



School District 8
Kootenay Lake

Online Course Requests Setup

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Contents

Academic Tracks	2
Online Student Course Request Checklist	2
Define an Academic Track / Create the course selections outline.....	4
Track Selections/Subject Areas	5

Academic Tracks

Academic tracks refer to the school course selections outline for online student course requests. This is analogous to the student course request sheets common in a paper-based course selection process used in many schools.

Terminology used in MyEducation BC regarding online student course requests is addressed below:

- **Academic Track Type:** An academic track type must be assigned to students for online course requests to work. This field can be found in the **Student** top tab > **Pre-transition** field set as Academic Track.
- **Subject Areas:** It is recommended that subject areas be defined at the district level to be used by each school in the **Academic Track Selection Subject Area** table.
- **Academic Tracks:** Refers to the school course selections outline. Schools should only require one academic track as the outline will encompass each grade, the instructions and the subject areas and courses contained within. Occasionally, additional tracks may be created for special circumstances (ex. French Immersion students).
- **Track Selections:** Track selections define the courses within each grade and subject from which students can make their selections.

Online Student Course Request Checklist

Preparing for student online course requests should follow the order of the checklist provided below.

Task	Navigation	Comments
<p>DISTRICT task: Create custom security role for students</p> <p>Note: This is a district task. All other tasks are school tasks.</p>	District view > Admin top tab	<ul style="list-style-type: none"> • Create custom security role for students that allows access only for course selections • Create student user accounts
DISTRICT task: Create student accounts.	School view > Student top tab	<ul style="list-style-type: none"> • Filter for Primary Active Students • Options > Create Student User Accounts
DISTRICT task: Set up academic tracks.	District view > Admin top tab > Data Dictionary side tab > References sub-side tab	<ul style="list-style-type: none"> • Academic Track Type table. Ensure the code of Standard is in place. Additional codes can be added if required. (Ex: French Immersion, Secondary Students).

DISTRICT task: Set Academic Track Selection Subject Areas.	District view > Admin top tab > Data Dictionary side tab > References sub-side tab	<ul style="list-style-type: none"> • Academic Track Selection Subject Area • Enter codes for all general subject areas. Consult schools to determine if other subject areas are required.
SCHOOL task: Set Build Year Context	School top tab > Setup side tab > Details leaf	<ul style="list-style-type: none"> • Set Build Year Context > School year to the next year in which a schedule will be built.
SCHOOL task: Review the Build Year course catalogue.	Schedule top tab > Courses side tab > Build Year filter	<ul style="list-style-type: none"> • Copy course catalogue forward from current year to next year. • Remove courses that will be closed after the end of the current year. • Bring new courses into the Build Year course catalogue as required.
SCHOOL task: Assign Next School values and Academic Track to students.	Student top tab > Pre-Transition field set.	<ul style="list-style-type: none"> • Assign Next School values of this school to students who are returning. • Assign an Academic Track of Standard to all students.
SCHOOL task: Create Academic Track	Schedule top tab > Academic Tracks side tab > Details leaf	<ul style="list-style-type: none"> • Create an Academic Track that includes a grade level, instructions, start and end date for each grade that will be doing on-line course selection.
SCHOOL task: Build Track Selections	Schedule top tab > Academic Tracks side tab > Track Selections	<ul style="list-style-type: none"> • Create track selections that identify the courses a student may select from for each subject area. • Instructions to provide assistance to the student and supervisor can be entered here. • TIP: use the Multi-Add button to select courses, even single ones, to ensure the course code is exactly correct.
SCHOOL task: Arrange for supervised course selection by students		<p>Suggestions:</p> <ul style="list-style-type: none"> • Pull students by grade or by block • Have a counsellor and/or administrator present to assist students with making appropriate selections • Track students that have completed course selections and those who have not for follow-up • Flag secondary students (cross-enrolled) for manual next year course selection entry.

Define an Academic Track / Create the course selections outline

An Academic Track defines the parameters of course selections for a specific group of students assigned to that track.

1. In the **School** view, select the **Schedule** top tab
2. Click the **Academic Tracks** side tab
3. In the **Options** menu, click **Add**.
 - a. **Name:** give the academic track a name.
 - b. **Type:** use the drop-down menu to select the academic track type that has been assigned to students who will use this academic track.
 - c. **Minimum credit:** enter the minimum number of credits that students must select. It is advisable to set this to 0 (zero), if the school has students under grade 10 that will be using on-line course selection.
 - d. **Maximum credit:** enter the maximum number of credits that students can select. This will prevent students from choosing everything in front of them on the screen.

The screenshot shows the 'Academic Tracks' configuration page. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assess', 'Schedule', 'Global', 'Tools', and 'Admin'. The 'Schedule' tab is active. The left sidebar has 'Academic Tracks' selected. The main form contains the following fields:

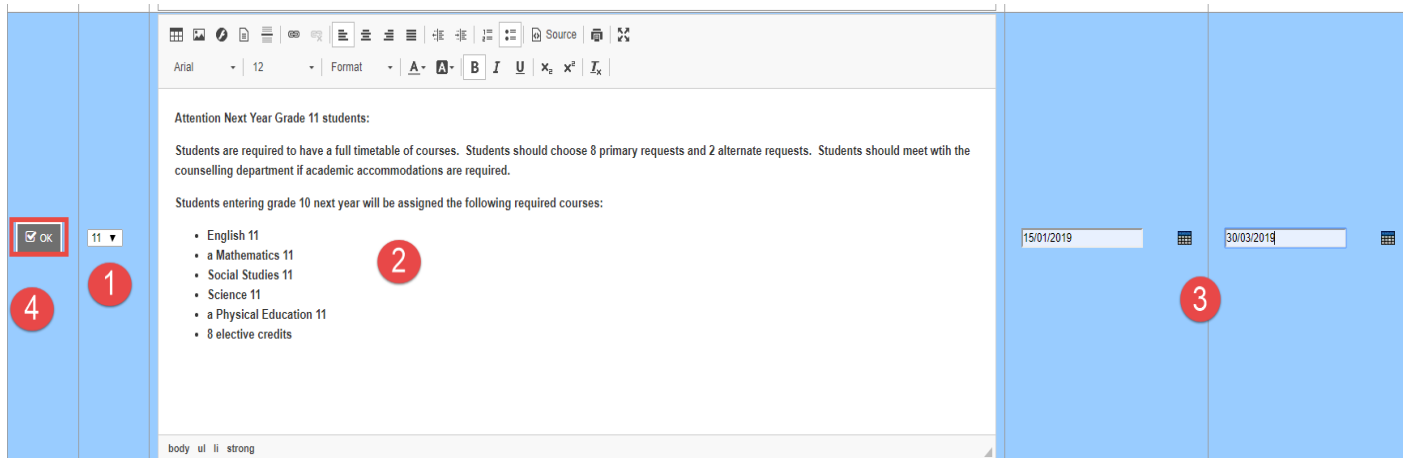
- Name:** Primary Active Students (callout 'a')
- Type:** Standard (callout 'b')
- Minimum credit:** 0.0 (callout 'c')
- Maximum credit:** 40.0 (callout 'd')
- Secondary student only:**

Below the form is a table titled 'Grade Levels' with columns for 'GradeLevel', 'Instructions', 'StartDate', and 'EndDate'. The table contains one entry for grade level '10' with detailed instructions. In the bottom right corner, there is an 'Add' button (callout 'e') and a 'Delete' button.

GradeLevel	Instructions	StartDate	EndDate
10	<p>Attention Next Year Grade 10 students:</p> <p>Students are required to have a full timetable of courses. Students should choose 8 primary requests and 2 alternate requests. Students should meet with the counselling department if academic accommodations are required.</p> <p>Students entering grade 10 next year will be assigned the following required courses:</p> <ul style="list-style-type: none"> English 10 a Mathematics 10 Social Studies 10 Science 10 a Physical Education 10 8 elective credits 	15/01/2019	30/03/2019

- e. Click **Add** in the lower right corner to create the academic tracks by grade level.
 - i. Beside the **OK** button, use the drop-down menu to select the grade for which the track is being built.
 - ii. **Instructions:** populate the instructions with any useful information that can inform the student about the course selection process.
 - iii. **Start Date/End Date:** choose the date window during which students will be able to access the course selections and make changes.

- iv. Click **OK** when finished, to create the track.
- v. Repeat steps i through iv until the academic tracks have been created for all grade levels.



- f. Click **Save** to save all academic tracks.

Track Selections/Subject Areas

Track selections define the subject areas and courses within each, that a student is allowed to choose from.

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Academic Tracks** side tab. Check the box beside the academic track for which you are creating track selections.
3. Click the **Track Selections** side tab.
4. In the **Options** menu, select **Add**.
 - a. **Grade level:** use the magnifying glass to select the grade level to which this track selection applies.
 - b. **Sequence number (optional):** This field can be used to have the course options display in a particular order (ex. English options appear first when the student logs into their course requests, followed by Math, Science, etc.)
 - c. **Subject area:** Use the drop-down to select the subject area that applies to these options.
 - d. **Name:** Type in the same as the subject area.
 - e. **Maximum selection:** The maximum number of courses the student can select in this track selection.

- f. **Minimum selection:** The minimum number of courses the student must select. **Note:** If this is greater than zero, the student will not be able to leave the screen without making a selection. Click **Save**.

- g. **Instructions:** Any instructions to assist the student in making appropriate selections can be typed into this field.
- h. **Course Selections:** Use the **Multi-Add** button to generate the school course pick list for the build year. Check the boxes beside the courses that belong in this track selection. In the example below, students will be able to choose any of the following English Language Arts courses.

Course Selections

	SeqNo	CourseNumber	CourseDescription	Required?	Default?	NeedApproval?	LinkedCourseNumbers
<input type="checkbox"/>	10	MCMP510	COMPOSITION 10	N	N	N	
<input type="checkbox"/>	20	MEFLS10	EFP LITERARY STUDIES 10	N	N	N	
<input type="checkbox"/>	30	MEFNM10	EFP NEW MEDIA 10	N	N	N	
<input type="checkbox"/>	40	MEFWR10	EFP WRITING 10	N	N	N	
<input type="checkbox"/>	50	MLTST10	LITERARY STUDIES 10	N	N	N	
<input type="checkbox"/>	60	MNMD-10	NEW MEDIA 10	N	N	N	



- i. When all appropriate courses are added. Click **Save**.

Other Options: For Alternate Requests, the lower block found on the student course request entry screen, check Alternate only.

- **Alternate only:** Check if this selection is only for alternates.
- **Force recommendation:** not used in BC.
- **Allow direct alternates:** Select if the student is permitted to select direct alternates for the courses in this track. When the student selects a course, the Alt 1 and Alt 2 columns appear next to it. They can use these columns to choose an alternate to be scheduled in if they do not get their initial request.
- **Allow primary request priority:** Select if the student is permitted to select a primary request as a priority for the courses in this track. If enabled, the student types a value in the Priority field when entering a course request and the request takes priority over the course priority.