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
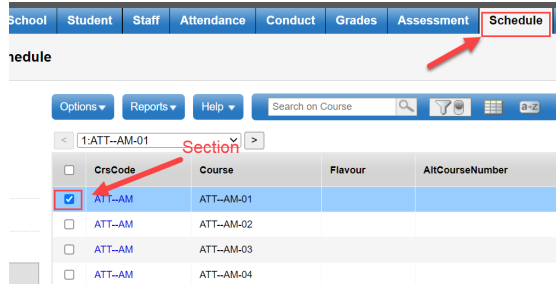
EXPANDED INSTRUCTIONS

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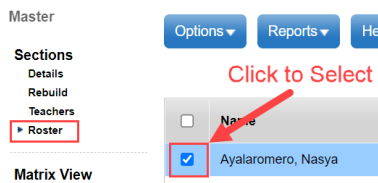
SINGLE SECTIONS

Note: Multiple Sections instructions can be used for Single Sections if desired
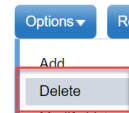
REMOVING A STUDENT(S) FROM A SINGLE SECTION

1. Schedule TT > Select Section

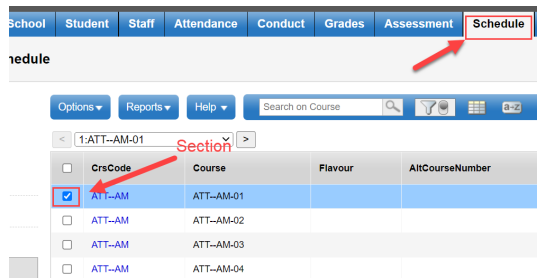**2.** Master ST > Sections SST > Roster Leaf > Select Student(s)
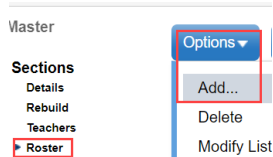
3. Options > **Delete.** Student now removed

ADDING A STUDENT(S) TO A SINGLE SECTION

1. Schedule TT > Select Section

2. Master ST > Sections SST > Roster Leaf > Options > **Add**

3. Click **Selection** radio button

4. Student list popup > select the student(s) by clicking the appropriate checkbox
Click **OK** button

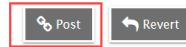**5.** Click **OK** button in selection window

MULTIPLE SECTIONS

REMOVING A STUDENT FROM MULTIPLE SECTIONS

1. Student TT > Select Student

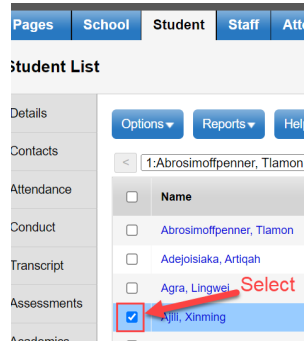**2.** Schedule ST > Workspace SST > Select Sections to remove

3. Click **Drop** button

4. Click **Post** button. Student now removed.

ADDING A STUDENT TO ALL SECTIONS FOR A DIVISION

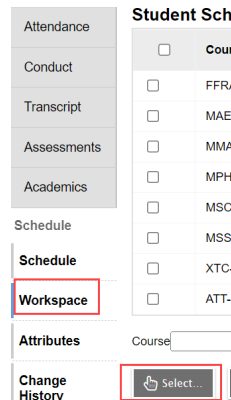**1.** Student TT > Select Student

2. Add homeroom
Student Demographics > Homeroom

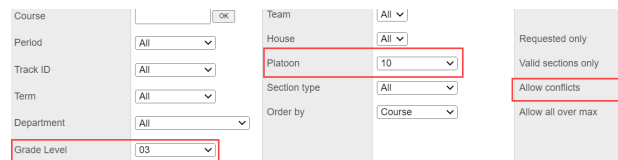Use 🔍 to select from pick list or
enter the number

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

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

	Course	Teacher	Description
☑	FFRAL03-10	Urquhartgagne, Camilo	FRANÇAIS LANGUE SECONDE-IMMERSION 3
☑	MAE--03-10	Urquhartgagne, Camilo	ARTS EDUCATION 3
☑	MMA--03-10	Urquhartgagne, Camilo	MATH 03
☑	MPHE-03-10	Urquhartgagne, Camilo	PHYSICAL AND HEALTH EDUCATION 3
☑	MSC--03-10	Urquhartgagne, Camilo	SCIENCE 03
☑	MSS--03-10	Urquhartgagne, Camilo	SOCIALS 03

☑ OK   ✖ Cancel

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

⚲ Post   ↩ Revert