



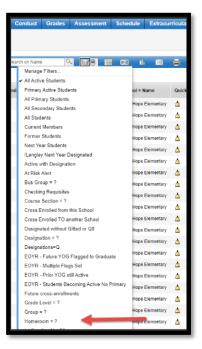
## **12.1 Using Homeroom Snapshots for Mass Scheduling Students**

Student homerooms can be captured in a snapshot and then "pushed" out into the courses or sections of those courses that these students should be assigned. For split classes, users will have to capture each grade grouping within a homeroom for scheduling.

## 12.1.1 Creating the homeroom snapshot

Once students have been assigned a homeroom, they can be filtered based on this. Remember that snapshots are "static" and will not automatically update when new students enter the school or are added to classes.

- On the Student top tab, click the icon and choose the Homeroom =?
- 2. In the pop-up window, enter the desired homeroom.
- 3. Click **Submit**. You will be presented with a list of students in the homeroom selected.
- Ensure that all of the students are in the same grade. If there are students from more than one grade, you will need to select records from one of the grades by checking the box beside their name. Then in the **Options** menu, select **Show Selected**.
- 5. Once the homeroom group has been filtered, go to the **Options** menu and select **Snapshot**.







In the pop-up window, click the New button.

<u>•</u>			-				
1		0 records 🥖	,	DOB	EnrStatus	HomePhone	Addres
Name	OwnerType						
	No matching records		_				
+ New 🗗 Copy	圇 Delete	https://sdt.myeducation sdt.myeducation.g	ov.bc	.ca/aspen/cre			× ntld
		Owner	Homer	room 01			
		Records to Include					
-		Current List					
		Save 🗶 Cance	el				

Give your snapshot a name that represents the homeroom. There is an option to save the snapshot as a filter, but you probably do not want these in the filters.

- 6. Click Save.
- 7. Repeat the process for all homerooms so you have a snapshot for each homeroom.
  - For blended classes, you will have a snapshot for each grade in the homeroom. For example, for a grade 4/5 class, you might have a snapshot called HR 101-Grade 4 and a snapshot called HR 101 – Grade 5. This way, the appropriate snapshot can be used to ensure only grade 4 students are going into grade 4 courses.





## 12.1.2 Scheduling students using a snapshot

Once snapshots have been created for homerooms and course sections have been created to match homeroom groupings, the students can be assigned to these.

- 1. In the Schedule top tab, select the Master side tab.
- 2. Click the **Roster** leaf. There is no need to select a course, and the course name that appears for the roster does not matter; this is just a means to access the function. As in the screenshot below, the Sciences humaines course has no bearing on the process about to be carried out.

Pages	Schoo	l Stude	nt Staff	Attendance	Conduct	Grades	Assessment	Schedule
Options	Re	eports	Help					
Master S	Schedu	le :: FSC	HF-K-001 -	Sciences hu	maines M a	7 (2000)		
Sections								0 of 0 selected 4
Details		Name		Pupil #	١	(0G	Homeroom	
Rebuild Teacher								No matching record
► Roster								

- 3. In the Options menu, select Add.
- 4. In the pop-up window, set the Schedule Mode to Push.
- 5. In the **Students** block, select **Snapshots**. The snapshots pick list popup window will open for the user to choose from.
- 6. Select the snapshot to use and click OK.

🔪 Snapshots Pick List - Google Chrome										
	184.69.23.206:8081/aspen/pickList.do?multi=true&fit									
	0 of 2 selected 🥖									
	Name OwnerType									
	Hm 01 User									
	Test User									
OK Cancel										



- 7. The multi-add students window will now display the number of students identified from the snapshot.
- 8. In the *Add to the following sections:* field, click the **Select button**. A list of course sections appears.
- Select the course sections to add the students from the snapshot into. Multiple sections can be selected and you can use the Ctrl + F function to search the list and select records.

	Multi-Add Students - G	oogle Chrome 🗖 🔲 🔀	al		<b>S</b> c	hedule Master P	ick List -	Google Chrome
	184.69.23.206:80	81/aspen/multiAddStudentTo		[	1	.84.69.23.20	<b>6</b> :8081,	/aspen/pickList.do
	Schedule Mode	Push V			<	7:MPE05-001		▼ > 7 of 150 Ø
	Remove from current section					Course	SecNo	Description
			н			MPE05-001	001	Physical Education K to 7 (2008)
	Students		H			MPE05-002	002	Physical Education K to 7 (2008)
11	Current selection					MPE06-001	001	Physical Education K to 7 (2008)
Ш	<ul> <li>Selection</li> </ul>		1		MPE06-002	002	Physical Education K to 7 (2008)	
Ш	Snapshots				MSCK-001	001	Science K to 7 (2005)	
Ш	Selected students: 26		ſШ			MSCK-002	002	Science K to 7 (2005)
Ш			ш			MSC01-001	001	Science K to 7 (2005)
Ш	Add to the following sections:	/	ш			MSC01-002	002	Science K to 7 (2005)
		Select				MSC02-001	001	Science K to 7 (2005)
	OK Cancel					MSC02-002	002	Science K to 7 (2005)
					OK	Cancel		

- 10. When the selection is complete, click **OK**. The sections will appear in a string in the *Add to the following sections:* field.
- 11. Click **OK** in the multi-add window to "push" the selected students into the course sections selected.
- 12. Click the **Sections** sub-side tab. You will see the *Total* column is populated with the number

Pages	Schoo	bl	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global		
Options	R	epo	rts He	elp								
Master S	Master Schedule :: MEN01-001 - English Language Arts K to 7 (2006)											
Sections		<	1:Addey, Sian		¥ >			(	) of 26 selected	0		
Details			Name				Pupil #		YOG	Homeroom		
Rebuild Teachers		Addey, Sian				1238124		2024	01			
► Roster			Auld, Gertie				1270424		2024	01		
Matrix Vi	ew		Besson, Derrien				760046		2024	01		