

Elementary School Start-up Checklist

1. Verify School Settings

School View > School TT > Setup ST > Details

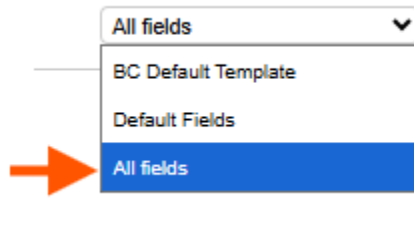
- ☐ Verify school details – Generally a change is not required
- ☐ Update the build year context > school year to next year.

General	Address	Online Registration	Online Registration Custom Email
School Identifier			
Name *			
Type	Standard		
School level	Elementary		
District Online Learning School	☐		
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			
Phone 2			
Fax Number			

- ☐ 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.

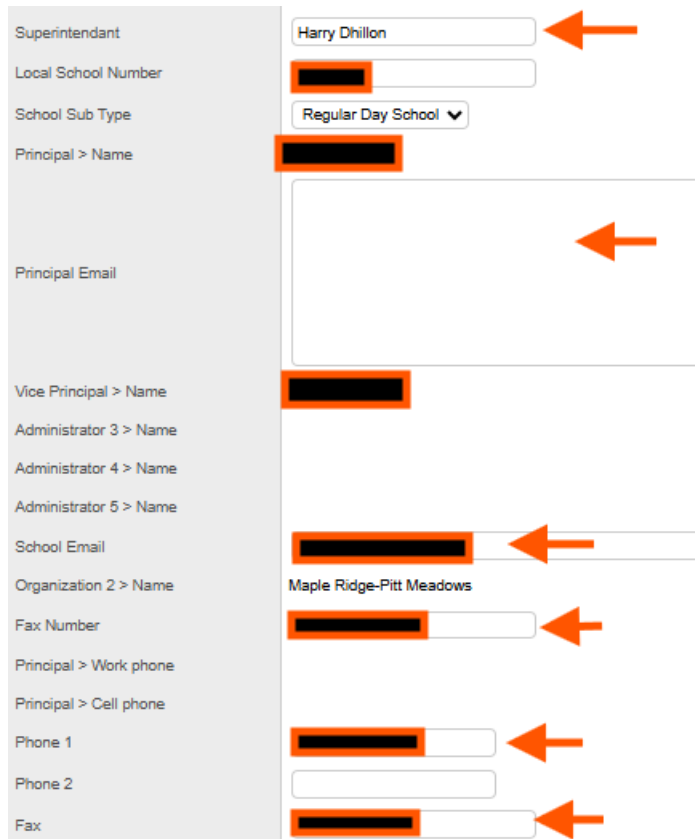
Principal	 
Vice Principal	 
Vice Principal 2	
Vice Principal 3	
Vice Principal 4	
Is inactive?	☐
Is archive?	N
Class to Daily Attendance Procedure?	☐

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



A dropdown menu with the following options: 'All fields' (highlighted in blue), 'BC Default Template', 'Default Fields', and 'All fields' (highlighted in blue). An orange arrow points to the 'All fields' option.

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



A form with the following fields and values:

Field	Value
Superintendent	Harry Dhillon
Local School Number	[Redacted]
School Sub Type	Regular Day School
Principal > Name	[Redacted]
Principal Email	[Redacted]
Vice Principal > Name	[Redacted]
Administrator 3 > Name	[Redacted]
Administrator 4 > Name	[Redacted]
Administrator 5 > Name	[Redacted]
School Email	[Redacted]
Organization 2 > Name	Maple Ridge-Pitt Meadows
Fax Number	[Redacted]
Principal > Work phone	[Redacted]
Principal > Cell phone	[Redacted]
Phone 1	[Redacted]
Phone 2	[Redacted]
Fax	[Redacted]

Orange arrows point to the following fields: Superintendent, Local School Number, School Sub Type, Principal > Name, Principal Email, Vice Principal > Name, Administrator 3 > Name, Administrator 4 > Name, Administrator 5 > Name, School Email, Organization 2 > Name, Fax Number, Principal > Work phone, Principal > Cell phone, Phone 1, Phone 2, and Fax.

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
☐ 1	AM
☐ 2	PM

☐ Bell Schedules ST – It should contain Regular Day

Scenarios :: Copy of 2024-2025 Active Schedule

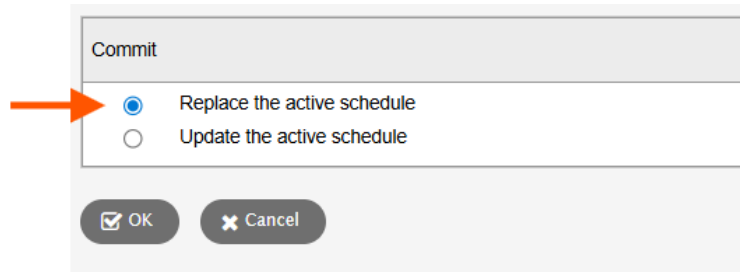
Details
Preferences
Terms
Days
Periods
Rotations
Bell Schedules
Details

Options ▾ Reports ▾ Help ▾ Search on N

Name
☐ Regular Day

☐ Details ST – Options > Commit Schedule

click 'Replace the active schedule' and then click OK

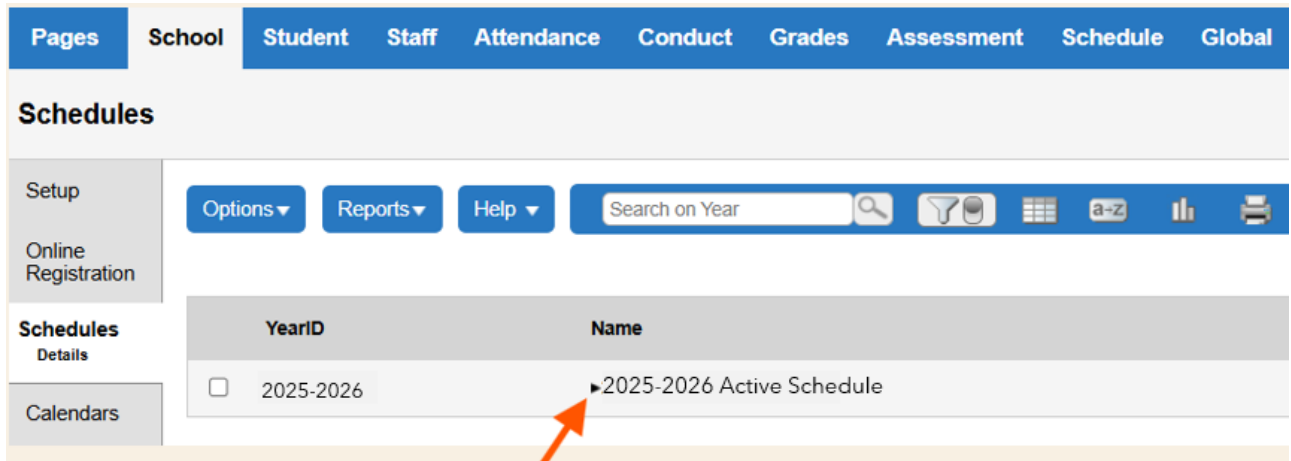


A dialog box titled "Commit" with two radio button options. The first option, "Replace the active schedule", is selected and indicated by an orange arrow. The second option is "Update the active schedule". At the bottom are "OK" and "Cancel" buttons.

☐ 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 is active. On the left, there is a sidebar with "Setup", "Online Registration", "Schedules Details", and "Calendars". The main area shows a table with columns "YearID" and "Name". The first row is "2025-2026" with a checkbox on the left and a black arrow pointing to the text "2025-2026 Active Schedule". An orange arrow points to this black arrow. Above the table are buttons for "Options", "Reports", and "Help", along with a search bar and various icons.

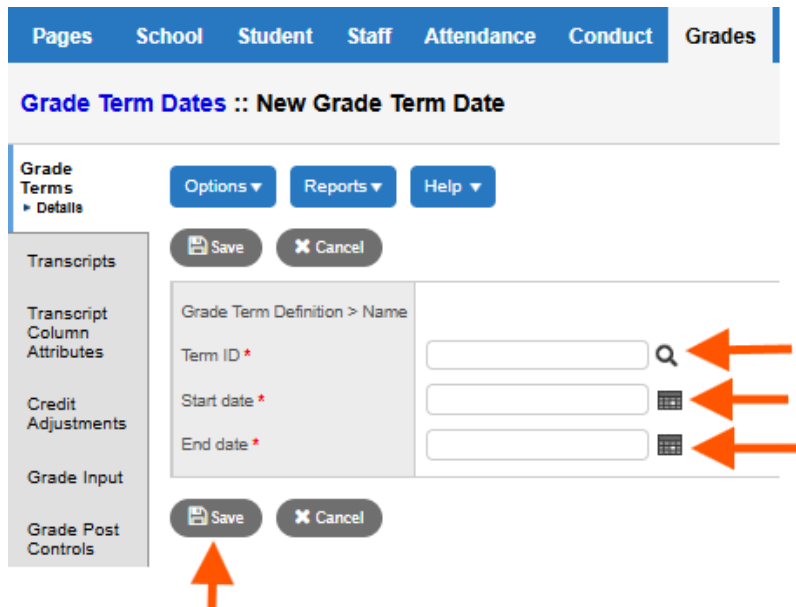
3. Add Grade Terms

Grades TT > Grade Terms ST

☐ To add grade terms – Options > Add

Enter Term ID (Tri 3)

Enter Start and End Date – click save

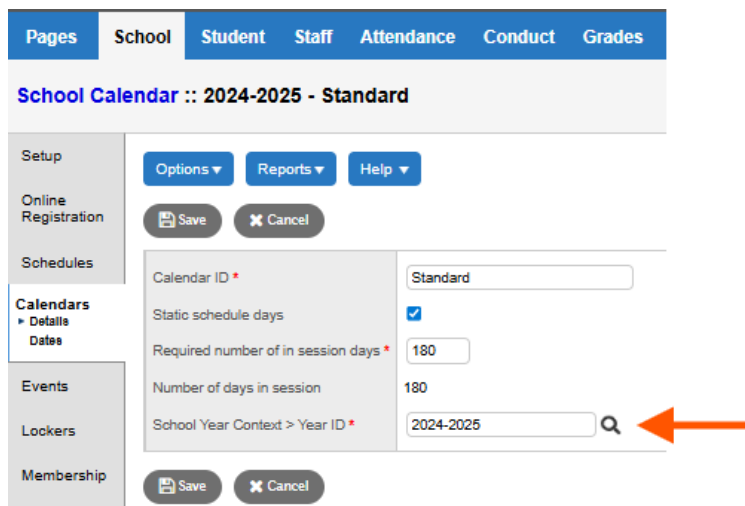


4. School Calendar Setup

School TT > Calendar ST > Details

☐ Verify the details for the school calendar for the current year.

School year context > Year ID should say **2025-2026**

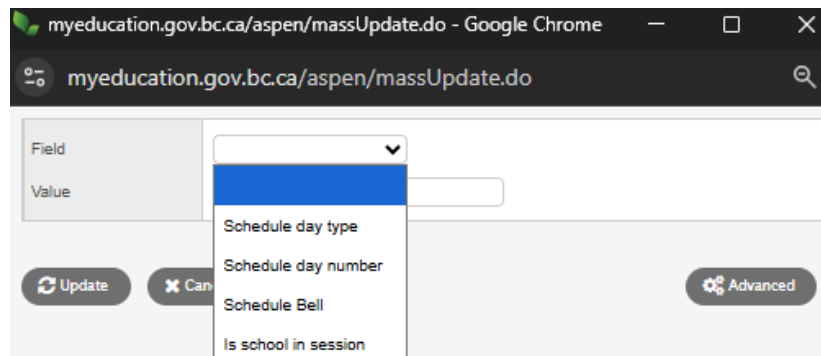


☐ Modify the calendar dates as needed

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



myeducation.gov.bc.ca/aspen/massUpdate.do - Google Chrome

myeducation.gov.bc.ca/aspen/massUpdate.do

Field	Value

Update Cancel Advanced

Schedule day type
Schedule day number
Schedule Bell
Is school in session

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:

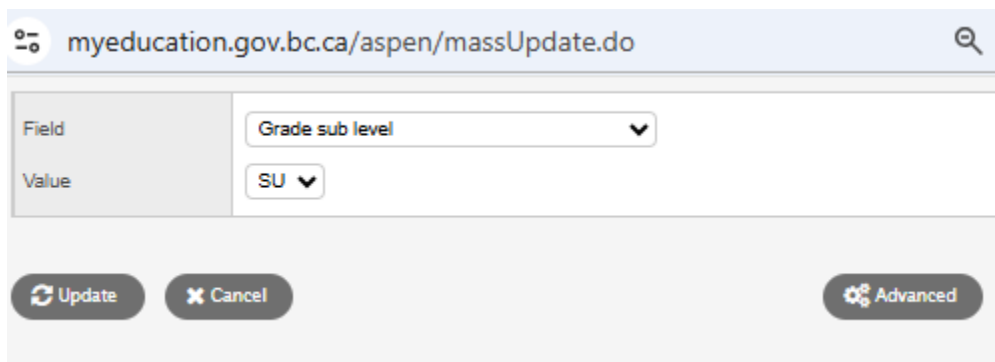
- Select the student
- Membership ST > Enrollment > Options > Registration > Promote/Demote Student

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

Options▼Reports▼Help▼

Save

Cancel

Sections

Details

Rebuild

Teachers Roster

Matrix View

Classes

Schedules

Courses

Rooms

Name *

Schedule Term > Code

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	🔍
Role	Co-Teach ▼
Gradebook Access?	☐
Preview only	☒ ← Uncheck

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)

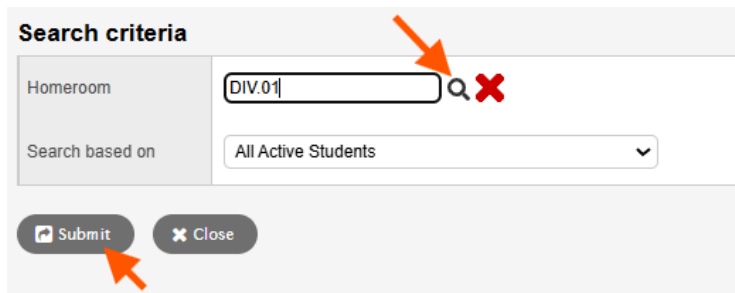
11. Assigning students to attendance blocks

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:  

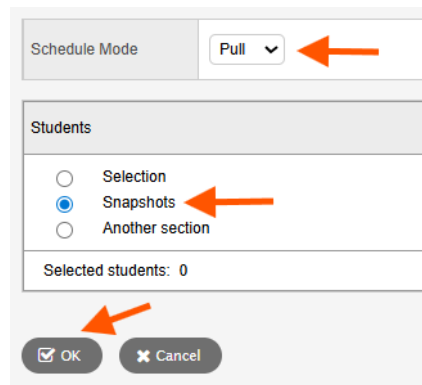
Search based on:

- 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

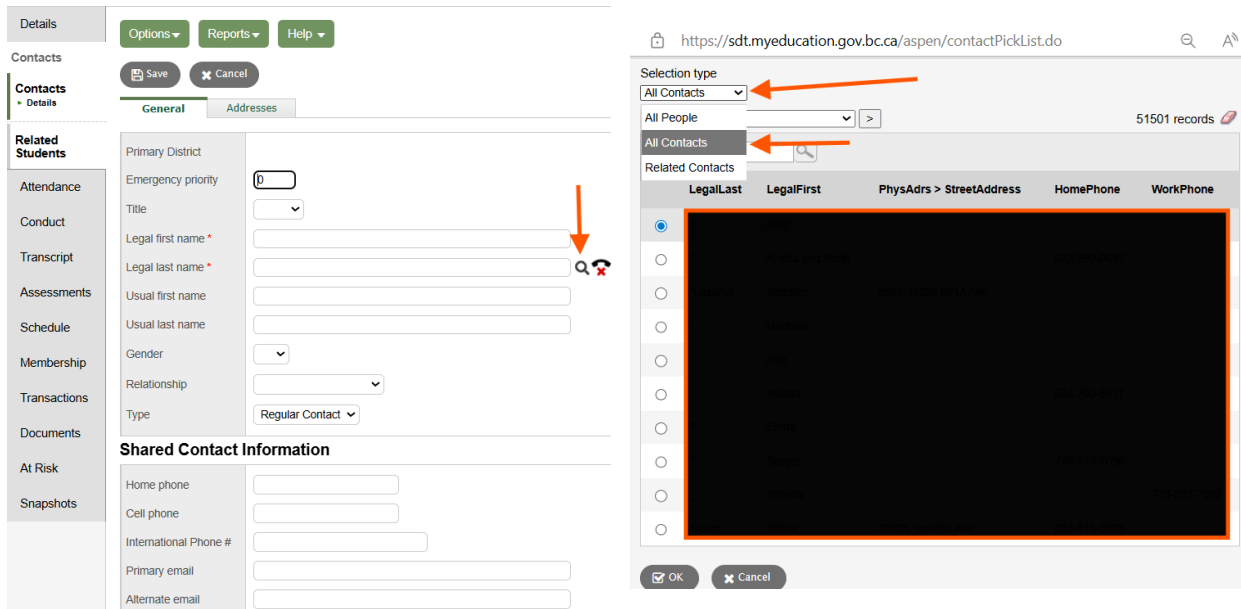
- ☐ Do you have any new Indigenous Ed Students?
 - Inform admin secretary of Indigenous ED for them to add appropriate programs.
- ☐ Do you have new ELL students?
 - Add/update ELL programs as per information received from ELL teachers.
 - Student Record > Membership ST > Programs
 - Click 'book' icon  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

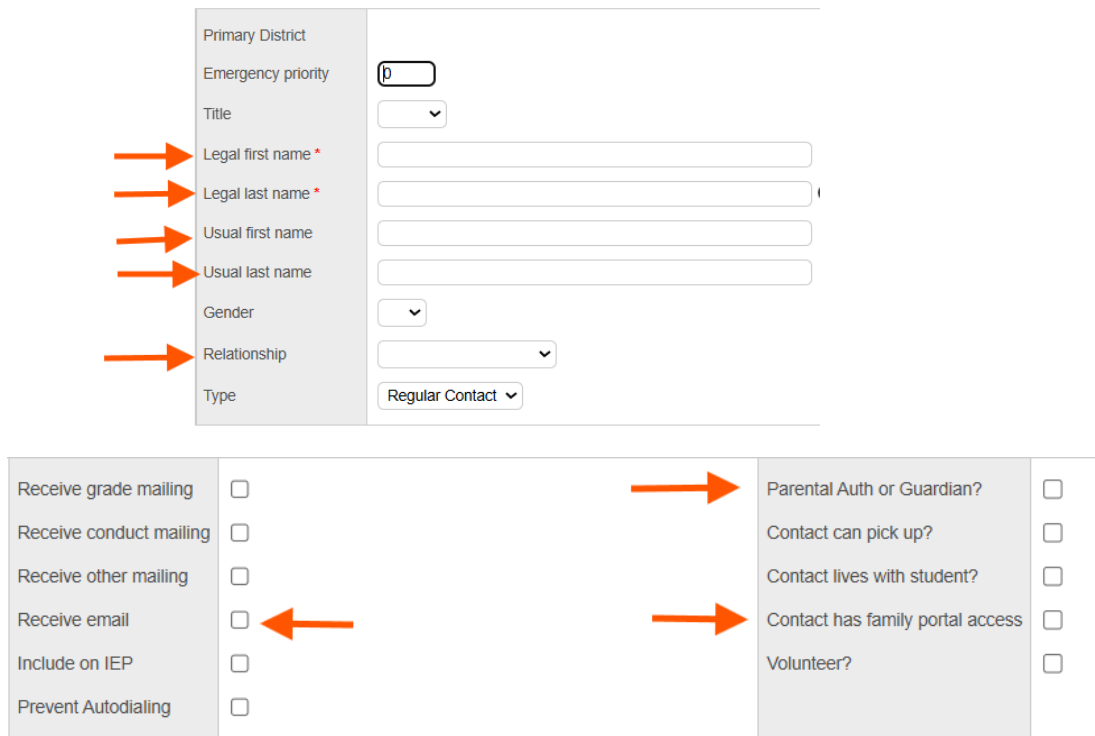
- ☐ When adding a new contact for a student, always search "All Contacts" to see if the contact record to prevent creating a duplicate contact.
 - Options > Add
 - Click on the magnifying glass next to legal last name field.

➤ Use “All Contacts” and search for the name



The screenshot shows the MyClass system interface. On the left, the 'Contacts' section is active, with 'All Contacts' selected. The 'Shared Contact Information' form is visible, with fields for Primary District, Emergency priority, Title, Legal first name, Legal last name, Usual first name, Usual last name, Gender, Relationship, and Type. On the right, the 'All Contacts' search results are displayed, with a search bar and a list of contacts. An orange arrow points to the search bar, and another points to the 'All Contacts' dropdown menu.

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



The screenshot shows the MyClass system interface. On the left, the 'Shared Contact Information' form is visible, with fields for Primary District, Emergency priority, Title, Legal first name, Legal last name, Usual first name, Usual last name, Gender, Relationship, and Type. On the right, the 'Parental Auth or Guardian?' form is visible, with fields 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?.