MYED BC ELEMENTARY SCHEDULING

PURPOSE

How to add a student to either one or multiple sections (courses).

QUICK INSTRUCTIONS

If you've done the process before but need a quick reminder.

SINGLE SECTIONS

Note: Multiple Sections instructions can be used for Single Sections if desired

Removing a student(s) from a single section

• Schedule TT > Select Section > Roster Leaf > Select Student(s) > Options > Delete

Adding a student(s) to a single section

• Schedule TT > Select Section > Roster Leaf > Options > Add > Selection > Select Student(s) > OK

MULTIPLE SECTIONS

Removing a student from multiple sections

 Student TT > Select Student > Schedule ST > Workspace SST > Select Sections to remove > Click Drop > Click Post

Adding a student to all sections for a division

- Student TT > Select Student > Add or change Homeroom Number for student
- Student TT > Select Student > Schedule ST > Workspace SST >
- Select > Set Platoon to Homeroom value > Tick Allow Conflicts (necessary due to all sections being in same block)
- Tick the sections student needs (ensure grade level is correct) > Click OK > Post



EXPANDED INSTRUCTIONS

Step-by-Step instructions if you haven't done the process before.

SINGLE SECTIONS

Note: Multiple Sections instructions can be used for Single Sections if desired

REMOVING A STUDENT(S) FROM A SINGLE SECTION

1. Schedule TT > Select Section	School Student Staff Attendance Conduct Grades Assessment Sch	hedule
	nedule	
	Options Reports Help Bearch on Course	a+z
	< 1:ATT-AM-01 Section >	
	CrsCode Course Flavour AltCourseNumber	
	ATTAM ATTAM-01	
	ATTAM ATTAM-02 ATTAM ATTAM-03	
	ATT-AM ATT-AM-04	
2. Master ST > Sections SST > Roster Leaf > Select Student(s)	Master Options Reports He Sections Details Rebuild Teachers Roster Matrix View	
3. Options > Delete. Student now removed	Options Re Add Delete	

ADDING A STUDENT(S) TO A SINGLE SECTION

1. Schedule TT > Select Section	School Student Staff Attendance Conduct Grades Assessment Schedule
	nedule
	Options • Reports • Help • Search on Course 🔍 🏹 🔠 📼
	< 1:ATT-AM-01 Section >
	Course Flavour AltCourseNumber
	ATTAM ATTAM-02
	ATTAM ATTAM-03
	ATTAM ATTAM-04
2. Master ST > Sections SST > Roster Leaf > Options > Add	Vaster Options -
	Sections Details Add Rebuild Delete
	Teachers Modify List

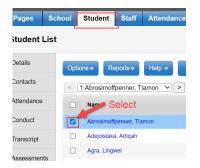


3. Click Selection radio button	Schedule Mode Pull Students Selection
 4. Student list popup > select the student(s) by clicking the appropriate checkbox Click OK button 	Allishaw, Cleigh 2032 1575473 11 Almasan, Alarick Select 2033 2482570 02 addaf, Sanay 2033 2486321 09 C OK X Cancel
5. Click OK button in selection window	Students Selection Snapshots Another section Selected students: 0 Concel Concel

MULTIPLE SECTIONS

REMOVING A STUDENT FROM MULTIPLE SECTIONS

1. Student TT > Select Student



2. Schedule ST > Workspace SST > Select Sections to remove

Attendance	Student Schedule (4		
Alteridance		Course Select	
Conduct		Sections	
Transcript		FFT.AL03-12	
Transcript		MAE03-12	
Assessments		MMA03-12	
Academics		MPHE-03-12	
		MSC03-12	
Schedule		MSS03-12	
Schedule		XAT03-01	
Workspace		XTC00-12	

- Drop 🔀 Reschedule...

3. Click Drop button

🗄 Select...

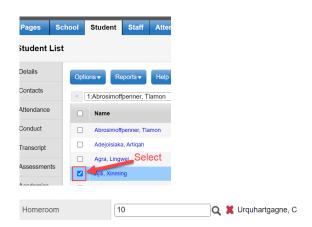


4. Click Post button. Student now removed.

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ADDING A STUDENT TO ALL SECTIONS FOR A DIVISION

1. Student TT > Select Student



2. Add homeroom Student Demographics > Homeroom Use to select from pick list or enter the number

3. Student TT > Select Student > Schedule ST > Workspace SST > Select button

Attendance	Studer	it Sch
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ioc		MPH
emics		MSC
ule		MSS
dule		XTC-
kspace		ATT-
butes	Course	
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story		
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	All	~
	All	~
	All	~
nent	All	~
e Level	03	~

4. Filter the courses

- Select Grade
- Set Platoon to Homeroom value
- Tick Allow Conflicts (necessary due to all sections being in same block)



5. Tick the sections student needs (ensure grade level is correct) > Click OK

	Select courses				
	ourse Teacher		Description		
	FFRAL03-10	Urquhartgagne, Camilo	FRANÇAIS LANGUE SECONDE-IMMERSION 3		
	MAE03-10	Urquhartgagne, Camilo	ARTS EDUCATION 3		
	MMA03-10	Urquhartgagne, Camilo	MATH 03		
	MPHE-03-10	Urquhartgagne, Camilo	PHYSICAL AND HEALTH EDUCATION 3		
	MSC03-10	Urquhartgagne, Camilo	SCIENCE 03		
	MSS03-10	Urquhartgagne, Camilo	SOCIALS 03		
4	4				
🗹 oi	C oK K Cancel				

6. In the workspace, click **Post** button. Student now scheduled

