



MyEducationBC

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## Scheduling Module 5

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# Online Student Course Requests

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February 2018 v1.6

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## Version History

Version	Date	Description
1.0	3 Feb 2015	Initial version
1.1	9-Feb-2015	Addition of linked courses and update on next school
1.2	20-Feb-2015	Additional information on academic tracks and grade levels
1.3	12-Mar-2015	Updated screenshot in section 1.2.1
1.4	18-Jan-2017	Reviewed and minor updates
1.5	18-Jan-2018	Updated section 2.2.2. indicating the course description can be changed by the school
1.6	26-Feb-2018	General updates throughout the document. Added section 2.4 Secondary students - information provided re secondary students' online course request process.

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## Student View

### 1.0 Online Student Course Requests

Students can log on to the Student portal and enter course selections for the coming school year.

Schools define course selections using an Academic Track Type, Academic Tracks and then group courses by subject area into Track Selections.

Parents/Guardians with family portal access can monitor their child's selections. Counselors and administrators can see and approve requests in the School view.

#### 1.1 Preferences and Setup

Pre-planning at the district and school levels prior to using online student course requesting is essential. Some important areas to consider are:

- Will the district and/or schools accommodate more than one Academic Track Type and for what purpose(s)?
- Who will manage the Academic Track Selection Subject Area reference codes? Both the district and the schools can create their own subject area codes.
- Agreement should be reached as to processes regarding the copying of Academic Tracks among schools in the district.
- Who will manage student and parent/guardian user accounts? This topic is beyond the scope of Module 5, but must be included in district/school planning for online student course requests.
- At the school level, decisions will have to be made regarding the assigning of required courses.
- At the school level, decisions will have to be made regarding the number of maximum and minimum subject area selections.
- At the school level, decisions will have to be made regarding when to open the online course selection window, and for which grades.

##### 1.1.1 Online Student Course Request Checklist

Preparing for student online course requests should follow the order of the checklist provided below.

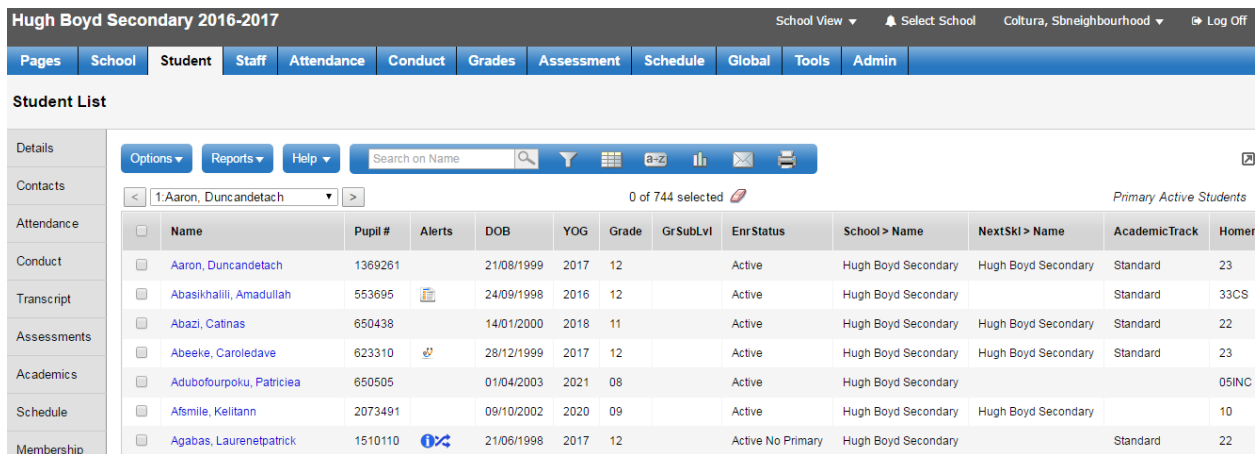
- Build year context set in school details
- Course catalogues for next school year complete
- Assign students' Next School
- Assign students' an Academic Track Type; this can only be done for Primary students

- Create or Copy Academic Tracks – School Course Selections Outline
- Build Track Selections – Subject Areas
- Create/distribute/manage student/parent accounts for portal access

In order to enable students' ability to do online course requests, the build year context must be set (School View > School > Setup > Details) and the school course catalogue must be established for the build year (School View > Schedule > Courses, filter for Build Year).

Students will need their Next School assigned and should also have their Academic Track Type set. This is done in the School View > Student list, using the Pre-transition field set. Both of these fields can be Mass Updated, and Modify List can also be used.

**Note:** The Academic Track Type field is not available in a student's Details screen.



	Name	Pupil #	Alerts	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSki > Name	AcademicTrack	Homer
	Aaron, Duncandetach	1369261		21/08/1999	2017	12		Active	Hugh Boyd Secondary	Hugh Boyd Secondary	Standard	23
	Abasikhallil, Amadullah	553695		24/09/1998	2016	12		Active	Hugh Boyd Secondary		Standard	33CS
	Abazi, Catinas	650438		14/01/2000	2018	11		Active	Hugh Boyd Secondary	Hugh Boyd Secondary	Standard	22
	Abeeke, Caroleadave	623310		28/12/1999	2017	12		Active	Hugh Boyd Secondary	Hugh Boyd Secondary	Standard	23
	Adubofourpoku, Patricia	650505		01/04/2003	2021	08		Active	Hugh Boyd Secondary			05INC
	Afsmile, Kelitann	2073491		09/10/2002	2020	09		Active	Hugh Boyd Secondary	Hugh Boyd Secondary		10
	Agabas, Laurenetpatrick	1510110		21/06/1998	2017	12		Active No Primary	Hugh Boyd Secondary		Standard	22

## 1.2 Student Portal and Course Requests

Initial setup will be time consuming, however once complete it will carry over from one year to the next with very little likelihood of modification being necessary.

Logging in to the portal, students will find course requests from My Info > Requests.

Students will find the Instructions block at the top of the entry mode window. Above this is a line indicating the next school year for which the requests are made, the number of primary and alternate requests selected, the percent scheduled and the total credits.

Richmond 2016-2017  
Abazi, Catinas

1 → Student View ▲ Select Student Cultura, Sbrneighbourhood → Log Off

Pages My Info Academics Groups Calendar Locker

Requests

My Details Options Reports Help Search on CraNo

Transcript << Exit entry mode 4

2017-2018 - Requests: 11 primary, 1 alternate - Scheduled: 79% - Credits: 40.0

**Instructions**

**Next Year's Grade 12s: Course Selection Options**

Welcome to your last year of high school! Hopefully you've taken some time, and talked with your parents, around choosing courses that are appropriate. As you choose your courses keep in mind your interests, your personal strengths and your future plans. Your post secondary options may depend on which courses you pick.

If you would like to select a course the doesn't appear in the lists presented to you please write a note at the bottom to your counselor explaining the situation.

If you would like to register for an online course, including **Planning, History 12, Recreation and Service** or **Peer Tutoring**, click [here](#).

**Primary requests**

Requests	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
3	Select... ELL	PKG--12ELL3	ELL 3 PACKAGE	N	4.0
Requests Details	Select... English Language Arts	MEN--12	ENGLISH 12	N	4.0
Graduation	Select... Fine Arts	MAF--12	ART FOUNDATIONS 12	N	4.0

3

4

This is from the Details of the Academic Tracks (School > Schedule > Academic Track > Details)

These are Track Selections i.e. Subject area (School > Schedule > Academic Track > Track Selections)

### 1.2.1 Primary Requests

The screenshot below is for a student going into grade 12, within the English Language Arts Track Selection - which as illustrated below is displayed as 'Subject area' to a student.

Subject area	English Language Arts
Instructions	Below are the English Language Arts options for grade 12 students.

1 of 7 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	AELC-12	AP ENGLISH LITERATURE & COMPOSITION 12	Regular	4.0		
<input checked="" type="checkbox"/>	MEN--12	ENGLISH 12	Regular	4.0		
<input type="checkbox"/>	MCOM-12	COMMUNICATIONS 12	Regular	4.0		
<input type="checkbox"/>	MWR--12	WRITING 12	Regular	4.0		
<input type="checkbox"/>	MCOM-11	COMMUNICATIONS 11	Regular	4.0		
<input type="checkbox"/>	MEN--11	ENGLISH 11	Regular	4.0		Course
<input type="checkbox"/>	MEN--11HON	ENGLISH 11 HONOURS	Regular	4.0		

OK Cancel

Students select the course of their choice and click OK.

Subject area	English Language Arts					
Instructions	Below are the English Language Arts options for grade 12 students.					

1 of 7 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	AELC-12	AP ENGLISH LITERATURE & COMPOSITION 12	Regular	4.0		
<input type="checkbox"/>	MEN--12	ENGLISH 12	Regular	4.0		
<input checked="" type="checkbox"/>	MCOM-12	COMMUNICATIONS 12	Regular	4.0		
<input type="checkbox"/>	MWR--12	WRITING 12	Regular	4.0		
<input type="checkbox"/>	MCOM-11	COMMUNICATIONS 11	Regular	4.0		
	MEN--11	ENGLISH 11	Regular	4.0		Course
<input type="checkbox"/>	MEN--11HON	ENGLISH 11 HONOURS	Regular	4.0		

OK     Cancel

### 1.2.2 Alternate Requests

When creating Track Selections (displayed to students as a Subject area), there is an option to indicate if a request should show as an Alternate:

2017-2018 - Requests: 11 primary, 1 alternate - Scheduled: 79% - Credits: 40.0

<b>Instructions</b>					
<b>Next Year's Grade 12s: Course Selection Options</b>					
Welcome to your last year of high school! Hopefully you've taken some time, and talked with your parents, around choosing courses that are appropriate. As you choose your courses keep in mind your interests, your personal strengths and your future plans. Your post secondary options may depend on which courses you pick.					
If you would like to select a course the doesn't appear in the lists presented to you please write a note at the bottom to your counselor explaining the situation.					
If you would like to register for an online course, including <b>Planning, History 12, Recreation and Service</b> or <b>Peer Tutoring</b> , click <a href="#">here</a> .					
<b>Primary requests</b>					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	ELL	PKG--12ELL3	ELL 3 PACKAGE	N	4.0
<input type="button" value="Select..."/>	English Language Arts	MEN--12	ENGLISH 12	N	4.0
<b>Alternate requests</b>					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Other	MAC--11CS	CS: ACCOUNTING 11	Y	4.0
<b>Notes for counsellor</b>					
<input type="button" value="Post"/>	Last posted time:		Approved time:		

### 1.2.3 Notes for Counselor

There is a field for students to include notes for the counsellor. It is recommended that students be encouraged to speak to a counsellor. This area may be a good means of making a request to discuss the student's choices with their counsellor but there is no automated feature to notify the counsellor. The note is viewable as the student's requests are reviewed.

#### Notes for counselor



Last posted time: 02/02/2015 11:00 AM

Approved time:

### 1.2.4 Posting

Once a student has completed their course selections, they should click on the **Post** button at the bottom of the window. Note that all selections are automatically saved, but posting will time stamp the submission.

## 1.3 Parent Portal

Student contacts who are identified as parents or guardians, who have family portal access checked in their details, and who have user accounts, will have access to the course selection window. From Family View > Family > Schedule > Requests, parents will not only be able to view their child's course requests but they have the ability to make selections and changes on behalf of their children in the same way as the student can.

## School View Setup

### 2.0 Academic Tracks

Academic tracks, is the term used in MyEducation BC that refers to the school course selections outline for online student course requests. This is analogous to the student course request sheets common in a paper-based course selection process used in many schools.

Terminology used in MyEducation BC online student course requests can be confusing. The following will help to address this.

- Academic Track Type: Students must be assigned an academic track type for online course requesting. This is confusing as the field name presented from the Student tt > Pre-transition field set is called Academic Track and not Academic Track *type*. Academic Track Type codes are defined in the reference tables, School view > Admin > Reference Tables > Academic Track Type > Codes; OR District view > Admin > Data Dictionary > Reference > Academic Track Type.



- **Academic Tracks:** This term refers to the school course selections outline. Schools should only require one academic track as the outline will encompass each grade, the instructions as well as the subject areas and courses contained within.
- **Track Selections:** Track selections are the grade level subject areas and the courses within each from which students make their selections.
- **Subject Areas:** It is recommended that subject areas be defined at the district level to be used by each school. These are created in the reference table > Academic Track Selection Subject Area.

## 2.1 Define Academic Tracks – School Course Selections Outline

An academic track defines a set of possible course selections available to a specific group of students. They are analogous to the colored course selection sheets common in a paper-based course selection process. Define an academic track and courses that students can or must complete when assigned to that track.

### To define an academic track / Creating the course selections outline

From School View > Schedule > Academic Tracks, go to Options > Add.

Academic tracks can be copied; however, more than one track type would have to exist in order for this to be useful. To copy an existing track, select the track and click Details. On the Options menu, click Copy. Type a number to indicate the number of copies of the track that is desired. Generally, a single academic track should suffice.

The Academic Track page displays:

- A name is required for the academic track. In the example above, this track is named Hugh Boyd Secondary Course Selections.
- Type is also a required field. This is the Academic Track Type.

- A minimum and maximum number of credits can be set for students. Users are cautioned that this applies to all students using online course requests; therefore, the *Minimum* should be set at 0.0 to accommodate non-credit courses.
- Click the Secondary student only check box if this selection sheet is for incoming secondary students only.
- Use the Grade Levels area of the page to include all the grade levels that are part of the current track. Click Add to add a grade level, and do the following:
  - Click the drop-down to select a grade in the grade level column.
  - Type the instructions that display for students in that grade level on their Requests page in the Student Portal.
  - In the StartDate and EndDate columns, define the date range in which students in this grade level can use the Student Portal to make their course selections. These dates control if the *Entry Mode is available*, as seen in the Student view

**Note:** The Grade Level selected is for next year's grade as illustrated in the preceding screen capture.

## 2.2 Track Selections – Subject Areas

Track selections are used to define the subject areas, and courses within each, for a given grade from which a student is allowed to choose. Subject areas are defined in the Reference Tables > Academic Track Selection Subject Area > Codes.

Schools may wish to determine the order in which subject area selections appear in the student request window. By default, codes are displayed in the portal alphabetically and all have a sequence number of 0. School users can define the order of appearance by determining the sequence number of each code. This is set from within the details of each code or can be set from the Codes view in the default field set shown below. The SeqNo field can be set using Modify List. A sequence number value of zero is the highest.

Hugh Boyd Secondary 2017-2018 School view ▾ Select school

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Reference Tables :: Academic Track Selection Subject Area

Reference  
 Details  
 Codes  
 Fields

Options ▾ Reports ▾ Help ▾ Search on Code 🔍

ROOT List View >> Categories Only

0 of 18 selected 🍷

<input type="checkbox"/>	Code	Description	Disabled	Owner	Category	Category?
<input type="checkbox"/>	Business		N	Richmond (District)		N
<input type="checkbox"/>	Design		N	Hugh Boyd Secondary (School)		N
<input type="checkbox"/>	Electives		N	Richmond (District)		N
<input type="checkbox"/>	ELL		N	Richmond (District)		N

Comments  
Licenses  
Logs

### 2.2.1 To define track selections/subject areas:

From School View > Schedule > Academic Tracks, select the academic track. Then click on the Track Selections side tab > Options > Add.

From the new academic track selection page:

- Select the grade level for this track selection/subject area, *required*.
- Set a sequence number here or from the field set to change the order of the subject area selections.
- Use the drop-down list to select the subject area.
- Name can be the same as the subject area
- Determine the maximum and minimum selections students can make in this subject area.
- For Alternate Requests, the lower block found on the student course request entry screen, check Alternate only.
- Force Recommendations – leave blank

- Allow direct alternates is useful for non-academic selections where students have a lot of choice. For example, in Fine Arts if the student doesn't get Dance, then choose Drama as a direct alternate choice.
- Complete the instructions field for this subject area. The text editor allows for many presentation options.

Academic Tracks :: High Boyd Secondary Course Selections :: New Academic Track Selection

Master

Schedules

Courses

Rooms

Structure

Schedule Attributes

Rules

**Academic Tracks**

  Details

  Track Selections

Recommendation Controls

Preferences

Options ▾ Reports ▾ Help ▾

Save Cancel

Default Template ▾

Type

Grade level \*

Sequence number

Subject area

Name

Maximum selection \*

Minimum selection \*

Alternate only

Force recommendation

Allow direct alternates

Instructions

Course Selections

SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
No matching records						

Save Cancel

Add Multi-Add... Delete

## 2.2.2 Course Selections

The lower block of the track selection page is where the user adds the courses to the track selection/subject area.

Clicking on Multi-Add and selecting the Department field; then using Control-F to query for the given department, allows for a much quicker means of choosing the courses.

1:A2DP-12DPB | AP 2-D DES 0 of 315 selected

Search on CrsNo

<input type="checkbox"/>	CrsNo	Description	Department
<input type="checkbox"/>	A2DP-12DPB	AP 2-D DESIGN PORTFOLIO 12	Fine Arts
<input type="checkbox"/>	ACAL-12	AP CALCULUS AB 12	Mathematics
<input type="checkbox"/>	AELC-12	AP ENGLISH LITERATURE & COMPOSITION 12	English
<input type="checkbox"/>	IMYP-10	GRADE 10 PERSONAL PROJECT	Applied Skills
<input type="checkbox"/>	MAC--11CS	CS: ACCOUNTING 11	Applied Skills
<input type="checkbox"/>	MADFS08IB	DESIGN: HOME ECONOMICS 8	Applied Skills
<input type="checkbox"/>	MADFS08IBFY	DESIGN: HOME ECONOMICS 8	Applied Skills
<input type="checkbox"/>	MADFS09IB	DESIGN: FOODS AND NUTRITION 9	Applied Skills
<input type="checkbox"/>	MADGE08IB	DESIGN: TECH ED 8	Applied Skills
<input type="checkbox"/>	MADGE09IB	DESIGN: ENGINEERING 9	Applied Skills

OK Cancel

Users can re-order the selection of courses by dragging and dropping from the “stack” icon next to the sequence number.

Course Selections

SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
10	ACAL-12	AP CALCULUS AB 12	N	N	N	
20	A2DP-12DPB	AP 2-D DESIGN PORTFOLIO 12	N	N	N	
30	MFORM-12	FOUNDATIONS OF MATHEMATICS 12	N	N	N	
40	MPREC12	PRE-CALCULUS 12	N	N	N	
50	MPREC11	PRE-CALCULUS 11	N	N	N	

Add Multi-Add... Delete

Clicking on the hyperlinked SeqNo enables editing of the course record. Users are presented with the following editable fields:

Course Selections

SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
OK	<input type="text" value="ACAL-12"/>	<input type="text" value="AP CALCULUS AB 12"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

- **SeqNo:** This can be changed to re-order the presented list of courses.
- **Course Number** Do NOT change these here as it will break the link to the courses in the catalogue and a blue exclamation mark will appear next to the course code as a result. It is recommended to delete the unwanted course and select the correct one rather than changing a code and/or name.
- **Course Description:** This description can be changed by the school. It will then display in the Student view when a course is being chosen. This does not change the school course description.

- **Required:** This is checked if the course is required, displaying for the student but not allowing any changes to be made.
- **Default:** Check this setting to designate the current course to be selected by default; however, the student can change this request if they wish.
- **NeedApproval:** This is just a flag that indicates to the student that they need approval from a counselor; it does not stop them from requesting the course.
- **LinkedCourseNumbers:** This very powerful feature allows the user to link courses when requesting one of a pair (or more). In the LinkedCourseNumbers field, type the code of the course or courses to be linked using a comma to separate when more than one course is linked. For example, students who request MAT--12 Automotive Technology 12 must also take MAST-2A Automotive Service Technician 12. When the latter is linked to the former, a request for one automatically assigns both requests.

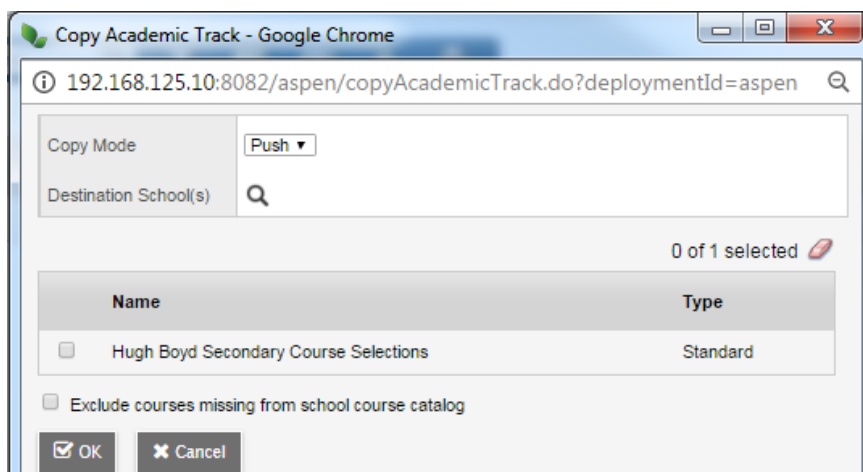
## 2.3 Copy Academic Tracks and Track Selections

If a school has created an academic track that would be helpful to share within the district, a copy can be made and pushed to other schools. Schools can also pull other school's tracks.

It is recommended that the copying of academic tracks be done at the district level as this can be either a push or pull option. It is worth noting that when using this feature, both the academic tracks selected and the accompanying track selections are also copied. This will allow districts to set up one school and then copy the setup to other schools.

### 2.3.1 To copy academic tracks between schools:

From School View > Schedule > Academic Tracks go to Options > Copy. The Copy Academic Tracks dialog box appears.



- Copy Mode allows for the push or pull of academic tracks
- Destination/Source School(s) gives the user the ability to select multiple schools in the district.
- The Name block identifies available academic tracks.

- Be sure to check *Exclude courses missing from school course catalog* to avoid copying courses that may not exist or wish to be offered at the selected school(s).

**Note:** When copying Academic Tracks, schools acquiring copies must review all areas of academic tracks to ensure that they meet the school's requirements.

## 2.4 Secondary Students

The following information provides the functionality and necessary setup to enable secondary students to do online request AT their home school FOR their secondary school. The two schools will need to work together, to ensure that the setup and timing of the setups match.

**NOTE:** Only secondary students from within a district can complete online requests.

Overview of which school must complete which components of the setup.

### Secondary school:

- Defines an Academic Track Type Name.  
**NOTE:** The name of this must match the name at the Primary school.
- Creates an Academic Track defined as *Secondary student only*
- Assigns the Academic Track Type to student.
- Creates the Track Selections.
- Can create a secondary association for next year.  
**NOTE:** If a current year secondary association exists, for this school, it must be end dated prior to creating the new one.

### Primary school:

- Defines an Academic Track Type Name.  
**NOTE:** The name of this must match the name at the secondary school.
- Defines (controls) the dates a student can choose courses at their secondary school.
- Can create a secondary association for next year.  
**NOTE:** If a current year secondary association exists, for the same school that this association is being created for, that must be end dated prior to creating the new one.