



MyEducationBC

---

# Student Scheduling

---

August 2015 v2.2

---

## 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

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

## Table of Contents

<b>1.0 INTRODUCTION TO STUDENT SCHEDULING .....</b>	<b>4</b>
<b>2.0 STUDENT SCHEDULE.....</b>	<b>4</b>
2.1 Viewing a Student Schedule .....	4
2.2 Printing a Student Schedule.....	5
2.3 Printing Multiple Student Schedules .....	8
<b>3.0 WORKSPACE .....</b>	<b>8</b>
3.1 Matrix View .....	9
3.2 Matrix View: Course Requests - Left Side .....	9
3.3 Matrix View: Schedule Matrix - Right Side.....	12
3.4 List View .....	15
3.5 List View: Upper Block - Student Schedule .....	16
3.6 List View: Lower Block - Course Requests.....	17
3.7 Future Add/Drop Classes .....	18
<b>4.0 ADDITIONAL SCHEDULING TOOLS.....</b>	<b>19</b>
4.1 Change History .....	19
4.2 Colour Coded Departments.....	20
4.3 Conflicts .....	20
<b>APPENDIX A: RESCHEDULE .....</b>	<b>21</b>

## 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 108	MSS-10--50 SOCIAL STUDIES 10 Suntok, Efrosini 108
2-2	YED-0AX-80 LEARNING STRATEGIES 10 Yamamoto, Dianna 108	YED-0AX-80 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, Borge	XDPA-10F-01 DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borge
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.

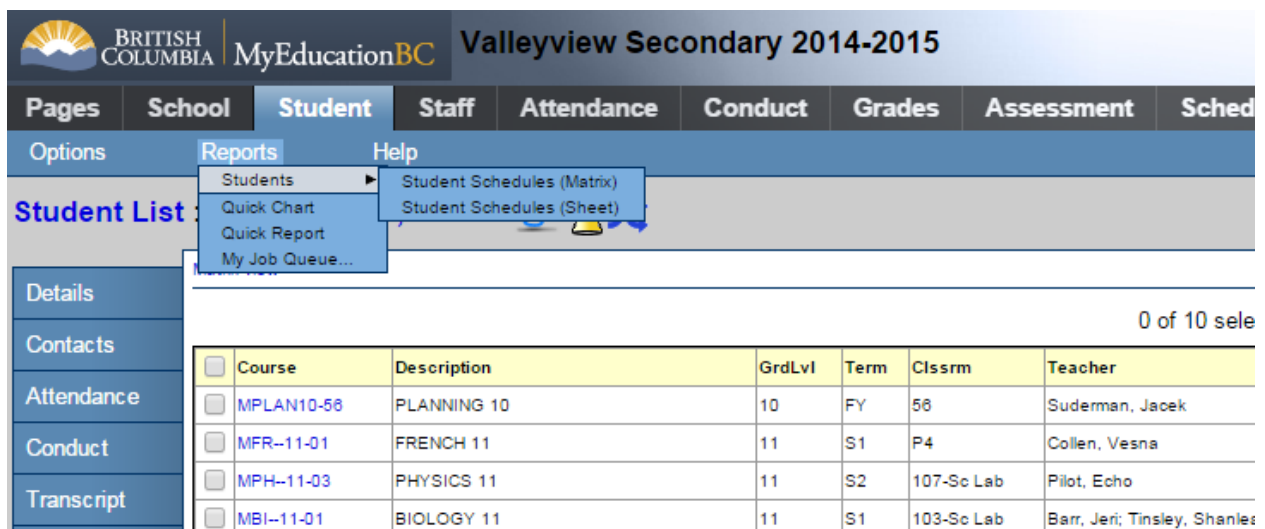
0 of 8 selected 

All Records

<input type="checkbox"/>	Course	Description	Clssrm	Teacher	Term	Schedule	Unrotated Schedule	Description	Name
<input type="checkbox"/>	MPLAN10-88	PLANNING 10	88	Klatt, Hatem	FY	1(1)	1(1)	PLANNING 10	@KOOL
<input type="checkbox"/>	MFDN-10-03	FOODS AND NUTRITION 10	123	Novis, Terri	S2	1(Day 1)	1(1)	FOODS AND NUTRITION 10	Valleyview Secondary
<input type="checkbox"/>	MFMF-10-02	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	104	Ruegg, Danko	S1	2(Day 1)	2(1)	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Valleyview Secondary
<input type="checkbox"/>	MFR-10-02	FRENCH 10	P4	Collen, Vesna	S2	2(Day 1)	2(1)	FRENCH 10	Valleyview Secondary
<input type="checkbox"/>	MINT-10-01	INFORMATION TECHNOLOGY 10	110-Wood	Ceconi, Anwar	S1	3(Day 1)	3(1)	INFORMATION TECHNOLOGY 10	Valleyview Secondary
<input type="checkbox"/>	MISC-10-04	SCIENCE 10	107-Sc Lab	Tinsley, Shanlea	S1	4(Day 1)	4(1)	SCIENCE 10	Valleyview Secondary
<input type="checkbox"/>	MEN-10-07	ENGLISH 10	131	Welsh, Christa	S2	4(Day 1)	4(1)	ENGLISH 10	Valleyview Secondary
<input type="checkbox"/>	XDPA-10-01	DAILY PHYSICAL ACTIVITY 10	OFF	Gold, Shaopeng	FY	5(Day 1)	5(1)	DAILY PHYSICAL ACTIVITY 10	Valleyview Secondary

## 2.2 Printing a Student Schedule

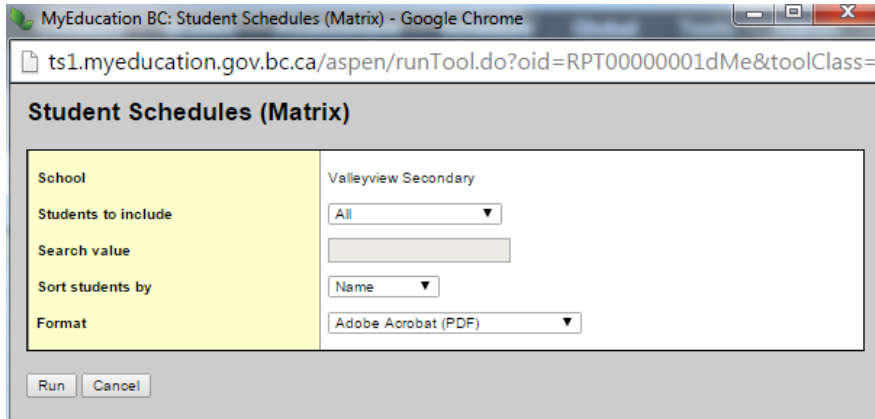
To print an individual student's schedule, go to **Student > Schedule > Reports > Students > Student Schedules**. Schedules can be printed as either a **Matrix** or a **Sheet**.



The screenshot shows the MyEducationBC interface for Valleyview Secondary 2014-2015. The 'Student' menu is open, and the 'Reports' sub-menu is selected. Under 'Reports', the 'Student Schedules' option is expanded, showing two choices: 'Student Schedules (Matrix)' and 'Student Schedules (Sheet)'. Below the menu, a table displays a list of student schedules with columns for Course, Description, GrdLvl, Term, Clssrm, and Teacher.

<input type="checkbox"/>	Course	Description	GrdLvl	Term	Clssrm	Teacher
<input type="checkbox"/>	MPLAN10-56	PLANNING 10	10	FY	56	Suderman, Jacek
<input type="checkbox"/>	MFR--11-01	FRENCH 11	11	S1	P4	Collen, Vesna
<input type="checkbox"/>	MPH--11-03	PHYSICS 11	11	S2	107-Sc Lab	Pilot, Echo
<input type="checkbox"/>	MBI--11-01	BIOLOGY 11	11	S1	103-Sc Lab	Barr, Jeri; Tinsley, Shanlea

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.



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.

Addley, Keith

<b>Student ID</b>	895096
<b>YOG</b>	2017
<b>Homeroom</b>	05 - Uhlman, Marti
<b>Locker</b>	

	Day 1	Day 2				
<b>1</b>	[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				
<b>2</b>	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 CHALLENGE Hayden, Holden - 226 [S2] SCIENCE 10 CHALLENGE Waller, Eugene - 219	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 CHALLENGE Hayden, Holden - 226 [S2] SCIENCE 10 CHALLENGE Waller, Eugene - 219				
<b>3</b>	[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				
<b>4</b>	[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				
<b>5</b>	[FY] DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borje	[FY] DAILY PHYSICAL ACTIVITY 10 FLEX STUDIES Robson, Borje				
<b>6</b>	[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** (highlighted with a red arrow)

Format:

Buttons: Run, Cancel

Kamloops/Thompson

Valleyview Secondary

Student Schedule

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.

- 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.

The screenshot displays the 'Matrix View' interface. On the left, the 'Course Requests' section is divided into 'Primary', 'Alternate', and 'Secondary' categories. Under 'Primary', several courses are listed with checkboxes, including MDRG-10 DRAMA 10: GENERAL, MEN-10 ENGLISH 10, MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10, MPE-10 PHYSICAL EDUCATION 10, MSC-10 SCIENCE 10, MSP-10 SPANISH 10, MSS-10 SOCIAL STUDIES 10, MTEC-10 TECHNOLOGY EDUCATION 10:MECHANICS, MVAG-10 VISUAL ARTS 10: GENERAL, and XDPA-10 DAILY PHYSICAL ACTIVITY 10. Below this is a 'Number' field with an 'Add' button and 'Select...', 'Drop All', and 'Update' buttons. The 'Schedules from other schools' section shows a table with columns for Course, Term, and Schedule, containing one entry: MPLAN10-06 PLANNING 10, FY, 1(1).

The right side shows the 'Student Schedule (71% scheduled - Class credits: 36.0)'. It includes a 'Term code' dropdown set to 'FY', a 'Work mode' dropdown set to 'Manual', and checkboxes for 'Allow conflicts' and 'Allow all over max'. The main area is a grid for 'Day 1' with 7 periods. Period 1 contains [S1] MDRG-10-01\* DRAMA 10: GENERAL (Rivas, K 142) and [S2] MEN-10-05 ENGLISH 10 (Ness, K 130). Period 2 contains [S1] MSC-10-02 SCIENCE 10 (Sweeten, S 109-Sc Lab) and [S2] MTEC-10-02 TECHNOLOGY EDUCATION 10:MECHANICS (Ordeman, P 111-Metal). Period 3 contains [S1] MSP-10-01 SPANISH 10 (Thesen, R 122) and [S2] MPE-10-05 PHYSICAL EDUCATION 10 (Jean, D GYM1). Period 4 contains [S1] MSS-10-03 SOCIAL STUDIES 10 (Bil, D 104) and [S2] MFMP-10-04 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 (Pilot, E 130). Period 5 contains XDPA-10-01 DAILY PHYSICAL ACTIVITY 10 (Gold, S OFF). Periods 6 and 7 are empty. At the bottom, there are 'Course', 'Add', 'Ignore warnings', 'Select...', 'Drop All', 'Lock All', 'Reschedule...', 'Post', and 'Revert' buttons.

### 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.

Number

- 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.

**Course Requests**

Course

**Primary**

- MEN-10 ENGLISH 10
- MFMP-10 FOUNDATIONS OF MATH AND PRE
- MPE-10 PHYSICAL EDUCATION 10
- MSC-10 SCIENCE 10
- MSP-10 SPANISH 10
- MSS-10 SOCIAL STUDIES 10
- MTEC-10 TECHNOLOGY EDUCATION 10:MEC
- MVAG-10 VISUAL ARTS 10: GENERAL
- XDPA-10 DAILY PHYSICAL ACTIVITY 10

**Alternate**

**Secondary**

MPLAN10 PLANNING 10

Show courses excluded from scheduling

Number

Select... Drop All Update

MyEducation BC: Pick course - Google Chrome

ts1.myeducation.gov.bc.ca/aspn/addStudentReques

School Valleyview Secondary

Grade level 10

Department All

1:MAWM-10 (APPRENTICESH... 3 of 60 selected

<input type="checkbox"/>	CrsNo	Description	Department
<input checked="" type="checkbox"/>	MAWM-10	APPRENTICESHIP AND WORKPLACE MATH 10	Mathematic
<input type="checkbox"/>	MDNP-10	DANCE 10: PERFORMANCE	FinePerform
<input type="checkbox"/>	MDRG-10	DRAMA 10: GENERAL	FinePerform
<input checked="" type="checkbox"/>	MEN-10	ENGLISH 10	EngLangLi
<input type="checkbox"/>	MFDN-10	FOODS AND NUTRITION 10	ConsumerH
<input type="checkbox"/>	MFMP-10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Mathematic
<input checked="" type="checkbox"/>	MFR-10	FRENCH 10	ForeignLar
<input type="checkbox"/>	MINT-10	INFORMATION TECHNOLOGY 10	ComputerIn
<input type="checkbox"/>	MJA-10	JAPANESE 10	ForeignLar
<input type="checkbox"/>	MMCB-10	MUSIC 10: CONCERT BAND	FinePerform

OK Cancel

- **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.

The screenshot displays the 'Course Requests' and 'Student Schedule' sections. On the left, under 'Primary', there is a list of courses with checkboxes for 'Allow over max'. The course 'MVAG-10 VISUAL ARTS 10: GENERAL' has a red 'X' icon next to it. A red arrow points to this 'X'. Below the Primary list is the 'Alternate' section, and at the bottom is the 'Secondary' section with 'MPLAN10 PLANNING 10'. On the right, the 'Student Schedule (71% scheduled - Class credits: 36.0)' shows 'Day 1' with a list of courses: [S1] MDRG-10-01\* DRAMA 10: GENERAL, [S2] MEN-10-05 ENGLISH 10, and [S1] MSC-10-02 SCIENCE 10. Each course has a blue hyperlinked course code and a red 'X' icon for deletion.

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

[<< List view](#)

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

---

Term code:  Work mode:  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-00-01 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 Look 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**.

Course    Ignore warnings

- **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.

The screenshot displays the MyEducationBC scheduling interface. On the left, a 'Course Requests' list includes items like 'MEN-10 ENGLISH 10' and 'MFDN-11 FOODS AND NUTRITION 11'. The main area shows a 'Student Schedule (57% scheduled - Class credits: 28.0)' for Term code 'FY'. A 'Schedule Master Pick List' window is open, showing filters for Course, Period (set to 2), Track ID, Term, and Department. A red arrow points to the 'Period' dropdown menu. Below the filters is a table of course sections with columns for Course, Description, Teacher, Term, Schedule, Unrotated Schedule, Total, Max, Closed at max?, Sec Type, Team, House, Platoon, and Inck.

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

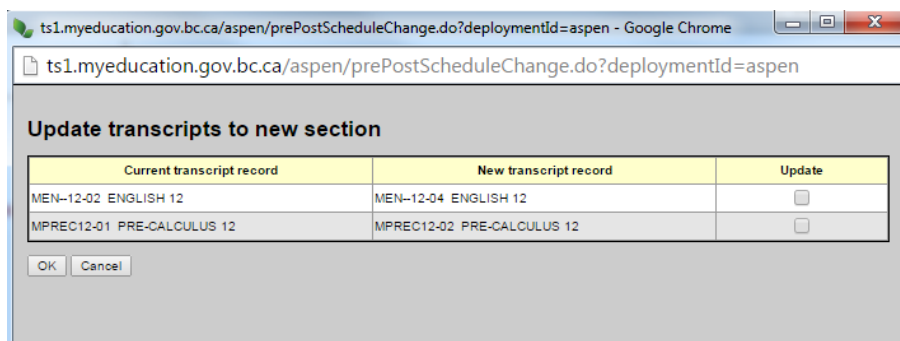
The screenshot shows a course schedule matrix for 'Day 1'. The matrix has 5 rows representing periods 1 through 5. Period 1 contains two sections: [S1] MEN-10-01 ENGLISH 10 and [S2] MPE-10-02 PHYSICAL EDUCATION 10. Period 2 contains one section: [S2] MFMP-10-04 FOUNDATIONS OF MATH AND PRE-CALCULUS 10. Period 3 contains one section: [S1] YED-00-01 PEER MENTORSHIP 10. Period 4 contains one section: [S1] MSC-10-04 SCIENCE 10. Period 5 contains one section: XDPA-10-01 DAILY PHYSICAL ACTIVITY 10. A red arrow points to the section in period 2.

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.

Day 1	
1	[S1] MEN-10-01 ENGLISH 10 Lindenbach, R 113
	[S2] MPE-10-02 PHYSICAL EDUCATION 10 Lapointe, R 140
2	MFMP-10-02* FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Ruegg, D 104
	[S1] YED-00-01 PEER MENTORSHIP 10 Jorgensen, K 120

- **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.

Student Schedule (71% scheduled - Class credits: 32.0) 0 of 9 selected

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

Course:  ignore warnings (ASD) [Post] [Reset]

[Select] [Drop] [Reschedule...]

---

Course Requests [Show courses excluded from scheduling]

Number	Description	SecType	SecNo	TPYView	Periods per cycle	Staff - Name	TermCode	TermContent	Alternate?	ASPr1	Inclusion?	Alt 1 - CrsNo	Alt 2 - CrsNo	Allow over max
<input type="checkbox"/> MBI-11	BIOLOGY 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MCH-11	CHEMISTRY 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MEN-11	ENGLISH 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MFR-11	FRENCH 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MPE-11	PHYSICAL EDUCATION 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MPH-11	PHYSICS 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MPREC12	PRE-CALCULUS 12				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> MSS-11	SOCIAL STUDIES 11				0				N	0	N			<input type="checkbox"/>
<input type="checkbox"/> XDPA-11	DAILY PHYSICAL ACTIVITY 11				0				N	0	N			<input type="checkbox"/>

Number:  (ASD) [Post] [Reset]

[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.

Student Schedule (71% scheduled - Class credits: 32.0) 0 of 9 selected

Course	Description	Term	Schedule ▲	Unrotated Schedule	Teacher	Classrm
<input type="checkbox"/> MFR--11-01	FRENCH 11	S1	1(1)	1(1)	Collen, Vesna	P4
<input type="checkbox"/> MPH-11-03	PHYSICS 11	S2	1(1)	1(1)	Pilot, Echo	107-Sc Lab
<input type="checkbox"/> MBI-11-01	BIOLOGY 11	S1	2(1)	2(1)	Barr, Jeri; Tinsley, Shanlea	103-Sc Lab
<input type="checkbox"/> MEN--11-04	ENGLISH 11	S2	2(1)	2(1)	Ness, Kendra	130
<input type="checkbox"/> MPE--11-01	PHYSICAL EDUCATION 11	S1	3(1)	3(1)	Provost, Kody	MEZ
<input type="checkbox"/> MCH--11-03	CHEMISTRY 11	S2	3(1)	3(1)	Ruegg, Darko	107-Sc Lab
<input type="checkbox"/> MSS--11-02	SOCIAL STUDIES 11	S1	4(1)	4(1)	Rozario, Shu	113
<input type="checkbox"/> MPREC12-02	PRE-CALCULUS 12	S2	4(1)	4(1)	Tilley, Chrissy	124
<input type="checkbox"/> XDPA-11-01	DAILY PHYSICAL ACTIVITY 11	FY	5(1)	5(1)	Gold, Shaopeng	OFF

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

<input type="checkbox"/> Number	Description	SecType	SecNo	TPV/View	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	School > Name	Allow over max <input type="checkbox"/>
<input type="checkbox"/> MAF--11	<b>ART FOUNDATIONS 11</b> <a href="#">Add...</a>				0.0000				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MCH--11	CHEMISTRY 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MDNP-11	DANCE: PERFORMANCE 11				0				N	0	N	MFDN-11		Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MEN--11	ENGLISH 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MFR--11	FRENCH 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MPH--11	PHYSICS 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MPREC11	PRE-CALCULUS 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MSS--11	SOCIAL STUDIES 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> XDPA-11	DAILY PHYSICAL ACTIVITY 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> YED--1A	TEACHER ASSISTANT 11				0				N	0	N			Valleyview Secondary	<input type="checkbox"/>
<input type="checkbox"/> MPLAN10	PLANNING 10				0				N	0	N			@KOOL	<input type="checkbox"/>

Number:

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 <input type="button" value="OK"/>	Team	All	Requested only	<input type="checkbox"/>
Period	All	House	All	Valid sections only	<input checked="" type="checkbox"/>
Track ID	All	Platoon	All	Allow conflicts	<input type="checkbox"/>
Term	All	Order by	Course	Allow all over max	<input type="checkbox"/>
Department	All	Use reserve seats	<input type="checkbox"/>		

0 of 2 selected

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

### 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.

Printer Friendly Version

**View and make changes as of** 7/21/2015

**Student Schedule (79% scheduled - Class credits: 40.0)** 0 of 10 selected

<input type="checkbox"/>	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House
<input type="checkbox"/>	MFR--11-01	FRENCH 11	S1	1(Day 1)	1(1)	Collen, Vesna	P4			
<input type="checkbox"/>	MPH--11-03	PHYSICS 11	S2	1(Day 1)	1(1)	Pilot, Echo	107-So Lab			
<input type="checkbox"/>	MBI--11-01	BIOLOGY 11	S1	2(Day 1)	2(1)	Barr, Jeri; Tinsley, Shanlea	103-So Lab			
<input type="checkbox"/>	MPREC11-03	PRE-CALCULUS 11	S2	2(Day 1)	2(1)	Lundgren, Adrianna	133			
<input type="checkbox"/>	MPE--11-01	PHYSICAL EDUCATION 11	S1	3(Day 1)	3(1)	Provost, Kody	MEZ			
<input type="checkbox"/>	MAF--11-02*	ART FOUNDATIONS 11	S2	3(Day 1)	3(1)	Rundell, Bridget	135-Art			
<input type="checkbox"/>	MEN--11-05	ENGLISH 11	S2	3(Day 1)	3(1)	Zacharias, Richard	134-Art			

Posting changes will generate a popup indicating the effective date.

Printer Friendly Version

**View and make changes as of** 9/15/2015

<< List view

**Student Schedule (43% scheduled - Class credits: 36.0)**

Term code: FY Work mode: Manual Allow conflicts:  Allow all over max:

**Day 1**

1	MAWM-11-01 APPRENTICESHIP AND WORKPLACE MATH 11 Love, S 135	X
2	MEN--11-01 ENGLISH 11 Zacharias, R 134-Art	X
3	<span style="border: 2px solid red; padding: 2px;">MBI--11-02* BIOLOGY 11 Tinsley, S 103-So Lab</span>	X
4	MESC-11-02 EARTH SCIENCE 11 Caesar, I 128	X
5	XDPA-11-01 DAILY PHYSICAL ACT Gold, S OFF	X
6		X
7		X

ts1.myeducation.gov.bc.ca/aspn/prePostScheduleChange.do?deploy...

ts1.myeducation.gov.bc.ca/aspn/prePostScheduleChange.do?de

**All changes will take effect on 9/15/2015**

OK Cancel

Course:  Add Ignore warnings

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

The Pending Student Schedule Changes block displays all pending changes.

### Pending Student Schedule Changes

<input type="checkbox"/>	Type	Effective Date	Course	Description
<input type="checkbox"/>	Add	7/21/2015	MAF--11-02	ART FOUNDATIONS 11
<input type="checkbox"/>	Drop	7/22/2015	MCH--11-04	CHEMISTRY 11

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.

Course: MBI--11-02

Period: All

Track ID: All

Term: All

Department: All

Team:

Hours:

Plato:

Order:

Use reserve seats:

Requested only:

Valid sections only:

Allow conflicts:

Allow all over max:

✖ Section "MBI--11-02" has reached its max and is closed as of 9/15/2015.

1 of 1 selected

<input type="checkbox"/>	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
<input checked="" type="checkbox"/>	MBI--11-02	BIOLOGY 11	Tinsley, Shanlea	S1	3(Day 1)	3(1)	29	30	Y					N

## 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.

Pages: School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Student List :: 11 - Blizard, Dea

0 of 4 selected

<input type="checkbox"/>	Type	Date	Course	SecNo	User	Schedule
<input type="checkbox"/>	Drop	20/03/2015	MCH--11-02	02	Hallman, Caelan	4(Day 1)
<input type="checkbox"/>	Drop	20/03/2015	MEN--11-08	08	Hallman, Caelan	3(Day 1)
<input type="checkbox"/>	Add	20/03/2015	MEN--11-03	03	Hallman, Caelan	4(Day 1)
<input type="checkbox"/>	Add	20/03/2015	MAF--11-02	02	Hallman, Caelan	3(Day 1)

Details

Contacts

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Workspace

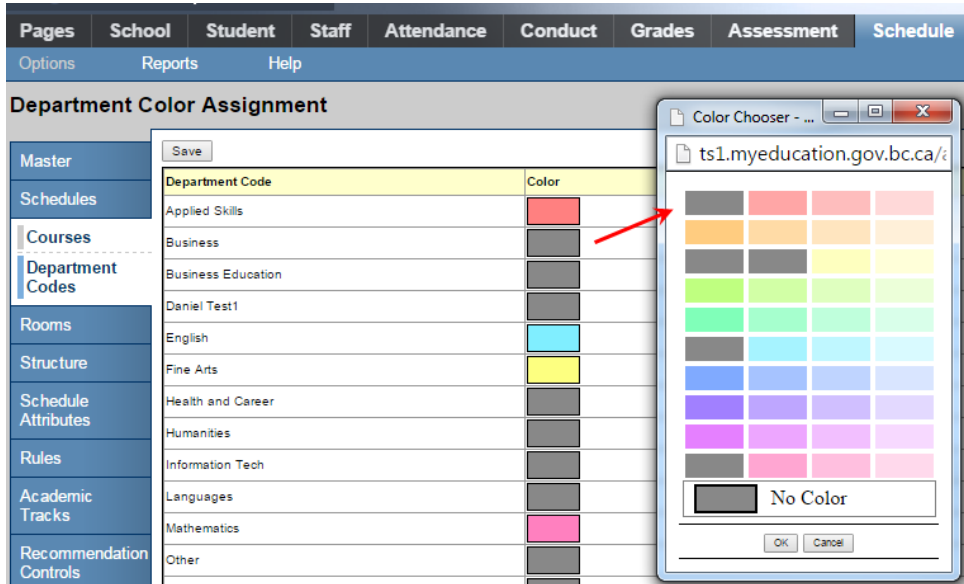
Attributes

Change History

## 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.

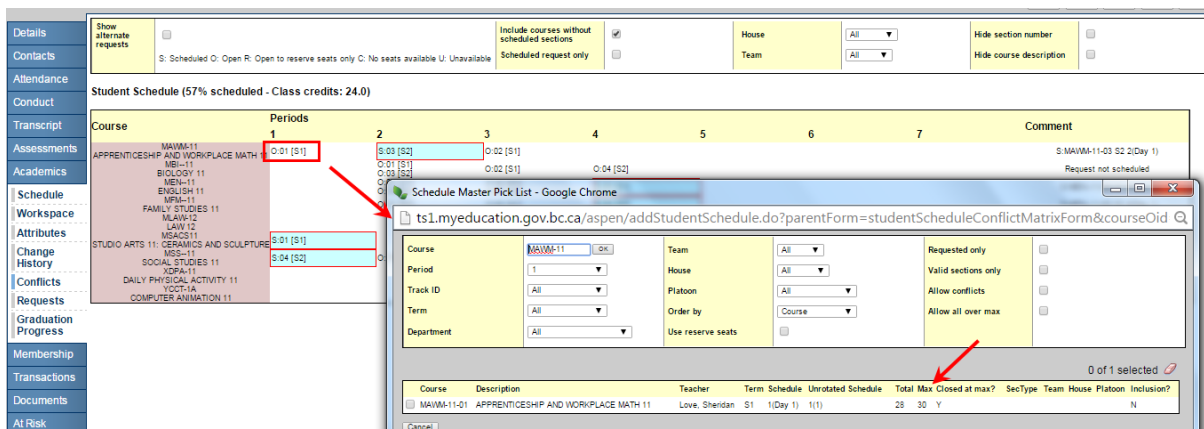
These colours can be assigned from the Schedule top tab > Courses > Department Codes.



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.

The screenshot shows the MyEducationBC interface for Valleyview Secondary 2014-2015. The 'Student' tab is active, showing the schedule for student 11 - Lamoureux, Woody. The schedule table is as follows:

Course	Description	Term	Schedule
MAWM-11-01	APPRENTICESHIP AND WORKPLACE MATH 11	S1	1(Day 1)
MSS-11-04	SOCIAL STUDIES 11	S2	1(Day 1)
MBI-11-01	BIOLOGY 11	S1	2(Day 1)
MSP-11-02	SPANISH 11	S1	2(Day 1)
MEN-11-02	ENGLISH 11	S1	3(Day 1)
MESC-11-01	EARTH SCIENCE 11	S2	3(Day 1)
MPE-11-02	PHYSICAL EDUCATION 11	S1	4(Day 1)
MMFM-11-01	METAL FABRICATION AND MACHINING 11	S2	4(Day 1)
XDPA-11-01	DAILY PHYSICAL ACTIVITY 11	FY	5(Day 1)
MPLAN10-56	PLANNING 10	FY	1(1)

The 'Messages' button in the bottom toolbar is circled in red. A red arrow points from this button to a 'Validation Errors' dialog box. Another red arrow points from the 'Messages' button to a 'You have validation errors.' notification box at the top of the page.

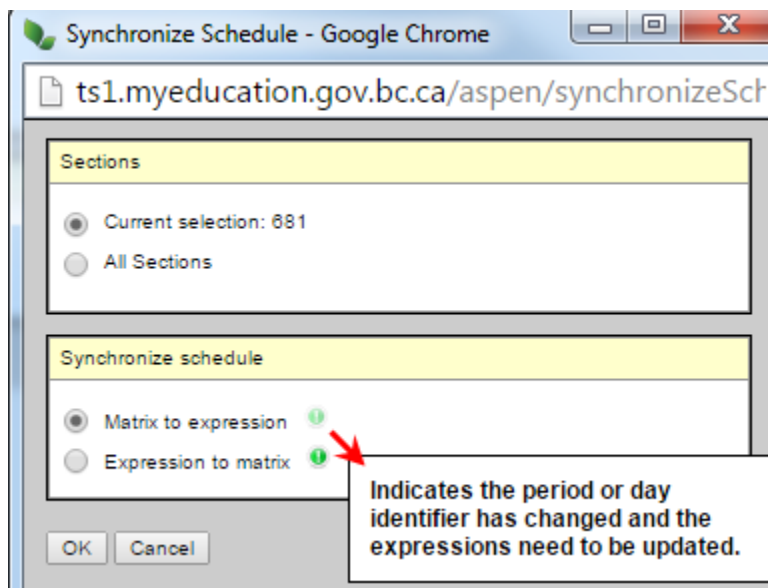
Should there be validation errors, click on Messages to view the validation errors. It is possible to correct these errors, but the process might prove quite involved as conversion allows the system to function as is even though MyEd functionality hasn't been used to create the schedule structure.

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.