BRITISH COLUMBIA | MyEducationBC

Distributed Learning & Continuing Education Schools

Setup and Processes

August, 2016 v2.1

FUJITSU

Version History

Version	Date	Description
1.0	September 3, 2014	Initial document created.
1.1	September 23, 2014	Updated scenarios and updated BCeSIS student locator.
2.0	October 29, 2015	Updated document for current processes.
2.1	August 23, 2016	Removed outdated section on Resources, and section on Schedule Transcript Copy Procedure which is now separately documented.

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1.0 School Setup Tips for DL and CE

In a distributed learning or continuing education school, the school setup tasks outlined in the School Setup document should be completed. Some additional information is provided below in the context of DL and CE schools.

- **Calendars: School** top tab **> Calendars** side tab (School Setup guide)

    o Ensure the school calendar has a name of Standard.
    o Calendars should still be assigned to the primary students in the school, even if attendance is not being taken.
    o Secondary students (cross-enrolled students) will have a calendar value assigned by their primary school. This cannot be changed by the secondary school.

- **Grade Terms: Grades** top tab > **Grade Terms** side tab (School Setup or Grade Management guide)

    o Grade terms are required set up. If the DL or CE school issues report cards three times a year for elementary grades and four times a year for secondary level grades, then the K-12 grade term model may be appropriate.
    o For DL and CE schools that are not using MyEducation BC for regularly issued report cards, grade input may be prepared for only the final grade term (Q4 or Tri 3) so the final mark column appears for entry and posting to the transcript. This assumes all courses are running in a Full-Year schedule term model.

- **Schedule Structure: Schedule** top tab > **Structure** side tab

    o DL and CE schools commonly have a master schedule that has one full-year schedule term, one day and one period with all sections scheduled into the same period. Additional periods can be defined, if desired.

- **Courses: Schedule** top tab > **Courses** side tab (School Setup guide or Elementary Scheduling guide)

    o Courses need to be set up with the appropriate transcript definitions

- **Sections**: **Schedule** top tab > **Schedule Attributes** side tab > **Course Attributes** sub-side tab (Elementary Scheduling guide)

    o Most DL and CE schools will have one section of each course to assign to students; however, master schedules can be built for whatever model the school operates in.

- **Course Sections: Schedule** top tab > **Master** side tab > **Sections** sub-side tab (Elementary Scheduling guide)
    o Assign teachers, schedule terms, schedule expression (period/day) and max enrollments.
    o For DL and CE schools, all of the sections need to be scheduled, but can be scheduled into the same day and period.

2.0 Scheduling Students into Courses

Students can be scheduled into courses in two areas of the application:

- **Schedule** top tab > **Master** side tab > select section > **Roster** leaf
- **Student** top tab > **Schedule** side tab > **Workspace** sub-side tab

2.1 To schedule multiple students into the same course section:

1. In the **School** view, select the **Schedule** top tab.
2. Click on the **Master** side tab. This will open to the **Sections** sub-side tab.
3. Click the **Roster** leaf.
4. In the **Options** menu, select **Add**. The *Multi-Add Students* pop-up window will appear.
5. **Schedule Mode** field can be left at **Pull**.
6. In the *Students* section, click the **Selection** radio button. This will present a pop-up list of students to select. Use the search field to find the students and check the box beside their name as they appear. Multiple students can be selected at the same time.
7. Click **OK.**
8. In the *Multi-Add Students* pop-up window, ensure the *Selected students* count represents the correct number of students.
9. Click **OK**. The roster will now display the names of the students added to the section. The student schedule will also display the classes as scheduled.

2.2 To schedule an individual student into one or more course sections:

For scheduling students in DL and CE schools, users will likely find the List view best. The reason for this is that the common scheduling setup for these schools is to have all courses scheduled into the same day and period. A Matrix view is based on students' classes being scheduled into multiple periods and/or days and therefore its functionality may be confusing to users. Step 3 below explains how to change to the list view if the screen is in matrix view when entered.

1. In the **School** view, select the **Student** top tab.
2. Check the box beside the student requiring a schedule. Click the **Schedule** side tab.
3. Select the **Workspace** sub-side tab. For DL schools, List view is the best view for scheduling students. If, upon entering the screen, there is a grid with days and periods displayed on the right hand side, look in the upper right corner of the schedule screen for the blue hyperlink that says *<<List view*.   Click it to display the workspace in the list view, as below:

Student Schedule (0% scheduled - Class credits: 0.0)

0 of 0 selected

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clssrm
						No matching records

Course ☐ Ignore warnings Add

Select... Drop Reschedule...

This screen represents a "List view"

Course Requests

Number	Description	SecType	SectNo	TPYView	Periods per cycle	Staff > Name	TermCode	TermContent
								No matching records

Number [_____] Add
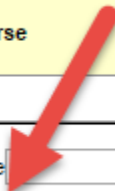
Select... Drop Update

Note that this screen may have a *Pending Schedule Changes* section in between the two sections displayed below if the school has the preference set to **Allow Future Adds/Drops** enabled in **School** top tab > **Setup** side tab > **Preferences** > Category = **Schedule**. This section can be ignored when scheduling a student into sections.

4. To add a specific course section to a student, click the **Select** button in the **Student Schedule** area.

Student Schedule (0% scheduled

Course	Description	Term

Course [_____] ☐ Ignore warnings Add

Select... Drop Reschedule...

This will present the *Schedule Master Pick List* pop-up window.

- If the course pick list is empty, this can be due to courses not having schedule expressions, or courses having reached their maximum enrollment. A user may uncheck the **Valid sections only** box to the upper right of the picklist so all sections are displayed.

- DL and CE schools with all sections scheduled into the same day/period will want to check the **Allow conflicts** checkbox to the upper right of the picklist to allow multiple sections with the same schedule expression to be selected.

Valid sections only	☑
Allow conflicts	☑

5. Use the search window to find the course sections required for the student schedule. Check the box beside the desired section. Multiple sections can be selected in the same window.

- If the selected course has reached is maximum, but approval has been given to exceed the maximum, the user can check the **Allow all over max** box above the picklist to the right. This will let the student into the selected sections.

Allow all over max ✔

	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Te	House	Platoon	Inclusion?
✔	MAF--11-4L-01	CP - ART FOUNDATIONS 11	Sen, Abbey	FY	1(1)	1(1)	3	250	Y					N
	MAF--12-4L-01	CP - ART FOUNDATIONS 12	Sen, Abbey	FY	1(1)	1(1)	3	250	Y					N
	MASK-11-2L-13	CP - PRE-GATEWAY APPLIED SKILLS 11	Spain, Errol	FY	13(1)	13(1)	0	40	Y					N
	MAWM-10-4L-01	CP - APPRENTICESHIP AND WORKPLACE MATH 10	Redburn, Emil	FY	23(1)	23(1)	1	120	Y					N
	MAWM-10-4L-02	CP - APPRENTICESHIP AND WORKPLACE MATH 10	Ruzicka, Richard	FY	23(1)	23(1)	0	120						N
	MAWM-10-4L-03	CP - APPRENTICESHIP AND WORKPLACE MATH 10	Sattan, Gregg	FY	23(1)	23(1)	1	120	Y					N
	MAWM-10-4L-09	CP - APPRENTICESHIP AND WORKPLACE MATH 10	Seipp, Bandu	FY	9(1)	9(1)		120	Y					N
✔	MAWM-11-04	CP - APPRENTICESHIP AND WORKPLACE MATH 11	Redburn, Emil	FY	24(1)	24(1)	1	200	Y					N

6. Click **OK**. This will return you to the main student schedule window, with the sections displayed.

7. Click **Post** to make the schedule changes permanent.

8. Go to the **Course Requests** section and click the **Update** button. If course sections are accidentally dropped from the student schedule, this section will preserve the courses that were selected. Note that this is a *course* request screen and will not show the section the student was scheduled into, only the courses.

Note: The **Change History** sub-side tab within the **Schedule** side tab will display any changes made to the student schedule within the current year, as well as the date the change was made and the user who made the change.

2.3   To schedule course sections for students for future dates:

This function is available both on the class roster for multiple students, or in the student workspace for an individual student.   It requires that the school preference has been set to Allow future add/drop.

To use this function to schedule multiple students into a roster for a future date:

1. In the **School** view, select the **Schedule** top tab.

2. Click on the **Master** side tab. This will open to the **Sections** sub-side tab.

3. Click the **Roster** leaf. A field will appear at the top called **Effective Date =**.

4. Populate the date field with the date that the students to be selected should be added to the roster.

5. Follow the steps above to schedule multiple students into the same course section.

6. The student will display on the roster and the student schedule screen will indicate a pending change.

To use this function to schedule an individual student into a roster for a future date:

1. In the **School** view, select the **Student** top tab.

2. Check the box beside the student requiring a schedule. Click the **Schedule** side tab.

3. Select the **Workspace** sub-side tab. A field will appear at the top called **View and make changes as of**.

4. Populate the date field with the date that the subsequently selected sections should be added to the student schedule.

5. Follow the steps above to schedule an individual student into one or more course sections.

6. When the student schedule is posted, the future change will appear in the student schedule in bold type and the **Pending Student Schedule Changes** section will display the section that will become permanent on the student section on the specified date.

7. In the **Pending Student Schedule Changes** section, the user can click the `Make Effective Now` button to have the schedule reflect the section as immediately active on the student schedule. Alternatively, checking the box beside the **Add** in this section and clicking `Delete` will remove the change from the student schedule.

3.0   Grade Management

DL and CE schools will prepare grade input for terms using the same process as regular schools. This will present the columns for entering term grades as necessary. DL and CE schools also need to prepare grade input for course dates in order to enter the active and completion dates required for their reporting. Instructions for both of these processes are provided in the Grade Management guide.

Grade entry and posting, as well as course date entry and posting can be done by office admin staff or through the teacher gradebook functions outlined in the Grade Management guide.

Note: For DL and CE schools, the entry of an assignment mark by a teacher will trigger an Active Date to be populated for that student for that particular course. When course dates are posted, this will populate the student transcript record and appear in the 1701 and SADE extracts. Similarly, the entry of a final mark for a course by either a teacher or office admin staff will automatically populate a completion date. This was a functional requirement for DL schools and is important for users to understand as it is a funding trigger for these school types.