

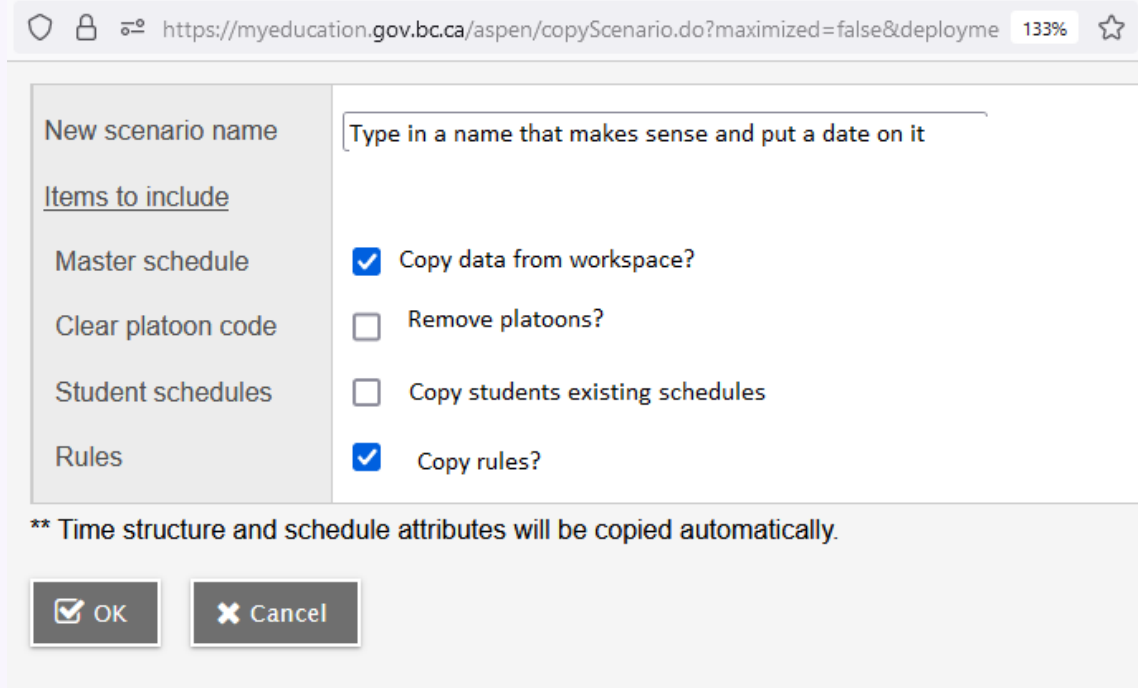
Scheduling 2021-2022

Part 7

1. Making a new scenario
2. Locking Schedules
3. Adding blocks that don't have course requests
4. Hand scheduling students
5. Printing / Publishing Schedules

Copying a Scenario

- Consider the scenario? What if I move my English 12 block from S1 A to S1 B. I want to know if that will fix the problem, I have with students not being placed in this course section
- Scenario TT > Click into the Scenario I want to Copy/Edit
 - Click on the Details Side Tab > Options > Copy Scenario



The screenshot shows a web browser window with the URL <https://myeducation.gov.bc.ca/asp/copyScenario.do?maximized=false&deployme>. The browser's zoom level is set to 133%. The dialog box is titled "Copy Scenario" and contains the following elements:

- New scenario name:** A text input field with the placeholder text "Type in a name that makes sense and put a date on it".
- Items to include:** A list of options with checkboxes:
 - Master schedule
 - Clear platoon code
 - Student schedules
 - Rules
- Copy data from workspace?**
- Remove platoons?**
- Copy students existing schedules**
- Copy rules?**

At the bottom of the dialog, there is a note: "** Time structure and schedule attributes will be copied automatically." and two buttons: "OK" and "Cancel".

Copying Scenario – pt 2

- If you are going to change Course, Room, Staff, Student settings (they will be unique to THIS scenario) - talk to Brad/Siobhan
- Ensure that you are looking at the correct scenario and then click on the workspace top tab and make changes. Load & Build like before

Locking Schedules

- You can lock schedules on the student level. Student TT > Field: LockSchd? (Y=don't allow changes)

The screenshot shows a software interface with a navigation bar at the top containing tabs: Pages, Scenario, Workspace, Courses, Student, Staff, Rooms, Rules, and Global. Below the navigation bar is a section titled "Students". On the left side, there is a sidebar with menu items: Details, Requests, Schedule, and Schools. The main area contains a toolbar with buttons for Options, Reports, and Help, along with a search box labeled "Search on Name" and various utility icons. Below the toolbar is a table with the following columns: YOG, Designation, SchdWeight, SchdPri, BalCode, LockSchd?, and Schd?. The table contains one row of data: YOG: 2023, Designation: Q, SchdWeight: 1.0, SchdPri: 10, BalCode: 1701 Designation, LockSchd?: N, Schd?: Y. The "LockSchd?" cell is highlighted with a black border.

YOG	Designation	SchdWeight	SchdPri	BalCode	LockSchd?	Schd?
2023	Q	1.0	10	1701 Designation	N	Y

Halfway through gratuitous cuteness....

Pic courtesy of Mike Faisthuber



Locking Schedules

- You can lock schedules on the course section level. Workspace TT > Schedules ST

Master

Matrix View

Conflict Matrix

Assignments

Schedules
Details

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

0 of 0 selected 🍷

Name	Grade	House	Course	Inclusion?	Designation	Teacher	Term	Schedule	LockSchedule
No matching records									

Finishing "off" timetable

- Courses TT> Options: Mass Update> include in scheduling, value: checked
- Courses Top Tab > Change the number of sections for the course sections that were "N"
- Verify the section count for all courses
- Initialize sections
- Schedule sections

- Courses TT> Options: Mass Update> include in scheduling, value: checked
- Workspace TT > Options > Add
- Add 1 course section at a time

Hand Scheduling Students

- Student TT
- Select the student > take note if student has a low incidence designation
- Student TT > Requests Side Tab > Add requests by using the "select" button
- Click on the blue course request and check the box:
 - Is Inclusion Section for Low Incidence Students
 - Is alternate course? For alternates
 - Change term code to force a specific term

The screenshot shows a software interface for adding course requests. The sidebar on the left has tabs for Details, Requests (selected), Schedule, Schools, Transcript, Documents, Rules, and Snapshots. The main area contains the following fields and controls:

- Options, Reports, and Help dropdown menus.
- Save and Cancel buttons.
- School Course > Number: MCH-11 (with search icon)
- Section type: dropdown menu
- Is inclusion section?: (highlighted with a red box)
- Content term code: dropdown menu
- Is optional?:
- Is alternate course?: (highlighted with a red box)
- Alternate course type: dropdown menu
- Course priority: 0
- School Course > Number: MCH-11
- School Course > Description: CHEMISTRY 11
- Alternate Course 1 > Number: [] (with search icon)
- Alternate Course 2 > Number: [] (with search icon)
- Staff > Name: [] (with search icon)
- Section number: []
- Term code: dropdown menu (highlighted with a red box)

Hand Scheduling Students

The screenshot displays a web-based scheduling interface. On the left, a sidebar contains navigation tabs: Details, Requests, Schedule, Conflicts, Workspace, Schools, Transcript, Documents, Rules, and Snapshots. The main area is titled 'Course Requests' and features a 'Drag & Drop' button. Below this, a list of course requests is shown, categorized into 'Primary' and 'Alternate'. The 'Primary' list includes: MCH--11 CHEMISTRY 11 (highlighted with a red box), MCTWR11 CREATIVE WRITING 11, MFR--11 FRENCH 11, MLFSC11 LIFE SCIENCES 11, MLST-12 LAW STUDIES 12, MPH--11 PHYSICS 11, MPREC11 PRE-CALCULUS 11, and YPSYC1A PSYCHOLOGY 11: BIOPSYCHOLOGY. The 'Alternate' list includes: MACLV11 ACTIVE LIVING 11, MFOOD11 FOOD STUDIES 11, MVAC-11 STUDIO ARTS 3D 11, and MVAPH11 PHOTOGRAPHY 11. Each course has a checkbox for 'Allow over max'. A 'Student Schedule (0% scheduled - Class credits: 0.0)' grid is on the right, with columns for term 1 and 2, and rows for class periods 1-7, AM, and PM. The 'Term code' dropdown is set to 'FY'. At the bottom, there are buttons for 'Add', 'Ignore warnings', 'Select...', 'Drop All', 'Lock All', 'Reschedule...' (highlighted with a red box), 'Post', and 'Revert'. A 'Show courses excluded from scheduling' checkbox is also present.

Printing / Publishing Schedules

- Click into the Scenario (confirm this is the schedule you are going with for next year)
- Click student Top Tab > Reports
- **Recommend publishing a YOG at a time**

The screenshot shows the 'Students' interface with the 'Reports' menu open. The 'Scheduling Reports' option is selected, leading to a sub-menu where 'Student Schedules (Sheet) BY TERM - OLD' is chosen. Below this, the 'Student Schedules (Sheet) BY TERM - OLD' dialog box is displayed, showing the 'General' tab with the following settings:

Field	Value
School	Sa-Hall Secondary
Term	[Search icon]
Students to include	YOG
Search value	[Empty text box]
Effective Date	18/03/2022
Sort students by	Name
Sort schedules by	Schedule expression
Format	Adobe Acrobat (PDF)

Buttons for 'Run' and 'Cancel' are visible at the bottom of the dialog box.