



MyEducationBC

---

## Scheduling Module 9

---

# Load Students and Analysis

---

April 13, 2015 v1.0

---

## Version History

Version	Date	Description
1.0	April 13, 2015	Initial Draft

## 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.....</b>	<b>4</b>
<b>2.0 LOCK INDIVIDUAL STUDENT SCHEDULES .....</b>	<b>4</b>
2.1 Lock a Student’s schedule .....	4
<b>3.0 LOAD STUDENTS.....</b>	<b>5</b>
3.1 All Students.....	5
<b>4.0 ANALYSIS.....</b>	<b>6</b>
4.1 Conflict Summary.....	7
<b>5.0 REPORTS.....</b>	<b>10</b>
5.1 Requests Not Scheduled.....	10
5.2 BC Master Schedule .....	12
5.3 Unscheduled Room.....	13
5.4 Unscheduled Teacher .....	14
<b>6.0 ADJUSTING A MASTER SCHEDULE.....</b>	<b>14</b>
6.1 Copy a Scenario .....	15

# 1.0 Introduction

After you build your master schedule on the Workspace tab, load students into the finished master schedule. Loading students into the schedule maximizes section balances and requests satisfied.

After you load students, you can analyze the load results. The system provides reasons for each conflict a student's schedule has when trying to fulfill requests.

**Note:** Students are Loaded into each scenario. This allows you to analyze the results, make a copy of the scenario, try new options and then go back to a previous scenario.

## 2.0 Lock Individual Student Schedules

Students can be hand scheduled before or after a load is run.

### 2.1 Lock a Student's schedule

After a load has been run a student's schedule can be locked, preventing the student from being rescheduled in subsequent loads

From the Student top tab

1. Select the student
2. Details
3. Check the **Lock Schedule** box:

The screenshot shows the 'Details' tab for a student named Dom Addley. The interface includes a navigation menu on the left with options like Requests, Schedule, Schools, Transcript, Documents, Rules, and Snapshots. The main area is divided into several sections:

- Personal Information:** Legal first name (Dom), Legal middle name, Legal last name (Addley), Suffix, Gender (M), Year of graduation (2018), Grade level (09).
- Enrollment Status:** Active, School > Name (South Kamloops Secondary), Next School > Name (South Kamloops Secondary), Homeroom (K121), Next homeroom.
- Scheduling Options:**
  - Include in scheduling:
  - Schedule priority: 40
  - Schedule weight: 1.0
  - Lock schedule:  (highlighted with a red arrow)
  - Balance code: [empty field]
- Team and House Information:** Team (Blue), Static team, House (Spartans), Static house, Platoon (Div03), Unavailable schedule (Edit Schedule).

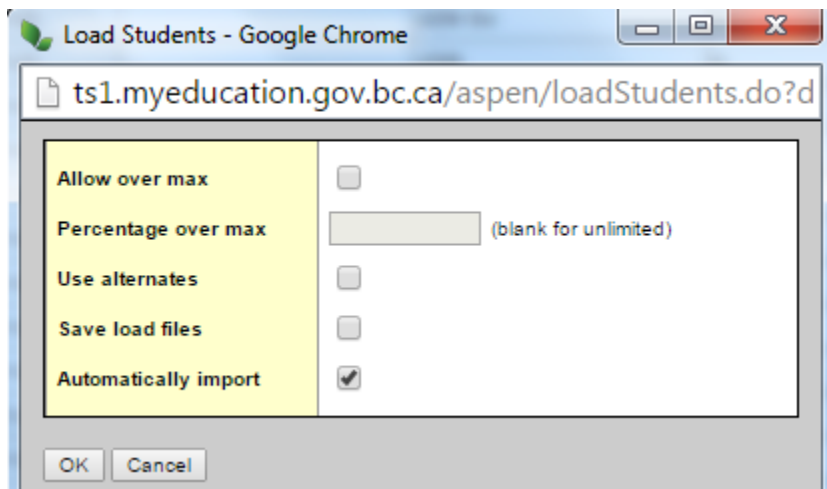
4. Click **Save**

## 3.0 Load Students

### 3.1 All Students

To load students into the master schedule:

1. Log on to the Build view.
2. Click the Workspace tab.
3. On the Options menu, click Load > Load.
4. The Load Students dialog box appears:



1. Select the **Allow over max** checkbox if you want the system to ignore the maximum enrollment numbers you defined for sections. Then, enter the **Percentage over max** you want.
2. Select the **Use alternates** checkbox if you want the system to attempt to schedule students into their alternate requests if primary requests are not available
3. **Save load files** does not have to be checked, unless directed by support staff.
4. Check **Automatically import**
5. Click **OK**. The progress meter displays the name of the student currently being scheduled, and the number of students remaining to be scheduled. When the system finishes scheduling students.

The order in which students are loaded can be controlled by setting a student **Load priority**. In the example below the priority has been set in ascending order. Grade 11 students have the lowest priority and Grade 7 the highest. With this setup, the Grade 11 students will be loaded first:

BRITISH COLUMBIA MyEducationBC South Kamloops Secondary 2015-2016 SM9-1 - Load Change View Select School Set Preferences Log Off Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global Options Reports Help

**Students** 0 of 5 selected *Custom Selection*

Name	Grade	YOG	SchdPri	Schd?
Alex, Geneve	11	2016	20	Y
Adema, Ivy	10	2017	30	Y
Addley, Dom	09	2018	40	Y
Alex, Emmet	08	2019	50	Y
Aley, Delaine	07	2020	60	Y

## 4.0 Analysis

There are several ways to analyze the results and determine the overall build and success of the load. From the Workspace top tab, click on the Analysis side tab. This shows information from the latest load:

BRITISH COLUMBIA MyEducationBC South Kamloops Secondary 2015-2016 SM9-1 - Load Change View Select School Set Preferences Log Off Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global Options Reports Help

**Analysis** Printer Friendly Version

Last run type	Load
Status of last run	Completed
Validation Errors	0
Validation Warnings	70
Build failure reason	
Requests satisfied	6929 (93%)
Total requests	7415
Students satisfied	843 (81%)
Total students	1040
Total run time	53 sec.

**Last run type** – shows either Build or Load.

**Status** – indicates if it has completed or in progress.

**Validation Errors** – If there were errors the number would be indicated.

**Requests satisfied** – shows the overall number of request successfully scheduled.

**Total request** – the number of requests for all students at the school.

**Students satisfied** – the total number of students fully scheduled (all requests met).

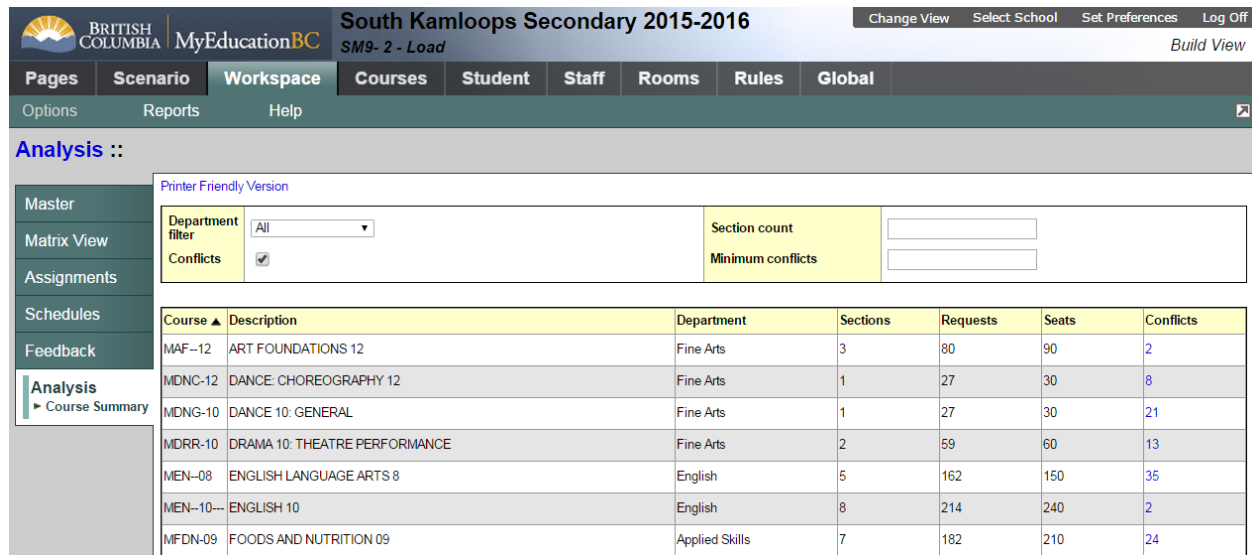
**Total students** – number of students included in the load.

**Total run time** – the time it took to load.

## 4.1 Conflict Summary

After a load has been completed you can see which sections had conflicts; students that requested a course but did not get into a section.

From the Workspace top tab > Analysis side tab click on **Course Summary**



South Kamloops Secondary 2015-2016  
SM9- 2 - Load

Change View Select School Set Preferences Log Off Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Analysis ::

Printer Friendly Version

Master  
Matrix View  
Assignments  
Schedules  
Feedback  
Analysis  
    > Course Summary

Department filter	All	Section count	
Conflicts	<input checked="" type="checkbox"/>	Minimum conflicts	

Course	Description	Department	Sections	Requests	Seats	Conflicts
MAF--12	ART FOUNDATIONS 12	Fine Arts	3	80	90	2
MDNC-12	DANCE: CHOREOGRAPHY 12	Fine Arts	1	27	30	8
MDNG-10	DANCE 10: GENERAL	Fine Arts	1	27	30	21
MDRR-10	DRAMA 10: THEATRE PERFORMANCE	Fine Arts	2	59	60	13
MEN--08	ENGLISH LANGUAGE ARTS 8	English	5	162	150	35
MEN--10--	ENGLISH 10	English	8	214	240	2
MIFDN-09	FOODS AND NUTRITION 09	Applied Skills	7	182	210	24

1. Select a department at the **Department filter** drop-down to view only courses in a specific department.
2. Select the **Conflicts** checkbox to view only courses with conflicts. The **Conflicts** checkbox is selected by default. Otherwise, the list shows all courses, including those without conflicts with student requests.
3. Enter a value in the **Section Count** field to limit the courses that appear by the number of sections. For example, to view how singletons were loaded, type 1.
4. Enter a value in the **Minimum** conflicts field to limit the courses that appear to courses with the number of conflicts you identify and above. For example, to view courses which three or more students requested and could not be scheduled in, type 3.
5. Click on the **Conflicts** column to resort showing courses with the most conflicts at the top:

BRITISH COLUMBIA MyEducationBC South Kamloops Secondary 2015-2016 SM9- 2 - Load

Change View Select School Set Preferences Log Off Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Analysis ::

Printer Friendly Version

Master  
Matrix View  
Assignments  
Schedules  
Feedback  
Analysis  
▶ Course Summary

Department filter: All  
Conflicts:   
Section count:   
Minimum conflicts:

Course	Description	Department	Sections	Requests	Seats	Conflicts
MSS-08	SOCIAL STUDIES 8	Social Studies	5	162	150	56
MMA-08	MATHEMATICS 8	Mathematics	5	162	150	36
MPE-08---	PHYSICAL EDUCATION 8	Physical Education	5	162	150	36
MEN-08	ENGLISH LANGUAGE ARTS 8	English	5	162	150	35

6. Click the number in the **Conflicts** column to view that list of students who requested the course but could not be scheduled in it. The list of students appears:

BRITISH COLUMBIA MyEducationBC South Kamloops Secondary 2015-2016 SM9- 2 - Load

Change View Select School Set Preferences Log Off Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Students

0 of 56 selected

Custom Selection

Name	Grade	YOG	SchdPri	Schd?
<input type="checkbox"/> Aley, Delaine	07	2020	60	Y
<input type="checkbox"/> Alibhai, Raveen	07	2020	60	Y
<input type="checkbox"/> Avison, Clovette	07	2020	60	Y
<input type="checkbox"/> Beech, Yanni	07	2020	60	Y
<input type="checkbox"/> Boyle, Elan	07	2020	60	Y

7. To view why the system could not fulfill a student's request for the course, select the student, and click the **Schedule** side-tab, then **Conflicts**. The **Comment** column displays **Request not scheduled** for any course the student requested but could not be scheduled in:



South Kamloops Secondary 2015-2016  
SM9-2 - Load

Change View Select School Set Preferences Log Off  
Build View

Pages Scenario Workspace Courses Student Staff Rooms Rules Global  
Options Reports Help

Students :: 606739 - Aley, Delaine

Details Requests Schedule Conflicts Workspace

Show alternate requests  S: Scheduled O: Open R: Open to reserve seats only C: No seats available U: Unavailable

Include courses without scheduled sections  Scheduled request only

House Team All All Hide section number Hide course description

Student Schedule (56% scheduled - Class credits: 4.0)

Course	Periods								Comment
	1	2	3	4	5	6	7	8	
MEN-08 ENGLISH LANGUAGE ARTS 8		O:002 [S1] O:003 [S2]	S:001 [S2]	C:005 [S2]					S:MEN-08-001 S2 3(1-2)
MFDN-08 FOODS AND NUTRITION 08	C:005 [Q2]	S:002 [Q1]	C:004 [Q4]						S:MFDN-08-002 Q1 2(1-2)
MFR-08 FRENCH 8	O:005 [S2]	O:003 [S1] O:002 [S2]		S:004 [S2]					S:MFR-08-004 S2 4(1-2)
MGT-08 GRADUATION TRANSITIONS						S:001			S:MGT-08-001 FY 6(1-2)
MMA-08 MATHEMATICS 8	S:001 (2)	O:002 (1)		C:004 (1) C:003 (2)					S:MMA-08-001 FY 1(2)
MPE-08-08 PHYSICAL EDUCATION 8	S:004 (1)	O:003 (2)		C:002 (1) C:001 (2)					S:MPE-08-004 FY 1(1)
MSC-08 SCIENCE 8	O:005 [S2]	O:002 [S1] O:004 [S2]		S:003 [S1]					S:MSC-08-003 S1 4(1-2)
MSS-08 SOCIAL STUDIES 8	C:005 [S1] O:004 [S2]	O:003 [S1] O:002 [S2]	C:001 [S2]						Request not scheduled
MTE-08 TECHNOLOGY EDUCATION 8	C:005 [Q3]	S:001 [Q2]	C:003 [Q1]						S:MTE-08-001 Q2 2(1-2)
MTXT-08 TEXTILES 8	C:005 [Q1]	S:004 [Q4]	C:003 [Q3]						S:MTXT-08-004 Q4 2(1-2)
MVA-08 VISUAL ARTS 8	C:002 [Q4]	S:004 [Q3]	C:003 [Q2]						S:MVA-08-004 Q3 2(1-2)
PKG-08-REG COURSE PACKAGE 08									No sections scheduled

8. Click **Request not scheduled** to view the **'Schedule conflict reasons'** dialog box. The **Conflict Reason** column displays the reason the student could not be scheduled for each section:

Schedule conflict reasons - Google Chrome

ts1.myeducation.gov.bc.ca/aspen/studentScheduleConflictReason.do?parentForm=studentScheduleConflictMatrixForm&courseOid=CSK0000

0 of 5 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Close?	SecType	Team	House	Platoon	Inclusion?	Conflict Reason
MSS-08-001	SOCIAL STUDIES 8		S2	3(1-2)		30	30	Y					N	Section is closed
MSS-08-002	SOCIAL STUDIES 8		S2	2(1-2)		13	30	Y					N	Conflict with scheduled sections
MSS-08-003	SOCIAL STUDIES 8		S1	2(1-2)		14	30	Y					N	Conflict with scheduled sections
MSS-08-004	SOCIAL STUDIES 8		S2	1(1-2)		19	30	Y					N	Conflict with scheduled sections
MSS-08-005	SOCIAL STUDIES 8		S1	1(1-2)		30	30	Y					N	Section is closed

OK

One of the following conflict reasons appears next to each section for the course:

- Section is closed
- Student is unavailable
- Section conflicts with students preferred sections
- Invalid course relationship with students preferred sections
- Invalid section type
- Invalid team code
- Invalid house code
- Invalid platoon code
- Invalid as not preferred teacher
- Invalid as not preferred term
- Invalid as not preferred section

- Violation of student avoid student rule
  - Violation of student avoid teacher rule
  - Invalid as not matching content term code
  - Invalid not inclusion section for inclusion request
  - Violation of term link rule
  - Conflict with scheduled sections
  - Invalid course relationship with scheduled sections
  - Violation of inclusion ratio
  - Violation of inclusion count allowed
9. Use the value in the Conflict Reason column to make possible changes to the student's schedule to fulfill their requests.

**Note:** The system updates these comments only when you run another load, or you click **Reschedule**; making manual changes to schedules to resolve conflicts does not change the comments until you load the schedule again.

## 5.0 Reports

There are a variety of reports available to assist with the analysis of a schools master schedule and the resulting load of students.

### 5.1 Requests Not Scheduled

Run the Requests Not Scheduled report to view the courses each student requested, but did not get into when you built the master schedule and loaded students.

Use the results to determine if you need to change any section information and rebuild those sections to see if you can satisfy more student requests.

To run the **Requests Not Scheduled** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu, click **Requests Not Scheduled**. The Requests Not Scheduled dialog box appears:

## Requests Not Scheduled

<b>School</b>	South Kamloops Secondary
<b>Group by</b>	Student ▼
<b>Students to include</b>	All ▼
<b>Search value</b>	<input type="text"/>
<b>Sort students by</b>	Name ▼
<b>Courses to include</b>	All ▼
<b>Search value</b>	<input type="text"/>
<b>Sort courses by</b>	Course number ▼
<b>Format</b>	Adobe Acrobat (PDF) ▼

Run Cancel

You can view these unsatisfied requests by student name, as in the following example, or by course:

Kamloops/Thompson		South Kamloops Secondary	
Requests Not Scheduled			
Page 1		22/04/2015	
<b>Addley, Dom</b>	<b>2018</b>	MEN--10--	ENGLISH 10
		<b>Total:</b>	<b>1</b>
<b>Alcock, Maureen</b>		MEN--10--	ENGLISH 10
		MPLAN10	PLANNING 10
		<b>Total:</b>	<b>2</b>
<b>Alex, Emmet</b>	<b>2019</b>	MFDN-09	FOODS AND NUTRITION 09
		MFR--09	FRENCH 9
		MPE--09--	PHYSICAL EDUCATION 9
		<b>Total:</b>	<b>3</b>

**Note:** You can run the report by student or course.

## 5.2 BC Master Schedule

This report shows all schedule and load information, including **Classes** enrollment totals.

To run the **BC Master Schedule** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu, click **BC Master Schedule**. The BC Master Schedule dialog box appears:

### BC Master Schedule

<b>School</b>	South Kamloops Secondary
<b>Sections to include</b>	Current selection ▼
<b>Search value</b>	<input type="text"/>
<b>Course Information</b>	
Include Description	<input checked="" type="checkbox"/>
Include Department	<input checked="" type="checkbox"/>
Include Teacher	<input checked="" type="checkbox"/>
Include Room	<input checked="" type="checkbox"/>
<b>Student Information</b>	
Show Inclusion Counts	<input checked="" type="checkbox"/>
Show Special Ed Counts	<input checked="" type="checkbox"/>
Show ELL	<input checked="" type="checkbox"/>
<b>Sort results by</b>	Class Identifier ▼
<b>Format</b>	Adobe Acrobat (PDF) ▼

The **Class ID** column shows the name and the **Total** enrollment for the grouping:

Kamloops/Thompson										South Kamloops Secondary									
SM9- 2 - Load										BC Master Schedule									
Page 1										April 22, 2015									
CrsCode	Class ID	Course	Flav	Teacher	Room	Trm	Schedule	Assigned			Male		Female						
								Ttl	Max	Open	INC	SPEDELL	INC	SPEDELL					
AAR--12		AAR--12-001			J207	S1	4(1-2)	5	30	25									
ABIO-12		ABIO-12-001			J209 Sci	S1	3(1-2)	6	30	24									
ACHE-12		ACHE-12-001		Addey, Rowe				0	30	30									
AELC-12		AELC-12-001			J206	S1	1(1-2)	6	30	24									
MAF--11		MAF--11-003			K-Libr	S2	1(1-2)	29	30	1									
MAF--12		MAF--12-003			K117-Art	S1	3(1-2)	18	30	12									
MCH--12		MCH--12-001			J211 Sci	S1	4(1-2)	25	30	5									
MCH--12		MCH--12-002			J209 Sci	S2	1(1-2)	25	30	5									
MCH--12		MCH--12-003			J215 Sci	S2	4(1-2)	25	30	5									
MCH--12		MCH--12-004			J214 Sci	S2	3(1-2)	25	30	5									
MDNC-09		MDNC-09-001		Addey, Rowe	J115-Dance	S1	4(1-2)	0	30	30									
MAF--11	Art 11/12 001	MAF--11-001		Aven, Tasha	K117-Art	S1	4(1-2)	6											
MAF--12	Art 11/12 001	MAF--12-001		Aven, Tasha	K117-Art	S1	4(1-2)	15											
	Art 11/12 001					S1		21	30	9									
MAF--11	Art 11/12 002	MAF--11-002		Aven, Tasha	K117-Art	S2	3(1-2)	15											
MAF--12	Art 11/12 002	MAF--12-002		Aven, Tasha	K117-Art	S2	3(1-2)	15											
	Art 11/12 002					S2		30	30	0									

### 5.3 Unscheduled Room

This report shows all Rooms that are free in each period and term.

To run the **Unscheduled Room** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu
4. Click **Rooms > Unscheduled Room**. The Unscheduled Room dialog box appears:

#### Unscheduled Room

<b>Rooms to include</b>	All <span style="float: right;">▼</span>
<b>Search value</b>	<input style="width: 100%;" type="text"/>
<b>Sort results by</b>	Name <span style="float: right;">▼</span>
<b>Format</b>	Adobe Acrobat (PDF) <span style="float: right;">▼</span>



Period 1	Period 1	Period 1	Period 2
J-Admi 1(1-2)	K-Cafe 1(1-2)	K206 1(1-2)	J-Admi 2(1-2)
J-Coun1(1-2)	K- [Q1 Q2] 1(1-2)	K209 1(1-2)	J-Coun2(1-2)
J-Libr 1(1-2)	Music	K210 1(1-2)	J-Libr 2(1-2)
J101- [Q3] 1(1-2)	K-Off [Q1 Q2] 1(1-2)	K211 1(1-2)	J101- [Q2] 2(1-2)
Art	K100- 1(1-2)	K212 1(1-2)	Art
J104- 1(1-2)	Music	K213 1(1-2)	J104- 2(1-2)
Cafe	K106 1(1-2)	K214 1(1-2)	Cafe
J105- [Q1] 1(1-2)	K109- 1(1-2)	K215 1(1-2)	J105- [Q4] 2(1-2)
Cafe	Music	K216 1(1-2)	Cafe
J107- [Q2] 1(1-2)	K110- 1(1-2)	K217 1(1-2)	J106- [Q1 Q2] 2(1-2)
Txtl	Music	K218 1(1-2)	Cafe
J110- 1(1-2)	K111 1(1-2)	K220 1(1-2)	J107- [Q1] 2(1-2)
Dance	K112 1(1-2)	K221 1(1-2)	Txtl

## 5.4 Unscheduled Teacher

This report shows all **Teachers** that are free in each period and term.

To run the **Unscheduled Teacher** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu
4. Click **Teachers > Unscheduled Teacher**

### Unscheduled Teacher

<b>Teachers to include</b>	All ▾
<b>Search value</b>	<input type="text"/>
<b>Sort results by</b>	Name ▾
<b>Format</b>	Adobe Acrobat (PDF) ▾

Kamloops/Thompson

South Kamloops Secondary

### Unscheduled Teachers

Page 1

April 22, 2015

Period 1	Period 2	Period 3	Period 4
Addey, Rowe Aven, Tasha	1(1-2) 1(1-2)	Addey, Rowe Aven, Tasha	2(1-2) 2(1-2)
		Addey, Rowe Aven, Tasha	3(1-2) [Q1 Q2] 3(1-2)
			Addey, Rowe Aven, Tasha
			[Q3 Q4] 4(1-2) [Q3 Q4] 4(1-2)

## 6.0 Adjusting a Master Schedule

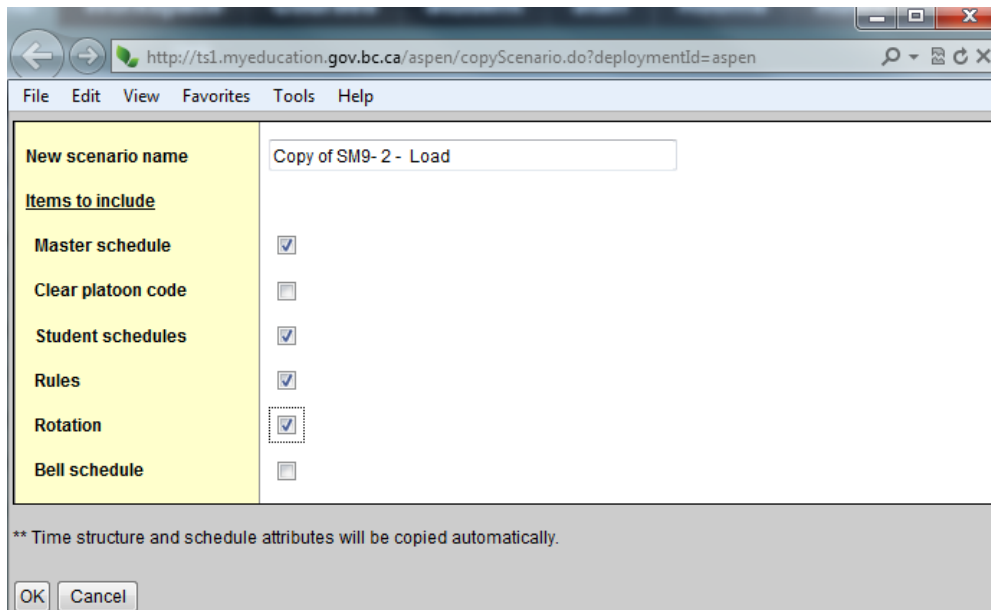
Once analysis is complete, decisions will need to be made about adjustments that are required to improve the schools master schedule. These may take many different forms and are unique to each school and their situation.

The following section reviews the process for making copies of a Scenario; as this often required to compare situations.

## 6.1 Copy a Scenario

To copy a scenario:

1. From the **Scenario** tab.
2. Click into **Details** of the scenario you wish to copy.
3. Click **Options > Copy Scenario...**
4. The copy scenario dialogue box opens:



http://ts1.myeducation.gov.bc.ca/asp/copyScenario.do?deploymentId=aspen

File Edit View Favorites Tools Help

**New scenario name** Copy of SM9- 2 - Load

**Items to include**

Master schedule	<input checked="" type="checkbox"/>
Clear platoon code	<input type="checkbox"/>
Student schedules	<input checked="" type="checkbox"/>
Rules	<input checked="" type="checkbox"/>
Rotation	<input checked="" type="checkbox"/>
Bell schedule	<input type="checkbox"/>

\*\* Time structure and schedule attributes will be copied automatically.

OK Cancel

Select the pieces of the scenario you want to copy into this new scenario, such as the master schedule, student schedules, rules, and rotations.

**Note:** Ensure you review the **Scenario** preferences, covered in Scheduling Module 3 – Scenarios, Time Structures and Rotations.