

# Scheduling 2021-2022

## Part 3

1. Pre-Transition  
Students
2. Course Selection
3. Setup – Rooms, Staff,  
Students
4. Next Steps – Courses

# 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

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

Student List

Details Options Reports Help Search on UsualLast 0 of 361 selected

<input type="checkbox"/>	Name	Pupil #	Designation	Citizenship Code	DOB	YOG	Grade	Grade sub level	EnrStatus	AcademicTrack	School > Name	NextSkl > Name
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Only graduating students or students leaving MyEdBC should have a blank next school

We are doing a FOCUSED support session on this Next Tuesday 1:30 PM via Zoom with counselling secretaries

You are invited to attend as well.

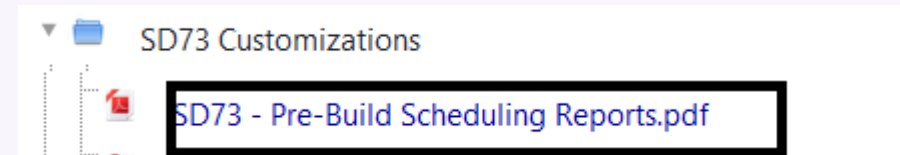
# Course Requests - Reports

- There are 5 different reports to run from the build view

Global TT > Requests ST > Reports

Student TT > Reports

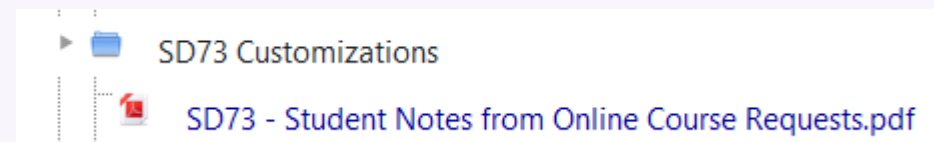
Courses TT > Reports



- 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



- Reminder: Course Requests – can be added (new students), be removed (students leaving / courses not being offered)

# Setup: Pattern Set

- Build View: Global TT > Pattern Set ST
- A pattern set is a group of patterns from the pattern library:
- Write this list down
  - I.e. Every day – in school lingo that means that a course could go in blocks A, B, C, or D on days 1 & 2
- If you want to make changes here: contact Brad/Siobhan

The image shows two screenshots of a web application interface for managing pattern sets.

The top screenshot, titled "Pattern Sets", shows a sidebar with navigation options: Pattern Library, Pattern Sets (selected), Requests, Logs, and Reference. The main content area displays a table of pattern sets:

<input type="checkbox"/>	Name
<input type="checkbox"/>	english 10 - day 2
<input type="checkbox"/>	English 10 -day 1
<input type="checkbox"/>	Every day
<input type="checkbox"/>	Grade 8 ADST
<input type="checkbox"/>	Grade 8 FA
<input type="checkbox"/>	Grade 8 not mosaic
<input type="checkbox"/>	Period 8 Every Day

The bottom screenshot, titled "Pattern Sets :: Every day", shows the same sidebar and a detailed view of the "Every day" pattern set. The main content area displays a table of patterns:

<input type="checkbox"/>	Pattern
<input type="checkbox"/>	1(1-2)
<input type="checkbox"/>	2(1-2)
<input type="checkbox"/>	3(1-2)
<input type="checkbox"/>	4(1-2)

# Setup: Preferences

- Scenario TT > Preferences ST > Category: Scenario Basic
  - Control Inclusion Students> by Count: 3
  - Include Optional Requests: Unchecked
  - Use student schedule weight: Checked
  - New: Use reserve seats: Checked

# Setup: Staff

(Filter: All Records, Field Set: SD73 Default Fields)

- Schd?
  - Y= Make staff member available in pick lists to assign teachers to courses in the workspace
  - N=Make staff member not available in pick lists
- Max in a Row = 99.
- Consider adding department & classroom number (Classroom>Num)

Department	Schd?	Classroom > Num	MaxInARow	Type
Science	Y	K223	99	Teacher
Social Studies	Y	K115	99	Teacher
Other	Y		99	Teacher
	Y	K214	99	Teacher
Home Economics	Y	K206	99	Teacher



# Setup: Rooms

## (Filter: All Records, Field Set: SD73 Default Fields)

- Num: Room Number, Dept: The room will be used by "this" department, Max: Number of students allowed in this room, Schd? = Y (build engine/you can see) N (build engine/you cannot see), SchdType: Always Free or Department only

Pages Scenario Workspace Courses Student Staff **Rooms** Rules Global

**Rooms** ⚠

Details Options Reports Help Search on Num

Sections < 1:Eng12 |English > 0 of 55 selected

<input type="checkbox"/>	Num	Dept	Max	Schd?	SchdType
<input type="checkbox"/>	Eng12	English	30	N	
<input type="checkbox"/>	J-Weig	Physical Education	30	N	Department Only
<input type="checkbox"/>	K-Cafe		30	N	
<input type="checkbox"/>	K-Libr	English	30	Y	

# Setup: Student

- Field Set: SD73 Default Fields
- Filters:

- ✓ Students To Schedule
  - Primary Students
  - Secondary Students
  - All Records
  - YOG = ?
  - SD73 Low Incidence Designations
  - SD73 Student with 1701 Designation
  - SD73 Last Year Grade Level=?

# Setup: Student

- SchedWeight = 1.0 if student doesn't have a low incidence designation
- SchedWeight = 2.0 if student does have a low incidence designation (A-H)
- BalCode= Load Priority for students

<b>Grade 12 = 10</b>	<b>Grade 11 = 20</b>	<b>Grade 10 = 30</b>
Grade 9 = 40	Grade 8 = 50	Grade 7 = 60

- Lock Sched: N = when loading make changes to the students' schedules. Y when loading don't make changes to the student schedules

# Setup: Student

- Team , House, Platoon – a way of manually putting student into specific groups (up to 3 )

Pages Scenario Workspace Courses **Student** Staff Rooms Rules Global

**Students**

Details Options Reports Help Search on Name

Requests 0 of 958 selected *Students To Sched*

<input type="checkbox"/>	Name	YOG	Designation	SchdWeight	SchdPri	BalCode	LockSchd?	Schd?	Team	House	Platoon
<input type="checkbox"/>		2023	Q	1.0	10	1701 Designation	N	Y			
<input type="checkbox"/>		2026	G	2.0	10	1701 Designation	N	Y			
<input type="checkbox"/>		2026		1.0	10		N	Y			
<input type="checkbox"/>		2024		1.0	20		N	Y			
<input type="checkbox"/>		2024		1.0	20		N	Y			
<input type="checkbox"/>		2027		1.0	10		N	Y			
<input type="checkbox"/>		2025	G	2.0	30	1701 Designation	N	Y			

# Setup: Student

- Use Modify List -> Blue Pencil to edit -> Green Check to Save OR Red "X" to cancel
- Use a filter to select a group of students > options > mass update

# Setup: Student Requests

1. Do: mark low incidence students' requests as Inclusion Requests
2. Do: review how counsellors can mark requests as inclusion requests when they are adjusting student schedules

Pages Scenario Workspace Courses **Student** Staff Rooms Rules Global

Students :: MCLC-12PH

Details Options Reports Help

Requests > Details Save Cancel

Schedule School Course > Number \* MCLC-12PH

Schools Section type

Transcript **Is inclusion section?**

Documents Content term code

Rules Is optional?

Snapshots Is alternate course?

Alternate course type

Course priority 0

School Course > Number MCLC-12PH

School Course > Description Career-Life Connections 12: PHOTOGRAPHY

Alternate Course 1 > Number

Alternate Course 2 > Number

Staff > Name

Section number

**Term code** Force the course in a specific term

Save Cancel