

Elementary School Start-up Checklist

1. Verify School Settings

School View > School TT > Setup ST > Details

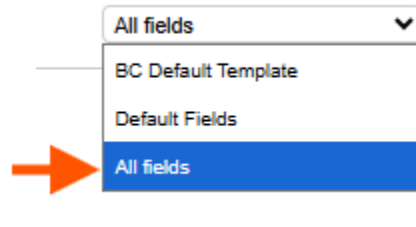
- ☐ Verify school details – Generally a change is not required
- ☐ Update the build year context > school year to next year.

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 *	2027 🔍 ✖		
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 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.



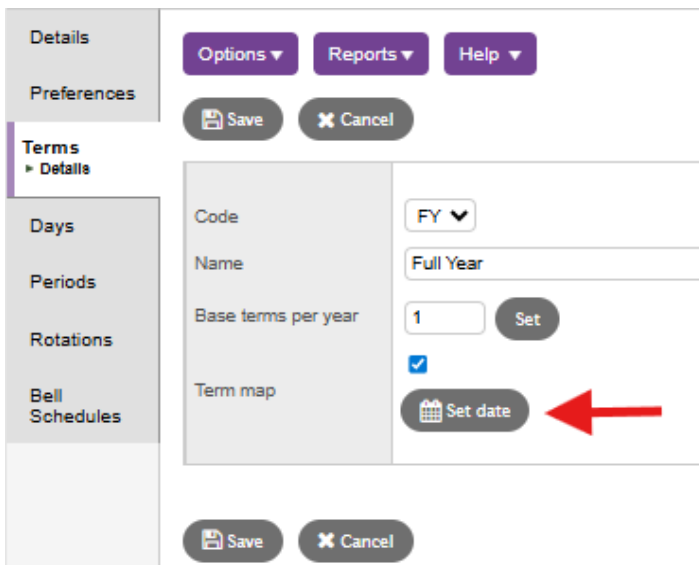
A screenshot of a form with various fields. The fields are listed on the left, and the corresponding input fields are on the right. Red arrows point to specific fields:

- Superintendent: Teresa Downs
- 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]

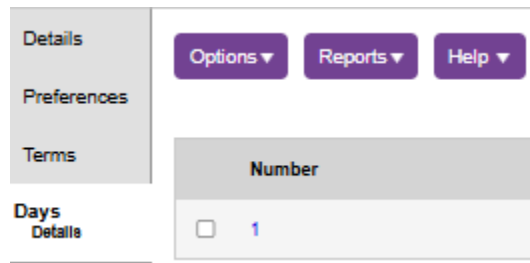
2. Commit the master schedule

Build view > Scenario TT > Click into “Copy of 2025-2026 Active Schedule”

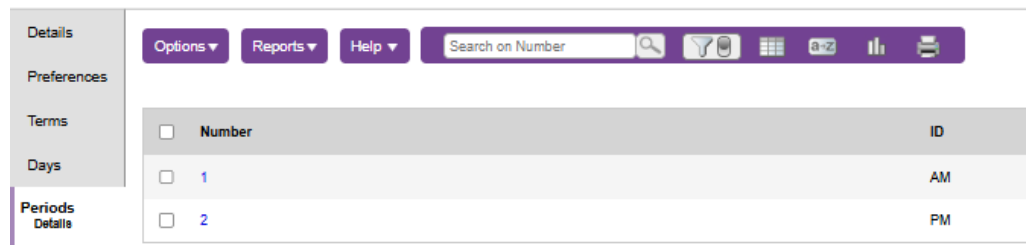
☐ Terms ST > FY > Set Start Date and End Date > Click Save



☐ Days ST – ensure it shows 1 record

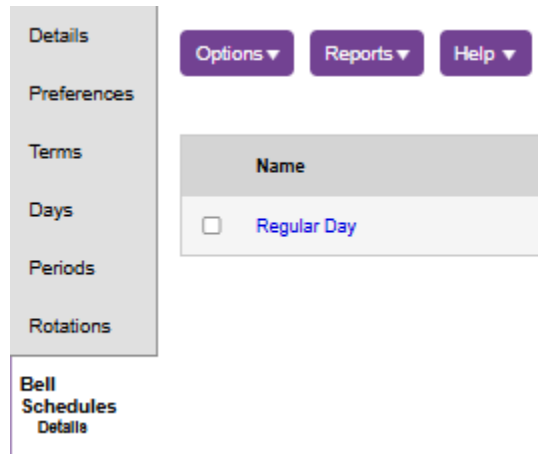


☐ Periods ST – ensure it shows 2 records (AM and PM)



Number	ID
1	AM
2	PM

☐ Bell Schedules ST – It should contain Regular Day

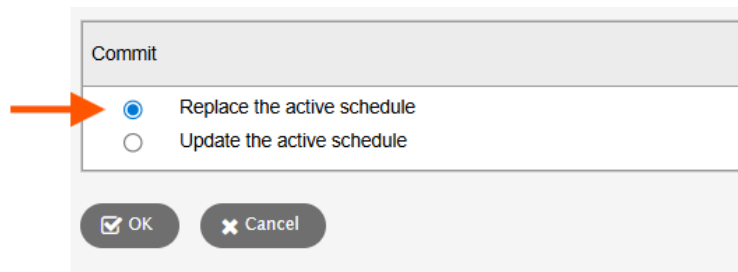


The screenshot shows the 'Bell Schedules Details' window. On the left is a sidebar menu with options: Details, Preferences, Terms, Days, Periods, Rotations, and Bell Schedules Details (which is highlighted). To the right of the sidebar are three buttons: Options, Reports, and Help. Below these buttons is a table with a header 'Name' and one row containing an unchecked checkbox and the text 'Regular Day'.

Name
☐ Regular Day

☐ Details ST – Options > Commit Schedule

click 'Replace the active schedule' and then click OK



The screenshot shows a 'Commit' dialog box. It has two radio button options: 'Replace the active schedule' (which is selected and indicated by an orange arrow) and 'Update the active schedule'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Commit

☒ Replace the active schedule
☐ Update the active schedule

OK Cancel

PagesSchoolStudentStaffAttendanceConductGrades

Grade Term Dates :: New Grade Term Date

Grade Terms
Details

Options▼Reports▼Help▼

SaveCancel

Transcripts

Transcript Column Attributes

Credit Adjustments

Grade Input

Grade Post Controls

Grade Term Definition > Name

Term ID *
Start date *
End date *

Search

Calendar

Calendar

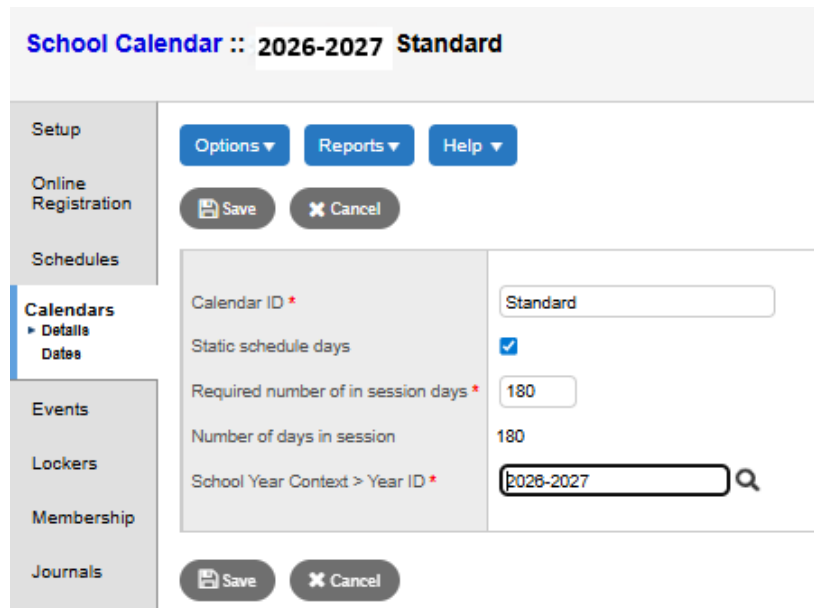
SaveCancel

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 **2026-2027**



The screenshot shows the 'School Calendar' setup page for the 2026-2027 Standard calendar. The left sidebar contains navigation links: Setup, Online Registration, Schedules, Calendars (with sub-links for Details and Dates), Events, Lockers, Membership, and Journals. The main content area has a top bar with 'Options', 'Reports', and 'Help' buttons. Below this are 'Save' and 'Cancel' buttons. The main form fields include: 'Calendar ID' (Standard), 'Static schedule days' (checked), 'Required number of in session days' (180), 'Number of days in session' (180), and 'School Year Context > Year ID' (2026-2027). At the bottom are 'Save' and 'Cancel' buttons.

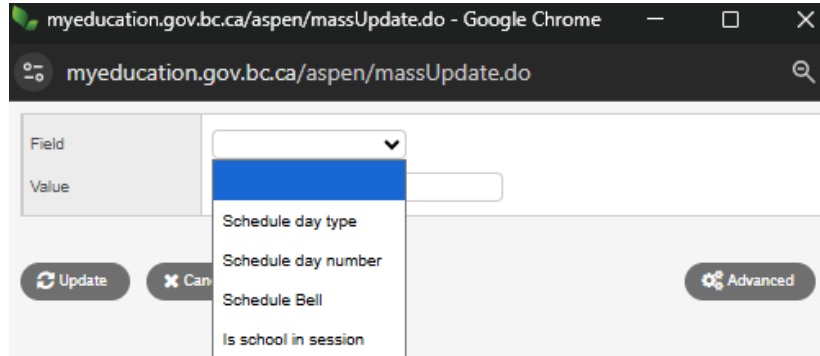
- ☐ Modify the calendar dates as needed

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



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

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 ticket to add or remove staff from the school roster.
- ☐ Update homerooms for staff as necessary
 - **Options > Modify List > Click the Pen icon under Homeroom > Edit** (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.

8. Ensure all classes have a schedule term

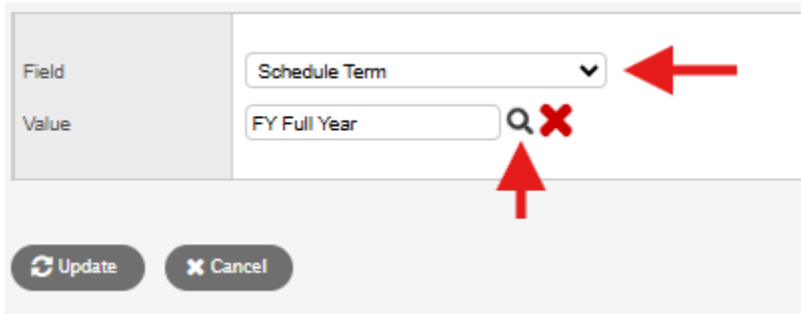
School View > Schedule TT > Master ST

☐ **Schedule Term > Code** column should be **FY** for all classes.

Options > Mass Update

Field: Schedule Term

Value: Use magnifying glass to select FY



9. Assigning staff to attendance blocks

School view > Schedule TT > Master ST

☐ Update **Primary Staff > Name** column if needed

Filter: Current Year

Fieldset: 2020 Schedule Master Validation

- **Options > Modify List** > Click Pen Icon
- Use magnifying glass to pick a different staff
- Click ☒ to save

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin									
Master Schedule									
Options Reports Help Search on Course 0 of 450 selected									
	CrsCode	Course	Flavour	AltCourseNumber	Description	SecNo	ScheduleTerm > Code	Schedule	Primary Staff > Name
☐	ATT-AM	ATT-AM-001			AM Attendance	001	FY	AM(1)	☒ ☐
☐	ATT-AM	ATT-AM-002			AM Attendance	002	FY	AM(1)	☐ ☐
☐	ATT-AM	ATT-AM-003			AM Attendance	003	FY	AM(1)	☐ ☐
☐	ATT-AM	ATT-AM-004			AM Attendance	004	FY	AM(1)	☐ ☐
☐	ATT-AM	ATT-AM-005			AM Attendance	005	FY	AM(1)	☐ ☐
☐	ATT-AM	ATT-AM-006			AM Attendance	006	FY	AM(1)	☐ ☐

10. Review list of teachers in ATT—AM/PM Classes

School View > Schedule TT > Master ST > Teachers

- ☐ Review co-teachers and prep teachers in each of the attendance classes.

11. Removing co-teachers from multiple course sections

Schedule TT > Master ST

- After you review your ATT—AM/PM classes and determine that non-primary teachers (co-teachers) need to be removed from some specific or all sections:

Select the sections > Options > Show Selected

Options > BC Remove Non-Primary Teacher(s) from Section(s)

Note: This procedure will remove all co-teachers from the selected sections

- If only a specific co-teachers need to be removed for specific sections:
 - Click into the section > Teachers ST
 - Select the teacher(s) > Options > Delete

12. Adding Co-teacher(s) to Multiple Section(s)

Schedule TT > Master ST

- Once you determine that co-teacher(s) need to be added to section(s):
 - Select all 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	Q
Role	Co-Teach ▼
Gradebook Access?	☐
Preview only	☒ ← Uncheck

▶ Run
✕ Cancel

13. 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)

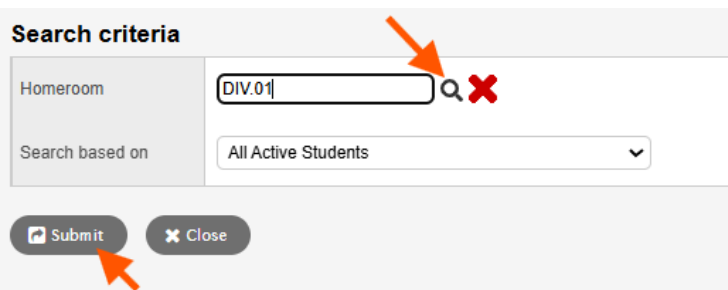
14. Assigning students to attendance blocks

School View > Student TT

- Before we assign students to attendance blocks, create a 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	DIV.01	Q X
Search based on	All Active Students	

Submit Close

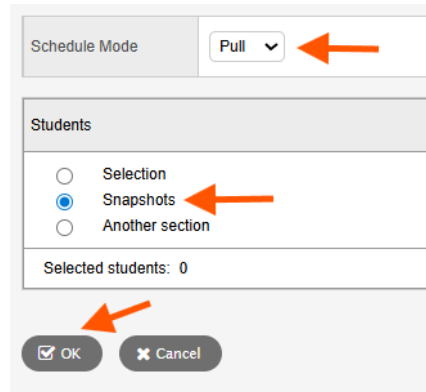
- Options > Snapshot > New
- Give it a name for example DIV.01 Students
- Save

- Repeat for all homerooms

☐ Add students to attendance blocks

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

Schedule Mode: Pull



15. Add student programs

School View > Student TT

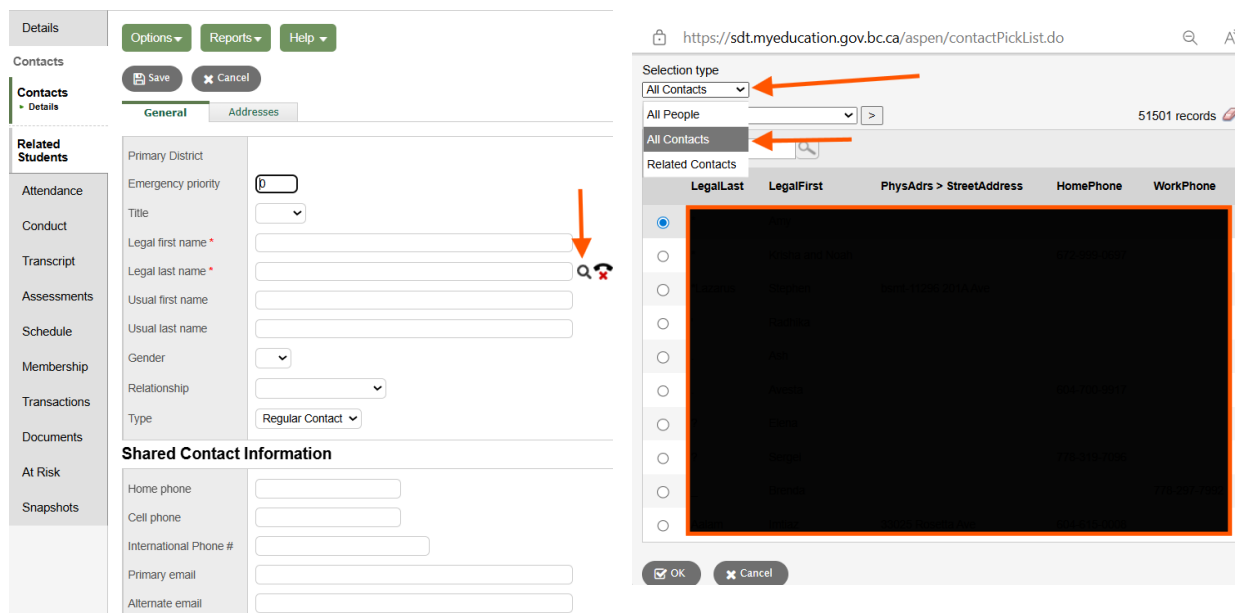
- ☐ Do you have any new Indigenous Ed Students?
 - Inform admin secretary of Indigenous ED for them to add appropriate programs.
- ☐ Do you have new ELL students?
 - Add/update ELL programs as per information received from ELL teachers.
 - Student Record > Membership ST > Programs
 - Click 'book' icon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

16. 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 displays the 'Add Contact' form on the left and the 'All Contacts' search results on the right. The form includes 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 'Legal last name' field has a magnifying glass icon next to it, which is highlighted by an orange arrow. The search results on the right show a list of contacts with columns for LegalLast, LegalFirst, PhysAdrs > StreetAddress, HomePhone, and WorkPhone. The 'All Contacts' selection type is also highlighted by an orange arrow.

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

Primary District	
Emergency priority	p
Title	v
Legal first name *	
Legal last name *	
Usual first name	
Usual last name	
Gender	v
Relationship	v
Type	Regular Contact v

Receive grade mailing	☐	Parental Auth or Guardian?	☐
Receive conduct mailing	☐	Contact can pick up?	☐
Receive other mailing	☐	Contact lives with student?	☐
Receive email	☐	Contact has family portal access	☐
Include on IEP	☐	Volunteer?	☐
Prevent Autodialing	☐		