	ovincial Exam Mark		
Transcript	Description							Cr	edit	4	
Details	Teacher										
Assessments	Teacher	Put Counsellor Na	me	Q,							
Schedule	Section number										
Membership	User description										
Transactions	Course description	Add description if									

5. Click Save

The Two Views of the Student Schedule

List View:

Course	Description	Term	Clssrm	Teacher	Term 🔺	Schedule	Description	Name	How Taken
MPLAN10-	-67 PLANNING 10	FY	67	Roller, Robbie	FY	1(1)	PLANNING 10	@KOOL	Flex Education
MEN10-0	D1 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, Garret	S1	2(1-2)	TECHNOLOGY EDUCATION 10:METALWORK	Barriere Secondary	Regular Classroom
MSS10-0	SOCIAL STUDIES 10	S1	Rm103	Wold, Devon	S1	3(1-2)	SOCIAL STUDIES 10	Barriere Secondary	Regular Classroom
MFMP-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-10-0	01 VISUAL ARTS 10: GENERAL	S2	ART	Wold, Devon	S2	1(1-2)	VISUAL ARTS 10: GENERAL	Barriere Secondary	Regular Classroom
YIA0A-01	ART METAL 10	S2	SHOP	Jamin, Garret	S2	2(1-2)	ART METAL 10	Barriere Secondary	Regular Classroom
MTEW-10-	-01 TECHNOLOGY EDUCATION 10:WOODWORK	S2	SHOP	Jamin, Garret	S2	3(1-2)	TECHNOLOGY EDUCATION 10:WOODWORK	Barriere Secondary	Regular Classroom
MSC10-0	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-16-01 ENGUSH 10 Roverns, Veletie FR	MBH-1041 ENQLISH 10 Rowand, Valente FR				
2-2			MTEM-1001 TECHNOLOGY EDUCATION 10 MERALIWORK Jamin, Garret SHOP	MEEN-001 TECHNOLOGY EDUCATION 10 METALWORK Jamin, Gamet SHOP				
3-3			MSS-10-01 SOCLA STUDIES 10 Weld, Davon Rm103	M58-1041 SOCIAL STUDES 10 Wold, Devon Rm103				
4.4		1	MFMR-10-01 FOUNDATIONS OF MAT AND PRE-CALCULUS 10 Typen, Wolfgang JRSC	MRMP-10.01 FOUNDATIONG OF MATH AND PRE-CALCULUS 10 Typer, Welfgang 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.

Pages	School		Studer	nt	Staff	Attendance
Options		Repo	orts	F	lelp	
		Stu	dents	•	Student So	hedules (Matrix)
Student	List:	Quick Chart			Student So	hedules (Sheet)
	_	Quick Report				
Deteile	<	My	Job Queue			

5. Click Run

Student Schedules (Sheet)

 Devito, Sarb

 Student ID
 273838

 YOG
 2017

 Homeroom
 2017

Course	Description	Room	Teacher	Term	Schedule	Credit
MPLAN10- 67	PLANNING 10	67	Roller, Robbie	FY	1(1)	4.0000
MEN10-01	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
YIA0A-01	ART METAL 10	SHOP	Jamin, Garret	S2	2(1-2)	4.0000
MSS10-01	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
MSC10-01	SCIENCE 10	SRSC	Blake, Zahra	S2	4(1-2)	4.0000

Student Schedules (Matrix)

	Devito, Sarb										
			Student ID2738YOG2017HomeroomnullLocker								
	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

etails	Course Requests Course Allow over max	Studen	t Schedule (100% scheduled - Class credits: 36.0)			<< Lis
	Primary					
ttendance	MEN-10 ENGLISH 10	Term cod	e \$1 🗸	Work mode Manual 👻	Allow conflicts	Allow all over max
	MSC-10 SCIENCE 10		1		2	
	X MSS-10 SOCIAL STUDIES 10		MEN-10-01 ENGLISH 10	1 6	MEN-10-01 ENGLISH 10	1 5
	MTEM-10 TECHNOLOGY EDUCATION 10.METALWORK MTEW-10 TECHNOLOGY EDUCATION 10.WOODWORK	1	Rowand, V FR	0	Rowand, V FR	0
cademics	X MVAG-10 VISUAL ARTS 10: GENERAL	2	MTEM-10-01 TECHNOLOGY EDUCATION 10:METALWORK	X B	MTEM-10-01 TECHNOLOGY EDUCATION 10:METALWORK	X ອົ
chedule	Alternate	2	Jamin, G SHOP		Jamin, G SHOP	_
Vorkspace .ttributes	MFR-10 FRENCH 10	3	MSS-10.01 SOCIAL STUDIES 10 Wold, D	S.	MSS-10-01 SOCIAL STUDIES 10 Wold, D	a B
hange istory	Secondary MPLAN10 PLANNING 10		Rm103 MFMP-10-01	I	Rm103 MFMP-10-01	I
onflicts		4	FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, W JRSC	മി	FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, W JRSC	ช์
equests raduation	- Show courses excluded from scheduling	Course	Add Ignore warnings			
rogress	Number	Select	Drop All Lock All Reschedule			Post
mbership	Select Drop All Update					
	Schedules from other schools					

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.

School Course > Number	MFR10	
•	MPR-10	~
Section type	_	
Is inclusion section?		
Content term code		
Is alternate course?		
Alternate course priority	0	
Alternate course type	Substitute 👻	
School Course > Number		- Banlacama
School Course > Number	Substitute Auto-fill	Replaceme
Description	FRENCH 10	Fill in empt
Alternate Course 1 >		🛛 👩 blocks
Number Alternate Course 2 >		
Number		Q
Staff > Name		
Section number		
Term code		

Handling Course Requests (Left Side of Matrix View)

To add course request(s):

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

	1						<< List view
Course Requests	Student	Schedule (100% scheduled - Class credits: 36.0)					
Course Allow over max Primary		,					
X MEN-10 ENGLISH 10							
MEN-10 ENGLISH 10	Term code	62 🗸	Work mode Manual	-	Allow conflicts	Allow all over max 💟	
I MFR-10 FRENCH 10					-		
I MSC-10 SCIENCE 10		1 MVAG-10-01			2 MVAG-10-01		
X MSS-10 SOCIAL STUDIES 10	1	VISUAL ARTS 10: GENERAL		ŝ	VISUAL ARTS 10: GENERAL		*
MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK	1	Wold, D ART		9	Wold, D ART		
MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK		YIA-0A-01		I	YIA-0A-01		I
X MVAG-10 VISUAL ARTS 10: GENERAL	2	ART METAL 10		6	ART METAL 10		8
YIA-OA ART METAL 10	-	Jamin, G SHOP			Jamin, G SHOP		
Alternate		MTEW-10-01		I	MTEW-10-01		I
	3	TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G		S	TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G		ŝ
Secondary		SHOP			SHOP		
MPLAN10 PLANNING 10		MSC-10-01 SCIENCE 10		*	MSC10-01 SCIENCE 10		× S
	4	Blake, Z		(C)	Blake, Z		Ø.
		SRSC			SRSC		
Show courses excluded from scheduling	Course	Add Ignore warnings					
Number TYPE COURSE CODE HERE Add	Select	Drop All Lock All Reschedule					Post Revert
	Jereca						POR Never
Select Drop All Update							
Schedules from other schools Course Term Schedule							
Course Term Schedule							
MPLAN10-87 PLANNING 10 FY 1(1)							
	1						
	1						
	I I						<< List view
Course Requests	Student S	Schedule (113% scheduled - Class credits: 40.0)					<< List view
Course Requests	Student S	Schedule (113% scheduled - Class credits: 40.0)					<< List view
Course Requests Course Allow over max Primary			Work mode Manual		Allow conflicts 17	Allow all over max [7]	<< List view
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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 (^d)). It will not allow you to change this course in the schedule until you unlock it.
- 2. To do drop a course click (👗)
- 3. To add a course, drag it from the course requests on the right or click on Select...
 - a. Complete the table below to see which courses are available in the block.

Period All H		Team House						quested only lid sections only					
		Platoon	atoon		All			ow conflicts					
Ferm All -		Order by		Course	-		Allow all over max						
epartment		All											
< 1:MAF11-0	1	• >									0 0	f 176 sel	ected 🥖
Course	Description		Teacher	Term	Schedule	Unrotated Sched	ule Tota	Max	Closed at max?	SecType	Team Hou	se Platoon	Inclusion
MAF11-01	ART FOUND	ATIONS 11	Wold, Devon	S1	4(1-2)	4(1-2)	23	35	Y				N
MAF11-2	ART FOUND	ATIONS 11	Wold, Devon	S2	2(1-2)	2(1-2)	0	30	Y				N
MAF12-01	ART FOUNDATIONS 12		Wold, Devon	S1	4(1-2)	4(1-2)	12	35	Y				N
MAF12-2	ART FOUND	ATIONS 12	Wold, Devon	S2	2(1-2)	2(1-2)	0	30	Y				N
MAWM-11-01	APPRENTICE	ESHIP AND WORKPLACE MATH	11 Tyson, Wolfgang	S1	2(1-2)	2(1-2)	15	30	Y				N
MBI11-01	BIOLOGY 11		Blake, Zahra	S2	2(1-2)	2(1-2)	19	30	Y				N
MBI12-01	BIOLOGY 12		O'Reilly, Michaela	S1	1(1-2)	1(1-2)	0	30	Y				N
MCH11-01	CHEMISTRY	11	Tyson, Wolfgang	S2	1(1-2)	1(1-2)	19	30	Y				N
MCJ11-01	CARPENTRY	& JOINERY 11	Jamin, Garret	S2	3(1-2)	3(1-2)	8	30	Y				N
MCJ12-01	CARPENTRY	& JOINERY 12	Jamin, Garret	S2	3(1-2)	3(1-2)	19	30	Y				N
MCOM-11-01	COMMUNICA	TIONS 11	Rowand, Valerie	S1	2(1-2)	2(1-2)	3	30	Y				N
MCOM-11-02	COMMUNICA	TIONS 11	Wold, Devon	S2	3(1-2)	3(1-2)	3	30	Y				N
MCOM-12-01	COMMUNICA	TIONS 12	Rowand, Valerie	S1	3(1-2)	3(1-2)	0	30	Y				N
MDR09-1	DRAMA 9		Schmidt, Alison	S2	1(1-2)	1(1-2)	0	30	Y				N
	DRAMA 10: 0	Schmidt, Alison	S2	1(1-2)	1(1-2)	0	30	Y				N	

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 Update on the left side of the screen.
- 6. To start from a blank time table, click Drop All
- 7. Reschedule... 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.

2.	Click Reschedule and then manually add courses.
3.	Click
4.	Click

Change History

Keeps historical record of **all** of the course changes made for a student. If all records are lost, you can use it to rebuild a student schedule.

Pages	School	Student	Staff Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin		
Options												۳ 🏢 🛙
Student	List :: 11 -	Adds, Fello	ciano 🛕ズ									
Details									0 of 1 sele	cted 🥔		
Contacts	Type		Date							No	User	Schedule
Attendand	e Drop		12/7/2014		MES	C-11-01			01		Epp, Bradley	3(1-2)
Conduct												
Transcript												
Assessm												
Academic	s											
Schedul	e											
Workspa	ce											
Attribute	s											
Change History	\leq		1									
Conflicts		-										
Request	5											
Graduat Progress	ion											

Conflict Matrix Screen

The current listing of courses the student is enrolled in and alternates to see other course options for the same courses

letails	Show alternate requests			Include courses without scheduled sections Scheduled request only			House	All 👻	Hide section number	•			
ontacts		S: Scheduled O: Open C: No seats available U: Unavailable	•			Team		All 👻	Nide course descrip	ption 📰			
ttendance	Sudent Schedule (88% scheduled - Class credits: 0.0)												
onduct		Periods											
ranscript	Course	1	2			3		4	Comment				
ssessments	MEN-08 ENGLISH LANGUAGE ART	58	S:05(1)			1							
cademics	MFR-08 FRENCH 8					S:01 [S2]							
Schedule	MHE-08 HOME ECONOMICS 8												
Workspace	MHE-08 HOME ECONOMICS 8									\$:MHE-08-01 E2 null			
Attributes Change	MINT-08 INFORMATION TECHNOLO	SY 8	S:01 (2)										
History	MMA-08 MATHEMATICS 8	S:02(1)								S:MMA-08-02 FY 1(1)			
Conflicts	MPE-08 PHYSICAL EDUCATION	8.01(2)	0:02 (2)							S:MPE-08-01 FY 1(2)			
Requests Graduation	MSC-08 SCIENCE 8	SCIENCE 8						S:02 [S1]	S-02 [S1]				
Progress	MSS-08 SOCIAL STUDIES 8					S:01 [S1]							
lembership	MTE-08 TECHNOLOGY EDUCATION 8												
ransactions	MTE-08									S:MTE-08-01 E4 null			

Notes:

- 1. The scheduled course has a red box around it.
- 2. Open sections start with **O:[number of open seats]**

Useful Reports

1. Students with open slots in timetable

A Co	MyEducationBC Barriere Secondary 2014-2015 School View																			
Pages	School	Student	Staff	Attendar	ce Conduct	Grades	Assessment	Schedul	e Global	Tools	A	dmin								
Options		ports He		_											٢	r 🗉	a			
Master S	Sched c	lass Size Verification courses faster Schedule		•																
Sections	R	equests Not Schedul	led						0	of 180 sele	cted								All Rec	ords
Details		looms itudent Schedule Ch	anne History	SecNo	Description			1	feacher	Term	n :	icheduleTerm > Code	Unrotated Schedule	Schedule	PrimaryRoom > Num	Total	Max	Closed at	max?	
Rebuild	s	itudents	ange maany	01	ART FOUNDATIONS 11			1	Wold, Devon	S1	1	91	4(1-2)	4(1-2)	ART	23	35	Y		
Teachers	s	tudents Not Fully Sa	tisfied	2	ART FOUNDATIONS 11			1	Wold, Devon	S2		12	2(1-2)	2(1-2)	ART	0	30	Y		
		itudents Without Req	luests	01	ART FOUNDATIONS 12				Wold, Devon	S1	1	91	4(1-2)	4(1-2)	ART	12	35	Y		
Matrix Vi		itudies		2	ART FOUNDATIONS 12				Wold, Devon	S2	1	32	2(1-2)	2(1-2)	ART	0	30	Y		
Classes		eachers Juick Chart		01	APPRENTICESHIP AND	WORKPLACE	MATH 11		Tyson, Wolfgang	\$1	1	и	2(1-2)	2(1-2)	JRSC	15	30	¥		
Schedules		luick Report		01	BIOLOGY 11			8	Blake, Zahra	S2	5	32	2(1-2)	2(1-2)	SRSC	19	30	Y		
		ly Job Queue		01	BIOLOGY 12			0	O'Reilly, Michaela	S1	1	1	1(1-2)	1(1-2)		0	30	Y		
Courses	1	MCH-11-01		01	CHEMISTRY 11			1	Tyson, Wolfgang	S2		32	1(1-2)	1(1-2)	JRSC	19	30	Y		
Rooms	E	MCJ11-01		01	CARPENTRY & JOINER	Y 11			Jamin, Garret	S2	1	2	3(1-2)	3(1-2)	SHOP	8	30	Y		

2. Class Lists

Pages Sc	hool	Student	Staff	Attenda	nce Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Rep		elp								
Master Sche		ass Size Verificatio ourses		•							
	-	aster Schedule quests Not Schedu	ulad						0	of 180 select	le ba
Sections Details	Ro	ioms udent Schedule Ch		SecNo	Description			Tead	her	Term	ScheduleTerm
Rebuild Teachers	St	udents		Class Lis	-	1			d, Devon	S1	S1
Roster		Students Not Fully Satisfied Students Without Requests		Schedule Breakdown Schedule Summary	2			d, Devon d, Devon	S2 S1	S2 S1	
Matrix View		udies achers			Schedules (Matrix) Schedules (Sheet)	2			d, Devon	S2	S2
Classes		iidk Chart		UT Student	AFFRENTICESHIF A	D WORKPLACE N	IATH 11	Tyse	on, Wolfgang	S1	S1
Schedules	Qu	ick Report		01	BIOLOGY 11			Blak	e, Zahra	S2	S2
	My	Job Queue		01	BIOLOGY 12			O'R	eilly, Michaela	S1	S1

3. Student Change History

