



MyEducationBC

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.

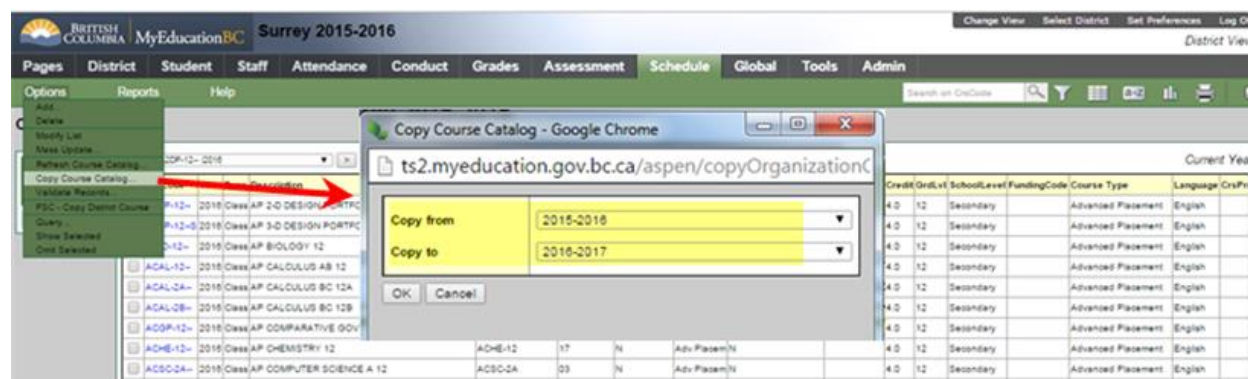
MyEducation BC introduces the concept of course “flavours”, which allows a district and/or school to make copies of courses. This is governed by your district preference settings.

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

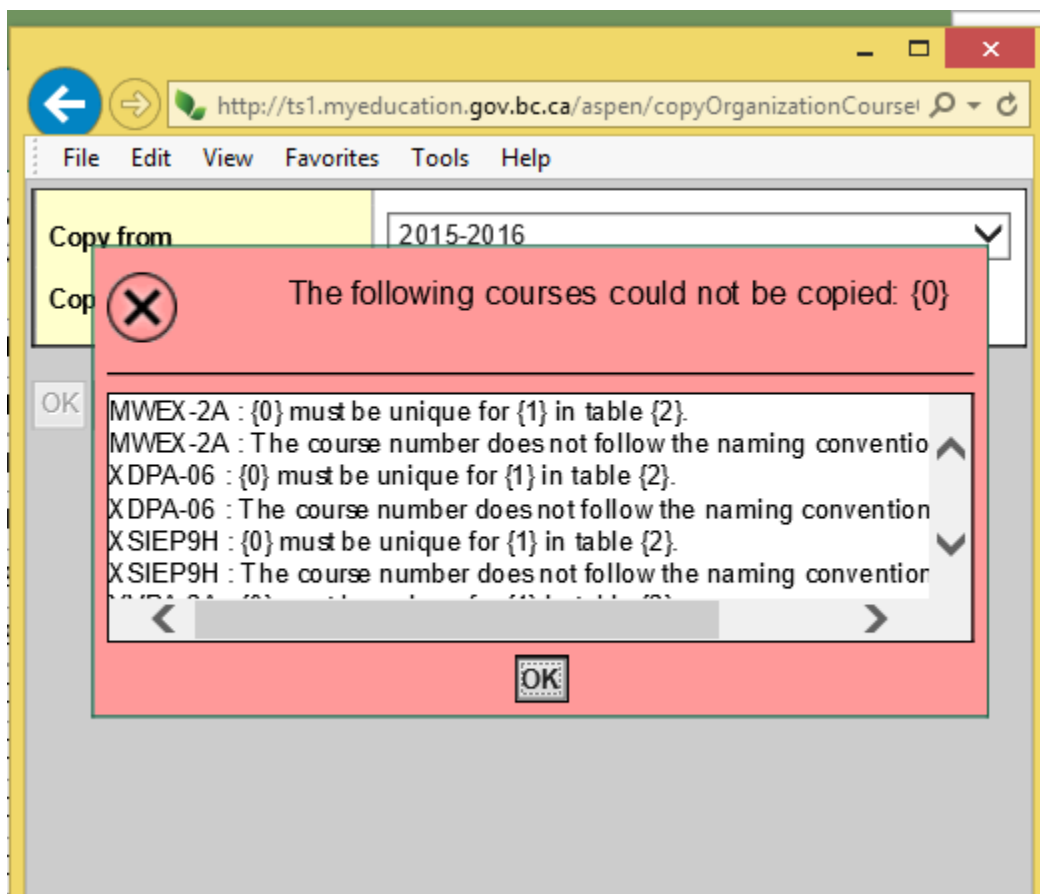
The first step for preparing courses for the coming year is to copy the District course catalogue forward to the next year. This process will only copy courses, from your District, that exist in the Enterprise Level Catalogue for the same year.

- 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:



- 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:



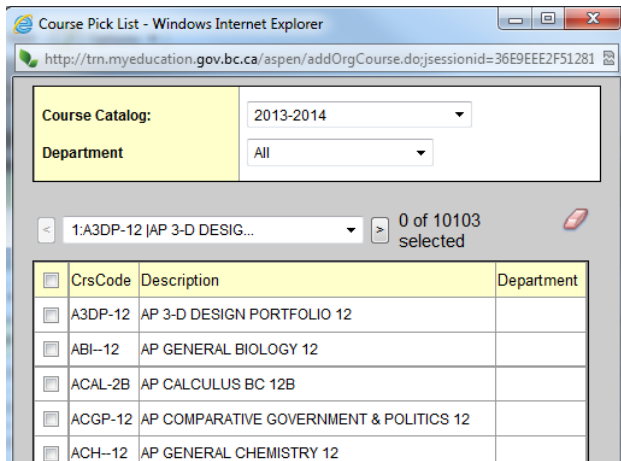
Courses listed in this window are ones that were duplicated in the District catalogue and did not match Enterprise listed courses.

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.



- 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.

PKG--K	COURSE PACKAGE K	PKG--K		N		0.0	KF	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-01	COURSE PACKAGE 01	PKG-01		N		0.0	01	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-02	COURSE PACKAGE 02	PKG-02		N		0.0	02	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-03	COURSE PACKAGE 03	PKG-03		N		0.0	03	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-04	COURSE PACKAGE 04	PKG-04		N		0.0	04	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-05	COURSE PACKAGE 05	PKG-05		N		0.0	05	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-06	COURSE PACKAGE 06	PKG-06		N		0.0	06	Middle	Other	Pseudo-Crs-NOT FUND
PKG-07	COURSE PACKAGE 07	PKG-07		N		0.0	07	Middle	Other	Pseudo-Crs-NOT FUND
PKG-08	COURSE PACKAGE 08	PKG-08		N		0.0	08	Middle	Other	Pseudo-Crs-NOT FUND
PKG-09	COURSE PACKAGE 09	PKG-09		N		0.0	09	Secondary	Other	Pseudo-Crs-NOT FUND
PKG-10	COURSE PACKAGE 10	PKG-10		N		0.0	10	Secondary	Other	Pseudo-Crs-NOT FUND
PKG-11	COURSE PACKAGE 11	PKG-11		N		0.0	11	Secondary	Other	Pseudo-Crs-NOT FUND
PKG-12	COURSE PACKAGE 12	PKG-12		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.

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. 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.	

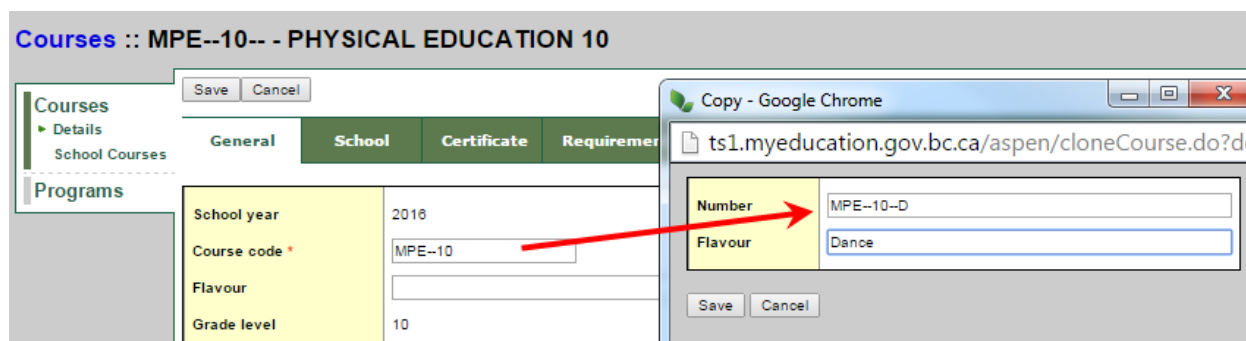
1.3 Creating Copies of Courses (Flavours) at the District Level

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.



- 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.

The screenshot shows the 'Build Year Context' field in a school details form. The field is currently set to '2015' and has a magnifying glass icon and a red 'X' icon next to it. Below the field are 'Save' and 'Cancel' buttons. A pop-up window is open, displaying a table of school years. The table has columns for 'Year', 'YearID', and 'YearName'. The 'Year' column is selected, and the row for '2016' is highlighted. The pop-up window also has 'OK' and 'Cancel' buttons.

Year	YearID	YearName
2011	2010-2011	School Year: 2010-2011
2012	2011-2012	School Year: 2011-2012
2013	2012-2013	School Year: 2012-2013
2014	2013-2014	School Year: 2013-2014
2015	2014-2015	School Year: 2014-2015
2016	2015-2016	School Year: 2015-2016
2017	2016-2017	School Year: 2016-2017

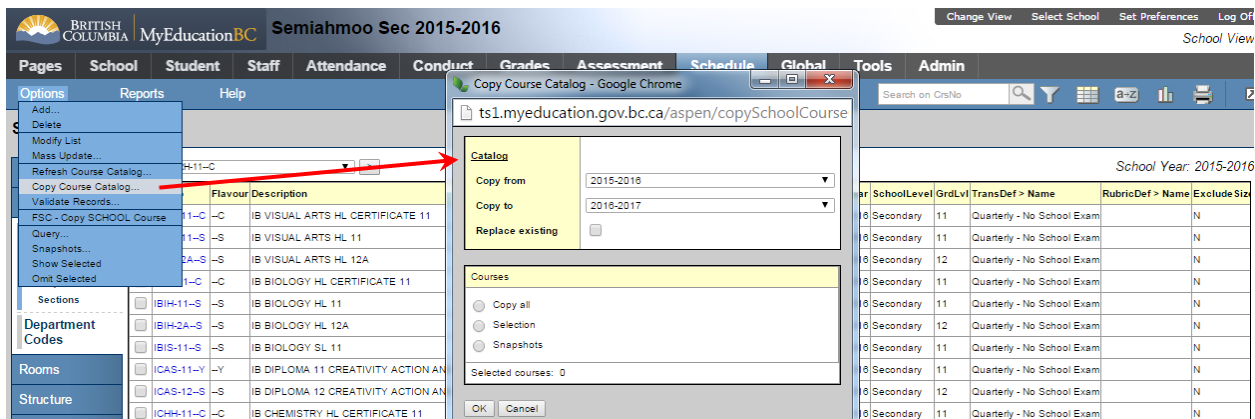
3.0 Create Course Catalogue for the Build Year in the School View

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.

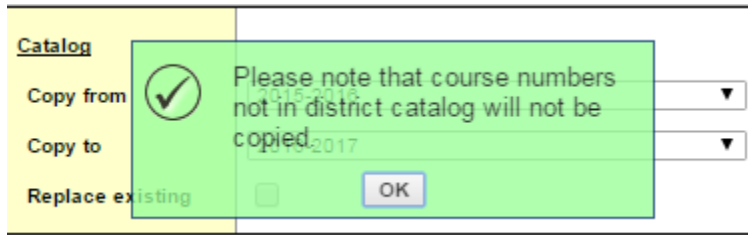
3.1 Copying the School Course Catalogue

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.

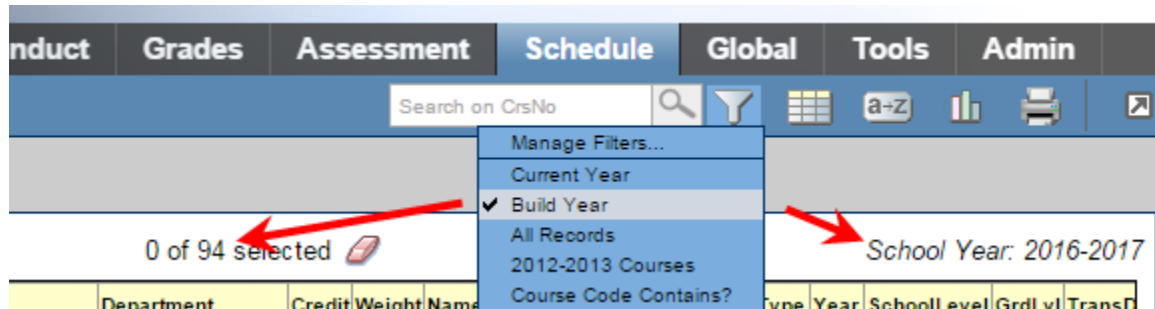
- Log on to the School View
- Click the Schedule top tab
- Click the Courses Side tab
- Go to Options and select, Copy Course Catalog
- From the popup window:
 - Select the year to copy from and the year to copy to
 - Note the option to “Replace existing”
 - Select to Copy all, copy a Selection, or copy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




- 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



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  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.

The screenshot shows the 'Course Pick List' dialog box in the MyEducationBC system. The dialog is titled 'Course Pick List - Google Chrome' and is open on the URL 'ts1.myeducation.gov.bc.ca/asp/en/addSchoolCourse'. It features a 'Course Catalog' dropdown set to '2015-2017' and a 'School Level' dropdown set to 'All'. A search bar indicates '0 of 2659 selected'. Below the search bar is a table of courses with columns for 'CrsCode', 'Description', and 'Level'. A 'Build Year' button is highlighted with a red arrow. The background shows the 'School Courses' table with columns for 'CrsNo', 'Flavour', 'Description', and 'Department'.

- 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.

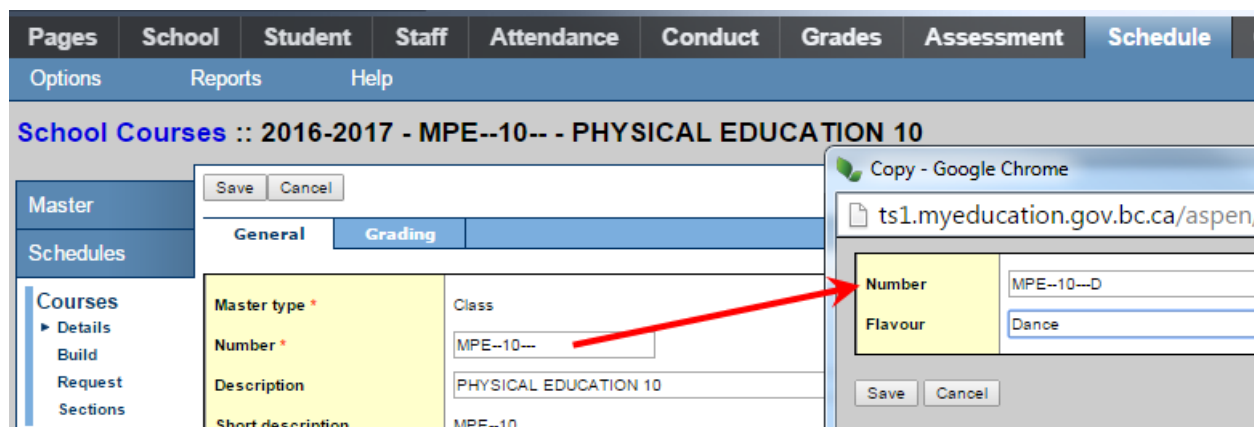
For schools to create copies of courses, the district must have created a copy first. Schools can see this copy (not the flavour), bring it into their own school and create additional copies. A flavour is required but has limited value. Consultation with district support personnel may be required if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



- 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.

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

Options Reports Help

School Courses :: 2016-2017 - PKG--08 - COURSE PACKAGE 08

Save Cancel BC Default Template

Master Schedules

General Grading

Master type * Package

Number * PKG--08

Description COURSE PACKAGE 08

Short description PKG--08

EXTERNAL_COURSE_CODE

Department Other

LANGUAGE

MARK_GRADE_TYPE

Allow recommendation

Allow requested as sub

Max requests 0

Alternate group

Bank name

Hide on transcript N

Hide on report card N

Hide from grade input N

Include in GPA N

Credit 0.0

Weight 0.0

Teacher preparation code

Total minutes per cycle 0

Course Type Pseudo-Crs-NOT FUND

Exclude from class size export

Summary

Course package MEN--08, MMA--08, MSS--08, MSC--08, MPE--08

Save Cancel

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.

BRITISH COLUMBIA MyEducationBC L A Matheson Sec 2015-2016

Change View Select School Set Preferences Log Off School View

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

Options Reports Help Search on Name

Student List

1:Adam, Caralee 0 of 1417 selected Primary Active Students

Details	Name	Pupil #	DOB	YOG	Grade	EnrStatus	School > Name	NextSkl > Name	Homeroom	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw
Contacts	Adam, Caralee	971549	29/08/2002	2020	08	Active	L A Matheson Sec	L A Matheson Sec	02				N	N
Attendance	Adams, Izach	972746	27/07/1998	2016	12	Active	L A Matheson Sec						N	N
Conduct	Adamus, Valorie	982526	19/06/1998	2016	12	Active	L A Matheson Sec						N	N
Transcript	Adank, Pedro	309928	20/05/1998	2017	11	Active	L A Matheson Sec	L A Matheson Sec					N	N
Assessments	Adatia, Helen	971176	28/10/2002	2020	08	Active	L A Matheson Sec	L A Matheson Sec	02				N	N
Academics	Addison, Cornelia	971568	05/03/2000	2018	10	Active	L A Matheson Sec	L A Matheson Sec					N	N
	Addley, Celina	1274450	01/01/1995	2017	11	Active	L A Matheson Sec	L A Matheson Sec					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.

The screenshot shows the MyEducationBC interface for 'Surrey 2015-2016' in 'District View'. The top navigation bar includes 'Pages', 'District', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'. Below this is a sub-menu with 'Options', 'Reports', and 'Help'. The main content area is titled 'Staff List :: Adam, Eben :: New Staff School Association'. On the left is a sidebar with 'Details', 'Attendance', 'Schools > Details', 'Appointments', 'Documents', 'Forms', and 'Snapshots'. The main form has a 'Save' and 'Cancel' button at the top left and a 'Default Template' dropdown at the top right. The form fields include: 'School > Name' (text input with search icon), 'School year' (text input with search icon), 'Job' (dropdown menu), 'Subject code' (dropdown menu), and 'Full time equivalent' (text input with '0' entered).