

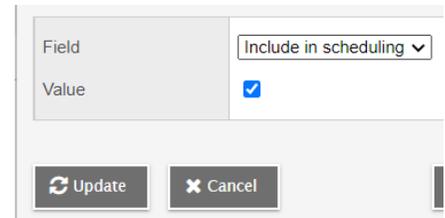
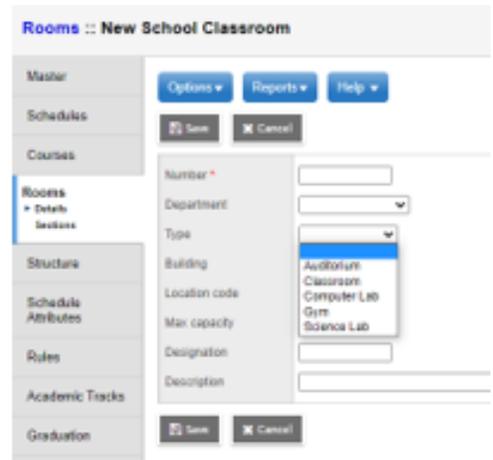
# Preparing to schedule – AM/PM Attendance

## School View

### Setup/prepare Rooms (optional)

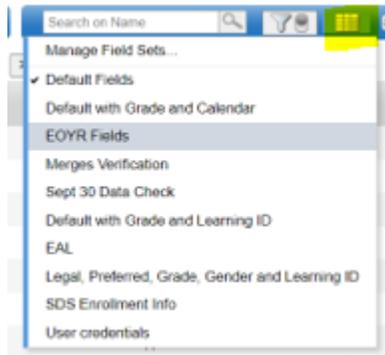
#### Schedule TT > Rooms ST

- To Add rooms – Options Add
  - Required information is the Number
  - Type is recommended (choose from dropdown menu)
  - Max capacity
  - Description if you want to label it (e.g. grade level)
  - Save
  - Click on blue 'Rooms' to get back to list of rooms
- To Modify existing rooms – Click on the blue code in the Num column. Change desired fields, Save!
- Schedule TT > Rooms ST > Select the rooms to be scheduled (i.e. not offices) > Options > Show Selected
- Options > Mass Update > Include in Scheduling

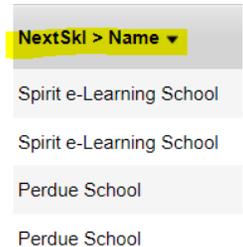


### Set up Student's Next School (required)

- Student TT
- Field Set icon > EOYR field set



- Select the NextSkl > Name column header title once or twice to see if there are any blank. It will sort them so that on one of the clicks the blank Next School will appear at the top, if any.



- Select the students with no Next School
  - **If only a few students**, click on the student's name to open the Details screen and change the next school for the student.
  - Move to the next student by using the forward and back arrows at the top right of the screen
- Or
  - Select the students to change, Options > Show Selected
  - Options > Modify List



- Select the Pencil icon at the top of the NextSchl > Name column
- Type in the first letters of the school name to activate a suggested list



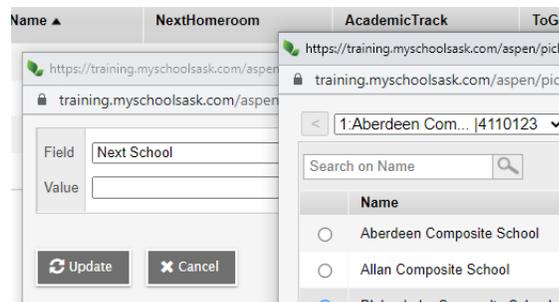
or

- select the Magnifying Glass icon to generate the pick list
- Select the school
- Select the **Green v** at the top of the column to Save.



- **If a number of students**, click on the checkbox before the student's name to select each student

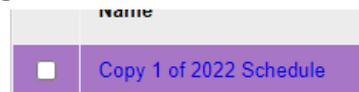
- Options > Show Selected
- Options > Mass Update
- Select Next School from the Field drop down list
- Select Your School from the Value list
- The Mass Update will also work if an entire grade will be going to another school for the following school year, i.e. WCMS grade 8 to WHS, DES grade 6 to DCS, SCP grade 6 to CLA.



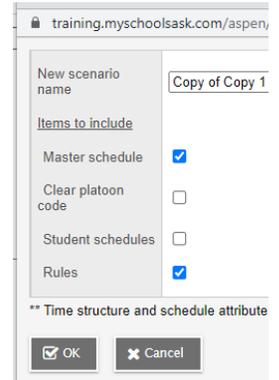
- If the student is transferring to another school in the division or anywhere in the province in the fall, this field should be set to the school they are transferring to. They will automatically be transferred to the Next School in the summer roll over.
- If a student's next school is already set to another school, double-check with the school to ensure that the school has received a registration before changing. Do not change without confirming since we have had a number of schools contact us to change the student's next school.

## Build View

- **Scenario TT** – we copied your schedules over from last year and this created a Scenario for you. Unfortunately, because the ministry course numbers for K to 9 have leading zeros and our course numbers that copied over from PowerSchool last summer are viewed as different, **it did not copy the K to 9 schedules**. Scheduling for PreK to 9 will have to start from scratch. In future years this will copy over. The schedule copied to create the Scenario will save some of the required setup from having to be done from scratch.
- **To start a scenario from scratch....Scenario TT** > Options > Add
  - You can have as many Scenarios as you want
  - It's good practice to label the scenario with information that tells you what you have done or what is different about the scenario



- **To copy an existing Scenario .... Scenario TT >**
  - Click on the name of the Scenario you want to copy to open the details
  - Options > Copy Scenario
  - Rename the Scenario in the New Scenario Name are, if desired
  - The rest of the items can be left as is
  - OK



- **Scenario TT > Terms ST**
  - Ensure that the Terms displayed include all the course lengths for your school
  - **This is course length**, not reporting periods
    - Elementary will have yearlong classes, with three reporting periods. The three reporting periods **should not** be in this display.
  - The start and end dates for each term are set at the Division and will have been entered for you.

- **Scenario TT > Days ST**
  - Review the days displayed. These were brought over from the previous year. If you need to make changes now is the time. Contact [dataservices@spiritsd.ca](mailto:dataservices@spiritsd.ca) with these changes.

- **Scenario TT > Periods ST**
  - MySchoolSask (MSS) does not require elementary classes where attendance is not taken by class to be scheduled into a specific period.
  - The periods displayed should only represent the attendance classes for AM/PM attendance and the periods for which class attendance is taken.
  - For K to 12 schools, this will display both the AM/PM attendance periods and the periods for scheduling the classes where period attendance is taken.
  - The image shows the most common period set up for this.

<input type="checkbox"/>	Number	ID	Name
<input type="checkbox"/>	1	HRA	HRA
<input type="checkbox"/>	2	HRP	HRP

- Period 6 and 7 are extra periods for any High School classes where attendance is not taken and classes are not scheduled into a specific time such as Career and Work Experience, Band, etc. so they show on the schedule list.

<input type="checkbox"/>	Number	ID	Name
<input type="checkbox"/>	1	1	Period 1
<input type="checkbox"/>	2	2	Period 2
<input type="checkbox"/>	3	3	Period 3
<input type="checkbox"/>	4	4	Period 4
<input type="checkbox"/>	5	5	Period 5
<input type="checkbox"/>	6	6	Period 6
<input type="checkbox"/>	7	7	Period 7
<input type="checkbox"/>	8	HRA	HRA
<input type="checkbox"/>	9	HRP	HRP

## Create One Section at a Time – Build View

- **Courses TT** > Options > Refresh (ensures you have the up-to-date course catalogue).
- **Workspace TT > Master ST > Sections SST**– Options > Add
- **Number** (is the course number)

- Select a course number using the magnifying glass

or

- Type in. if you know the number or the start of the number
- If you type in the start of a number you get a pick list
- Keep in mind that this is a ministry system and numbers less than 1000 start with zero. So if searching for PreK to 9 classes they would be preceded by zero, i.e. ELA 9 is 900, in MSS is 0900

- **Section Number** – change to the desired. However **DO NOT CHANGE THROUGHOUT THE SCHOOL YEAR** after the courses have been sent to the ministry.

- Suggestions

- If multiple sections of the same course in the same term, name them by the section they are taught i.e. a semester long class, for Wellness 10 (4600) section 1, 4600-S1. If more than one semester 1 class, S1\_1 and S1\_2, i.e. 0803-S1\_1 and 0803-S1\_2?
- A dash or a slash will not work because that is MSS default to separate the course and section number, so implement the underscore. If yearlong then FY (full year), or Quarter2, Q2
- If using teacher initials for the section number, which is possible, if the teacher changes mid-year **DO NOT CHANGE**. Jill Baker teaches math 1 at the start of the year so 0101-1JB must stay that way even when Tanya Singer takes over later in the year.

Number *	<input type="text" value="0501"/>	Section number *	<input type="text" value="5_DS"/>
Description	Mathematics 5	Staff > Name	<input type="text" value="Stinger, Dunstan"/>
Master Type	Class	Additional staff for split	Bench, Janna
		Build Class > Identifier	

- **Staff > Name**

- Select the teacher
  - Use the magnifying glass or type in the first few letters of their name to get a list of suggestions
- Additional staff for split
  - Is a co-teacher (magnifying glass is the only option here)

- **Room Number**, if desired

- **Schedule Term > Code** (required). Use the magnifying glass to select or if you know the short code for the term typing the start of it will produce a pick list.

- If all courses offered are yearlong, only one course code FY, will be in the list.
- K-12 schools will get a pick list.

School Room > Number	<input type="text"/>
Schedule Term > Code	<input type="text" value="q"/>
Schedule	<ul style="list-style-type: none"> <li>Q1 Quarter 1</li> <li>Q2 Quarter 2</li> <li>Q3 Quarter 3</li> <li>Q4 Quarter 4</li> </ul>
System rank	

	Code	Name
<input checked="" type="radio"/>	FY	Full Year

OK     Cancel

School Room > Number	<input type="text"/>
Schedule Term > Code	<input type="text" value="FY"/>
Schedule	[Q4] 2(A-F) [Q3] 5(A-F) [
System rank	0
Team	<input type="text"/>
House	<input type="text"/>
Section type	<input type="text"/>
Platoon	<input type="text"/>

	Code	Name
<input checked="" type="radio"/>	FY	Full Year
<input type="radio"/>	Q1	Quarter 1
<input type="radio"/>	Q2	Quarter 2
<input type="radio"/>	Q3	Quarter 3
<input type="radio"/>	Q4	Quarter 4
<input type="radio"/>	S1	Semester 1
<input type="radio"/>	S2	Semester 2

OK     Cancel

- **Schedule**

- **Edit Schedule**
  - Only classes for which attendance is done need to be set up in the bell schedule (in a specific or any period)
  - AM/PM attendance classes would be assigned to the AM/PM periods here, all subject classes do not require a Schedule to be set in this area since attendance is not done in them.
- Click on the blue [Edit Schedule](#) link
- Taught in the same period for all terms the class is offered, select the Same Schedule across all terms selected radio button
- Select the Period(s) taught

Same schedule across all terms	<input checked="" type="radio"/>
Different schedule across all terms	<input type="radio"/>
Term Code	<input type="text"/>
Use multiple rooms	<input type="checkbox"/>
Use multiple teachers	<input type="checkbox"/>

- Selecting the name of the period in the far left column will select the entire row. For classes being held in other periods select each period individually.

- OK

Schedule HRA(A-F)

	Days			
	A	B	C	D
Periods HRA				
HRP				

- Is section scheduled? checkbox locks the section so if the build is run, it won't get changed.....applies if the school is using the build for some classes and not others, i.e. CLA, WHS and MHS.
- Exclude from build checkbox? Removes the course from the automatic build function for you schedule manually.....applies if the school is using the build for some classes and not others, i.e. CLA, WHS and MHS..
- Save

## Create Multiple Sections – Mass Create Sections – Build View

- **Courses TT** > Options> Refresh (ensures you have the up-to-date course catalogue).
- From the course list select the courses to work with and Options > Show Selected.

### Option 1

- Select the blue number to the right of the course name to modify the number of sections
- Change the Sections Scheduled to the desired number
- Save
- Use the arrows at the top right to move to the next course

Include in scheduling	<input checked="" type="checkbox"/>
Sections scheduled	2
Section enrollment max	0

### Option 2

- From the Field Set menu select the 'Required Course Fields' option
- Select Courses
  - Options > Show Selected
  - Options > Modify List
- This enables the option to modify the content of each column, indicated by the blue pencil icon
- Select the Pencil icon in the column header to change to the editable field for each of the courses in the selection

Manage Field Sets...  
 Default Fields  
 Required Course Fields  
 Required Load & Balance Fields

Schd?	EnrMax	Sections
Y	0	1

- Select the Pencil icon in the Sections column
- Change each to the required number of sections
- **\*\*\*\*\*Important\*\*\*\*\*** When finished select the **Green V** at the top of the column to save your changes.

Sections	
	<input checked="" type="checkbox"/> <input type="checkbox"/>
1	<input type="text"/>
1	<input type="text"/>
1	<input type="text"/>
0	<input type="text"/>
1	<input type="text"/>
0	<input type="text"/>
1	<input type="text"/>
0	<input type="text"/>
1	<input type="text"/>

### Option 3

- From the Field Set menu select the 'Required Course Fields' option 
- Select Courses
  - Options > Show Selected
  - Options > Mass Update
- Field – select Sections Scheduled
- Value – enter the desired number of sections for the selected courses
- Update
- To go back to the full course list, Select the Filter (funnel) icon, and select All Records

Field	Sections scheduled
Value	<input style="width: 80%;" type="text" value="2"/>

Update

Cancel

Update

Cancel

### Initialize Sections – Build View

- **Workspace TT > Master ST** > Options > Initialize Sections
- Selection
- Select the classes that need to be prepared for use
- OK

Course Selections

- All Courses
- Selection
- Department
- Grade level
- Snapshot

Selected courses: 25

### Other

1. Multi-section classes require the same teacher, same term, same period. i.e. IPro 10, 20 and 30 taught at the same time they would need the same teacher, be taught in the same period and same term
2. Changing periods after the course registrations have been sent to SDS requires making a new section, enrolling the students into the new class, moving marks and attendance. Setting it up to reflect the change of period in each term (as above). Dropping students from the other class.

## Enrolling Students into Classes

### Build View

### One Student or More Students into One Class

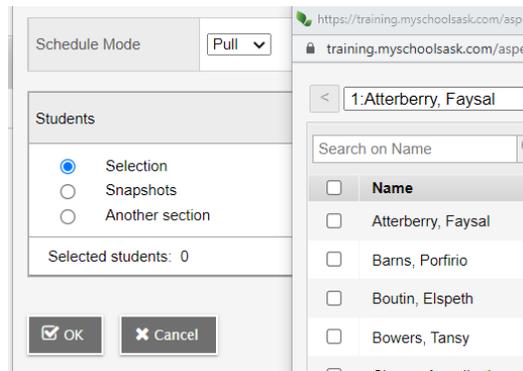
Workspace TT > Sections ST

Select the class you want to enroll students into

- Checkbox beside the class
  - Option > Show Selected

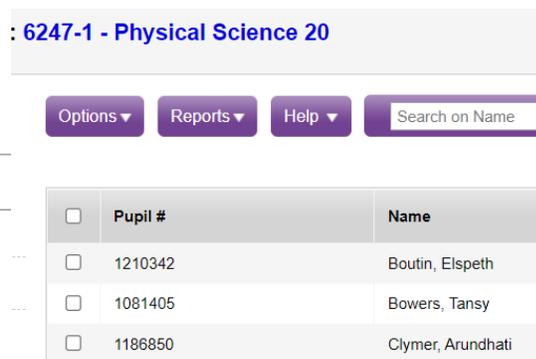
Roster SST

- Options > Add
- Schedule Mode > Pull
- Students > Selection
- Select Student(s) from the popup list
- Students are alphabetically listed but can be sorted by clicking on any of the column headers to group differently (NextHomeroom option addressed below)
- Sorting by YOG (Year of Graduation) will group all grade alike students together.



<input type="checkbox"/>	Name	YOG	Pupil #	NextHomeroom
<input type="checkbox"/>	Atterberry, Faysal	2022	1210340	
<input type="checkbox"/>	Barns, Porfirio	2026	1121487	Salie

- OK
- Check the number of students selected at the bottom of the popup after the student list pop up closes.
- OK
- Student list should appear on the screen.
- Sections ST
- Filter (Funnel icon) > All Sections to return to the list of sections

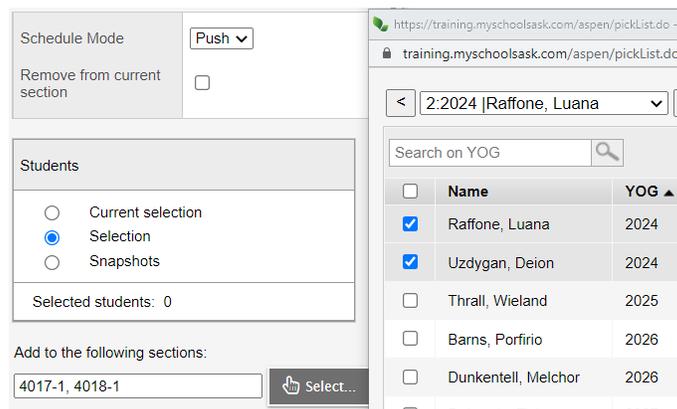


## One or More Students into More than one Class

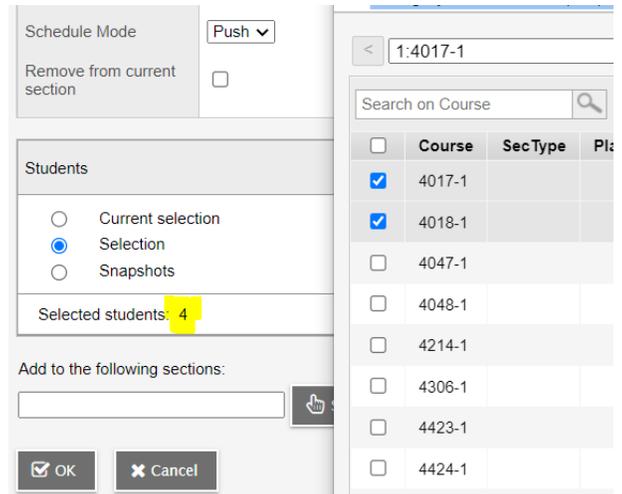
### Workspace TT > Sections ST

Roster SST

- Options > Add
- Schedule Mode > Push
- Students > Selection
  - Select Students from the popup list
  - Sort by YOG (click on the column title) to put all students of the same grade together in the list
  - OK
- Add to the following sections:
  - Enter the course and section number separated by a dash 0650-6\_SB



- Separate each course-section with a comma; 065-6\_SB, 0603-6\_SB
- Or
  - Select the Select button to get the course picklist
  - Select the Course column header to sort by course number
  - Select the Description column header to sort by course name
  - Select the courses to enroll this group into
  - Check to ensure the correct number of students are Selected
  - Ok
  - Ok



- Select Sections in the bread crumbs at the top of the screen to go back to the list of sections.

**Sections :: 6247-1 - Physical Science 20**

- Field Set (grid icon) > Schedule Details
- Check the courses you completed for the Total students enrolled to ensure the job was completed.

Total
0
0
3

## To Schedule Students by Homeroom

### School View

#### Setting up Next Year Homeroom For Staff (required)

The Staff Next Year Homeroom needs to be completed so that student's can be put into Next Year Homerooms.

For a single staff

- **Staff TT** > click on the staff person's name
- Complete the Next Homeroom field

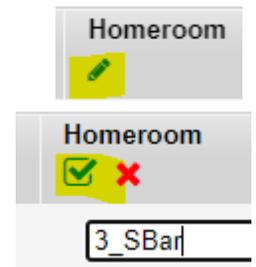


- This field is restricted to 12 characters or less. Some teacher's names will not fit completely. It is suggested that a pattern is established to use for all staff for ease of searching in the future.

- The homeroom for Sandra Barrastanyk could be:
  - First initial and first 3 letters of the last name Sbar
  - First 3 letters of the last name Bar
  - Or the grade level in combination with the abbreviations above: 3SBar or 3\_SBar; 3Bar or 3\_Bar

For multiple staff

- **Staff TT** > select the checkbox in front of each staff to change Next Homeroom
- Select the Staff Info field set 
- Options > Show Selected
- Options > Modify List
- Select the Pencil icon in the header of the column to change
- Enter the Next Homeroom name into the field, or change an existing.
- Select the **Green V** to save



**Putting students into Next Year Homerooms now rolls it into the Homeroom field for Next Year. If no Next Year Homeroom is entered, the current Homeroom (whatever is in the field) will stay.**

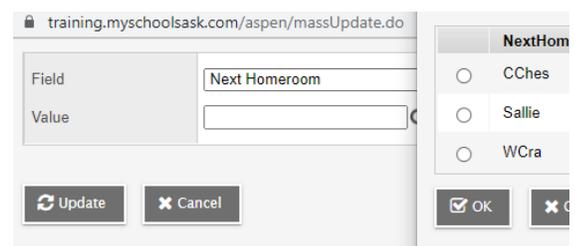
**When**

- To group students by their Next Year Homeroom
  - **Student TT**
  - **Select the EOYR field set**
  - Select the checkbox beside all the students in the homeroom for next year
  - Options > Show Selected
  - Options > Modify List
  - Select the Blue pencil icon at the top of the NextHomeroom column
  - Change the homeroom to the desired
  - Select the green checkbox at the top of the column to Save.

0 of 3 selected 

<input type="checkbox"/>	Name	Grade	YOG	Homeroom 	NextHomeroom  
<input type="checkbox"/>	Clymer, Arundhati	11	2023		<input type="text"/>  
<input type="checkbox"/>	Hamed, Andra	11	2023		<input type="text"/>  

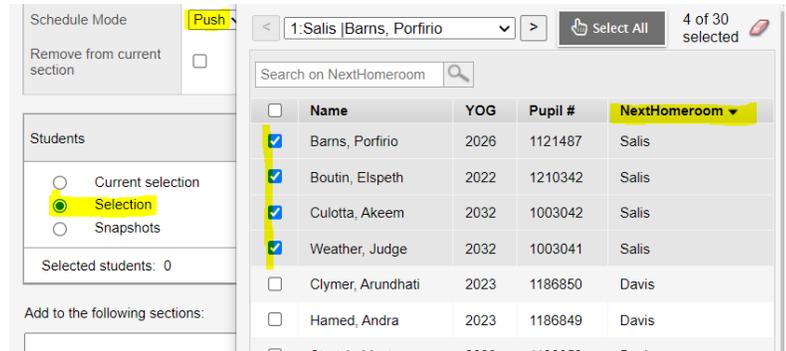
- Or
  - **Student TT**
  - Select the checkbox beside all the students in the homeroom for next year
  - Options > Show Selected
  - Options > Mass Update
  - Field > Next Homeroom
  - Value > select the magnifying glass to select from a list of Next Homerooms
    - These need to be set up for each staff to appear here



## Build View

### Workspace TT

- Sections ST > Roster SST
- Options > Add
- Schedule Mode > Push
- Students > Selection
- On the student list popup, select the NextHomeRoom column header to sort students by homeroom
- Select the students in the homeroom to schedule
- Ok
- In the Add to the following sections area select the Select button
- Sort classes using the column headers
  - Distinct section numbers
  - Platoon, if set up
- Select the classes to enroll this group of students into
- OK



### Other

- New Field set called Address, Land Location, Mailing for checking addresses
- Enter Doctor Name and Dentist name etc. into the Medical Alerts field and then end date it. This keeps the information, but takes the alert icon off. Then if there is a real medical alert, that can be added without an end date.