

Mass Entry of Course Options

(New - Apr 03/06)

The Option Sheet function allows entry of course options for the next school year by individual student, by team or by various mass entry selections.

It is necessary to create the course catalogue for the next school year and to create a schedule for next year before course options can be entered.

It is possible to copy the course catalogue from the previous year and to update this copy for the next year by using the *School Menu > Option Sheet > Copy Courses to Next School Year*.



To create a schedule for next year go to *School Menu > School Information > Schedule* and select the **Next Year** button. The **Copy** button on the current year function provides the ability to copy the existing current year schedule to the next year. The functionality adds one year to each record. Additions and alterations of records can then be made as needed on the Next Year canvas.

How is this used by counsellors?

Counsellors can use this screen to mass-assign courses to students using one or more of the following criteria for this year or for next year:

- grade
- homeroom
- program type
- team

Steps

Key Points

- 1 From the Start screen click *School > Option Sheet > Mass Entry of Courses* to access the Mass entry of Courses screen.

Student Search Criteria

Current Year Students: Current Grade **10**, Curr Year Home Room, Program Type, Curr Year Team

Criteria for Next Year?: Next Grade, Home Room, Program Type, Team

Students (Check mark indicates students to be assigned or already assigned the course)

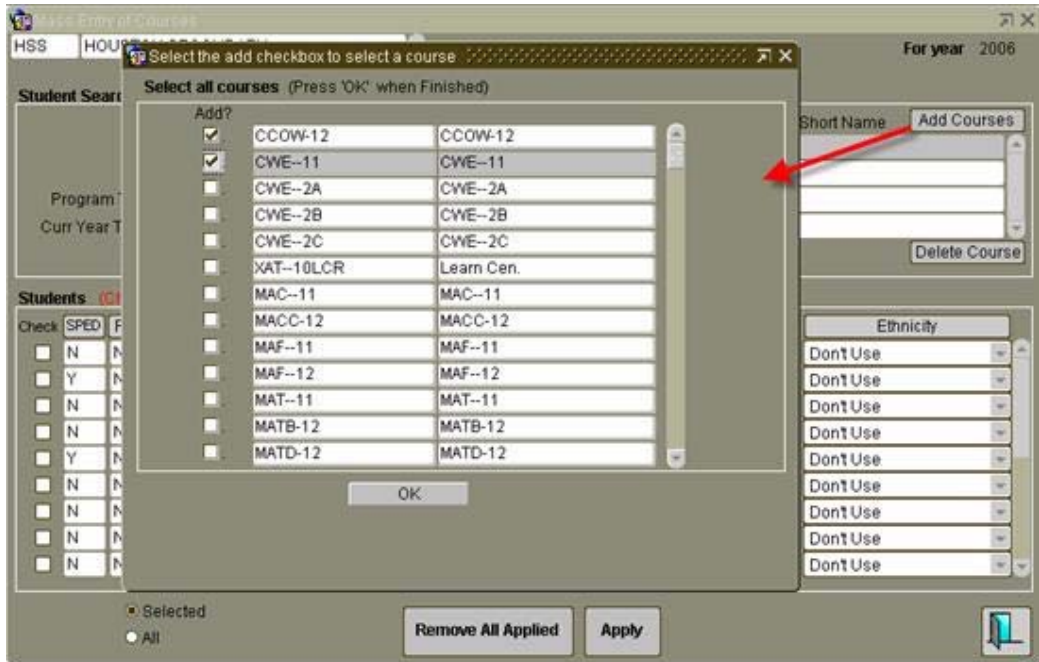
Check	SPED	PE	Pupil No.	Student Name	G..	School	Gr
<input type="checkbox"/>	N	N	221005	Rosenfeld, Nadeen	F	5454011	10
<input type="checkbox"/>	Y	N	221006	Sawchuk, Ingrid	F	5454011	10
<input type="checkbox"/>	N	N	221007	Rustad, Ion	F	5454011	10
<input type="checkbox"/>	N	N	221009	Safford, Rai	M	5454011	10
<input type="checkbox"/>	Y	N	221010	Seabrooke,	F	5454011	10
<input type="checkbox"/>	N	N	221012	Symonds, C	M	5454011	10
<input type="checkbox"/>	N	N	221014	Rutkauskas,	F	5454011	10
<input type="checkbox"/>	N	N	221015	Vye, Dorothee	F	5454011	10
<input type="checkbox"/>	N	N	221016	Pagely, Brady	M	5454011	10

- 2 Select criteria such as Current or Next Year Grade, Home Room, Program Type, Team or SPED criteria. Click the **Search** button. This will populate the screen with all students matching the criteria. Click the **Clear All** button to clear all the fields and start again.

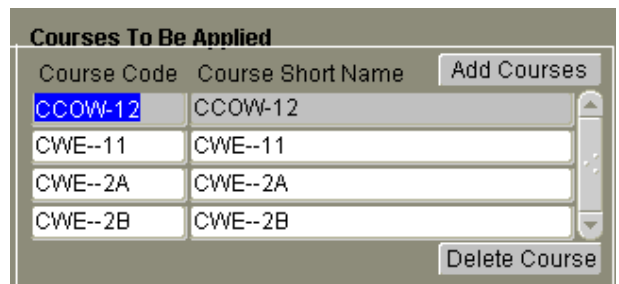
Steps

Key Points

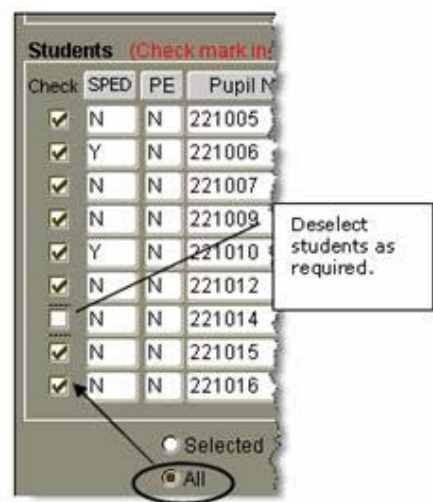
- 3 Click the **Add Courses** button to display a list of your school's courses. Highlight a course code or name and click on the checkbox to indicate a **Course to be Applied**. Click **OK** when finished selecting courses. **Add Courses**



- 4 To remove a course from the **Courses To Be Applied** list, click to highlight the course name, then click the **Delete Course** button.



- 5 Use the **All** radio button at the bottom of the screen to check all students in the list, or use the **Selected** radio button to manually check specific students. If you use **All**, you can uncheck individual students as needed.

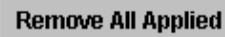


Steps**Key Points**

- 6 Click the **Apply** button to assign the listed courses to the students you have checked. A pop-up screen will ask you to confirm your action. If you click **OK**, the courses will be applied to all checked students; if you click **Cancel**, you can go back and uncheck selected students or cancel the action entirely.



- 7 Click the **Remove All Applied** button to remove the listed courses while the screen is still active. To use this screen to remove course after leaving the screen, **load** the students using the previous criteria, **select** the course(s) to be removed, and **click** the **Remove All Applied** button.

A rectangular button with a solid grey background and the text "Remove All Applied" in bold black text.

Students who have not been processed by Pre-Transition but who have had options entered for Next Year will not appear in the selection by Next Year. The Cross-Enrolment created by Option Sheet Entry does not add the Next Grade/Next School to the student.