



Rocky Mountain
SCHOOL DISTRICT NO. 6

SD6 BCeSiS Implementation Plan and Training Timelines

The following represents Rocky Mountain's BCeSiS implementation plans and timelines. Our goal is to have all regular schools using BCeSiS as their sole student information system beginning September 2007. During the 2007 /08 year, high schools will be moving to the Provincial Report Card and Teacher Assistant within BCeSiS. Elementary Schools will be using the demographic and incident reporting functions; identified schools may be piloting the report cards at this level. The introduction and limited piloting of the new Student Services Module will also occur in the coming year.

Questions can be directed to:

David Levine
BCeSiS Implementation Coordinator / Level 1 Support
427-6587
dlevine@sd6.bc.ca

September /06

- Sept. 1 – Selkirk Secondary – BCeSiS Intro & FOIPPA, staff training
- Sept. 11-12 – Selkirk Secondary – Teacher Assistant training for pilot group
- Sept. 18-19 – David & Becky in Invermere
 - 1701 web class training
 - Planning session
 - Meeting with Paul
- Sept. 25–29 – 1701 data input

October

- Oct. 2 – Golden Secondary – Teacher Assistant training for pilot group (postponed)
- Oct. 16 - Selkirk Secondary – BCeSiS Intro & FOIPPA, staff training for those who missed the earlier session (early dismissal)

- Oct. 17 – Selkirk Secondary – TA/Gradebook training for expanded pilot group (early dismissal)
- Oct. 18 – Selkirk Secondary – TA Intro for teachers re: report card entry only (early dismissal)
- Oct. 19 – Selkirk Secondary – TA Intro for teachers re: report card entry only alternate session. (early dismissal)
- Oct. 20 – Selkirk Secondary – NI Day, facilitating staff for Gradebook and report cards
- Oct 20 – NI Day, Invermere – Becky, workshop for secretaries
- Oct 30 – student information verification forms sent out to all school secretaries
- Oct 30-31 – Selkirk Secondary, David available to teachers on preps for 1on1 help with report card entry

November

- Nov. 1 - Selkirk Secondary - direct support for report card input & after school session
- Nov 1 - Selkirk Secondary training session, marks & comments confirmation
- Nov 6 – send school set-up checklists to all school secretaries – due by Dec 16th.
- Nov. 16 – David meeting with Paul
- Selkirk Secondary wksp: 2nd Term Reporting
- Nov. 17 – Selkirk Secondary – report cards sent out
- Nov. 20 – Golden Secondary –Dawn Purvis, Kate Grant – Becky to do Intro training, David review accident/injury tracking with Dawn.
- Nov. 20 – Becky & David review schools set-up status & planning session
- Nov. 21 – zone admin meeting, Invermere

December

- Dec. 4-6 – Becky & David, Golden to begin elementary school setups
- David – Golden Elementary School & AO visits
- Dec. 6-8 – Becky completing GSS timetable input
- Meetings/discussions with Elementary AO's Kimberley
- Dec 15 – all school set-up checklist info due to be in to D&B

January /07

- David & Becky to complete elementary school setups – completed Jan.14th.
- Jan 22 - Golden Secondary – TA training for pilot group
- Jan 24 - Prescheduling web session – Provincial Team (ELive)
- Jan 24- Selkirk Secondary – Attendance in TA, training for all staff (delivered at staff meeting)
- Jan 30- Selkirk Secondary – Semester final report card session
- Jan 31 – Pre-Transition web session Provincial Team (ELive)

February

- Feb 5 – Selkirk – resetting Gradebook workshop
- Pre-Transition/Course Selection management training– Provincial Team (ELive)

- TRAX Refresher – Provincial Team (ELive)
- 1701 Refresher – Provincial Team (ELive)
- Feb 12 – NI Day, secretary/casual Intro/FOIPPA training intro to ELive, SnagIt, searching pdf docs & getting started with demographic input session. All day, Invermere.
- Elementary student demographic data entry begins (last grade in school first)
- Feb 19-22 – Scheduling training: Cranbrook, Provincial Team (Gus- trainer)
- High Schools' course option sheets & handbooks to be prepared
- Elementary school visits – secretarial support, all schools

March

- Mar. 13 – Invermere: Martin Morigeau & DTSS (Pre-scheduling)
- Student Services Module – Phase One Implementation
- Course selection completed: Selkirk
- Demographic data for Grade 7's to be completed by March 16th
- Mar. 17 – Apr. 1 – Spring Break
- Course selection at Selkirk, manual data input
- Course selection at GSS, manual data input

April

- Pre-transition of grade 7's
- Open Doors & Golden Alternate Schools set up in BCeSIS
- Presentation to the Board April 10th
- Course selection at DTSS using Student Assistant
- Schedule building for high schools begins: MTB, Course Maintenance
- Refinement workshops – Provincial Team (ELive) tba
- RSA Day: Secretary training session possible topics (discuss timesheets)
 - Discuss duplicate students
 - Withdrawing students
 - ELive
 - Letters
 - Credit Details
 - Attendance
 - Record keeping for the transition year – PR Cards
 - Reports
 - Aboriginal Ancestry / Spec. Ed
 - Homerooms

May

- Timetable building
- Pre-transition remaining grades
- BCeSIS Users Conference May 10-11
- BCeSIS upgrade to v9.1 @May 25th (JInitiator upgrade needs to have been completed)

June

- Timetable completion & distribution
- June 13 – websession: Elive initial use, staff maintenance, rooms, homeroom maintenance.
- Jun 15 – Elementary student demographic data input due date
- Update PR Cards from legacy systems
- Pre – YET

July

- Hopefully nothing!

August (needs)

- YET – Aug 1st – 7th
- Aug 14 - Secondary Secretary training, DTSS
 - Attendance
 - Spec Ed
 - Programs
 - Credit details
 - 1701 & TRAX
 - Homeroom assignment
 - Labels & letters
 - Fees
- Aug 22 – Elementary Secretary training, Invermere
 - Homeroom assignment
 - Attendance
 - 1701
 - Labels & letters
 - Reports
- Admin Retreat
 - Intro to BCeSIS for Elementary AO's
 - Accounts and first log in
 - Discussion & presentation of Elementary report cards
- Aug. 29 - TA/Gradebook training for DTSS teaching staff
- Aug. 30 - TA / Gradebook training for GSS teaching staff
- Aug. 31 - TA / Gradebook training for SSS new teaching staff

September /07:

- All District schools in Production – office/admin use only at Elementary
- Startup
 - Elementary
 - Secondary – course changes, schedule issues, Course Section Maintenance
- Secondary counselors, training and support

- 1701 & TRAX support
- School declarations
- Supporting secretaries – ongoing ELive training, “help line”, 1:1 support, VNC & SD6 – BCeSIS webspace.

October

- Interim reports training & support for high schools
- Report Cards - Inservice for high schools
- Picture uploads
- Student Services Module User Acceptance Testing

November

- Student Services Module User Acceptance Testing
- Picture uploads
- Elementary pilot schools teacher training for report cards

December

- Elementary report cards for pilot(s) school(s)

January /08

- End of semester: all over again: 1701, TRAX, exams, new staff...
- Move to full implementation of Gradebook at secondary – training
- Student Services Module Pilot?

February

- Second semester: course changes and timetabling again
- Feb. 21, 22: training at GSS & DTSS

And Beyond...

- Student Services Module, District implementation?
- Alternate Ed. ?
- District Staff?
- Sept. 2008: full implementation & use of BCeSIS (including report cards) at all levels
- Sept. 2009 projected implementation of upgrade to J2E platform from Oracle