



Scheduling (Walk in) Low Incidence Students

Use this document after the school has 'built' the timetable for the students in the school. This keeps the low incident counts accurate in your schools BC Master Schedule Report.

Do this process one child at a time

In the *Build View*

Click the **Student** Top Tab

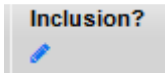
Use the *Field Set* () SD73 Default Fields

A column with **Designation** should appear. If there is a low incidence designation associated with the child, follow the steps below.


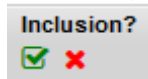
1. Schedule the student (as usual)
Modify or add courses to the student's schedule
Schedule Side Tab, **Workspace** sub-Side Tab

When finished update the inclusion counts (Steps 2-8)

2. **Workspace** Top Tab, **Schedules** Side Tab
3. Use the *Field Set*: **SD73 Default Fields**. Use the *Filter*: **SD73 Low Incidence**
4. Search for the child's name
5. Click **Options**, then **Modify List**

6. Click on the blue pencil under the **Inclusion** column. 
7. Click the check box next to the appropriate courses where low incidence count is limited to 3. (DO NOT click check box for Resource Room Courses / Study Blocks / Learning Assistance, etc).

<input type="checkbox"/>	Name	Grade	Course	Inclusion? ✓ ✗
<input type="checkbox"/>		09	XSEP0A-001	<input type="checkbox"/>
<input type="checkbox"/>		09	XSEP0B-001	<input type="checkbox"/>
<input type="checkbox"/>		09	MPE--10-004	<input checked="" type="checkbox"/>
<input type="checkbox"/>		09	MTEM-10-001	<input checked="" type="checkbox"/>
<input type="checkbox"/>		09	XSEP0E-001	<input type="checkbox"/>
<input type="checkbox"/>		09	XSEP0F-001	<input type="checkbox"/>
<input type="checkbox"/>		09	MTEE-10-002	<input checked="" type="checkbox"/>
<input type="checkbox"/>		09	MERN-11-002	<input type="checkbox"/>

8. When finished, **save**, by clicking on the green check mark  below the word **Inclusion**  (a page at a time)