



Ministry of
Education

Class Size and Composition Data Exchange

2011

Web Form Instructions

For technical assistance with this web form, please contact:

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Accessing the Web Form

Schools and districts can access the web form at:

<https://www.bced.gov.bc.ca/exams/tsw/sld/>

Use the same school access id and password as used to access the Student Level Data (SLD) website. Password support is available by contacting any of the following Business Integration staff between the hours of 8:00 am to 4:00 pm weekdays:

Ryan McLeod at	250 387-2351	Ryan.McLeod@gov.bc.ca
Debbie Yorke at	250 356-2064	Debbie.Yorke@gov.bc.ca

1.0 General Instructions, Inclusions, Exclusions for all Users

1.1 General Process

1. Public schools will enter their class size and composition information manually using the web form or by extract from BCeSIS or local information system, review, and verify their data's accuracy.
2. Superintendents will then review the data from their schools, and **authorize** the data is accurate, in compliance with legislation, and ready to publish.
3. All authorized data will be collected from the web form by the Ministry after midnight on **October 30th, 2011**.
4. Class size and composition reports will be published.

The web form is the same layout as the web form used by schools and districts last year. Improvements have been made to error messages and the rationale box. Please note that while schools will no longer be reporting half day kindergarten, the column has not been removed to allow for consistency in the file specifications.

All data must be accurate **as approved by your Board of Education**, and must reflect the **current** organization of classes assigned. DO NOT include classes to be held in future sessions.

1.2 What is a class?

A class is generally considered to be a group of enrolled students regularly scheduled in a classroom to work on a set of learning activities (leading to graduation), lead by one teacher. Each row represents the headcount enrolment in one class.

There can be considerable variation in how education is delivered in regular schools across the province, so this simple view may not always fit every situation. For example, **if a class is taught by two teachers, both of whom are in the classroom at the same time, the class should be split on two lines.** Similarly, if multiple courses are taught in the same classroom by one teacher, these should be reported together as a single class.

Note that schools and districts may need to assess whether some specific classes should be included or not. This decision should be guided by the more formal definition of a **class**, which is defined in the Class Size Regulation as:

“A group of students regularly scheduled to be together in a classroom for the purposes of instruction in an educational program.”

1.3 Class Exclusions

Some types of classes and programs are specifically excluded from this data collection, as per the Class Size Regulation, Section 5. **DO NOT** include any of the following classes or programs:

X	Adult or Continuing Education Programs
X	Alternate Education Programs
X	Before or After School Programs
X	Classes operated exclusively for students with special needs
X	Distributed Learning Programs
X	Independent Directed Studies
X	Lectures or Seminars for large groups
X	Peer counselling
X	Provincial Resource Programs
X	Second semester classes not in session as of September 30th
X	Work study or work experience programs

1.4 Subject Area

To support better reporting and analysis, Subject Area has been added to the collection. For elementary classes teaching a range of subjects, select “00 – Full Grade”. For secondary classes, choose the category that best fits the course being delivered from the list provided:

- 00 - Full Grade
- 05 - Applied Skills
- 10 - English Language Arts
- 15 - Fine Arts
- 20 - Health and Career Planning
- 25 - Information & Communications Technology
- 30 - Languages
- 35 - Mathematics
- 40 - Physical Education
- 45 - Sciences
- 50 - Social Studies
- 60 - Special Ed
- 65 - Other

1.5 Section

This field is optional and free-form. It is included for those schools that have multiple sections of the same course, and would like to better identify each specific class for review and reporting.

1.6 Kindergarten

For each student attending Full Day Kindergarten, enter the number of students in this class. Take care to ensure your data is being entered into the Full Day Kindergarten column, and not the Half Day Kindergarten column.

While schools will no longer be offering Half Day Kindergarten (School Calendar Regulation 114/2002, section 8 (2)), the Half Day Kindergarten column has not yet been removed, to maintain consistency with the file specifications and layout.

1.7 Headcount by Grade

For each student in the class, enter the number of students by the grade of the student. For example, if there are 3 Grade 8 students, 10 Grade 9 students, and 3 Grade 10 students in a French 9 class together, the headcount by grade would appear as follows:

Class	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
French 9		3	10	3		

If there are any Elementary Ungraded (EU) or Secondary Ungraded (SU) students in the class, report them in the most appropriate grade for that student. For example, if the student is primarily in grade 10 classes, but is taking classes in other grade levels as well, then report them as grade 10. If the student cannot be identified as being in any one grade, then report them in the grade level of the course. In the example above, the ungraded student could be added to the grade 9 headcount.

1.8 Classes With 30+ Students

Classes with more than 30 students need to be accompanied by a rationale. These rationales can be reviewed using the "Classes with 30+ Students" report in the top Quick Menu bar, or running this report from the Secure SLD Web Access main page. The district level ID will provide a report showing all classes in the district, and the school level ID will show only those 30+ classes within that school.

Please note these rationales will be collected with the class size and composition data, and will be published as written on the Ministry's web site. Please ensure there is no personal information in these rationales that would compromise a person's information security.

1.9 Education Assistants (by Class)

Use the Class Size Entry Form to indicate where a class is supported by one or more Education Assistants. **This field has a Yes/No radio button.** The hours of support provided at the classroom level should be included in the "Schools Total Average Weekly EA Hours" at the Class Size & Composition school level screen.

Include all Education Assistants (EA) that provide support in each classroom. This includes Learning Assistance, Special Education, Resource Room, or Aboriginal Education support staff, **if the staff are engaged in providing temporary or continuous classroom support at the time of this collection.**

Include EA support funded by other government agencies.

Exclude EA support providing non-classroom services such as recess, lunchtime, transportation, or library support.

1.10 Total Education Assistants (by School)

Enter the School's Total Average Weekly EA Hours by selecting Edit next to the value box near the top of the Class Size & Composition school level screen. You may use up to 2 decimal places, for example:

- 3.25 hours per week equates to 3 hours and 15 minutes
- 3.1 hours per week equates to 3 hours and 6 minutes
- 3.75 hours per week equates to 3 hours and 45 minutes

Include in the total average hours per week for Education Assistants those EA hours provided at the classroom level, **plus** any Education Assistants assigned at the school level or those that are not assigned to or work with specific students or classes.

Include EA's that float or provide pull-out support, work in Resource Rooms or Learning Assistance, or provide supports for special education students not integrated into the classroom full time.

1.11 Headcounts of Students by Category (Special Education/Gifted/ESL)

Identify students in classes that meet the criteria for one of the following three broad categories:

- Students Entitled to an IEP* (excluding Gifted)
- Gifted
- English as a Second Language / English as a Second Dialect (ESL/ESD)

**Include* only Special Education students who are entitled to an Individual Education Plan (IEP).

A student is entitled to an IEP if the student meets two conditions (from the Individual Education Plan Order):

- 1) The student is identified as a student with special needs.
- 2) The student is not entitled to an IEP if:
 - a) the student requires no adaptation or only minor adaptations to education materials, or instructional or assessment methods;
 - b) the expected learning outcomes established by the applicable educational program guide have not been modified for the student; and
 - c) the student requires in a school year, 25 hours or less remedial instruction, by a person other than the classroom teacher, in order for the student to meet the expected learning outcomes referred to in b) above

Include international students in the ESL/ESD column only if this is an appropriate reflection of their support needs. The student does not need to qualify for ESL/ESD funding to be included in this field count.

Each student should only be counted once in the category section. If a student meets the requirements of more than one category shown, then only report them once under the category representing the highest support needs. For example, a student who is designated as a student entitled to an IEP and is ESL would generally be reported only once under the Special Ed/IEP category. Similarly, if a student is both Gifted and ESL, then the student would most likely be reported under ESL.

1.12 Superintendents' Authorization

Superintendents will review the data submitted by schools, request corrections if necessary, and then authorize the data as accurate for the Ministry to use.

The Schools List screen provides a quick overview of the status of each school. This screen identifies any school that does not have any data, the count of errors and warnings, and whether a school's data has been successfully authorized. Schools with errors in their data need to be fixed prior to authorization, as errors will stop the school's data from being included in the Class Size Average calculations, and will stop the school from being authorized and accepted by the Ministry.

Once the data is authorized, the data is locked from any further editing to ensure the information reviewed and approved by the Superintendent is not inadvertently changed. Once all schools shown on the Schools List screen are identified as Authorized, the process is complete.

Note: If the average class size at the school or district level is not within the legislated limits, it should **not** be authorized by the Superintendent.

Superintendents should review the "**Classes with 30+ Students**" and the "**District Class Average**" calculation **before authorizing** to ensure the schools and districts are all in compliance.

See section 4.3 for further information.

2.0 BCeSIS Schools and Districts

2.1 *General Process*

BCeSIS schools and districts use the Verification Reports built into the system to review their Class Size data and to set specific class exclusions prior to their data being extracted and loaded into the web form. It is important to review this data and make any edits necessary within BCeSIS, to ensure the data is as accurate a reflection of your actual class composition as possible.


The class size data as adjusted through the Verification Reports is then extracted for you and loaded onto the web form for the next steps.

Schools and districts will access the web form to review the data loaded from BCeSIS and to make a few additions (such as information about Education Assistants) to the report. This is also an opportunity to review the class size calculations, and address any outstanding errors or warnings prior to authorizing the data to be used by the Ministry for class size reporting.

Superintendent's authorization must be given by midnight **October 30th 2011** and no further edits will be accepted on this data before publishing.

2.2 Entering Data

BCeSIS schools will use the web form to add their Education Assistants information, by class and for each school. (See sections 1.9 and 1.10 for details regarding these fields).



EdAccess Ministry of Education

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Class Size Entry Form

 TSW-3041

00501007 Jaffray Elem-Jr Secondary

* Division/Class Name
* Subject Area
Section

*** Headcounts Students by Grade**

K Half Day	<input type="text"/>
K Full Day	<input type="text" value="17"/>
Grade 1	<input type="text"/>
Grade 2	<input type="text"/>
Grade 3	<input type="text"/>
Grade 4	<input type="text"/>
Grade 5	<input type="text"/>
Grade 6	<input type="text"/>
Grade 7	<input type="text"/>
Grade 8	<input type="text"/>
Grade 9	<input type="text"/>
Grade 10	<input type="text"/>
Grade 11	<input type="text"/>
Grade 12	<input type="text"/>

Total Headcount in Class: 17

EA Support Provided: Yes No

Indicate here whether a class has been provided with additional support

Headcounts Students by Category

Students Entitled to an IEP	<input type="text" value="1"/>
Gifted	<input type="text"/>
ESL/ESD	<input type="text"/>

* Indicates required value

Rationales for Classes with 30+ Students

For classes with over 30 students, a box will appear on the Class Size Entry Form so a rationale can be entered for these classes. Please do not use any carriage returns, line feeds, double quotes, more than 250 characters, or any characters not found on the keyboard as this may result in problems when extracting and publishing data. If included, these will be removed for you.

Ministry Home Government of British Columbia

EdAccess

Ministry of Education

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Class Size Entry Form

00501007 Jaffray Elem-Jr Secondary Save Cancel

* Division/Class Name

* Subject Area

Section

* Headcounts Students by Grade

K Half Day	<input type="text"/>
K Full Day	<input type="text"/>
Grade 1	<input type="text"/>
Grade 2	<input type="text"/>
Grade 3	<input type="text"/>
Grade 4	<input type="text"/>
Grade 5	<input type="text"/>
Grade 6	<input type="text"/>
Grade 7	<input type="text"/>
Grade 8	<input type="text" value="40"/>
Grade 9	<input type="text"/>
Grade 10	<input type="text"/>
Grade 11	<input type="text"/>
Grade 12	<input type="text"/>

Total Headcount in Class: 40

Rationale 213 characters remaining

EA Support Provided: Yes No

Headcounts Students by Category

Students Entitled to an IEP	<input type="text"/>
Gifted	<input type="text"/>
ESL/ESD	<input type="text"/>

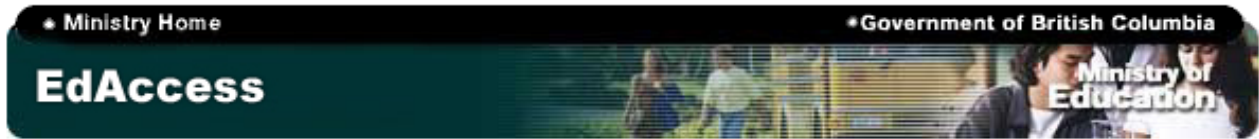
* Indicates required value Save Cancel

Rationale box will appear when classes are over 30. Once a rationale is entered and saved, the error messages will disappear and will be replaced by a warning message.

Error: Headcount should be 30 or less

Error: A rationale must be entered for classes over 30

A summary of these rationales can be reviewed by selecting the Classes with 30+ Students in the Quick Menu bar, either at the school or at the district level. This report can be printed using the print button at the bottom of the page.



Quick Menu

[SLD Web Home](#) | [Class Size Class/Div List](#) | [Classes with 30+ Students](#) | [Change Password](#) | [Change Reminder](#) | [Help](#) | [Logoff](#)

Classes with 30+ Students

TSW-3043

Laurie Middle School
00502011

The rationale will appear next to the class to which it relates

	Class Name	Count	Rationale
Edit/View	DRAMA 9 (01)	33	Drama class is suitable candidate for larger class size.
Edit/View	PHYSICAL EDUCATION 7 (01), PHYSICAL EDUCATION 7 (02)	38	Physical Education class is suitable candidate for larger class size.
Edit/View	MUSIC 7 (01), MUSIC 7 (02)	42	Music/Jazz Band class suitable for larger class size.
Edit/View	MUSIC 7 (03), MUSIC 7 (05)	37	Music class is suitable candidate for larger class size.
Edit/View	SCIENCE 9 (02)	31	

[Printable Version](#)

Click *Edit/View* to add a missing rationale

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Printable Version – Allows user to print the current page as a PDF. The web form will not be available after October 30th, therefore it is recommended that a printed copy be kept for school and district records.

2.3 Review

It is recommended that the following areas be reviewed carefully when using this web form:

- a. Courses that should have been excluded by Verification Report
- b. Duplicate classes, such as homerooms for secondary students
- c. Automated placement of Elementary Ungraded (EU) and Secondary Ungraded (SU) students
- d. Adult or Continuing Education classes
- e. Count of students Entitled to an IEP. Note that the number of students extracted from BCeSIS will include all students with Special Needs—this number may need to be reduced to reflect only those students who are entitled to an IEP (See section 1.11)
- f. Automated resolution of students eligible to be reported under more than one category (See section 1.11)
- g. Rationales for classes with 30+ students
- h. Class Size Average Calculations (School and District)
- i. Any remaining Errors and Warnings

2.4 Authorize

See sections 1.12 and 4.3 for information on the Superintendents' authorization.

3.0 Non-BCeSIS Schools and Districts – Entering Data

3.1 General Process

Non-BCeSIS schools and districts will use the Ministry web form to:

1. Load or enter their class size data;
2. Review the data for accuracy;
3. Review the Class Size Averages; and
4. Give final authorization to the Ministry to use the data as submitted.

Please note that the data will be accepted as accurate based on this authorization, and no further edits will be accepted on this data before publishing.

The web form will be available until midnight on **Sunday, October 30th, 2011**. It is recommended that schools complete their submissions by October 20th, 2011, to allow time for their Superintendent to review the district's data, and request corrections as required.

3.2 Loading Data into Web Form

There are two methods that can be used to load class size data into the web form:

1. Create an extract from local information systems, and/or
2. Enter the data manually

3.2.1 Loading Electronic Extract

Data may be loaded electronically if a file can be created in the correct file structure. Details of these specifications ("Layout for Class Size 2011 Upload File") can be found at the main data collection website (<http://www.bced.gov.bc.ca/datacollections/>).

Once the file is ready to load, select the **Load Data from External File** function on the Class Size and Composition screen. The system will allow you to browse your computer to locate the file, then once selected, the file will upload or provide some error messages for you to address.

Note: if your load includes a rationale for any class with more than 30 students, please ensure the text does not contain any line feeds, carriage returns, double quotes, more than 250 characters, or any characters not found on a keyboard (i.e. bullets) as this may result in problems when extracting and publishing data. If included, these will be removed for you.

Click on *Load Data from External File*, and then click the *Browse* button to select the file to upload, and then click the *Submit* button

EdAccess

Quick Menu

SLD Web Home | Class Size Class/Div List | Classes with 30+ Students | Change Password | Change Reminder | Help | Logoff

TSW-3042

Class Size & Composition - As approved by the Board of Education

00501007 Jaffray Elem-Jr Secondary Calculate Class Size Averages

Load Data from External File Extract Data to your Computer

Add New Class School's Total Average Weekly EA Hours: Edit

	Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade													EA Support	Headcount by Category						
						K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11		12	Total	Special Ed / IEP	Gifted	ESL		
Edit/View Delete	Division 01	Full Grade		0	0	0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19		0	0	0
Edit/View Delete	Division 02	Full Grade		0	0	0	0	12	7	0	0	0	0	0	0	0	0	0	0	0	0	19	Y	2	0	0
Edit/View Delete	Division 03	Full Grade		0	0	0	0	0	11	6	0	0	0	0	0	0	0	0	0	0	0	17		0	0	0
Edit/View Delete	Division 04	Full Grade		0	0	0	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0	17		1	0	0
Edit/View Delete	Division 05	Full Grade		0	0	0	0	0	0	15	8	0	0	0	0	0	0	0	0	0	0	23	Y	3	0	0

EdAccess

Quick Menu

Schools List | Class Size Class/Div List | SLD Web Home | Change Password | Change Reminder | Help | Logoff

Load Class Size File :

File

Browse...

Submit

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Please Note: By uploading data into a school, any existing class size information in the web form for that school will be overwritten.

A sample of the Class Size Entry Form screen is shown below:

• Ministry Home• Government of British Columbia
EdAccess

Quick Menu

[SLD Web Home](#) | [Schools List](#) | [Class Size Class/Div List](#) | [Classes with 30+ Students](#) | [Change Password](#) | [Change Reminder](#) | [Help](#) | [Logout](#)

Class Size Entry Form TSW-3041

00502031 Steeples Elementary

* Division/Class Name

* Subject Area

Section

*** Headcounts Students by Grade**

K Half Day	<input type="text"/>
K Full Day	<input type="text"/>
Grade 1	<input type="text"/>
Grade 2	<input type="text"/>
Grade 3	<input type="text"/>
Grade 4	<input type="text"/>
Grade 5	<input type="text"/>
Grade 6	<input type="text"/>
Grade 7	<input type="text"/>
Grade 8	<input type="text"/>
Grade 9	<input type="text"/>
Grade 10	<input type="text"/>
Grade 11	<input type="text"/>
Grade 12	<input type="text"/>

Total Headcount in Class: 0

EA Support Provided: Yes No

Headcounts Students by Category

Students Entitled to an IEP	<input type="text"/>
Gifted	<input type="text"/>
ESL/ESD	<input type="text"/>

* Indicates required value

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3.3 Class by Class Data Entry

The data entry screen shown above will allow you to enter all the data required for each class. The screen can be Viewed or Edited, and changes can be saved before returning to the School's Class List screen.

Division or Class

For elementary classes, enter the division number or other local identifier of each class. For secondary classes, enter the course name that best identifies each class.

Subject Area

For elementary classes where multiple subject areas are taught within a single class, select "00 - Full Grade" from the drop down menu.

For secondary courses only, select the subject area for each course reported from the drop down menu. (See section 1.4 for details).

Section (optional)

This field is optional and free-form. It is included for those schools that have multiple sections of the same course, and would like to better identify each specific class for review and reporting.

Kindergarten (Full Day)

For each kindergarten student in the class, enter the number of students in Full Day Kindergarten. Note the Half Day Kindergarten column should not be used but remains on the web form to maintain consistency in the file specifications and layout.

Headcounts of Students by Grade

For each student in the class, enter the number of students by the grade of the student. For general instructions and example, see section 1.7.

Report any Elementary Ungraded (EU) or Secondary Ungraded (SU) students in the most appropriate grade for that student. See section 1.7 for details.

Rationale Box

For classes with more than 30 students, an error message is displayed with a rationale box. When entering text in the rationale box, please do not use carriage returns, line feeds, double quotes, more than 250 characters, or any characters not found on the keyboard (i.e. bullets) as this may result in problems when extracting and publishing data. If included, these will be removed for you.

Education Assistants (by Class)

The radio button for EA Support Provided defaults to N (No). If the class has EA support, change the radio button to Y (Yes). See section 1.9 for details.

Headcounts of Students by Category (Special Education/Gifted/ESL)

Record each student **only once** under the most appropriate category in each class. See section 1.11 for details.

Education Assistants (School's Total)

The screen print below shows where to enter the School's Total Average Weekly EA Hours on the Class Size and Composition school screen. See section 1.10 for details.

The screenshot shows the EdAccess web application interface. At the top, there is a navigation bar with 'Ministry Home' and 'Government of British Columbia' links. Below this is the 'EdAccess' logo and a 'Quick Menu' with links to 'SLD Web Home', 'Class Size Class/Div List', 'Classes with 30+ Students', 'Change Password', 'Change Reminder', 'Help', and 'Logoff'. The main content area is titled 'Class Size & Composition - As approved by the Board of Education' for '00502011 Laurie Middle School'. There are two buttons: 'Load Data from External File' and 'Extract Data to your Computer'. Below these is a form for 'School's Total Average Weekly EA Hours' with a text input field containing '10.75' and an 'Edit' button. A red circle highlights the input field, and a red arrow points from a callout box to it. The callout box contains the text: 'The school screen allows the user to enter the total number of Education Assistants Average Weekly Hours. See Section 1.9 and 1.10 for details.' Below the form is a table with columns for 'Class/Div Name', 'Subject Area', 'Section', '# Errors', '# Warnings', 'Headcount Students by Grade' (with sub-columns for K Half Day, K Full Day, and grades 1-12), 'Total', 'EA Support', and 'Headcount by Category' (with sub-columns for Special Ed / IEP, Gifted, and ESL).

		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade														EA Support	Headcount by Category							
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12		Total	Special Ed / IEP	Gifted	ESL				
Edit/View	Delete	Division 7-1	Full Grade		0	0	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0	0	0	21	Y	2	0	0
Edit/View	Delete	Division 7-2	Full Grade		0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	0	18		5	0	0
Edit/View	Delete	Division 7-3	Full Grade		0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	20		3	0	0

3.4 Authorize

See sections 1.12 and 4.3 for information on the Superintendents' authorization.

4.0 General Review for All Users

4.1 Web Form Functions

Extract Data to Your Computer

Users can take a copy of the data contained in the web form for their own records or for continued use after the web form is closed.

Click the “Extract Data to your Computer” button and when prompted to <Open> or <Save> this file, select <Save> (do not use the Open button). Save the file and select a location on your computer to store the information.

The screenshot shows the EdAccess web interface. At the top, there is a navigation bar with 'Ministry Home' and 'Government of British Columbia'. Below this is a 'Quick Menu' with links for 'SLD Web Home', 'Class Size Class/Div List', 'Classes with 30+ Students', 'Change Password', 'Change Reminder', 'Help', and 'Logoff'. The main heading is 'Class Size & Composition - As approved by the Board of Education' for '00502011 Laurie Middle School'. A 'Calculate Class Size Averages' button is visible. Below this, there are two buttons: 'Load Data from External File' and 'Extract Data to your Computer', with the latter circled in red. A table shows 'School's Total Average Weekly EA Hours' as 10.75. At the bottom, a table lists class data with columns for Class/Div Name, Subject Area, Section, # Errors, # Warnings, Headcount Students by Grade (K Half Day, K Full Day, 1-12, Total), EA Support, and Headcount by Category (Special Ed / IEP, Gifted, ESL).

		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade														EA Support	Headcount by Category								
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12		Total	Special Ed / IEP	Gifted	ESL					
Edit/View	Delete	Division 7-1	Full Grade		0	0	0	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0	0	0	21	Y	2	0	0
Edit/View	Delete	Division 7-2	Full Grade		0	0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	0	18		5	0	0
Edit/View	Delete	Division 7-3	Full Grade		0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	0	20		3	0	0

Calculate Class Size Averages

The system can calculate Class Size Averages at the School or District level. The averages will not calculate for any school(s) with errors, and schools with errors will not be included in district level averages. The final calculation will be saved with your school and district file, and transferred to the Ministry for inclusion in the public reports.

The example below shows the Class Size Average calculation at the School level. The same function is available at the District level on the Schools List screen.



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TSW-3042

Class Size & Composition - As approved by the Board of Education

00501007 Jaffray Elem-Jr Secondary

[Calculate Class Size Averages](#)

[Add New Class](#) School's Total Average Weekly EA Hours:

	Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade													EA Support	Headcount by Category						
						K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11		12	Total	Special Ed / IEP	Gifted	ESL		
Edit/View	Delete	Division 01	Applied Skills	0	0	0	0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	19		0	0	0

Resulting calculation of an individual school's Class Size Averages



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Class Size Averages

TSW-3040

00501007 Jaffray Elem-Jr Secondary

Kindergarten	17.0
Grades 1-3	20.8
Grades 4-7	26.6
Grades 8-12	21.7

These are current as of now but are subject to change until approved by the district. These averages will not calculate for schools that have errors.

Printing Reports

If a print option is available, the “Printable Version” link will be displayed on the bottom left hand corner of the screen (you may need to scroll down to find this function).

It is recommended that a printed copy of your report be taken before the Web form closes on October 30th, 2011.



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TSW-3042

Class Size & Composition - As approved by the Board of Education

00501008 Grasmere Elementary

[Calculate Class Size Averages](#)

[Load Data from External File](#)

[Extract Data to your Computer](#)

[Add New Class](#)

School's Total Average Weekly EA Hours: [Edit](#)

		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade														EA Support	Headcount by Category						
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12		Total	Special Ed / IEP	Gifted	ESL			
Edit/View	Delete	Division 01	Full Grade		0	0	0	0	9	6	0	0	0	0	0	0	0	0	0	0	0	0	0	15	Y	2	0	1
Edit/View	Delete	Division 02	Full Grade		0	0	0	0	0	9	11	0	0	0	0	0	0	0	0	0	0	0	0	20		0	0	0
Edit/View	Delete	Division 03	Full Grade		0	0	0	0	0	0	11	8	0	0	0	0	0	0	0	0	0	0	0	19	Y	0	1	0

[Printable Version](#)

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Printable Version – Allows user to print the current page as a PDF.

4.2 Reviewing Your Data

Once the data is entered or loaded into the web form, you should review your data as follows:

1. **Check for Error and Warning Messages:** data containing errors cannot be authorized and will not be accepted for submission to the Ministry. Data containing warnings will be accepted; however, warnings should be reviewed for possible correction (e.g. a warning will be displayed if there appears to be a duplicate class - see below). All corrections should be made before calculating the class size and district averages.

Examples of Errors:

- Missing Class/Division name or Subject Area
- Invalid entry in cell (i.e. ABC, commas, %, other symbols)
- Count of students with special needs/gifted/ESL exceeds total class headcount
- Value is outside expected range (over 300, negative numbers, not a whole number)

Examples of Warnings:

- Class size averages over legislated class size maximum
- Classes with more than 30 students (once text is entered into rationale box)
- Classes that may be duplicates (see below)

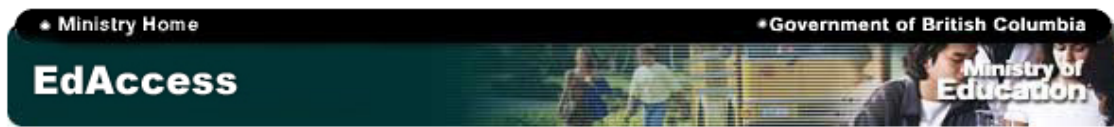
2. **Calculate Averages:** the Class Size Averages (at the school level) and District Averages must be calculated to ensure the schools and the districts are in compliance with legislated maximums.
3. **Classes with 30+ Students:** ensure the classes listed meet the requirements as stated in Sections 1.2 and 1.3. Also, review the wording of the rationale statements to ensure there is no personal information that would compromise a person's information security and that they are appropriate for public reporting. This report can also be printed.
4. **Duplicate Classes:** classes that are duplicates will contain a warning message. Please review to determine whether they are a true duplicate or not. In some instances a class may be split for reporting purposes when there are two teachers in the classroom. If it is a true duplicate class, when the duplicate class is deleted, the warning message on the remaining class will be removed.

District Class Size Averages and Authorization

The Superintendent may authorize all schools at once from the Schools List screen. However, before authorizing, the Superintendent must review the following:

1. **Errors and Warnings**
2. **Calculate District Averages:** from the Schools List screen, select the “Calculate District Averages” button. To obtain an accurate district average, all errors must be cleared prior to calculating these averages.
NOTE: If the average class sizes are not within the legislated limits, the data should **not** be authorized.
3. **Classes with 30+ Students:** on the Quick Menu, click the “Classes with 30+ Students” button to display the schools which have classes with more than 30 students. This report can also be printed.

To authorize **all error-free** schools use the “Authorize All Class Size Data” button on the Schools List screen. Review the status beside each school to determine which schools were successfully authorized and those requiring further review.



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TSW-3049

Class Size & Composition - As approved by the Board of Education

005 Southeast Kootenay

[Calculate District Averages](#)

[Extract all Class Size Data to your Computer](#)

[Authorize all Class Size Data](#)

	School Code	School Name	# Class/Div	# Errors	# Warnings	Status	Date of Last Change
Edit/View	00501007	Jaffray Elem-Jr Secondary	38	0	1	Data Loaded/Entered	2010/03/26 13:37
Edit/View	00501008	Grasmere Elementary	21	0	5	Data Loaded/Entered	2010/03/26 13:43

Once all schools in your district have been authorized the process is complete. Authorizations must be completed before midnight on October 30th, 2011.

5.0 Questions & Answers

1)

Q: I have entered my class composition data for my school. When I go into the Averages screen, it reports my class sizes as zeros. Why is this happening?

A: There is an error in the data you have entered for your school. View the Class Size and Composition Summary screen, and click on the “# Errors” heading. This will bring the classes with errors to the top. Click on the error count for each class and correct the errors shown. Once all the errors have been fixed, try the Class Size Averages function again.

2)

Q: I am a school user and I am receiving an error message that my data is being edited by another user. I am unable to make any changes. How do I get rid of this message?

A: Try logging off and logging back on, and try your edits again. If this doesn't work, contact the district office as they may be editing your school's data at the same time. The system only allows one user to edit a school at a time.

3)

Q: I am a district user, and I am receiving an error message that one of my school's data is being edited by another user. How can I get access to this school?

A: See 2 above.

4)

Q: The warnings on the BCeSIS Verification Report are different to the warnings on the web form. Why is this?

A: The warnings are simply flags to indicate possible problems with the data. BCeSIS and the web form may have chosen slightly different approaches to indicate areas of potential concern. Warnings will not stop the Class Size Average calculations, nor will it stop your data from being authorized for release to the Ministry.

5)

Q: I am receiving an error message that the Headcount by Category is greater than the Total Class Size. Why is this an error?

A: Your data is probably counting the same student more than once in the category section. You need to count each student in the class only once in the category section. If they qualify for multi categories, then report the student only in the category that reflects the highest support needs. (See Section 1.11)

6)

Q: My Superintendent has already authorized my school's data, but I have found something I need to change. What do I do?

A: Contact your district office and let them know of the change. If the change needs to be fixed, call the Business Integration Branch (see contact information below), to remove the Superintendent's authorization.

7)

Q: I have a class where there are 2 teachers sharing the instruction. One teaches the class from Monday to Wednesday, the other teaches Thursday and Friday. Should this class be shown on one line or two?

A: Since there is only one teacher instructing at a time, this is considered one class and should be shown on one line only. (See Section 1.2 "What is a Class?")

Contact Information

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