



School District 8
Kootenay Lake

Prepare to Build: Middle, High Schools & K-12

Date: February 25, 2019

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1.0 PRE-BUILD CHECKLIST OF ACTIVITIES – SCHOOL

If required, detailed, step-by-step instructions are given for each task after the checklist.

✓	Task	Navigation
	Set the build year for the next school year.	School view > School top tab > Setup side tab > Details leaf
	Set a default transcript definition, if blank or changing.	School view > School top tab > Setup side tab > Details leaf > Default Transcript Definition > Name
	Ensure the Schedule Term Code table contains values required for master schedule building	School view > Admin top tab > Reference side tab > Schedule Term table - Are all required course lengths represented? (Full Year, S1, S2, Q1, Q2, Q3, Q4, etc.)
	Set Next Year student information: <ul style="list-style-type: none"> • Assign next school values. • Assign Academic Track type to students if using on-line course requests. 	School view > Student top tab > set filter to Primary Active Students > set field set to SD8: Mid/High/K-12 Pre-Transition <u>Review pre-transition settings:</u> - Next School - Pre-Transition Withdrawal Code - Academic Track – for schools using online course requests - Dip/SCCP Date – High School only - To be Graduated – set to Y for students who are graduating. - Retain Grade – only set to Y for students who will be remaining the grade they are currently in! - Withdraw – only set to Y for students who are leaving the school and their destination is unknown.
	Review student secondary school associations: <ul style="list-style-type: none"> • Ensure appropriate end dates are in place for students who will be finished or will be continuing beyond the end of the current year. • Create secondary school associations for next year as required. 	School view > Global top tab > Favorite side tab > Student School Association table > set filter to Current Year Secondary Students <u>To create secondary associations for next year:</u> Student top tab > Options > Create Secondary School Associations IMPORTANT NOTE: This is NOT to be used as a registration tool for next year where your school will be the primary school. It is for students who are going to stay in their primary school next year, but are taking a course at yours.
	Review Staff list <ul style="list-style-type: none"> • Create TBA teachers, if necessary. • Review secondary school associations for teachers. 	School view > Staff top tab > Staff List Secondary school association: click the Schools side tab.
	Copy School Course Catalogue to build year	School view > Schedule top tab > Courses side tab > set filter to Build Year > Check that the year changed to represent the next school year <ul style="list-style-type: none"> • Add/remove courses as necessary
	Create a Scenario	Build view > Scenario top tab

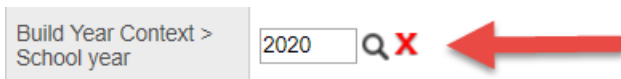
✓	Task	Navigation
	Confirm Scenario Structure	<p>Build view > Scenario top tab > click into the detail of the new scenario</p> <ul style="list-style-type: none"> • Check Terms side tab to confirm all schedule terms • Check Days side tab to confirm # of days • Check Periods side tab to confirm # of periods • Check Bell Schedules side tab to copy forward bell schedules from current year, if desired.
	Prepare Courses in Build view	<p>Build view > Scenario top tab > click into the detail of the new scenario</p> <ul style="list-style-type: none"> • Click the Courses top tab • Confirm all necessary courses are available • Confirm courses are flagged to include in scheduling
	Confirm Staff in Build View	<p>Build view > Scenario top tab > click into the detail of the new scenario</p> <ul style="list-style-type: none"> • Click the Staff top tab • Confirm all necessary staff are available • Confirm staff are flagged to include in scheduling
	Confirm Students in Build View	<p>Build view > Scenario top tab > click into the detail of the new scenario</p> <ul style="list-style-type: none"> • Click the Student top tab • Confirm all necessary students are available • Confirm students are flagged to include in scheduling
	Enter Student Course Requests	<p>Build view > Global top tab</p> <ul style="list-style-type: none"> • Enter student course requests as required for next year scheduling

1.1 Set the build year for the next school year

The build year value must be set to let MyEd BC know which year it should use for building a next year school timetable.

School view > **School** top tab > **Setup** side tab > **Details** leaf

1. Click the red X beside the **Build Year Context > School year** field so it goes blank. Click **Save**.
2. Click the magnifying glass beside the **Build Year Context > School year** field and select the next school year from the pop-up pick list. Click **Save**.

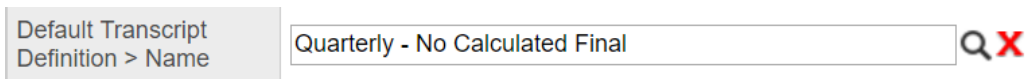


1.2 Set a Default Transcript Definition

A default transcript definition is required to bring courses into the school course catalogue. The transcript definition selected will differ depending on the school level (elementary, middle or high school). The transcript definition can be changed on courses in the school course catalogue as required, after the course is brought in.

School view > **School** top tab > **Setup** side tab > **Details** leaf

1. If the field is blank or needs to be changed to a different default, click the magnifying glass beside the **Default Transcript Definition > Name** field and choose the appropriate transcript definition.
2. Click the radio button beside *the appropriate transcript definition for this school* to select it. Click **OK**.
3. Click **Save**.

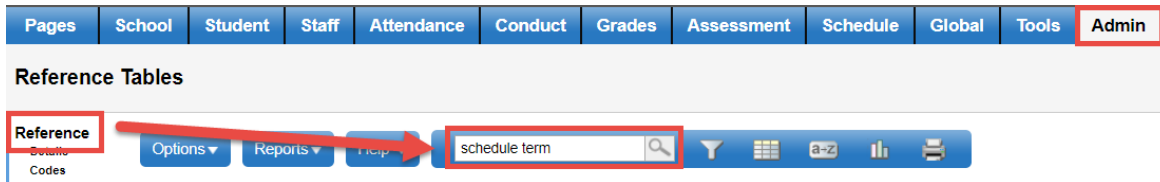


1.3 Review the Schedule Term Code Table

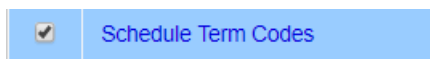
Ensure the Schedule Term Code table contains values required for master schedule building. This table should represent all of the different course durations offered in the school (Full Year, semester, 12-week, 9-week, 6-week, etc.)

School View > Admin top tab > Reference side tab

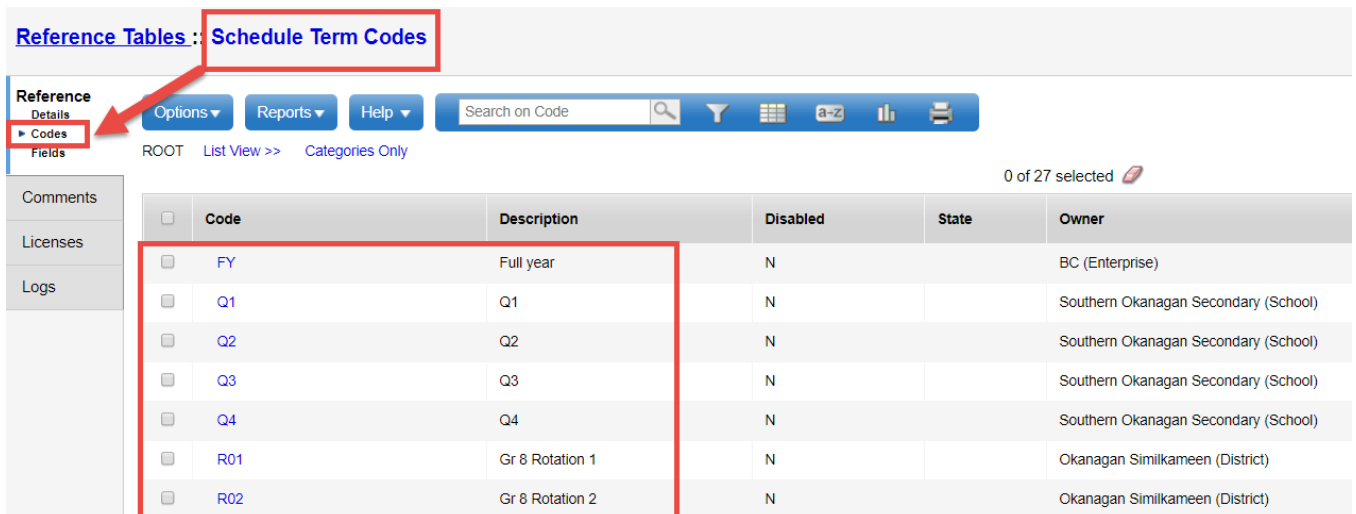
1. In the search field, type *Schedule Term*. Click the magnifying glass icon to search the list.



2. The table will appear with a check in the box beside its name. The user may need to scroll down the list to see it.




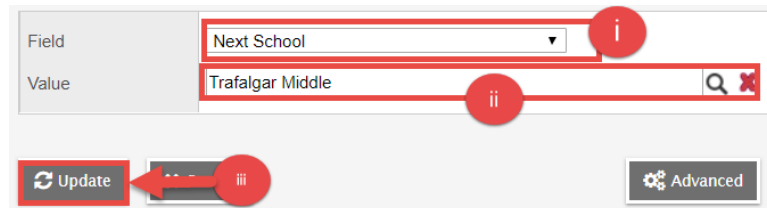
3. Click the **Codes** leaf on the left. If all codes are present, nothing needs to be done.
4. To add a code, in the **Options** menu, select **Add**. A new reference code screen appears.
5. Enter a **Code** and **Description**. Both fields can have the same value – for example: 6-week T1 to represent the first term of a course section that will run for 6 weeks. These schedule terms are assigned to sections during scheduling.
6. Click **Save**.





1.4 Set Next Year Student Information

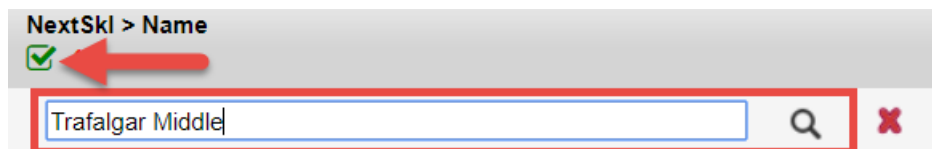
Students Not Leaving the School

1. In the **Student** top tab, use the  icon to select the **Grade Level does NOT = ?** filter.
 - a. **Grade level:** use drop-down to select the grade of students that *are* leaving the school. This will reduce the list to all those that are remaining.
 - b. **Search based on:** set to **Primary Active Students**.
2. Set the field set to **SD8: Mid/High/K-12 Pre-Transition**.
3. Click the **NextSkl > Name** column header to sort the records by the school assigned for next year.
 - a. No students should have a blank value unless they are leaving the school and their destination is unknown.
 - b. Use **Options > Mass Update** to update all Next School values to this school.
 - i. **Field:** use the drop-down menu to select **Next School**.
 - ii. **Value:** use the magnifying glass icon to select this school name, that the students are returning to.
 - iii. Click **Update**. Read the warnings and proceed with the update, if appropriate.



Field	Next School
Value	Trafalgar Middle

- c. Use **Options > Modify List** to manually adjust students attending different schools next year. Click the  icon to open the column for editing.
- d. Adjust values as necessary and save the changes by clicking the  icon at the top of the column *before moving to another column or page*.




NextSkl > Name


Trafalgar Middle

4. Click the **Pre-transition Withdraw Code** header twice to sort students with a value in this field to the top.
 - a. In the **Options** menu, click **Mass Update**.
 - i. **Field:** use the drop-down menu to select **Pre-transition Withdrawal Code**.
 - ii. **Value:** leave blank, because these students are *not* leaving the school.
 - iii. Click **Update**. Read the warnings and proceed with the update, if appropriate.

The screenshot shows the 'Options' menu for the 'Pre-transition Withdrawal Code' field. The 'Field' dropdown is set to 'Pre-transition Withdrawal Code' and the 'Value' dropdown is blank. The 'Update' button is highlighted with a red box and a red arrow. A red circle with the letter 'i' is next to the 'Field' dropdown, a red circle with 'ii' is next to the 'Value' dropdown, and a red circle with 'iii' is next to the 'Update' button. An 'Advanced' button is visible on the right.

- b. Use **Options > Modify List** and click the  icon to open the column for editing.
- c. Assign the appropriate pre-transition withdraw code *only for students who are leaving the school* for an unknown or out-of-jurisdiction school.



The screenshot shows the header for the 'Pre-transition Withdrawal Code' column. It features a green checkmark icon and a red 'X' icon. Below the header is a dropdown menu.

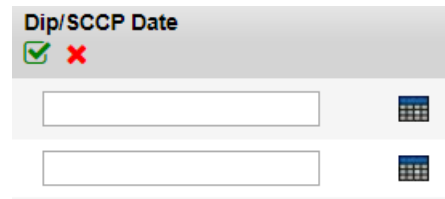
- d. Save the changes by clicking the  icon at the top of the column *before moving to another column or page*.

5. Set the **Academic Track** column for all students participating in online course requests.
 - a. In the **Options** menu, select **Mass Update**.
 - i. **Field:** Use the drop-down menu to select **Academic track type**.
 - ii. **Value:** Use the drop-down menu to select **Standard**.
 - iii. Click **Update**.



The screenshot shows the 'Options' menu for the 'Academic track type' field. The 'Field' dropdown is set to 'Academic track type' and the 'Value' dropdown is set to 'Standard'. The 'Update' button is highlighted with a red box and a red arrow. A red circle with the letter 'i' is next to the 'Field' dropdown, a red circle with 'ii' is next to the 'Value' dropdown, and a red circle with 'iii' is next to the 'Update' button. An 'Advanced' button is visible on the right.

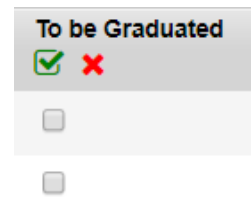
6. Click the **Dip/SCCP Date** header twice twice to sort any fields with a date to the top.

- a. Use **Options > Modify List** and click the  icon to open the column for editing.
- b. Delete the date in the field if the student is not in grade 12 and graduating.
- c. Save the changes by clicking the  icon at the top of the column *before moving to another column or page*.





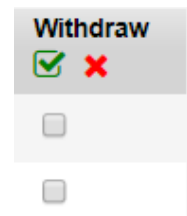
7. Click the **To be Graduated** column header twice to sort any “Y” values to the top. This field should not be set to **N** (blank) if the student is not graduating this year.

- a. Use **Options > Modify List** and click the  icon to open the column for editing.
- b. Set any “Y” values to N, as appropriate and save the changes by clicking the  icon at the top of the column *before moving to another column or page*.





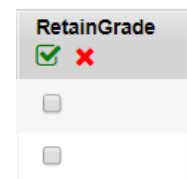
8. Click the **Withdraw** column header twice to sort any “Y” values to the top.

- a. Only students who are leaving the school with an unknown destination should have a **Y** value. *In this case, the **NextSkl > Name** field should also be blank.*
- b. Use **Options > Modify List** and click the  icon to open the column for editing.
- c. Adjust values as necessary and save the changes by clicking the  icon at the top of the column *before moving to another column or page*.





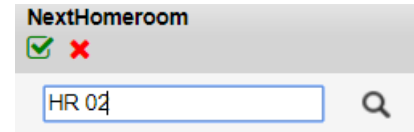
9. Click the **Retain Grade** column header twice to sort any “Y” values to the top. This field should always be **Y**, unless the student is expected to stay in their current grade for the new school year.

- a. Use **Options > Modify List** and click the  icon to open the column for editing.
- b. Set any **Y** values to **N** (blank), as appropriate, and save the changes by clicking the  icon at the top of the column *before moving to another column or page*.



10. **Next Homeroom** (optional)

- a. Use **Options > Modify List** and click the  icon to open the column for editing.
- b. Use the magnifying glass to select the next homeroom value for the student and save the changes by clicking the  icon at the top of the column *before moving to another column or page*. The Next Homeroom Teacher field will populate when the Next Homeroom field is populated.




Tip: Use the **Grade Level = ?** filter to select a grade level of students.

11. In the **Student** top tab, use the  icon to select the **PreReg** Students filter.

- a. Ensure all **PreReg** students have a next school value assigned in the **NextSkl > Name** field.
- b. Check all other pre-transition fields to ensure they are set appropriately.

Students Leaving the School

1. In the **Student** top tab > set the  icon to **Grade Level = ?**

- a. **Grade level:** Select the grade level of students leaving the school.
- b. **Search based on:** set to Primary Active Students.

2. Set the field set to **SD8: Mid/High/K-12 Pre-Transition**.

a. **Next Skl > Name:**

- i. Set to the value that represents the feeder school the students are attending.
- ii. Set to blank for students who are withdrawing and their destination is unknown.


b. **Pre-transition Withdraw Code:**

- i. Set to **Next School** for feeder students.
- ii. Set to the appropriate reason for students who are withdrawing from the school for other reasons (out of district schools, unknown, etc.)

c. **Retain Grade:** Should be **N** for all students who are withdrawing, unless they are in grade 12 and not meeting grad requirements.

d. **Withdraw:** Should be **N** for all students. Set this flag to **Y** if the student is not graduating and is not returning to any school. Set this flag to **Y** if the student is leaving for an unknown destination. Students with a **Y** should have a blank next school value.

Grade 12 Students

1. In the **Student** top tab > set the  icon to **Grade Level = ?**
 - a. **Grade level:** Select **12**.
 - b. **Search based on:** set to Primary Active Students.
2. Set the field set to **SD8: Mid/High/K-12 Pre-Transition**.
 - a. **Next Skl > Name:** Students in grade 12 who are graduating should have a blank value unless they are returning to the school to continue courses next year.
 - b. **Pre-transition Withdraw Code:**
 - iii. Should be **Graduated-Dogwood** for all students who are graduating on a regular graduation program.
 - iv. Should be **Completion – Evergreen** for all students finishing a **School Completion Certificate** graduation program.
 - v. Should be blank for any grade 12 student who is not graduating. For these students, set the **Retain Grade** value to **Y**. The **Withdraw** value may also be set to **Y** if the student is not returning next year to continue.
 - c. **Academic Track:** Set to blank, using **Options > Mass Update**.
 - i. **Field:** set to **Academic track type**
 - ii. **Value:** set to blank.
 - iii. Click **Update**.
 - d. **Dip/SCCP Date:** Should be populated for all students who are graduating. It is easiest to use mass update to assign the date to all students, then remove it for students who are not meeting graduation requirements.
 - e. **Retain Grade:** Should be **N** for all students who are graduating. Set this flag to **Y** only if the student is not graduating and/or needs to be retained in any school to attend next year. Students with a **Y** should have either a next school value **or** a **Withdraw** flag of **Y**.
 - f. **Withdraw:** Should be **N** for all students. Set this flag to **Y** if the student is not graduating and is not returning to any school. Students with a **Y** should have a blank next school value.
 - g. **To be Graduated:** Should be **Y** for all students who are graduating. Set this flag to **N** only if the student is not graduating.

The table below may be helpful in determining the appropriate values for student movement.

Next Year Student Scenarios:	Next School	Diploma Granted Date	Retained checkbox	Withdraw checkbox	To be graduated
Student is staying in the same school.	Set to same school	BLANK	N	N	N
Student moving to another MyEd BC school.	Set to next year school	BLANK	N	N	N
Student moving out of BC or Yukon.	Leave blank	BLANK	N	Y	N
Grade 12 student who is graduating	Leave blank	ENTER DATE	N	N	Y
Grade 12 student who is graduating but returning for additional courses next year.	Set to same school	ENTER DATE	Y	N	N
Grade 12 student is NOT graduating and is returning to the same school next year.	Set to same school	BLANK	Y	N	N
Grade 12 student is NOT graduating but is attending Grade 12 in a different school next year.	Set to next year school	BLANK	Y	N	N
Grade 12 student is NOT graduating and is discontinuing schooling.	Leave blank	BLANK	Y	N	N
Student withdrawing from their primary school, but continuing a secondary school association with another school.	Leave blank	BLANK	N	Y – Primary School	N

1.5 Pre-Registering NEW Students for Next Year

This only applies to students who have never been in MyEd BC, but will be attending your school next year.

- Always do a restrictive query first to ensure the student is not already in MyEd BC.
- If the student really is NOT in MyEd BC, follow these guidelines for registering:
 - Use a YOG that represents the grade the student is in *this* year.
 - Use an enrollment status of Pre-Reg.
 - Use the student's current grade for the PSR grade.
 - Use a *current* enrollment date (the actual date you are creating the enrollment).
 - Give the student a next year school value so they appear in the next year student filter.

1.6 Review student secondary school associations

Students who have a secondary school association to this school should be reviewed to determine if they are continuing that association in the next school year.

School view > **Global** top tab > **Favorite** side tab > **Student School Association** table.

1. Set the **filter** icon to **Secondary Students**.
2. Click the **Year** column header twice to sort the most recent year to the top.
3. Review end dates for current year secondary school associations.
4. Use **Options** > **Modify List** to update as appropriate.

1.7 Review Staff list

DO NOT ADD OR DELETE STAFF IN THIS LIST. CONSULT THE DISTRICT SUPPORT TEAM IF STAFF NEEDS TO BE ADDED OR REMOVED FROM YOUR LIST.

MyEd BC does not have a separate next year staff table where this school is the staff person's primary school. "Primary school" means this is the school that displays on the right-hand side of the Details screen for a staff person in the staff list, or in the School > Name column when viewing the entire staff list. If these individuals are currently active in your school, they cannot be deleted or made inactive.

School view > **Staff** top tab

1. Review the staff list. If there are staff that are not returning to the school next year, consult district support to have them removed from your staff list. It is NOT advisable to delete them as they may be associated to or needed at other schools in the district.
2. To add a new staff member, contact district support. Staff is managed at the district level and new staff for a school can be re-assigned at the district level, or an association created for next year if necessary.
3. To add a "TBA" staff person:
 - a. In the **Options** menu, select **Add**.
 - b. Enter the **First Name** and **Last Name** fields.
 - c. Click **Save**. This record will now be available to assign to course sections for next year as a placeholder. When the real staff person is assigned to the school, they can be assigned to those sections as required.

Suffix	<input type="text"/>
Legal first name *	<input type="text" value="Math"/>
Legal middle name	<input type="text"/>
Legal last name *	<input type="text" value="TBA"/>
Usual first name	<input type="text" value="Math"/>
Usual last name	<input type="text" value="TBA"/>

1.8 Review secondary school associations for staff

Staff working at more than one school in the district may have a secondary school association to this school. This can be seen easily in the staff list by clicking the **School > Name** header to sort the school names together. Look through the list to see staff who have a school name other than this one. Use the page selector to view the field for remaining staff, if the staff list is more than one page. If these staff members are needed for next year scheduling, follow the instructions below.

School view > Staff top tab

1. Check the box beside the staff members with secondary school associations that are needed for next year scheduling.
2. In the **Options** menu, select **Show Selected**. Only the members selected should now appear in the list.
3. In the **Options** menu, select **Rollover Staff Schools**. A message will appear, advising the user that secondary school associations for the current year will be rolled over to the build year. Click **OK**.
4. Note that this procedure does not create a 2018 record for the staff member in the Schools side tab, but the staff member will appear in the Build view for assignment to next year sections. When the schedule is committed after end-of-year rollover, the 2018 secondary school association will appear.



1.9 Build School Course Catalogue in the Build Year

School course catalogues must be created in the build year for next year scheduling. This step requires that the district course catalogue has been created for the build year.

School view > **Schedule** top tab > **Courses** side tab

1. Set the **filter** icon to **Build Year**. Ensure the School Year: in the top right-hand corner represents *next year*.
2. In the **Options** menu, select **Copy Course Catalogue**.
 - a. **Copy from**: should be the current year value.
 - b. **Copy to**: should be the next year value.
 - c. **Replace existing**: selecting this checkbox will delete any courses already created in the build view and replace them with the selected courses to copy.
 - d. **Courses** section:
 - i. **Copy all**: will copy all courses forward provided they have a match in the district course catalogue.
 - ii. **Selection**: choosing this option will allow the user to select the courses to copy forward.
 - iii. **Snapshots**: choosing this option will allow the user to select a snapshot of courses to copy forward. The snapshot must have been previously created for this option to be used.
3. Click **OK**.
4. Once the copy is complete, review the course list for courses that should be removed or added.

The screenshot shows the 'School Courses' interface. At the top, there is a navigation bar with tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessm (with a red circle 1), Schedule (with a red circle 1), Global, Tools, and Admin. Below this is the 'School Courses' section. On the left, there is a sidebar with 'Courses' and 'Details' (with a red circle 2). The main area shows a search bar 'Search on CrsNo' and a filter icon (with a red circle 3) that has been clicked, opening a dropdown menu. The menu options are 'Manage Filters...', 'Current Year', 'Build Year' (with a checkmark and a red circle 3), and 'All Records'. Below the menu, there is a table with columns: CrsNo, Flavour, Description, Department, Level, Type, Year, SchoolLevel, GrdLvl, TransDef > Name, RubricDef > Name, and ExcludeS. The table currently shows 'No matching records' and 'School Year: 2017-2018'.

2.0 Create a Scenario

Build view > **Scenario** top tab

1. In the **Options** menu, select **Add**.
2. **Name**: populate with a name that describes this scenario.
3. **Start Date**: populate with the start date of the next school year.
4. **End Date**: populate with the end date of the next school year.
5. **Comment**: identify which scenario this is, with details representing the scheduling principles used for this scenario.
6. Click **Save**. The scenario will begin to process and bring in the structure, staff, course and student information from the school view.

Pages **Scenario** Workspace Courses Student Staff

Scenarios :: New Schedule

Details

Options Reports Help

Save

Name * Version 1 2019-2020

Start date * 02/09/2019

End date * 30/06/2020

Schedule terms

Days per cycle 0

Periods per day 0

Commit date

Comment First scenario for next year build.

Name * Version 1 2019-2020

Start date * 02/09/2019

End date * 30/06/2020

Schedule terms 1/2, 1/4, 1/10

Days per cycle 10

Periods per day 7

These values will populate when Save is clicked. If they do not populate, the scenario was not created properly.

2.1 Confirm Schedule Structure in Scenario

Build view > **Scenario** top tab > check the box beside the new scenario

1. Click the **Terms** side tab. Ensure all required schedule terms are represented.
2. Click the **Days** side tab. Ensure all required days are represented.
3. Click the **Periods** side tab. Ensure all required periods are represented.
4. Click the **Bell Schedules** side tab. If the school uses a bell schedule to rotate courses, it can be copied forward from the current year using **Options > Copy From...**

- a. **School year:** use the drop-down to select the current school year.
- b. **Schedule type:** use the drop-down to select **Active schedule**.
- c. **Schedule > Name:** use the drop-down to select the current year active schedule.
- d. If a bell schedule is available, it will appear in the window at the bottom of the pop-up. Check the box beside the rotation to be used and click **OK**.

Copy from

School year: 2018-2019

Schedule type: Active schedu

Schedule > Name: 2018-2019 Active Schedule

3 of 3 selected

<input checked="" type="checkbox"/>	ID	Description
<input checked="" type="checkbox"/>	MONDAYCORE	
<input checked="" type="checkbox"/>	Mondays	
<input checked="" type="checkbox"/>	Tues-Fri	

OK

2.2 Prepare Build Year Course Catalogue

Build view > **Courses** top tab

1. In the **Options** menu, click **Refresh**. This ensures that all courses that were copied forward in the school view are represented in the build view.
2. Set the filter to **All Records**. Click the **Schd?** column header once to sort any “N” values to the top. If these courses should be included in scheduling, use **Options > Modify List** to set the values to “Y”
3. Review the list of courses to ensure all necessary courses are available and all end-dated courses are removed. Best practice to add and remove courses:
 - a. Go to the **School** view
 - b. Click the **Schedule** top tab, then **Courses** side tab
 - c. Set filter to **Build Year**.
 - i. Select courses to delete by checking the box beside them, then using **Options > Delete**.
 - ii. Add courses using **Options > Add**.
4. Repeat step 1 of these instructions any time courses have been added or removed from the school view build year course catalogue.

2.3 Review Staff in Build View

Build view > **Staff** top tab

1. In the **Options** menu, click **Refresh**. This ensures that all staff adjustments made in the school view are represented in the build view.
2. Set the filter to **All Records**. Click the **Schd?** column header once to sort any “**N**” values to the top. If staff members should be included in scheduling, use **Options > Modify List** to set the values to “**Y**”.
3. Review the list to ensure all necessary staff are available for scheduling.

2.4 Review Students in Build View

1. In the **Options** menu, click **Refresh**. This ensures that all student adjustments that were made in the school view are represented in the build view.
2. Set the filter to **Student Grade Level = ?**.
 - a. Run the filter for each grade level in the school. Note that the grade level equals the students’ *current* grade. Filtering for grade 8 students, will generate the list of next year grade 9 students.
 - b. Click the **Schd?** column header once to sort any “**N**” values to the top. If students have a value of “**N**” and should be included in scheduling, use **Options > Modify List** to set the values to “**Y**”.
 - c. Review the list to ensure all necessary students are available for scheduling.

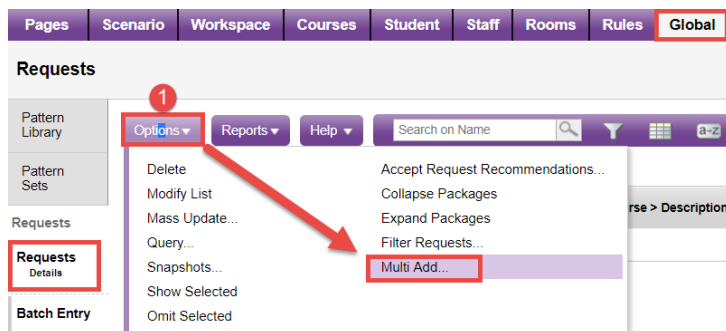
3.0 Student Course Requests

There are a variety of ways to enter student course requests to accommodate the needs of the school. Course requests can be mass entered, entered by batch, or entered by student.

3.1 Mass Entry of Student Course Requests

Build view > **Global** top tab > **Requests** side tab

1. In the **Options** menu, select **Multi-Add**.



2. In the *Students* area, select what group of students you want to enter course requests for:
 - a. **Selection**: allows the user to select multiple, random students, one at a time.

- b. **Grade level:** allows the user to retrieve all students in a specific grade.
- c. **Snapshots:** allows the user to retrieve students by a pre-created snapshot.
- d. **Another course:** allows the user to retrieve all students that are in a specific course.
- e. **Section:** allows user to retrieve all students in a specific section of the current timetable.

This would be an unusual option to select.

- 3. In the *Request Attributes* area, leave the boxes unchecked for initial student course request entry. These options may be used after the main course requests have been entered, but it must be noted that it will apply to all requests that are added here and may not be appropriate.
- 4. Click the **Select** button to the right of the **Course Numbers** field.
Select all courses to be added to all of the selected students.
- 5. Click **OK**.

The screenshot shows a software interface with the following elements:

- Students** section: A list of radio buttons for selection criteria: Selection, Grade level, Snapshots, Another course, and Section. A red circle with the number '2' is next to the 'Another course' option.
- Selected students:** A text field showing '0'.
- Request Attributes** section: A red circle with the number '3' is next to the section title. It contains two checkboxes: 'Is alternate course?' and 'Is inclusion section?'. To the right is a 'Section type' dropdown menu.
- Course Numbers:** A text input field with a red arrow pointing to the right towards a 'Select...' button. A red circle with the number '4' is next to the 'Select...' button.
- Buttons:** At the bottom left, there are 'OK' and 'Cancel' buttons. A red circle with the number '5' is next to the 'Cancel' button.

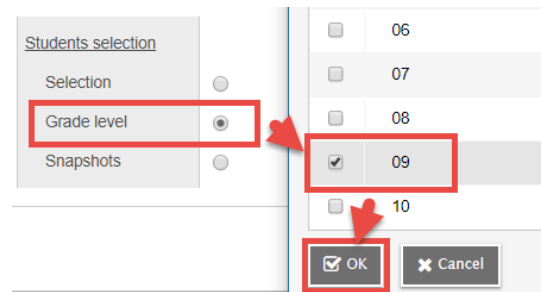
3.2 Batch Entry of Student Course Requests

Build view > **Global** top tab > **Requests** side tab > **Batch Entry** sub-side tab

1. **Students selection:** on the right-hand side of the screen, click the radio button to generate a pick list of the students that requests are being entered for.

Note: These selections are optional. A user can click directly in the **ID** field in the **Student** section below and type in a pupil number. Upon tabbing out of the ID field, the student name will populate, provided a student with that pupil number has been assigned a next school value for this school.

- a. **Selection:** allows the user to select a random selection of students to enter requests for. The number of students selected will populate the **Students per Batch** field.
- b. **Grade level:** allows the user to select students in a particular grade. The number of students in the selected grade will populate the **Students per Batch** field.
- c. **Snapshots:** allows the user to select students that have been assigned to a pre-defined snapshot.



The number of students in the selected snapshot will populate the **Students per Batch** field on the left.

Students per Batch

2. **Number of Primary Requests:** enter the number of primary requests the students in this batch will normally have. The same number of fields that will appear horizontally for primary requests.
3. **Number of Alternate Requests:** enter the number of alternate requests the students in this batch will normally have. The same number of fields will appear at the end of each row, beside the Primary Requests fields.

Students per Batch

Number of Primary Requests

Number of Alternate Requests

Student		Primary Requests								Alternate Requests	
ID	Name	1	2	3	4	5	6	7	8	1	2
Student names blanked for privacy.											

4. In the number fields for **Primary Requests**, type the course code for the request(s) in a numbered box, as appropriate for each student. Requests are automatically saved when the user tabs out of the field.
5. In the number fields for **Alternate Requests**, type the course code for the request(s) in a numbered box, as appropriate for each student. Requests are automatically saved when the user tabs out of the field.
6. The **New Batch** button can be used to clear the screen and begin entry for a new group of students. Note that this button **does not** delete the entries that were just made. Changing the **Students selection** option will also clear the screen and replace it with the new student selection, preserving entries that were made prior to the change.

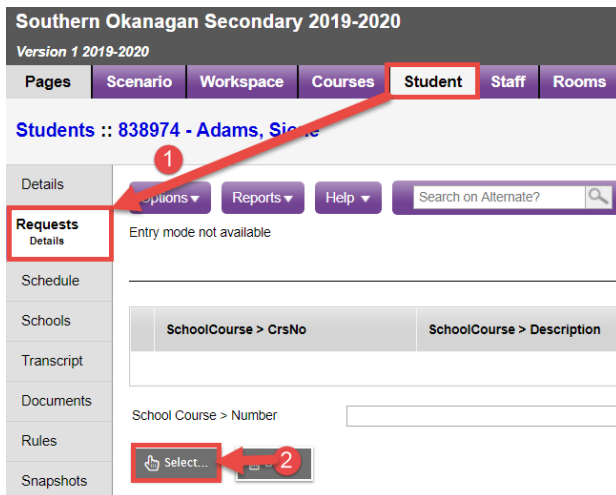
3.3 Individual Student Course Requests

There will be situations where a student has enrolled for next year after the majority of the course selections have already been entered. Course requests for these students could be entered using the Batch Entry mode and manually entering the pupil number, but they can also be done for the individual student.

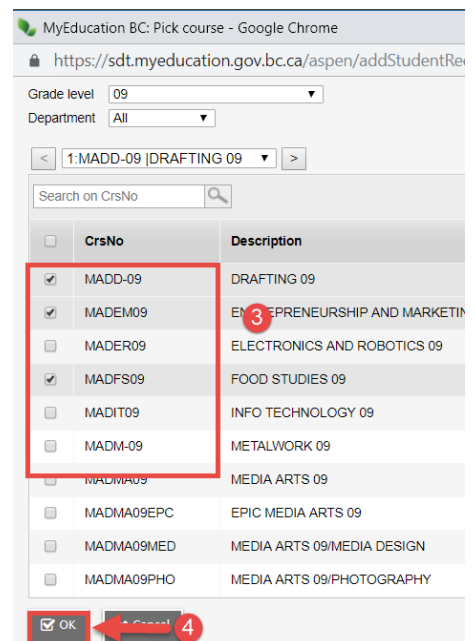
Remember that students must have a next school value to be given course requests for the next school year.

There are two places these requests can be entered:

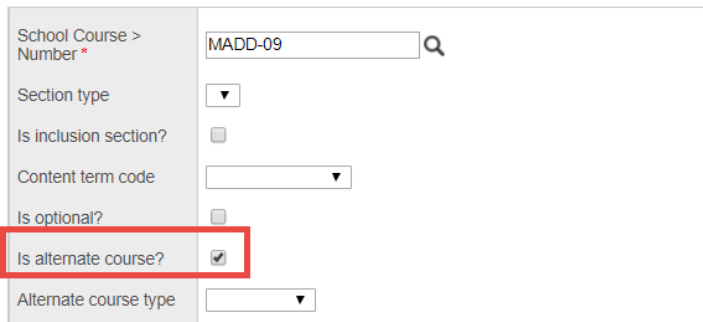
1. **School view > Student top tab > Schedule side tab > Requests sub-side tab OR Build view > Student top tab > Requests side tab**
2. Click the **Select** button below the top requests box.



3. Check the box beside the courses requested by the student. Selections will be retained as checked even when moving to other pages within the list.
4. Click **OK**.



5. If a particular request is to be an alternate, click the blue hyperlink to enter the details of the course request and check the **Is alternate course?** box.



A screenshot of a web form with several fields. The 'School Course > Number *' field contains 'MADD-09'. Below it are fields for 'Section type', 'Is inclusion section?', 'Content term code', 'Is optional?', 'Is alternate course?', and 'Alternate course type'. The 'Is alternate course?' checkbox is checked and highlighted with a red rectangular box.

6. If the course is to have a direct alternate if it is not available, use the **Alternate Course 1 > Number** and **Alternate Course 2 > Number** fields to select the direct alternate course.



A screenshot of a web form showing two fields: 'Alternate Course 1 > Number' and 'Alternate Course 2 > Number'. The 'Alternate Course 1 > Number' field contains 'MADMA09' and is highlighted with a red rectangular box. The 'Alternate Course 2 > Number' field is empty.

3.4 Filtering Requests & Reporting on Requests

Filter Students

This function allows the user to find students based on grade, homeroom, or house/team/platoon code that have a course or courses with a given schedule status. This is useful for locating students that may be missing a required course. This function is at: **Build view > Student > Options > Filter Students**. Details on this function, with screenshots, are in the SM4 - Student Course Requests user guide.

Filter Requests

This function allows useful for finding students with particular combinations of courses. If a course was accidentally assigned to a group of students, this is a quick method for isolating those students and the incorrect course, then removing it from their requests. This function is at: **Build view > Global > Requests > Options > Filter Requests**. Details on this function, with screenshots, are in the SM4 - Student Course Requests user guide.

Reports

Course Request Verification Report. **Build view > Global top tab > Requests > Reports:** Lists all students and their requests.

Course Request Tally Report. **Build view > Global top tab > Requests > Reports:** Lists the number of requests by course.

Course Request List Report. **Build view > Courses top tab > Reports:** List of students requesting a specific course, by course.

Student Request. **Build view > Global top tab > Reports:** single page per student showing all their requested courses.