

Scheduling 2021-2022

Part 4

1. The Plan
2. Course Requests
3. Setup – Pattern Set, Preferences
4. Setup – Courses
5. Next Steps –
Workspace & Rules

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 shows the 'Student List' interface in MyEdBC. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. Below the navigation bar, the 'Student List' section is visible. On the left, there are tabs for Details, Contacts, and Attendance. The main area contains a search bar with the text 'Search on UsualLast', a filter icon, a grid icon, an 'a-z' icon, a bar chart icon, an email icon, and a printer icon. Below the search bar, there are navigation arrows and the text '0 of 361 selected'. The table header includes columns for Name, Pupil #, Designation, Citizenship Code, DOB, YOG, Grade, Grade sub level, EnrStatus, AcademicTrack, School > Name, and NextSk1 > Name. The 'AcademicTrack' and 'NextSk1 > Name' columns are highlighted with black boxes.

Only graduating students or students leaving MyEdBC should have a blank next school

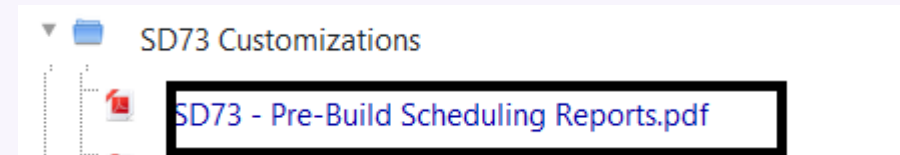
Course Requests - Reports

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

Global TT > Requests ST > Reports

Student TT > Reports

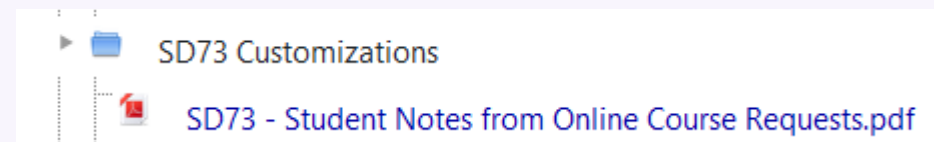
Courses TT > Reports



- 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

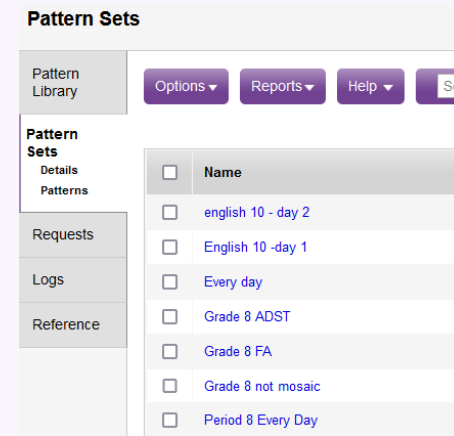
- If you do online course selection, we can print a report of student notes for your school



- 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



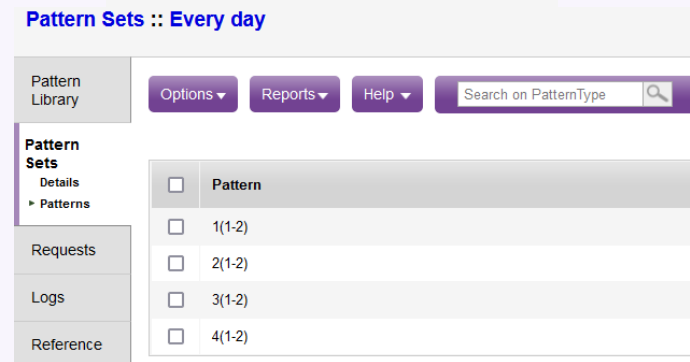
Pattern Sets

Pattern Library Options Reports Help Search

Pattern Sets
Details
Patterns

<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

Requests
Logs
Reference



Pattern Sets :: Every day

Pattern Library Options Reports Help Search on PatternType

Pattern Sets
Details
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)

Requests
Logs
Reference

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: Courses

FILTERS

- Manage Filters...
- Courses To Schedule
- ✓ All Records
- SD73 Grade 8 & 9 Courses
- SD73 Grade 10, 11, 12 Courses
- Gr.8 Wheel ASK
- Grade = ?

FIELD SETS

- Manage Field Sets...
- SD73 Load & Balance - Rqrd Crs Fields
- ✓ SD73 Default Fields
- DM Required Crs Fields
- Default Fields
- Elementary Required Fields
- Load & Balance - Rqrd Crs Fields
- Required Crs Fields
- Copy of Default Fields
- SKSS Load & Balance - Rqrd Crs Fields

Fields: SD73 Default Fields

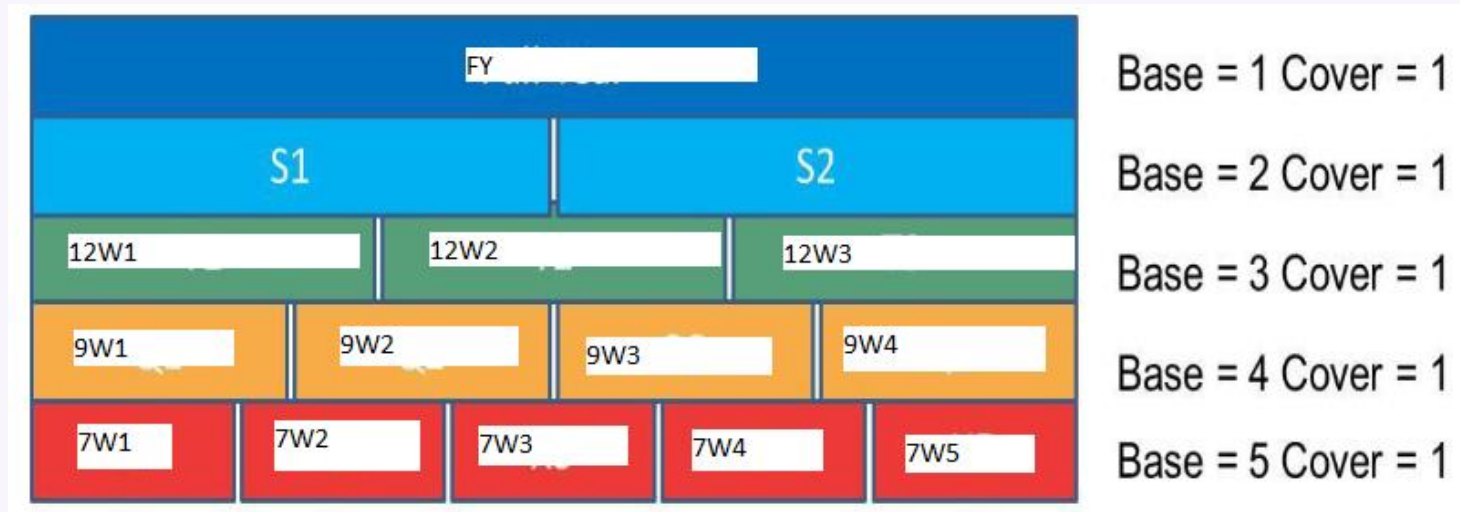
- CrsNo: Course Code
- Description: The title of the course (what appears on the report card)
- Department
- Credit: Number of Credits for Grad (Grade 10, 11, 12)
- Sched? (include in scheduling -> the workspace): Y (yes it's in Blocks A->H) or N (no)
 - N for now: courses with zero course requests (LAC, Resouce Rooms, TnT, PV, MWRK, TA Blocks), off timetable blocks (Band, Choir, Leadership, Yearbook, KSA career ed, CLC—12)

Fields: SD73 Default Fields

- Sections: the number of sections of a course you will be offering
 - If you are offering 3 sections of combined PE 8-10 --> you will put a 3 for each of PE 8, PE 9 and PE 10.
- EnrMax: Enrollment maximum for this course. Refer to Class Size and Composition Cheat Sheet
- PPC: Periods per cycle. In a 1 day school, PPC =1 for all courses
 - In a 2 day school. PPC=1 for courses that are alternating (ie. PE 8 & Math 8)
 - In a 2 day school. PPC=2 for courses that don't alternate (I.e. English 12 in a semester school)

Fields: SD73 Default Fields

- CoveredTPY: 1 (the number of times a course can "start" during the year)
- BaseTPY: __ (the number of times a course could be offered during the year)



Fields: SD73 Default Fields

- SchedulePatternSet>Name : Select from the list (where can the course "go"?)
- Balance by Term
 - Y = attempt to have equal number of course sections in each term
 - N= I am ok with unequal number of course sections in each term
- Priority: This is a load priority for this course section
 - Lower the number, the more important this course is during the loading
- Subs: You may want to consider "Y" for Electives (courses that you did Alternates/Direct alternates)

Fields: SD73 Default Fields

- Section Balance: Other (looks at the student TT for the data in Balance Code Column)
- Term Balance: Academic (put this on academic courses)

The work

- Each course in the course catalogue needs to be looked at and worked through.

The screenshot displays a web-based course management system. At the top, a navigation bar includes tabs for Pages, Scenario, Workspace, Courses (selected), Student, Staff, Rooms, Rules, and Global. Below this, the 'Courses' section is active, showing a search bar with '1: |MADM-09AMT' and a table of course details. The table has columns for CrsNo, Description, Department, Credit, Sched?, Sections, EnrMax, PPC, CoveredTPY, BaseTPY, and SchedulePatternSet > Name. The first row is highlighted with a black box. Below the table, a detailed view for the selected course is shown, including fields for 'Include in scheduling' (checked), 'Sections scheduled' (0), 'Section enrollment max' (0), 'Covered terms per year' (0), 'Base terms per year' (0), 'Periods per cycle' (0), and 'Schedule Pattern Set > Name'.

CrsNo	Description	Department	Credit	Sched?	Sections	EnrMax	PPC	CoveredTPY	BaseTPY	SchedulePatternSet > Name
MADM-09AMT	ADST -ART METAL 9	Applied Skills	0.0	Y	0	0	0.0	0	0	

The work

- Use either:
 - Options> Show Selected > Options > Mass Update
 - Options > Modify List. Green check mark to Save. Red "X" to cancel

Next Steps: Workspace

- After all the courses have been configured, we will:
 - Enter Rules
 - Work in the workspace- start making the schedule