

## School Start up Checklist.

To be completed only after YET

<b>TASK</b>	<b>Description / Instructions</b>	<b>Completed</b>
Check School Tumble Pattern Details	<p>Go to School-&gt;School Information -&gt; School Details -&gt; More Info -&gt; Current Year.</p> <p>Hint: These tumble patterns should match the weekly class schedule, starting with D2. D1 should contain all the possible period numbers in your school. (it doesn't make sense but it will make things work correctly).</p>	
Check Grades and Catchments	<p>Go to School-&gt;School-&gt;School Information-&gt; School Details -&gt; More Info -&gt; Grades and Catchments.</p> <p>Hint: Please make sure that your grade 7 grade is set to homeroom and NOT minutes.</p>	
Check Schedule	<p>Go to School -&gt; School Information -&gt; Schedule.</p> <p>Hint: If you cannot setup the schedule for some reason (i.e. Security access) or unsure how to set it up, please contact the Helpdesk.</p>	
Check Course Lengths and Format	<p>Go to School -&gt; School Information -&gt; School Details -&gt; More Info -&gt; Course Lengths and Format.</p>	
Check Course Starts Dates	<p>Go to School -&gt; School Information -&gt; School Details -&gt; More Info -&gt; Course Start Dates.</p>	
Check Course Mark Type	<p>Go to School-&gt;Course Information-&gt;Course Maintenance then go through each course and make sure that each one as a Mark/Grade Type set.</p> <p>Hint: Most courses are going to have the type set to Mark Scale.</p>	
Check Non-School Days	<p>Go to School -&gt; School Information -&gt; Non-school days.</p> <p>Hint: These are days that the whole school is closed (i.e. All grades). If even just one grade is at school during that day it is NOT a non-school day.</p>	
Check Staff	<p>Go to School -&gt; School Information -&gt; Staff Maintenance.</p>	
Check Homerooms (if applicable)	<p>Go to School -&gt; School Information -&gt; Homeroom Maintenance.</p>	

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	<p>Hint: Please make sure that all homerooms are setup as full-time, including KD homerooms. (it has no effect on funding for 1701). Also please make sure that all homerooms have either a 1 or a 2 under the "S" column. (zero is not a valid value).</p>	

<p>Check Report Periods</p>	<p>Go to School -&gt; School Information -&gt; Report Periods</p> <p>Enter the report periods for each course length (ie. Full-year, semester, term, etc), noting that semester and term lengths will have multiple start dates.</p> <p>Please note that elementary schools will setup all the reporting periods under the Full-year length. Make sure to place elementary reporting periods before any high school reporting periods, even if it results in the reporting periods being out of date order.</p> <p>Hint: Please make sure that no two reporting periods have the same date for the same report period length. (ie. One can have 25-JUN-2009 as the final reporting period for both the Full-year length and Semester length, but you cannot have 25-JUN-2009 as the 4<sup>th</sup> term reporting period and the final mark for the full-year length).</p>	
<p>Setup School Calendar tumbles</p>	<p>Go to the Navigate button (blue arrow middle of main BCeSIS screen), then search for "Period Att.-Tumble Calendar Maintenance" (typing "period%" in the search box for shorter list). Then click Re-build Calendar. Then enter in the tumbles that occur on each day (these are based on the tumble patterns in step 1).</p> <p>Hint: For most schools you are going to leave Day=1 and just change the tumbles.</p>	
<p>Check Report Card setup for High School schools</p>	<p>Go to School-&gt;GPA Module-&gt;School Reporting Dates.</p> <p>First delete any dates that exist from previous years.</p> <p>Second add the report dates that your</p>	

	<p>report cards will come out on. Then add the reporting periods that you want included for those report dates. Please note that each report date is a column on the report card, as such you will only add one full year reporting period to a particular report date and one semester reporting period to a particular report date, etc. Also note that you will not add the final reporting period because this is automatically included on the report card.</p>	
<p>Register all students</p>	<p>Go to the Attendance Module (button with the blue paper and yellow pencil on right side of Main BCeSIS screen). Then go to either Daily or Period Attendance, then Verify Registration, then Verify All Students. Then enter the date of the first day of school and click Register.</p> <p>Hint: For most schools that default settings can be left the way that they are.</p>	

<p>Check Access to Security Center and Verify usernames and passwords.</p>	<p>Go to <a href="http://www.bcesisigroup.ca">www.bcesisigroup.ca</a> then Security Center.</p> <p>Hint: Please note that only one or two people are the primary security contacts in your school and have access to the Security Center. If you have forgotten your password please click “forgot password” to be emailed your password to the Security Center. Please note these username and password is different from the one you use to login to BCeSIS</p> <p>Once you are logged into the Security please verify the follow:</p> <ol style="list-style-type: none"> <li>1. Under “Contacts” please update all contact information to reflect current information. Please note some schools will have the same contacts for multiple roles.</li> <li>2. Under “Web Passwords” please make sure that your helpdesk password and username is there, if it is blank or you want to change it just enter the new one and click update. Please note that it will take about a day to be reflected in the Helpdesk.</li> <li>3. Under “BCeSIS Passwords” then under “Production” password types please add any new teachers joining your school, as</li> </ol>	
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	<p>well delete any teachers/staff who have left your school. Please note that the teacher need to be setup in the Staff Maintenance before creating them in the Security Center. Hint: It may be a good time to reset all the passwords of all staff, by selecting all the staff and then clicking “Reset Passwords of Selected”. The reset should be completed within a day.</p> <p>4. Please make sure to test all usernames and password before school starts so that we have time to correct any errors.</p>	
<p>Staff email addresses</p>	<p>If you would like your staff to receive emails when there are emergency or scheduled outages to BCeSIS please do the following:</p> <ol style="list-style-type: none"> <li>1. For front-desk staff, principals, etc get them to go to Main Menu-&gt;User Profile and then enter their email address there.</li> <li>2. For teachers get them to go to Action-&gt;My Preferences-&gt;Edit User Profile (top right of screen) and then enter their email address there.</li> </ol> <p>The iGroup will be pulling the email addresses out of BCeSIS on the second week of school and using those for emergency/schedule BCeSIS outages. (ie. to improve communication with end users). Please note that users will only get these emails for emergency’s and as such should expect to get fewer than 1 email a month.</p>	
<p>Check Access to Helpdesk and verify email address</p>	<p>Go to <a href="http://www.bcesisigroup.ca">www.bcesisigroup.ca</a> then to Helpdesk. Login using the username and password found in the Security Center.</p> <p>Go to “My Details” and check that email address is correct.</p> <p>Then Go to “My Preferences” and check that “yes” has been selected for the email notifications.</p> <p>Please note that all issues/questions/problems should be reported on the helpdesk to ensure that they are properly tracked and resolved.</p> <p>Hint: This email address is where all notifications about updates to your tickets</p>	

	will go, as well as any Helpdesk news that is posted. (ie. upcoming events and System information). Also please make sure that the @bcesisigroup.ca domain is whitelisted in your email client (ie. Outlook or Thunderbird) as well as make sure that your email server has it whitelisted. (ie. Telus, Shaw, Rogers, etc), this is to ensure that emails from the bcesisigroup.ca domain are not filtered out as spam.	
PEN Reports	If you would like the iGroup to assist you in dealing with any PEN error reports (ie. duplicate PEN's) that you receive from the Ministry please email <a href="mailto:mfraser@bcesisigroup.ca">mfraser@bcesisigroup.ca</a> and request the iGroup be added to the PEN report contact list for your school.	

Additional Resources for Schools:

1. The Calendar of Events on the iGroup website ([www.bcesisigroup.ca](http://www.bcesisigroup.ca)) has information on training events for Independent schools for the coming year, as well has information related to specific school events (ie. 1701, Report Cards, School Photo's, etc).
2. The ISW Learning Resource Center ([www.isw-bc.ca](http://www.isw-bc.ca)) is the BCeSIS Provincial teams website that contains lots and lots of learning resources on all different functions and aspects, including teacher assist, gradebook, report cards, 1701, attendance. Most of the resources are quick 2-3 page guides or little video tutorials about a particular topic.
3. BCeSIS Teacher Training Modules. ([www.trainingforbcesis.com](http://www.trainingforbcesis.com)) has online training for both elementary and high school teachers. Access is free for all independent schools, one just needs to request access.
4. The BCeSIS iGroup User Forum ([www.bcesisigroup.ca](http://www.bcesisigroup.ca)) is available for all users to post their tips and tricks using BCeSIS as well as any questions that they would like to ask other schools about using BCeSIS.