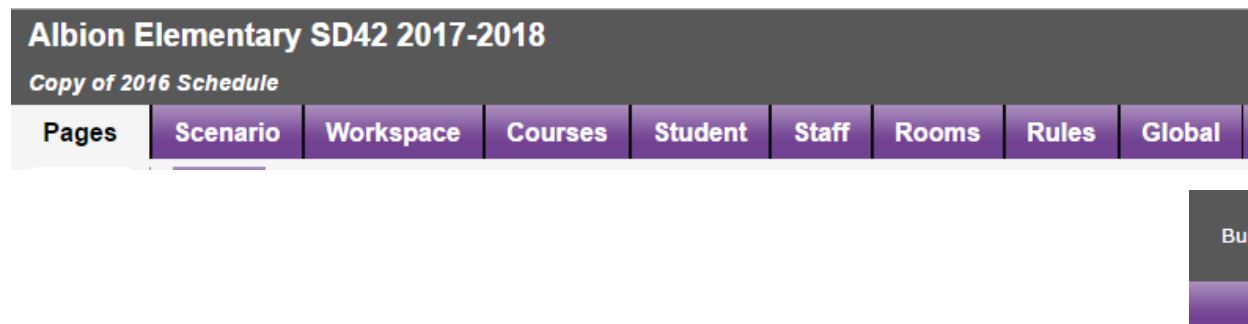
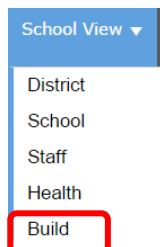


Working in Build View for Elementary Schools

The Build View is the area in MyEdBC where schools can prepare their attendance sections (divisions) for the next school year. This view contains information on next year's students, existing and new staff, current attendance sections and current rooms.

To Get Started

Change your view in MyEdBC to **Build View**



Student Top Tab

This is where you can see next year students. In order to see next year's students in the Build View, they will require a next school assignment.




If students do not appear in Build View, be sure they have a Next School (in **School View**). Then you will need to refresh the list in **Build View** (See below).


Rosters in Build View will be empty. Students will be added to Rosters **after** EOYR.

❖ You can add or change students' Next Homeroom in Build View or School View




If the field is populated in the Build View, it will appear automatically in the School View and vice-versa. Through the process of EOYR, what you have set as the students' next homeroom will become the students' new homeroom in the next school year.


In Build View

- Change your Field Set  to Elem – with Hrm Info
- Options > Modify List
- Click on the pencil  in the **NextHomeroom** Column
- Use the pick list  to select the Division

After each page of corrections, before moving to the next page, click on the green check box  to Save changes

In School View

- Student Top Tab
- Field Set  - Pre-Transition
- Options > Modify List
- Click on the pencil  in the **NextHomeroom** Column
- Use the pick list  to select the Division

After each page of corrections, before moving to the next page, click on the green check box  to Save changes

Staff Top Tab

Staff cannot be added or deleted in the Build View.

The Staff Top Tab will display existing staff members. If new staff are required for the next school year, they can be added by completing a [Staff Change Form](#) and specifying that the change is for the next school year. Once you have received confirmation that the staff change has been completed you will need to refresh the staff list (See below).

You will **not** be able to change a teacher's Division (Homeroom) until after EOYR.

To remain consistent across the district, the appropriate naming convention for Homerooms (Divisions) is **DIV.XXX**, whereby you use a minimum of two numbers and up to three numbers. Example. DIV.01, DIV.10, DIV.101

School > Name	Albion Elementary SD42
Type	Teacher
Homeroom	DIV.04
Department	
Status	Active

To Refresh

In Build View

- Student Top Tab **OR** Staff Top Tab
- Options > **Refresh**

Options	Reports	Help	Search on Name
Modify List			Filter Students...
Snapshots...			Mass Update...
Query...			Multi Add Requests...
Show Selected			Refresh

Rooms Top Tab

Rooms that are currently in the MyEdBC will appear here. You may add or delete rooms, if necessary.

Options > **Add**

- Number – Add the room identifier
- Include in scheduling – Check this box


The screenshot shows a form for adding a room. The fields are: Number (text input, highlighted with a red box), Department (dropdown), Type (dropdown), Building (text input), Location code (dropdown), Max capacity (text input with '0'), Include in scheduling (checkbox, highlighted with a red box), and Schedule use type (dropdown). At the bottom are 'Save' and 'Cancel' buttons.

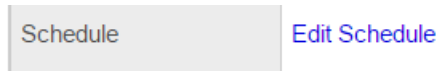
Workspace - Top Tab > Master - Side Tab > Sections - Sub Side Tab

❖ **Add or Delete Sections** (Be sure to add or delete **both** AM and PM sections)

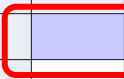
To **Add**:


Options > **Add**

- Select **Number** – Use the pick list  to select ATT--AM or ATT—PM
- Select **Schedule Term > Code** – Use the Pick List to choose **FY**
- Select Schedule – Click **Edit Schedule**



- For AM Shade the AM Box by clicking into it. For PM Shade the PM Box by clicking into it

Days	
	1
Periods	
AM	
PM	

- Add **Section Number** – **XXX** (Example, 001, 101) always using three numbers for each section
- Select **Staff > Name** – Use the pick list  to select staff.

You will not see new staff until they are added to your school and you have refreshed your list. For new staff, please complete a [Staff Change Form](#) <https://myedbc.sd42.ca/reportstaffchanges> specifying that it is for the **next school year**

Number *	ATT--AM	Section number *	
Description	AM Attendance	Staff > Name	
Master type	Class	Additional staff for split	Q X
		Build Class > Identifier	
School Room > Number		Prescheduled room	<input type="checkbox"/>
Schedule Term > Code	FY	Prescheduled term	<input type="checkbox"/>
Schedule	AM(1)	Prescheduled schedule	<input type="checkbox"/>
System rank	0	User rank adjustment	0

- **Save**

To Delete

- Select Division(s) you wish to delete
- Options > Delete

❖ Change Section Details

- Select a Section
- Click **Details**

Sections

Details

Roster

Teachers

Rules

Changes to:

- **School Room > Number**
- **Staff > Name**

Classes

<input type="checkbox"/>	Course	SecNo	Sched
<input checked="" type="checkbox"/>	ATT--AM-001	001	FY

You will not see new staff until they are added to your school. For new staff please complete a [Staff Change Form](#) specifying that it is for next school year

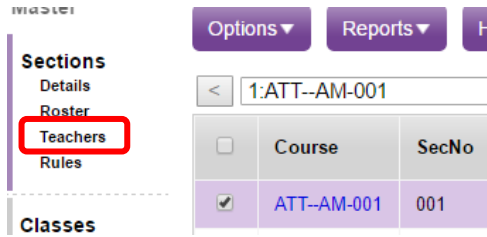
- **Enrollment maximum**

Number *	ATT--AM	Section number *	001
Description	AM Attendance	Staff > Name	
Master type	Class	Additional staff for split	Q X
		Build Class > Identifier	
School Room > Number	Div.04	Prescheduled room	<input type="checkbox"/>
Schedule Term > Code	FY	Prescheduled term	<input type="checkbox"/>
Schedule	AM(1)	Prescheduled schedule	<input type="checkbox"/>
System rank	0	User rank adjustment	0
Team		Team schedule mode	
House		House schedule mode	
Section type		Section type schedule mode	
Platoon		Platoon schedule mode	
Is section scheduled?	<input type="checkbox"/>	Split resource mode	
Exclude from build	<input type="checkbox"/>	Schedule Rotation > Identifier	
Enrollment maximum	30	Track ID	
Enrollment total	0		

❖ **Add or Delete Co-Teachers**

To Add:

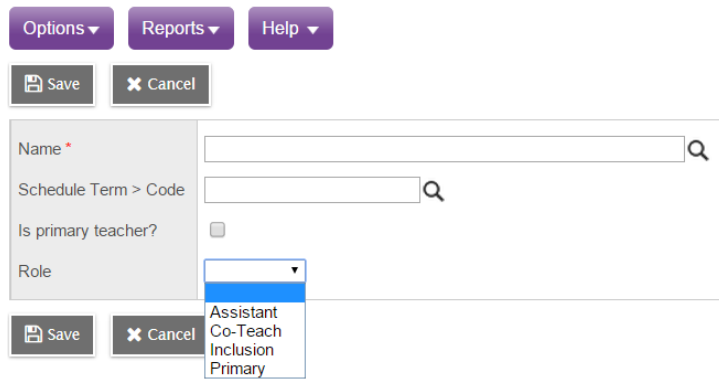
- Select a Section
- Click **Teachers**
- **Options > Add**



- **Name** – Use the pick list 🔍 to select Staff

You will not see new staff until they are added to your school and Build View is refreshed. For new staff please complete a [Staff Change Form](#) specifying that it is for next school year

- **Schedule Term > Code** – Use the pick list to select FY
- **Is Primary Teacher?** – Leave unchecked
- **Role** – Use the drop down to select **Co-Teach**



To Delete:

- Select a Teacher
- **Options > Delete**

