






Elementary School Start-up Checklist





1. Verify School Settings

School View > School TT > Setup ST > Details

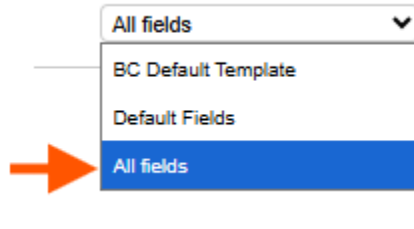
- ☐ Verify school details – Generally a change is not required
- ☐ Update the build year context > school year to next year.

General	Address	Online Registration	Online Registration Custom Email
School Identifier	<div style="background-color: black; width: 100px; height: 20px;"></div>		
Name *	<div style="background-color: black; width: 100px; height: 20px;"></div>		
Type	Standard		
School level	Elementary		
District Online Learning School	<input type="checkbox"/>		
Start grade	0		
Number of grades	8		
Build Year Context > School year *	2026   		
Default Transcript Definition > Name *	3 Term K-9 2023 English EMG-DEV-PRF-EXT  		
School Sub Type	Regular Day School		
Phone 1	<div style="background-color: black; width: 50px; height: 20px;"></div>		
Phone 2			
Fax Number	<div style="background-color: black; width: 50px; height: 20px;"></div>		

- ☐ Ensure the Default Transcript Definition > Name is correct
- ☐ Ensure the Principal and Vice Principal name is correct for your school. If not, use the magnifying glass to select the correct admin.

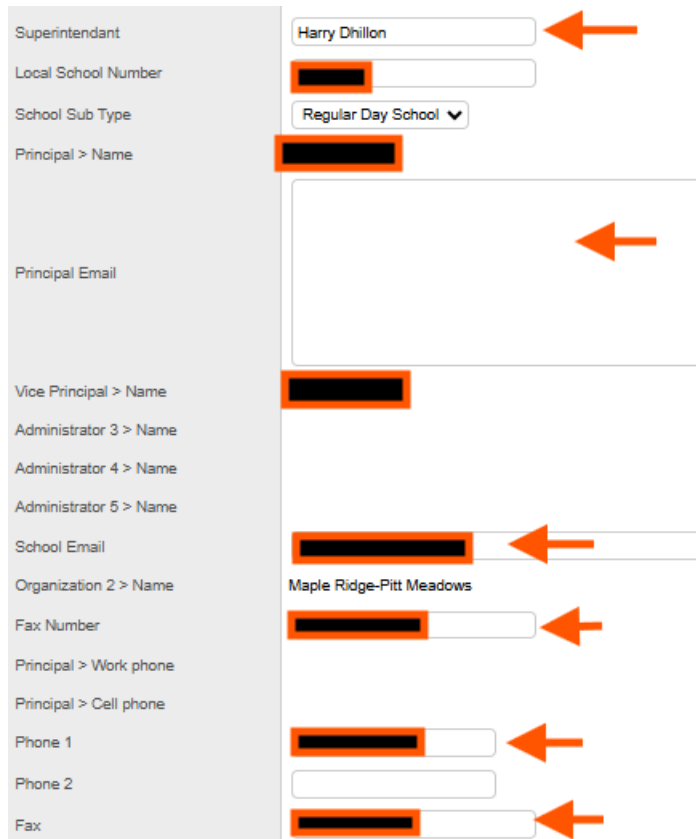
Principal	<div style="background-color: black; width: 100px; height: 20px;"></div>  
Vice Principal	<div style="background-color: black; width: 100px; height: 20px;"></div>  
Vice Principal 2	<div style="background-color: black; width: 100px; height: 20px;"></div> 
Vice Principal 3	<div style="background-color: black; width: 100px; height: 20px;"></div> 
Vice Principal 4	<div style="background-color: black; width: 100px; height: 20px;"></div> 
Is inactive?	<input type="checkbox"/>
Is archive?	N
Class to Daily Attendance Procedure?	<input type="checkbox"/>

Switch to 'All fields' in the drop down on the right



A screenshot of a dropdown menu. The menu is open, showing four options: 'All fields', 'BC Default Template', 'Default Fields', and 'All fields'. The 'All fields' option at the bottom is highlighted in blue. An orange arrow points to this option from the left.

- ☐ Verify that the Superintendent Name is correct
- ☐ Verify the Principal Email and School Email is correct.
- ☐ Verify the phone/fax numbers are correct.



A screenshot of a form with various fields. The fields are listed on the left, and the corresponding input fields are on the right. Orange arrows point to specific fields: Superintendent Name (Harry Dhillon), Local School Number (redacted), School Sub Type (Regular Day School), Principal > Name (redacted), Principal Email (empty), Vice Principal > Name (redacted), Administrator 3 > Name (empty), Administrator 4 > Name (empty), Administrator 5 > Name (empty), School Email (redacted), Organization 2 > Name (Maple Ridge-Pitt Meadows), Fax Number (redacted), Principal > Work phone (empty), Principal > Cell phone (empty), Phone 1 (redacted), Phone 2 (empty), and Fax (redacted).

2. Commit the master schedule

Build view > Scenario TT > Click into “Copy of 2024-2025 Active Schedule”

☐ Terms ST > FY > Set Start Date and End Date > Click Save

☐ Days ST – ensure it shows 1 record

Scenarios :: Copy of 2024-2025 Active Schedule

Details

Preferences

Terms

Days

Details

Options ▾ Reports ▾ Help ▾ Search on N

Number

☐ 1

☐ Periods ST – ensure it shows 2 records (AM and PM)

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Scenarios :: Copy of 2024-2025 Active Schedule

Details

Preferences

Terms

Days

Periods

Details

Options ▾ Reports ▾ Help ▾ Search on Number

Number	ID
<input type="checkbox"/> 1	AM
<input type="checkbox"/> 2	PM

☐ Bell Schedules ST – It should contain Regular Day

Scenarios :: Copy of 2024-2025 Active Schedule

Details

Preferences

Terms

Days

Periods

Rotations

Bell Schedules

Details

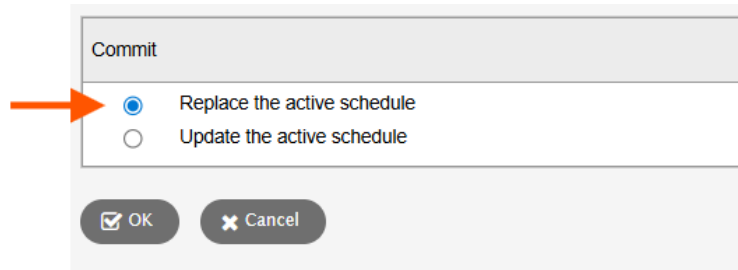
Options ▾ Reports ▾ Help ▾ Search on N

Name

☐ Regular Day

☐ Details ST – Options > Commit Schedule

click 'Replace the active schedule' and then click OK

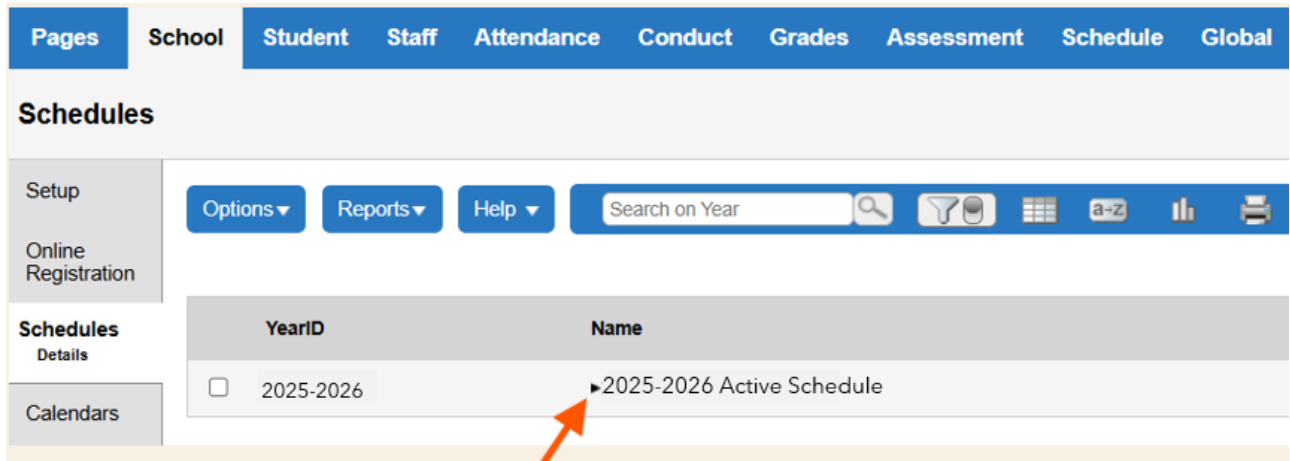


A dialog box titled "Commit" with two radio button options. The first option, "Replace the active schedule", is selected and indicated by an orange arrow. The second option is "Update the active schedule". At the bottom are "OK" and "Cancel" buttons.

☐ Confirm that the 2025-2026 schedule is active

School View > School TT > Schedule ST

2025-2026 Active Schedule should have a black arrow beside it, indicating that the schedule is active.



The screenshot shows the "Schedules" page in a web application. The top navigation bar includes "Pages", "School", "Student", "Staff", "Attendance", "Conduct", "Grades", "Assessment", "Schedule", and "Global". The "Schedules" section has a sidebar with "Setup", "Online Registration", "Schedules Details", and "Calendars". The main content area has buttons for "Options", "Reports", and "Help", along with a "Search on Year" field and various icons. A table lists schedules with columns "YearID" and "Name". The first row shows "2025-2026" and "2025-2026 Active Schedule", with a black arrow pointing to the name. An orange arrow points to this row from below.

YearID	Name
<input type="checkbox"/> 2025-2026	▶ 2025-2026 Active Schedule

Pages

School

Student

Staff

Attendance

Conduct

Grades

School Calendar :: 2024-2025 - Standard

Setup

Options

Reports

Help

Online Registration

Save

Cancel

Schedules

Calendars

Details

Dates

Events

Lockers

Membership

Calendar ID *

Standard

Static schedule days

☒

Required number of in session days *

180

Number of days in session

180

School Year Context > Year ID *

2024-2025

Search

Save

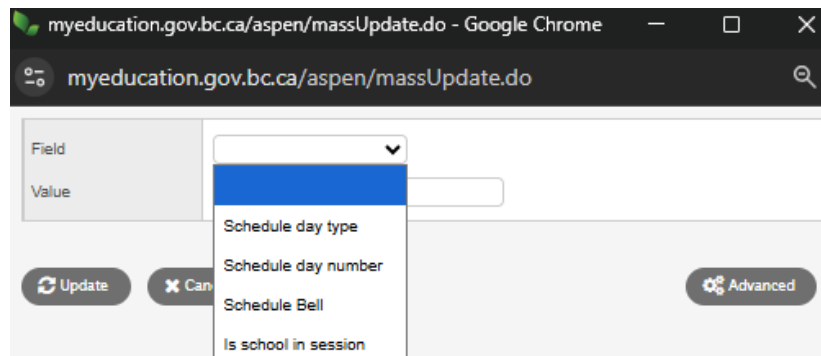
Cancel

☐ Modify the calendar dates as needed

School TT > Calendar ST > Dates

Click into a specific date to modify it. You can:

- **Make the date in-session or not.** The date is in-session if you are taking attendance.
- **Assign a day number.**
 - **Filter: Days in session**
 - **Options > Mass update**
 - Field: Schedule day number
 - Value: 1
- **Assign a day type.** A day type could be Pro D, Admin Day, Winter break, etc. This date should be not in session.
 - You could mass update such dates.
 - For example, select all dates for winter break.
 - **Options > Mass Update**
 - **Field: Schedule day type**
 - **Value: Winter break**
- **Assign a bell schedule.**
 - **Filter: Days in session**
 - **Options > Mass Update**
 - Field: Schedule Bell
 - Value: Regular day



The screenshot shows a web browser window with the URL `myeducation.gov.bc.ca/aspen/massUpdate.do`. The page contains a form with two columns: 'Field' and 'Value'. A dropdown menu is open, showing the following options: 'Schedule day type', 'Schedule day number', 'Schedule Bell', and 'Is school in session'. Below the form, there are three buttons: 'Update' (with a refresh icon), 'Cancel' (with an 'X' icon), and 'Advanced' (with a gear icon).

5. Review student demographics and information

School view > Student TT

Filter: Primary Active Students

Fieldset: Student Demographics

- ☐ Verify the student demographics and information is complete.
 - Click on each of the column headers to sort and bring the blanks to the top.
 - Complete the missing information.
- ☐ All students should have Calendar column set to 'Standard'. If missing, the student will not show in attendance.
 - Options > Mass update
 - Field: Calendar
 - Value: Standard (use the magnifying glass)
- ☐ Do you have home school students?
 - Update their GradeSubLevel to 'HS'
 - Add inclusion
 - Student TT > Select the student
 - Transactions ST > Inclusions > Options > Add
 - **HS student should not:**
 - Be added to a homeroom
 - Be added to any classes
 - Be added to attendance
 - Have programs assigned
- ☐ If any student was HS earlier but not anymore, remove the 'HS' from GradeSubLevel and enter expiry date on the inclusion
(Transactions ST > Inclusions)

☐ Does the YOG reflect the correct grade level?

➤ If a change is required:

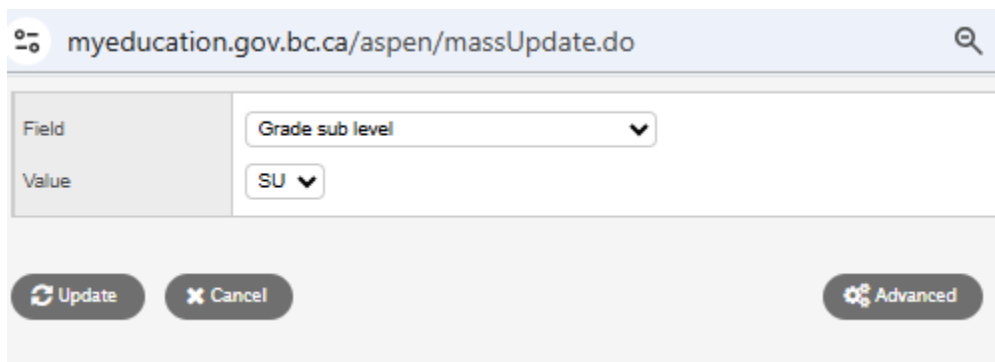
- Select the student
- Membership ST > Enrollment > Options > Registration > Promote/Demote Student

YOG	2025-2026 Grade Level
2038	KF
2037	01
2036	02
2035	03
2034	04
2033	05
2032	06
2031	07
2030	08
2029	09

☐ Mass update GradeSubLevel to 'SU' for international students

➤ Find all international students

- Options > Show Selected
- Options > Mass update



The screenshot shows a web browser window with the URL myeducation.gov.bc.ca/aspen/massUpdate.do. The interface includes a search bar in the top right corner. Below the URL bar, there is a form with two sections: 'Field' and 'Value'. The 'Field' section has a dropdown menu currently set to 'Grade sub level'. The 'Value' section has a dropdown menu currently set to 'SU'. At the bottom of the form, there are three buttons: 'Update' (with a refresh icon), 'Cancel' (with an 'X' icon), and 'Advanced' (with a gear icon).

6. Review Student Enrollment

School View > Student TT

☐ Are there any students with Pre-Reg or status other than Active that need changing?

- Filter: PreReg Students
- Click into the student record
 - Membership ST > Enrollment > Options > Registration > Change student status

☐ Does Current Members filter match All Active Students filter?

- They should match
- **Current Members filter lists all students with current admission dates including students who have secondary school association with current start date. Students with future admission dates will not be shown here.**
- If you do find students in this filter who shouldn't be in here, find the discrepancy in the student's Membership ST.

7. Validating Staff Roster and Staff Records

School View > Staff TT

☐ Review staff list and submit IT WebHelpdesk tickets for changes for additions or removals

☐ Update homerooms for staff as necessary

- **Options > Modify List > Click the Pen icon > Type Homeroom** (If changed from last year)
- Click ☒ to save
- To keep the format consistent for homerooms across the district, use **DIV.XX or DIV.XXX** (Minimum of two (2) numbers upto a maximum of 3 numbers. For example DIV.01, Div.019, DIV.101)
- While you can update homeroom assignment, please do not change/update any other information. For any other changes, please submit a ticket.

PagesSchoolStudentStaffAttendanceConductGradesAssessmentSchedule

Master Schedule :: ATT-AM-001 - AM Attendance :: New Schedule Master Teacher

Master

Sections

Details

Rebuild

Teachers

Roster

Matrix View

Classes

Schedules

Courses

Rooms

Options▼

Reports▼

Help▼

Save

Cancel

Name *

Q

Schedule Term > Code

Q

Is primary teacher?

☐

Role

▼

Gradebook access?

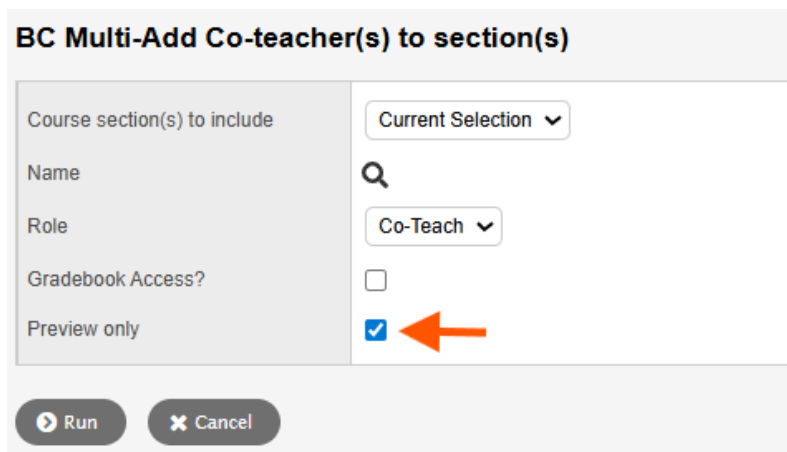
☐

Save

Cancel

☐ Add multiple staff to multiple course section(s)

- If you need to add multiple staff (co-teachers/prep) to multiple course sections:
 - Schedule TT > Master ST
 - Select all course sections to which staff needs to be added
 - Options > Show selected
 - Options > BC Multi-Add Co-Teacher(s) to Section(s)



BC Multi-Add Co-teacher(s) to section(s)

Course section(s) to include	Current Selection
Name	Search
Role	Co-Teach
Gradebook Access?	<input type="checkbox"/>
Preview only	<input checked="" type="checkbox"/> ←

Run Cancel

10. Assigning Homeroom to Students

School View > Student TT

- If you added next homeroom before EOYR, their next homeroom is their current homeroom.
- If you left it blank, then the homeroom column shows their last year's homeroom.
- Please confirm if the student is in correct homeroom.

☐ Mass update homeroom

- Select students that should be in a specific homeroom.
- Options > Show Selected
- Options > Mass Update
 - Field: Homeroom
 - Value: Enter the Homeroom (DIV.XX or DIV.XXX)

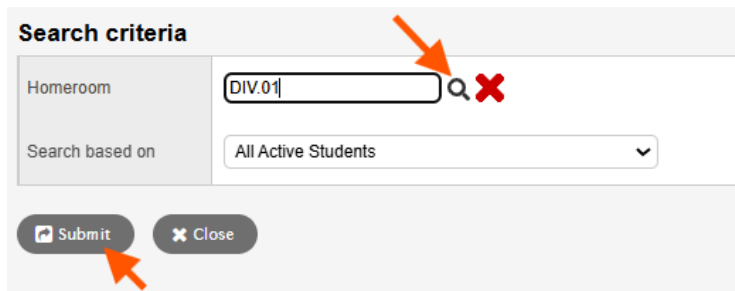
11. Assigning students to attendance blocks

School View > Student TT



- Before we assigning students to attendance blocks, create snapshot.
- **Snapshots from last may exist which need to be deleted before new homeroom snapshots can be created.**
 - Options > Snapshots
 - Select one at a time and click delete

☐ Create a snapshot for each homeroom

- Filter: Homeroom = ?
- Select a homeroom for example DIV.01



Search criteria

Homeroom:  

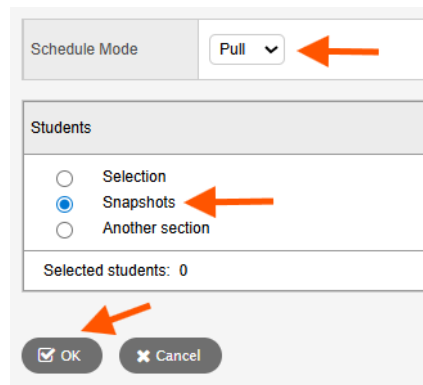
Search based on:

- Options > Snapshot > New
- Give it a name for example DIV.01 Students
- Save
- Repeat for all homerooms

☐ Add students to attendance blocks

- Schedule TT > Master ST > Click into attendance block > Roster
- Options > Add

Schedule Mode: Pull



Schedule Mode:

Students

☐ Selection


☒ Snapshots

☐ Another section

Selected students: 0

12. Add student programs

School View > Student TT

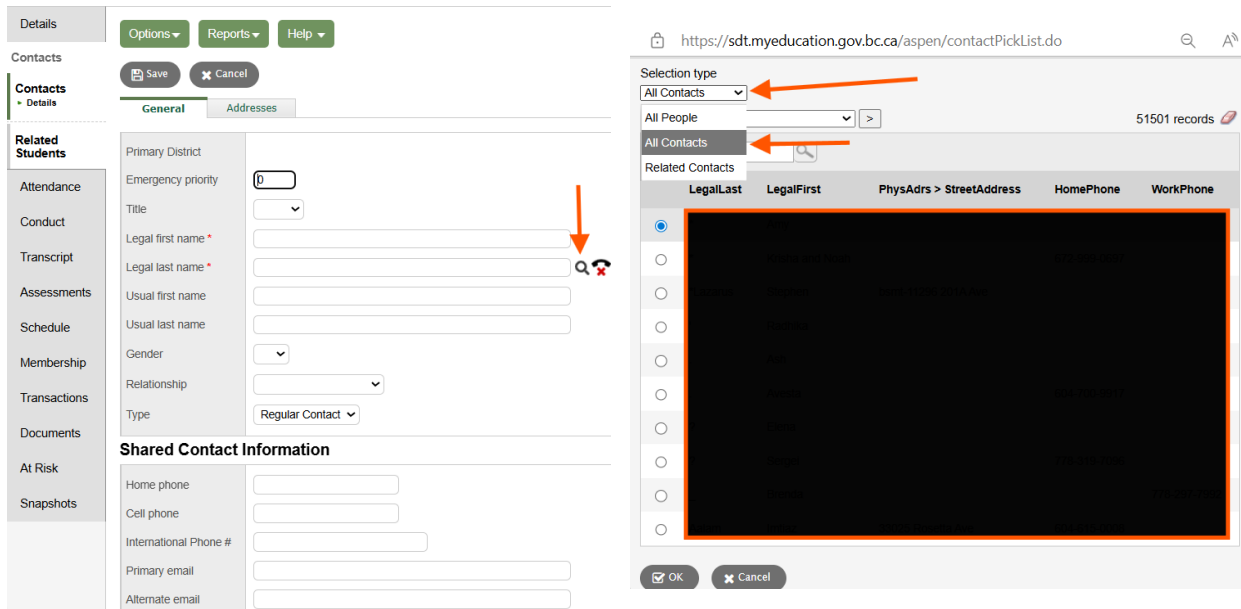
- ☐ Do you have any new Indigenous Ed Students?
 - Inform admin secretary of Indigenous ED for them to add appropriate programs.
- ☐ Do you have new ELL students?
 - Add/update ELL programs as per information received from ELL teachers.
 - Student Record > Membership ST > Programs
 - Click 'book' icon  and select 'General Program'
 - Options > Add
 - Review all your ELL students. Ensure they have an active ELL program.
 - Exceptional ELL (EELL) program is managed by Learning Services
- ☐ Identify Core French, Early French and Late French immersion students to add the appropriate French Programs if they are missing one.

13. Adding New Student Contact

Student TT > Contact ST

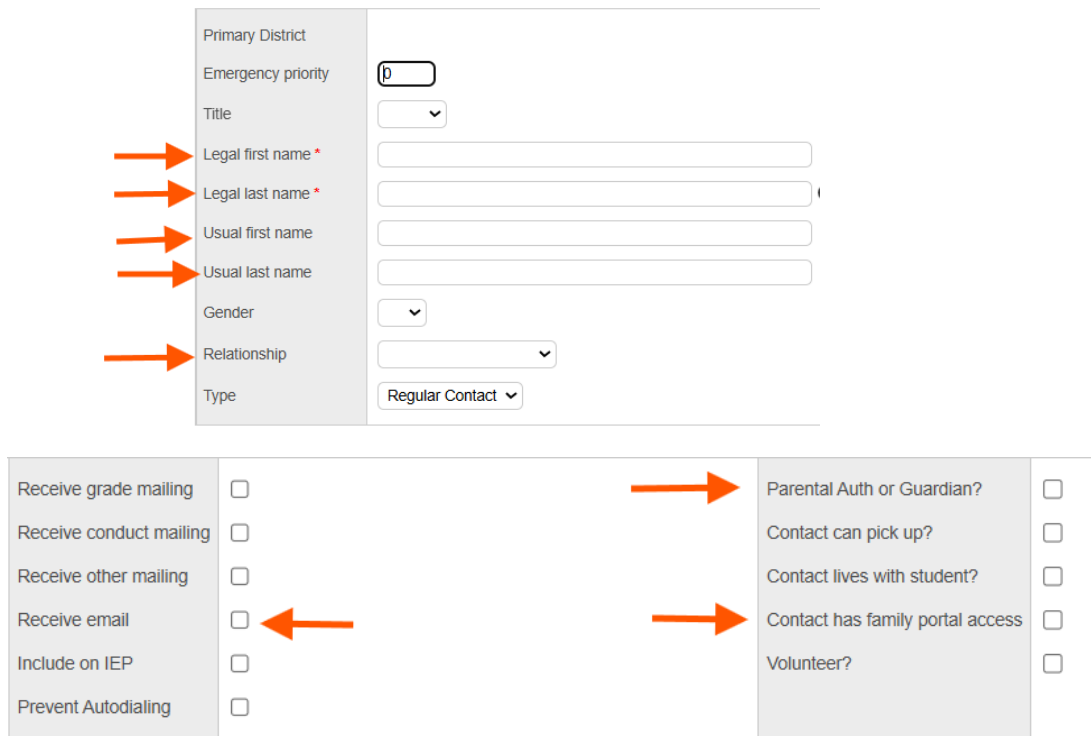
- ☐ When adding a new contact for a student, always search "All Contacts" to see if the contact record to prevent creating a duplicate contact.
 - Options > Add
 - Click on the magnifying glass next to legal last name field.

➤ Use “All Contacts” and search for the name



The screenshot shows the MyClass system interface. On the left is a sidebar with navigation links: Details, Contacts, Related Students, Attendance, Conduct, Transcript, Assessments, Schedule, Membership, Transactions, Documents, At Risk, and Snapshots. The main area is divided into two panes. The left pane shows the 'Shared Contact Information' form with fields for Primary District, Emergency priority, Title, Legal first name, Legal last name, Usual first name, Usual last name, Gender, Relationship, Type, Home phone, Cell phone, International Phone #, Primary email, and Alternate email. The right pane shows a search interface with a 'Selection type' dropdown set to 'All Contacts', a search bar, and a list of related contacts. An orange arrow points to the 'All Contacts' dropdown, and another points to the search bar. A third orange arrow points to the 'Legal last name' field in the 'Shared Contact Information' form.

☐ Ensure legal parents and legal guardians have the following details complete so they access MyClass.



The screenshot shows the MyClass system interface. The top section is the 'Shared Contact Information' form, which includes fields for Primary District, Emergency priority, Title, Legal first name, Legal last name, Usual first name, Usual last name, Gender, Relationship, and Type. Orange arrows point to the Legal first name, Legal last name, Usual first name, Usual last name, and Relationship fields. The bottom section is the 'Parental Auth or Guardian?' form, which includes checkboxes for Receive grade mailing, Receive conduct mailing, Receive other mailing, Receive email, Include on IEP, Prevent Autodialing, Parental Auth or Guardian?, Contact can pick up?, Contact lives with student?, Contact has family portal access, and Volunteer?. Orange arrows point to the Receive email and Contact has family portal access checkboxes.