

Scheduling 2021-2022

Part 2

1. Pre-Transition Students
2. Course Selection
3. Next steps

Big Ideas – The plan

1. Length of courses – full year, semester, quarter? Other?
2. Number of blocks per day?
3. Alternating days? (Day 1= ABCD, Day 2= EFGH as an example)
4. Static blocks?
5. Mosaic (what's in it)? How many courses, which ones,
6. Anything "custom?" (ie. Band -> T & R after school, Yearbook-MWF before school)

Pre-Transitioning Students

Students need a next school name and an academic track to do course selection

Field set: SD73 Pre-Transition

The screenshot displays the 'Student List' interface in MyEd BC. The top navigation bar includes tabs for Pages, School, Student (selected), Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. Below the navigation bar, the 'Student List' section is visible. It features a sidebar with 'Details', 'Contacts', and 'Attendance' options. The main area contains a table with the following columns: Name, Pupil #, Designation, Citizenship Code, DOB, YOG, Grade, Grade sub level, EnrStatus, AcademicTrack, School > Name, and NextSkI > Name. The 'AcademicTrack' and 'NextSkI > Name' columns are highlighted with black boxes. The interface also includes a search bar, filters, and a '0 of 361 selected' indicator.

Only graduating students or students leaving MyEd BC should have a blank next school

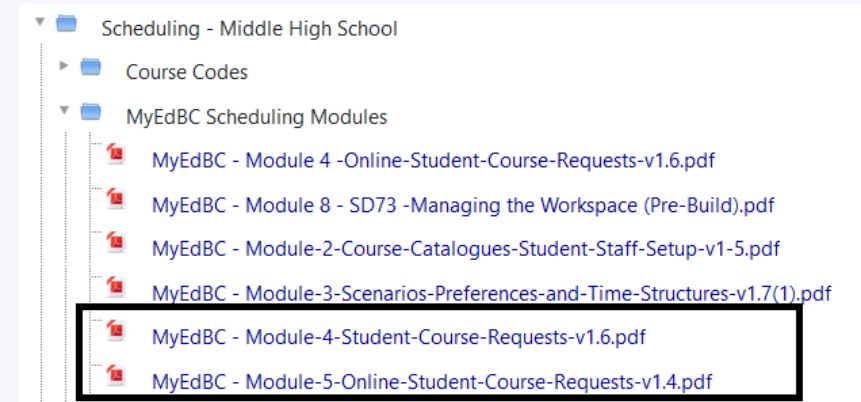
Course Requests

A course request is the way the student tells the software I want to take this course.

- Building → the higher the number of requests, the greater the importance in placing the course
- Loading → placing the student into a course section
- Primary Requests – these are the courses I want to take
- Alternate Requests – these are the courses that I will take if I can't have a primary request
 - Direct Alternate – KSA uses these for their Fine Arts
 - Ranked Alternate – These are the 4 courses; I'll take if I must and this the order, I want to be placed in them

Course Requests - Adding

- Course Requests can be added manually
 - Please contact us if you need support in doing this
- Course Requests can be added through online selection
 - Majority of schools have done this
- Course requests can be added at ANY TIME now. The more data you (and the system) has the better the build/load process

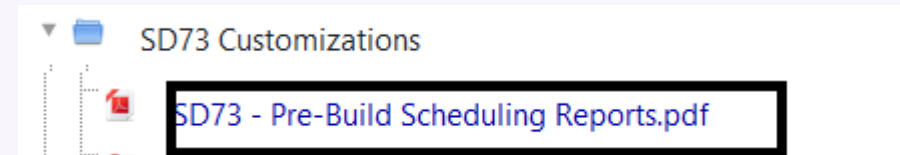


Course Requests – Removal

- Communicate with counselling steno in your building to make sure that they remove course requests for students that are withdrawing / transferring
- Print & delete course requests for courses that you will not be offering. Ie. Only 6 students selected Physics 12 (MPH—12) and the school has chosen not to offer it.
 - Print out the list of students that selected Physics 12
 - Remove the requests

Course Requests - Reports

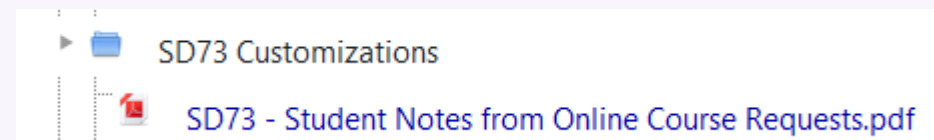
- There are 5 different reports to run from the build view
Global Top Tab > Requests Side Tab > Reports
Student Top Tab > Reports
Courses Top Tab > Reports



- Course Request Verification – ensure students select courses
- Course Tally – help plan number of sections
- Student Requests – good for keeping records if you don't have a paper copy for a student
- Student Course Selections – custom report (Global TT)
- Student Course Selections by Class – custom report (Global TT)

Course Requests - Reports

- If you do online course selection, we can print a report of student notes for your school



Coming Soon

Homework:

1. Decide upon the number of sections of each course the school will be offering



2. Decide upon which courses could(?) be combined into one section (i.e. Accounting 11 & Accounting 12)
3. Next steps: Face to Face – March 9 & 16
Getting "ready" to schedule – setting up staff/courses/rooms/pattern sets