

MyEdBC – SECONDARY SCHOOL SCHEDULING CHECKLIST

MODULE 2: COURSE CATALOGUES, STUDENT AND STAFF SET-UP		V1.3
TASK	DESCRIPTION	DONE
Create the District Course Catalogue	-District pulls in Enterprise Courses, delete closed courses and bring in new courses with flavours (4L, 4S, 2T....)	✓
Define the Build Year Context in the School View	<i>Creating/Defining the Build Year</i>	
Create Course Catalogue for the Build Year in the School View	-Copying the School Course Catalogue -Pulling new courses from the District catalogue to the School Catalogue -Let the district know if you need a flavour created for credits -Remove closed courses if not already done by the district -Creating Copies of Courses (Flavours) at the School	
Create Course Selection Booklets & Sheets	-Include course codes to facilitate entry by Staff	
Setup course packages	<i>If being used in your school</i>	
Define Next School for Students	<i>Pre-transitioning students to the Build Year – contact Software Support if you are missing your feeder school students</i>	
Assign "Standard" Academic Track to all students	<i>- Use Pre-Transition field set to mass update Academic Track field.</i>	
Rollover Secondary School Assignments for Staff	<i>Keep secondary school associations (Primary staff ok for Build)</i>	
Define New Secondary School Assignments for Staff	<i>Defining new secondary school assignments – please contact Software Support to complete</i>	
TIPS:		

MODULE 3: SCENARIOS, TIME STRUCTURES AND ROTATIONS		V1.5
TASK	DESCRIPTION	DONE
Create a Scenario (or Copy a Scenario)	-Scenario Preferences (be sure to copy bell schedules & rules and set inclusion count to 3)	
Create Terms	-Define schedule terms (date range for courses – FY, S1, S2, Q1... must be entered for Update Designation/ELL tallies to work)	
Create Days	-Define the number of days per schedule cycle (can be pulled from previous year)	
Create Periods	-Define the number of periods in your schedule (can be pulled from previous year)	
Bell Schedules	<i>*For schools that use more than 1 bell schedule</i>	
TIPS:		

MODULE 4: MANUAL STUDENT COURSE REQUESTS		V1.3
TASK	DESCRIPTION	DONE
Course Requests – Individual Entry	-Add course requests for students in Build View (Be sure to mark designated students requests as Inclusion requests)	
Course Requests – Alternate Requests	-Add alternate requests for students in Build View	
Course Requests – Mass Entry (Multi-Add)	-Add course requests – Multi Add, Course Packages, Batch Entry	
Reports for Course Requests	-Course Verification, Course Tally, Course Request List	
TIPS:		

MODULE 5: ONLINE STUDENT COURSE REQUESTS		V1.5
TASK	DESCRIPTION	DONE
Online Student Course Requests – Setup	-Next year course catalogue, build year context, assign students' next school, assign students' academic track type (Standard)	
Define Academic Tracks (gr 10,11,12)	-Schools have a single track within which sets of course choices are created for each grade	
Create Track Selections (Eng, MA, SC)	-Define the subject areas and course choices within each grade (e.g. Math 11 choices)	
Create Student/Parent Accounts	-generate a login ID and password for each student	✓
Open Course Selection Window	-Set dates so students will be able to log in and complete course requests	
Inclusion Course Requests	-Be sure to mark designated students' requests as inclusion (mass updateable)	
Reports for Course Requests	Course Verification, Course Tally, Course Request List	
TIPS:		

MODULE 6a: ROTATIONS, PATTERN LIBRARY AND PATTERN SETS		V1.3
TASK	DESCRIPTION	DONE
Rotations	-Flat vs Rotated Schedule (See Module 11)	
Create Patterns and Pattern Sets	-Define all the different ways course sections meet in your school	
TIPS: <i>**Only if using builder to create timetable</i>		

MODULE 6b: SCHEDULING ATTRIBUTES		V1.3
TASK	DESCRIPTION	DONE
Course Attributes	-Define required fields: #sections, class size, cover terms, base terms, PPC, schedule pattern set; include in scheduling? -Define optional fields	
Student Attributes	-Define optional fields (Include in Scheduling must be checked)	
Staff Attributes	-Define max in a row, preps, classroom, max room	
Room Attributes	-Define department, type, max #, include in scheduling?, schedule use type	
TIPS:		

MODULE 7: RULES		V1.4
TASK	DESCRIPTION	DONE
Build Rules	-Create rules that will determine placement of sections (term, schedule, room, teacher) -Course Blocking – Simultaneous, Wheel, Days, Term, Consecutive	
Load Rules	-Create rules that will determine how students are placed into sections -Course Sequencing	
TIPS:		

MODULE 8: WORKSPACE AND BUILD VALIDATION		V1.2
TASK	DESCRIPTION	DONE
Initialize the Workspace	-Creates the sections for each course	
Assign Teachers to Sections	-Assign teachers to sections by section detail or by "Assignments"	
Pre-schedule Terms, Schedule, and Rooms	-Equivalent to manually scheduling a section	
Add Inclusion Sections	-Individual Course sections must be marked as inclusion sections (Mass updateable)	
Validate for Build	-Checks that all required scheduling attributes are set up	
Resolve Fatal Validation Errors	-Fix errors (go to "Feedback" tab for details) so build can continue	
Build the Master Schedule	-Correct build errors as they arise (builder will not continue until errors are corrected)	
TIPS:		

MODULE 9: LOAD STUDENTS AND ANALYSIS		V1.1
TASK	DESCRIPTION	DONE
Lock Individual Student Schedules	-Locking a schedule prevents the student from being re-scheduled in subsequent runs	
Load Students	-Loads students into the master schedule	
Analysis	-Data on errors, % requests satisfied, % students satisfied	
Conflict Summary	-Displays course sections with conflicts, students with conflicts	
Reports	-Requests Not Scheduled, BC Master Schedule	
Copy a Scenario	-Copy a scenario when tweaks/changes are being made to the timetable (i.e. moving sections)	
TIPS:		

MODULE 10: ROTATING A SCHEDULE		V1.1
TASK	DESCRIPTION	DONE
Apply a Rotation	-Rotates the master schedule, allowing you to verify the rotation is correct	
Recalculate Enrollment Totals	-Recalculate enrollment totals so that they equal the number of students enrolled in a section	
Synchronize Schedule	-To be done when the schedule expression tied to a course does not match the detail of the schedule expression	
TIPS: <i>**Only if using rotations and not bell schedules</i>		

EOYR – End of Year Checklist		
TASK	DESCRIPTION	DONE
Commit Master Schedule	-Making your Build scenario schedule the Active Schedule in the school view (to be done after the End of Year Rollover - EYOR).	
Assign School Calendar	-Assigning block rotations to each school day (also to be done after EYOR)	
TIPS:		

NOTES: