



MyEducationBC

Independent School Start of School Checklist

Independent & First Nations
Version 1.0 - August, 2016

School Tasks

	Task	Path	Description	Relevant Document(s) for Detail
<input type="checkbox"/>	Review Attendance Settings	<ul style="list-style-type: none"> School view > School top tab > Setup side tab > Preferences leaf 	<ul style="list-style-type: none"> Category = Daily Attendance Category = Class Attendance Category = Secondary School Management 	<ul style="list-style-type: none"> School Setup or Attendance Management
<input type="checkbox"/>	Review Schedule settings	<ul style="list-style-type: none"> School view > School top tab > Setup side tab > Preferences leaf 	<ul style="list-style-type: none"> Category = Schedule *New setting for "Allow future add/drop" 	<ul style="list-style-type: none"> School Setup
<input type="checkbox"/>	Commit schedule in build view	<ul style="list-style-type: none"> Build View 	<ul style="list-style-type: none"> Choose Scenario to be used as the master schedule for the year. Review Master Schedule in School view (Section details) 	<ul style="list-style-type: none"> School Setup This step only applies if you have used the Build tools
<input type="checkbox"/>	Set active schedule	<ul style="list-style-type: none"> School View > School top tab > Schedules side tab. <p>If a schedule was committed from the Build view, this will be in place.</p> <p>If creating schedules manually, an active schedule will need to be created.</p>	<ul style="list-style-type: none"> Is the schedule Active? Do the dates cover the entire school calendar? Options > Add, then Options > Set Active Schedule 	<ul style="list-style-type: none"> School Setup

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☐	Set up grade terms	<ul style="list-style-type: none"> • School view > Grades top tab > Grade Terms side tab. • 	<ul style="list-style-type: none"> • Does the number of grade terms match the transcript definitions applied to courses? • Are the grade term dates inside the active schedule dates? 	<ul style="list-style-type: none"> • School Setup or Grade Management
☐	Review Course Catalogue	<ul style="list-style-type: none"> • School view > Schedule top tab > Courses side tab. 	<ul style="list-style-type: none"> • Course attributes <ul style="list-style-type: none"> ○ Transcript Definitions. ○ Rubric Definitions (Elementary only). ○ Attributes in the Report Card Field Set. ○ Set ATT-AM and ATT-PM courses to “Hide from grade input” and “Hide on report card. 	<ul style="list-style-type: none"> • School Setup

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<input type="checkbox"/>	Review Structure	<ul style="list-style-type: none"> School view > Schedule top tab > Structure side tab. 	<ul style="list-style-type: none"> Terms <ul style="list-style-type: none"> Do all terms have dates? Are all term dates inside the active schedule dates? Are grade term cover maps set for all schedule terms? Days <ul style="list-style-type: none"> Are all days represented? Periods <ul style="list-style-type: none"> Are all periods in place and consecutive? Bell Schedules <ul style="list-style-type: none"> Are all necessary bell schedules created? 	<ul style="list-style-type: none"> School Setup Base Terms for Elementary or Full Year Courses is always 1. Semester will always have 2.
<input type="checkbox"/>	Review student schedules	<ul style="list-style-type: none"> Student top tab > Schedule side tab. 	<ul style="list-style-type: none"> Check matrix view to ensure it is populated and student courses are displayed correctly in the grid. 	<ul style="list-style-type: none"> Student Scheduling
<input type="checkbox"/>	Review school calendar	<ul style="list-style-type: none"> School view > School top tab > Calendars side tab. 	<ul style="list-style-type: none"> Adjust non-session dates as necessary. Assign Day numbers to each in-session date as appropriate. Assign Bell Schedules to each in-session date as appropriate 	<ul style="list-style-type: none"> School Setup

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<input type="checkbox"/>	Review student information	<ul style="list-style-type: none"> School view > Student top tab 	<ul style="list-style-type: none"> Are there any students with Pre-Reg or status other than Active that need changing? Assign calendars to all students. Update homerooms as necessary. (Copy next homeroom field to Homeroom field) Do student YOGs match their grades? Review students with grade sub-levels of HS, SU, EU, etc. Is this still appropriate? Update family courier information as necessary. Update Diploma Types. Update Diploma Granted Date for students who completed courses over the summer to fulfill grad requirements. 	<ul style="list-style-type: none"> Enrollment Management
<input type="checkbox"/>	Students with secondary school associations	<ul style="list-style-type: none"> School view > Student top tab 	<ul style="list-style-type: none"> Do all secondary students have their attendance management type set appropriately? 	<ul style="list-style-type: none"> Enrollment Management
<input type="checkbox"/>	Validate Staff Records	<ul style="list-style-type: none"> School view > Staff top tab. 	<ul style="list-style-type: none"> Update staff details as necessary. Update staff homeroom assignments as necessary. Update staff school associations as appropriate. 	<ul style="list-style-type: none"> Security Management

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Please note: The Relevant Documents can be found on the Provincial team site www.MyEducationBC.info

Please sign up for a One-On-One Session at www.BCSupportOnline.com/one-on-one-sessions