Student Scheduling

August 2015 v2.2

FUJITSU

Version History

Version	Date	Description
1.0	20-Mar-15	Initial document
2.0	01-Apr-15	Document name changed (formerly Daily Scheduling) and related document terms updated
2.1	20-Jul-15	New functionality for future add/drop dates for student schedules Ability to colour code departments to differentiate classes
2.2	24-Aug-15	Minor edits and updating

Confidentiality

Table of Contents

1.0   Introduction to Student Scheduling

Student scheduling or student timetabling is managed in the School View from the Student top tab, by selecting a student and clicking on the Schedule side tab. Student schedules can be built manually or from requests. Student timetables are viewed and printed from the Schedule > Details side tab. Schedules are changed in the Workspace sub-side tab.

In addition to this guide which is located on the ISW > Learning Resources > MyEdBC General Resources, further resources can be found from the Schedule side tab > Online Help. Also under the Help menu > Quick Reference Cards is the Walk-In Scheduling QRC. A possible further resource which will provide Classes/combined total enrollment counts is the BC Master Schedule report found under Schedule top tab > Master > Reports.

2.0   Student Schedule

2.1   Viewing a Student Schedule

From the Student List, click in the box to the left of the student name for selection and then click on the Schedule side tab. Users are presented with the option of either a List View or a Matrix View.

Matrix view provides a chart display of the student's schedule with days across the top and periods down the left side. The top block provides the means of selecting a school if the student is taking courses from secondary schools as well as their primary school. A time frame drop-down list allows for the selection of schedule terms offered at the school such as full year, semester1, semester 2, or the option of Today.

School	Valleyview Secondary ▼
Time	FY ▼

	Day 1 -	Day 2 -
1-1	MSS--10---50 SOCIAL STUDIES 10 Suntok, Efrosini 106	MSS--10---50 SOCIAL STUDIES 10 Suntok, Efrosini 106
2-2	YED--0AX--60 LEARNING STRATEGIES 10 Yamamoto, Dianna 108	YED--0AX--60 LEARNING STRATEGIES 10 Yamamoto, Dianna 108
3-3	MEN--10---70 ENGLISH 10 Colman, Olga A-2	MEN--10---70 ENGLISH 10 Colman, Olga A-2
4-4	MAWM-10---80 APPRENTICESHIP AND WORKPLACE MATH 10 Mar, Fergus 220	MAWM-10---80 APPRENTICESHIP AND WORKPLACE MATH 10 Mar, Fergus 220
5-5	XDPA-10F--01 DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borje	XDPA-10F--01 DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borje
6-6		
7-7		

The List view is useful where a school has multiple days or periods and terms which can result in the matrix being difficult to view and interpret. The schedule column below shows the period(day) expression.
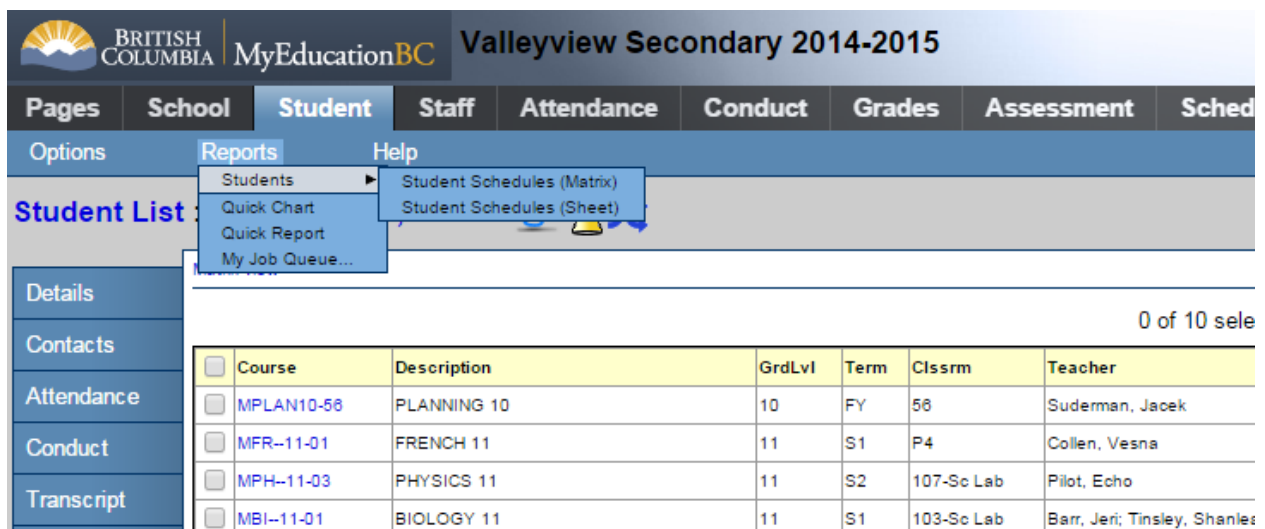
	Course	Description	Clssrm	Teacher	Term	Schedule	Unrotated Schedule	Description	Name
☐	MPLAN10-56	PLANNING 10	56	Klatt, Hatem	FY	1(1)	1(1)	PLANNING 10	@KOOL
☐	MFDN-10-03	FOODS AND NUTRITION 10	123	Novis, Terri	S2	1(Day 1)	1(1)	FOODS AND NUTRITION 10	Valleyview Secondary
☐	MFMP-10-02	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	104	Ruegg, Darko	S1	2(Day 1)	2(1)	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Valleyview Secondary
☐	MFR--10-02	FRENCH 10	P4	Collen, Vesna	S2	2(Day 1)	2(1)	FRENCH 10	Valleyview Secondary
☐	MINT-10-01	INFORMATION TECHNOLOGY 10	110-Wood	Cecconi, Anwar	S1	3(Day 1)	3(1)	INFORMATION TECHNOLOGY 10	Valleyview Secondary
☐	MSC--10-04	SCIENCE 10	107-Sc Lab	Tinsley, Shanlea	S1	4(Day 1)	4(1)	SCIENCE 10	Valleyview Secondary
☐	MEN--10-07	ENGLISH 10	131	Welsh, Christa	S2	4(Day 1)	4(1)	ENGLISH 10	Valleyview Secondary
☐	XDPA-10-01	DAILY PHYSICAL ACTIVITY 10	OFF	Gold, Shaopeng	FY	5(Day 1)	5(1)	DAILY PHYSICAL ACTIVITY 10	Valleyview Secondary

0 of 8 selected   All Records
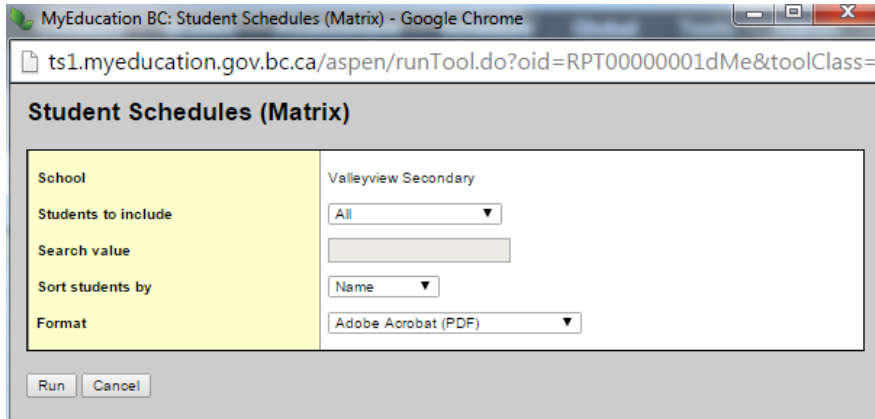
2.2   Printing a Student Schedule

To print an individual student's schedule, go to **Student > Schedule > Reports > Students > Student Schedules**. Schedules can be printed as either a **Matrix** or a **Sheet**.

When the report parameter window opens, disregard Students to include = All; from an individual student's schedule it will only print the single student schedule.

Student Schedules (Matrix)

MyEducation BC: Student Schedules (Matrix) - Google Chrome

ts1.myeducation.gov.bc.ca/aspen/runTool.do?oid=RPT00000001dMe&toolClass=

Student Schedules (Matrix)

School	Valleyview Secondary
Students to include	All
Search value	
Sort students by	Name
Format	Adobe Acrobat (PDF)

Run   Cancel

It is important to note that choosing to print Matrix will display the number of periods and 6 columns regardless of the number of days.

Greater Victoria   **Mount Douglas Secondary**

Student Schedule

Page 1   August 23, 2015

Addley, Keith

Student ID	895096
YOG	2017
Homeroom	05 - Uhlman, Marti
Locker	

		Day 1	Day 2				
	1	[S1] FOODS AND NUTRITION 11 Lloyd, Rajena - 206 [S2] SPANISH 10 Purvis, Fae - 209	[S1] FOODS AND NUTRITION 11 Lloyd, Rajena - 206 [S2] SPANISH 10 Purvis, Fae - 209				
	2	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 CHALLANGE Hayden, Holden - 226 [S2] SCIENCE 10 CHALLENGE Waller, Eugene - 219	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 CHALLANGE Hayden, Holden - 226 [S2] SCIENCE 10 CHALLENGE Waller, Eugene - 219				
	3	[S1] SOCIAL STUDIES 10 CHALLENGE Wollach, Chandler - 214 [S2] ICT: COMPUTER PROGRAMMING 11 Iaderoza, Alissa - 203	[S1] SOCIAL STUDIES 10 CHALLENGE Wollach, Chandler - 214 [S2] ICT: COMPUTER PROGRAMMING 11 Iaderoza, Alissa - 203				
	4	[S1] PHYSICAL EDUCATION 10 BOYS Dubenski, Syd - Gym1 [S2] ENGLISH 10 CHALLENGE Papineau, Donald - 123	[S1] PHYSICAL EDUCATION 10 BOYS Dubenski, Syd - Gym1 [S2] ENGLISH 10 CHALLENGE Papineau, Donald - 123				
	5	[FY] DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borje	[FY] DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borje				
	6	[FY] COMMUNITY LEADERSHIP 10 Chutter, Brenda - 112	[FY] COMMUNITY LEADERSHIP 10 Chutter, Brenda - 112				

Choosing to print using Student Schedules (Sheet) provides the means to sort by schedule expression, term or course. Schools that use a schedule structure with more than 6 days will want to use this method.

Student Schedules (Sheet)

School	Valleyview Secondary
Students to include	All
Search value	
Sort students by	Name
Sort schedules by	Schedule expression
	Schedule expression
	Term
Format	Course

Run   Cancel

Kamloops/Thompson

Student Schedule

Valleyview Secondary

Page 1

March 22, 2015

Adamek, Herta

Student ID	457073
YOG	2016
Homeroom	DIV117

Course	Description	Room	Teacher	Term	Schedule	Credit
MPLAN10-56	PLANNING 10	56	Suderman, Jacek	FY	1(1)	4.0000
MFR--11-01	FRENCH 11	P4	Collen, Vesna	S1	1(Day 1)	4.0000
MPH--11-03	PHYSICS 11	107-Sc Lab	Pilot, Echo	S2	1(Day 1)	4.0000
MBI--11-01	BIOLOGY 11	103-Sc Lab	Barr, Jeri; Tinsley, Shanlea	S1	2(Day 1)	4.0000
MPREC11-03	PRE-CALCULUS 11	133	Lundgren, Adrianna	S2	2(Day 1)	4.0000
MPE--11-01	PHYSICAL EDUCATION 11	MEZ	Provost, Kody	S1	3(Day 1)	4.0000
MEN--11-05	ENGLISH 11	134-Art	Zacharias, Richard	S2	3(Day 1)	4.0000
MSS--11-02	SOCIAL STUDIES 11	113	Rozario, Shu	S1	4(Day 1)	4.0000
MCH--11-04	CHEMISTRY 11	105-Sc Lab	Sharman, Kareen	S2	4(Day 1)	4.0000
XDPA-11-01	DAILY PHYSICAL ACTIVITY 11	OFF	Gold, Shaopeng	FY	5(Day 1)	0.0000

2.3   Printing Multiple Student Schedules

Printing more than a single student's schedule is done **from Schedule > Master > Reports > Students > Student Schedules**. Accessed here, the **Students to include** parameter is active and options available are: All, YOG, Homeroom, Counsellor, or Snapshot.

Student Schedules (Sheet)

School	Valleyview Secondary
Students to include	All
	All
	YOG
	Homeroom
Search value	Guidance counselor
	Snapshot
Sort students by	
Sort schedules by	Schedule expression
Format	Adobe Acrobat (PDF)

Run   Cancel

- All - generates student schedules for all students in the school
- YOG - requires a search value on the year of grad date (grade equivalent)
- Homeroom - where homerooms are being used
- Counsellor - if counsellors have been set up in the reference table and assigned to students in the student details
- Snapshot - allows for selecting a snapshot of a specified group of students

3.0   Workspace

It is in the Workspace that a student's schedule is managed; courses are added, dropped and the schedule posted. To adjust a student's schedule, go to **Student > Schedule > Workspace**. Users have the option of a **List view** or a **Matrix view**.

MyEd BC offers the ability to enter course requests in the current year and then "simulate" the student schedule using the **Reschedule** functionality. Course sections can also be directly selected and manually scheduled. Where the latter method is used, an **Update** option is provided to pull the courses from the student schedule matrix into the **Course Requests**.

Where schools have selected **Allow future add/drop** as a School > Set up > Preference under the Category > Schedule, users will be able to set future dates for a student's schedule change to take effect. Although enrollment totals will display a current enrollment number, the application will include these future changes when applying maximum enrollments.

3.1 Matrix View

The matrix view divides the screen into two sections, the schedule matrix on the right and course requests on the left. For schools with a one or two day schedule and few periods, this view offers flexibility and a variety of scheduling functions. From the List View, click the hyperlinked Matrix View found at the top right of the screen.

3.2 Matrix View: Course Requests - Left Side

Primary requests are displayed at the top of the left side screen. For those such as counsellors who are building a new student's schedule, primary requests can be entered and then simulated to build a schedule.

- Requests can be entered in the **Number** field by typing the course codes separated by a comma and then clicking the **Add** button.

- The **Select** button opens a pick list of courses to choose from. The list can be filtered by grade level or department. Using Control-F will find the course queried. Multiple selections can be made using this method.

- **Drop All** will remove all course requests.

- **Update** button adds classes to the course request list that were entered directly into the schedule matrix. *Always **Update** after making schedule changes on the matrix side of the screen.* Should the matrix be cleared using Drop All on the right, the course requests will remain intact from which to reschedule.

- **Show courses excluded from scheduling** relates to the **Include in Scheduling** checkbox on the **Schedule > Course Attributes > Details**.

- **Primary** requests displayed at the top left of the screen provide a variety of active functions for the student schedule builder.

  Hovering over a request with the mouse, highlights where in the matrix sections of the course are offered. Course requests can then be dragged and dropped into those areas. It is best to click on the course description rather than the course code so as to avoid opening the course details popup. See **Work Mode** below for settings related to drag-

and-drop functionality.

A red **X** provides for the deletion of an individual request.

Clicking on the blue hyperlinked course code opens course request attributes that apply more to schedule building in the build year. Options have application for Reschedule but also add constraints to simulating a schedule. This topic is covered in detail in the Prepare to Build training, Module 4: Student Course Requests.

Course descriptions displayed in bold red indicate course requests that have not been scheduled.

The Allow over max check box provides the user the ability to override the course maximum enrollment setting for scheduling the request.

- **Alternate** requests have relevance when schedule building in the build year. These are related to course request attributes and using **Reschedule**. Alternates are determined by dragging primary requests into this area. Should a request populate this area, it can be dragged into the primary request field or deleted altogether using the red X.

- **Secondary** requests are those courses students are taking from another school. These are also seen at the bottom of this left side view under, **Schedules from other schools**. These fields are only displayed where a student is enrolled in a course from a secondary school.

3.3   Matrix View: Schedule Matrix - Right Side

Student Schedule (71% scheduled - Class credits: 36.0)

Term code [S1 ▼]   Work mode [Manual ▼]   Allow conflicts ☐   Allow all over max ☐

	Day 1	
1	MEN--10-01 ENGLISH 10 Lindenbach, R 113	✗ 🔓
2	MFDN-11-01 FOODS AND NUTRITION 11 Novis, T 123	✗ 🔓
3	YED--0D-01 PEER MENTORSHIP 10 Jorgensen, K 120	✗ 🔓
4	MSC--10-04 SCIENCE 10 Tinsley, S 107-Sc Lab	✗ 🔓
5	XDPA-10-01 DAILY PHYSICAL ACTIVITY 10 Gold, S OFF	✗ 🔓
6		
7		

Course [   ] [Add]   ☐ Ignore warnings

[Select...] [Drop All] [Lock All] [Reschedule...]   [Post] [Revert]

- **Percent scheduled - Class credits** shows the percentage of the schedule that is booked. This can be misleading where there are periods outside of the "regular" day as is the case in the example above. The system includes the outside the timetable periods as unscheduled and calculates the percent accordingly. Set the Term code to FY for the Class credits to display all of the classes scheduled at the primary school. If courses appear missing based on the credit count, this is due to those being calculated from courses taken at secondary schools. The List view is more suited to the display of all courses from all schools.
- **Term Code** can be changed to view the schedule by term, semester, or full year (**FY**). Setting to FY will include all of the terms as well as full year providing a more comprehensive view.
- **Work Mode** by default is set to manual. This allows for the drag-and-drop of course requests into open periods of the student schedule. Change to **Auto-Shuffle** to drag a course from the left and drop on a space that is already scheduled, bumping out the first class and returning it to the **Request** list where it will display in red.
- Checkbox for **Allow Conflicts,** if selected, will allow more than one course to be placed in the same period on the matrix. This can be used temporarily in trying to work out the schedule. In DL or Alternate schools, this would provide the "Flex Ed" ability of entering multiple classes in a single period.
- **Allow All Over Max** checkbox will allow classes to be scheduled that have reached maximum enrollment.

- Each period on the matrix displays the scheduled class and two symbols, a **red X** to drop the class and a **Padlock** to lock the class so that it can't be moved when **Reschedule** is used.
- **Course** (think section) text entry box under the lower left side of the matrix allows direct entry of course/section numbers separated by commas and spaces. This field is case sensitive and must include the correct code with section number. Once entered, click **Add**.

- **Ignore Warning** checkbox allows a class to be scheduled despite a conflict.
- **Select** button (lower left corner of matrix screen) opens the Schedule Master Pick List. There are filters across the top of the master schedule that will return sections filtered by several criteria, including grade level, department and period. Control-F can also be used in this screen to find and select course sections. Multiple classes can be selected before clicking **OK**.
  When filtering on Course, an asterisk (*) can be used as a wildcard to narrow results. Note that this field is case sensitive.

- **Drop All** button drops all classes from the schedule.
- **Lock All** locks all classes currently on the schedule.

- The **Reschedule** button will generate a schedule based on the **Course Request** list and class availability. See **Appendix A** for further information on using **Reschedule** and addressing validation errors.
- Changes within the matrix can be made dynamically. Clicking in an empty space automatically opens the **Schedule Master Pick List** with the **Period** filter defaulting to the period clicked.

Course sections can be dragged from one period to another open period.

The matrix does not identify term/semester when there is only one scheduled into a period

Where changes have been made, an asterisk (*) will display beside the course code indicating that the current schedule has not yet been posted and committed.

- **Post** and **Revert** buttons are located on the lower right corner of the screen. After sections have been dropped and changed, the **Revert** button can be used to restore the schedule to the last posted version. When satisfied with the schedule, click **Post** to commit the schedule.
- Where a transcript already exists for a student, moving to a new section of the course will trigger the **Update transcripts to new section** popup shown below. This allows the user an option to merge the transcript record for the new course section with the one already created; thereby avoiding a second record for the same course.
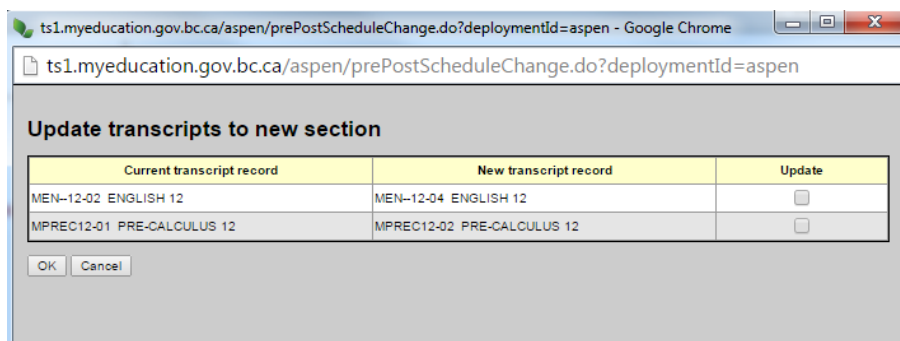
3.4   List View

The List View provides an alternative means of managing student schedules. To access the List View from the Matrix View, click on the hyperlinked, List View found at the top right of the screen.

The window is divided into an upper block displaying the **Student Schedule** and a lower block of **Course Requests**. Schedule terms, periods and days [Per(Day)] are shown in the fields provided. This view offers a "cleaner" display of the list of classes and course requests. Counsellors may prefer this view as it is easy to see if the student has the correct number of classes scheduled. This view does not offer the drag-and-drop feature available in the matrix view.

	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clssrm	SecType	Team	House	Platoon	Inclusion?	Lock
☐	MFR--11-01	FRENCH 11	S1	1(1)	1(1)	Collen, Vesna	P4					N	☐
☐	MPH--11-03	PHYSICS 11	S2	1(1)	1(1)	Pilot, Echo	107-Sc Lab					N	☐
☐	MBI--11-01	BIOLOGY 11	S1	2(1)	2(1)	Barr, Jeri; Tinsley, Shanlea	103-Sc Lab					N	☐
☐	MEN--11-04	ENGLISH 11	S2	2(1)	2(1)	Ness, Kendra	130					N	☐
☐	MPE--11-01	PHYSICAL EDUCATION 11	S1	3(1)	3(1)	Provost, Kody	MEZ					N	☐
☐	MCH--11-03	CHEMISTRY 11	S2	3(1)	3(1)	Ruegg, Darko	107-Sc Lab					N	☐
☐	MSS--11-02	SOCIAL STUDIES 11	S1	4(1)	4(1)	Rozario, Shu	113					N	☐
☐	MPREC12-02	PRE-CALCULUS 12	S2	4(1)	4(1)	Tilley, Chrissy	124					N	☐
☐	XDPA-11-01	DAILY PHYSICAL ACTIVITY 11	FY	5(1)	5(1)	Gold, Shaopeng	OFF					N	☐

Course [____] ☐ Ignore warnings (Add)

(Select...) (Drop) (Reschedule...)   (Post) (Revert)

Course Requests   ☐ Show courses excluded from scheduling

	Number	Description	SecType	SecNo	TPYView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max
☐	MBI--11	BIOLOGY 11				0				N	0	N			☐
☐	MCH--11	CHEMISTRY 11				0				N	0	N			☐
☐	MEN--11	ENGLISH 11				0				N	0	N			☐
☐	MFR--11	FRENCH 11				0				N	0	N			☐
☐	MPE--11	PHYSICAL EDUCATION 11				0				N	0	N			☐
☐	MPH--11	PHYSICS 11				0				N	0	N			☐
☐	MPREC12	PRE-CALCULUS 12				0				N	0	N			☐
☐	MSS--11	SOCIAL STUDIES 11				0				N	0	N			☐
☐	XDPA-11	DAILY PHYSICAL ACTIVITY 11				0				N	0	N			☐

Number [____] (Add)

(Select...) (Drop) (Update)

3.5   List View: Upper Block - Student Schedule

Clicking in the header of any fields in the Student Schedule block will sort the field. The List view displays all classes scheduled, including those from other schools. This is very helpful for the counsellor to determine if classes are missing. In the example below, the Schedule field has been sorted which makes it easy to see that each of the regular day periods (1 - 4) have a class assigned for each semester.

Classes in the List View can be selected and dropped. They can also be added using the **Course** field or the **Select** option. To the far right of the screen is the **Lock** field provided for use with the **Reschedule** function.

3.6 List View: Lower Block - Course Requests

Course requests are managed in the **List View** using the Number/Add, Select or Drop options. Course requests can pull from classes directly entered into the Student Schedule using the **Update** button. The drag-and-drop feature is not an option in this view. Courses offered from other schools also display in this view along with the school name. Note that Planning 10 at the bottom of the requests in the example below, is taken from a secondary school. Courses can only be managed by the schools to which the request is made.

Course Requests

☐ Show courses excluded from scheduling

	Number	Description		SecType	SectNo	TPYView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	School > Name	Allow over max ☐
☐	MAF--11	ART FOUNDATIONS 11	Add...				0.0000				N	0	N			Valleyview Secondary	☐
☐	MCH--11	CHEMISTRY 11					0				N	0	N			Valleyview Secondary	☐
☐	MDNP-11	DANCE: PERFORMANCE 11					0				N	0	N	MFDN-11		Valleyview Secondary	☐
☐	MEN--11	ENGLISH 11					0				N	0	N			Valleyview Secondary	☐
☐	MFR--11	FRENCH 11					0				N	0	N			Valleyview Secondary	☐
☐	MPH--11	PHYSICS 11					0				N	0	N			Valleyview Secondary	☐
☐	MPREC11	PRE-CALCULUS 11					0				N	0	N			Valleyview Secondary	☐
☐	MSS--11	SOCIAL STUDIES 11					0				N	0	N			Valleyview Secondary	☐
☐	XDPA-11	DAILY PHYSICAL ACTIVITY 11					0				N	0	N			Valleyview Secondary	☐
☐	YED--1A	TEACHER ASSISTANT 11					0				N	0	N			Valleyview Secondary	☐
	MPLAN10	PLANNING 10					0				N	0	N			@KOOL	

Number [   ] [Add]

[Select...] [Drop] [Update]

Courses not scheduled display the description in bold red with an **Add…** hyperlink. Clicking this link opens the **Schedule Master Pick List** filtered to the sections of the course selected. Sections can be selected to fill openings in the student schedule.

File Edit View Favorites Tools Help

Course	MAF--11 [OK]	Team	All ▼	Requested only	☐
Period	All ▼	House	All ▼	Valid sections only	☑
Track ID	All ▼	Platoon	All ▼	Allow conflicts	☐
Term	All ▼	Order by	Course ▼	Allow all over max	☐
Department	All ▼	Use reserve seats	☐		

0 of 2 selected 🖉

	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
☐	MAF--11-01	ART FOUNDATIONS 11	Rundell, Bridget	S1	1(Day 1)	1(1)	7	30	Y					N
☐	MAF--11-02	ART FOUNDATIONS 11	Rundell, Bridget	S2	3(Day 1)	3(1)	8	30	Y					N

[OK] [Cancel]

3.7 Future Add/Drop Classes

Where the school preference to Allow future add/drop is set to yes, an option will be presented at the top of the screen to **View and make changes as of**, with a date field provided. An additional block, **Pending Student Schedule Changes** will be found in the List View between the Student Schedule and the Course Requests. In the Matrix View, this is presented in the bottom right block.

Set the date for the change to take effect and add or drop the appropriate class(es) as usual.

Posting changes will generate a popup indicating the effective date.

FUJITSU

The Pending Student Schedule Changes block displays all pending changes.

Pending Student Schedule Changes

	Type	Effective Date	Course	Description
☐	Add	7/21/2015	MAF--11-02	ART FOUNDATIONS 11
☐	Drop	7/22/2015	MCH--11-04	CHEMISTRY 11

Delete | Make Effective Now

Changes to the date displayed to the left of, **View and make changes as of**, will display the student schedule as of that date. A date set beyond the effective dates for changes will show the schedule after the changes, a current date will display the schedule at this point in time.

Note: Enrollment totals on sections reflect the current date, not future changes. However, modifying class rosters will take into account pending changes. For example, if a future addition will meet the maximum enrollment, trying to add another student in the interim will not be allowed generating a popup message that the class is full.

4.0   Additional Scheduling Tools

4.1   Change History

Change History is found from **Student > Schedule > Change History**. A record of posted schedule changes is displayed showing what was changed, when, where and by whom. Note that these records can be deleted.
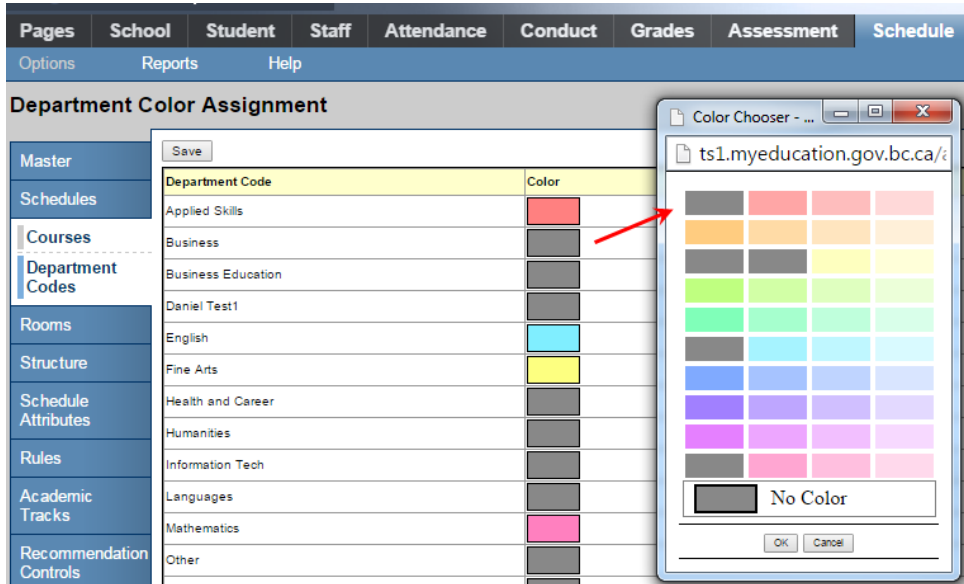
4.2   Colour Coded Departments

Departments can be colour coded so that those viewing a student's schedule in the matrix view can more easily distinguish classes of a given department.

These colours can be assigned from the Schedule top tab > Courses > Department Codes.

Classes will be displayed in the student's schedule > matrix view, in the department selected colours.

4.3   Conflicts

The **Conflicts** sub-side tab provides a view only matrix which shows sections offered, with those scheduled highlighted in blue. The **Comment** field will indicate if a course request was not fulfilled. Clicking on a scheduled period will display the Schedule Master Pick List for that section with enrollment totals and max. This does not take into account Classes groupings.
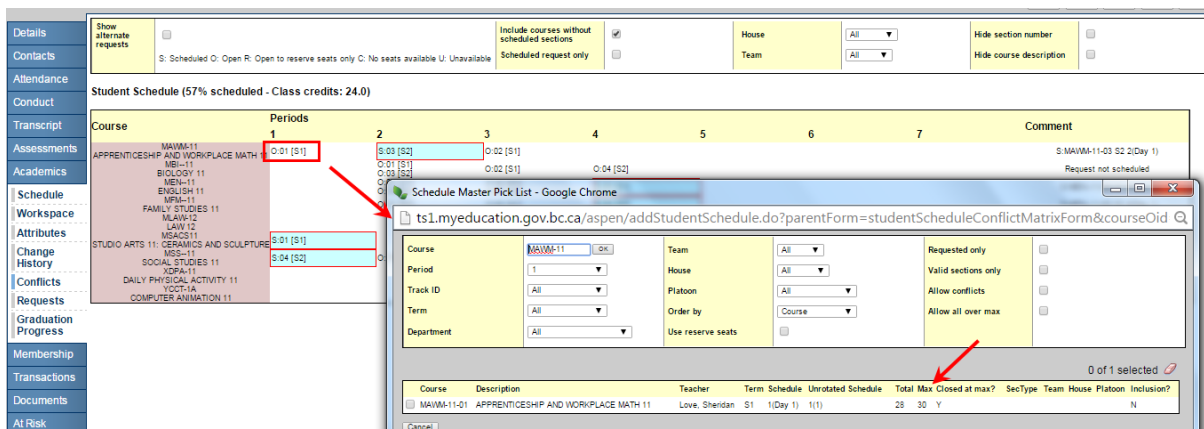
Appendix A: Reschedule

The Reschedule functionality assesses the master schedule structure and enrollments in order to find a "best fit" for the student. In doing so, if any aspect of the schedule structure is not complete or if the expression and matrix are out of synch, the result will be validation errors. Building a school schedule in MyEd using the builder will minimize the likelihood of these errors. The conversion process does not necessarily provide all of the connections required for the Reschedule to run error free.


Should there be validation errors, click on Messages to view the validation errors. It is possible to correct these errors, but the process might prove quite involved as conversion allows the system to function as is even though MyEd functionality hasn't been used to create the schedule structure.

Helpful filters:

From Schedule > Master two filters are provided to assist schedulers in identifying areas that may interfere with the use of using the Reschedule functionality as well as those affecting structural integrity of the schedule.

- Schedule Validation - This filter provides a list of sections missing a schedule term or schedule expression.

- Schedule expression out of synch with matrix - This filter provides a list of courses for which the schedule expression and matrix are out of synch. From the Schedule > Master use Options > Synchronize Schedule. The popup parameter window allows the user to choose the Current selection from the list or All sections. Depending on whether the matrix is correct and the schedule expression is wrong, or whether the expression is correct and the matrix is not, will determine which option to select for Synchronize schedule. Hovering the mouse over the green exclamation mark to the right of the option
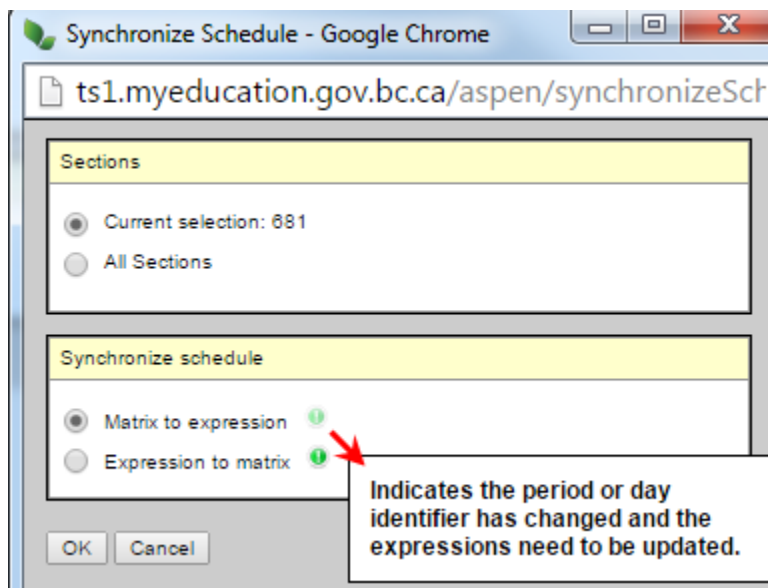
Some common validation errors include:

- Teacher cannot be blank: assign a teacher to the section
- Teacher is not a valid teacher: teacher must have include in scheduling (Staff > Schedule > Attributes)
- Schedule expression out of synch with matrix: use filter of same name from Schedule > Master to find course sections for correction
- Schedule bitmap is empty or invalid: use Schedule Validation filter from Schedule > Master to identify sections in need of attention

> Note: Student schedules can be manually entered and Posted without using the Reschedule procedure.