Preparing to schedule – Class 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)

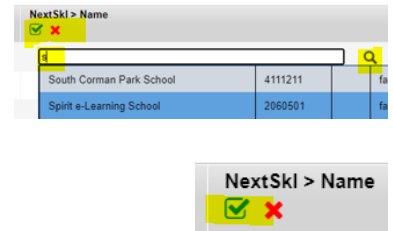- **Student TT**
- Field Set icon > EOYR field set
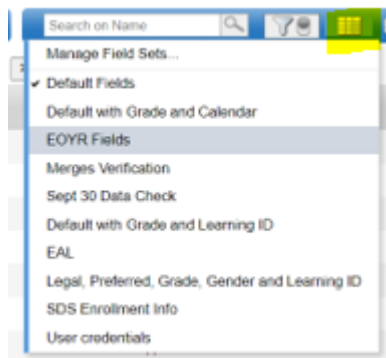
- Select the NextSkl > Name column header title once or twice to see if there are any blank. It will sort them so that on one of the clicks the blank Next School will appear at the top if any.
  - Select the students with no Next School
    - **If only a few students**, click on the student's name to 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 √** at the top of the column to Save.
  - **If a number of students,** click on the checkbox before the student's name for 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 The next school for Grade 12 students should be blank
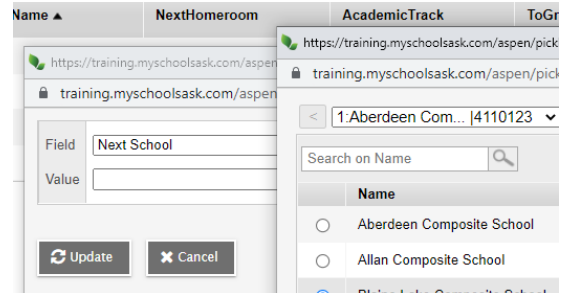
To mass remove

- Select the Grade column header to sort by grade until Grade 12 is at the top.
- Select all the grade 12 students
  - If more than a page long, select the checkbox in the first column header, otherwise select individually
  - Only Students who are Primary students can be included in this selection. You cannot mass update Secondary students (students from other schools)
- Options > Show Selected
- Options > Mass Update
  - Field - drop down select Next School
  - Value - leave blank
  - Update

Build View

- **Scenario** – 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 last summer from PowerSchool are viewed as different, **it did not copy the K to 9 schedules**. If you want to start from scratch for the grade 10 to 12 classes you can do that as well, just by creating a new scenario. The schedule copied to create the Scenario will save some of the required setup from having to be done from scratch.
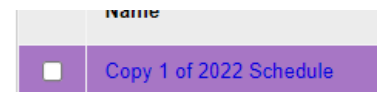
- **To start a scenario from scratch.....Scenario TT** > Options > Add
  - You can have as many Scenarios as you want
  - It's good practice to label the scenario with information that tells you what you have done or what is different about the scenario

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

- **Scenario TT > Terms ST**
    - o Ensure that the Terms displayed include all the course lengths for your school
    - o **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.
    - o <mark>The start and end dates for each term are set at the Division and will have been entered for you.</mark>

- **Scenario TT > Days ST**
    - o 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 with these changes.

- **Scenario TT > Periods ST**
    - o MySchoolSask (MSS) does not require elementary classes where attendance is <u>not</u> taken to be scheduled into a specific period.
    - o The periods displayed should only represent the periods for which class attendance is taken (and classes for AM/PM attendance).
    - o For most schools that take period/class attendance and have a 5-period day, the most periods required would be 9.
    - o The image shows the most common period set up for this.
    - o Period 6 and 7 are extra periods for any classes where attendance is not taken and classes are not scheduled into a specific time such as Career and Work Experience, Band, etc.

	Number	ID	Name
☐	1	1	Period 1
☐	2	2	Period 2
☐	3	3	Period 3
☐	4	4	Period 4
☐	5	5	Period 5
☐	6	6	Period 6
☐	7	7	Period 7
☐	8	HRA	HRA
☐	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

    - o 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. If searching for PreK to 9 classes they would be preceded by zero, i.e. ELA 9 course number 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, section 4600-S1. If more than one semester 1 class, 4600-S1_1 and 4600-S1_2? A dash or a slash will not work 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.

- **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.

- **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)

- o For classes where period/class attendance is done, this is where you select the periods the class will be taught
- o For AM/PM attendance classes the period would be set up here, all subject classes do not require a Schedule to be set since attendance is not done in them.
- o Click on the blue Edit Schedule link
- o 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
- OK

	Same schedule across all terms	◉
	Different schedule across all terms	○
	Term Code	⌄
	Use multiple rooms	☐
	Use multiple teachers	☐

Days

	A	B	C	D
Periods HRA				
HRP				

| Schedule | 1(A-F) |

Days

	A	B	C	D	E	F
1						
2						
3						

| Schedule | 1(F) 3(A,C-F) |

- Taught in different periods in other terms, select the Different schedule across terms radio button. It has to be a class offered over more than one term.
- Select the first term the section is taught
- Select the periods it will be taught in that term.
- Select the next term and the period, etc. until all terms required have been assigned a period
- OK

	Same schedule across all terms	○
	Different schedule across all terms	◉
	Term Code	Q1 ⌄
		Q1
		S2
		S1
	Use multiple rooms	Q4
		Q3
	Use multiple teachers	Q2

- 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..
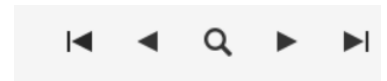- Save

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.

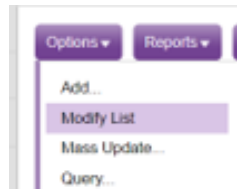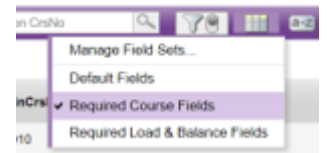| Master Type *	Class
Number *	4017
Department	
Description	English Language Arts A 10
Short Description	ELA A 10
Credit	1.0
Weight	0.0

Include in scheduling	☑
Sections scheduled	1

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

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

Schd?	EnrMax	Sections
✏	✏	✏
Y	0	1

- Select the Pencil icon in the column header to change to the editable field for each of the courses in the selection.

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

Sections ☑ ✗
1
1
1
0
1
0
1
0
1

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	2

⟳ 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

Complete Section Information – Build View

- When the sections have been initialized they should appear on the screen
- Select the sections to work with, Options > Show Selected, **OR** work through the list on the screen one at a time
- Options > Modify List

- Select the Pencil icon at the top of the **SecNo** column
  - o Change the section numbers to your desired section pattern
  - o Select the **Green √** to save

- Select the Pencil Icon at the top of the **Schedule Term > Code** column
  - o This column has to be done prior to any of the rest of the columns
  - o If you know the term code or part, type the first letter into the field beside a section and select from a given pick list
  - o Select the term the course will be offered in
  - o Select the **Green √** to save

Or

  - o Select the magnifying glass to see the terms for the school and select appropriately
  - o Select the **Green √** to save
- Set the terms for all sections
  - o Select the **Green √** to save

- Select the Pencil icon in **Schedule** column.
- A blue **[edit]** option should appear in the column to the right of the field when the Term for the section is set.
  - o Select the **[edit]**
  - o The Schedule grid should popup
- Taught in the same periods all year
  - o Ensure the 'Same schedule across all terms' option is selected
  - o The term will automatically be completed
  - o Select the periods that the class will be taught
  - o If the same period every day, select the Period number to fill all
  - o If different period each day, select each period individually
  - o OK

- Taught in different periods in other terms, select the 'Different schedule across terms'. It has to be a class offered over more than one term.
  - o Select the first term the section is taught and periods it will be taught in that term.
  - o Select the next term and the period, etc. until all terms required have been assigned a period
  - o OK
- **Select the Green √ after the period is selected for each section.**
- The Schedule expression may show up in red. This indicates it was set manually and not by the build option, so ignore.

- Select the pencil icon at the top of the **Primary Staff > Name** column
  - o Type the first letter or two of the staff person's name to get a picklist
  - o Select the Staff who teaches this section
  - o Complete the staff known for the sections in the column
  - o Select the **Green √** to save

Or

  - o Select the magnifying glass to pick a staff person from the list by
    - Search on a name field option
    - Moving forward or backward by page using the left and right arrows at the top
    - Select the page from the drop down
  - o Select the **Green √** to save

Optional
- Rooms must have the 'Include in Schedule' option selected to show in the list.
- Select the pencil icon at the top of the **PrimaryRoom > Num** column
  - o If you have rooms created you can type in the first letters, or number, of the room to have it fill or get a pick list

Or

  - o Select the magnifying glass to select a room from the list
  - o Continue down the column until you have completed all necessary
  - o Select the **Green √** to save

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 and enrolling the students into the new class in MSS and in Edsby marks and attendance will need to be moved. Setting it up to reflect the change of period in each term (as above) and 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.

- 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 4600-1
  - Separate each course-section with a comma; 4600-1, 4651-3
- 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.

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 copies to the Homeroom field in the End of Year Roll over)
  - 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 √** to save

Putting students into Next Year Homerooms
- 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 √** at the top of the column to Save.

	Name	Grade	YOG	Homeroom	NextHomeroom		
☐	Clymer, Arundhati	11	2023			🔍	✖
☐	Hamed, Andra	11	2023			🔍	✖

- Or

- o **Student TT**
- o **Select the EOYR field set**
- o Select the checkbox beside all the students in the homeroom for next year
- o Options > Show Selected
- o Options > Mass Update
- o Field > Next Homeroom
- o 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

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.

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
  - o Distinct section numbers
  - o 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.