

School District No. 73 Kamloops Thompson

MyEducationBC Counsellor Training Materials

Part 2



- Equivalency
- Print Student Schedule
- Modifying a current student's schedule
- Creating a schedule for a new student
- Other useful screens
- Useful Reports (work in progress)

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Entering Courses for Out of Province Students.

1. Select the student that you want to add the BC Course Equivalent to
2. Click **Transcript**
3. Click **Options**, then **Add**
4. Complete the fields in the image. Use the magnifying glass to show a pick list for your options.

5. Click **Save**

The Two Views of the Student Schedule

List View:

Course	Description	Term	Ctssm	Teacher	Term ▲	Schedule	Description	Name	How Taken
MPLAN10-07	PLANNING 10	FY	07	Roller, Robbie	FY	1(1)	PLANNING 10	@KOOL	Flex Education
MEN-10-01	ENGLISH 10	S1	FR	Rowand, Valerie	S1	1(1-2)	ENGLISH 10	Barriere Secondary	Regular Classroom
MTEM-10-01	TECHNOLOGY EDUCATION 10:METALWORK	S1	SHOP	Jamin, Garnet	S1	2(1-2)	TECHNOLOGY EDUCATION 10:METALWORK	Barriere Secondary	Regular Classroom
MSS-10-01	SOCIAL STUDIES 10	S1	Rm103	Wold, Devon	S1	3(1-2)	SOCIAL STUDIES 10	Barriere Secondary	Regular Classroom
MFMP-10-01	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	S1	JRSC	Tylen, Wolfgang	S1	4(1-2)	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Barriere Secondary	Regular Classroom
MAAD-10-01	VISUAL ARTS 10: GENERAL	S2	ART	Wold, Devon	S2	1(1-2)	VISUAL ARTS 10: GENERAL	Barriere Secondary	Regular Classroom
YIA-0A-01	ART METAL 10	S2	SHOP	Jamin, Garnet	S2	2(1-2)	ART METAL 10	Barriere Secondary	Regular Classroom
MTEW-10-01	TECHNOLOGY EDUCATION 10:WOODWORK	S2	SHOP	Jamin, Garnet	S2	3(1-2)	TECHNOLOGY EDUCATION 10:WOODWORK	Barriere Secondary	Regular Classroom
MSC-10-01	SCIENCE 10	S2	SRSC	Blaine, Zahra	S2	4(1-2)	SCIENCE 10	Barriere Secondary	Regular Classroom

How to read the schedule:

- FY 1(1) Means the student has this course full year in the first block (A) on day 1
- S1 1(1-2) means the student has this course in semester 1 in the first block on day 1 (A) and 2 (E)
- S1 2(2) means the student has this course in semester 1 in the first block on day 2 (E)
- Q2 1(1) means the student has this course in the 2nd quarter (1/2 semester) in the first block (A) on day 1

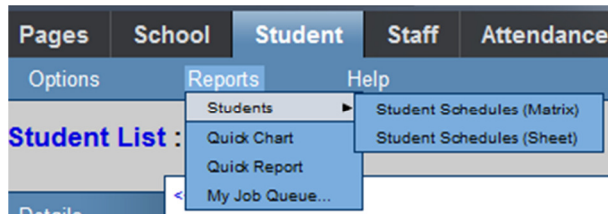
The Matrix View:

<< List view		
School	Barriere Secondary	
Time	E3	
	1 - 1	2 - 2
1.1	MEN-10-01 ENGLISH 10 Rowland, Valerie FR	MEN-10-01 ENGLISH 10 Rowland, Valerie FR
2.2	MTEM-10-01 TECHNOLOGY EDUCATION 10 METALWORK Jamin, Garret SHOP	MTEM-10-01 TECHNOLOGY EDUCATION 10 METALWORK Jamin, Garret SHOP
3.3	MSS-10-01 SOCIAL STUDIES 10 Wold, Devon Rm103	MSS-10-01 SOCIAL STUDIES 10 Wold, Devon Rm103
4.4	MFMP-10-01 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang JRSC	MFMP-10-01 FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang JRSC

- The current day (1-1) or (2-2) will be highlighted with a red box. If the days are the same, you don't have a day 1/day 2 schedule.
- There will also be a red box around the block that the student is currently in.
- Colours don't mean anything, just breaking up the courses.

Printing a Student Schedule

1. Click **Student** top tab
2. Select the student you wish to view via [Ctrl] + F or **Options, Query**.
3. Click **Schedule** side tab
4. Click **Reports**, then students, and select the type of report you wish.



5. Click **Run**

Student Schedules (Sheet)

Devito, Sarb

Student ID 273838
YOG 2017
Homeroom

Course	Description	Room	Teacher	Term	Schedule	Credit
MPLAN10-67	PLANNING 10	67	Roller, Robbie	FY	1(1)	4.0000
MEN--10-01	ENGLISH 10	FR	Rowand, Valerie	S1	1(1-2)	4.0000
MVAG-10-01	VISUAL ARTS 10: GENERAL	ART	Wold, Devon	S2	1(1-2)	4.0000
MTEM-10-01	TECHNOLOGY EDUCATION 10:METALWORK	SHOP	Jamin, Garret	S1	2(1-2)	4.0000
YIA--0A-01	ART METAL 10	SHOP	Jamin, Garret	S2	2(1-2)	4.0000
MSS--10-01	SOCIAL STUDIES 10	Rm103	Wold, Devon	S1	3(1-2)	4.0000
MTEW-10-01	TECHNOLOGY EDUCATION 10:WOODWORK	SHOP	Jamin, Garret	S2	3(1-2)	4.0000
MFMP-10-01	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	JRSC	Tyson, Wolfgang	S1	4(1-2)	4.0000
MSC--10-01	SCIENCE 10	SRSC	Blake, Zahra	S2	4(1-2)	4.0000

Student Schedules (Matrix)

Devito, Sarb

Student ID 273838
YOG 2017
Homeroom null
Locker

	1	2				
1	[S1] ENGLISH 10 Rowand, Valerie - FR [S2] VISUAL ARTS 10: GENERAL Wold, Devon - ART	[S1] ENGLISH 10 Rowand, Valerie - FR [S2] VISUAL ARTS 10: GENERAL Wold, Devon - ART				
2	[S1] TECHNOLOGY EDUCATION 10:METALWORK Jamin, Garret - SHOP [S2] ART METAL 10 Jamin, Garret - SHOP	[S1] TECHNOLOGY EDUCATION 10:METALWORK Jamin, Garret - SHOP [S2] ART METAL 10 Jamin, Garret - SHOP				
3	[S1] SOCIAL STUDIES 10 Wold, Devon - Rm103 [S2] TECHNOLOGY EDUCATION 10:WOODWORK Jamin, Garret - SHOP	[S1] SOCIAL STUDIES 10 Wold, Devon - Rm103 [S2] TECHNOLOGY EDUCATION 10:WOODWORK Jamin, Garret - SHOP				
4	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang - JRSC [S2] SCIENCE 10 Blake, Zahra - SRSC	[S1] FOUNDATIONS OF MATH AND PRE-CALCULUS 10 Tyson, Wolfgang - JRSC [S2] SCIENCE 10 Blake, Zahra - SRSC				

Modifying a current student's schedule (Matrix View)

1. Click the **student** top tab
2. Click the **schedule** side tab
3. Click the **workspace** sub side tab

Notes:

1. If a course name is in Black that means it is currently used in the schedule.
2. If a course name is in Red that means that is NOT currently used in the schedule.
3. If you hover over a course name on the left coloured boxes will appear on the matrix to show where the course lies in the timetable.

Alternate Courses

If there is a course in the Alternate area, click on the blue course name and select the alternate course type and choose between substitute and Auto-fill.

Handling Course Requests (Left Side of Matrix View)

To add course request(s):

Course Requests

Course	Primary	Allow over max
MEN-10 ENGLISH 10	<input type="checkbox"/>	<input type="checkbox"/>
MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10	<input type="checkbox"/>	<input type="checkbox"/>
MSC-10 SCIENCE 10	<input type="checkbox"/>	<input type="checkbox"/>
MSS-10 SOCIAL STUDIES 10	<input type="checkbox"/>	<input type="checkbox"/>
MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK	<input type="checkbox"/>	<input type="checkbox"/>
MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK	<input type="checkbox"/>	<input type="checkbox"/>
MVAG-10 VISUAL ARTS 10: GENERAL	<input type="checkbox"/>	<input type="checkbox"/>
YIA-0A ART METAL 10	<input type="checkbox"/>	<input type="checkbox"/>
Alternate		
MFR-10 FRENCH 10	<input type="checkbox"/>	<input type="checkbox"/>
Secondary		
MPLAN10 PLANNING 10		

☐ Show courses excluded from scheduling

Number

Or Click Here

Course	Term	Schedule
MPLAN10-07 PLANNING 10	FY	1(1)

Grade level

Department

<input type="checkbox"/> CrsNo	Description	Department
<input type="checkbox"/> MAWM-10	APPRENTICESHIP & WORKPLACE MATH 10	
<input type="checkbox"/> MBEC-10	BUSINESS ED. WEB COMM. 10	
<input checked="" type="checkbox"/> MDRG-10	DRAMA 10	
<input checked="" type="checkbox"/> MEN--10	ENGLISH 10	
<input checked="" type="checkbox"/> MEN--10MI	ENGLISH 10 MINI	
<input checked="" type="checkbox"/> MEN--10TR	ENGLISH 10 TRANSITIONAL	
<input type="checkbox"/> MFDN-10	FOODS AND NUTRITION 10	
<input type="checkbox"/> MFDN-10ESL	ESL FOODS AND NUTRITION 10	
<input type="checkbox"/> MFMP-10	FOUNDATIONS OF MATH 10	

Notes: [Ctrl] + F works here

To Drop a course request, click on the icon next to the course.

Notes:

1. Drop All removes all course requests
2. Update brings courses from the right (matrix) back to the course request (except for alternates)

Schedule Matrix (Right Side of Matrix View)

- Toggle Allow conflicts and Allow all over max

Course Requests

Course Allow over max ☐

Primary

☒ MEN-10 ENGLISH 10

☒ MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10

☒ MFR-10 FRENCH 10

☒ MSC-10 SCIENCE 10

☒ MSS-10 SOCIAL STUDIES 10

☒ MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK

☒ MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK

☒ MVAQ-10 VISUAL ARTS 10: GENERAL

☒ YIA-0A ART METAL 10

Alternate

Secondary

MPLAN10 PLANNING 10

☐ Show courses excluded from scheduling

Number TYPE COURSE CODE HERE

Schedules from other schools

Course	Term	Schedule
MPLAN10-07 PLANNING 10	FY	1(1)

Student Schedule (100% scheduled - Class credits: 36.0)

Term code Work mode Allow conflicts ☒ Allow all over max ☒

	1	2
1	MVAQ-10-01 VISUAL ARTS 10: GENERAL Wiss, D ART	MVAQ-10-01 VISUAL ARTS 10: GENERAL Wiss, D ART
2	YIA-0A-01 ART METAL 10 Jamin, G SHOP	YIA-0A-01 ART METAL 10 Jamin, G SHOP
3	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP
4	MSC-10-01 SCIENCE 10 Blake, Z SRSC	MSC-10-01 SCIENCE 10 Blake, Z SRSC

Course ☐ Ignore warnings

Course Requests

Course Allow over max ☐

Primary

☒ MEN-10 ENGLISH 10

☒ MFMP-10 FOUNDATIONS OF MATH AND PRE-CALCULUS 10

☒ MFR-10 FRENCH 10

☒ MSC-10 SCIENCE 10

☒ MSS-10 SOCIAL STUDIES 10

☒ MTEM-10 TECHNOLOGY EDUCATION 10:METALWORK

☒ MTEW-10 TECHNOLOGY EDUCATION 10:WOODWORK

☒ MVAQ-10 VISUAL ARTS 10: GENERAL

☒ YIA-0A ART METAL 10

Alternate

Secondary

MPLAN10 PLANNING 10

☐ Show courses excluded from scheduling

Number TYPE COURSE CODE HERE

Schedules from other schools

Course	Term	Schedule
MPLAN10-07 PLANNING 10	FY	1(1)

Student Schedule (113% scheduled - Class credits: 40.0)

Term code Work mode Allow conflicts ☒ Allow all over max ☒

	1	2
1	[S2] MFR-10-01* FRENCH 10 Rowand, V FR	[S2] MFR-10-01* FRENCH 10 Rowand, V FR
2	[S2] MVAQ-10-01 VISUAL ARTS 10: GENERAL Wiss, D ART	[S2] MVAQ-10-01 VISUAL ARTS 10: GENERAL Wiss, D ART
3	YIA-0A-01 ART METAL 10 Jamin, G SHOP	YIA-0A-01 ART METAL 10 Jamin, G SHOP
4	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP	MTEW-10-01 TECHNOLOGY EDUCATION 10:WOODWORK Jamin, G SHOP
	MSC-10-01 SCIENCE 10 Blake, Z SRSC	MSC-10-01 SCIENCE 10 Blake, Z SRSC

Course ☐ Ignore warnings

Work modes:

1. Manual: You drag and drop the course into the schedule
2. Auto-shuffle: When you drag a course from the left side (course requests) to the right side, the course will drop into the schedule and bump the other course out.

Note: Student Schedule (XX % scheduled – speaks to the number of blocks filled out of the number of blocks available). Note a student could be full time and be 75% scheduled, because they are not taking any off time tabled courses.

1. To lock a course in the schedule, click on the padlock (🔒). It will not allow you to change this course in the max until you unlock it.
2. To do drop a course click (🔴)
3. To add a course, drag it from the course requests on the right or click on

a. Complete the table below to see which courses are available in the block.

Schedule Master Pick List - Mozilla Firefox

trn.myeducation.gov.bc.ca/aspen/addStudentSchedule.do?deploymentId=aspen

Course
Period: All
Track ID: All
Term: All
Department: All

Team: All
House: All
Platoon: All
Order by: Course

Requested only
Valid sections only: ☒
Allow conflicts
Allow all over max

< 1:MAF--11-01 > 0 of 176 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
MAF--11-01	ART FOUNDATIONS 11	Wold, Devon	S1	4(1-2)	4(1-2)	23	35	Y					N
MAF--11-2	ART FOUNDATIONS 11	Wold, Devon	S2	2(1-2)	2(1-2)	0	30	Y					N
MAF--12-01	ART FOUNDATIONS 12	Wold, Devon	S1	4(1-2)	4(1-2)	12	35	Y					N
MAF--12-2	ART FOUNDATIONS 12	Wold, Devon	S2	2(1-2)	2(1-2)	0	30	Y					N
MAWM-11-01	APPRENTICESHIP AND WORKPLACE MATH 11	Tyson, Wolfgang	S1	2(1-2)	2(1-2)	15	30	Y					N
MBI--11-01	BIOLOGY 11	Blake, Zahra	S2	2(1-2)	2(1-2)	19	30	Y					N
MBI--12-01	BIOLOGY 12	O'Reilly, Michaela	S1	1(1-2)	1(1-2)	0	30	Y					N
MCH--11-01	CHEMISTRY 11	Tyson, Wolfgang	S2	1(1-2)	1(1-2)	19	30	Y					N
MCJ--11-01	CARPENTRY & JOINERY 11	Jamin, Garret	S2	3(1-2)	3(1-2)	8	30	Y					N
MCJ--12-01	CARPENTRY & JOINERY 12	Jamin, Garret	S2	3(1-2)	3(1-2)	19	30	Y					N
MCOM-11-01	COMMUNICATIONS 11	Rowand, Valerie	S1	2(1-2)	2(1-2)	3	30	Y					N
MCOM-11-02	COMMUNICATIONS 11	Wold, Devon	S2	3(1-2)	3(1-2)	3	30	Y					N
MCOM-12-01	COMMUNICATIONS 12	Rowand, Valerie	S1	3(1-2)	3(1-2)	0	30	Y					N
MDR--09-1	DRAMA 9	Schmidt, Alison	S2	1(1-2)	1(1-2)	0	30	Y					N
MDRG-10-1	DRAMA 10: GENERAL	Schmidt, Alison	S2	1(1-2)	1(1-2)	0	30	Y					N

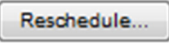


OK Cancel

b. Click ok

Notes:

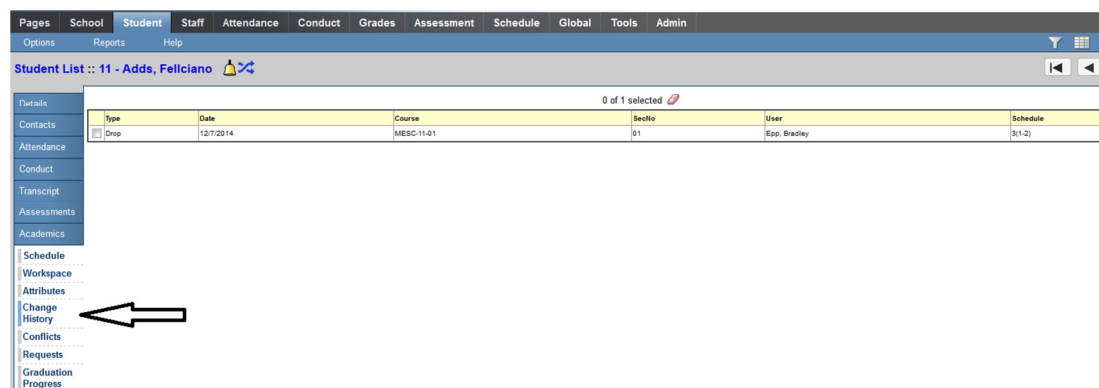
- In the course window *10 will find all grade 10 courses
 - Parent/Child courses – you will see them in all in the same time, schedule
- If a student has an empty block, click on the block and the pick list from above opens up and select course(s) that a student can choose from.
 - When finished adding courses, click **Update** on the left side of the screen.
 - To start from a blank time table, click **Drop All**
 - Reschedule...** will use MyEducation BC's functionality to re-timetable a student.
 - To undo any changes click on **Revert** will bring back the last **posted** (saved) schedule.
 - To **FINALIZE** (when you are sure that you are DONE) click **Post**

Creating a schedule for new student

1. Add students course requests via [select] or the number box (course code box) on the left side of the workspace screen.
2. Click  and then manually add courses.
3. Click .
4. Click .

Change History

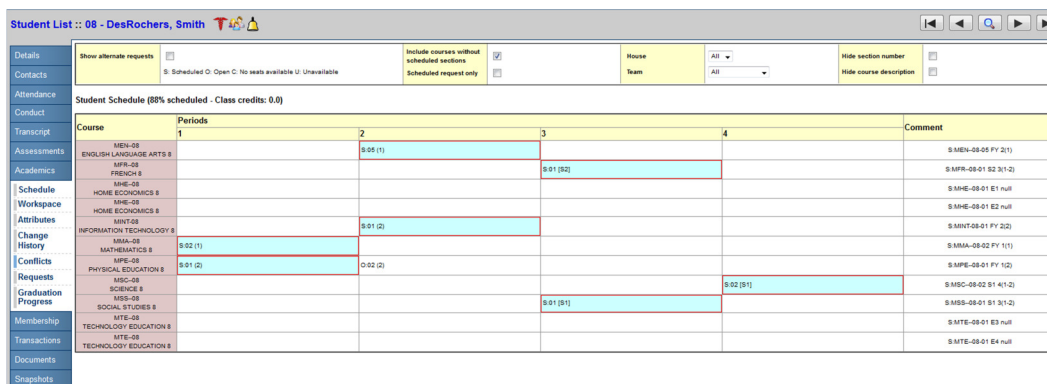
Keeps historical record of **all** of the course changes made for a student. If all records are lost, you can use it to rebuild a student schedule.



The screenshot shows the 'Student List' interface for a student named 'Fellciano'. The left sidebar contains various tabs: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Workspace, Attributes, **Change History** (highlighted with a black arrow), Conflicts, Requests, Graduation, and Progress. The main area displays a table with columns: Type, Date, Course, Section, User, and Schedule. A single row is visible with the following data: Type: Drop, Date: 12/7/2014, Course: MESC-11-01, Section: 01, User: Epp, Bradley, and Schedule: 3(1-2).

Conflict Matrix Screen

The current listing of courses the student is enrolled in and alternates to see other course options for the same courses



The screenshot shows the 'Conflict Matrix' screen for a student named 'DesRochers, Smith'. The interface includes a sidebar with tabs: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Workspace, Attributes, Change History, Conflicts, Requests, Graduation, Progress, Membership, Transactions, Documents, and Snapshots. The main area displays a table with columns: Course, Periods (1, 2, 3, 4), and Comment. The table lists various courses and their corresponding periods, with some cells highlighted in red to indicate conflicts. For example, the course 'MESC-08-01' is listed in Period 1, and 'MESC-08-02' is listed in Period 2. The table also includes a 'Comment' column with additional details for each course.

Notes:

1. The scheduled course has a red box around it.
2. Open sections start with **O:[number of open seats]**

Useful Reports (Need to Add to Counsellor Security Role)

1. Students with open slots in timetable

BRITISH COLUMBIA MyEducationBC Barriere Secondary 2014-2015

Change View Select School Set Preferences Log Off School View

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Students Without Requests

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All Records

SecNo	Description	Teacher	Term	ScheduleTerm	Unrotated Schedule	Schedule	PrimaryRoom	Num	Total	Max	Closed at max?
01	ART FOUNDATIONS 11	Wold, Devon	S1	S1	4(1-2)	4(1-2)	ART	23	35	Y	
2	ART FOUNDATIONS 11	Wold, Devon	S2	S2	2(1-2)	2(1-2)	ART	0	30	Y	
01	ART FOUNDATIONS 12	Wold, Devon	S1	S1	4(1-2)	4(1-2)	ART	12	35	Y	
2	ART FOUNDATIONS 12	Wold, Devon	S2	S2	2(1-2)	2(1-2)	ART	0	30	Y	
01	APPRENTICESHIP AND WORKPLACE MATH 11	Tyson, Wolfgang	S1	S1	2(1-2)	2(1-2)	JRSC	16	30	Y	
01	BIOLOGY 11	Blake, Zahra	S2	S2	2(1-2)	2(1-2)	SRSC	19	30	Y	
01	BIOLOGY 12	O'Reilly, Michaela	S1	S1	1(1-2)	1(1-2)		0	30	Y	
01	CHEMISTRY 11	Tyson, Wolfgang	S2	S2	1(1-2)	1(1-2)	JRSC	19	30	Y	
01	CARPENTRY & JOINERY 11	Jamin, Garret	S2	S2	3(1-2)	3(1-2)	SHOP	8	30	Y	

2. Class Lists

BRITISH COLUMBIA MyEducationBC Barriere Secondary 2014-2015

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SecNo	Description	Teacher	Term	ScheduleTerm
1		Wold, Devon	S1	S1
1		Wold, Devon	S2	S2
2		Wold, Devon	S1	S1
2		Wold, Devon	S2	S2
01	APPRENTICESHIP AND WORKPLACE MATH 11	Tyson, Wolfgang	S1	S1
01	BIOLOGY 11	Blake, Zahra	S2	S2
01	BIOLOGY 12	O'Reilly, Michaela	S1	S1

3. Student Change History

BRITISH COLUMBIA MyEducationBC Barriere Secondary 2014-2015

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