



School Scheduling

Task	Module/Page	Done?
1. Define Build Year at School Level	M2, P8	
2. Copy School Course Catalogue to Build Year and clean up https://tinyurl.com/ybswsnzi --> Summary of course code changes https://tinyurl.com/yct9u6ya --> Ministry Course Catalogue https://tinyurl.com/y9b4qkha --> Curriculum Comparison Guide	M2, P9,10	
3. Rollover Secondary School Assignments for Staff (staff members that teach at multiple schools)	M2, P14	
4. Create 'new' scenario & set preferences Set inclusion count to 3.	M3, P4-10	
Schools that want EXACTLY the same schedule as last year Can copy their timetable forward	M3, P11, 2	
5. Set (Adjust/Delete) Term Dates (can adjust later) Must DO PRIOR TO #31	M3, P13-15	
6. Set/Adjust Number of Days (Day 1 -2)	M3, P15,16	
7. Set/Adjust Number of Periods (Blocks)	M3, P16,17	
8. Set Bell Schedules	M3, P18	
9. Edit/Build Course Packages Cannot use course packages as ALTERNATES	M4, P9-12	
10 Define Next School For Students (Pre-Transition Students)	M2, P13	
11 Course Selection (Requests)		

Paper Course Selection			Online Course Selection		
A. Adjust Selection sheet (to include course codes to facilitate entry by staff)			A. Create Student Accounts		
B Enter Paper Course Requests	M4, P8-12		B. Enter/Adjust Online Course Selection Booklet See SD73 Custom documents for Direct Alternates & Ranking Alternates	M5, P9-14	
C. Handling Alternate Course Requests	M4, P7		C. Open Course Selection window for Students (Parents to Review)	M5, P10	

12. Batch Load Course Requests (as necessary)	M4, P8	
13 Mark Requests for Low Incident Students as Inclusion Requests		
14. Run Student Request Reports Ask Brad/Siobhan to Run Notes for Counsellors (Online Course Selection)	M4, P17-20	
15. Run Course Request Totals	M6b, P12	
16. Decide on number of Course Sections		
17. Edit/Create Patterns & Pattern Sets Note: If you make a change at #7, you will need to do this	M6a, P7-13	
18. Course Set Up (Course Attributes) Confirm/Set up Field Sets	M6, P5-12	
19. Student Set Up (Student Attributes) Confirm/Set up Field Sets	M6b, P13-17	
20. Staff Set Up (Staff Attributes) Ask Brad/Siobhan to point Teacher X, Y, Z at your school	M6, P19-21	
21. Room Set Up (Room Attributes) Photocopy school map for each period	M6b, P22-23	
22. Build Rules – Linked (Combined) Classes (Photo 11/12)	M7, P5	



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23. Build Rules - Mosaic Rotations (skip if you are going to hand load)	M7, P9-11	
24. Build Rules - Day 1/2	M7, P12	
25. Build Rules - Rooms	M7, P14	
26. Load Rules - Course Sequencing (e.g. Pre-Calc 12 then Calc 12)	M7, P15	
27. Initialize Workspace (after #18)	M8, P4	
28. Build the Board -Edit/Modify/Change/Add Course Sections Manually Build Mosaic Rotation	M8, P6-11	
29. Validate the Build & Fix Errors	M8, P12-14	
30. Build the Master Schedule	M8, P16-22	
31. Load Student schedules Update Designation Tallies Re-calculate enrollment totals	M9, P5-8	
32. Lock Student schedules (as necessary)	M9, P4	
33. Loading Reports /Analysis	M9, P8-16	
34. Copy/Change Scenario	M9, P17	
35. Label Scenario As Final Mark scenario that you aren't using as DO NOT USE Rename Combined Classes Notify Counsellors they can now begin scheduling		
36. Create & Load Off Timetable Blocks		
37. Create & Load LAC Blocks		
38. Create & Load Teacher Assistant Blocks		
EOYR		
39. Confirm Bell Schedules and Term Dates		
40. Create Rotation	M11, P4-7	
41. Apply Rotation	M11, P8-10	
42. Assign Track ID (for student scheduling)	M11, P10-12	
43. Commit Master Schedule	M11, P16,17	
44. Create Load TRU / ITA courses		
45. Continue with #36→#38		