SchoolStart-up Tasks Checklist

PLEASE NOTE:
Admin tasks are set with a '*' and highlighted

FUJITSU

2.0   School Tasks

	Task	Path	Description	Relevant Document(s) for Detail
☐	Review Attendance Settings	• School view > School top tab > Setup side tab > Preferences leaf	• Category = Daily Attendance • Category = Class Attendance • Category = Secondary School Management	• School Setup • Class Attendance Management • Daily Attendance Management
☐	Review Schedule settings	• School view > School top tab > Setup side tab > Preferences leaf	• Category = Schedule	• School Setup
☐	Continuous Entry schools confirm *Active Date Enabled By* setting	• School view > School top tab > Setup side tab > Preferences leaf	• Category = Grade	• DL and CE School Setup and Processes
☐	* Commit schedule in buildview * **Task for VP/Admin**	• Build View In Build View, Set the dates of the terms: Scenarios TT >Terms ST	• Choose Scenario to be used as the master schedule for the year. • Review Master Schedule in School view (Section details)	• School Setup

	Task	Path	Description	Relevant Document(s) for Detail
☐	* Set active schedule * Task for VP/Admin	• School View > School top tab > Schedules side tab. If a schedule was committed from the Build view, this will be in place. If creating schedules manually, an active schedule will need to be created.	• Is the schedule Active? • Do the dates cover the entire school calendar?	• School Setup
☐	* Set up grade terms * Task for VP/Admin	• School view > Grades top tab > Grade Terms side tab.	• Does the number of grade terms match the transcript definitions applied to courses? • Are the grade term dates inside the active schedule dates?	• School Setup • Grade Management
☐	* Set Grade Term CoverMaps * Task for VP/Admin	• School view > Schedule top tab > Structure side tab > Terms	• Set appropriate grade term cover map boxes for all schedule terms **NOTE:** You must SAVE each schedule term even if no adjustments are made	• School Setup • Grade Management

	Task	Path	Description	Relevant Document(s) for Detail

☐	Review Course Catalogue	• School view > Schedule top tab > Courses side tab.	• Course attributes
			  ○ <mark>Transcript Definitions.</mark>
			  ○ Rubric Definitions
			  ○ Attributes in the Report Card Field Set.
				• School Setup

☐	Review Structure	• School view > Schedule top tab > Structure side tab.	• Terms
			  ○ Do all terms have dates?
			  ○ Are all term dates inside the active schedule dates?
			  ○ Are grade term cover maps set for all schedule terms?
			• Days
			  ○ Are all days represented?
			• Periods
			  ○ Are all periods in place and consecutive?
			• Bell Schedules
			  ○ Are all necessary bell schedules created?
				• School Setup

☐	Review student schedules	• Student top tab > Schedule side tab	• Check matrix view to ensure it is populated and student courses are displayed correctly in the grid.	• Student Scheduling

	Task	Path	Description	Relevant Document(s) for Detail
☐	Review school calendar	• School view > School top tab > Calendars side tab.	• Adjust non-session dates as necessary. • Assign Day numbers to each in-session date as appropriate. • Assign Bell Schedules to each in-session date as appropriate	• School Setup
☐	Review school locker table	• School view > Lockers side tab.	• Add/remove/modify locker information as necessary.	• School Setup
☐	Review student locker assignments	• School view > Student top tab.	• Add/remove/modify locker information as necessary.	• Enrollment and Demographics
☐	Review fee assignments	• School view > School top tab > Cashier's Office side tab > Fees sub-side tab.	• Delete or void any outstanding fees for students who have left your school.	• Fees Management

	Task	Path	Description	Relevant Document(s) for Detail
☐	Review student information	• School view > Student top tab	• Are there any students with Pre-Reg or status other than Active that need changing? • Ensure calendars are assigned to all students. • Update homerooms as necessary. • Do students YOGs match their grades? • Review students with grade sub-levels of HS, SU. Is this still appropriate? • Update family courier information as necessary. • Update Diploma Types. • Update Diploma Granted Date for students who completed courses over the summer to fulfill grad requirements.	• Enrollment and Demographics
☐	Students with secondary school associations	• School view > Student top tab	• Do all secondary students have their attendance management type set appropriately?	• Enrollment and Demographics
☐	Validate Staff Records	• School view > Staff top tab.	• Review staff roster and submit IT WebHelp Desk ticket for changes • Update staff homeroom assignments as necessary.	• Security Management

Staff Information

Review Staff information

Staff Changes

<mark>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**.</mark> Staff **must** be assigned to schools from the DEO. Submit an IT Web HelpDesk ticket with full name of Teacher and FTE.

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.

Staff Top Tab

o   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

o   Alternatively, Staff Top Tab > Select Staff > Details

Homeroom	2033
Primary Homeroom Teacher	☑

Counsellors & Support teaching staff

Please send a list of the school's teaching staff that are Support teachers and the school counsellor via email to myedhelpdesk@sd42.ca as these positions require different security roles.

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 she will add Program
- Grade 8s will need to have the "Core French", code #11002 program added
- For French Immersion schools, ensure those participating in these programs have the FI program, not Core French.
- ELL programs must be updated as per your conversation with your ELL teacher. The Learning Services department will manage any Exceptional English Language Learner programs.
- If you register any new students from out of district that indicate on their registration forms that the student has been designated at their previous district, please ensure your Admin/Support department is aware and correct forms are completed. Learning Services will enter programs for these students.

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.
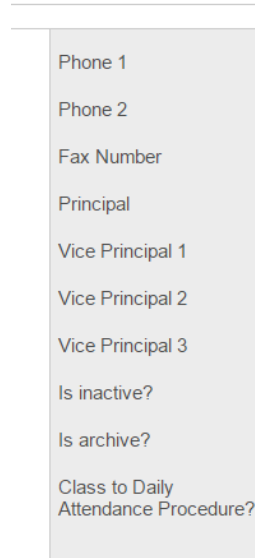
School Details

Review School details

Did the administration change?

School Top Tab > **Setup** Side Tab

- o 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?

- o On Top Right corner, choose **All fields** as dropdown. Scroll to bottom and ensure **Principal Email** is correct.
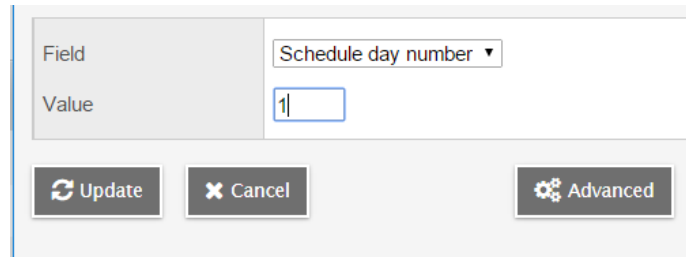
Ensure you make any admin/school detail changes on the Province's Schools and Districts Contact Information site.

School Calendar

Review School Calendar

School Top Tab > **Calendars** Side Tab > **Dates** Sub Side Tab
- Adjust non-session dates as necessary
- If not already done, assign **Day Numbers** to each school day in session:
  - Use the Filter 🔻 Days In Session to display school days
  - Options > Modify List

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

Review parent/guardian contact records for all students, especially all incoming grade 8s as well as any new students, to ensure that all appropriate tick boxes are checked. For MyClass Access, legal parent/guardians must have the "Contact has family portal access" box ticked.

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
- o Student Top Tab > Select the student
- o 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 read **HS. Add an** inclusion to the student's PSR if you have a student who is homeschooling. Please advise Natalie or Serena of any Home schoolers.

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**
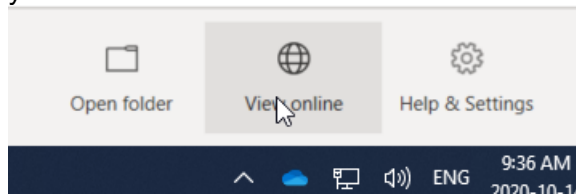
International Students

Do you have any International students registered with your school? If so, their **GrSubLvl** (Grade Sub Level) needs to read **SU**. The Grade Sub Level may be removed just prior to first TRAX submission (mid-October).
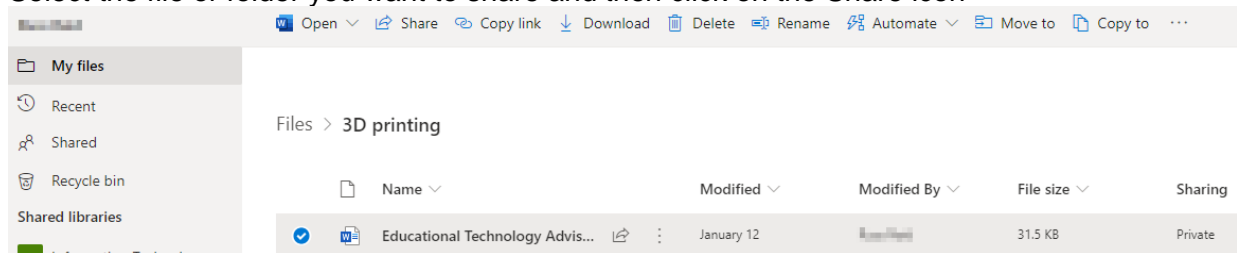
Photographer Export

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 to OneDrive
- Follow this process to share the document to the Photographer:

To password protect a folder or document to be shared with external users, click on the OneDrive (Blue Cloud) icon in your task bar and then choose View online

Select the file or folder you want to share and then click on the Share icon

Choose Anyone with the link option and then set a unique password (not one you currently use for anything else). You can also specify when access to the file or folder will stop

Link settings ×

Who would you like this link to work for?
Learn more

Anyone with the link ✓

People in School District No. 42
with the link

People with existing access

Specific people

Other settings

☑ Allow editing

Open in review mode only ⓘ

Expires Thursday Oct 14 2021 ⓘ

Set password

Block download ⓘ

Apply   Cancel

Transferring Students to new Schools

If there are 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 either **no show** if they didn't attend at all, or **Public School/In District**. This will ensure the membership record is correct.

If there are 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 an appropriate reason (either **no show** or **Public School/Out of District)**. This will ensure the membership record is correct.