

Elementary School 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? |

- On Top Right corner, choose **All fields** as dropdown. Scroll to bottom and ensure **Principal Email** is correct.

Ensure you make any admin/school detail changes on the Province's [Schools and Districts Contact Information](#) site.

School Calendar



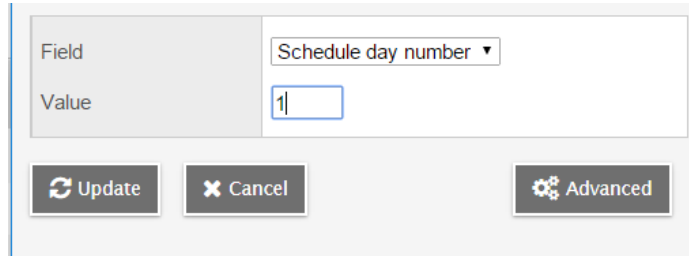
Review School Calendar

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

- Adjust non-session dates as necessary as some district school days must be left 'in session' to accommodate CE and the Kanaka Calendar

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

Update Cancel 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**

Do your Enrollment numbers match the **Current Members** (students in attendance) Filter  ?

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

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

- If not, compare the data from the two filters using V Lookup

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**

Homeschooler

Do you have any **Homeschooler's** registered with your school? If so, their **GrSubLvl** (Grade Sub Level) needs to be **HS**. **Add** an inclusion to the student's PSR if you have a student who is being Homeschooled. Please advise myedbchelpdesk@sd42.ca of any Homeschoolers.

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

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 and **do not make them inactive**. Staff **must** be assigned to schools by the MyEd Team. Submit an [IT Web HelpDesk](#) ticket with full name of Teacher, FTE and start date.

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 with the same divisions 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. Note the capitalization of DIV and there is no space between the period (.) and the number.

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 |
|----------|--------|

Assigning the appropriate teaching staff to the Attendance blocks

- Once you have assigned the staff their divisions, don't forget to adjust all the teaching staff of the Attendance Blocks in the schedule
- **Schedule TT**
 - Click into the attendance block. If a change is necessary, click on the **X** beside the teacher name, Save, then use the  to choose the new teacher.

- Don't forget any co-teachers or Prep teachers in the 'teachers' sub-side tab

Counsellors & Support Teacher staff

Tickets will need to be created for each of the school's teaching staff that are Support teachers and the school counsellor so that additional Security Roles are added to their staff record.

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 (DIV.XX, for example)

| | |
|---|----------------------|
| Field | Homeroom |
| Value | <input type="text"/> |
| <input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced"/> | |

Adding Students into Attendance Sections




Ensure students have been assigned a homeroom

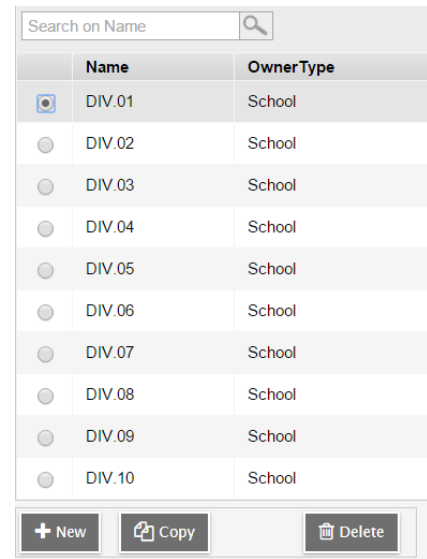
If you have 'old' snapshots from the previous school year, **delete** them first

- 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.

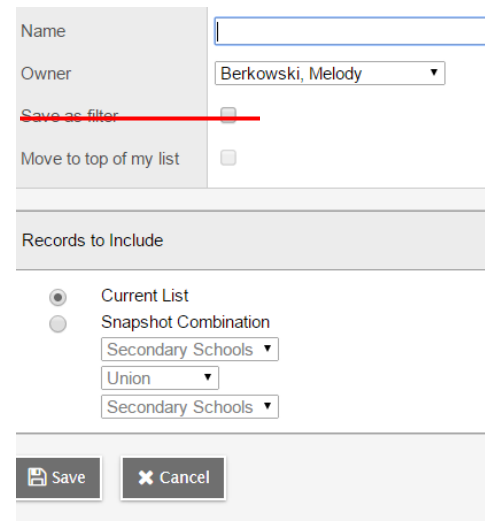
- Student Top Tab
- Filter  for each homeroom using **Homeroom = ?** Enter one division at a time. This will return to you all the students in DIV.01 (for example) only.
- Select all students in the Division you've filtered for
- Options > **Snapshots**
- Click **New**



| | 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 |

+ New Copy Delete

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



Name

Owner Berkowski, Melody

~~Save as filter~~

Move to top of my list

Records to Include

Current List

Snapshot Combination

Secondary Schools

Union

Secondary Schools

Save Cancel

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

Master

Options ▾ Reports ▾ Help ▾

Sections

- Details
- Rebuild
- Teachers
- Roster**

Matrix View

1:ATT--AM-001

| <input type="checkbox"/> | 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

Schedule Mode: **Push** ▾

Remove from current section:

Students

- Current selection
- Selection
- Snapshots

Selected students: 0

Add to the following sections:

1:DIV.01

Search on Name

| <input type="checkbox"/> | Name | Owner Type |
|--------------------------|--------|------------|
| <input type="checkbox"/> | DIV.01 | School |
| <input type="checkbox"/> | DIV.02 | School |
| <input type="checkbox"/> | DIV.03 | School |
| <input type="checkbox"/> | DIV.04 | School |
| <input type="checkbox"/> | DIV.05 | School |
| <input type="checkbox"/> | DIV.06 | School |
| <input type="checkbox"/> | DIV.07 | School |
| <input type="checkbox"/> | DIV.08 | School |
| <input type="checkbox"/> | 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

- OK

Adding Students into Programs






Ensure that you have students added to correct 1701 fundable programs.

- Do you have new AbEd students? Advise Admin Secretary for Aboriginal Education Department and they will add Aboriginal – Other Approved Program to the student record.
- Grade 5s will need to have the “Core French”, code #11002 program added unless they are French Immersion. If split Grade 4/5 class, check with Teacher if Grade 4 students should receive Core French program as well
- Kindergarten and any new registrants into French Immersion classes will need program code #11000, Early French Immersion added
- Late French Immersion students (Golden Ears Elementary only) to have the program code #11001, Late French Immersion added

If you have new students to the school and they have open programs from their previous school, please click into the prior programs and end date them with the date the student left the previous school.

Photographer Export:

You will likely have your student photo date already arranged for some time 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

Extracts are provided to Fraser Health directly from Board Office for all Kindergarten, grade 6 and grade 9 students. If you are asked to send them data via an excel document, please ask them to 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.

Transferring K's to new Schools

If there are kindergarten students that are transferring to new schools **in district** prior to the first day of school, follow the transfer process. The **incoming school** must set the withdraw reason from the previous school to **no show** since the student never attended the exiting school. This will ensure the membership record is correct.

If there are kindergarten students that are leaving the school for an **out of district** school prior to the first day of the school year, then **withdraw the student** with a reason of **no show** since the student never attended the exiting school. This will ensure the membership record is correct.