









# BCeSIS Good Practices

Topic	Good Practice for a successful school year		Why is this important?
Single Login		Avoid assigning multiple login accounts for any given role for a single user. For example, if a user has a role of both a teacher and an administrator in a school, an account for each role can be assigned. There should not be multiple user accounts for either of the roles.	The use of multiple logins simultaneously causes the majority of locking and blocking incidents which impacts system performance for <i>ALL BCeSIS USERS PROVINCE-WIDE!</i>
FOIPPA		Adhere to FOIPPA practices: <ul style="list-style-type: none"> <li>• Lock your computer when leaving it for any length of time.</li> <li>• Do not share your password.</li> <li>• Do not write your password where it can be easily found.</li> </ul> Avoid use of all-inclusive security roles, such as All Forms and Reports	Breaching FOIPPA guidelines poses serious potential security and privacy risks, including: <ul style="list-style-type: none"> <li>• Exposure of Student and other sensitive Information</li> <li>• Data corruption</li> <li>• Loss of data</li> </ul>
Standards		Read the <b>BCeSIS Standards Handbook</b> and become familiar with the provincially-defined standards and practices it contains.  The Handbook is updated on an ongoing basis, so it is important to keep current with the latest version.  Make changes to current or legacy standards or practices if these are not aligned with the Handbook's definitions.  Encourage others in your school or district to do the same.	BCeSIS is being used by all districts in the province, even if that is limited to StrongStart Centres only.  Standards are developed on an ongoing basis by the Operations and Standards working group which is made up of a cross-section of district representatives from around the province.

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Reporting Periods		<p>Make these easily identifiable for all staff - set standards and communicate them.</p> <p>Define and set Reporting Periods BEFORE teachers set up their Preps.</p> <p><b><i>DO NOT CHANGE REPORTING PERIODS MID-YEAR OR ANY TIME AFTER MARKS HAVE BEEN ENTERED.</i></b></p>	<p>If Reporting Periods are changed after teachers have started to use them, previously recorded marks <b>WILL NO LONGER BE ACCESSIBLE.</b></p>
GDE Usage/High volume reports		<p>Optimize selection criteria when running GDE. Monitor GDE use within your School District and discourage more than one person running GDE at the same time. Select the option to run large reports in the background.</p> <p>Attempting to terminate a report which is running in foreground, by clicking the X and closing the window, does NOT stop the report.</p> <p>Allow large reports sufficient time to complete!</p> <p><b><i>PLAN AHEAD WHENEVER POSSIBLE!</i></b></p>	<p>Running GD extracts and high volume reports such as Attendance by Schedule, Class Size, Enrolment, TRAX, etc. during peak traffic times (8am - 2pm) monopolizes system resources needed by other users. Using foreground printing ties up your own computer and can put a drain on the system, resulting in system performance being degraded for <b><i>ALL BCeSIS USERS PROVINCE-WIDE!</i></b></p> <p>Clicking the X only closes the report window on the workstation. The report continues to run on the server. Resubmitting the report only increases the runtime for both.</p>
Mark Entry and Posting of Marks		<p>DO NOT access the Mark Entry screen for a course section if a teacher is entering and/or posting marks to that same course section.</p> <p><b><i>COORDINATE WITHIN YOUR SCHOOL TO AVOID CONFLICTS!</i></b></p>	<p>Two people can't access these screens simultaneously or they will block each other.</p>

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<p>Incorrect use of fields</p>		<p>Use the application for the purposes it was designed - i.e. use fields for their intended purpose.</p> <p>Uphold provincially-defined standards and practices, and encourage others in your school or district to do the same.</p> <p>If you see instances where data appears to have been entered in the wrong place, escalate the concern to district L1 support personnel.</p>	<p>Using fields for purposes other than intended (such as entering SINS, telephone numbers, etc. in fields not designed for them) can result in:</p> <ul style="list-style-type: none"> <li>• Lost data</li> <li>• Data appearing in inappropriate places</li> <li>• Inappropriate exposure of data</li> <li>• Loss of data integrity</li> <li>• Downstream effect on other districts</li> </ul>
<p>Creating School Master Timetable and Student Schedules for Next Year</p>		<p>When running Mass Simulation:</p> <ul style="list-style-type: none"> <li>• <b>NO ONE</b> should be working in either <b>Course Section Maintenance - Next Year</b>; <b>Student Course Selections - Next Year</b>; or updating/modifying <b>Student Course Requests for Next Year</b></li> <li>• Uncheck “Keep Details” on the parameter screen</li> <li>• Only one user <b>per school</b> should be mass simulating students at a time</li> </ul> <p>When working with Master Timetable Builder (MTB):</p> <ul style="list-style-type: none"> <li>• Only one user <b>per school</b> should be accessing this functionality at a time</li> </ul> <p><b><i>COORDINATE SCHEDULING ACTIVITIES WITHIN YOUR SCHOOL TO AVOID CONFLICTS!</i></b></p>	<ul style="list-style-type: none"> <li>• Mass Simulation will freeze if there are other concurrent users attempting to work in any of the related screens or attempting to initiate a second running of Mass Simulation.</li> <li>• If Keep Details is checked and another user at another school (potentially across the province) is accessing a Pre-Transition list which includes a student who is currently being processed through Mass Simulation, the process <i>may</i> freeze.</li> <li>• This will create a User Blocking situation that will prevent both users from working</li> </ul>