



MyEducationBC

Class Size Verification

August 2017 v1.2

Version History

Version	Date	Description
1.0	September 3, 2015	Initial document.
1.1	October 3, 2016	Removed references to conversion and file formatting issues
1.2	August 18, 2017	Updated all screens to reflect 5.7 release Updated section 5.0 – Class Size for Ministry (extract) to include breakdown by designation, ELL and meets negotiated limits.

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1.0 Class Size Verification in MyEducation BC

The class size verification in MyEducation BC relies on students being scheduled into courses, regardless of their grade level.



Schools can choose to have one course set to be included in the class size extract and the rest of the courses set to be excluded. For example, the ATT-AM course could be set to include in class size and all other courses set to be excluded. This would provide the necessary information for the extract for elementary schools.

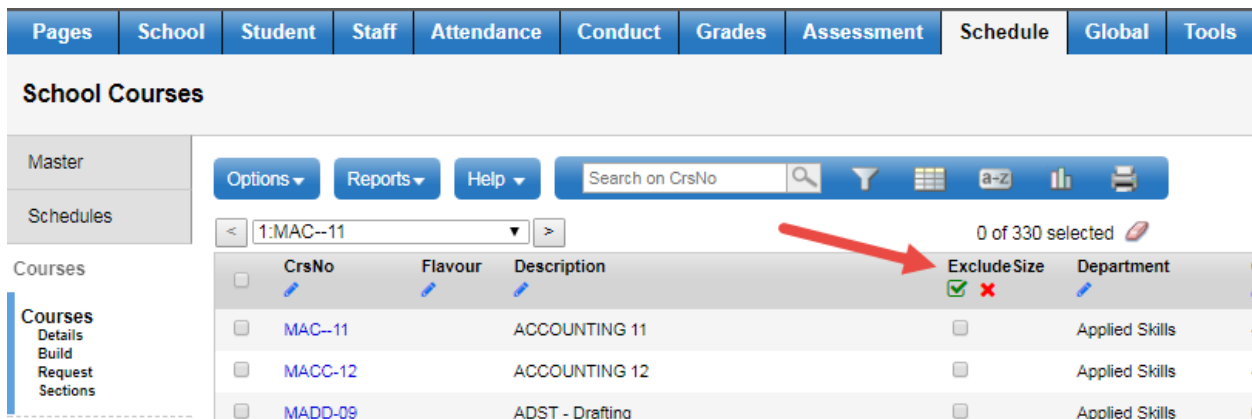
2.0 Setting Course Attributes

Courses can be set to be excluded from class size in the school course catalogue.

- Elementary and middle schools may choose to report one course to represent their class size. In this case, all courses could be mass updated to set the Exclude from class size export flag to Yes. Then the one course being used for class size reporting could be manually changed to No.
- High schools typically report class size for all courses and sections. In this case, schools can use the list view, along with the Modify List function to select specific courses to be excluded from class size reporting.

To set a course to exclude from class size using Modify List:

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, select **Modify List**.
4. Click the  icon in the **ExcludeSize** column.
5. Check the boxes for the courses to be excluded from the class size export.
6. Click the  icon to save the changes.



CrsNo	Flavour	Description	ExcludeSize	Department
MAC--11		ACCOUNTING 11	<input checked="" type="checkbox"/>	Applied Skills
MACC-12		ACCOUNTING 12	<input type="checkbox"/>	Applied Skills
MADD-09		ADST - Drafting	<input type="checkbox"/>	Applied Skills

To set courses to exclude from class size using Mass Update:

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. Select the courses that will be excluded from the class size export.
4. In the **Options** menu, select **Show Selected**.
5. In the **Options** menu, select **Mass Update**.
6. Set the **Field** drop down to **Exclude from class size export**.
7. Set the **Value** checkbox to be checked.
8. Click **Update**.
9. Verify that all selected courses were updated to Exclude from class size export = Y.

Field	Exclude from class size export ▼
Value	<input checked="" type="checkbox"/>

3.0 Running the Class Size Verification Report

There are two locations from which this report can be run:

- **School View > Schedule top tab > Master side tab > Reports > Class Size Verification**
- **School View > Student top tab > Reports > Ministry Reporting > Class Size Verification**

The report will generate with a grid of classes, teachers, grade breakdown, SPED, Gifted and ESL/ESD breakdowns and enrollment totals. The last page of the report will include Data Collection Exceptions, which represent warnings about the data and exceptions to class size rules.

Class Size Verification

Select school(s)	Westsyde Secondary <input type="text"/>
Class Criteria	
Active Schedule or Build Scenario	2016-2017 Active Schedule <input type="text"/>
Schedule Term Start Date	<input type="text" value="09/08/2016"/> <input type="button" value="Calendar"/>
Schedule Term End Date	<input type="text" value="08/08/2017"/> <input type="button" value="Calendar"/>
Exclude flagged courses	<input checked="" type="checkbox"/>
Report Title	<input type="text" value="Class Size Verification"/>
Student Status	<input type="text" value="Active students"/> ▼
Course Description type	<input type="text" value="Ministry course description"/> ▼
Format	<input type="text" value="Adobe Acrobat (PDF)"/> ▼

Field	Description
School	Current School Name in which the report is being run.
Active Schedule or Build Scenario	Choose the schedule to generate the information from or scenario.
Schedule	Should represent the current year active schedule.
Schedule Term Start Date	Will match schedule terms with an end date on or after the start date parameter: Effectively matching any schedule terms that overlap the specified date range.

Field	Description
Schedule Term End Date	Will match schedule terms with a start date on or before the end date parameter: Effectively matching any schedule terms that overlap the specified date range.
Exclude flagged courses	Excludes all courses that are set to Exclude from class size export in the school course catalogue.
Report Title	Defaults to Class Size Verification. This can be modified to display a different title when the report is generated.
Student Status	Active: report will include all students with a status of Active. Pre-Reg: report will only include students with a status of Pre-Reg.
Course Description type	Ministry course description: report will generate courses with a Ministry course description. School course description: report will generate courses with a School course description.
Format	Determines in which format the report will be generated.

4.0 Running the Class Size Verification Export

Class size data can be extracted from MyEducation BC so it can be analyzed in a third-party application.

To run the Class Size Verification Export:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports** and choose **Class Size Verification**
3. Set the parameters desired for the report referring to the table for the pdf report for guidance, if necessary.

5.0 Generating the Class Size for Ministry (extract)

This extract provides, in addition to a grade level breakdown, the breakdown of student designations by course section, ELL support being provided and if negotiated limits are being met.

The class size extract for the Ministry of Education web application is generated as a .csv file.

To run the extract:

1. In the **School** or **District** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports** and choose **Class Size for Ministry**.
3. Set the parameters desired for the extract:

Class Size for Ministry

Select school(s)	Gulf Islands Secondary School <input type="text" value=""/>
<u>Class Criteria</u>	
Active Schedule or Build Scenario	2016-2017 Active Schedule <input type="text" value=""/>
Schedule Term Start Date	<input type="text" value="09/08/2016"/> <input type="button" value="Calendar"/>
Schedule Term End Date	<input type="text" value="08/08/2017"/> <input type="button" value="Calendar"/>
Exclude flagged courses	<input checked="" type="checkbox"/>
Student Status	<input type="text" value="Active students"/>
Course Description type	<input type="text" value="Ministry course description"/>
Meets Negotiated Limits	<input type="text" value="Yes"/>
EA Support Provided	<input type="checkbox"/>

4. Field	Description
Select school(s)	School view - Current School Name in which the report is being run. District view – Select multiple schools.
Active Schedule or Build Scenario	Choose the schedule to generate the information from.
Schedule Term Start Date	Will match schedule terms with an end date on or after the start date parameter: Effectively matching any schedule terms that overlap the specified date range.
Schedule Term End Date	Will match schedule terms with a start date on or before the end date parameter: Effectively matching any schedule terms that overlap the specified date range.
Exclude flagged courses	Excludes all courses that are set to Exclude from class size export in the school course catalogue.
Student Status	Active students – All students with a status of Active. PreReg students – Only include students with a status of PreReg.
Course Description type	Ministry course description – Report will generate courses using the Ministry course description. School course description - Report will generate courses using the School course description.
Meets Negotiated Limits	Free form (required) text box. Text entered will be included in each row. “Yes” if the class is in accordance with the negotiated size and composition limits. If not, and it is still ok under the Class size and compensation regulation then provide “explanation” how (example Band class). If not, and is not ok under the Class size and compensation regulation then indicate “No”
EA Support Provided	Checked = Y and this will be included in each row.

Note: There is no selection for Format, as this extract is generated in the format acceptable to the Ministry class size web application.

6.0 Problem-Solving

If the class size verification report is generating without student counts:

- **Schedule** top tab > **Courses** side tab
 - Are the course flags set appropriately to include or exclude the courses?
- **Schedule** top tab > **Master** side tab
 - Are there students scheduled into the sections? Class size reporting is course-based, so all students need to be scheduled into a section of a course for the enrollment totals to be reported.

Class enrollment total on the section list is not the same as the roster for the section.

- **Schedule** top tab > **Master** side tab > **Options** > **Recalculate Enrollment Totals**