School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

ELEMENTARY SCHOOL

Marks Preparation

Abstract

For teachers to enter assessments for report cards students must be placed into subject areas. This document outlines the process to place students into the subjects so teachers can make assessments that will appear on report cards.

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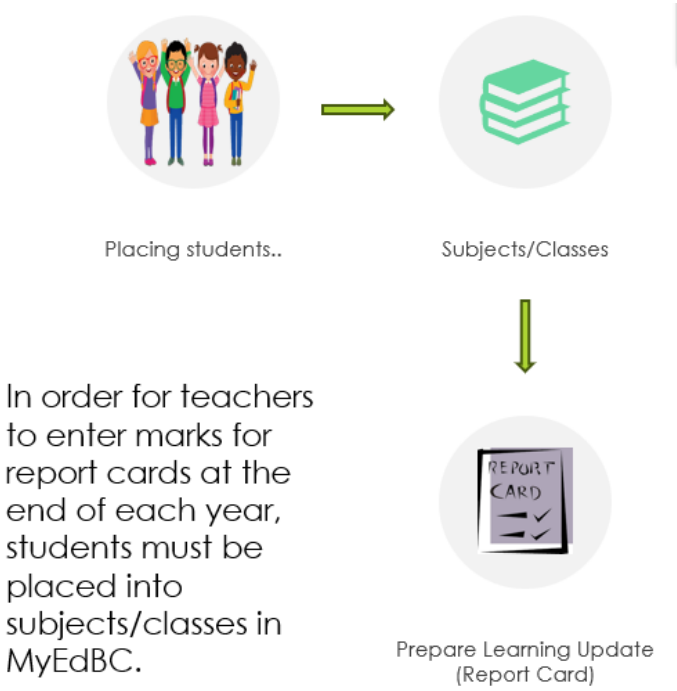
1 | Revisions

Date	Author	Version	Changes
January 2023	MyEdBC Helpdesk	0.1	Initial Version

2 | Overview



To see your current lilst of subjects per homeroom visit ***School View>Schedule>Master***

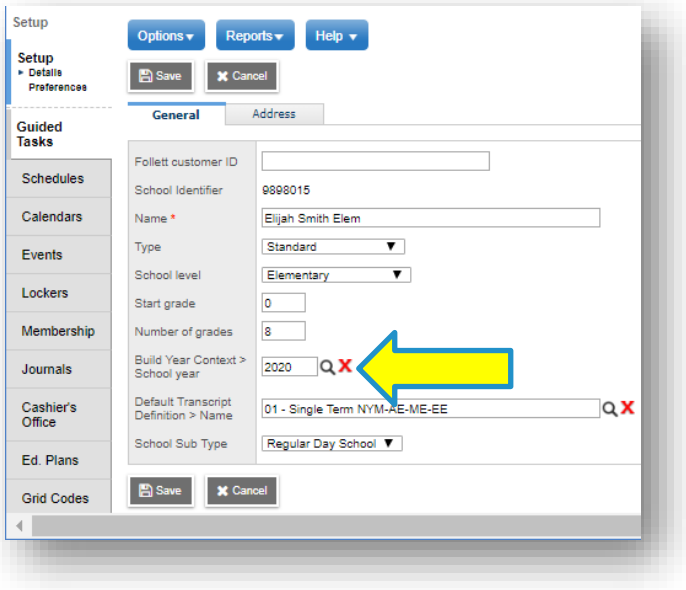
A list of course subject areas will appear for staff with students assigned to each subject in each homeroom (** note this may be a copy of data from last year the purpose of this process is to update the schedule to match the current staff and students in the school).

2.1 | Next Year School Setup

Each year a school has to define what the "structure" of the schedule will be. If your school was in MyEducation BC last year structure should exist for your school. Verify that the next school year has been defined for next year.

1. Confirm that the school year for next year is defined:

School View>School>Setup>Details



2.2 | Platoons (Homeroom Groups)

Students in a particular homeroom will be placed in a class together. In order to automatically place students in ALL of the courses required for their grade and homeroom, “platoons” can be set up to group students into a class.

A platoon code is created, attached to a class, and attached to a student. The group scheduling process will take all students in a particular group/platoon and place them in all of the classes required for their homeroom and grade level.

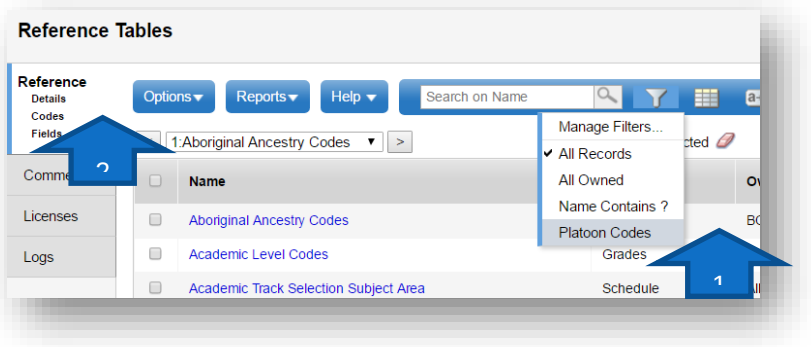
Platoon codes must be added to the system in order to group courses and students together.

2.2.1 | Setting up Platoons

1. From the School View: ***Admin>Reference***

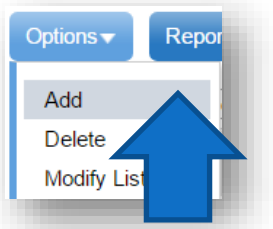
   Select the Platoon Code filter and open the “Codes” leaf.

   Review the list of codes to ensure a code exists for each grade level in each homeroom.



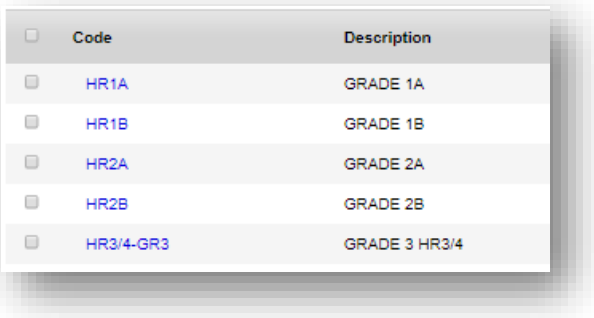
2. To add new codes

   Options>Add



3. Add a platoon code to match each homeroom at your school and grade level. If you have split classes (more than one grade in a homeroom) add a code for each grade level of the homeroom.

This work has been completed at the district level but you can add additional codes if a code is missing.



Code	Description
HR1A	GRADE 1A
HR1B	GRADE 1B
HR2A	GRADE 2A
HR2B	GRADE 2B
HR3/4-GR3	GRADE 3 HR3/4

2.3 | Select Courses (Subject Areas)

In order to place students in classes the school must first select the types of classes to be offered at the school. A course for elementary homerooms as well as for each area of study has been created at the district level. Each school selects the courses to use at their own school.

Below is a list of subjects available. Subjects in BLACK are required for all grade levels, items in GREEN may be required if you have a French program at your school and the student is in the correct grade level.

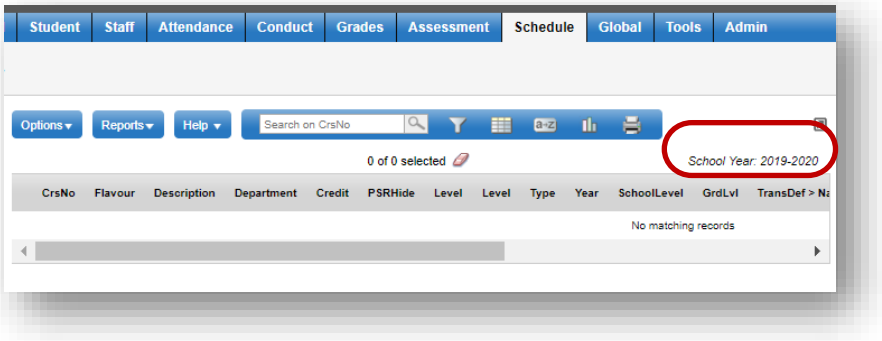
*** Note some subjects are not available for all grade levels (French). If a student is in a split class where the older grade is taking a subject area not offered for their grade they can be enrolled in the older grade subject area in order for the teacher to add an assessment for them.*

Description
1. Applied Design Skills and Technologies
2. Arts Education
3. Career Education
4. English Language Arts
5. Mathematics
6. Physical and Health Education
7. Science
8. Social Studies
9. French:
• Core French = grades 5-7 (French)
• FRANÇAIS LANGUE SECONDE-IMMERSION (french immersion program schools)

2.3.1 | Creating the School Course Catalogue

1. From the School View: ***Schedule> Courses***

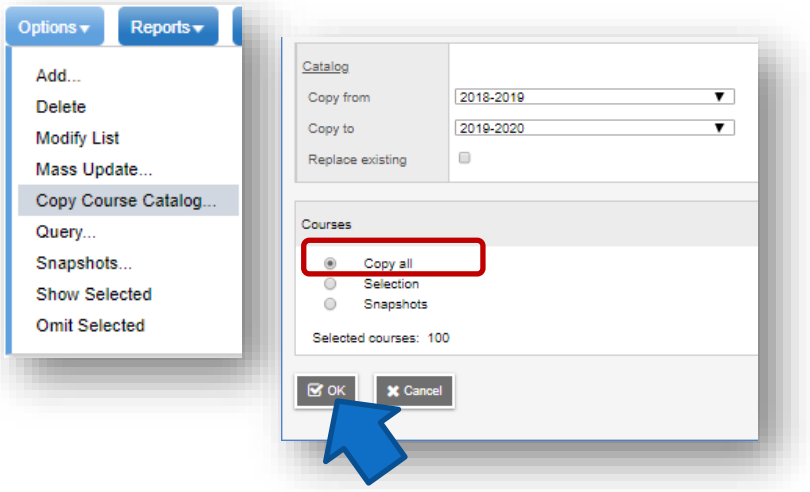
   FILTER: ***Current Year***



2. If no courses exist in your course directory you can copy the current courses from a previous year:

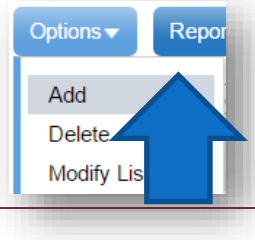
Options>Copy Course Catalogue

*** Note once courses exist in the course catalogue this feature is no longer available.*



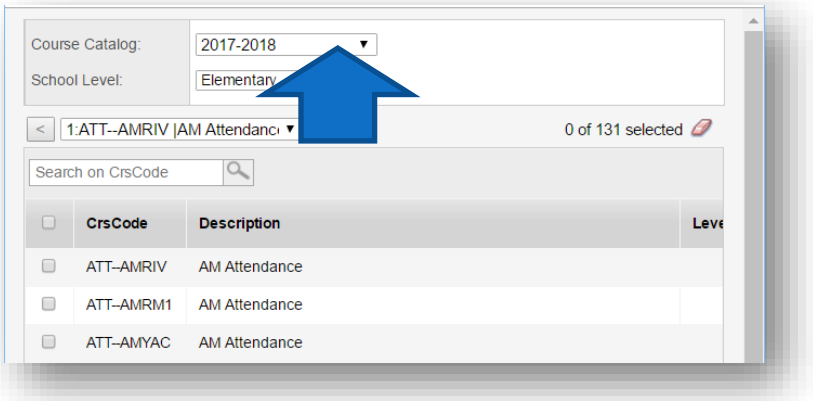
2.3.2 | Adding Courses to the Course Catalog

1. ***Options>Add***

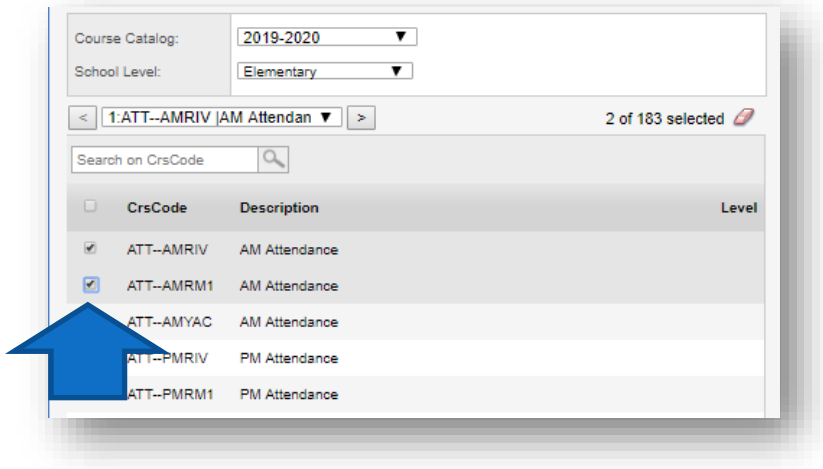


2. The *Course Pick List* pop-up window appears, displaying the district course catalogue.

   Ensure the Course Catalog is set to the current year and that the **School Level** field is set to **Elementary** to view the elementary courses. (grades 6-9 are listed as Middle school courses)

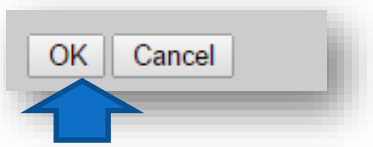


3. Check the box beside the course(s) required.



If you are scheduling subject areas for report cards or PR cards, get a list of courses for each grade level and select each of the required courses.

4. Click **OK.** This adds the selected course(s) to your **Courses** side tab.



2.3.3 | Review course details

Schedule>Courses

Each course requires a TRANSCRIPT, RUBERIC and COMMENT BANK be defined in order for teachers to enter assessments for students – see the chart below as a sample for what data to enter for each subject area.

Description	TransDef > Description	RubricDef > Name	Name
FRANÇAIS LANGUE SECONDE-IMMERSION 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Français langue seconde - immersion 1	Curricular Goals
APPLIED DESIGN SKILLS AND TECHNOLOGIES 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Applied Design, Skills & Technologies K-3	Curricular Goals
ARTS EDUCATION 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 1	Curricular Goals
CAREER EDUCATION 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Career Education K-3	Curricular Goals
ENGLISH LANGUAGE ARTS 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	English Language Arts 1	Curricular Goals
MATHEMATICS 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Mathematics K-5	Curricular Goals
PHYSICAL AND HEALTH EDUCATION 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Physical and Health Education 1	Curricular Goals
SCIENCE 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Science 1-2	Curricular Goals
SOCIAL STUDIES 1	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Social Studies 1	Curricular Goals

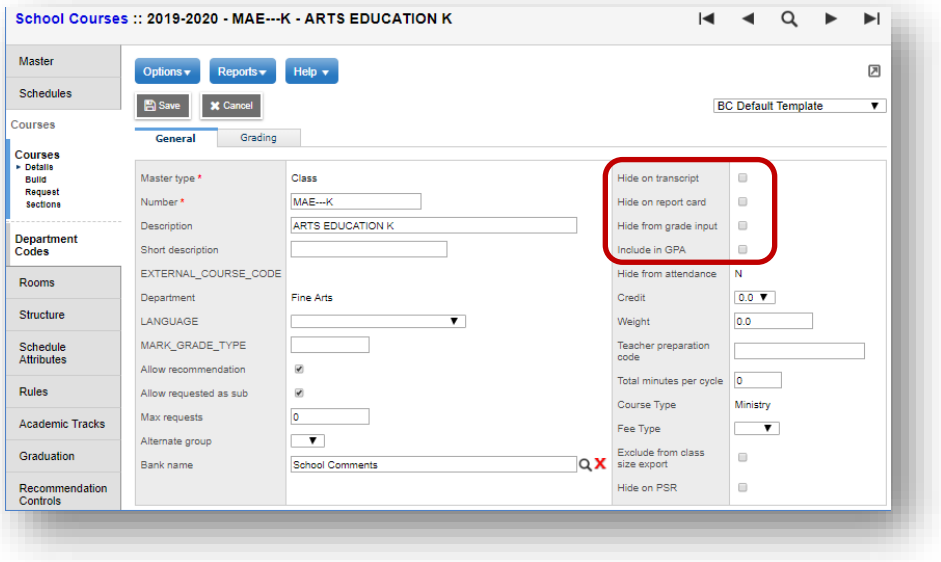
Additional details required for each course are in steps 1-3 below

1. **Review the following details of the course to ensure they are set correctly for your courses:**

Scheduling>Courses>Details

On the GENERAL TAB

- **Description**
- **Short Description**
- **Department**



For attendance classes CHECK the following:

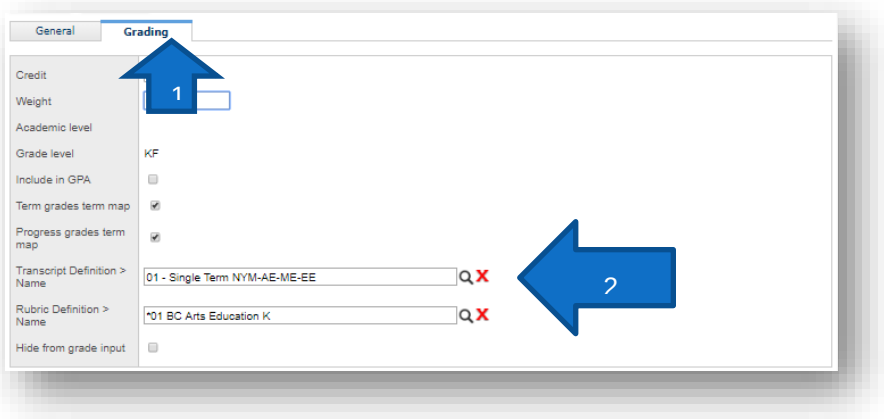
- **Hide on transcript**
- **Hide on report card**
- **Hide from grade input (Y)**
- **Include in GPA (uncheck)**

2. Each course requires information about how marks will be stored for the course. Each must have a transcript definition and rubric definition.

Click on the **GRADING** sub-top tab

Select the appropriate Transcript Definition Name for each course;

Select the appropriate **Rubric Definition Name** for this course.



**** Note term comment, work habits and social responsibility courses are defined as comment only courses (transcript definition) with no rubric assigned.***

3. Click on SAVE for each course.

Repeat until all courses required by the school are displayed in the Courses list.

2.4 | Updating Classes and Homerooms (course sections)

Schedule>Mastser>Sections

Field set = ***SD42 Elementary Marks Preparation***

Filter = ***SD42 Grade & Section = ?***

In order to assign students to the subjects that need to appear on report cards and PR cards students need to be placed in a class for each of their subjects. In order to group the students and place them easily in the classes the class names (section number) for each class can be set to the homeroom number for the class.

The next step is to update information about the classes

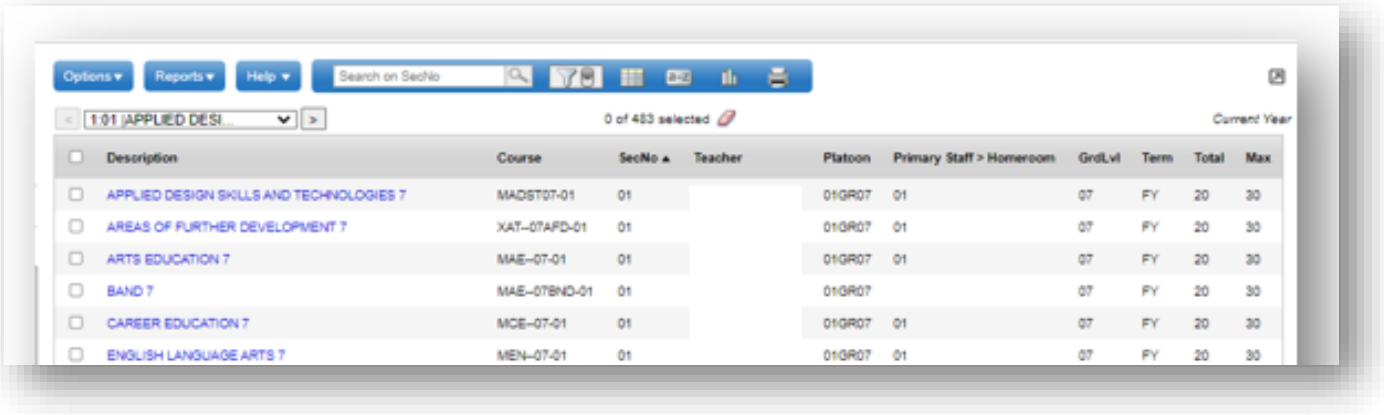
Update each class on the list with the following information use the ***Options>Modify List*** feature:

1. Homeroom Number (in the section number field)
2. Platoon Code - enter a value that matches the homeroom and grade for each class

Update each class on the list with the following information use the ***Options>Mass Update*** feature:

1. Primary Staff>Name (teacher of subject for the class)
2. Schedule Term>Code - update to a value of FY (full year)
3. Enrolment Maximum – the number of students per class

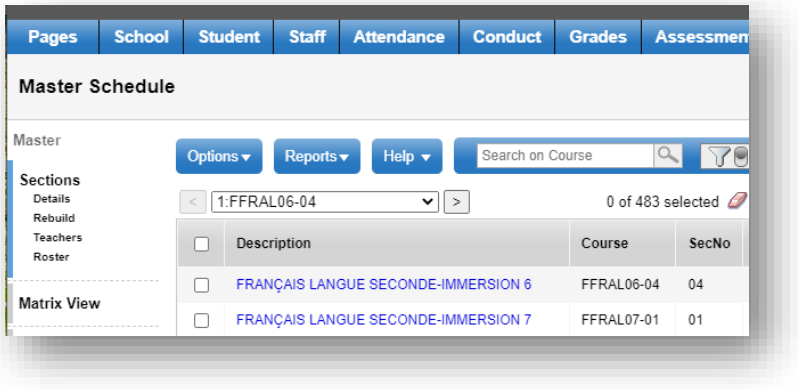
(All other fields on this screen are optional)



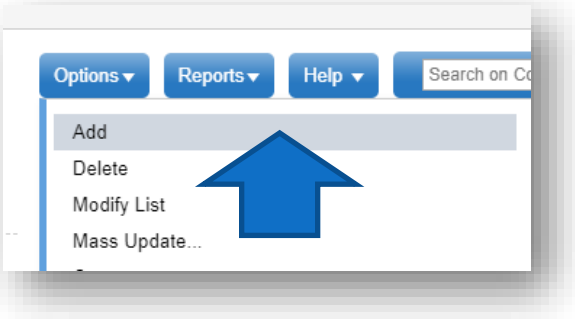
2.4.1 | To create an individual course section:

It is possible to create a single class should another be needed later in the school year.

1. ***Schedule>Master> Sections***



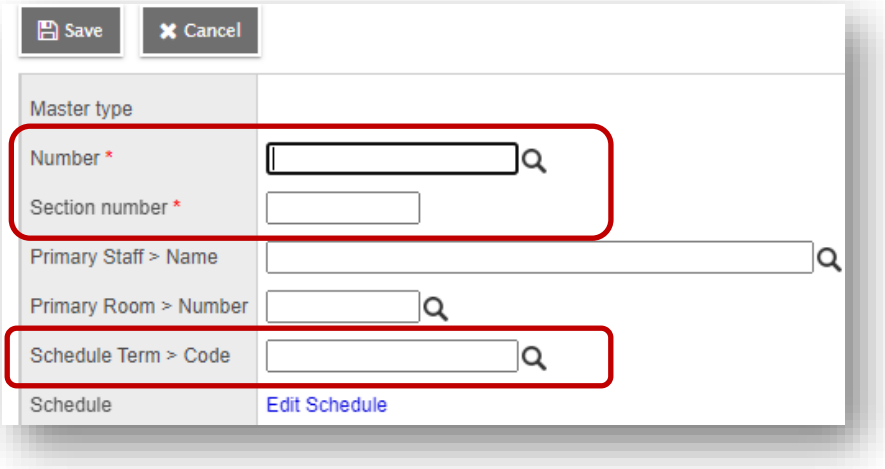
2. ***Options*** > ***Add***.



3. A new screen will appear to create a section.

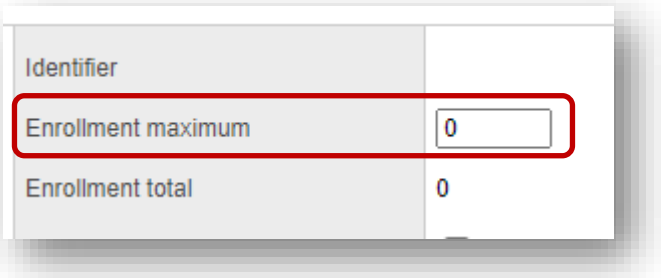
   Select the course number and add the section number for the homeroom/course.

   Ensure that a Schedule Term Code is selected (FY).

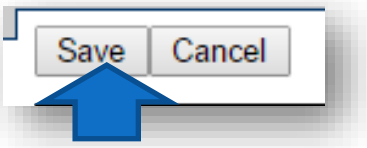


4. Populate the Enrollment maximum field with the class size for this section.

Note: All other fields on this screen are optional. ** Remember to add the platoon



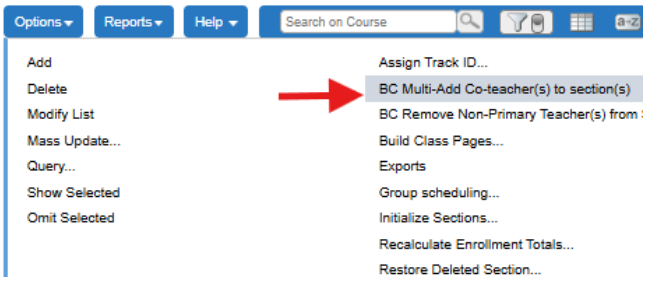
5. Click **Save.**



2.5 | Adding multiple teachers to the class

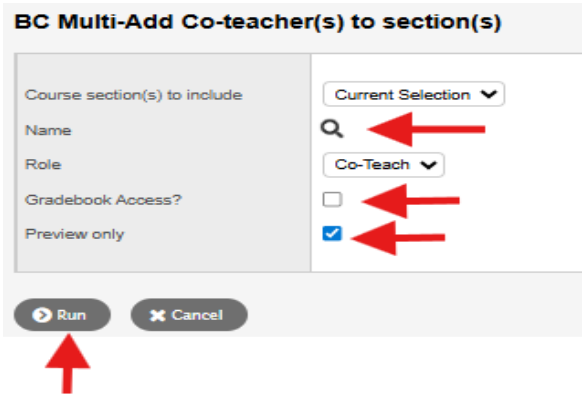
Schedule>Master>Sections

1. ***Select course section(s) to which you want to add co-teacher.***
2. ***Options > Show Selected***
3. ***Options>BC Multi-Add Co-Teacher(s) to Section(s)***



4. **Use magnifying glass next to Name to select co-teachers.**
5. **Check Gradebook Access box if co-teachers need to enter marks.**
6. **Uncheck Preview Only**

CLICK **Run**



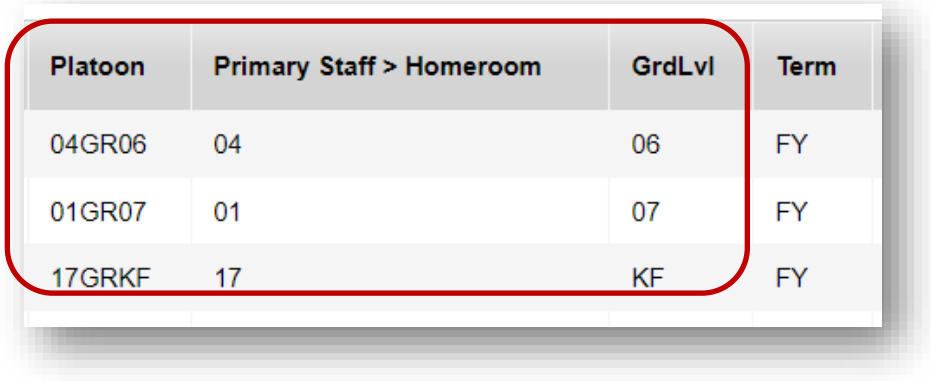
2.6 | Placing Students in Classes

Students can be placed in classes either by grouping classes and automatically placing students in all of the grouped classes (the group of classes is called a platoon) or by adding them to a single class roster.

2.6.1 | Look at student schedule attributes

1. Schedule>Master

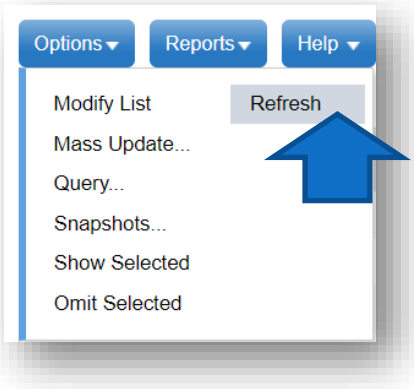
Verify that classes have been created and homerooms assigned to each class in the platoon code field. If a class is a split class the platoon code for the subject area identifies both the homeroom and the grade level of the class.



Platoon	Primary Staff > Homeroom	GrdLvl	Term
04GR06	04	06	FY
01GR07	01	07	FY
17GRKF	17	KF	FY

The group scheduling feature will take all of the students in a specific homeroom OR next homeroom and place them in the classes with the platoon name that matches their platoon/homeroom.

As students are admitted and withdrawn from your school they will NOT be added to the build view automatically. Each time you visit the screen remember to REFRESH the data on the screen.



2.6.2 | Placing students in classes using platoons (groups of students) – Group Scheduling

Students must have the platoon for their grade and homeroom assigned to them in order to use the tool to place students into all of their subject areas.

Schedule TT > Schedule Attributes ST > Students Leaf
Filter : ***Homeroom and Grade = ?***
Field Set: ***SD42 Elementary Marks Preparation***
Options > Mass Update

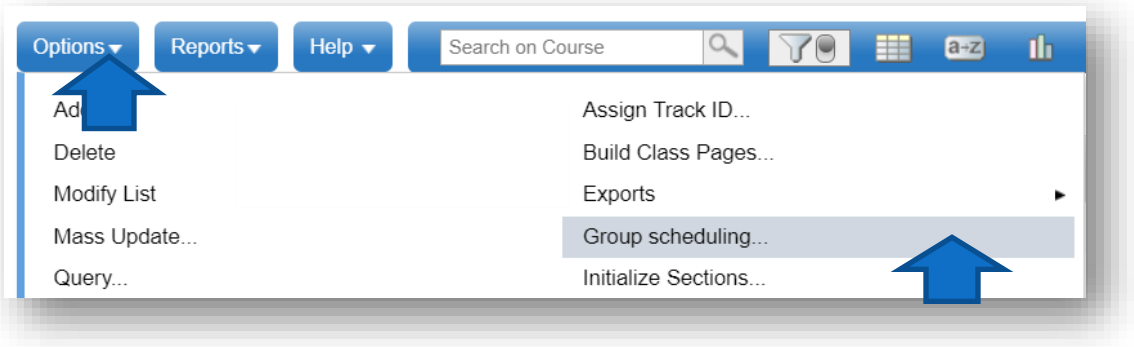
Filter for each of your homerooms and grades and update the platoon code for all students (if you sort by platoon code any students with a BLANK should come to the top of the list).

Homeroom ▲	Grade	Platoon
	EL	
	02	
DIV.01	07	
DIV.01	07	
DIV.01	07	

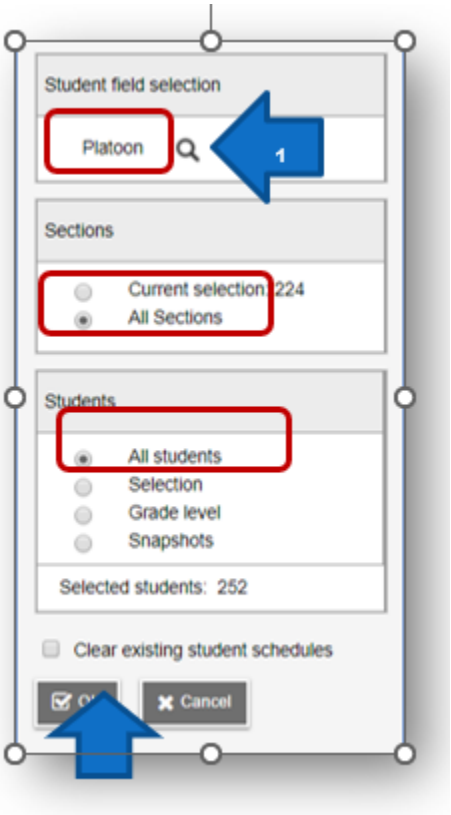
2.6.3 | Group Scheduling tool

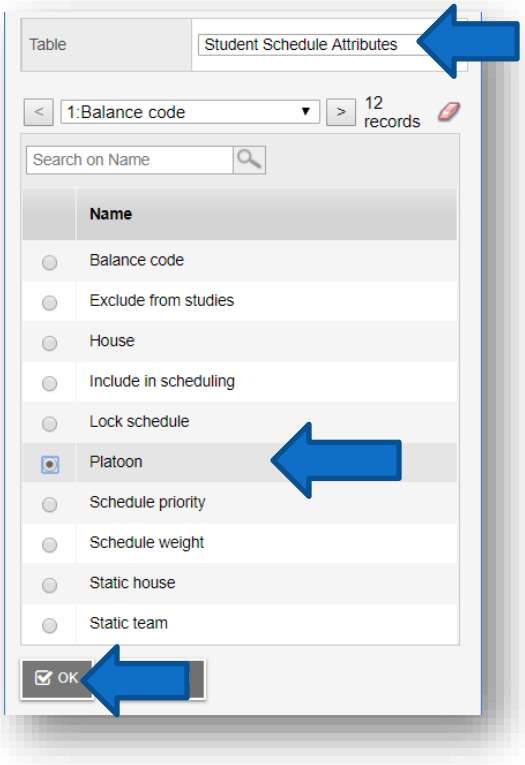
*** Verify your work – before this step can be completed ensure that all students have a valid platoon code and each subject on the master schedule must have a valid platoon code.*

Once classes and students are setup students can be placed in classes on the ***Schedule>Master*** screen using the ***Options>Group Scheduling*** feature:



The group scheduling feature will display an options window that requires you to identify which students to update. Ensure that the student field selection is set to PLATOON and the sections and students are set to ALL.





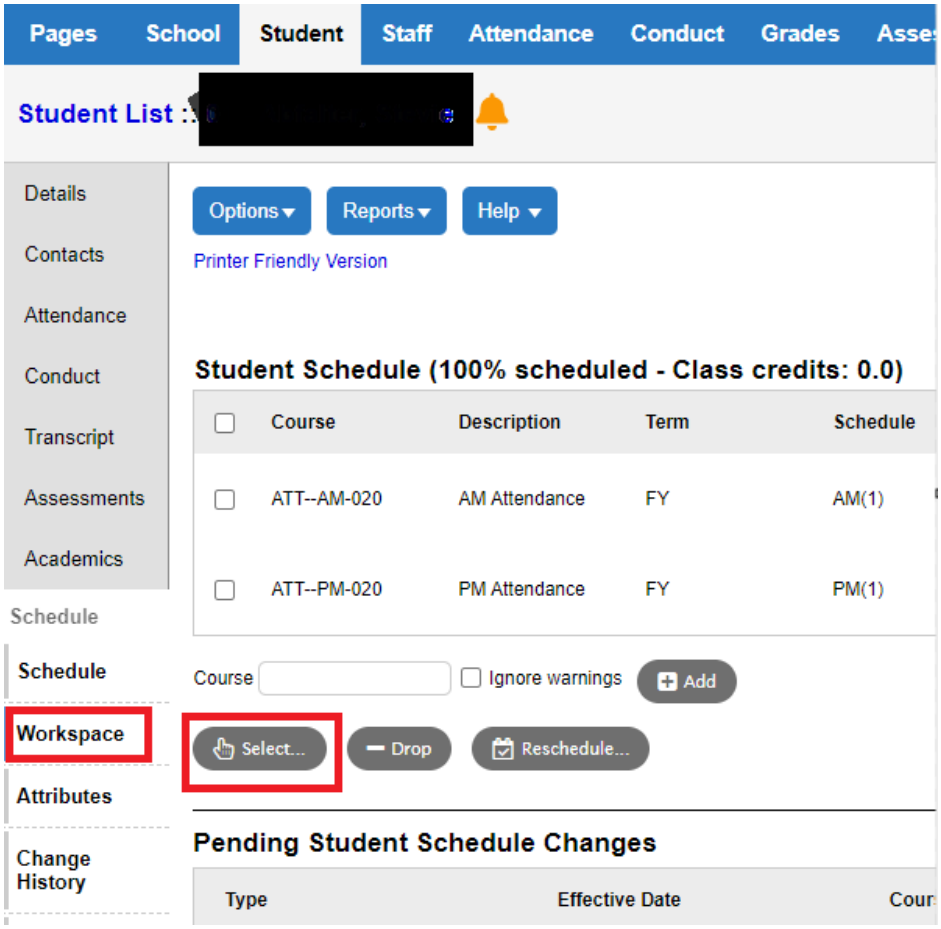
CLICK on *OK*

6.6.4 | Adding new students to classes

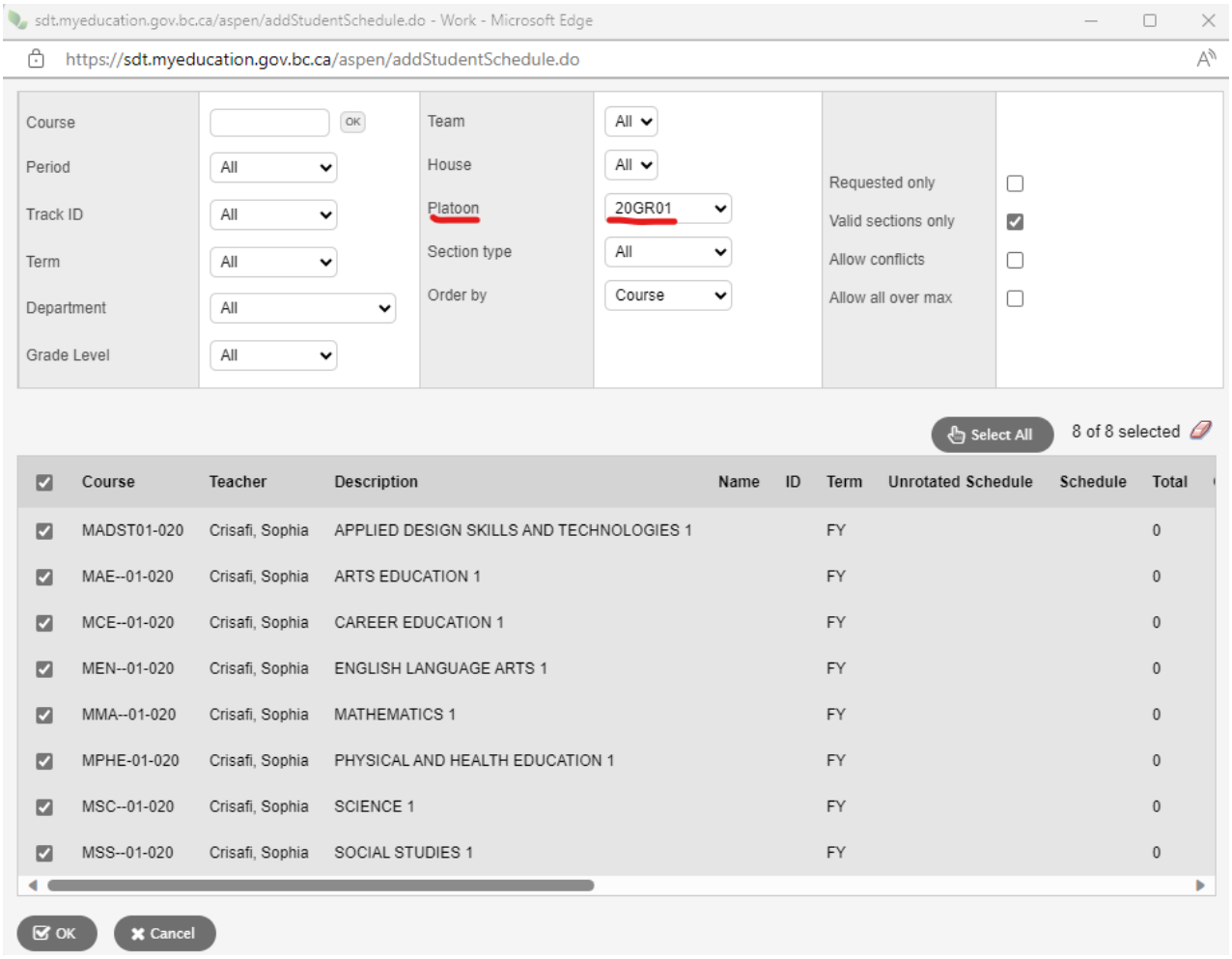
Student TT > Find the new student > Click into the student Record

Schedule ST > Workspace Sub ST > Select

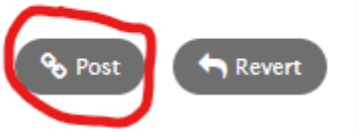
1.



2 Choose the correct Platoon code for the student in the pop window, select all the courses and click OK



3 Click Post to save the changes

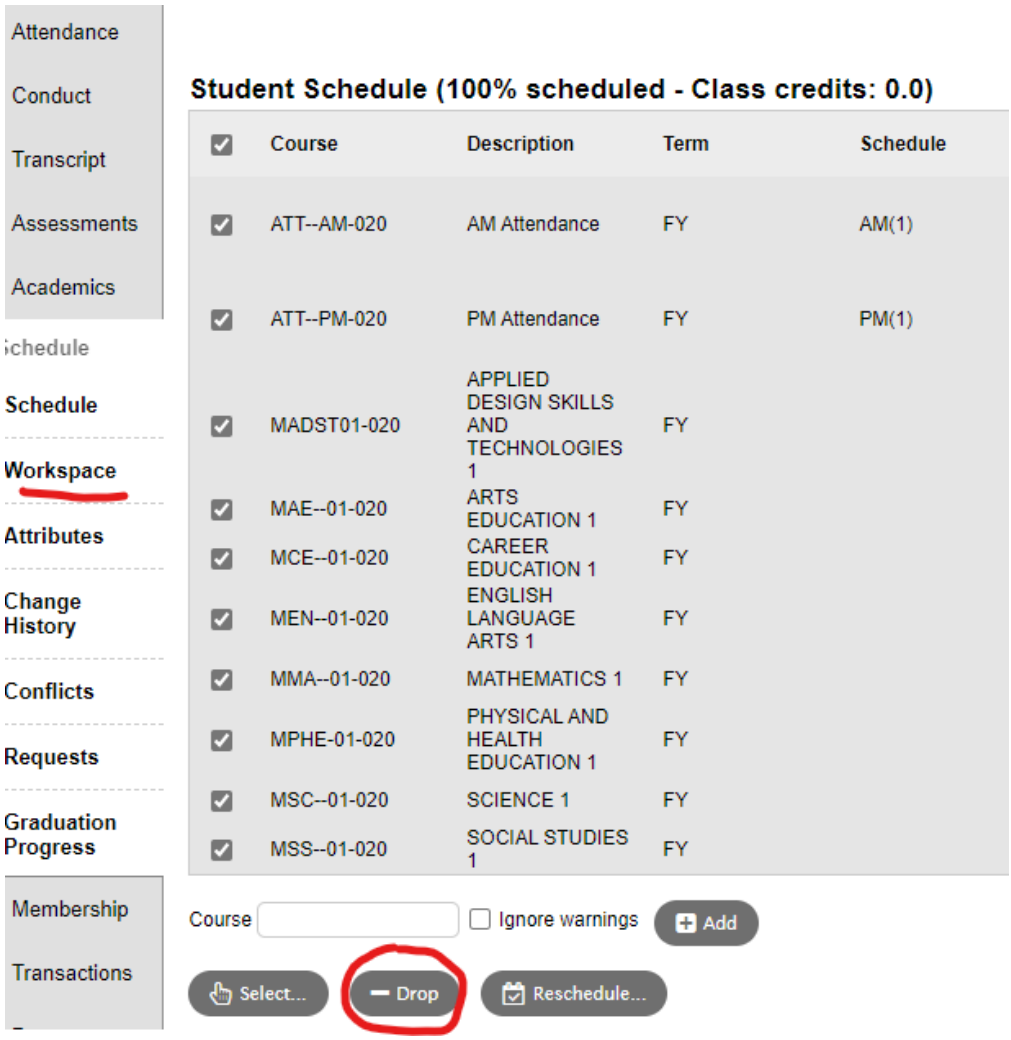


6.6.5 | Remove classes from a student

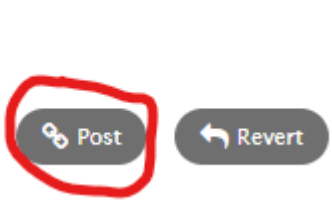
Student TT > Find the new student > Click into the student Record

Schedule ST > Workspace Sub ST > Select all the courses/classes you want to remove from the student

1.



2. Click Drop and click Post to make changes or Revert to undo changes.



2.7 | Check your work – view and print student lists

2.7.1 | View Class Lists

Class lists can be viewed from the schedule screen.

1. ***Schedule>Master>***

   Filter = ***SD42 Section Number = ?***
   Field Set = ***SD42 Marks Preparation***

   ***** the number of students in each of the subjects should reflect the number of the students in each grade level in that homeroom***

2. Select the subject area for the homeroom to view
3. Choose the ROSTER leaf to see the students in the class

If students are missing from classes verify the student platoon codes and subject homeroom codes were assigned correctly.