

**Scheduling Module 2** 

Course Catalogues, Student and Staff Setup

January 2016 v1.3







#### **Version History**

Version	Date	Description
1.0	Jan. 12, 2015	Initial document
1.1	Feb. 27, 2015	Correction to course catalogue page 8
1.2	Nov. 17, 2015	Updates based on review from last year
1.3	Jan.7, 2016	Updated section 1.1.3 Course Package creation and section 4.0 Next Year students

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# 1.0 Create Course Catalogue for the Build in the District View

### **1.1 District Course Catalogue**

While district courses will be converted into MyEducation BC, the district course catalogue will need to be reviewed and adjusted as necessary for the needs of the district. Note that elementary courses may need to be brought in for all schools who intend to record elementary achievement information in MyEducation BC.

MyEducation BC introduces the concept of course "flavours", which allows a district and/or school to make copies of courses. This is governed by your district preference settings.

Note: in MyEducation BC, course flavours must be created at the district level before the school level can create a flavour. See the section below called Creating Flavours at the District Level.

#### 1.1.1 Copy District Course Catalogue

The first step for preparing courses for the coming year is to copy the District course catalogue forward to the next year. This process will only copy courses, from your District, that exist in the Enterprise Level Catalogue for the same year.

- Log on to the District view
- Click the Schedule top tab
- Click the Courses side tab
- Click Options on the menu and select Copy Course Catalogue...
- The following window will open:

Pages Dis	trict	Student	Staff	Attendance	Conduct	Grades	Assessm	nent S	ichedule	Global	Tools	Admir						
ptions	Reports	He											Search	en DelCette	Q. Y		6 8	
Column Delate Ministry Line					Copy Cou	rse Catalo	g - Google	Chrome	<u>y</u>		• *	Ŋ						
Ness Upcate	Catalog .	204-12-2014			ts2.my	educatio	on goy h	c.ca/a	spen/co	opvOrga	nization	1					Currer	nt Ye
Copy Course Cat		-	David	dico -	_ oziny	concorn	onigonia	cred/ in	spendeo	pjorgo			dit Graf	vi SchoolLeve	FundingCode	Course Type	Language	Cral
FSC-Casy Den		P-12- 2010	Care AF 2-D	DESIGN	8 8	1		2				4.0	12	Secondary		Advanced Placement	English	
Outry . Shan landed		P-12-5 2018	Ciese AP 3-D	DESION PORTEC	Copy from		2015-201	8			•	40	12	Secondary		Advanced Placement	English	-
Over Selected		0-12- 2016	Ciess AP BIO	LOOY 12	Copy to		2016-201	7				4.2	12	Secondary		Advanced Placement	English	1
	0 40	AL-12- 2016	Ciess AP CAL	CULUS AB 12	cop) 10							4.0	12	Secondary		Advanced Placement	English	1
	8 40	AL-24- 2018	Cass AP CAL	CULUS BC 12A	OK Can	al.						40	12	Secondary		Advanced Placement	English	-
	() AG	AL-28- 2018	Ciess AF CAL	CULUS BC 128								4.0	12	Secondary	1	Advanced Placement	English	-
	0 40	0P-12- 2016	Dass AP CON	PARATIVE GOV								40	12	Secondary		Advanced Placement	Englan	1
	8 40	E-12- 2016	Ciess AP CH	MSTRY 12		ACHE-12	17	N	Adv Place	n/N		4.0	12	Secondary		Advanced Placement	English	1
	E AC	10-24- 2018 C	Date AP CON	PUTER SCIENCE A	12	ACSC-2A	03	N	Adv Placer	-24		4.0	12	Secondary		Advanced Placement	Englan	-

• Select the Year to Copy from and the Copy to year.



There will be courses that do not copy and you will be presented with a similar message to this:

A http://ts1.myeducation.gov.bc.ca/aspen/copyOrganizati	ionCoursel 🔎	× ď
File Edit View Favorites Tools Help		
Copy from 2015-2016		<u>_</u>
Cop X The following courses could not be c	opied: {0}	
MWEX-2A : {0} must be unique for {1} in table {2}. MWEX-2A : The course number does not follow the naming XDPA-06 : {0} must be unique for {1} in table {2}. XDPA-06 : The course number does not follow the naming of XSIEP9H : {0} must be unique for {1} in table {2}. XSIEP9H : {0} must be unique for {1} in table {2}.	convention	
	>	
OK		

Courses listed in this window are ones that were duplicated in the District catalogue and did not match Enterprise listed courses.

#### **1.1.2 Adding Courses to the District Course Catalogue**

If you need additional courses, that were not in the current year they can be added for use next year.

- Log on to the District view
- Click the Schedule top tab
- Click the Courses side tab
- Click Options on the menu and select Add. The Course Pick List pop-up window appears.
- In the Course Catalogue date field select the dates for the next school year.
- In the *Department* field select *All*. This will ensure you see all courses at the Enterprise level.

Note: Only courses that are not already in the year's catalogue will appear.



C	Cou	rse Pick List	: - Windows Inte	ernet Explorer		x
	🖌 http	p://trn.mye	ducation.gov.bo	ca/aspen/addOrgCourse.do;jsessionid=	36E9EEE2F5128	1 🗟
		irse Catalo partment	g:	2013-2014		
	<	1:A3DP-12	2 JAP 3-D DESIG	G ▼ ▷ 0 of 10103 selected	Ø	
		CrsCode	Description		Department	
		A3DP-12	AP 3-D DESIGI	N PORTFOLIO 12		
		ABI12	AP GENERAL	BIOLOGY 12		
		ACAL-2B	AP CALCULUS	BC 12B		
		ACGP-12	AP COMPARAT	TIVE GOVERNMENT & POLITICS 12		
		ACH12	AP GENERAL	CHEMISTRY 12		

- Check the box beside the course(s) you would like to add.
- Click OK.
- Go to the Courses side-tab and perform a search for the course you selected.
- Check the box beside the course and click the Details leaf.
- Populate the fields as appropriate for the district.
- Click Save.

Repeat until all courses required by the district are displayed in the Courses list.

#### 1.1.3 Course Packages

Course packages are a special type of course used during the scheduling process. Course packages are used as a way to assign multiple *course requests* to a student or groups of students. A course package, for example of Grade 8 Core courses, can be created and then assigned to all incoming grade 8 students. Other examples may be for courses that make up an elective rotation, Applied Skills and/or Fine Arts. Flavors of course packages can be created, just like other courses (see the following sections for more information on flavors).

The following course packages have been created at the Enterprise level.

PKGK	COURSE PACKAGE K	PKGK		N	0.0	KF	Elementary	Other	Pseudo-Crs-NOT FUND
PKG01	COURSE PACKAGE 01	PKG-01		N	0.0	01	Elementary	Other	Pseudo-Crs-NOT FUND
PKG02	COURSE PACKAGE 02	PKG02		N	0.0	02	Elementary	Other	Pseudo-Crs-NOT FUND
PKG03	COURSE PACKAGE 03	PKG03		N	0.0	03	Elementary	Other	Pseudo-Crs-NOT FUND
PKG04	COURSE PACKAGE 04	PKG04		N	0.0	04	Elementary	Other	Pseudo-Crs-NOT FUND
PKG05	COURSE PACKAGE 05	PKG05		N	0.0	05	Elementary	Other	Pseudo-Crs-NOT FUND
PKG08	COURSE PACKAGE 06	PKG06		N	0.0	06	Middle	Other	Pseudo-Crs-NOT FUND
PKG07	COURSE PACKAGE 07	PKG07		N	0.0	07	Middle	Other	Pseudo-Crs-NOT FUND
PKG08	COURSE PACKAGE 08	PKG08		N	0.0	08	Middle	Other	Pseudo-Crs-NOT FUND
PKG09	COURSE PACKAGE 09	PKG09		N	0.0	09	Secondary	Other	Pseudo-Crs-NOT FUND
PKG10	COURSE PACKAGE 10	PKG10		N	0.0	10	Secondary	Other	Pseudo-Crs-NOT FUND
PKG11	COURSE PACKAGE 11	PKG11		N	0.0	11	Secondary	Other	Pseudo-Crs-NOT FUND
PKG12	COURSE PACKAGE 12	PKG12		N	0.0	12	Secondary	Other	Pseudo-Crs-NOT FUND

Individual courses included in the package must be setup at the School level (details of steps are included in the section on school course catalogue).



## **1.2 District Preference > Schedule**

Settings in this preference window determine how the schools can use courses. The course number mask requires the district to add 3 characters to courses copied in the district course catalogue and can set the maximum number of characters the schools can apply. If districts wish to allow schools the ability to add characters to the course codes of these district flavours, the Number field must be set to School.

Kamloops/Thompson 2014-2	2015			Change View S	ielect District Set Preferences Log Off District View
Pages         District         Student         Staff           Options         Reports         Help	Attendance Conduct Gr	ades Assessment Schedu	ile Global Tools	Admin	E
Drganization Setup :: Kamloops/T	hompson				
Setup Details • Preferences Guided Tasks Auto update school course	esasasasbbb			Catego	ry: Schedule ▼
School Years         Course Field Ownership           Organizations         Academic level           Schools         Description           Events         Grade level           Membership         Master type           People         Number           Short description         Schort description	Kamloops/Thompson V Kamloops/Thompson V Enterprise V School V Kamloops/Thompson V	Credit GPA inclusion indicator Hide from grade input Hide from report card Hide from transcript Honor roll type Weight	Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson	Alternate group Department Minimum minutes per session Summary Teacher preparation code Total minutes per cycle	Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson       Kamloops/Thompson

**Cautionary Note:** Leaving the Course number mask blank will allow schools to indiscriminately add characters to their copied course codes as well as change the codes themselves..

Field	Default Value	Comment	Additional Info	Your Value
Course number mask Note: In order for schools to create flavours, the district must create the flavour first. The schools then create a flavour of the district flavour.	blank	Blank: district can create course flavours. Only one version of each provincial course code can be brought into the district course catalogue. District will be required to put 3 characters on the end of the course code. aaaaaaaaaab: District must create a flavour and add three characters to the enterprise course code. School can create flavours of the district flavour and must add one character to the district course code. aaaaaaaaaabb: District must create a flavour and add three characters to the enterprise course code. aaaaaaaaaabb: District must create a flavour and add three characters to the enterprise course code. School can create flavours of the district flavour and must add two characters to the district course code. aaaaaaaaaabbb: District must create a flavour and add three characters to the enterprise course code. School can create flavours of the district flavour and must add three characters to the district course code.	If district schools are not using course flavours, this field can be blank. If the district schools are using flavours, the Number field preference must be set to School, in addition to the course mask setting you have chosen.	





Field	Default Value	Comment	Additional Info	Your Value
Course Field Ownership: Academic level	Enterprise	Setting is Enterprise only.		
Course Field Ownership: Description	School	District or School can edit the description of a course.	Schedule top tab > Courses side tab > select course > Details leaf > Description field.	
Course Field Ownership: Grade level	Enterprise	Setting is Enterprise only.		
Course Field Ownership: Master type	Enterprise	Setting is Enterprise only.		
Course Field Ownership: Number	School	District Name: set to district name if schools will not be creating course flavours (multiple versions of a course). School: set to school if schools will be creating course flavours.	If schools need to create flavours, this setting must be "School" and the course mask must be defined at the district level. See the District Course Catalogue section of this document. The School Setup document contains additional information on creating course flavours at the school level.	
Course Field Ownership: Short description	District	District or School can edit the short description of a course.	Schedule top tab > Courses side tab > select course > Details leaf > Course Code field.	

# **1.3 Creating Copies of Courses (Flavours) at the District Level**

Flavours present a concept in MyEd that relates to copies of courses, in this case referring to district copies of Enterprise courses. A flavour is added to the copy of a course in a field of its own. This is a requirement of the application when creating different versions of a course, but the flavour does not have any relevance to schedule building or student scheduling. The course number mask requires districts to add 3 characters to the ministry codes. Districts can set the maximum number of additional characters schools might choose to add to school level copies of these codes for their scheduling needs. Schools can then make as many copies with distinct codes and flavours as they require.

- Log on to the District view.
- Click the Schedule top tab.
- Click the Courses side tab.
- Check the box beside the course that requires a flavour.
- Click the Details leaf.





- Click Options on the menu and select Copy.
- Populate the Number field with the course code you are copying, adding three characters to the end.
- Populate the Flavor field with a description of the copied course this may be a course code or description.

Note: The Flavour field is just a description of the course.

Courses :: MF	PE10 P	HYSIC	AL EDUCATI	ON 10			
Courses	Save Cancel				Copy - Google	Chrome	
<ul> <li>Details</li> <li>School Courses</li> </ul>	General	Schoo	l Certificate	Requiremer	🗋 ts1.myedu	cation.gov.bc.ca/aspen/clo	neCourse.do?de
Programs	School year Course code * Flavour Grade level		2018 MPE10		Number Flavour Save Cancel	MPE-10-D Dance	

- Click Save.
- Return to the Courses side tab. The course flavour will now appear in the district course catalogue. Schools can see this flavour, bring it into their own school and create additional flavours. Instructions for creating flavours at the school level are in the School Setup document.





# 2.0 Define the Build Year Context in the School View

# You must correctly set this value to the next school year to prevent overwrite of the current year's schedule

This value tells the application what the next year is going to be.

School > Setup > Details > Build Year Context field

#### Steps:

- 1. Click the red X and delete the existing value
- 2. Save the record
- 3. Click the magnifying glass
- 4. In the pop up window select the next school year
- 5. Click OK
- 6. Click Save on the School Details screen.

Preferences	General Addres	15	1 C	ile	E-lia 1	View Favorites	Taala Hala
				ne	Euit	view Favorites	Tools Help
Guided Tasks	Follett customer ID			<	2:2011	2010-2011	▼ ≥ 17 records
Schedules	Identifier *	7070001		Γ	Year	YearlD	YearName
Calendars	Name *	Alberni District Secondary		0	2011	2010-2011	School Year: 2010-2011
Events	Туре	Standard -		$\odot$	2012	2011-2012	School Year: 2011-2012
	School level	Secondary -		$\odot$	2013	2012-2013	School Year: 2012-2013
Lockers	Start grade	9		0	2014	2013-2014	School Year: 2013-2014
Membership	Number of grades	4		$\bigcirc$	2015	2014-2015	School Year: 2014-2015
Journals	Build Year Context >	2015 🔍 🕱		۲	2016	2015-2016	School Year: 2015-2016
0	School year Default Transcript	• •		$\odot$	2017	2016-2017	School Year: 2016-2017
Cashier's Office	Definition > Name	Quarterly - With School Exam				<b>_</b>	
Ed. Plans	School Sub Type	Regular Day School 🔻		OK	Cance		
Grid Codes	Save Cancel		1				1
Groups							
Notifications							
							-





# 3.0 Create Course Catalogue for the Build Year in the School View

Schools have the means of copying their current year course catalogue to the build year. They can also pull courses from the district to create or add to their course catalogues. In either case, courses must exist in the district course catalogue in order to move courses forward into the build year.

### 3.1 Copying the School Course Catalogue

School course catalogues can be copied forward from one year to the next. In order to do so, the course must first exist in the district course catalogue. This process is similar to that for the district course catalogue as described in Section 1.1 above.

- Log on to the School View
- Click the Schedule top tab
- Click the Courses Side tab
- Go to Options and select, Copy Course Catalog
- From the popup window:
  - Select the year to copy from and the year to copy to
  - Note the option to "Replace existing"
  - Select to Copy all, copy a Selection, or copy from a Snapshot.

BRITI COLU	TISH MBIA	1yEdı	acation	BC Se	miahmoo Se	c 2015	5-2016						Char	nge View Select School	Set Pref	erences Log O School View
Pages S Options	<b>ichool</b> Repo		i <b>dent</b> He	Staff	Attendance	Cond	🍆 Copy Course Catalo			- C X		ools A	dmin CrsNo	<u> </u>	a→z	6 🖶   (
Delete Modify List Mass Update Refresh Cours			+11-C			_	Catalog	0n.gov.bc.ca/a	ispen/copySc	Theorem	e   -				School '	Year: 2015-201
Copy Course ( Validate Reco FSC - Copy S( Query	rds		Flave 1CC	_	tion AL ARTS HL CERTIFICA AL ARTS HL 11	ATE 11	Copy from Copy to Replace existing	2018-2017				r SchoolLeve 6 Secondary 6 Secondary	I GrdLvl	TransDef > Name Quarterly - No School Exam Quarterly - No School Exam		Name Exclude Siz
Snapshots Show Selecter Omit Selected			ASS	IB BIOLO	AL ARTS HE 12A	11	Courses					6 Secondary 6 Secondary	12 11	Quarterly - No School Exam Quarterly - No School Exam		N
Sections Department Codes				IB BIOLO	DGY HL 11 DGY HL 12A DGY SL 11		Copy all Selection Snapshots					6 Secondary 6 Secondary 6 Secondary	11 12 11	Quarterly - No School Exam Quarterly - No School Exam Quarterly - No School Exam		N N N
Rooms Structure			1YY 2SS	_	DMA 11 CREATIVITY A		Selected courses: 0					6 Secondary 6 Secondary	11 12	Quarterly - No School Exam Quarterly - No School Exam		N N
		ICHH-1	1CC	IB CHEN	IISTRY HL CERTIFICAT	E 11	OK Cancel					6 Secondary	11	Quarterly - No School Exam		N

 The message shown below displays as a reminder courses must exist in the district course catalogue. Unlike at the district level, there will be no follow up message indicating which courses were not copied as a result of missing from the district catalogue.



Once complete, change the filter to the build year and check the number of courses

nduct	Grades	Asses	sment	Schedule Glob			bal Tools			Admin	
			Search or	n CrsNo	9	7		a→z	Ш	₿	
				Manage Filte	rs			_			
				Current Year							
				<ul> <li>Build Year</li> </ul>			-				
	0 of 94 ser	nated A		All Records				Cabor	Vee	r: 2016-2	0017
	0 01 94 Set	ected		2012-2013 C	ourses			30100	лтеа	r. 2010-2	
D	epartment	Credit We	ight Name	Course Code	Contain	s? v	ne Yea	r School	l evel (	GrdLvI Tra	nsD

# 3.2 Pulling Courses From the District to the School Course Catalogue

- Log on to the School view.
- Click the Schedule top tab.
- Click the Courses side tab.
- Click the **T** icon and ensure Build Year is selected.
- Click Options on the menu and select Add. The Course Pick List pop-up window appears, displaying the district course catalogue. Ensure the Course Catalogue reflects the build year and that School Level field is set to All to view the entire course catalogue.



BRITISH COLUMBL	A MyEduca	tionB	C L A Matheson Sec 20	015-2	2016	-			Curr	ent Year	- 1	GIIG	nge View Sele	ct School	Set Prefe	School	Log Of of View
Pages Scho	ol Stude	nt	Staff Attendance Cond	duct	Grade	s	Assessme	nt Sch	edule	Global Too	ols Ad	lmin					
Options I	Reports	Help	)								Search on	OrsNo	Q 7	/ 🛄	a+z	h 🖶	
chool Cours	es				ĺ		Course Pick List	- Google Ch	rome		• X			_			
						h	ts1.mveduc	ation.gov	.bc.ca/a	spen/addSchoo	olCour	•	Build Year				
laster	< 1:MAC11-	-	¥ >												School Y	/ear: 2016	5-201
chedules	CrsNo	Flavou	r Description	C	Department	•	Course Catalog:	201	18-2017			11	ransDef > Name R	ubricDef >	Name Exclu	de Size Fun	ndingC
	MAC11	s	ACCOUNTING 11	0	2		School Level:	All		•					N		
Ourses Details	MACC-12	s	ACCOUNTING 12	B	Business Ed										N		
Build	MAF11	-s	ART FOUNDATIONS 11	1	1		< 1:A2DP-12 (A)	P 2-D DESIG		<ul> <li>0 of 2659 selected</li> </ul>	Ø				N		
Request	MAF12	s	ART FOUNDATIONS 12	1	1	Г									N		
Sections	MAVM-10	S	MATH 10 APPRENTICESHIP AND WORKE	LACE 2	:0					Search on CrsCode					N		
epartment	MAWM-11	s	APPRENTICESHIP AND WORKPLACE MA	TH 11 2	:0	0	CrsCode De	scription			Level				N		
Codes	MBI11	s	BIOLOGY 11	1	7	Ē	_	2-D DESIGN			Regular				N		
ooms	MBI12	S	BIOLOGY 12	1	7	H H	A3DP-12S AF	3-D DESIGN	PORTFOLI	D 12	Adv Place				N		
ructure	MCAFT11-	s	CAFETERIA TRAINING 11	2	9	1	AAR-12 AF	P HISTORY OF	ART 12		Regular				N		
	MCAFT12	s	CAFETERIA TRAINING 12	2	9	1	ABIO-12 AF	BIOLOGY 12	2		Adv Place				N		
chedule ttributes	MCH11	s	CHEMISTRY 11	1	7	ĽĽ	-	CALCULUS A	AB 12		Adv Place				N		
	MCH12	-s	CHEMISTRY 12	1	7	0	ACAL-2A AF	CALCULUS E	BC 12A		Adv Place				N		
ules	MCJ12	s	CARPENTRY & JOINERY 12	0	4	0	ACAL-28 AF	CALCULUS E	BC 12B		Adv Place				N		
ademic	MCOM-11	-s	COMMUNICATIONS 11	1	0	0	ACGP-12 AF	COMPARATI	VE GOVER	NMENT & POLITICS 1	2 Adv Place				N		
acks	MCOM-12	-s	COMMUNICATIONS 12	1	0	0	ACHE-12 AF	CHEMISTRY	12		Adv Place				N		
ecommendation	MDD11	-s	DRAFTING & DESIGN 11	0	17	0	ACSC-2A AF	COMPUTER	SCIENCE A	12	Adv Place				N		
ontrols	MDD12	s	DRAFTING & DESIGN 12	0	17	Ľ	(				•				N		
references	MDFT-12	s	DRAMA: FILM & TELEVISION 12	1	9	(	OK Cancel								N		

- Check the box beside the course(s) required.
- Click OK. This adds the selected course(s) to your Courses side tab.
- Go to the Courses side-tab and perform a search for the course you selected.
- Check the box beside the course and click the Details leaf.
- Populate the fields as appropriate for the school.
- Click Save.
- Click on the Grading sub-top tab

#### Creating Copies of Courses (Flavours) at the School

The ability to create more than one version of a course (course flavours) requires that specific settings are in place at the district level.

For schools to create copies of courses, the district must have created a copy first. Schools can see this copy (not the flavour), bring it into their own school and create additional copies. A flavour is required but has limited value. Consultation with district support personnel may be required if schools need additional courses created at the district level.

#### 3.2.1 Creating Flavours at the School Level

- Log on to the School view.
- Click the Schedule top tab.
- Click the Courses side tab.
- Check the box beside the course that requires a flavour.
- Click the Details leaf.
- Click Options on the menu and select Copy.





- Populate the Number field with the course code you are copying, adding the appropriate number of characters required by the district preference setting.
- Populate the Flavor field with a description of the copied course this may be a course code or description.

Note: The Flavour field is just a description. The actual flavour is the unique course code.

Pages	School	Student	Staff	Attendance	Conduct	Grad	es	Assessment	Schedule
Options	Repo	orts He	elp						
School (	Courses	:: 2016-20	17 - MPI	E10 PHYS	SICAL EDU	CATIC	DN 1	0	
Master	S	ve Cancel						/ - Google Chrom	
Schedules		General	Grading				<u></u> ts1	.myeducatior	n.gov.bc.ca/aspen/
Courses		ister type *	c	lass			Numb	er MPE-	10D
► Details Build	Nu	imber *	N	IPE10			Flavo	ur Dance	
Request		scription	P	HYSICAL EDUCATION	10		Save	Cancel	
Sections		ort description	м	PE10					

- Click Save.
- Return to the Courses side tab. The course copy will now appear in the school course catalogue.
- Populate the details on the General and Grading tabs for the copy.

#### 3.2.2 Setting up Course Packages

Course packages are used to quickly enter requests for a group of courses several students must take. From the Build View > Student > Requests, course packages can be expanded out to those courses contained within.

Begin by making a flavour of the chosen, PKG-- course for the selected grade level. Depending on the District > Setup > Preferences > Category > Schedule, the school may be able to edit the course number (code), description and/or short description. In the lower block, course package field, enter the course codes to be contained within the package.





		KG08 - COURSE PACKAGE 08			
Master	Save Cancel				BC Default Template
Schedules	General Grading				
Courses	Master type *	Package	Hide on transcript	N	
<ul> <li>Details</li> <li>Build</li> </ul>	Number *	PKG-08	Hide on report card	N	
Request	Description	COURSE PACKAGE 08	Hide from grade input	N	
Sections	Short description	PKG-08	Include in GPA	N	
Department Codes	EXTERNAL_COURSE_CODE		Credit	0.0	
Rooms	Department	Other <b>V</b>	Weight	0.0	
	LANGUAGE	<b>T</b>	Teacher preparation code		
Structure	MARK_GRADE_TYPE		Total minutes per cycle	0	
Schedule Attributes	Allow recommendation		Course Type	Pseudo-Crs-NOT FUND	
	Allow requested as sub		Exclude from class size export		
Rules	Max requests	0			
Academic Tracks	Alternate group				
	Bank name	Q.			
Recommendatior Controls					
Preferences	Summary				
		MEN08, MMA08, MSS08, MSC08, MPE08			

# 4.0 Define Next School for Students

Students need to have a Next School value set, in order to assign them course requests. This value can only be set, for Primary Active students at your school.

From the Student top tab in the School view, select the Primary Active Students filter, then the Pre-Transition field set. This field set contains the next school (NextSKL>Name) field. Setting this field determines the student's primary school following End of Year Rollover.

The next school field is mass updateable. It can also be set using Modify List or from within a student's details screen.

Pages	School Student	Staff	Attendan	ce (	Conduct	Grades Ass	essment Sc	hedule	Global To	ols Admin			
Options	Reports He										🔍 🍸 🏢 a-z	լի 🖂	₿
tudent L	List												
Details	< 1:Adam, Caralee		▼ >				0 of 1417 select	ed 🥖				Primary Acti	ve Stude
Contacts	Name	Pupil #	DOB	YOG Gra	de EnrStatus	School > Name	NextSkl > Name	Homeroom	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw
	Adam, Caralee	971549	29/08/2002	2020 08	Active	L A Matheson Sec	L A Matheson Sec	02				N	N
	Adams, Izach	972746	27/07/1998	2016 12	Active	L A Matheson Sec						N	N
Attendance								-					
	Adamus, Valorie	982526	19/06/1998	2016 12	Active	L A Matheson Sec						N	N
Conduct		982528 308628		2016 12 2017 11	Active Active	L A Matheson Sec L A Matheson Sec	L A Matheson Sec					N	N
Conduct	Adamus, Valorie		20/05/1998				L A Matheson Sec L A Matheson Sec	02				N N N	N N N
Attendance Conduct Transcript Assessmen	Adamus, Valorie Adank, Pedro Adatia, Helen	308628	20/05/1998 28/10/2002	2017 11	Active	L A Matheson Sec		02				N N N	N N N

Graduating students do not need a Next School, the next school value for grade 12 students is left blank.





# 5.0 Rollover Secondary School Assignments for Staff

Primary teachers at your school do not need to be rolled over to the build year. If a teacher exists in the active year, they will be available for scheduling in the Build year.

If you know staff positions we be required next year, but do not know the staff's name fake staff can be created, e.g. Eng1 2016, Eng2 2016

When you are preparing to build your school's schedule for next year, and your teachers have secondary school associations, you can roll over those associations to build the schedule for next year.

To roll over secondary school assignments for staff members:

- Log on to the School view.
- Click the Staff tab.
- On the Options menu, click Rollover Staff Schools. The system asks if you want to roll over the current secondary school staff associations to the build year.
- Click OK.

# 6.0 Define New Secondary School Assignments for Staff

Defining new secondary school assignments for staff is best managed at the district level by an administrator or L1 Support that has access to all staff. From the Staff top tab in either the School View or District View, click on the Schools side tab > Options > Add. Complete the form as needed.

British MyEducationBC Surrey 2015-2016											Change Viet	w Select District	Set Preferences	Log Off trict View
Pages	District	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin			Í
Options	Repor	ts Hel	p											×
Staff Lis	Staff List :: Adam, Eben :: New Staff School Association													
Details	Save	Cancel										Default Tem	plate	•
Attendanc	e Schoo	I > Name *				Q								
Schools • Details	Schoo Job	l year *		_ <mark>Q</mark> , 										
Appointme	ents <sup>Subjec</sup>	ot code		¥										
Document	s Full tir	ne equivalent	0	]										
Forms	Save	Cancel												
Snapshots	5													