Class Size Compliance Report

August 2017   v1.0

Version History

Version	Date	Description
1.0	August 2017	Initial document created.

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Table of Contents

1.0   Class Size Compliance Report

The report provides a breakdown of each class taught by a teacher and shows the number of sections being taught in a term and period/day, with the student's designation and ELL programs.

It can be used to assist with the determining the composition of each group of students a teacher has in their class. The report relies on students being scheduled into sections of courses.

2.0   Running the Class Size Compliance Report

There are three locations from which this report can be run:

- **School** view > **Schedule** top tab > **Master** side tab > **Reports** > **Ministry Reporting** > **Class Size Compliance**
- **School** view > **Student** top tab > **Reports** > **Ministry Reporting** > **Class Size Compliance**
- **District** view > **Student** top tab > **Reports** > **Ministry Reporting** > **Class Size Compliance**

Class Size Compliance

Select school(s)	Cedar Hills Elem 🔍
Class Criteria	
Schedule Term Start Date	09/08/2016
Schedule Term End Date	08/08/2017
Exclude flagged courses	☑
Report Title	Class Size Compliance Rep
Student Status	Active students ▾
Course Description type	Ministry course description ▾
Format	Adobe Acrobat (PDF) ▾

⊙ Run   ✕ Cancel

Field	Description
Select school(s)	School view - Current School Name in which the report is being run. District view – Select multiple schools.
Schedule Term Start Date	Will match schedule terms with an end date on or after the start date parameter: Effectively matching any schedule terms that overlap the specified date range.
Schedule Term End Date	Will match schedule terms with a start date on or before the end date parameter: Effectively matching any schedule terms that overlap the specified date range.
Exclude flagged courses	Excludes all courses that are set to Exclude from class size export in the school course catalogue.
Report Title	Defaults to *Class Size Compliance Report*. This can be modified to display a different title when the report is generated.
Student Status	Active students – All students with a status of Active. PreReg students – Only include students with a status of PreReg.
Course Description type	Ministry course description – Report will generate courses using the Ministry course description. School course description - Report will generate courses using the School course description.
Format	Determines the format of the report. Available formats are, Adobe Acrobat (PDF), Web Page (HTML), Microsoft Excel (XLS) and Comma-separated values (CSV).

School Code: 3838031

School Name: Hugh Boyd Secondary

Subject Area	Division or Course Name	Teacher	# Sections	Term	Period	Day	Primary Designation												ELL	Class Total
							A	B	C	D	E	F	G	H	K	P	Q	R		
English Language Arts	AP ENGLISH LITERATURE & COMPOSITION 12 (22), ENGLISH 12 (22)	Valiere, Joshdeep 657019	2	FY	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	23
Mathematics	APPRENTICESHIP AND WORKPLACE MATH 10 (23)	Pidherney, Oghenetega 657007	1	FY	3	2	0	0	0	0	0	0	0	1	1	0	2	0	1	17
Mathematics	APPRENTICESHIP AND WORKPLACE MATH 11 (14)	Pidherney, Oghenetega 657007	1	FY	4	1	0	0	0	1	0	0	2	0	1	0	1	0	4	19
Fine Arts	ART FOUNDATIONS 11 (22), ART FOUNDATIONS 12 (22), DRAWING AND PAINTING 11 (22), DRAWING AND PAINTING 12 (22)	Ramosgongora, Louieden 656974	4	FY	2	2	0	0	1	1	0	0	1	0	1	0	0	0	1	21
Fine Arts	ART FOUNDATIONS 11 (23), ART FOUNDATIONS 12 (23), DRAWING AND PAINTING 11 (23), DRAWING AND PAINTING 12 (23)	Driscol, Hxen 656972	4	FY	3	2	0	0	0	2	0	0	1	0	0	0	2	0	1	17

3.0 Setting Course Attributes

Courses can be set to be excluded from the report, at the school level.

NOTE: If a course has been set to Exclude from class size export, at the school level it will not print when run from the District view. There is no way to set this value in the District view.

To set a course to exclude from the report using Modify List:

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, select **Modify List.**
4. Click the ✏ icon in the **ExcludeSize** column.
5. Check the boxes for the courses to be excluded.
6. Click the ☑ icon to save the changes.

To set courses to exclude from class size using Mass Update:

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. Select the courses that will be excluded.
4. In the **Options** menu, select **Show Selected**.
5. In the **Options** menu, select **Mass Update.**
6. Set the **Field** drop down to **Exclude from class size export** (this will exclude them from the Compliance report).
7. Set the **Value** checkbox to be checked.
8. Click **Update**.
9. Verify that all selected courses were updated to Exclude from class size export = Y.