

HOW TO PREPARE MAPLEWOOD FOR NEXT SCHOOL YEAR

INTRODUCTION

This document explains the basics for preparing Maplewood Student Information System (SIS) for **next school year**. This process begins in March or April of the current school year once the SIS Coordinators have run *Initialize Scheduling* to clean the slate for next year.

The preparation process can be broken down into the following steps, most of which are completed under the **Scheduling** menu in Maplewood.

You need to:

1. Update staff lists
2. Update homeroom assignments
3. Define how the school is run next year (cycle days, semesters/terms, periods, patterns etc.)
4. Create a Master Timetable (Classes File)
5. Assign timetables (Classes) to students
6. Verify your work
7. Produce Part A report (secondary schools only)

What is my starting point?

All rooms/homerooms, classes and Advisor Groups are carried over to next year. You only need to make changes where applicable. Typically homerooms need to be assigned again as students move to another homeroom for next year. Student timetables do not carry over and you will have to define them for all students.

The Nunavut-approved secondary school courses for next year have been copied to **Scheduling, Modify Files, Courses** for you.

Part A and B submissions in secondary schools

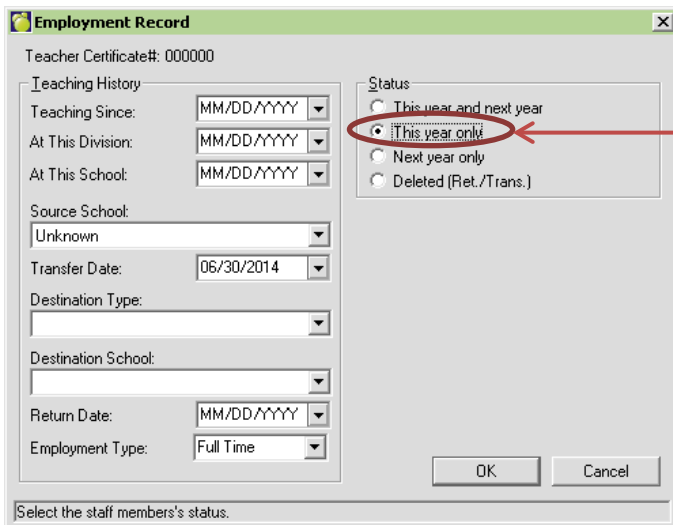
Completing these steps in a secondary school setting is an equivalent of completing **Secondary School Program Plan (SSPP) Part A and Part B**. The following instructions should provide all necessary steps to satisfy Part A and Part B requirements as well as creating the timetables for students and staff for the upcoming year. Part A is due no later than **30 days** before the end of the school year and Part B is due within the first 30 days of the new school year. All necessary reports for Part A and B submissions can be drawn from SIS, with the exception of the signature sheets, after the preparation as outlined in this document has been completed by the school.

1. UPDATE STAFF LISTS

Remove staff from next year

If a staff member is leaving at the end of this year, **do not delete his/her record from Staff Records**. The staff member may still be teaching and you cannot remove/delete them before the end of this school year.

Instead, give the staff member **This Year Only** status: open up their staff record, then click **Edit** on **Employment** tab and make the Status change. Once the system is transferred to next school year, staff members with This Year Only status will be moved to Past Staff Members.



Set leaving staff members' Status to **This Year Only** and they will not show up in the system next fall.

Figure 1: Give This Year Only status to staff members who are leaving.

Add new staff members for next year

If new teaching staff members will be joining you next year, use **Staff, Add New Staff Members** to add them. Steps can be found under this link: [How to Add Staff](#)

After adding them, give them the status of **Next Year Only** by going to the **Employment** tab and clicking **Edit**. This Status indicates that the teacher is not yet teaching this year but is expected to come next year.

Retrieving staff from Past Staff Records

Past staff members that have left the school should be available via **Staff, Past Staff Records**. If a past staff member is returning to the school, you can re-activate the staff member (pull from Past to Present) by opening their record in Past Staff Records, going to their Employment tab, clicking Edit, and changing the Status from **Past** to **This Year and Next Year**.

This option is not applicable if the staff member has never had a staff record in Maplewood.

2. UPDATE HOMEROOM ASSIGNMENTS

Next year the school may have a different configuration of rooms and/or homerooms, different teachers, and different students in the homerooms.

Changes in homeroom configurations

Click here to make changes to Rooms/Homeroom configurations for next year. If nothing changes from this year, there is no need to go here.

The **Next Year** text here indicates that you are making changes for the next school year, not affecting this school year's setups.

Make changes here as applicable: change teachers, add/modify/remove rooms and homerooms.
Note: you do not need to enter Teacher names at this time – they can be done when known.

Room	Hmr...	Desig.	Teacher	Alt. Teacher	Oc...
1	yes	1	MacDonald,Geraqhty, ...	Not assigned	18
2	yes	2	Williams, Jay	Not assigned	18
3	yes	3	Towne, Lauren	Not assigned	16
4	yes	4	White, Sheila	Not assigned	15
5	yes	5	Foley, Jillian	Not assigned	20
A	yes	8A	Mitchell, Reginald	Not assigned	18
B	yes	8B	McKinlay, Kathleen	Not assigned	16
C	yes		Iyyiraq-Kunuk, Mary	Not assigned	0
D	yes	9A	Lee, Eric	Not assigned	17
E	yes	9B	Miranda, Bernadete	Not assigned	18
ADM	yes	REW	Aninlak, Nellie	Not assigned	0
GYM	yes		Willis-Leake, Ben	Not assigned	0
LAB	yes		Not assigned	Not assigned	0
SHOP	yes		Winser, Jordan	Not assigned	0

Figure 2: Rooms/Homerooms file (Next Year)

Assign student to their next year's Homerooms

After making changes to homeroom configurations, assign student to their new Homerooms under **Scheduling, Assign Homerooms**. Do not attempt to assign next year's Homerooms under the Students menu as that would affect this year. If you have worked previously with assigning Homerooms under Students menu, the process is the same when you work under the Scheduling menu.

3. DEFINE HOW THE SCHOOL IS RUN NEXT YEAR

If you are changing the number cycle days, semesters, number of periods per day, period times, or scheduling patterns for next year, you need to change some configurations in SIS. This is done under the **File, School Setup, School Information**. Then pick the **Next Year** tab.

Adjust number of **Semesters** if different from last year. **Terms per Semester** should be 1 unless you are running classes that have half semester duration.

Adjust your **Days per Cycle** and **Periods per Day** if different from the current school year.

If you have changed cycle days or period count, you will need to adjust your **Patterns** accordingly.

Set the correct **Period Times** to match the School Calendar submitted and approved for the coming school year.

Working with Patterns

Patterns are created by the school to speed up the process of assigning schedules to a Class (Section 4 of this document discusses how to utilize them). Patterns should be defined if your schedule is patterned, e.g. classes occur every day in the same period, or you have a staggered schedule, or there is some other pattern that the schedule follows. The simplest pattern is called “Floater” and it has no periods assigned to it.

Click on the lower **Patterns** button in the above dialog to view and edit your scheduling patterns.

Start by selecting the **Set**. An example Set could be “Every day double” as shown here. You can also create new ones with the **Add** button.

Pick the **Pattern** you want to modify. This Pattern is called “7/8” and is defining a schedule where the class takes place every cycle day in periods 7 and 8. See the tick boxes lower down.

If needed, you can create new Patterns with the **Add** button.

Click **Done** when finished with the changes.

4. CREATE A MASTER TIMETABLE FOR NEXT YEAR

Building the Master Timetable simply means completing work on Classes File for next year. Your starting point is an exact copy of this year's Classes File. Make changes as needed.

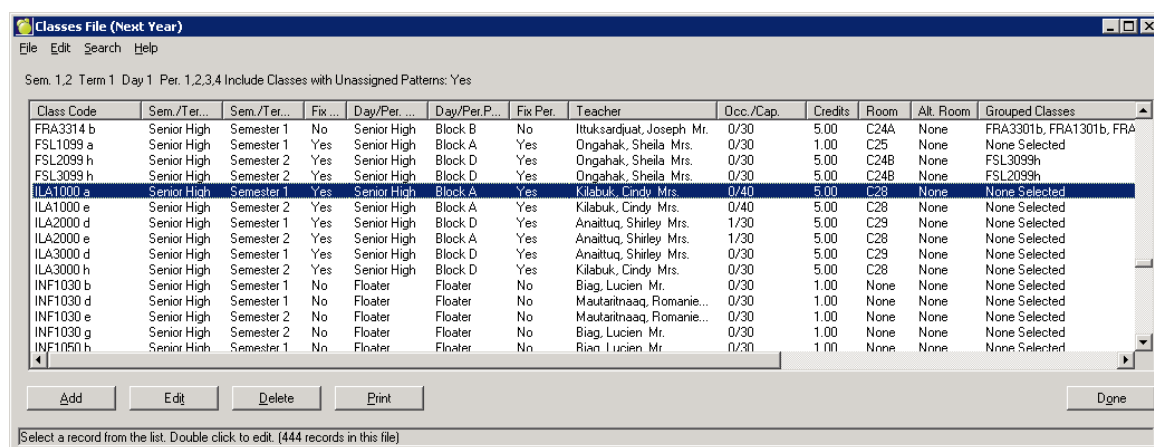
Note for elementary schools and middle schools: you are not expected to input timetables for Classes since you are not expected to collect period-by-period attendance. Elementary and middle schools can set all classes as "floaters". The only exceptions are **Attendance AM** and **Attendance PM** Classes in K-12 schools.

How do I generate my schedule?

While Maplewood does have functionality for building a master timetable, that functionality is quite complex. It will be introduced in the 2015-16 school year. For the 2014-15 school year, please create your schedule first using any method that you have been using in the past. Then all you need to do is input that schedule into the **Classes File** under **Scheduling, Modify Files** using add, edit and delete buttons.

How to add, modify and delete Classes

Go to **Schedule, Modify Files, Classes**. Use **Add** button to add new classes and **Delete** button to remove classes no longer needed. Use **Edit** button to edit existing entries (change teacher, schedule, semester/term, room etc.).



The screenshot shows a software window titled "Classes File (Next Year)". It contains a table with the following columns: Class Code, Sem./Ter..., Sem./Ter..., Fix..., Day/Per..., Day/Per.P..., Fix Per., Teacher, Occ./Cap., Credits, Room, Alt. Room, and Grouped Classes. The table lists various classes such as FRA3314 b, FSL1099 a, FSL2099 h, FSL3099 h, ILA1000 a, ILA1000 e, ILA2000 d, ILA2000 e, ILA3000 d, ILA3000 h, INF1030 b, INF1030 d, INF1030 e, INF1030 g, and INF1030 h. Each row contains specific details for these classes, including semester, term, fix status, day/period, teacher, and room. At the bottom of the window, there are buttons for "Add", "Edit", "Delete", "Print", and "Done". A status bar at the very bottom indicates "Select a record from the list. Double click to edit. (444 records in this file)".

Class Code	Sem./Ter...	Sem./Ter...	Fix...	Day/Per...	Day/Per.P...	Fix Per.	Teacher	Occ./Cap.	Credits	Room	Alt. Room	Grouped Classes
FRA3314 b	Senior High	Semester 1	No	Senior High	Block B	No	Ittukarduat, Joseph Mr.	0/30	5.00	C24A	None	FRA3301b, FRA1301b, FRA
FSL1099 a	Senior High	Semester 1	Yes	Senior High	Block A	Yes	Ongahak, Sheila Mrs.	0/30	1.00	C25	None	None Selected
FSL2099 h	Senior High	Semester 2	Yes	Senior High	Block D	Yes	Ongahak, Sheila Mrs.	0/30	5.00	C24B	None	FSL3099h
FSL3099 h	Senior High	Semester 2	Yes	Senior High	Block D	Yes	Ongahak, Sheila Mrs.	0/30	5.00	C24B	None	FSL2099h
ILA1000 a	Senior High	Semester 1	Yes	Senior High	Block A	Yes	Kilabuk, Cindy Mrs.	0/40	5.00	C28	None	None Selected
ILA1000 e	Senior High	Semester 2	Yes	Senior High	Block A	Yes	Kilabuk, Cindy Mrs.	0/40	5.00	C28	None	None Selected
ILA2000 d	Senior High	Semester 1	Yes	Senior High	Block D	Yes	Anaittuq, Shirley Mrs.	1/30	5.00	C29	None	None Selected
ILA2000 e	Senior High	Semester 2	Yes	Senior High	Block A	Yes	Anaittuq, Shirley Mrs.	1/30	5.00	C28	None	None Selected
ILA3000 d	Senior High	Semester 1	Yes	Senior High	Block D	Yes	Anaittuq, Shirley Mrs.	0/30	5.00	C29	None	None Selected
ILA3000 h	Senior High	Semester 2	Yes	Senior High	Block D	Yes	Kilabuk, Cindy Mrs.	0/30	5.00	C28	None	None Selected
INF1030 b	Senior High	Semester 1	No	Floater	Floater	No	Biag, Lucien Mr.	0/30	1.00	None	None	None Selected
INF1030 d	Senior High	Semester 1	No	Floater	Floater	No	Mautarinnaaq, Romanie...	0/30	1.00	None	None	None Selected
INF1030 e	Senior High	Semester 2	No	Floater	Floater	No	Mautarinnaaq, Romanie...	0/30	1.00	None	None	None Selected
INF1030 g	Senior High	Semester 2	No	Floater	Floater	No	Biag, Lucien Mr.	0/30	1.00	None	None	None Selected
INF1030 h	Senior High	Semester 1	No	Floater	Floater	No	Bian, Lucien Mr.	0/30	1.00	None	None	None Selected

Classes File
for next
school
year. Build
your
master
timetable
here.

Figure 3: Classes File (Next Year)

Adding a new class for next year

Click **Add** button to add a completely new Class and fill out the information as follows:

The screenshot shows the 'Classes (Next Year)' form with several fields and buttons. Red circles and blue arrows highlight specific areas, with corresponding text boxes on the right providing instructions. The form includes fields for Course Code, Section, Number of Seats, Credit Value, Class Teacher, Delivery, Room Number, Alternate Room, Reportable, Calculate minutes from period times, Minutes/Day, Grouped Classes, Language, and a Schedule section with Semester/Term and Day/Period sub-sections. Buttons for Previous, Next, Exam, OK, Cancel, and INS are at the bottom.

Course Code: FNA3400

Section: c CTS

Number of Seats: 30

Credit Value: 5.00

Class Teacher: Jaypoody, Daniel

Delivery: Semester course for credit

Room Number: Not Assig

Alternate Room:

Reportable: ☒

Calculate minutes from period times: ☒

Minutes/Day: 0

Continuous Entry: ☐

Special Schedule: ☐

Edit

Grouped Classes: None Selected Select

Language: English

Schedule:

Semester/Term			Day/Period		
Set	Pattern	Fixed	Set	Pattern	Fixed
1	Sr.High	Semester 2	Every day do	7/8	

Previous Next Exam OK Cancel INS

Select **Course Code** from the dropdown.

Select **Class Teacher** if known. If not known yet, you can select **Not Assigned**. But then you cannot assign students to this class.

If you want, you can select **Room Number** where the class is taught in.

Uncheck **Reportable** for CTS master classes; no mark expected.

Select **Language** taught in

Select the duration of the class by picking the semester that the class takes place in.

Select the day/period pattern for the class, e.g. "Every day double" and "7/8".

Using Special Schedule button

Typically class schedules do follow some kinds of a pattern but a few don't: some classes have "special" schedules that are somehow different from usual. Then you can use Special Schedule button to set a custom schedule for that class.

Using Patterns is always faster than setting a Special Schedule for each class; Patterns speed up the process of building the Classes File. This is simply because there is more clicking involved with Special Schedule.

If the class schedule does not follow a pattern, use the **Special Schedule** button to set a custom schedule for it. Here is a how-to on how to use Special Schedule button: [How to Use Special Schedule to Construct a Class](#)

How to set up CTS classes

CTS courses/modules are typically taught in bundles. As a result, the best way to set up CTS classes is using a scheduled **CTS Master Class** and setting all individual CTS classes as "**floaters**". "Floater" means "no schedule". Complete instructions on CTS setups can be found here (just do the steps under **Scheduling** menu, not **File** menu): [How to Set Up CTS Classes with Master Class](#)

5. ASSIGN TIMETABLES (CLASSES) TO STUDENTS

After you are satisfied with your next year's Classes File, you can start assigning students to these Classes. Expressed in another way, you can start assigning timetables to students. This is accomplished using **Scheduling, Edit Timetables**.

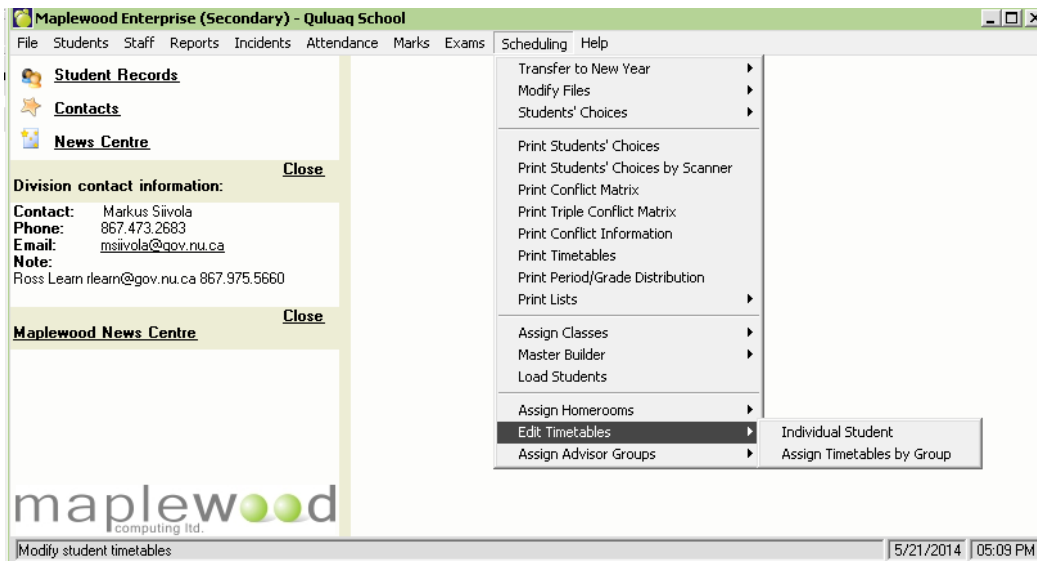


Figure 4: Where to go to edit student timetables / assign Classes

Follow these instructions for assigning Classes **but remember to access Edit Timetables using the menu item in the above screenshot and not Students menu (!):** [How to Assign Classes to Students](#) .

6. VERIFY YOUR WORK

Verify and monitor the progress of your work by producing reports from Maplewood. Some of the recommended reports are:

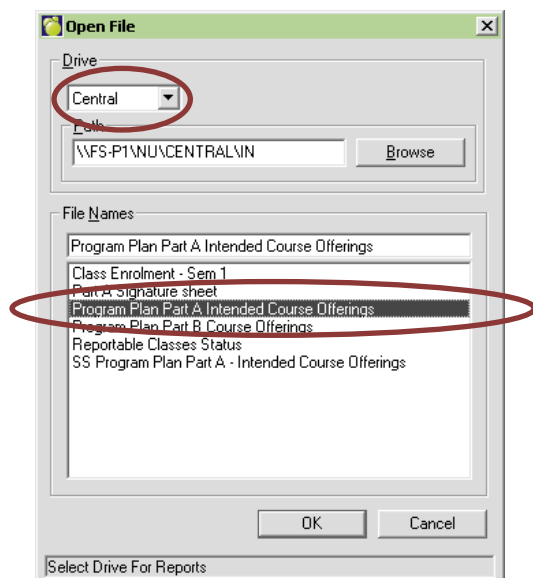
1. Print Timetables for students and/or teacher (**Scheduling, Print Timetables**)
2. Print Class Lists (**Scheduling, Print Lists, Class Lists**)
3. Print Homeroom Lists (**Scheduling, Print Lists, Homeroom Lists**)

Print (or save as PDF) the above reports and inspect them to make sure everything looks the way you want it to.

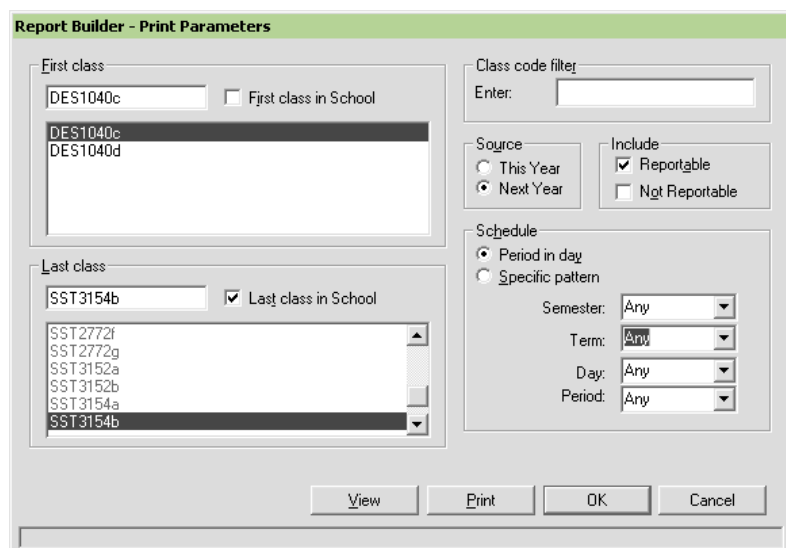
7. PRODUCE PART A REPORT (SECONDARY SCHOOLS ONLY)

Secondary School Program Plan Part A report can be produced from Maplewood after you have verified your work. Follow the steps here to produce the report.

1. Go to **Reports, Report Builder, Reports for Printing, Classes**
2. Once a blank report screen opens, go to **File, Open** to open the Part A report
3. Pick **Central** drive and select *Program Plan Part A Intended Course Offerings* from the list of reports:



4. Click **OK**
5. Now that the Part A template is open, go to **File, Print Report** to generate it
6. In the dialog that appears, use the following Print Parameters:



7. Click **View**

The result should look like this (16 pages in this report):

Print Preview

File Navigation Zoom

1 / 16

First Previous Next Last Zoom Search Print Exit

Part A: Secondary School Intended Program Section B

Inuksuk High School 2014
Intended Program/Course Offerings, including C.T.S.

Course Code	Section	Course Title	Term	L.O.I.	Credit Value
COM1035	b	Graphics Tools	Semester 1	English	1
COM1035	d	Graphics Tools	Semester 1	English	1
COM1035	e	Graphics Tools	Semester 2	English	1
COM1035	g	Graphics Tools	Semester 2	English	1
COM1055	b	Web Design 1	Semester 1	English	1
COM1055	d	Web Design 1	Semester 1	English	1
COM1055	e	Web Design 1	Semester 2	English	1
COM1055	g	Web Design 1	Semester 2	English	1
CON1010	a	Construction Tools & Materials	Semester 1	English	1
CON1010	b	Construction Tools & Materials	Semester 1	English	1
CON1010	c	Construction Tools & Materials	Semester 1	English	1
CON1010	f	Construction Tools & Materials	Semester 2	English	1
CON1010	g	Construction Tools & Materials	Semester 2	English	1
CON1010	h	Construction Tools & Materials	Semester 2	English	1
CON1010	t	Construction Tools & Materials	Semester 1	English	1
CON1010	v	Construction Tools & Materials	Semester 1	English	1
CON1010	w	Construction Tools & Materials	Semester 2	English	1

8. Click on the down arrow next to the Print button and save the report as PDF, then provide the report to the appropriate authority for approval at the Regional School Operations.

Note on the use of Special Schedule

If Special Schedule has been used, the Part A report will display “Special Schedule” under Semester/Term column. This is another unfortunate quality of using Special Schedule instead of Patterns. If the Regional School Operations requires further details on the schedule, you can provide them with copies of timetables printed in Section 6 of this document.