

School District # 71 Comox Valley

**MyEducation BC - Implementation and Training Plan  
2015-2016**

*"The implementation plan is a living document that will be adjusted to reflect new issues and challenges as they arise with the intent to fully support all users."*

As you know BCeSIS is being replaced by a newer and better Student Information System. It is called MyEducation BC, a web based product that is accessible anywhere, anytime, using almost any device. Currently 23 school districts, in the Wave 1 implementation, have transitioned to MyEducation BC. The remaining school districts, including SD71, are a part of the Wave 2 implementation and have the benefit of the Wave 1 districts working out conversion and functional issues. The launch date for SD71 is Monday, August 24<sup>th</sup>.

### **The Guiding Principles for implementing MyEducation BC**

- Optimal implementation of all functions in order to have best communication around student success within the School District and with the parents of our students
- Consistent information sharing school to school, school to district, district to district
- The lead implementers at each school are the Principals and Vice Principals
- Training for MyEducation BC will follow the Train the Trainer model for our initial implementation followed by Just In Time/Train the Trainer model as future enhancements become available
- By utilizing the Train the Trainer model we'll be building teams of mentors throughout the district which will provide long term support
- The IT Centre team will be guiding the development of the support structures through ongoing collaboration
- The implementation plan is a living document that will be adjusted to reflect new issues and challenges as they arise with the intent to fully support all users

In the following pages you will find the functionality timeline for implementing each feature of MyEducation BC, an overall calendar of events, and, most importantly, the targeted training sessions relevant to each employee group.

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WORKING DOCUMENT

## MyEducation BC – The application’s functions and timeframe for initial implementation

Function	Go Live	Notes
Registration/Demographics	August 24, 2015	PVP / AA focus
Attendance	September 2015	Teacher / TTOC / Strongstart Program Worker
Gradebook and Report Cards	September 2015	Secondary school focus
Scheduling Secondary	September 2015	Secondary PVP / AA / Counselor focus
Reports (School & District)	September 2015	1701, SADE, GDE, etc.
Student Services (SPED) <sup>1</sup>	September 2015	Designations, Case Management
Distributed Learning (NIDES)	September 2015	Continuous entry is supported
Scheduling Elementary	October 2015	Elementary PVP focus
Assessments for Learning and Report Cards	October 2015	Elementary school focus initially
Student Portal <sup>2</sup>	January 2016	Communication with their teacher(s)
Family Portal <sup>3</sup>	January 2016	Communication with parents

<sup>1</sup> The decision of if and when IEPs will be loaded into MyEducation BC will be made after thoughtful consideration by the Student Services team.

<sup>2</sup> The Student Portal will not be fully launched at this time. The plan is to begin rigorous testing and piloting with a staged rollout leading to full implementation in the 2016-17 school year.

<sup>3</sup> The Parent Portal will not be fully launched at this time. The plan is to begin rigorous testing and piloting with a staged rollout leading to full implementation in the 2016-17 school year.

## Implementation Calendar for all employee groups

(See p. 10—15 for your specific group)

Date	Topic	Employee Group
February 4	Implementation Plan Online Training	ITC Team / SIS Team
February 24	Boot Camp Online Training	ITC Team / SIS Team
February 25	Boot Camp Online Training	ITC Team / SIS Team
February 26	Boot Camp Online Training	ITC Team / SIS Team
March - December	Increase p/t help desk hours - 35 per week	ITC Team
March - July	Standardize/cleanse BCeSIS data	All Admin Assistants / PVPs / ITC Team
March	Familiarization with SDTRAIN	IT Technicians / ITC Team
March 10	Draft Communication Plan completed	ITC Team / SIS Team
March 10	IT Technician Training Session #1	Techs
March 11	Elementary and Secondary Reporting Training	ITC Team to SD70
March 13	Communication Plan confirmed	CUPE; CDTA; Sr. Leaders
March 18	Elementary ITIC Training Session # 1	Elementary ITICs (optional PVP attendance)
March & April	Build eBinder/resource site	ITC Team
April 7 - 9	Train the Trainer Online Training	ITC Team / SIS Team / Teacher Reps / Support Staff Reps
April 13	Train the Trainer for core team only	
April 14	Student Services Trainer of Trainers session	Core SS team
April 15 - 17	Train the Trainer Follow-up sessions Esp. for those on vacation last week	ITC Team / SIS Team / Teacher Reps / Support Staff Reps
April 16	PVP Training Session # 1 (dinner meeting)	PVPs
April 21	Clerical Training Session # 1 (dinner meeting)	Clerical
April 20 - 24	Teacher Training Session # 1 (2nd staff meeting of month)	Teachers
April 20/22	Assessment & Grading Training Online Training	Teacher Mentors / SIS Team / PVPs - choose your dates
April 21	Student Services staff meeting #1 (Led by Student Services Mentors)	SLPs, Psychologists, OTs, ELLs, Gifted, etc.
April 23	PVP Elementary Training Session # 2	PVPs
April 23	PVP Secondary Training Session # 2	PVPs
April 29	Elementary ITIC Training Session # 2	Elementary ITICs plus PVP
April - early June	"Snippet" Lessons - 1 per week	Clerical
May 7	Elementary Reporting networking	ITC team to Abbotsford SD
May 11-15	Teacher Staffing Meetings	Schedule no training with PVPs

May (TBA)	StrongStart Program Worker Training Session (attendance)	Program Workers
May 13 a.m.	End of Year Rollover training	ITC Team
May 13 p.m.	IEP Training session	ITC Team and Student Services Mentors
May 14	Set up an Elementary School in SDTrain	ITC Team & Elementary Principals on SIS team
May 20	LST Training Session #1	Elementary (Led by Student Services Mentors)
May (TBA)	LST Training Session #2	Secondary (Led by Student Services Mentors)
May (TBA)	Elementary Counselor Training	Elementary (Led by Student Services Mentors)
May (TBA)	SPED Overview @ SBT meeting (schedule after LST meeting and counselor meeting)	PVPs / Counsellors / LSTs / Teachers
May 7 (MGMT Team Mtg)	MyEducation BC progress update (review Implementation)	Management Team
May (TBA)	Teacher Training Session # 2 (2nd staff meeting of month)	Teachers
May (TBA)	Secondary Counselor Training Session	Secondary Counsellors (led by VP responsible for scheduling & SPED mentor)
May (TBA)	Secondary Teacher Mentor Training Session	Mentor teachers (secondary)
May 27	Elementary ITIC Training Session # 3	Elementary ITICs plus PVP AND an additional teacher
May 28	Pre-round 1 Teacher Placement	Schedule no MEBC training
June - December	Ongoing Support Provided by SIS Team & Mentors	All Users
August 26	PVP refresher session and Elementary Setup	PVPs – targeted schools for the setup portion
August 25/26	August Refresher - Secondary	Clerical
August 28	August Refresher - Clerical Summer Institute Session	Clerical
August 31???	Elementary PVP working session re- Setup	Elementary PVP
September 1 <sup>4</sup>	Teacher refresher session (@ school sites led by PVP)	Teachers
September 8 - 11	Onsite support for all staff (ITC Team / IT Technicians / Kara)	All Users
September	Ongoing support (ITC Team / SIS Team / PVP leads)	All Users
September <sup>5</sup>	EA overview	EAs
September	Assessments / SPED designations and demographics	All Users
September (SBT & Reg. Staff Mtg)	IEPs	School Based Team
September 17 3-8pm	Elementary PVP – setup balance of schools	Elementary PVPs
December 2015	Master Timetable Builder	Secondary PVPs and counselors

<sup>4</sup> TTOCs may attend voluntarily at the school of their choice

<sup>5</sup> To be determined if this is necessary or not

## Student Information System (SIS) Implementation Team

The SIS Implementation Team is made up of the IT Centre team and a group of Elementary and Secondary Principals and Vice Principals. This team is responsible for the implementation from start to finish of MyEducation BC in SD71, including creation of implementation and training plans, data conversion and validation, support resources, while also becoming mentors of the product for SD71.

Task/Session	Date	Notes
Familiarization with SDTRAIN	March	
Standardize/Cleanse BCeSIS Data	March-July	Users clean-up, other data review
Dedicated L1 Support	Mar 3 – Dec 18	Additional hours for part-time help desk to full time
Communication Plan documents to all	March 10	Logins to SDTRAIN will be provided after this is distributed. Engagement at this time is optional
Elementary/Secondary Reporting	March 11	ITC team trained in SD70
IT Technician Training	March 10	Afternoon session... and will be ongoing
Elementary ITIC Training Session # 1	March 18	Josh, Lucianne and Rob to show navigation and attendance
Build eBinder/resources site	March & April	Snippet lessons, quick reference guide, resource sites, ISW
Train the Trainer (online)	April 7-9	Some members on vacation (spring break)
Train the Trainer for core team	April 13	
Trainer of Trainers for SPED	April 14	Core SS team with ITC team leading
Train the Trainer follow up sessions	April 15-17	All team members involved
PVP Training session #1	April 16	General Overview - Dinner session in a lab setting
Assessment/Grading Training	April 20/22	School mentors to participate
Clerical Training Session # 1	April 21	Dinner meeting
Snippet Lessons	April – June	6 weeks of lessons – ½ hour to complete
PVP Elementary Training session #2	April 23	Replaces monthly PVP meeting – daily functionality Homerooms, attendance, enrolment
PVP Secondary Training session #2	April 23	Replace monthly meeting – daily functionality Homerooms, attendance, enrolment, scheduling, gradebook
Elementary ITIC Training session #2	April 29	T.B.D.
StrongStart PW Training (Attendance)	May	Program Worker to enter daily – Sept. refresher
Elementary Reporting	May 7	ITC team with Abbotsford SD team
End of Year Rollover Training	May 13 a.m.	ITC team
IEP Training	May 13 p.m.	ITC team with Student Services reps
Setup one elementary in SDTrain	May 14	ITC team with elementary Principals on SIS team
Elementary ITIC Training Session #3	May 27	Attendance, Reporting - attendance includes PVP and

		an additional teacher
Ongoing support provided by SIS Team and Mentors	June – December	Phone / email / onsite support
PVP Refresher Session	Aug. 26	All for breakfast then Elem schools ready for setup
August Refresher – Secondary Clerical	Aug. 26	Refresher session
August Refresher – Clerical Summer Institute Session	Aug. 28	Refresher session
Elementary PVP Working Session??	Aug. 31	If needed to follow up Aug. 26th
Onsite support at school sites	Sept. 1	PVPs may need our support for their refresher session
Onsite support for all staff	Sept. 8 – 11	Dedicated ITC Team member onsite all day
EA Training	September	Overview
Elementary PVP Setup Group #2	September 17	Setup
Support for teachers to learn all functions	September-December	Assessments / Student Portal / Family Portal / IEPs
Master Timetable Builder	December 2015	Secondary PVPs



## MyEducation BC Learning Event Schedule - Aug. 26 - Nov.

Following is a list of all currently scheduled MyEducation BC learning events. Recordings and resource materials from past learning events can be found on the public [MyEdBC General Resources](#) page under Learning Resources.

Live participation in these learning events is open to all Wave 1 implementing Districts. For access information, please login and refer to the [Learning Events and Support Sessions](#) page.

Learning Event	Date	Time
<b>School Startup Readiness</b>	26-Aug-2015	1:00 - 3:30 pm
<b>Student Scheduling</b>	1-Sep-2015	10:00 am - 12:00 pm
<b>Teacher Gradebook</b>	2-Sep-2015	1:00 - 3:00 pm
<b>Class Size</b>	4-Sep-2015	10:00 am - 12:00 pm
<b>1701</b>	8-Sep-2015	1:00 - 3:00 pm
<b>Student Services Startup</b>	9-Sep-2015	10:00 am - 12:00 pm
<b>TRAX</b>	10-Sep-2015	1:00 - 3:00 pm
<b>Report Cards - Elementary Schools</b>	8-Oct-2015	1:00 - 3:00 pm
<b>Report Cards - Middle/High Schools</b>	9-Oct-2015	10:00 am - 12:00 pm
<b>SADE</b>	14-Oct-2015	10:00 - 11:30 am
<b>Groups and Pages</b>	17-Nov-2015	9:00 - 11:00 am

## Core Training Team (Mentors)

The Team Members listed below will be trained to provide support in the areas marked with an X in the table below. The initial training dates are April 7, 8 and 9. As this training occurs during Spring Break, teacher trainers who are able to attend will receive lieu time and Support Staff will receive add to pay.

For any designated trainer who is not able to attend April 7, 8 and 9 a follow-up session(s) will be provided on Monday, April 13<sup>th</sup> as we return from Spring Break.

Team Member	All	DL	Teachers	PVPs / Counsellors (Scheduling)	Clerical	Support Staff (PW / EA)
L1 Support Lucianne Aplocins	X					
District Manager of Information Technology Josh Porter	X					
District Principal Education Technology Rob Moore	X					
IT Support Teacher Kara Dawson			X	X		X
IT Staff Mike Stevens, Jeremy Taylor, Scott Wood, Kemp Currie, Chris Lemon, Darren Leary, Giselaïne Ballantyne			X		X	X
Principal / Vice Principals David Mayert, Jason Cobey, Charles Schilling, Julie Shields, Dean Patterson, Kyle Timms, Greg Kochanuk, Marieke Holtkamp			X	X	X	X
Secondary Counsellors Laura Commins, Heather Reidle, Caroline Gauthier			X	X		
Distance Learning Senior Systems Clerk Allison Schilling		X		X	X	X
Sr. A/A – Elementary 2 TBD					X	X
Sr. A/A – Secondary Ruth Whyte, 1 TBD					X	X
Work Exp/Ab Ed Program Workers Randy James						X
ITIC Mentors Dave Ingram, Tami Jerome, Charity Munro, Noah Burdett, Deb Gardner, Ellie Grant, Karla Lingren, Derrick Nelson, Jaki Braidwood			X			
CUPE Executive 1 TBD					X	X
CDTA Executive Sherry Dittrick			X			

Attending make-up Training April 13<sup>th</sup> – Tami Jerome, Marieke Holtkamp, Randy James

## Administration (PVPs)

Session/Task	Dates	Notes
Elementary ITIC Training Session # 1	March 18	Optional for PVPs
Standardize/Cleanse current BCeSIS Data	April - July	System-wide / work with clerical
PVP Training Session # 1	April 16	Dinner meeting
Assessment/Grading Training by MyEdBC	April 20/22;	School mentors to participate
PVP Secondary Training Session # 2	April 23	morning at school site TBA
PVP Elementary Training Session # 2	April 23	afternoon at school site TBA
Teacher Training Session # 1	April 20-24	Led by PVP at 2 <sup>nd</sup> staff meeting of the month
Elementary ITIC Training Session #2	April 29	A PVP from each site to attend
Weekly check in with clerical	April - June	Review snippet lessons, feed issues and questions to L1
MyEducation BC Progress Update (review Implementation)	May 7	@ MGMT Team Meeting - based on PVP / Teacher / Clerical sessions
SPED Overview - SBT meeting	May (last wk)	Regular meeting structure in place at each school
Secondary Teacher Mentor Training Session	May (TBA)	Teacher mentors
Elementary Teacher Mentor Training Session	May (TBA)	Teacher mentors
Secondary Counsellors Training Session	May (TBA)	Scheduling
Teacher Training Session # 2	May (TBA)	Led by PVP at 2 <sup>nd</sup> staff meeting of the month
Elementary ITIC Training Session # 3	May 27	Optional attendance by PVPs
StrongStart Registration protocol confirmed	Late April & May	Program Workers refers to Admin Assistant of the main campus
StrongStart Attendance protocol confirmed	Late April & May	Program Worker to enter daily
EA overview	TBD	Not clear if this session is required (fall?)
PVP refresher session & Elementary setup	August 26	2 hr breakfast session for all then setup group till 3pm
Elementary PVP working session # 2	Aug. 31	Continue with setup schools as needed
Teacher Refresher	Sept. 1	At school site – led by PVPs
Elementary PVP working session # 3	Sept. 24	Balance of schools to setup
Onsite support	Sept. 8 – 11	Dedicated ITC Team member onsite all day
Ongoing support	September onwards	SIS & ITC Teams support - access via phone / email / drop-in Assessments / Student Portal / Family Portal / IEP
Master Timetable Builder	Beginning December	Secondary

## Teachers

Session/Task	Date	Notes
Elementary ITIC	March 18th	Josh, Lucianne and Rob to show navigation and attendance
Teacher Training Session # 1	April 20-24	Led by PVP at 2 <sup>nd</sup> staff meeting of the month
Assessment/Grading Training	April 20/22	Secondary School mentors to participate
Elementary ITIC Training session #2	April 29	T.B.D.
Teacher Training Session # 2	May (TBA)	Led by PVP at 2 <sup>nd</sup> staff meeting of the month
Secondary Teacher Mentor Training Session	May (TBA)	Mentor teacher training - Counselor & 4 Teacher reps
Secondary Counsellors Training Session	May (TBA)	scheduling
Elementary ITIC Training Session # 3	May 27	Each elementary - ITIC plus 1 teacher plus 1 PVP
Teacher Refresher Session	Sept. 1	At schools sites led by PVPs
TTOC Training Session	Sept. 1	Voluntary involvement at a school of choice
Onsite support	Sept. 8 – 11	Dedicated ITC Team member onsite all day
On-going support sessions provided by school admin/mentors & SIS team	September ongoing	Phone, email, drop-in sessions Assessments / Student Portal / Family Portal / IEP
<b>FUNCTIONALITY FOCUS:</b>		
<b>Spring 2015 Training Focus (Elementary)</b>		<b>Fall 2015 Training Focus</b>
Access & General Overview		Student Assessments and Reporting (Elem. & Sec.)
Attendance		IEP Protocol Analysis (Elem. & Sec.)
Demographics and Enrolment		Master Timetable Builder / Scheduler
Homerooms		Student and Portal testing with Lake Trail school
<b>Spring 2015 Training Focus (Secondary)</b>		<b>Winter/Spring 2016 further Testing</b>
Access & General Overview		Student and Parent Portal – with focus groups K-12
Attendance		
Gradebook		
Demographics		
Scheduling (Counsellors)		

## Clerical – Support Staff

Session/Task	Dates	Notes
Standardize/Cleanse BCeSIS Data	March - July	Already in place for standardized data format
Clerical Training Session # 1	April 21	Dinner meeting (add to pay / banked time)
Snippet lessons	April 20 – June 5	half hour add to pay per week (6 weeks)
StrongStart Registration protocol confirmed	May/June	Program Worker refers to Admin Assistant of the main campus
StrongStart PW training re-Attendance protocol	June 16	Program Worker to enter daily - Refresher in September
August Refresher - Secondary	August 25/26 1-3pm	ITC Team to lead – at Isfeld (add to pay for those without start up hours)
August Refresher – for balance of AAs	August 28 9-11am	ITC Team to lead
Onsite support	Sept. 8 – 11	Dedicated ITC Team member onsite all day
Ongoing support after start-up	September onwards	SIS & ITC Teams support - access via phone, email, drop-in (Includes: Student Assessment; Alerts; SPED protocols; etc.)

## Student Services – SPED

Session	Dates	Notes
SPED Trainer of Trainers session #2	April 14	Led by SIS team
SS staff meeting #1	April 21	Led by SPED mentors with SIS Team support
IEP Training	May 13	Online training with SIS Team
Elementary LST Meeting	May 20	Led by SPED mentors with SIS Team support
Secondary LST Meeting	May (TBA)	Led by SPED mentors with SIS Team support
Elementary Counselor meeting	May (TBA)	Led by SPED mentors with SIS Team support
Secondary Counselor meeting	May (TBA)	Led by VP responsible for scheduling and SPED mentor
SPED Overview - SBT meeting	May (TBA)	PVP & LST mentor their team
Onsite support	Sept. 8 – 11	ITC Team member to support PVPs and AAs; SS Mentors to support LSTs
EA Training (if deemed necessary)	September	LSTs and PVPs to support
Ongoing support after start-up	September onwards	SIS & ITC Teams support - access via phone / email / drop-in Assessment / Student Portal / Family Portal / IEPs
<b>Year-long Training</b>		
IEP protocol analysis	Beginning September	SS meetings; SBT meetings; Regular Staff Meetings

## MyEducation BC Implementation Information

We have set up a website to provide the latest information about the implementation as well as support and training resources. We encourage you to visit this website for the latest information.

<http://myed.sd71.bc.ca>

Your first point of support Contact:

- ✓ Your site Principal / Vice Principal(s)

### Project Contacts

- Josh Porter Manager of IT [josh.porter@sd71.bc.ca](mailto:josh.porter@sd71.bc.ca)
- Rob Moore District Principal, Education Technology [rob.moore@sd71.bc.ca](mailto:rob.moore@sd71.bc.ca)
- Lucianne Aplocins IT Help Desk / L1 Support [lucianne.aplocins@sd71.bc.ca](mailto:lucianne.aplocins@sd71.bc.ca)