

## Secondary Schools Start-Up Checklist MyEdBC

### Review School SetUp:

Note: The Active Schedule for your school/work location will be set **once the scheduler has committed a scenario from Build View.**

- Update Principal Name if different from last year  
**Path:** School TT >Setup ST >School Details leaf  
Don't forget to update the Provincial [Schools and Districts](http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do) website at <http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do>
- Review School Calendar: Adjust non-session dates as necessary  
**Path:** School TT >Calendars ST >Dates leaf  
-Do this first as it will affect attendance  
-Do NOT enter early dismissal days for Parent Teacher Interviews, considered a regular day
- Review School Calendar: Add the Day Number to each day in session.  
**Path:** School TT >Calendars ST >Dates leaf Filter set to "days in session" Options >Modify list
- Review Structure  
**Path:** Schedule TT >Structure ST  
**Terms:** Do all terms have dates inside the active schedule? Are grade terms cover maps set for all schedule terms?  
**Days:** Are all days represented? (Day 1, Day 2, etc)  
**Periods:** Are all periods in place and consecutive?
- Grade Terms (Reporting Periods)  
**Path:** Grades TT >Grade Terms ST  
Options >Add Ensure the grade terms dates are inside the active schedule dates. Tri 1, Tri 2, and Tri 3
- Prepare Grade Input (for terms ONLY) **once classes have begun**  
**Path:** Grades TT >Grade Input ST >Options >Prepare Grade Input (current sections) Report Type **TERM**. This process creates the columns in the teacher's gradebook for mark entry. **DO NOT** prepare Grade input for dates until AFTER the 1701 (this process puts the courses into the student's transcript and if done too early before all adds/drops are complete creates the zombie records.
- Course Catalogue  
**Path:** Schedule TT >Courses ST  
Review Course attributes. These all should've copied as there were from last year. Ensure that all check boxes are appearing how you want to see them such as 'hide on report card, hide from grade input, hide on transcript, etc. Ensure the credit value is appropriately set.

Staff Information  
-Do NOT add or delete or make any name/phone number changes to your staff records. Additions/Deletions/Changes must be done at DEO. Please submit a [Reporting Staff Changes Form](https://myedbc.sd42.ca) located at <https://myedbc.sd42.ca> under the clerical tab >forms.

Update Homeroom Assignments for Teachers  
**Path:** Staff TT with field set of “default fields”  
Click into the details of individual staff member’s that you wish to add/delete or change their homeroom assignment. Use the Options >Modify List feature to change multiple teacher homeroom assignments. Don’t forget to click on the green check mark at the top of the column to save your changes prior to moving to a different page.

### Review Student Information:

Update homerooms for Students  
Path: Student TT  
Click into the details of a student to change individual homerooms, or Options >modify list, or Options >mass update or Options >Populate Homerooms

Student Status  
**Path:** Student TT  
Ensure that all students have transitioned through EOYR with an enrollment status of “**active**.” Changes to individual student enrollment status must be done in the Membership ST.

Assign Calendars to all students  
**Path:** Student TT Filter to “Primary Active Students”  
Options >Mass Update Calendar should = Standard

Review YOGs  
Do Student YOGs match their grades?

Review student with grade sub-levels  
Are these still appropriate? HS, SU, AN, AD

Update Diploma Types  
**Path:** Student TT Filter Set to “No Program of Study” Options >Program of Study Creator



Update all eligible students that are taking a Program

**Path:** Student TT Choose student >Details ST >Programs sub TT  
-School Year **2017**  
-Start Date **06-SEP-2016**

**District 42 Programs**

42 ACE-IT XH Trades and Technology	42 International
42 Journey	42 Montessori
42 Outreach Program	42 Exchange
42 Hockey Academy	42 Teen Parent
42 Year 13	42 Year 14
42 Wings	42 Home & School Partnership
42 ACCW	42 FRCC

**Provincial Programs** (regularly used, but not limited to)

Early French Immersion (11000)	Late French Immersion (11001)
Core French (11002)	ELL (Eng. Lang. Learner (11004)
Aboriginal – Other Approved Prog. (11008)	

**Tidbits to Remember:**

- **Do Not** prepare grade input for course dates until **October** (just before TRAX is submitted) unless you are at CE or CLC. **CE and CLC** need to prepare grade input for course dates no earlier than **September 15, 2016 and no later than September 26, 2016.**
- **To Admit Students**
  - Always perform a Restrictive Query
  - **Path:** Student TT >Options >Registration >Register Student: enter **ONLY Legal Last Name, Gender and Date of Birth** (DD-MMM-YYYY)
  - Ensure the student you find is the one you're actually looking for and only enroll new if you're sure they are not already in MyEdBC
- **Ministry Reports (1701)**

Information and Instructions are located on our MyEdBC website, [1701 tab](https://myedbc.sd42.ca/1701/1701), <https://myedbc.sd42.ca/1701/1701>

**Round One: SEP 14, 2016**  
**Round Two: SEP 21, 2016p**  
**Round Three: SEP 28, 2016**  
**Final Round: SEP 30, 2016**
- **Web Help Desk** <http://webhelpdesk.sd42.ca>  
Please open a ticket on the web help desk if you have any questions or concerns for MyEdBC issues.