

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 Ministry's [EDX website](#) Login to EDX [here](#).

Commit the Master Schedule



This process can take several minutes to complete!

- **Build View > Scenario TT** – put a check beside the “copy of 2023-2024 Active Schedule”.
This is the name of the scenario.
- Click **Details ST**
- Ensure the name of the scenario appears under the name of the school.
Albion Elementary SD42 2024-2025
- *Copy of 2023-2024 Active Schedule*

- Click **Terms ST**. Here, the Start Date and End Date for each scheduled term should be defined. Click on **FY** schedule term and click **Set Date** to enter start and end date. **If this step is missed, you will not be able to continue.**
- Click **Save**.
- Click **Details ST** again.
- Go into **Options > Commit Schedule**
- In the pop-up, select **Replace the active schedule**. Click **OK**

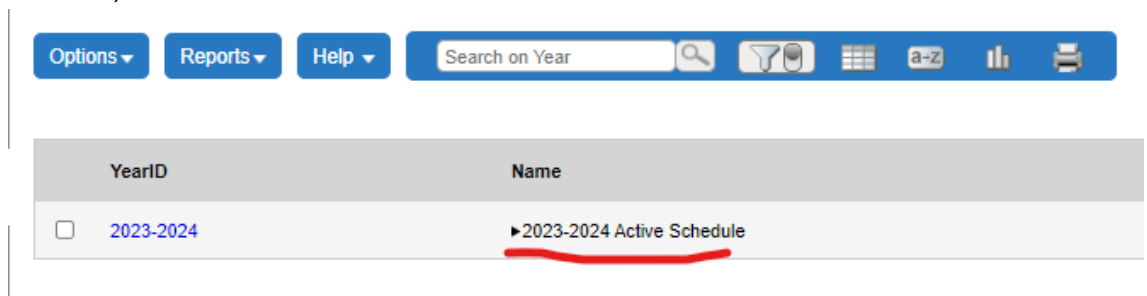
Set Active Schedule



Schools require an active schedule to create schedule terms. Since, the schedule was committed from the Build view, the Active Schedule will already be set.

To confirm an Active Schedule:

- School View > School TT > Setup > Preferences > Category: Schedule
Category is a drop down on the top right of the screen
 - Ensure the schedule mode field is set to “secondary”. **Don’t change it.** It is set to be secondary regardless of the school type.
- School View > School TT > Schedules ST > Filter: Active Schedule
When an Active schedule is set, there will be a small black triangle next to the active schedule, like this:




YearID	Name
<input type="checkbox"/> 2023-2024	▶2023-2024 Active Schedule

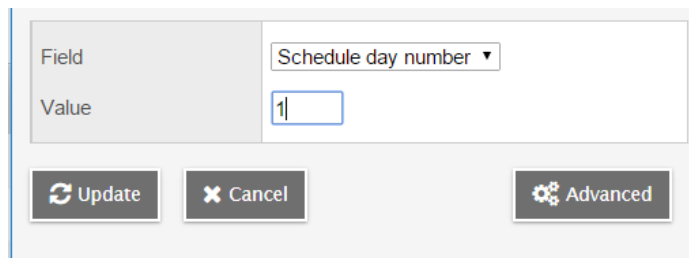
- Your screen should show current school year (2024-2025) as the active schedule.
- If the 2024-2025 Active Schedule does not have a triangle indicator, click into the record of the Active Schedule, Click Options > Set Active Schedule.
- If the 2024-2025 Active schedule is not visible, then filter : All Records to find it and set it as Active Schedule as explained in the step above.

Add Courses Grade Term

- School View > Grades TT > Grade Terms ST
 - Options > Add
 - Add Term ID using the Magnifying glass
 - Add Start Date and End Date

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

- 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 ? **Current Members** and **All Active Students** should match
 - If not, compare the data from the two filters using V Lookup
 - 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**



Review Student Demographics

Ensure every student has Calendar, Citizenship Code, Proof of Age, Home Language, Correct Address, Home Phone number, Correct Contacts



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
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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. You can now add teacher(s) as co-teacher to Multiple Course(s). School View > Schedule TT > Options > BC Multi-Add Co-Teacher(s) to Section(s)

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

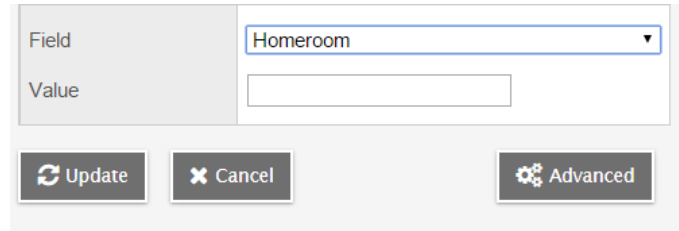
Update student homerooms as necessary

- 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)



The screenshot shows a form with two main sections. The top section is labeled 'Field' and contains a dropdown menu with 'Homeroom' selected. Below this is a section labeled 'Value' with an empty text input field. At the bottom of the form are three buttons: 'Update' (with a refresh icon), 'Cancel' (with an 'X' icon), and 'Advanced' (with a gear icon).

Adding Students into Attendance Sections




Ensure students have been assigned a homeroom

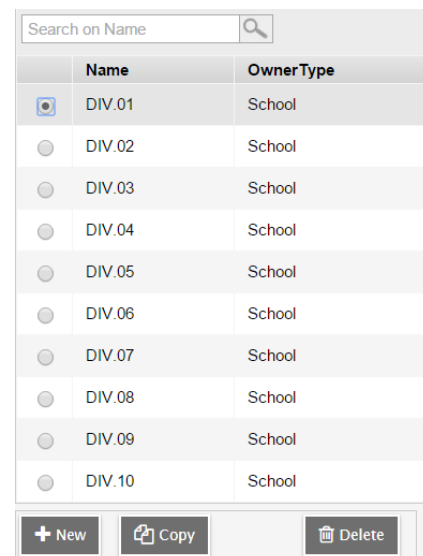
If you have 'old' snapshots from the previous school year, **delete** them first

- 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**



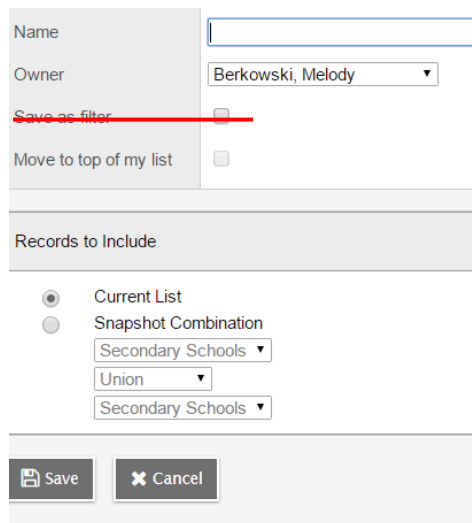
The screenshot shows a table with a search bar at the top labeled 'Search on Name' with a magnifying glass icon. The table has two columns: 'Name' and 'OwnerType'. The rows list divisions from DIV.01 to DIV.10, all with 'School' as the OwnerType. The first row (DIV.01) has a selected radio button. At the bottom of the table are three buttons: '+ New', 'Copy', and 'Delete'.

	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

- Name the new snapshot

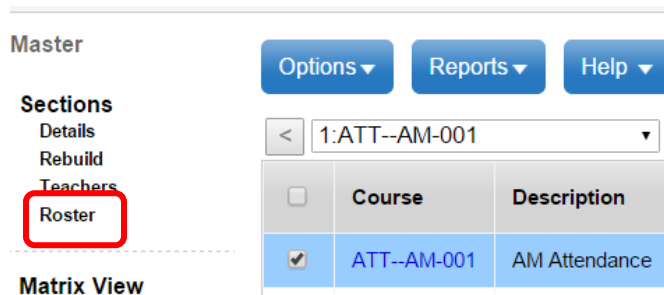
Do Not check the box to **Save as Filter**

- click Save



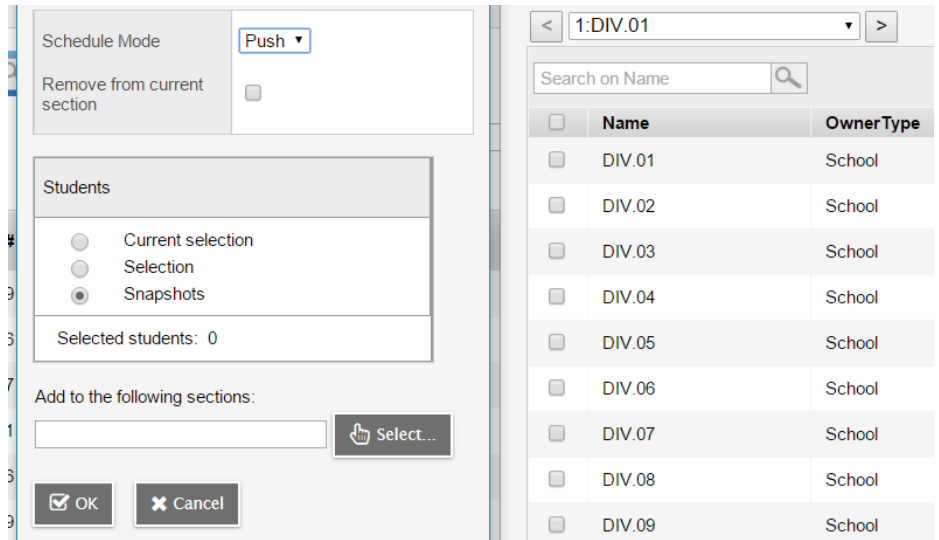
Now you are ready to add students to Attendance sections

- **Schedule** Top Tab
- Select the first attendance section you wish to add students
- Click **Roster** Sub Side Tab



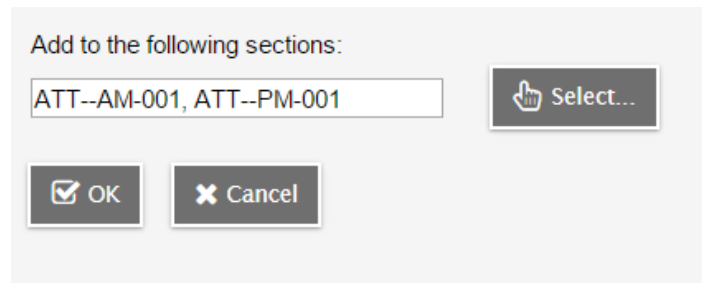
	Course	Description
<input checked="" type="checkbox"/>	ATT--AM-001	AM Attendance

- Options > Add
 - Change Schedule Mode to **Push**
 - Students – Select **Snapshots**
 - Another Window opens – Select Division
 - OK



<input type="checkbox"/>	Name	OwnerType
<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



- 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.
- Grades 5 6 and 7 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:

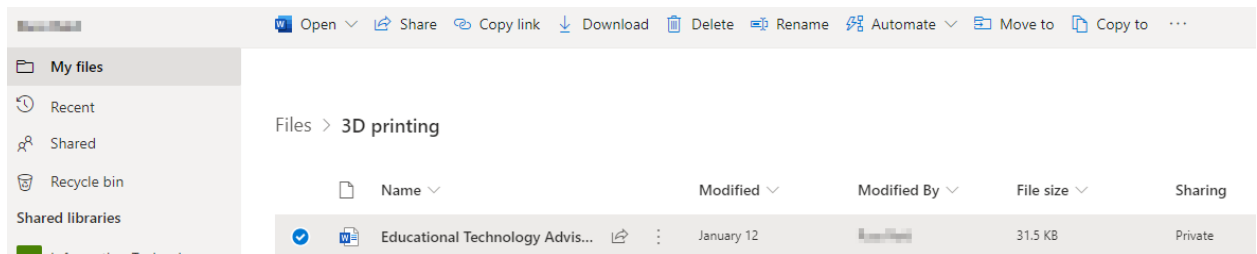
You will likely have your student photo date already arranged for some time early in September or October. Ensure that you do not provide the photographer with any more student information than they need. Follow these steps to easily extract the information they need:

- 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 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 ○

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 MyEdBCHelpdesk@SD42.ca

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.