

Elementary School New Year Start-Up Checklist

School Details



Review School details

Did the administration change?

School Top Tab > **Setup** Side Tab

- Click **Details**

Phone 1
Phone 2
Fax Number
Principal
Vice Principal 1
Vice Principal 2
Vice Principal 3
Is inactive?
Is archive?
Class to Daily Attendance Procedure?

Ensure you make any admin/school detail changes on the Province's [Schools and Districts](http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do) website <http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do>

School Calendar



Review School Calendar

School Top Tab > **Calendars** Side Tab > **Dates** Sub Side Tab

- Adjust non-session dates as necessary

If not already done, assign **Day Numbers** to each school day in session:

- Use the Filter  **Days In Session** to display school days
- Options > Mass Update

Field	Schedule day number ▾
Value	1
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced"/>	

- Click Update

Student Information



Review Student Enrollment

Ensure there are no students with a **Pre-Reg** Enrollment Status

- **Student** Top Tab > Filter - **PreReg Students**

Does your Enrollment numbers match the **Current Members** (bums in seats) Filter ?

- If not, compare the data in the filter with your own information

Does the **Current Members** Filter **match** the **All Active Students** (active anywhere in BC) Filter ?

- If not, compare the data from the two filters

Current Members and All Active Students should match

Once you find the student(s) in question, check their **Membership** details

- **Student** Top Tab > **Membership** Side Tab
- Correct as necessary

If you need to change a student's **Enrollment Status**

- **Student** Top Tab > Select the student
- Options > Registration > **Change Student Status**

YOG

Are all students in the appropriate grade? If not, then you will need to change the YOG (Year of Grad) to reflect the appropriate grade

If you need to change YOG

- Student Top Tab > Select the student
- Options > Registration > **Promote/Demote Student**

Do you have any **Homeschooler's** registered with your school? If so, their **GrSubLvl** (Grade Sub Level) needs to read **HS**

Are any students that were previously homeschooled and registered with your school (or otherwise) now attending your school as a regular student? If so, remove the Grade Sub Level of **HS**

Homerooms

Student Top Tab > Filter **Current Members** > Field set **Pre-Transition**

If you set the **NextHomeroom** before you left for summer vacation, then through EOYR the **NextHomeroom** became this year's **Homeroom**



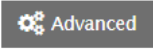
If you left the **NextHomeroom** blank, then the **Homeroom** column you are looking at now is **last year's** homerooms

You will want to clarify, regardless, the student's homerooms

Update student homerooms as necessary

- Cherry pick students
- Options > Show selected
- Options > Mass Update

Update the Homeroom field with this year's homeroom
Type the Value exactly as entered in Staff details

Field	Homeroom	
Value		
		

Staff Information



Review Staff information

Staff Changes


If the school staff has changed **DO NOT** make any **additions or deletions** to the staff records in MyEdBC. Staff **must** be assigned to schools from the DEO. Submit a [Staff Change Form](https://myedbc.sd42.ca/reportstaffchanges)
<https://myedbc.sd42.ca/reportstaffchanges>

Assigning Homerooms

Now that EOYR has completed, you can now change teacher divisions, if they've changed from last year. If they haven't, they'll have rolled over as they were from last year

To remain consistent across the district, remember the appropriate naming convention of the divisions of "DIV.XXX" whereby you use a minimum of 2 numbers and up to 3 numbers. Example: DIV.01, DIV.10, DIV.001, DIV.101

Staff Top Tab

- Options > Modify list and click on the pencil  in the **Homeroom** column (don't forget to click on the to save the changes to the column
- Alternatively, Staff Top Tab > Select Staff > Details

Homeroom	DIV.04
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Counsellors & SpEd teaching staff

Please send a list of the school's teaching staff that are SpEd teachers and the school counsellor via email to myedhelpdesk@sd42.ca because these positions require different security roles. As well, please include any teachers in these positions that have left your school facility.

Adding Students into Attendance Sections




Ensure students have been assigned a homeroom

If you have 'old' snapshots from the previous school year, **delete** them first

- Student Top Tab
- Options > Snapshots

Choose the old snapshots from the previous school year and delete them (one at a time because it's a radio button list)

Create new snapshots of each division once the majority of student homeroom changes have been completed.

- Student Top Tab
- Filter  for each homeroom using **Homeroom = ?** Enter one division at a time. This will return to you all the students in DIV.01 (for example) only.
- Select all students in the Division you've filtered for
- Options > **Snapshots**
- Click **New**

Search on Name		
	Name	OwnerType
<input checked="" type="radio"/>	DIV.01	School
<input type="radio"/>	DIV.02	School
<input type="radio"/>	DIV.03	School
<input type="radio"/>	DIV.04	School
<input type="radio"/>	DIV.05	School
<input type="radio"/>	DIV.06	School
<input type="radio"/>	DIV.07	School
<input type="radio"/>	DIV.08	School
<input type="radio"/>	DIV.09	School
<input type="radio"/>	DIV.10	School

- Name the new snapshot
- **Do Not** check the box to **Save as Filter**
- click Save

Now you are ready to add students to Attendance sections

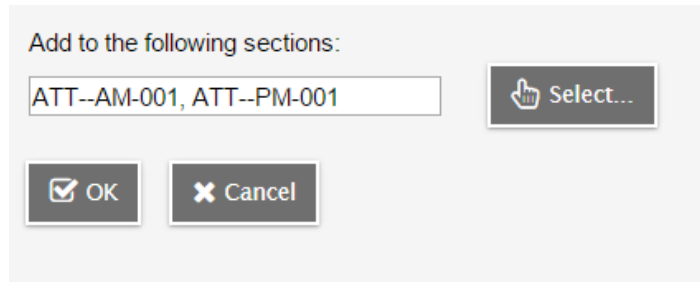
- **Schedule** Top Tab
- Select the first attendance section you wish to add students
- Click **Roster** Sub Side Tab

Course	Description
<input checked="" type="checkbox"/>	ATT--AM-001 AM Attendance

- Options > Add
 - Change Schedule Mode to **Push**
 - Students – Select **Snapshots**
 - Another Window opens – Select Division
 - OK

Name	OwnerType
DIV.01	School
DIV.02	School
DIV.03	School
DIV.04	School
DIV.05	School
DIV.06	School
DIV.07	School
DIV.08	School
DIV.09	School

- Add to the following sections:
 - Select
 - Choose **both** the AM and PM attendance blocks



Add to the following sections:

ATT--AM-001, ATT--PM-001




Select...

OK Cancel

- OK

Photographer Export:

You will likely have your student photo date already arranged for some time fairly early in September or October. Ensure that you do not provide the photographer with any more student information than they need. Follow these steps to easily extract the information they need:

- Student Top Tab > Filter  - **Current Members** > Field Set  - **Photographer**
- Using the quick print option , choose **CSV**
- Once the operation has run, open the CSV, rename it and save it for emailing to your photo company

Public Health Nurses

Exporting any student data to send to the Public Health Unit is not necessary at the school level. Each September the District's student data is sent to them for K's, 6's and 9's. If you are asked to send them data via an excel document, please contact the Student Information System Coordinator (604-466-6276). You may be asked for class lists on the day of the Public Health Nurse visits which can be run from MyEd and given to the nurses when they arrive.