

BCeSIS

British Columbia enterprise Student Information System

BCeSIS Basics: Pre-Scheduling Reference Guide

Version 1.3
Dec. 30, 2008

BCeSIS Implementation Team

Version History

Version	Date	Description
1.0	Jan 8, 08	First Version
1.1	Feb 15, 08	New Screen shots – Pre-transition pg 27 of 44
1.2	Dec. 9, 08	Added Sections: 2.2.3 Exploding Courses 2.2.13 Class Transfer 3.2.7 Parent/Child Appendix A – Standard School Calendar Appendix B – 2009/2010 Calendar Update Sections: 1.2.5 Grades and Catchments with new screen 3.2 Procedures 3.2.1 Four or Less Course Selections 3.2.2 Student Course Requests 3.2.3 Low Enrollment Report
1.3	Dec. 30, 08	Corrected Screen shots p. 24, 27, 28 Corrected sequence at bottom of pages 6 & 7

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Overview

Pre-Scheduling is the first of two steps in preparing your school's master timetable for the next school year. It is the foundation on which your school will operate in the coming year.

The procedures outlined herein provide you with the school set up requirements in next year, which will allow you to begin entering student course options (i.e. student course requests). The procedures are purposely placed in sequential order and therefore should be completed in the order they appear in this document.

It is assumed that District and School set up in current year have been completed; this document does not cover these topics. For information on these topic areas please refer to the Learning Resource Centre.

Audience

This document is intended for level 1 district support persons, school administrators responsible for operation of their school, and support staff that may assist those individuals.

Objectives

1. Create a schedule for next year including:
 - a. Course Lengths and Formats (full year, semesters, terms, etc.)
 - b. Course Start dates
 - c. Defining grades taught at your school
 - d. Non-School Days
 - e. Period rotation
 - f. Departments
 - g. Rooms
 - h. Staff
2. Determine what courses will be offered, to whom, and how that information will be entered.
3. Understand reports available to analyze data entered in preparation for next year.

Key Concepts

- Complete work in Next Year in preparation for Scheduling. On almost all screens this requires you to select a Next Year radio button. Before beginning each procedure check to ensure you are in fact working in Next Year.
- Complete task in sequential order as they are laid out in this document.
- To review all field descriptions use the **Help** function from the menu bar. Click **Help > About > Record the Program Name > Click Help > Select Help > Click Search > Enter the Program Name in the Search area. Select the corresponding Program Name and Screen Name from the resulting list.**

1.0 Pre-Scheduling Section 1: Next Year School Set Up

1.1 Introduction

Next Year School Set up is the foundation of your coming school year. In BCeSIS you can work in two separate years, one is Current Year and the other Next Year. The year is always based on the September calendar date (i.e. a school year starting in September 2007 and ending in June 2008 would have a school year of 2007). This functionality allows schools to continue entering day-to-day information on students (e.g. attendance, marks, etc.) in current year, while at the same time preparing for next year.

1.2 Procedures

The following sections provide detailed information on each procedure.

1.2.1 School Details

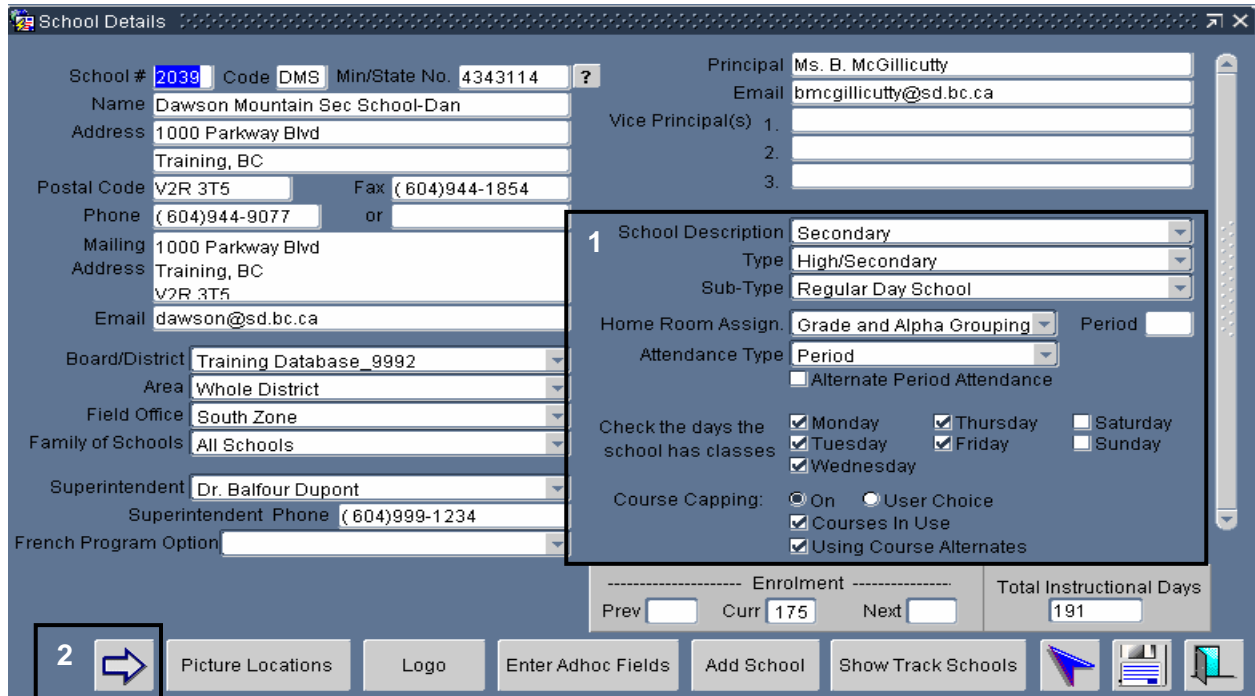
Pathway: BCeSIS Start Screen > School > School Information > School Details (screen 1)

Purpose: To check the accuracy of the information contained on the screens and set defaults for next school year.

The **School Details** screen is composed of four separate screens that contain information relevant to the Pre-Scheduling and Scheduling processes of Secondary Schools.

Screen 1:

Currently Active Schools: The first screen would only be updated after **YET** and prior to the start of school. On the first screen check the current details for accuracy.



Area 1:

1. **School Description** – Select appropriate description
2. **Type** – Used to identify your school when copying school setup to another school
3. **Sub-Type** – Must be set to **Regular Day School** in order to be picked up by **YET**
4. **Home Room Assign** – Your choice
5. **Attendance Type** – Usually set to **Period** for course based schools
6. **Alternate Period Attendance** – Only check if your school is doing a mix of attendance types i.e., Daily and Period Attendance
7. **Check the days the school has classes**
8. **Course Capping** – If you do not want to allow counsellors to exceed the max number of students per section/class select **ON**.
9. **Courses In Use** – Must be **checked** for course based schools
10. **Using Course Alternates** – Must be **checked** if your school will be using course option alternates

Area 2:

1. Click the **Next Screen Arrow** – to advance to the second screen

Screen 2:

Pathway: BCeSIS Start Screen > School > School Information > School Details (screen 2)

More School Details

Next School Default: Dawson Mountain Sec School ?

Associated Night School: [] ?

Associated Summer School: [] ?

Assoc. Extended/Alt. Day School: [] ?

Facility Type: []

Multi-Track Administrative School: [] ?

Next French School: [] ?

Associated Heritage Lang. School: [] ?

Facility Sub-Type: []

Federal ID Number: []

College Board ID: []

Regional Health Unit ID: []

SLD Entity Number: []

Attendance Office Phone: []

Report Card: []

School Accreditations

School Accreditation	Granted Date	Expiration Date
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Add Delete

Calculations for Attendance Intervention by: []

Navigation buttons: [Back] [Next Screen Arrow] [Email] [Comments Configuration] [State School Info] [GPA Module] [Mouse] [Print] [Help]

Area 1:

1. **Allow Teacher/Room Conflicts?** – Check this box
2. **Remove future cross enrolled homerooms on change of next Home School** – Check this box

Area 2:

1. Click the **Next Screen Arrow** – to advance to the third screen

Pre-Scheduling

Screen 3:

Pathway: BCeSIS Start Screen > School > School Information > School Details (screen 3)

NOTE: It is not recommended you make any changes on this screen as they will affect the current year. Changes on this screen should only be made after **YET** and prior to the start of school (i.e. the August timeframe).

This screen shows a typical **Current School Year** setup.

Current School Year

1	Year	Semestered?	Number of Semesters	Number of Terms	Number of Days	Max # Periods	Number of Tumble Patterns
	2007	<input checked="" type="checkbox"/>	2	2	1	5	2

Use Lunch

*****TUMBLE PATTERNS*****

2	D1	D2	D3	D4	D5	D6	D7	D8	D9
1	4								
2	3								
3	2								
4	1								

3

PeriodLength	Lunch Periods
1 75	
2 75	
3 75	
4 75	

Travel Time: 0

Avg Period Length: 75 [Re-Calc]

Total School Minutes/Override: 300

Course for Extra-minutes: _____

or _____

or _____

Course Extra-minutes: _____

Locker Validation

In the Sept. Reports File Transfer?

Use Standard Reporting Days

Can Teachers Override Report Cycle Weights

Can Teachers Override Schools Mark Scale

GPA Calculation: GPA Module

Ranking Method: GPA Module (Grade)

For Homerooms use Semester SemesterTerm

4

Area 1:

- The **semesters, terms, days, periods** and **number of tumble patterns** (the order periods will be offered during a day) are indicated.

Area 2:

- Tumble Patterns** – the specific tumble patterns (the orders periods will be offered during a day are displayed. Note that although the tumble patterns are referred to as **D1, D2, etc.** it is helpful to think of them as **T1, T2, etc.**

Area 3:

- Period and Length** – must be entered. These settings are used to determine full or part-time status.

Area 4:

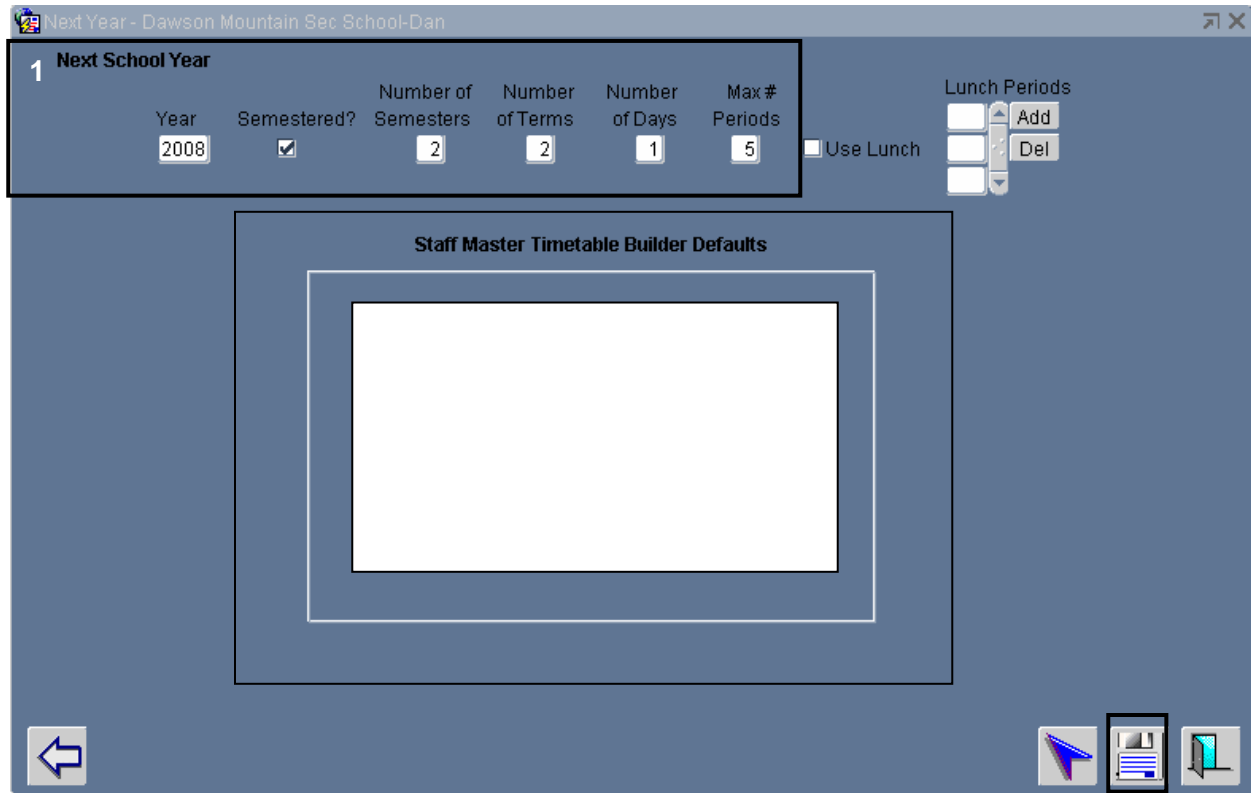
- Click the **Next Screen Arrow** – to advance to the fourth screen

Pre-Scheduling

Screen 4:

Pathway: BCeSIS Start Screen > School > School Information > School Details (screen 4)

This screen is used to reflect how you would like your school’s schedule to work for **Next Year**. MTB will pull information from this screen when you create your first version. It is VERY important that you have this setup correctly during Pre-Scheduling.



Area 1:

1. **Year** – Automatically populated.
2. **Semestered?** – Must be checked for all course based schools
3. **Number of Semesters** – Indicate the number of semesters your school has (usually 2)
4. **Number of Terms** – Indicate the number of terms your school has (i.e. Does your school offer 9, 6 or 4.5 wks courses?)
5. **Number of Days** – Set to 1, unless your school offers courses on alternating days.
6. Ensure you always click the **Save** button.

NOTE: The remaining fields on this page are not used in BC schools

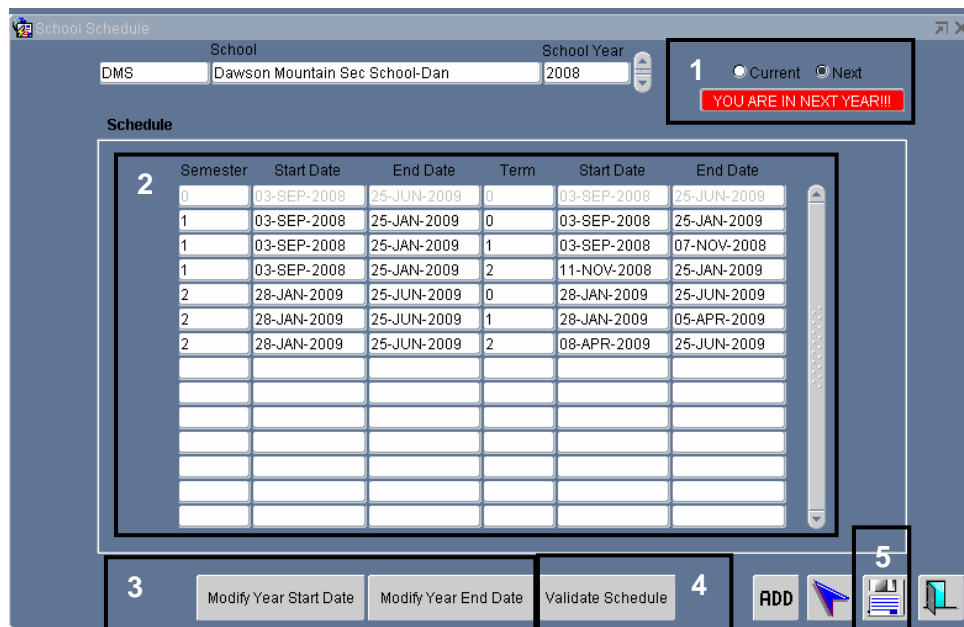
1.2.2 Next Year School Schedule

Pathway: BCeSIS Start Screen > School > School Information > Schedule > Next Year

The current year schedule can be copied to the **Next Year** by clicking the copy button (pencil on a notepad). This is useful if you will be offering the same number of semesters and terms as the previous year.

Once copied to **Next Year** you will have to modify the dates as indicated by the Ministry's Standard School Calendar 2008/09 located in Appendix A.

NOTE: Be sure Start and End dates do not fall on Non-School Days.



Semester	Start Date	End Date	Term	Start Date	End Date
0	03-SEP-2008	25-JUN-2009	0	03-SEP-2008	25-JUN-2009
1	03-SEP-2008	25-JAN-2009	0	03-SEP-2008	25-JAN-2009
1	03-SEP-2008	25-JAN-2009	1	03-SEP-2008	07-NOV-2008
1	03-SEP-2008	25-JAN-2009	2	11-NOV-2008	25-JAN-2009
2	28-JAN-2009	25-JUN-2009	0	28-JAN-2009	25-JUN-2009
2	28-JAN-2009	25-JUN-2009	1	28-JAN-2009	05-APR-2009
2	28-JAN-2009	25-JUN-2009	2	08-APR-2009	25-JUN-2009

Area 1:

1. Ensure the **Next** radio button is selected.

Area 2:

1. In the **Schedule** area, to delete an entire row
 - a. Select the row you would like to delete
 - b. Click **Record > Remove**
 - c. That record will be deleted
2. To **Add** a row
 - a. Click the **Add** button
 - b. Enter the correct **Semester #, Start Date & End Date, Term #, and Start Date & End Date**

Area 3: The **Modify Year Start Date** and **Modify Year End Date** buttons will only be accessible by users with school schedule security class, check with your L1.

Area 4: After entering each row click the **Validate Schedule** button to ensure setup is valid.

Area 5: Click the **Save** button when done.

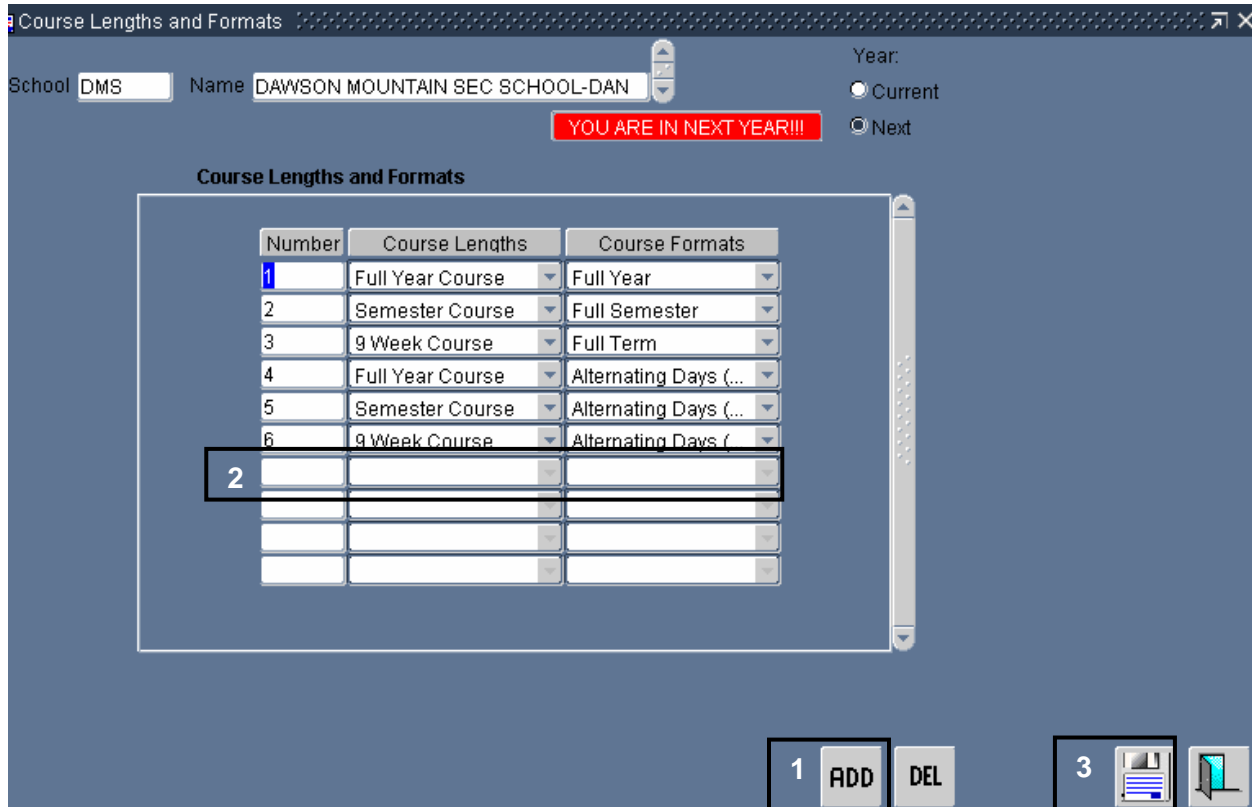
1.2.3 Course Lengths and Formats

Pathway: BCeSIS Start Screen > School > School Information > Schedule > More Info > Course Lengths and Formats

Add all of the course lengths and formats the school will use in next year's schedule. You may want to add extras to ensure they are available later for all scheduling scenarios you may wish to use.

Steps:

1. Ensure the **Next** radio button is selected.
2. Click the **Add** button to add a record
3. Enter a number. From the drop down select a **Course Length** and **Course Format**
4. Save the record



Course Lengths and Formats

School: Name:

Year: Current Next

YOU ARE IN NEXT YEAR!!!

Number	Course Lengths	Course Formats
1	Full Year Course	Full Year
2	Semester Course	Full Semester
3	9 Week Course	Full Term
4	Full Year Course	Alternating Days (...)
5	Semester Course	Alternating Days (...)
6	9 Week Course	Alternating Days (...)
2		

1 ADD DEL 3 [Save Icon] [Print Icon]

1.2.4 Course Start Dates

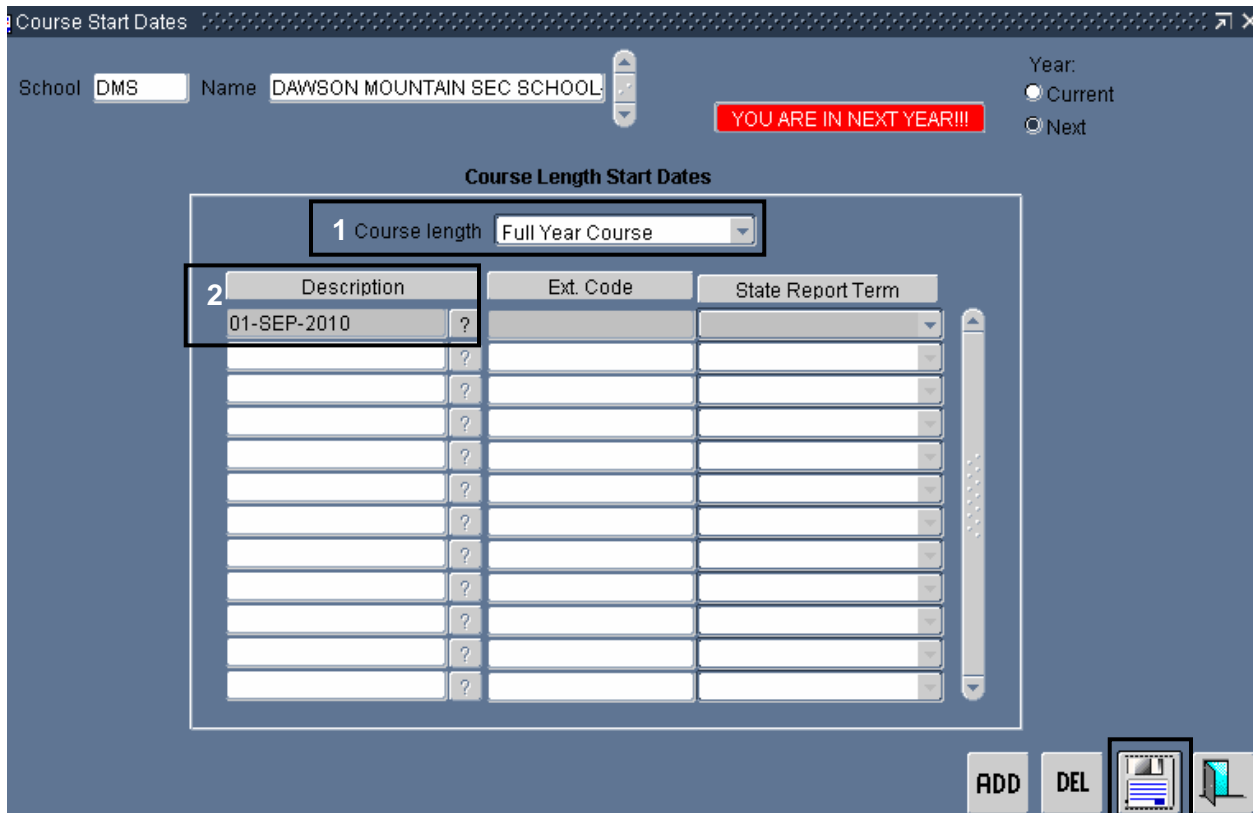
Pathway: BCeSIS Start Screen > School > School Information > Schedule > More Info > Course Start Dates

Course start dates must be entered. Ensure you are working in the **Next Year** screen. This screen pulls information entered in the previous steps (i.e. **School Schedule** and **Course Lengths and Formats**).

Steps:

1. Ensure the **Next** radio button is selected.
2. From the **Course lengths** drop down field select a length (e.g. **Full Year Course**)
3. Click the **?** a list of start dates will display. These are dates in which you indicated a Full Year course, Semester courses or Term courses can start. Select the appropriate start dates for each Course Length selected in step 1.
4. Repeat this step for each **Course Length** created
5. Save the record

Note: Ext. Code and State Report Term are not used in BC



Course Start Dates

School Name


Year: Current Next

YOU ARE IN NEXT YEAR!!!

Course Length Start Dates

1 Course length

2	Description	Ext. Code	State Report Term
	01-SEP-2010	?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	
		?	

ADD DEL 

1.2.5 Grades and Catchments

Pathway: BCeSIS Start Screen > School > School Information > Schedule > More Info > Grades and Catchments

Ensure you are working in the **Next Year** screen.

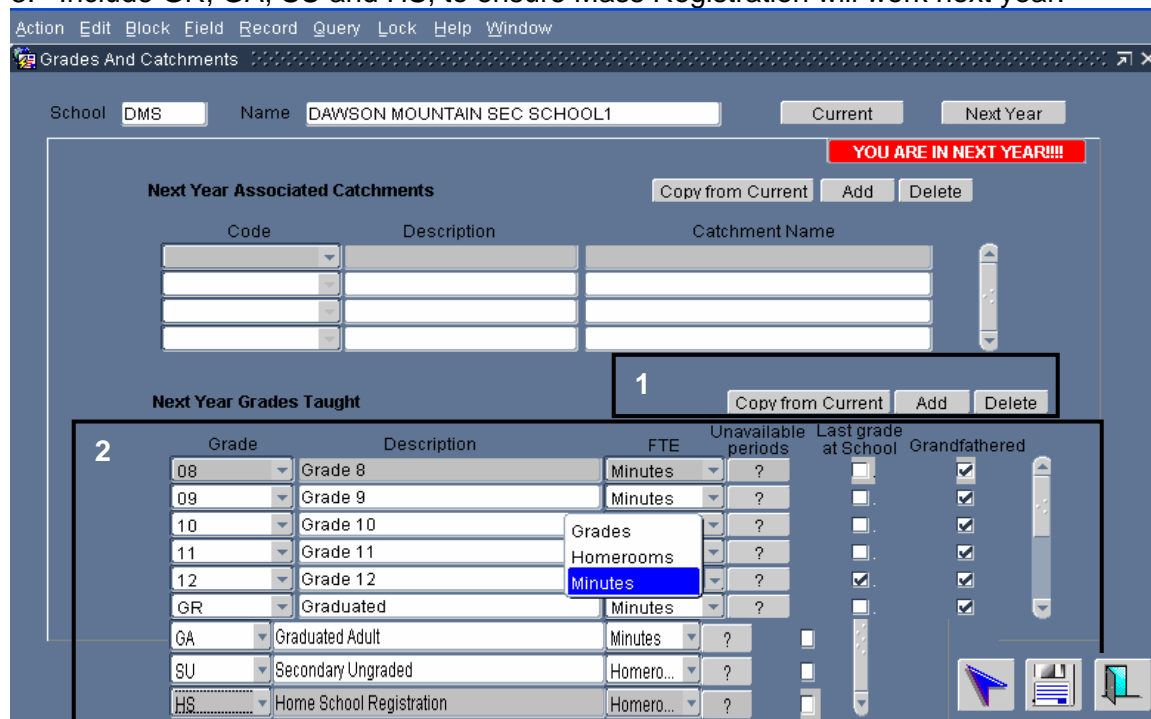
Note: Next Year Associated Catchments boxes are not used in BCeSIS

Area 1:

1. You can click the **Copy from Current** button if your school will have the same grades as last year.
2. You can also add or delete grades if your school is changing for the coming year, by clicking the **Add** or **Delete** buttons.
 - a. After clicking the **Add** button, select the **Grade** from the drop down (**Area 2**). Select the row you would like to delete
 - b. To delete a grade select (highlight) the grade you would like to delete and click the **Delete** button.

Area 2: Lists all grades to be taught at your school in the coming year.

1. **Unavailable periods** – you can specify periods to be unavailable for certain grades (Not commonly used in BC schools)
2. **Last grade at School** – Every school must indicate what the last grade is at your school.
3. Include GR, GA, SU and HS, to ensure Mass Registration will work next year.

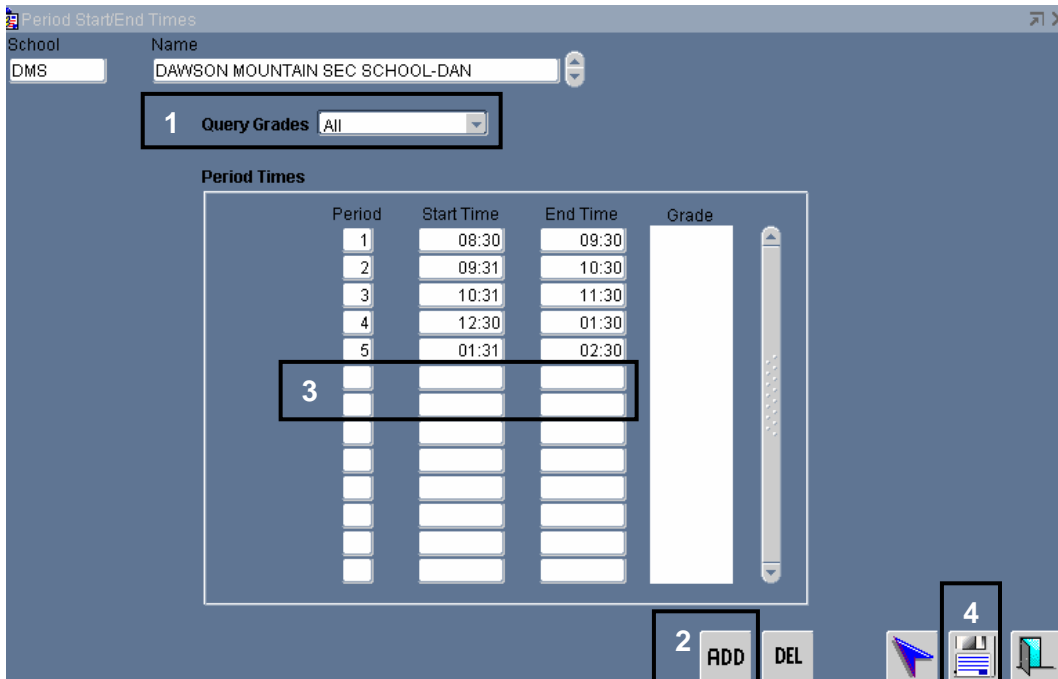


1.2.6 Period Start and End Times

Pathway: BCeSIS Start Screen > School > School Information > Schedule > More Info > Period Start and End Times

This screen is only used for the **Find Student** function.

Note: It is recommended that you do not use passing time between periods, this way you will always be able locate a student (as shown in the example below).



Period	Start Time	End Time	Grade
1	08:30	09:30	
2	09:31	10:30	
3	10:31	11:30	
4	12:30	01:30	
5	01:31	02:30	

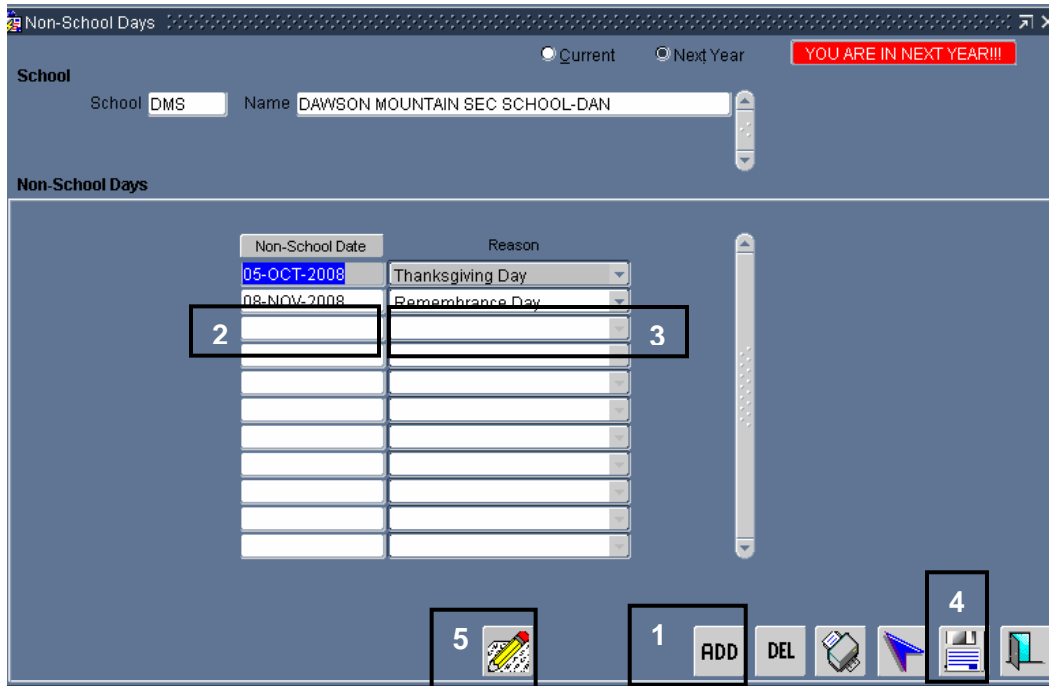
Steps: To add a **Period Time**

1. Select the appropriate grade from the **Query Grades** field (select **All** if your school only has one bell schedule for all students)
2. Click the **Add** button
3. Enter the **Period #**, enter the **Start Time**, enter the **End Time**
4. Save the record

1.2.7 Non-School Days

Pathway: BCeSIS Start Screen > School > School Information > Non-School Days

Ensure you are working in the **NEXT YEAR** screen. Non-school days are those days in which attendance will not be taken.



Non-School Date	Reason
05-OCT-2008	Thanksgiving Day
08-NOV-2008	Remembrance Day

Steps: To add a **Non-School Day**

1. Click the **Add** button
2. Enter the **Non-School Date**
3. Select a **Reason** (these are created on the SYS320 screen Administration > System Codes > School > Non-School Days)
4. Save the record

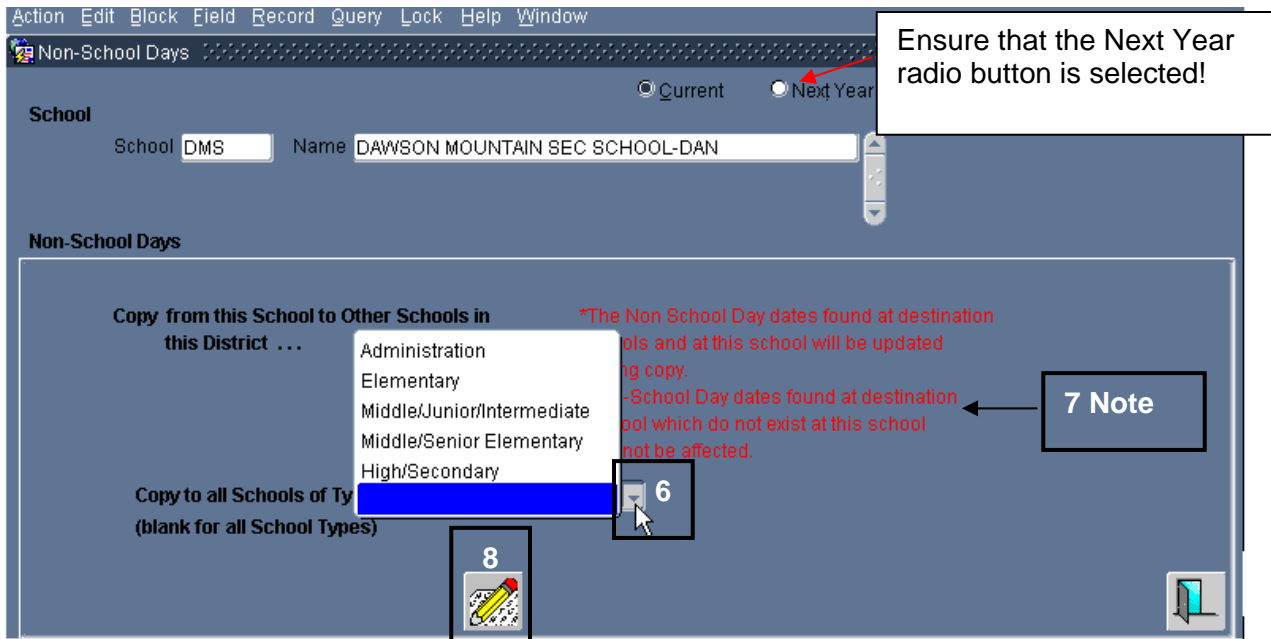
Copying Non-School Days

Once **Non-School Days** have been set up at one school they can be copied to all other schools in the district or just to schools of similar type (e.g. Course Based schools).

Steps: To copy **Non-School Days** to other schools

5. Click the **Copy** button

6. From the **Copy to all Schools of Type** drop down list, select the type of school you would like to copy to.
7. Note: Non school days found at destination which do not at exist at this school will not be affected.
8. Click the **Copy** button

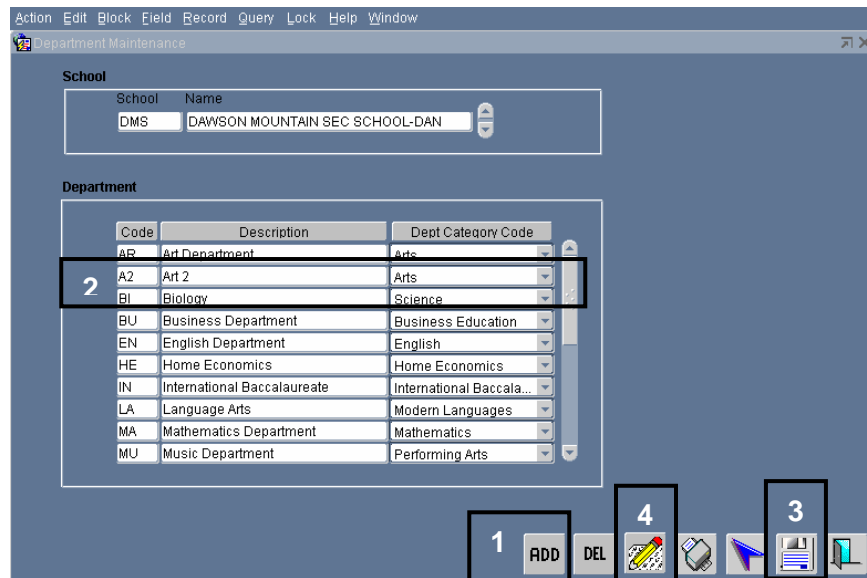


1.2.8 Create and/or check Departments

Pathway: BCeSIS Start Screen > School > School Information > Departments

Department is a required field in Course Maintenance therefore they must be setup (i.e. when a course is brought down to the school level a Department must be entered to save the course to that school). Department codes can be alpha, numeric or a combination. Each code must be unique.

Some large schools may find it advantageous to create sub-departments for example: Science Department could have sub-departments of Biology, Chemistry, Physics, etc. This can be useful when generating reports.



Code	Description	Dept Category Code
AR	Art Department	Arts
A2	Art 2	Arts
BI	Biology	Science
BU	Business Department	Business Education
EN	English Department	English
HE	Home Economics	Home Economics
IN	International Baccalaureate	International Baccala...
LA	Language Arts	Modern Languages
MA	Mathematics Department	Mathematics
MU	Music Department	Performing Arts

Steps: To add a **Department**

1. Click the **Add** button
2. Enter the a **Code**, **Description** and **Dept. Category Code**
3. Save the record

Departments can also be copied to other schools, in the same way we copied Non-School Days.

Steps: To **Copy Departments (As this activity must take place in current year, be sure this activity has no negative impact on the schools being copied to).**

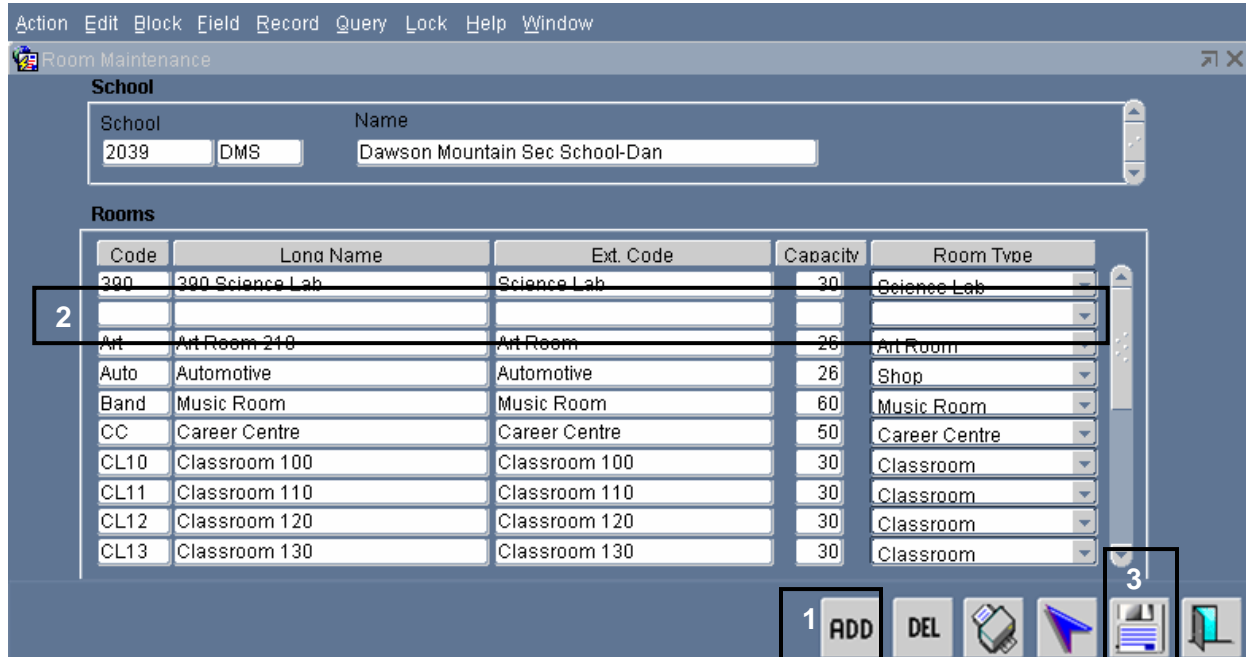
4. Click the **Copy** button
5. From the **Copy to all Schools of Type** drop down list, select the type of school you would like to copy to
6. Click the **Copy** button
7. Save the record

1.2.9 Create and/or check Rooms

Pathway: BCeSIS Start Screen > School > School Information > Rooms

Room Maintenance table is used in both current and next school year. New rooms can be added in preparation for next school year's schedule. Rooms that will not be used next year may only be deleted from this table after **YET**.

Note: Capacity here is not used for scheduling, it relates to fire regulations



The screenshot shows the 'Room Maintenance' application window. At the top, there is a menu bar with 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Lock', 'Help', and 'Window'. Below the menu bar, the 'School' section contains two input fields: 'School' with the value '2039' and 'DMS', and 'Name' with the value 'Dawson Mountain Sec School-Dan'. Below this is the 'Rooms' section, which contains a table with the following columns: Code, Long Name, Ext. Code, Capacity, and Room Type. The table lists several rooms, including '300 Science Lab', 'Art Room 210', 'Automotive', 'Music Room', 'Career Centre', and several 'Classroom' entries. A black box with the number '2' highlights the first empty row in the table. At the bottom right of the window, there is a toolbar with several icons. A black box with the number '1' highlights the 'ADD' button, and another black box with the number '3' highlights the save icon (a floppy disk).

Code	Long Name	Ext. Code	Capacity	Room Type
300	300 Science Lab	Science Lab	30	Science Lab
Art	Art Room 210	Art Room	26	Art Room
Auto	Automotive	Automotive	26	Shop
Band	Music Room	Music Room	60	Music Room
CC	Career Centre	Career Centre	50	Career Centre
CL10	Classroom 100	Classroom 100	30	Classroom
CL11	Classroom 110	Classroom 110	30	Classroom
CL12	Classroom 120	Classroom 120	30	Classroom
CL13	Classroom 130	Classroom 130	30	Classroom

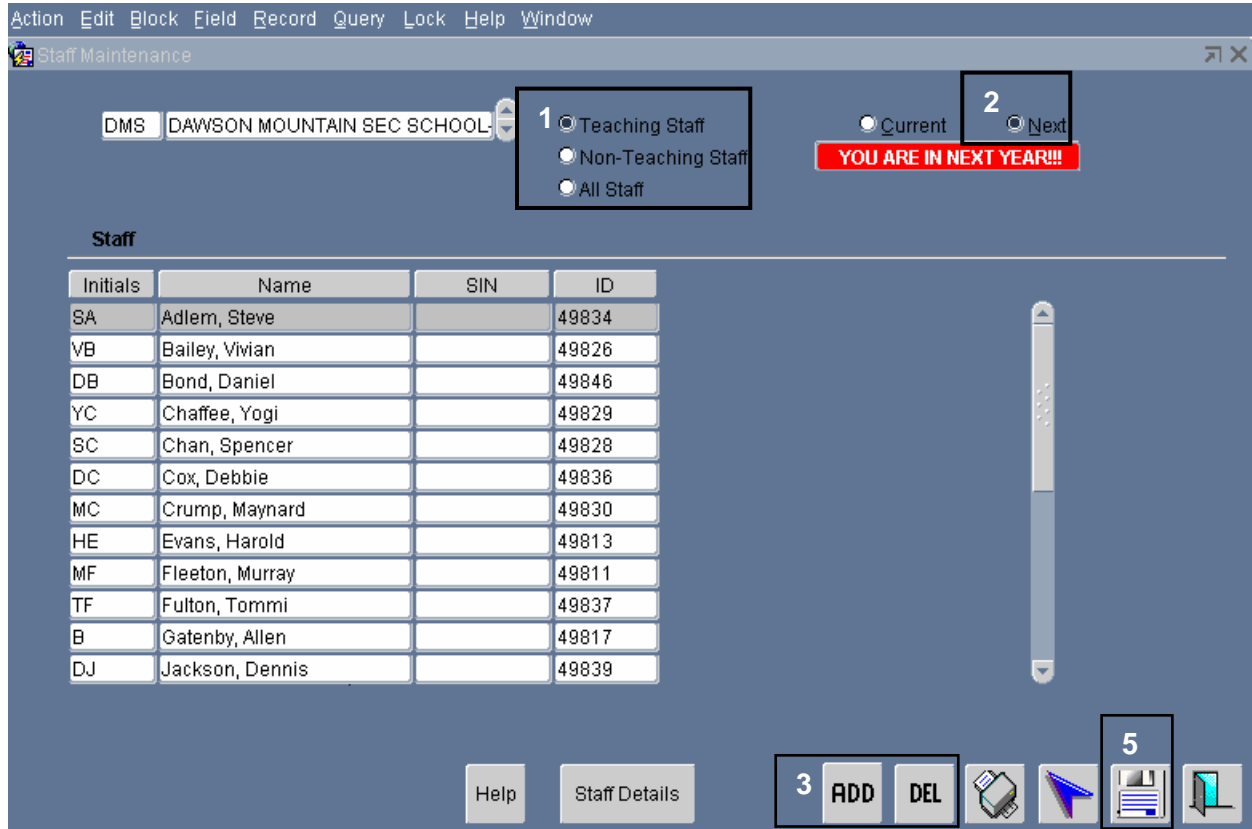
Steps: To add **Rooms**

1. Click the **Add** button
2. Enter the a **Code**, **Long Name**, **Ext. Code**, **Capacity** and **Room Type**
3. Save the record

1.2.10 Create and/or update Staff Maintenance

Pathway: BCeSIS Start Screen > School > School Information > Staff Maintenance

From this screen users can add or delete teachers for the next school year. Once records are attached to a teacher (i.e. sections), they can not be deleted. Therefore delete teachers prior to scheduling them. To prepare for next year's scheduling activities it is necessary to copy the current year staff to next year.



Staff Maintenance

DMS DAWSON MOUNTAIN SEC SCHOOL

1 Teaching Staff
 Non-Teaching Staff
 All Staff

Current Next

YOU ARE IN NEXT YEAR!!!

Staff

Initials	Name	SIN	ID
SA	Adlem, Steve		49834
VB	Bailey, Vivian		49826
DB	Bond, Daniel		49846
YC	Chaffee, Yogi		49829
SC	Chan, Spencer		49828
DC	Cox, Debbie		49836
MC	Crump, Maynard		49830
HE	Evans, Harold		49813
MF	Fleeton, Murray		49811
TF	Fulton, Tommi		49837
B	Gatenby, Allen		49817
DJ	Jackson, Dennis		49839

Help Staff Details 3 ADD DEL 5

Steps:

1. From **Area 1** select who you would like to view Teaching Staff, Non-Teaching Staff or All Staff.
2. Click the **Next** radio button. A message appears when there are no staff records for next year "Copy currently displayed staff to next school year?" Select **YES**.
3. Update staff for next year by clicking the **ADD** or **DEL** buttons, as required.
4. The following fields are required on the **Staff Details** page:
 - a. **Last Name**
 - b. **Initials: 3 characters - this must be unique for each staff member. It is therefore recommended that this be used as a unique ID number i.e., 001, 002, etc.**
 - c. **First Name**
 - d. **Gender**
5. Click **Save**

1.2.11 Copy and/or Setup Fees

Pathway: BCeSIS Start Screen > School > Fee Management > Student Fee Codes > Fee Codes

If you are currently using fees you must copy fees to next year prior to the courses being copied to Next Year. If you will be using fees associated with Teams/Groups you must copy fees to next year prior to copying the Teams/Groups.

Be aware of Ministry policy regarding applying fees to courses

3 School Year Current Next

School

School: DMS Name: DAWSON MOUNTAIN SEC SCHOOL-DAN

Student Fee Codes

Master Code	Fee Code	Applied To Family Max?	Description	General Ledger #	Short Name
Athletic Fees	KAY	<input checked="" type="checkbox"/>	Kayak Club		
Athletic Fees	Athltc	<input type="checkbox"/>	Athletic Fees		Athlt
Band Fees	Band	<input type="checkbox"/>	Band Fees		Band
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Mass Assign Rules Prorate Rules Copy Fees ADD DEL Save

Steps to **Add** fees:

1. Click the **ADD** button. Enter all relevant information in available fields;
2. Click the **Save** button.

Steps to **Copy** fees to next year:

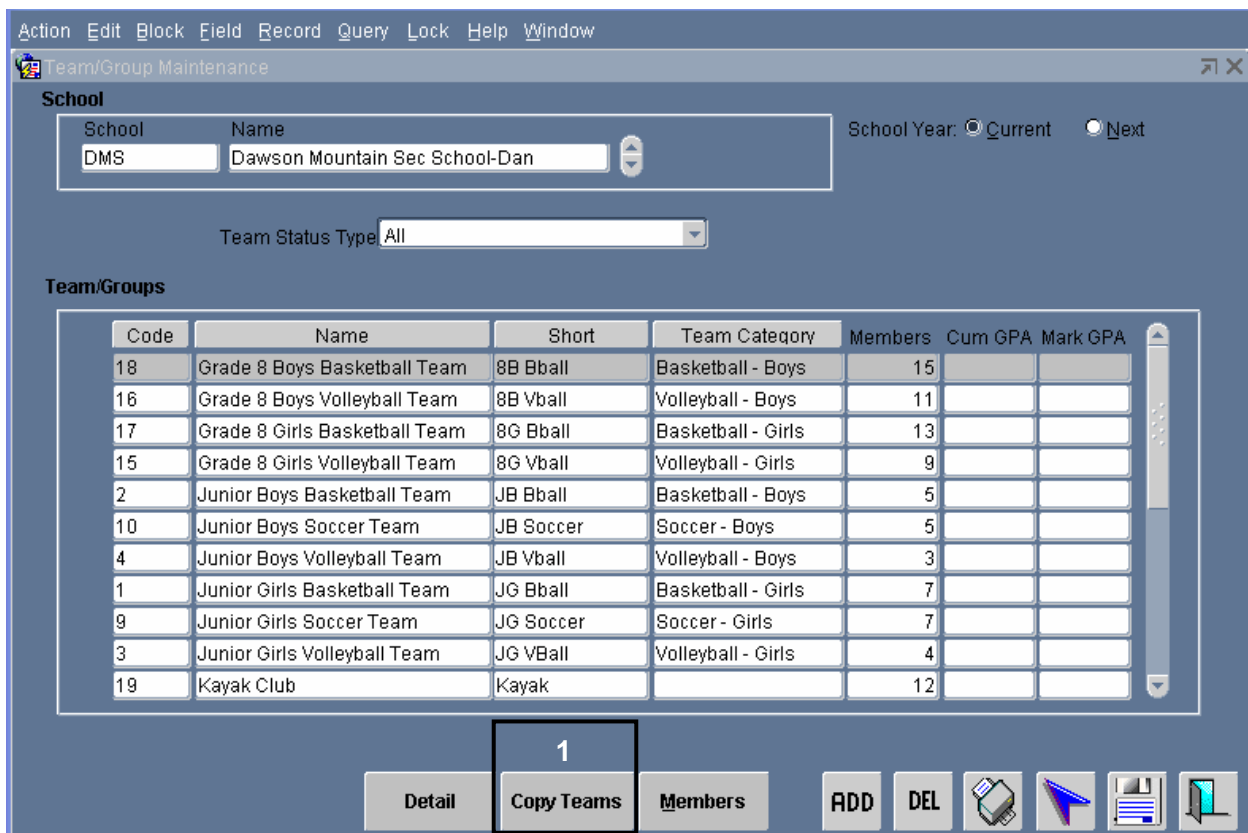
3. You must be in **Current** year to copy fees;
4. Click the **Copy Fees** button;
5. You will be prompted with a message to proceed with copying fees to next year click the **Copy Now** button to proceed;
6. Click OK on the two pop up windows;
7. Click the exit door to return to the **Fee Codes** page.

1.2.12 Copy and/or Create Teams & Groups

Pathway: BCeSIS Start Screen > School > School Information > Teams/Groups

Setting up teams and groups can be useful for recording attendance on an entire team. For example if a Basketball team was going to be away on a road trip an office clerk could easily identify those students to mark as absent. Teams and/or Groups may be setup to assist with the scheduling of special groups of students, though these can be handled in other ways just as easily.

Copying Teams/Groups to the next year only copies the Team/Group structure not the individual members. These then have to be copied separately.



School

School: DMS Name: Dawson Mountain Sec School-Dan School Year: Current Next

Team Status Type: All

Team/Groups

Code	Name	Short	Team Category	Members	Cum GPA	Mark GPA
18	Grade 8 Boys Basketball Team	8B Bball	Basketball - Boys	15		
16	Grade 8 Boys Volleyball Team	8B Vball	Volleyball - Boys	11		
17	Grade 8 Girls Basketball Team	8G Bball	Basketball - Girls	13		
15	Grade 8 Girls Volleyball Team	8G Vball	Volleyball - Girls	9		
2	Junior Boys Basketball Team	JB Bball	Basketball - Boys	5		
10	Junior Boys Soccer Team	JB Soccer	Soccer - Boys	5		
4	Junior Boys Volleyball Team	JB Vball	Volleyball - Boys	3		
1	Junior Girls Basketball Team	JG Bball	Basketball - Girls	7		
9	Junior Girls Soccer Team	JG Soccer	Soccer - Girls	7		
3	Junior Girls Volleyball Team	JG VBall	Volleyball - Girls	4		
19	Kayak Club	Kayak		12		

Buttons: Detail, **Copy Teams**, Members, ADD, DEL, [Printer], [Cursor], [List], [Refresh]

Steps to **Copy Teams**:

1. In Current Year, click the **Copy Teams** button.

Steps to **Copy Members** of a team:

2. Once you have copied the **Teams** click the **Members** button
Click the **Next** year radio button – this will copy members of a team from one year to the next.

2.0 Pre-Scheduling Section 2: Courses, Pre-Transition and Option Sheets

2.1 Introduction

Now that the structure has been defined for next year you are ready to begin; identifying the courses that will be taught; advancing students to their next grade and; have students begin entering course options (requests) for next year.

2.2 Procedures

The following sections provide detailed information on each procedure.

2.2.1 Create and/or Copy Courses

Pathway: BCeSIS Start Screen > School > Option Sheet > Copy Courses to Next Year

You have the ability to choose which year you would like to copy courses from.

2007

School Course Copy Criteria

School	Name
DMS	DAWSON MOUNTAIN SEC SCHOOL-DAN

1 Available Years to Copy From: 2007 to Next School Year: 2008

Courses ended (in Standard Courses) before current year end WILL NOT be copied.

3 See Courses

2

Steps to **Copy Courses**:

1. In **Area 1** select the year you would like to copy courses from (the source year).
2. Click the **Copy** button

Note: When courses are copied to next year, any courses previously created in Next Year will be deleted. In other words, this process will overwrite all courses already created in Next Year.

3. After successfully copying, click the **See Courses** button which displays the list of courses for **Next Year**. At this step you can delete courses that you will not be offering next year. Section 2.2.3 of this document provides steps on Adding Courses to your school.

2.2.2 Review Courses Maintenance for Next Year

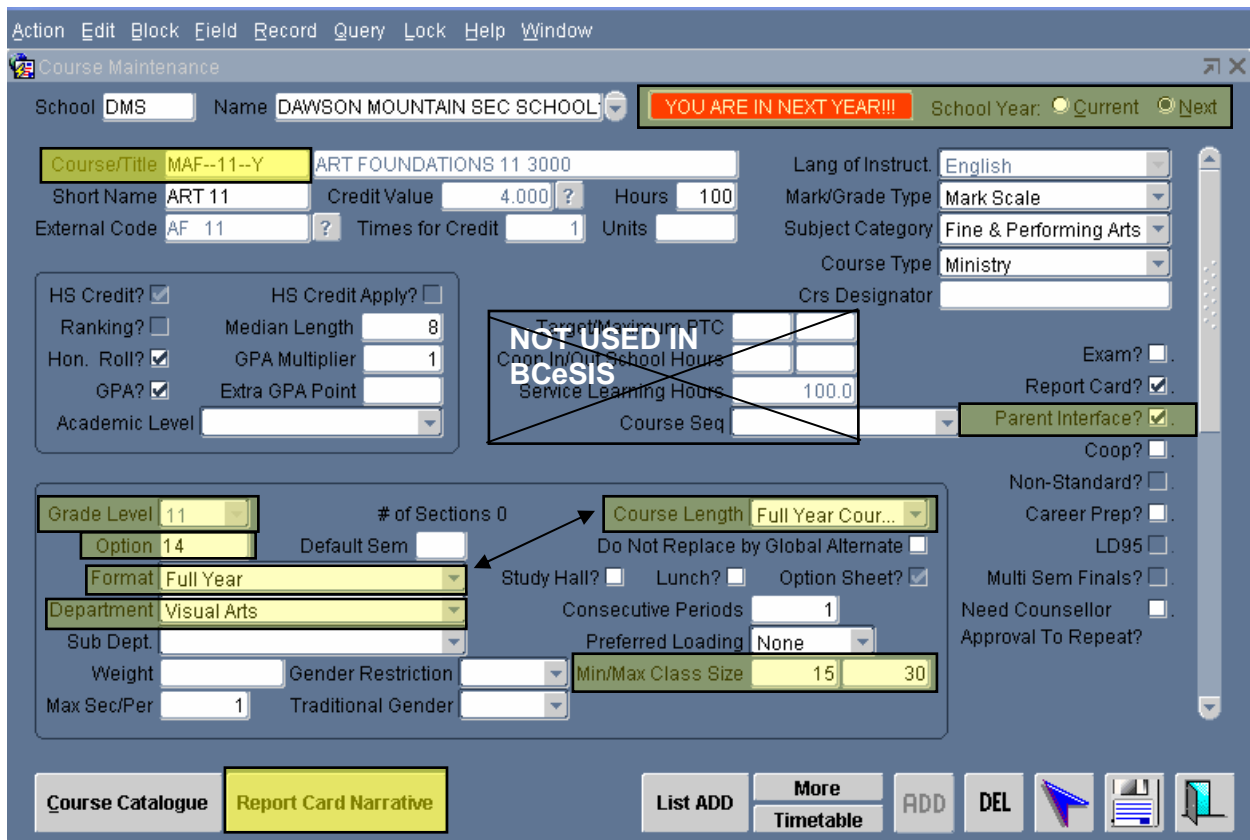
Pathway: BCeSIS Start Screen > School > Course Information > Course Maintenance

Schools will want to ensure a variety of information is setup correctly on this screen. This window contains a tremendous amount of detail, which is used to define the behavior of a course.

Users can view and edit details of a course, or can add/delete a course. The **List ADD** button may be used to call the District's Standard Course catalog from which a school may select a new course to add to their catalog (see section 2.3.3). The **More** button calls a window of additional course descriptor fields (which will be discussed during Scheduling Training).


Certain fields are **mandatory for scheduling purposes**. These are highlighted and referenced below.

Ensure you are in **NEXT YEAR**.



1. Select the Next radio button.
2. **Course/Title:** Depending on your district's policy you may have up to 3 characters available at the end to uniquely identify this course at your school.
3. **Parent Interface:** This **MUST** be checked if you want the course to appear in Student Assistant.
4. **Grade Level:** the grade at which the course is first taught.
5. **Option:** number if left blank BCeSIS will generate one.

Pre-Scheduling

6. **Format:** indicate how long this course runs for. This field must match **Course Length**
7. **Course Length**
8. **Department** indicate which department this course belongs to
9. **Min/Max Class Size** cannot be blank or zero. To create sections of a course, the master timetable builder will use the max field. Using the min size field is useful as there is a report that can generated to identifying those courses which have a minimum number of students requesting it.
10. **Report Card Narrative** the text entered here will appear on the **Narrative** section of **Student Assistant** in addition to the report card
11. Once you have populated all fields ensure you click the  icon to commit your choices.

To review all field descriptions use the **Help** function from the menu bar.

Click **Help > About > Record the Program Name > Click Help > Select Help > Click Search > Enter the Program Name in the Search area. Select the corresponding Program Name and Screen Name from the resulting list.**

2.2.3 Exploding Courses

Pathway: BCeSIS Start Screen > School > Course Information > Course Maintenance

Exploding course functionality is used to keep groups of students together through several courses. This is most often used at the grade 8 level for elective wheels. For example you have grade 8 students taking Drama, Career and Personal Planning, Home Economics and Information Technology, which are each 9 weeks in length and you would like the students to stay together as they take each course in a term.

There are two sets of courses that are used to setup the Exploding functionality, referred to as:

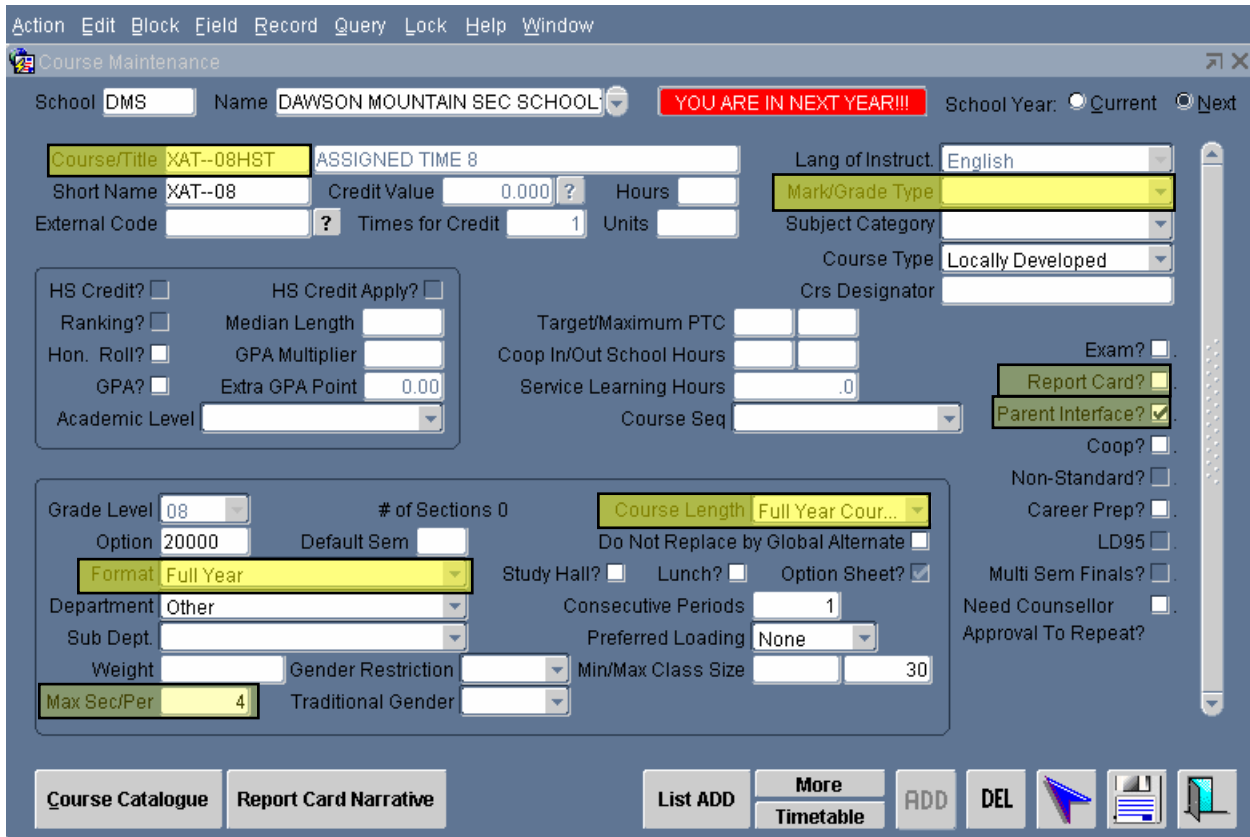
1. Host course
 - a. Acts as a placeholder during the scheduling process;
 - b. You can choose to keep the host course and report marks on it or not;
 - c. Should have some kind of indicator that it is a host course, by including, for example HST in the course code, XAT--08HST;
 - d. Students are given a course option for **ONLY THE HOST COURSE**;
 - e. The host course is setup with a length and format that reflects the overall length of all the elective courses. In the above example where a section of each course is 9 weeks in length, the host course must have a length of Full Year. The **Format** will depend on if you want the students to attend the course everyday or on alternating days;
 - f. During the simulation process, students will be placed in a section of the host course;
 - g. This host course is then 'Exploded' into the subordinate courses.
2. Subordinate courses
 - a. These are the elective courses that the host course will 'Explode' into;
 - b. Each subordinate course is setup with a length and format that reflects how long and how often the students will take the sections of the course. Following the above example each subordinate course section would need to have a length of 9 wks and a format of Full Term.
 - c. These courses are 'Attached' to the host course using the **More** button on the course maintenance screen of the host course.

The table below shows a typical layout of 4 sections of 4 courses offered over 4 terms. It is highly recommended that you create a similar table to plot out your elective wheel. This table will be invaluable when it comes time to schedule sections of your courses.

Sec	Sem1 Term 1	Sem1 Term 2	Sem2 Term 1	Sem2 Term 2
01	Bus Ed. MBE--09W	Music Ed. MMU--09W	Tech Ed. MTE--09W	Home Ec. MHE--09W
02	Home Ec. MHE--09W	Bus Ed. MBE--09W	Music Ed. MMU--09W	Tech Ed. MTE--09W
03	Tech Ed. MTE--09W	Home Ec. MHE--09W	Bus Ed. MBE--09W	Music Ed. MMU--09W
04	Music Ed. MMU--09W	Tech Ed. MTE--09W	Home Ec. MHE--09W	Bus Ed. MBE--09W

The following pages provide screen shots illustrating the above example.

Setup of a **Host** course, this course will disappear after it is exploded. In this example we do not want to report on this course.

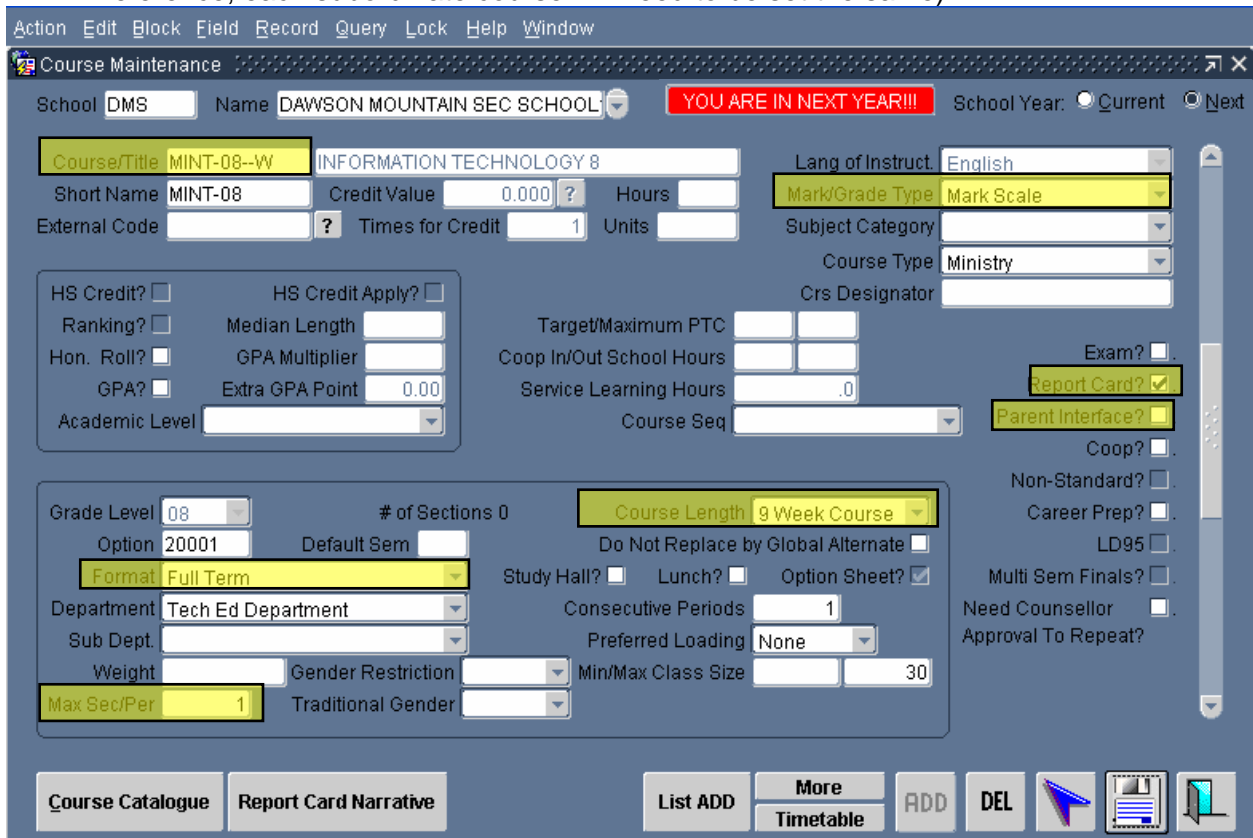


The screenshot shows the 'Course Maintenance' window for Dawson Mountain Sec School. The course is 'XAT--08HST' with the title 'ASSIGNED TIME 8'. Key settings include: School Year set to 'Next', Mark/Grade Type set to 'None', Course Type set to 'Locally Developed', and Course Length set to 'Full Year Course'. The 'Format' is 'Full Year', 'Max Sec/Per' is 4, and 'Parent Interface?' is checked. A red warning banner at the top reads 'YOU ARE IN NEXT YEAR!!!'. The interface includes various input fields, checkboxes, and dropdown menus for course configuration.

Example:

1. An XAT course was used, and HST was added at the end for easy identification later.
2. There was no **Mark/Grade Type** setup as marks will not be reported for this course.
3. The **Format** is set to **Full Year**, because each section of each subordinate course will meet everyday.
4. The **Length** is set to **Full Year Course** because each section of each subordinate course is 9 wks ($9 * 4 = 36$ which equals a full year at this school) and we therefore need this host course to reserve ALL of those terms. Remember a student is going to be simulated into a section of this course and then it is going to be 'Exploded' into sections of the subordinate courses.
5. **Report Card** is unchecked because we do not want this course showing up on a report card.
6. **Parent Interface** is checked because we want the students to be able to select this course in the Student Assistant module.
7. **Max Sec/Per** is set to **4** as there will be 4 sections of this course in a single period

8. Next each subordinate course needs to be setup (one example has been provided for reference, each subordinate course will need to be set the same).



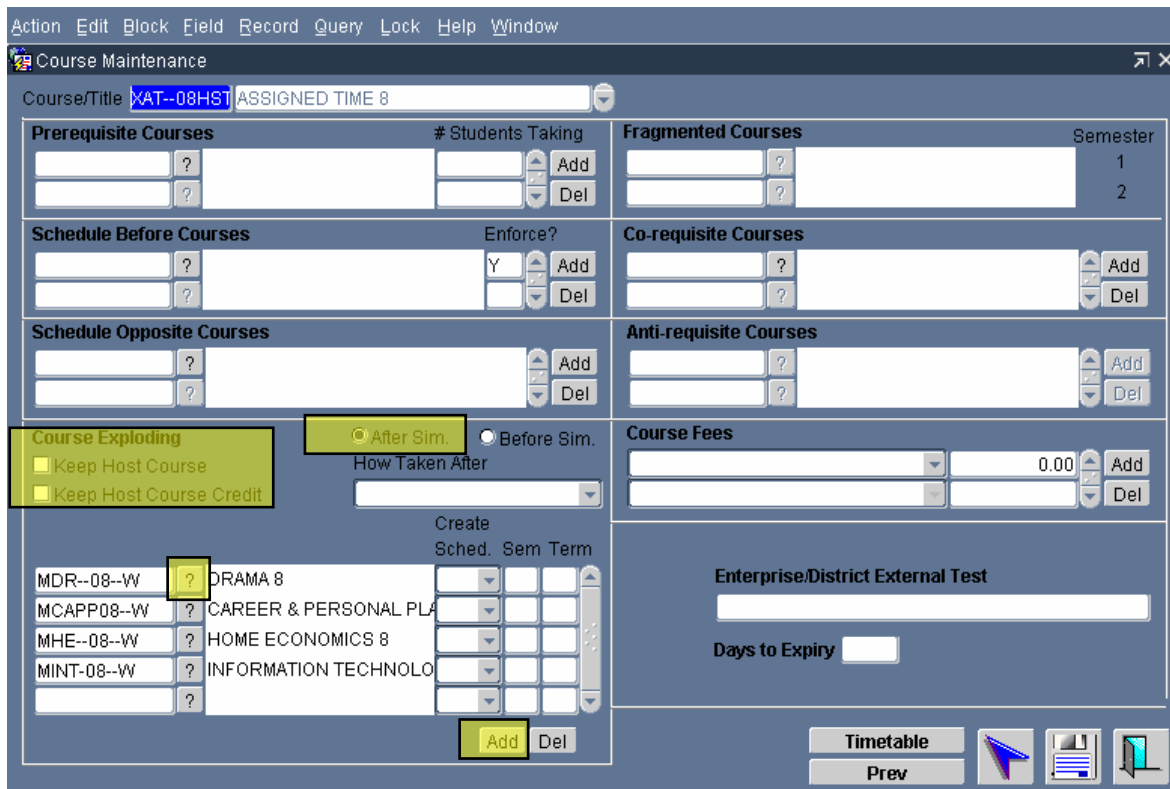
The screenshot shows the 'Course Maintenance' window for 'MINT-08--W INFORMATION TECHNOLOGY 8'. Key fields and their values are as follows:

- School:** DMS
- Name:** DAWSON MOUNTAIN SEC SCHOOL
- Course Title:** MINT-08--W INFORMATION TECHNOLOGY 8
- Short Name:** MINT-08
- Credit Value:** 0.000
- Hours:** [empty]
- External Code:** [empty]
- Times for Credit:** 1
- Units:** [empty]
- Lang of Instruct.:** English
- Mark/Grade Type:** Mark Scale
- Subject Category:** [empty]
- Course Type:** Ministry
- Crs Designator:** [empty]
- HS Credit?:**
- HS Credit Apply?:**
- Ranking?:**
- Median Length:** [empty]
- Hon. Roll?:**
- GPA Multiplier:** [empty]
- GPA?:**
- Extra GPA Point:** 0.00
- Academic Level:** [empty]
- Target/Maximum PTC:** [empty]
- Coop In/Out School Hours:** [empty]
- Service Learning Hours:** .0
- Course Seq:** [empty]
- Exam?:**
- Report Card?:**
- Parent Interface?:**
- Coop?:**
- Non-Standard?:**
- Career Prep?:**
- LD95?:**
- Multi Sem Finals?:**
- Need Counsellor?:**
- Approval To Repeat?:**
- Grade Level:** 08
- # of Sections:** 0
- Option:** 20001
- Default Sem:** [empty]
- Course Length:** 9 Week Course
- Do Not Replace by Global Alternate:**
- Format:** Full Term
- Study Hall?:**
- Lunch?:**
- Option Sheet?:**
- Department:** Tech Ed Department
- Consecutive Periods:** 1
- Preferred Loading:** None
- Sub Dept:** [empty]
- Weight:** [empty]
- Gender Restriction:** [empty]
- Min/Max Class Size:** [empty] 30
- Max Sec/Per:** 1
- Traditional Gender:** [empty]

9. **Course/Title** a W has been added to the end of the course code for easy identification later.
10. The **Mark/Grade Type** is setup as marks will be reported for this course.
11. **Report Card** box is checked because we want this course appearing on the report card.
12. **Parent Interface** is NOT checked because we do not want students selecting this course in student assistant module. Remember students will only have a course option for the host course.
13. The **Course Length** is set to **9 Week Course**, because section of this course will end after 9 weeks
14. The **Format** is set to **Full Term**, because a student will take a section of this course every day.
15. **Max Sec/Per** is set to 1 as there will be 1 section of this course in a single period

Once you have the setup completed for the host course and each subordinate course you need to attach the subordinate courses to the host.

16. In course maintenance, query up the host course and click the **More** button, this will open the following screen:



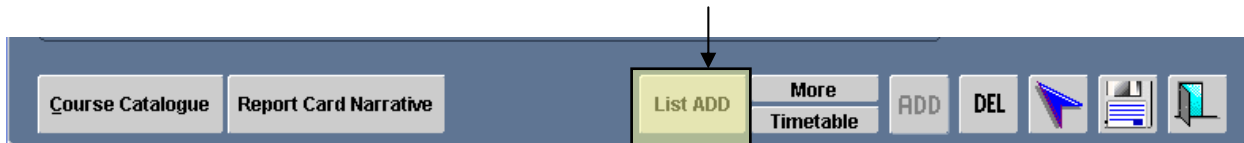
The following setup reflects this continuing example:

17. **After Sim** button is selected because we are going to Explode this host course after we simulated students into a section of it.
18. We have not checked either the **Keep Host Course** or the **Keep Host Course Credit** boxes because we are not keeping either of these in this example.
19. Next click the **Add** button
20. Click the **?**, a pop up window will appear.
21. Query for the first subordinate course, click the Select button.
22. Repeat for each steps 16, 17 & 18 for each subordinate course.
23. When completed you should have the 4 subordinate courses listed, as in the above example. Note the W at the end of each course code, this was done to make it easy to identify this course as a subordinate; it is part of the 'Wheel'

2.2.4 Bring Courses Down to your School

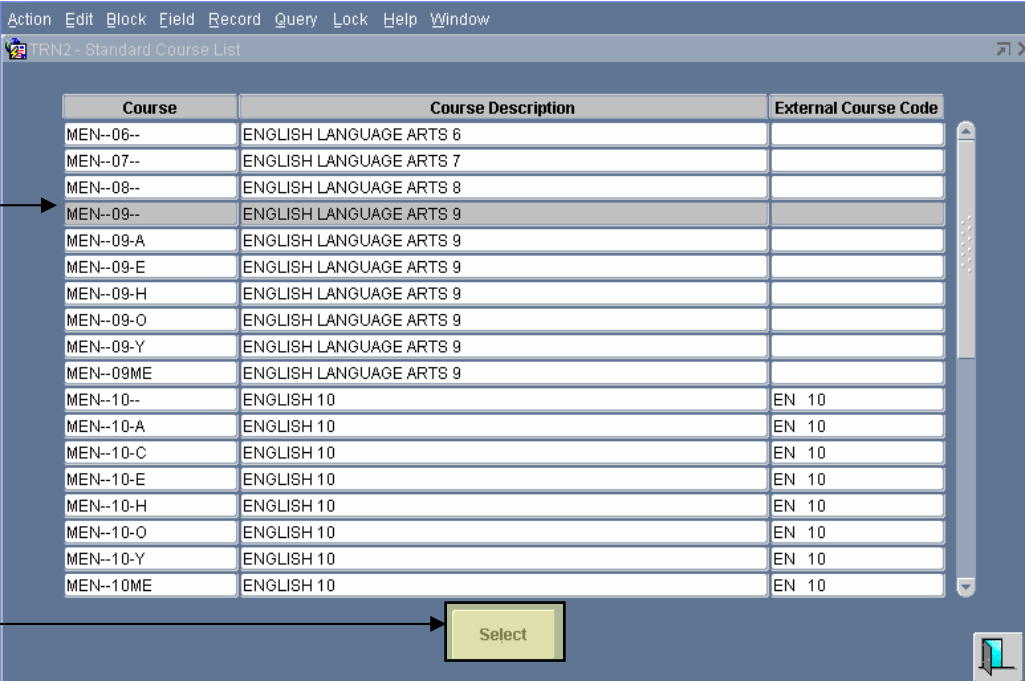
Pathway: BCeSIS Start Screen > School > Course Information > Course Maintenance > List ADD > District Standard Course List

From the Course Maintenance screen click the **List ADD** button



You will be taken to the **District Standard Course List**. This is a list of courses the District has brought down from the Enterprise level and made available to your school. If a course that you offer at your school is missing from this list, contact your L1 Support person and request they bring it down to the District level.

Using the **F7/F8** query function you can search for a course.



Course	Course Description	External Course Code
MEN--06--	ENGLISH LANGUAGE ARTS 6	
MEN--07--	ENGLISH LANGUAGE ARTS 7	
MEN--08--	ENGLISH LANGUAGE ARTS 8	
MEN--09--	ENGLISH LANGUAGE ARTS 9	
MEN--09-A	ENGLISH LANGUAGE ARTS 9	
MEN--09-E	ENGLISH LANGUAGE ARTS 9	
MEN--09-H	ENGLISH LANGUAGE ARTS 9	
MEN--09-O	ENGLISH LANGUAGE ARTS 9	
MEN--09-Y	ENGLISH LANGUAGE ARTS 9	
MEN--09ME	ENGLISH LANGUAGE ARTS 9	
MEN--10--	ENGLISH 10	EN 10
MEN--10-A	ENGLISH 10	EN 10
MEN--10-C	ENGLISH 10	EN 10
MEN--10-E	ENGLISH 10	EN 10
MEN--10-H	ENGLISH 10	EN 10
MEN--10-O	ENGLISH 10	EN 10
MEN--10-Y	ENGLISH 10	EN 10
MEN--10ME	ENGLISH 10	EN 10

Once the course is displayed, select it and click the **Select** button.

In the example above we queried for **MEN%**. This brought up all courses that have the first 3 characters as **MEN**. We clicked on **MEN--09--** to highlight it, then clicked the **Select** button which takes us back to the **Course Maintenance** screen.

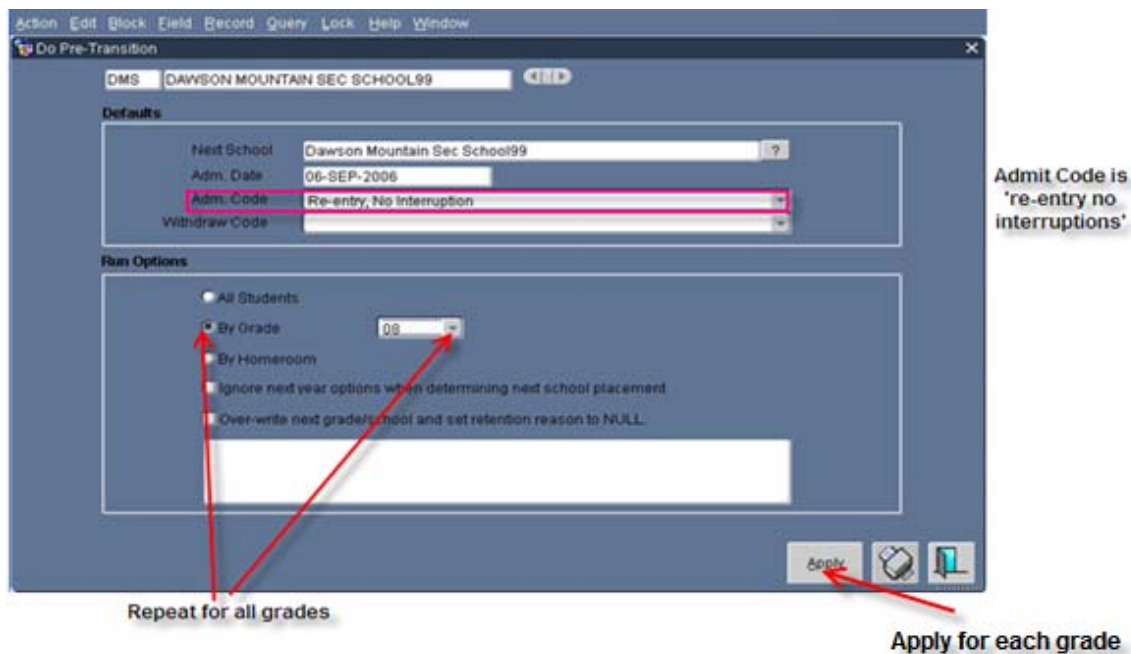
Once back on the **Course Maintenance** screen, hitting the **Tab** key will populate all information that was entered at the District level (see section 2.3.2 for further information)

2.2.5 Run Pre-Transition

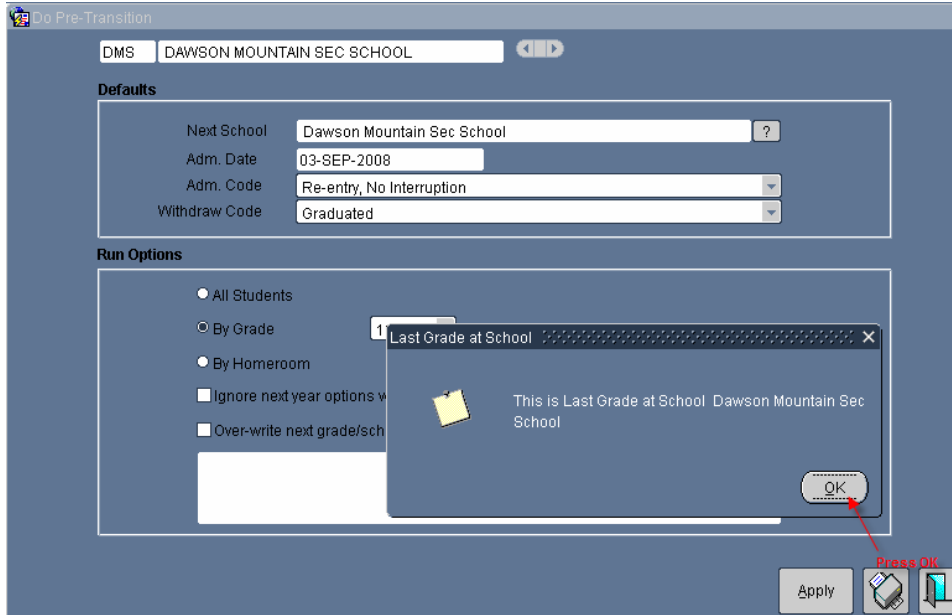
Pathway: BCeSIS Start Screen > School > Pre Transition > Do Pre-Transition

This functionality affects groups of students in different ways. Students remaining in the school will have their Next Grade and Next School set. Students transitioning from feeder schools are automatically admitted as cross-enrolled students. This cross enrollment record gives the 'receiving' school the ability to enter course selections for these students for the next year.

- Tip: do individually by grade for all the grades in the school using the Admit code "re entry no interruptions" for each grade except grade 12
- Click the 'By Grade' radio button and select a grade in the field that pops up. If you don't select a grade, the whole school will be transitioned.
- Click Apply
- Repeat for each grade
- Note: feeder schools will need to complete this process on a similar timeline to transition students to the receiving school so that course requests can be entered

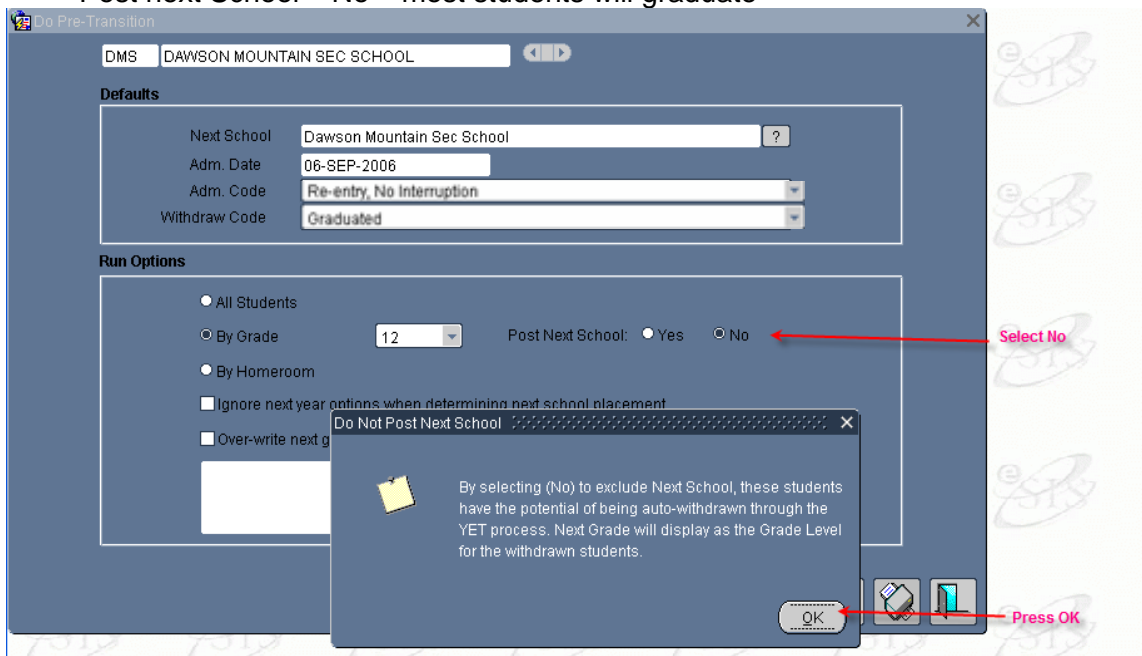


Pre-Scheduling



- Pop up window - grade 12: last grade in the school
Withdraw code: Graduated

Post next School – No – most students will graduate



2.2.6 Pre Transition List

After Do Pre-transition has been run, use the Pre Transition List to manage students coming and leaving the school.

To get a list of students that have been pre-transitioned to your school, select the Students Coming view.

The Pre-transition list can be manipulated as information on a student's future plans are finalized. If a student chooses to attend a different school than is indicated on this list, simply update the Nx Sch. Field with the new school info. (NB. *the student's current school still owns the record, and would be responsible for making changes to the list*)

Student Pre-Transition List

DMS DAWSON MOUNTAIN SEC SCH

Students Remaining
 Students Leaving
 Students Coming
 Students Active

<----- CURRENT YEAR INFORMATION -----> <----- NEXT YEAR INFORMATION ----->

Student Name	Pupil No.	Hrm1	Hrm 2	Gr.	Sch.	Nx Gr	Nx Sch.	Nx Hrm1	Nx Hrm 2
Ayeni, Sharon	245632	1008	***	07	CHP	08 ?	2039	1008	? ?
Berkeley, Jeffrey	244748	1008	***	07	CHP	08 ?	2039	1008	? ?
Calendar, Earle	244690	1008	***	07	CHP	08 ?	2039	1008	? ?
Dawson, Beth	244868	1008	***	07	CHP	08 ?	2039	1008	? ?
Dobbs, Claudia	244645	1008	***	07	CHP	08 ?	2039	1008	? ?
Ellis, Kaylee	245598	1008	***	07	CHP	08 ?	2039	1008	? ?
Haarstad, Kandis	244656	1008	***	07	CHP	08 ?	2039	1008	? ?
Hoover, Hughie	245641	1008	***	07	CHP	08 ?	2039	1008	? ?
Littlefield, Chanda	244736	1008	***	07	CHP	08 ?	2039	1008	? ?
Nightbird, Tammy	244681	1008	***	07	CHP	08 ?	2039	1008	? ?
Paton, Dusanka	244716	1008	***	07	CHP	08 ?	2039	1008	? ?
						?			? ?
						?			? ?
						?			? ?

Enter the default admission date & reason for students that will transition to a new school

Default Admission Date: 10-AUG-2008

Default Admission Code: From Feeder School

2.2.7 Create Student Option Sheets

Pathway: Reports > Reports Tree > 13 Timetable Building (MTB) Reports > Options Sheets

It is recommended that this report be generated individually for each grade level.

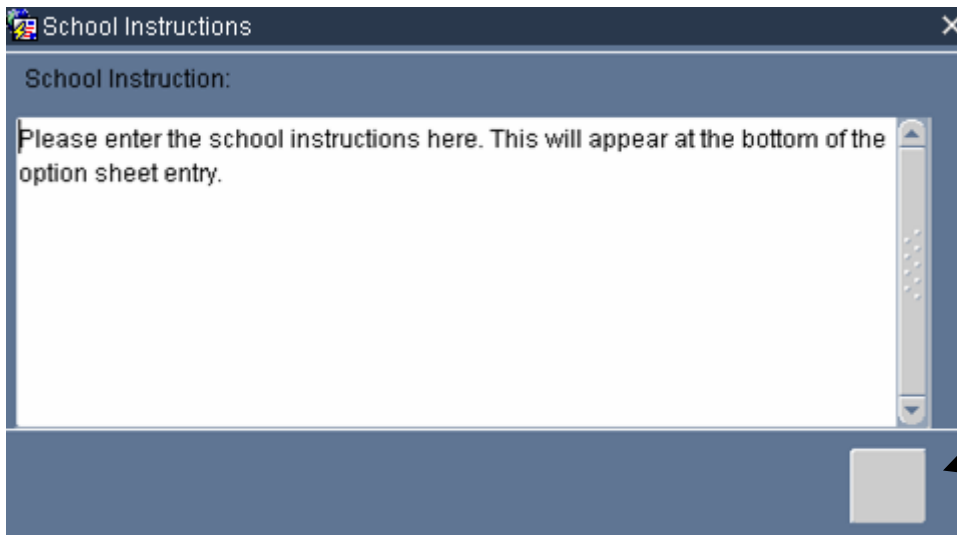
Steps to **Create Option** sheets for incoming students

Note: In order to create this for incoming students, Pre-Transition must have been run at the students' previous school.

1. Ensure the year is set to the next school year and you have entered **Semester 1**
2. You can choose to display either the **Course Code** or the **Short Title**. Districts/Schools that have chosen to modify the **Short Title** to make it more descriptive often choose to go with the **Short Title**.
3. For those students transitioning into your school set the **Feeder School** (NOT required when you run it subsequently for students at your school). Then set the **Option Range**, this refers to the **Grade Level** field as set in **Course Maintenance** (section 2.3.2). In the example above all courses designated as being at the grade 8 level will be printed on the option sheets. If you wanted to give students at the grade 8 level grade 9 courses then you would select **08 & 09**.
4. The needs to be checked, then select the **Current Grade**. In the example above we have selected grade 7.
5. Printing course **Down** provides a much cleaner view.

Pre-Scheduling

6. This field sets the number of choices a student can enter. For example if you are only giving your grade 8 students the choice of choosing 4 courses then you could set this value to 4. For your higher grades i.e. 11 & 12 you may want to increase this to say 8 or 10. If left blank the system will default to 16 boxes.
7. You can set how the list is sorted. Also you can choose to **Exclude Students w/o a Next School** (this will exclude those students whom, during Pre-Transition, you indicated have no next school)
8. If you have entered 4 year course plan for students you can choose to print it. Also you can choose to **Preprint Students Course Selections**, this can be useful especially for the lower grades where you may have already given students their required courses.
9. **Print School Instructions**, if you click this check box a window (see below) will pop up. Here you can print instructions on how a student is to fill out the form.



This is the SAVE button, once instructions are entered click it!!!

Note: Creation of these Option Sheets can be resource intensive for the report servers. In order to prevent your computer from freezing while this is running select **Print in Background**

Yes ▾

2.2.8 Sample Student Option Sheet

Pupil: 248866 Dawson, Beth	Dawson Mountain Sec School-Dan	Dec. 21, 2007 08:50
School: Chilkat Prairie Elementary-Dan	Course Selections for 2008	*** - No Home Room
Birth: 22 APR 1996		SCH621R v 4.0.14
Grade: Grade 7	HR: 1008-C	Page: 1
Phone: (250) 555-2792	Enter Course Number Selections in Order of Preference:	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Matched Alternates:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Global Alternates:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Y NOTES: Select courses by checking the appropriate boxes below. Then enter the COURSE NUMBERS in the boxes above.

Gr. 08 Courses

Art Department

- 245 - MVA-08-C
- 272 - MVA-08-Y

English Department

- 82 - MEN-08-Y

Home Economics

- 114 - MHE-08-C

Language Arts

- 108 - MFR-08-M
- 107 - MFR-08-Y

Mathematics Department

- 144 - MMA-08-M

Music Department

- 173 - MMU-08-B

Other

- 38 - MCAFP08-Y

Performing Arts

- 70 - MDR-08-B

Physical Education Department

- 270 - MPE-08-
- 182 - MPE-08-B

Science Department

- 205 - MSC-08-M

Social Studies

- 218 - MSS-08-M
- 220 - MSS-08-Y

Tech Ed Department

- 135 - MINT-08-C
- 230 - MTE-08-C

1 Students should check/circle which courses they would like to take

2 Then fill in the corresponding number in the box

Student Signature _____ Not Returning Semester 1 Only

Parent Signature/Comments: _____

Counsellor Signature/Comments: _____

Please enter the school instructions here. This will appear at the bottom of the option sheet entry.

2.2.9 Student Assistant

The Student Assistant module can be used to allow students to enter their course selections directly in BCeSIS. See District and School set up documentation or review the Elluminate live web session, to ensure Parent Assistant has been set up correctly.

Note: On the login screen the title of the Module will be **Parent Assistant**, once a student logs in the title will change to **Student Assistant**.

1 Both the Student Schedule and Log Off buttons will log a student out.

2 Schools can enter information for a student to review, such as instructions

3 Students will click the **Add Course** button to select the courses they wish to take (see next page)

4 When students have selected all their desired courses they should click the **All Done** button

5 For cross-enrolled students they may select the **Change School** button, which will allow them to then enter requests at their crossed enrolled school

Student Assistant
Student Update

Courses

DISPLAY DETAILS
Student: Darlene Ainsley

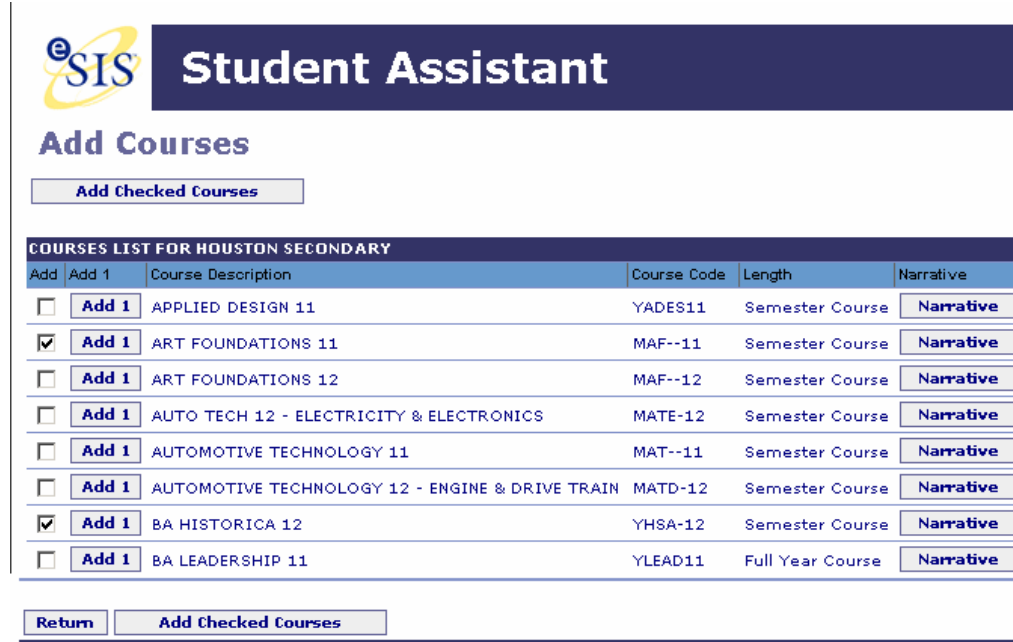
STATUS DETAILS
Status Is: All Courses Entered

MESSAGE DETAILS

COURSE DETAILS FOR HOUSTON SECONDARY

Course Description	Code	Length	Remove	Alternate	Update Alt
ACCOUNTING 12	MACC-12	Semester Course	<input type="button" value="Remove"/>	No Alternate	<input type="button" value="Add Alt"/>
AUTOMOTIVE TECHNOLOGY 12 - BODY REPAIR AND FINISH	MATB-12	Semester Course	<input type="button" value="Remove"/>	No Alternate	<input type="button" value="Add Alt"/>
DRAMA 9	MDR--09	Semester Course	<input type="button" value="Remove"/>	No Alternate	<input type="button" value="Add Alt"/>
DRAMA 9-THEATER PRODUCTION	MDR--09TP	Semester Course	<input type="button" value="Remove"/>	No Alternate	<input type="button" value="Add Alt"/>
ENGLISH 12	MEN--12	Semester Course	<input type="button" value="Remove"/>	No Alternate	<input type="button" value="Add Alt"/>

Once students click the **Add Course** button a window will open listing all courses that had **Parent Interface** checked in **Course Maintenance** (see section 2.2.2).



COURSES LIST FOR HOUSTON SECONDARY					
Add	Add 1	Course Description	Course Code	Length	Narrative
<input type="checkbox"/>	Add 1	APPLIED DESIGN 11	YADES11	Semester Course	Narrative
<input checked="" type="checkbox"/>	Add 1	ART FOUNDATIONS 11	MAF--11	Semester Course	Narrative
<input type="checkbox"/>	Add 1	ART FOUNDATIONS 12	MAF--12	Semester Course	Narrative
<input type="checkbox"/>	Add 1	AUTO TECH 12 - ELECTRICITY & ELECTRONICS	MATE-12	Semester Course	Narrative
<input type="checkbox"/>	Add 1	AUTOMOTIVE TECHNOLOGY 11	MAT--11	Semester Course	Narrative
<input type="checkbox"/>	Add 1	AUTOMOTIVE TECHNOLOGY 12 - ENGINE & DRIVE TRAIN	MATD-12	Semester Course	Narrative
<input checked="" type="checkbox"/>	Add 1	BA HISTORICA 12	YHSA-12	Semester Course	Narrative
<input type="checkbox"/>	Add 1	BA LEADERSHIP 11	YLEAD11	Full Year Course	Narrative

Return Add Checked Courses

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Steps to add course(s)

1. From this window students can check those courses they want individually by checking the **Add** box and clicking the **Add 1** button, **OR**
2. They can check multiple courses then click the **Add Checked Courses** button.
3. Once either button is clicked they will be prompted with a window indicating if their selections have been successfully added.
4. Clicking the **Return** button at the bottom of this message will take the student back to the main page, where their course selections will be listed.

2.2.10 Option Sheet Entry

Pathway: BCeSIS Start Screen > School > Option Sheet > Option Sheet Entry

This screen can be used to enter course options for individual students. Typically a Data Entry person, responsible for entering course options for all students without verification, would use this screen.

For a counselor, who is responsible for entering options and who may want to make modifications at the time of entry, the **Student Course Selections** screen would be more useful (see section 2.3.9)

Steps to enter options:

1. Enter the Student number.
2. Click **TAB** twice this will take you to column 1 – enter the option number, click tab – enter the option number, etc.
3. Once all entries are in for this student click in the next row under **Pupil No.** Enter the **Pupil No.** click **TAB** twice.
4. This will take you to column 1– enter the option number, click tab – enter the option number, etc
5. Repeat this for a group of students then click **Save**

Note:

Once you click **SAVE** the list will disappear and you will have to use the **Views Student Course Selections** button to view, add or delete and option (see next page)

Below we can see a list of student options.

You can delete and option by selecting the row and clicking the **DEL** button.

Pupil Number	Student Name	School	Course Code	Course Short Name	How Taken	Alt.
249431	Anderson, Barclay		MEN--09--Y	ENG 9	Regular Classroom	<input type="checkbox"/>
249431	Anderson, Barclay		MFR--09--Y	FRENCH 9	Regular Classroom	<input type="checkbox"/>
249431	Anderson, Barclay		MMA--09--	MMA-09	Regular Classroom	<input type="checkbox"/>
249431	Anderson, Barclay		MDR--09--Y	DRAMA 9	Regular Classroom	<input type="checkbox"/>
249431	Anderson, Barclay		MSC--09--Y	SCI 9	Regular Classroom	<input type="checkbox"/>
249431	Anderson, Barclay		MSS--09--Y	SOCIALS 9	Regular Classroom	<input type="checkbox"/>
249431	Anderson, Barclay		MPE--09--Y	PE 9	Regular Classroom	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

As noted on the previous page, this is not the most efficient means of editing a student's course options. It would be more efficient for Counsellors to use the **Student Course Selections** screen.

2.2.11 Course Options - Student Course Selections

Pathway: BCeSIS Start Screen > Common View > Courses > Student Course Selections

Another way course options can be entered for students individually is use the **Student Course Selections**, screen in **NEXT YEAR**. On this screen you do not use the option number; instead the **Course/Title** is used.

Steps to enter **Options** for next year:

1. Query for the student
2. Under the **Course** column enter the **Course/Title**.
3. Save the record after entering information for each student.

2.2.12 Mass Entry of Courses

Pathway: BCeSIS Start Screen > School > Option Sheet > Mass Entry of Courses

Rather than enter course selections for individual students you may want to mass assign selections, for example all incoming grade 8 students.

Note: This screen automatically goes to next year.

1 Student Search Criteria

Next Year Students
 Next Grade: 08
 Criteria for Next Year?
 Next Grade
 Home Room
 Program Type
 Team

2 Students (Check mark indicates students to be assigned or already assigned the course)

Check	SPED	PE	Pupil No.	Student Name	G...	School	Grade	Hrm	Ethnicity
<input checked="" type="checkbox"/>	N	N	248790	Paton, Dusanka	F	9990001	07	***	...
<input checked="" type="checkbox"/>	N	N	248866	Dawson, Beth	F	9990001	07	***	...
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

3 Courses To Be Applied

Course Code	Course Short Name	Add Courses
MEN--08--Y	English	<input type="button" value="Add Courses"/>
MFR--08--Y	French	<input type="button" value="Add Courses"/>
MMA--08--M	M-Math	<input type="button" value="Add Courses"/>
MSS--08--M	M-SSudies	<input type="button" value="Add Courses"/>

4

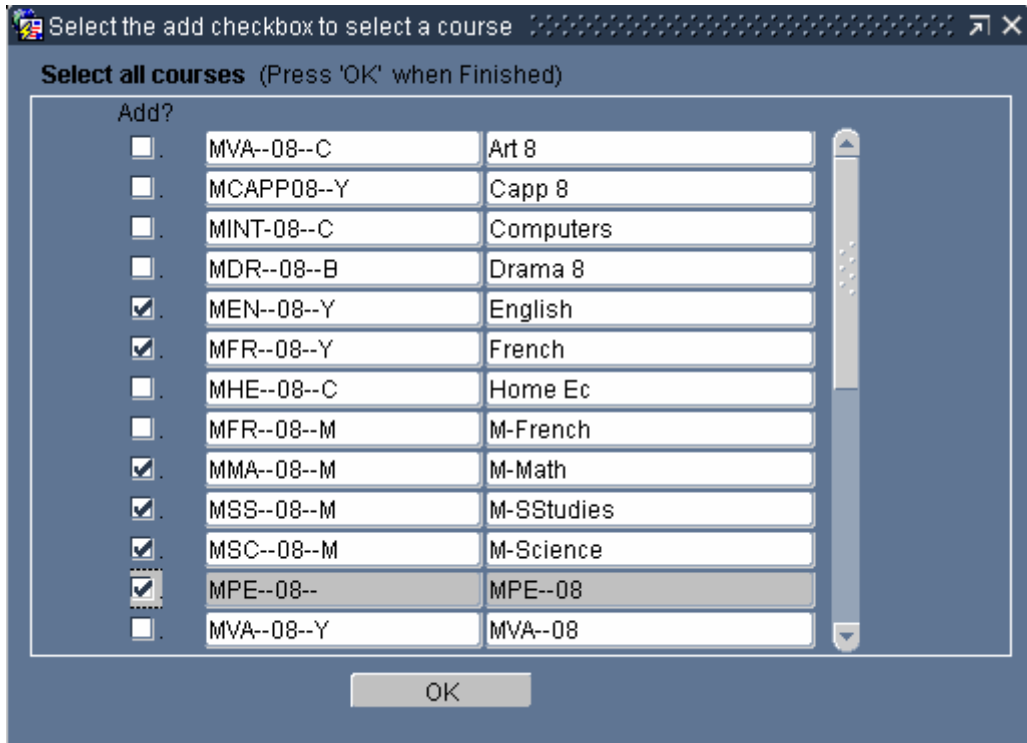
Selected
 All

Steps to Mass Enter Course Selections:

1. In **Area 1** the **Student Search Criteria**, select **Next Grade (08)** and criteria such as Current or Next Year Grade, Home Room, Program Type, or Team.
2. Once specified, the **Search** button populates a list of all students matching the criteria and they appear in **Area 2** the **Students**.
3. Click the **Add Course** button in **Area 3**, to add courses to this group of students (or Delete a course from the selected group). When you click the **Add Course** button a new window will open allowing you to query for the course(s) you would like to add (see below)

Pre-Scheduling

In this example we have selected the following grade 8 courses English, French, Math, Social Studies, Science, and PE by placing a check in the **Add?** box.



Click the **OK** button once you have selected all the courses. This window will close and you will be returned to the Mass Entry window.

1. In **Area 4** (see previous page) you can choose to apply the course(s) to a **Selected** group of students by putting a check beside their names or you can apply the course(s) to **All** students.
2. Click the **Apply** button.

Important Notes:

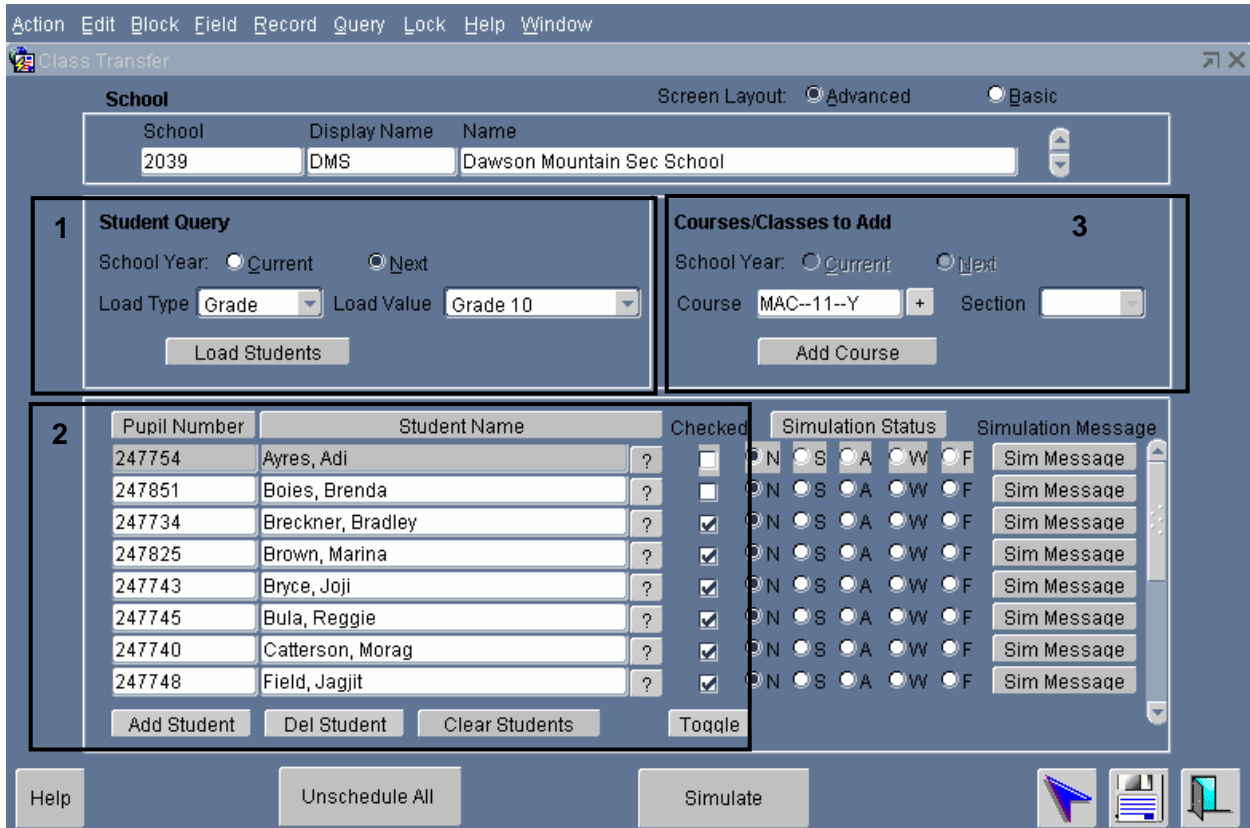
- When selection is from Next Grade, pre-enrolled students to that grade for next year, with an admission date greater than or equal to next year's start date, will be included, as well as students who have been cross-enrolled through the Pre transition process.
- The column entitled 'PE' (Pre-Enrolled) will display a 'Y' if the student is pre enrolled.
- You are able to sort on all columns.
- Students who have NOT been processed by Pre-Transition will not appear on the list of students.
- Please note, even if students have had options entered for Next Year and the Cross Enrollment record was created, if they have not been Pre-Transitioned, they will not show up. This occurs because the Next Grade / Next School fields are not populated until Pre-Transition takes place or these fields are manually updated on the Pre-Transition List screen.

2.2.13 Class Transfer

Pathway: BCeSIS Start Screen > School > Scheduling Utilities > Class Transfer

This screen can be used for more than class transfers! It can also be used to:

- Mass Assign groups of students a course option (one course at a time);
- Mass Remove a course option from groups of students; in fact it is the **ONLY** screen available to mass remove course options.



1 Student Query

School Year: Current Next

Load Type: Load Value:

2

Pupil Number	Student Name	Checked	Simulation Status	Simulation Message
247754	Ayres, Adi	<input type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247851	Boies, Brenda	<input type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247734	Breckner, Bradley	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247825	Brown, Marina	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247743	Bryce, Joji	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247745	Bula, Reggie	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247740	Catterson, Morag	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>
247748	Field, Jagjit	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	<input type="button" value="Sim Message"/>

3 Courses/Classes to Add

School Year: Current Next

Course: + Section:

Area 1: This area is used to define your Student Query choices:

1. **School Year** If you want to work in current year or next year. Remember the work of Pre-Scheduling is done for next year.
2. **Load Type** defines how you want to bring up students. Choices are by Class, Course, Homeroom or Team.

NOTE: You can also bring up students by Grade – this is CURRENT YEAR grade – even if you have next year selected above!

3. **Load Value** the LOV (List of Values) changes based on the Load Type defined in the previous step.
4. Once you have defined the your Student Query criteria click the **Load Students** button

NOTE: IF you have simulated students into sections of courses clicking the UNSCHEDULE ALL button will remove the students ENTIRE schedule --- Not just the course selected in AREA 3


Area 2: Results of your query are displayed in this area. With in this area you can do the following.

Add or Delete Students

Check put a check beside the students you want to add or remove a course from

Clear Students – This will remove all students from the list

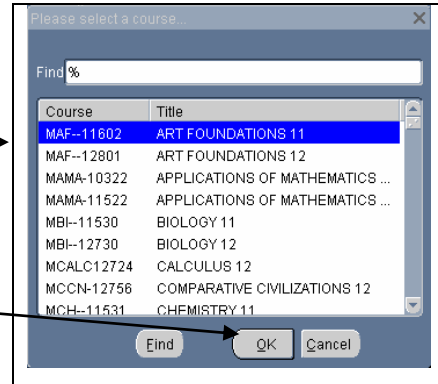
Area 3: Select the Course you would like to Add

Click the  icon to the right of the **Course** field

This will bring up a list of all courses →
Scroll or query for the course you would like to add

Select the course

Click **OK** →



Click the **Add Course** button →



3.0 Pre-Scheduling Section 3: Analyzing and Preparing for the Next Step

3.1 Introduction

BCeSIS has many reports that can assist users during the scheduling process. It is recommended that the **Reports** area be reviewed to identify reports you may find helpful.

3.2 Procedures

The following sections contain samples of some reports users may find helpful both during the tasks of Pre-Scheduling and after; to vet course requests and prepare to schedule their school. Each report has a parameter screen that will define what information is generated. Please ensure you try different parameters to run the reports.

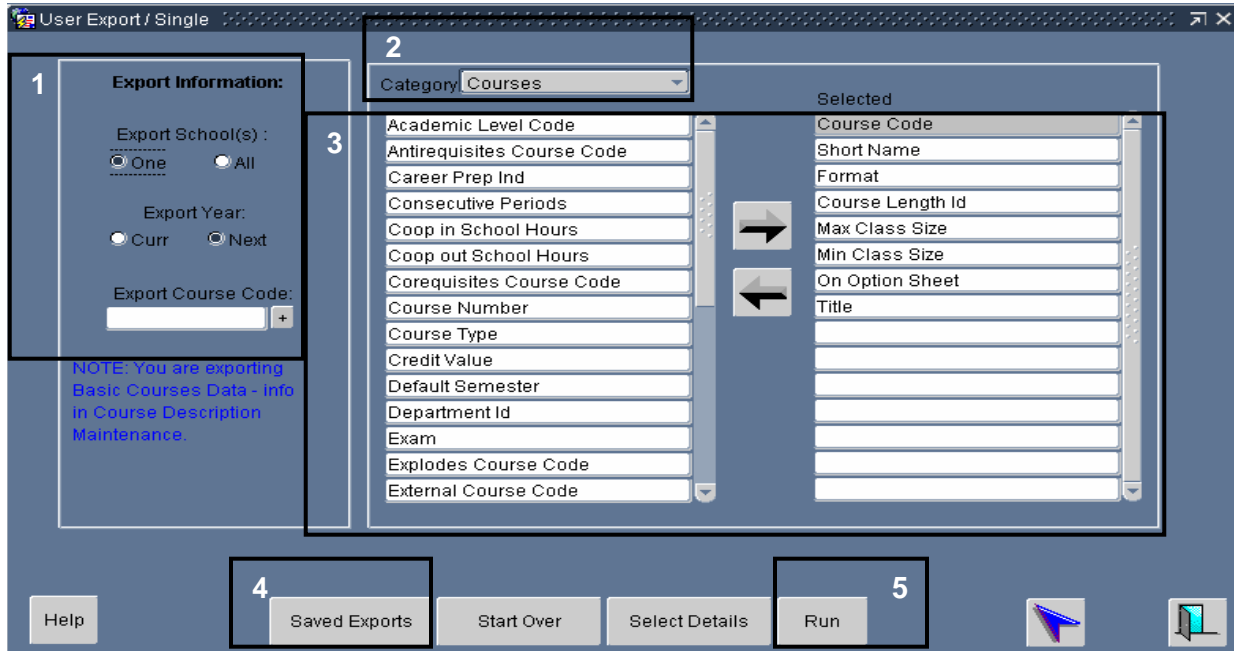
The reports are presented in a logical order in which you would run them.

For example there is no point in the school scheduler running a Course Request Tally report if counsellors have not first ran the 'Four or Less Course Selections' and the 'Student Course Requests' reports and dealt with problems identified in those two reports.

3.2.1 Printing Course Setup Information

Pathway: School Start Screen > Reports Tree > Export/Single

The following provides information on how to extract course setup information into an Excel spreadsheet. This is a very effective way of ensuring all courses are setup correctly and should be run prior to allowing students to select course options



Area 1 Set the Export Information

Area 2 Select Courses

Area 3 The left side of this area displays the information you can extract. Highlight what you want then select the arrows to move it over to the **Selected** column on the right.

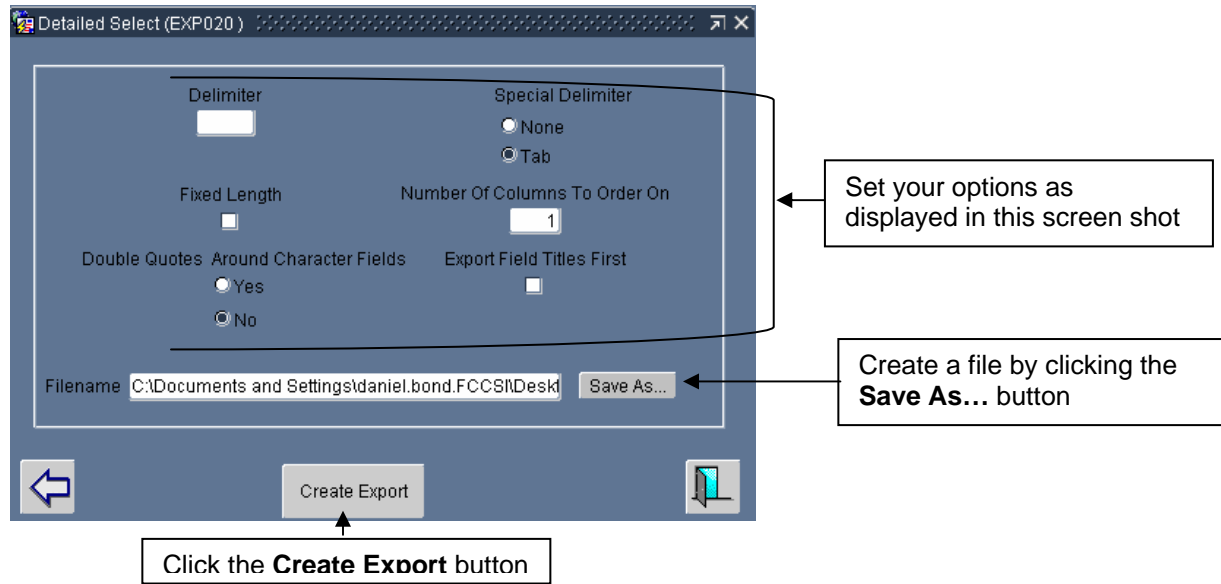
Area 4 (optional) You can save this extract criteria by clicking the saved extract button. A good idea as you will probably want to run this several times

Area 5 Once you have the information you want in the **Selected** column click the **Run** button

See Next Page for the parameter form

Parameter Form

Pre-Scheduling



Choose to open the file with Excel

Next you will want to use the Excel function **TEXT to Columns** and then **Sort** (contact your district support person for use of Excel to perform these actions).

In this example we have labelled the column headings

Code	Short	Description	Length	Format	Max Size	Min Size	Option Sheet?
MAC--11--Y	ACCOUNTING	ACCOUNTING 11 3950	36	A	30		Y
MAC--11--Y	ACCOUNTING	ACCOUNTING 11 3950	36	Y	30		Y
XAT--08HST	XAT--08	ASSIGNED TIME 8	36	Y	30		Y
AGE--12--	AGE--12	AP GER LANGUAGE 12	18	S	40		Y
FBIOS11--	FBIOS11	BIOLOGIE 11	18	S	40		Y
MACC-12--Y	ACCOUNTING	ACCOUNTING 12 4950	18	S	30	8	Y
MAF--11--Y	ART 11	ART FOUNDATIONS 11 3000	18	S	30		Y
MAF--12--Y	ART FOUNDA	ART FOUNDATION 12 4000	18	S	30		Y
MCAPP08--Y	Capp 8	CAREER & PERSONAL PLANNING 8	9	T	30		N
MDR--08--B	Drama 8	DRAMA 8	9	T	30		N
MHE--08--C	Home Ec	HOME ECONOMICS 8	9	T	30		N
MINT-08--C	Computers	INFORMATION TECHNOLOGY 8	9	T	30		N

Table:

Code: Note the XAT course has **HST** at the end to designate this as an Exploding Host course

Short: This will show up on the Students Printed Schedule

Description: This will show up on the Students Report Card

Length: Is in number of weeks (see why it is valuable to identify courses by length in weeks!)

Format: **Y** = Full Year everyday, **A** = Alternating Day for the length, **S** = Semester, **T** = Term

Max: The max class size is displayed

Min: The min class six

Option Sheet: Indicates if this course is on the option sheet, note the 9 week term courses are not on the option sheet.

You can also run the **Course Description Verification** report:

Pathway: **School Start Screen > Reports Tree > 14 Student Scheduling Reports > Course Description Verification**

3.2.2 Four or Less Course Selections

Pathway: School Start Screen > Reports Tree > 13 Timetable Building (MTB) Reports > Four or Less Course Selections

This report lists students with less than, greater than, or equal to, a specified number of course options for next year. It is excellent for Counselors to check for students with less than eight courses or more than eight courses and is therefore one of the first reports counselors should run to vet course requests.

NOTE: Remember if you are using Exploding courses students should not have a request for the Subordinate courses. They should only have a request for the Host course.

This setup will generate a report that is:

- Sorted **Alphabetically**
- Based on **No. of Courses**
- For students with **greater than 8 courses/selections for Next Year**

STU512R v4.0.12	Training Database	Page: 1
Four Or Less Course Selections		
Dawson Mountain Sec School1	School Year: 2008/2009	Run Date: 26-Nov-08 08:17

Student Name	Pupil No.	Grade	Hrm
Stretch, Pia	247549	08	1002-Chaffee, Yogi
Courses Selected:	Add Courses:		
MDR--09--Y	DRAMA 9 1070		
MEN--09--	ENGLISH LANGUAGE ARTS		
MEN--09--Y	ENG 9 1100		
MFR--09--Y	FRENCH 9 1500		
MMA--09--	MATHEMATICS 9		
MMU--09CHY	CHOIR 9 1090		
MPE--09--Y	PHY 9 1600		
MSC--09--	SCIENCE 9		
MSS--09--	SOCIAL STUDIES 9		
MTE--09DDY	DRAFTING & DESIGN 9 1850		
MVA--09--Y	ART 9 1000		
Total Courses:	11		
Total Credit Value	0.000		

We can see this student; Pia Stretch is in grade 8 and has too many course options.

Problems:

1. She has two requests for English 9
2. She has 4 electives (Drama, Choir, Drafting and Art) therefore 2 must be dropped

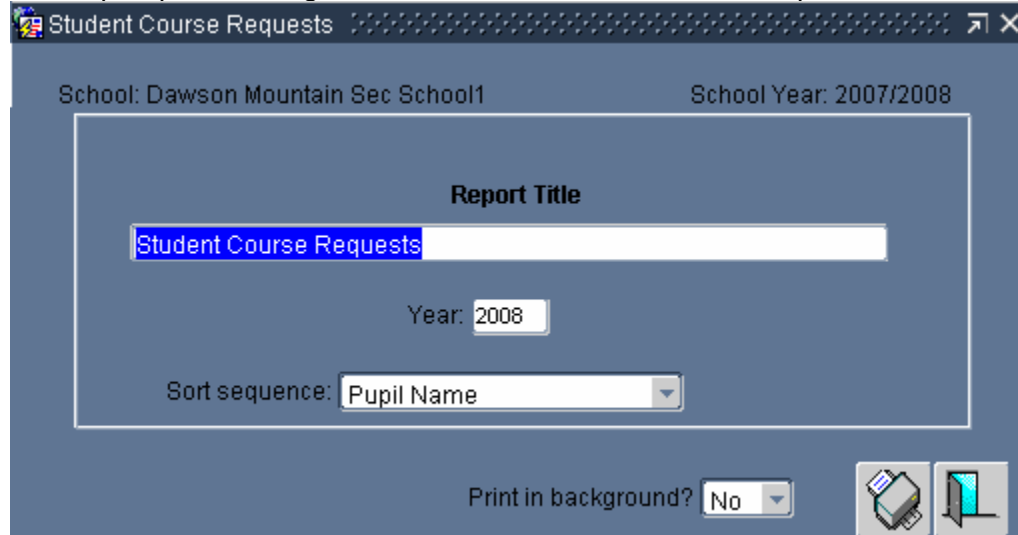
Total # of Students: 1

Counsellors should be using this report **regularly to vet course options.**
If course options are not correct an incorrect number of sections will be created.

3.2.3 Student Course Requests

Pathway: School Start Screen > Reports Tree > 13 Timetable Building (MTB) Reports > Student Course Requests

This report provides a good view of all students that have requested a course



MEN-09--Y	- ENG 9 1100		Cancel?	Yes	No
247756	Anderson, Barclay (08)	247555	Atwood, Lionel (08)		
247695	Bach, Roxanna (11)	247604	Callender, Yazmina (08)		
247619	Dinsdale, Marco (08)	247611	Ferris, Doreen (08)		
247554	Fuller, Cory (08)	247626	Gardener, Susi (08)		
247589	Garrison, Johan (08)	247563	Gillette, Sam (08)		
247562	Hadley, Cole (08)	247561	Harper, Dwayne (08)		
247572	Holliday, Steve (08)	247588	Inman, Pavel (08)		
247575	Judd, Karin (08)	247753	Kobayashi, Avis (08)		
247602	Kom, Mo (08)	247570	Krupek, Jozef (08)		
247593	Laanstra, Reynold (08)	247609	Laughlin, Edlth (08)		
247560	Lawrence, Gord (08)	247594	Lightfoot, Jeremy (08)		
247565	McDonaugh, Barry (08)	247550	Moliver, Belinda (08)		
247596	McNamara, Danwin (08)	247597	Mead, Nora (08)		
247577	Mercanti, Howard (08)	247614	Munro, Danilo (08)		
247571	Nyoe, Allison (08)	247576	O'Dell, Giovanni (08)		
247579	O'Keefe, Sahel (08)	247624	Obee, Reinhold (08)		
247557	Osberg, Eduardo (08)	247587	Paille, Joseph (08)		
247673	Pemberton, Chelsey (08)	247582	Pinch, Sean (08)		
247559	Rattan, Warren (08)	247590	Reid, Harry (08)		
247569	Rosberg, Cecilla (08)	247578	Royle, Sid (08)		
247833	Ruckle, Darrin (08)	247620	Rule, Yolanda (08)		
247567	Samalack, Seth (08)	247586	Sasvari, Jeff (08)		
247553	Saxby, Gerda (08)	247551	Schmidt, Jasmine (08)		
247846	Shirato, Eldene (08)	247600	Simkin, Lucie (08)		
247622	Storey, Campbell (08)	247592	Storey, Maralyn (08)		
247549	Stretch, Pia (08)	247584	Sudan, San (08)		
247573	Takoski, Helko (08)	247839	Tanis, Bryant (08)		
247618	Thexton, Brigitte (08)	247574	Thomas, Sandi (08)		
247564	Thomhill, Barry (08)	247552	Trenton, Eivira (08)		
247674	Trumpy, Raydene (08)	247613	Umbach, Georle (08)		
247729	Umbach, Rozy (08)	247558	Umpherson, Sinclair (08)		
247566	Wadge, Alberto (08)	247608	Wand, Janusz (08)		
247585	Weatherly, Hannele (08)				

You can quickly scan this list to see if there are students who should not be in this course.

Can you spot the student who should probably **NOT** be taking English 9?

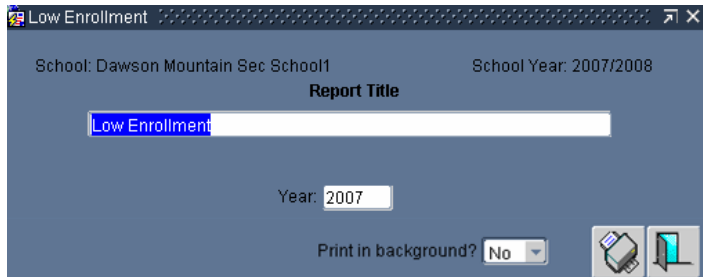
Actual Total : 65 Alternate Total : 0

Note: Another report to look at is the 'Students Course Selections'

3.2.4 Low Enrolment Report

Pathway: School Start Screen > Reports Tree > 13 Timetable Building (MTB) Reports > Low Enrollment

The Low Enrollment Report is available to the school **if a minimum class size number was entered in Course Maintenance > Min Class Size**. This report lists the student name and number of the students requesting the course. If the Scheduler decides to cancel the course the students can be easily contacted.



Course	Title	Min. Enrolment
MACC-12--Y	ACCOUNTING 12 4950	8
Student Name		Pupil No.
Bach, Roxanna		247695
Total:	1	

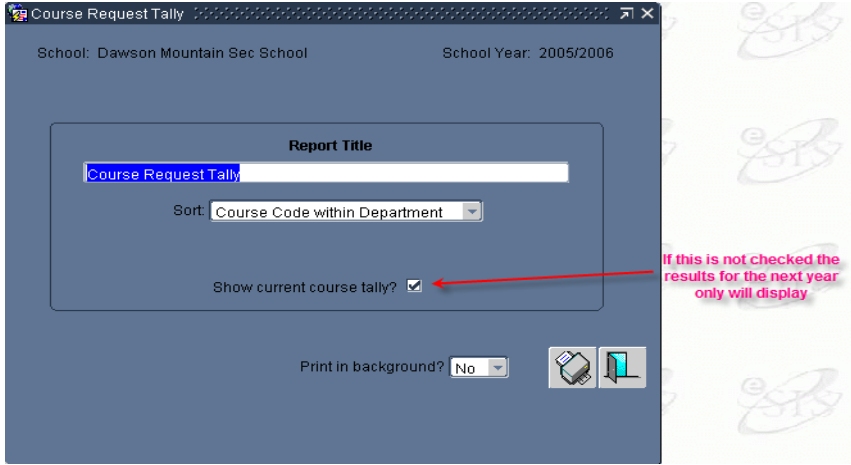
This report is very valuable to assist with identifying sections of courses you may want to combine.

In the example presented we can see we will not be able to offer Accounting 12 **UNLESS** it is combined with another course. Alternately you may decide this course needs to be dropped and the student be given another course option.

3.2.5 Course Request Tally – by Department

Pathway: School Start Screen > Reports Tree > 13 Timetable Building (MTB) Reports > Course Request Tally

The course request tally report can be viewed by department or by grade. It also shows last year's requests versus next year's and it is therefore an excellent report for determining sections required for the next year.



STU610R 4.0.07	Training Database	Page: 3
Course Request Tally		
Dawson Mountain Sec School09	School Year: 2005/2006	05-Dec-06 01:34

1	School Year: 2005						School Year: 2006						2		
	Actual	Reg.	SPED	Min	Max	Total	Actual	Reg.	SPED	Min	Max	Sections		Extra	Altr Opts
English Department															
MCOM-11-Y- COMMUNICATION 11 31	0	0	0		30	0	0	0	0		30	0	0	0	
MCOM-12-Y- COMMUNICATIONS 12 4	0	0	0		20	0	0	0	0		20	0	0	0	
MEN-08-Y- ENGLISH LANGUAGE ART	60	60	0		40	2	0	0	0		40	0	0	0	
MEN-09-Y- ENG 9 1100	54	54	0		30	2	0	0	0		30	0	0	0	
MEN-10-Y- ENGLISH 10	0	0	0		40	0	66	66	0		40	2	14	0	
MEN-10-Y- ENG LANGUAGE ARTS 10	32	32	0		30	2	0	0	0		30	0	0	0	
MEN-11-Y- ENG 11 3100	51	51	0		30	2	35	35	0		30	2	25	0	
MEN-11-EY- ENG 11 (ONLINE) 3104	0	0	0		30	0	0	0	0		30	0	0	0	
MEN-11-HY- ENG 11 (HONOURS) 310	0	0	0		30	0	8	8	0		30	1	22	0	
MEN-12-Y- ENGLISH 12	60	60	0		40	2	0	0	0		40	0	0	0	
MEN-12-HY- ENG 12(HONOURS) 410	0	0	0		30	0	0	0	0		30	0	0	0	
MLIT-12-Y- ENG LITERATURE 12 4120	0	0	0		30	0	0	0	0		30	0	0	0	
MWR--12-Y- WRITING 12 4140	0	0	0		30	0	0	0	0		30	0	0	0	
Totals	257	257	0			10	109	109	0			5		0	

Area 1 shows the current year's requests. The last column **Total** indicates the number of sections created last year.

Area 2 shows Next Year's requests and the number of **Sections** that will be created in MTB.

Schools should use this report to determine the number of sections that they are going to offer next year.

Remember if **1 Student** chose a course BCeSIS will create a section.

This is another useful report in determining which sections of which courses you will want to combine.

3.2.6 Course Request Tally – by Grade

Pathway: School Start Screen > Reports Tree > 13 Timetable Building (MTB) Reports > Course Request Tally by Grade

This is an excellent report that gives information on sections needed, multi-grade level course requests, and extra seats in addition to actual requests.

STU611R v4.0.02 Northern School District Page: 1
Course Request Tally by Grade
 J. F. Kennedy Middle School School Year: 2000/2001 05-Jun-02 11:17

Art	Next School Year: 2001/2002												
	Actual	Regular	SPED	Min	Max	Sections Required	Extra Seats	Cancel or Combine With	Altr Opts	Gr. 6	Gr. 7	Gr. 8	
ADA1G- Dramatic Arts 1	0	0	0		25	0	0		0	0	0	0	
ADA2G- Dramatic Arts 2	187	187	0		24	8	5		0	187	0	0	
ADA3G- Dramatic Arts 3	194	194	0		24	9	22		0	0	194	0	
AMB1G- Band	0	0	0		20	0	0		0	0	0	0	
AMB2G- Band2	0	0	0		30	0	0		0	0	0	0	
AMB3G- Band3	0	0	0		30	0	0		0	0	0	0	
AVC1G- Visual Arts - Crafts 1	0	0	0		24	0	0		0	0	0	0	
AVC2G- Visual Arts - Crafts 2	0	0	0		24	0	0		0	0	0	0	
AVC3G- Visual Arts - Crafts 3	0	0	0		24	0	0		0	0	0	0	
BMM1G- Merchandising - Level 1	0	0	0		20	0	0		0	0	0	0	
BMM2G- Merchandising - Level 2	0	0	0		20	0	0		0	0	0	0	
BMM3G- MERCHANDISING - EXPERI	0	0	0		20	0	0		0	0	0	0	
Totals:	381	381	0			17			0				

This is another useful report in determining which sections of which courses you will want to combine.

3.2.7 Parent/Child Relationships

Once you have reviewed student course options and made adjustments, and have reviewed the course request tally reports and made adjustments, you are ready to identify sections of courses you will be combining. In BCeSIS this is referred to as Parent/Child relationships.

Parent/Child relationships are setup to enable you to offer multiple sections of different courses in one room with one teacher.

Advantages:

- Allows schools to offer courses with low enrolment;
- Allows you to report marks for each course;
- Allows teachers to take attendance as one class.

Steps:

1. Identify which sections of courses you want to combine.
2. Identify the section to be designated as the Parent. If you are using Master Timetable Builder (MTB), consideration should be given to which section you set as the Parent. MTB will look at course options for the **PARENT** section only when deciding on the STDP; the child sections will take on the STDP of the Parent

For example, if you want to combine sections of Concert Band 12, 11 and 10 because you only have a **total** of 28 students who chose one of these three courses (with the following breakdown):

Course	Section	# of Options	Parent
MIMCB12	01	6	
MIMCB11	01	15	√
MIMCB10	01	7	

It would be best to chose MIMCB11 as the Parent because it has the most course options. MTB will look at the best place (STDP) to schedule section 01 of MIMCB11; this will ensure the greatest numbers of student's course options are successfully simulated.

You should go through this process for each grouping of Parent/Child relationships you will have. Doing this will **greatly** assist you during the scheduling phase. Create a spreadsheet (i.e. Excel) identifying the Parent section of the course and the Child sections of courses you will combine.

Example:

Parent	Child
MIMCB12 -01	
	MIMCB11 -01
	MIMCB10 -01
MACC-12 -01	
	MAC—11 -01

3.2.8 Option Verification Letter

This report creates a verification letter with a school message and the courses the student has selected for next year. Adjustments or acceptance can be indicated upon the return of this letter to the school

SCH25R v4.0.05	Dawson Mountain Sec School99
Option Verification Letter	
Student No: 414137	Grade: Grade 8
Name: Anderson, Barclay	Home Room: 1001
Address: 8852 St. James Road *Training, BC V1O 9K2	

The courses listed below have been recorded from the program selected by you and your son or daughter. If you think an error has been made in the transcription of this information, please indicate the changes below and return the form to the school office immediately. Then it will be checked and corrected accordingly. Thank you for your prompt cooperation.

Course	Course Type	Alternate?
MSP--09--Y SPANISH 9 1520	Other	N
MFR--09--Y FRENCH 9 1500	Other	N
MEN--09-- ENGLISH LANGUAGE ARTS 9	Other	N
MMA--09-- MATHEMATICS 9	Other	N
MPE--09-- PHYSICAL EDUCATION 9	Other	N
MSC--09-- SCIENCE 9	Other	N
MPE--09--Y PHY 9 1600	Other	N
MMU--09JBY JAZZ BAND 9 1083	Other	N
XAT--09W ASSIGNED TIME 9	Other	N

_____ Date _____ Signature of Parent/Guardian

4.0 Appendix

4.1 Appendix A – Standard School Calendar

From the *School Act*, sections 78 and 175

2006/07 to 2012/13

DESIGNATION	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Days in session	194	194	194	191	192	193	194
Minimum number of days of instruction	187	187	187	184	185	186	187
Maximum number of non-instructional days	6	6	6	6	6	6	6
Schools open	Sept 5	Sept 4	Sept 2	Sept 8	Sept 7	Sept 6	Sept 4
Thanksgiving Day	Oct 9	Oct 8	Oct 13	Oct 12	Oct 11	Oct 10	Oct 8
Remembrance Day	Nov 13	Nov 12	Nov 11	Nov 11	Nov 11	Nov 11	Nov 12
Schools close for Winter vacation	Friday Dec 22	Friday Dec 21	Friday Dec 19	Friday Dec 18	Friday Dec 17	Friday Dec 16	Friday Dec 21
Winter vacation period	Dec 25-Jan 5	Dec 24-Jan 4	Dec 22-Jan 2	Dec 21-Jan 1	Dec 20-Jan 3	Dec 19-Jan 2	Dec 24-Jan 4
Schools reopen after Winter vacation	Monday Jan 8	Monday Jan 7	Monday Jan 5	Monday Jan 4	Tuesday Jan 4	Tuesday Jan 3	Monday Jan 7
Schools close for Spring vacation	Friday March 16	Friday March 14	Friday March 13	Friday March 5	Friday March 18	Friday March 16	Friday March 15
Spring vacation period	March 19-23	March 17-21	March 16-20	March 8-12	March 21-25	March 19-23	March 18-22
Schools reopen after Spring vacation	Monday March 26	Wed March 26	Monday March 23	Monday March 15	Monday March 28	Monday March 26	Monday March 25
Good Friday	April 6	March 21	April 10	April 2	April 22	April 6	March 29
Easter Monday	April 9	March 24	April 13	April 5	April 25	April 9	April 1
Victoria Day	May 21	May 19	May 18	May 24	May 23	May 21	May 20
Administrative day	Friday June 29	Friday June 27	Friday June 26	Wed June 30	Thurs June 30	Wed June 29	Thurs June 28
Schools close	Friday June 29	Friday June 27	Friday June 26	Wed June 30	Thursday June 30	Friday June 29	Friday June 28

4.2 Appendix B – 2009/2010 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Aug 2009	31	1 Sep	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1 Oct	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1 Nov	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1 Dec	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1 Jan 2010	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1 Feb	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1 Mar	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1 Apr	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1 May
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1 Jun	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1 Jul	2	3

PDF Calendar by www.pdfcalendar.com