# PROVINCIAL EDUCATION DIRECTORY
## Illustrated Reference Guide for Public Schools, Separate, Francophone, & Charter Schools

July 2024

Presented by Training Services

Workforce Development IMT Sector

Alberta

## TABLE OF CONTENTS

Classification: Public

## IMPORTANT INFORMATION

This Illustrated Reference Guide is designed to provide authorities and/or schools with assistance in completing and maintaining their information via the **School Information** application. This information is used to update the **School and Authorities Database System** from which other Alberta Education applications access data.

This application previously consisted of the **Verification of School Information**, **Verification of Authority Officials** and **Operating Year Schedule** systems that were made available at separate times through the year but have now been rolled into one streamlined application accessible year-round.

> **Note** Please complete the **Operating Schedules** section of the application no later than **May 31**.

We recommend completing the **Operating Schedules** section of the application no later than **May 31** because **PASI** relies on the timely submission of this information to process your student enrolment files. Note that applications will remain open after initial completion and updates and corrections can be made without going through Alberta Education. Contact information (under the **Workplaces** tab) and role changes (under the **Staff** tab) can be also be submitted year-round.

Questions about Extranet access, browsers, technical issues and questions:
- **Help Desk – AE.HelpDesk@gov.ab.ca** or **780-427-5318** *(select option 1)*

Questions not answered by this guide:
- **EDC Student Records Business Support - SRBusinessSupport@gov.ab.ca**

### School Level – Checklist

Check that the following items have been completed:

- ☐ Phone, fax, email, website and mailing address are correct.
- ☐ The map applet points to the correct location and delivery instructions are included if the courier address is different from the mailing address or location.
- ☐ There is someone in the role of principal and that person and email are correct and current. **Note** that any staff with a placeholder email address of XXXXXX@unique.email.required, have been deleted and then re-added with a valid email. Add, remove or edit all other staff requiring **Extranet** access.
- ☐ Create an operating schedule for the upcoming school year. Add or edit programs and grades, then add or edit schedule start and end dates.

## Authority Level – Checklist

Check that the following items have been completed:

- ☐ Phone, fax, email, website and mailing address are correct.
- ☐ The map applet points to the correct location and delivery instructions are included if the courier address is different from the mailing address or location.
- ☐ There is someone in the role of Data Coordinator, and that person and email are correct and current. **Note** that any staff with a placeholder email address of XXXXXX@unique.email.required have been deleted and then re-added with a valid email. Add, remove or edit all other staff requiring extranet access.
- ☐ Complete the school level checklist for each of your schools or delegate that responsibility to each school and then ensure it is completed.
- ☐ Review the **Operating Schedules** for your entire authority and update where necessary.

## ACCESS

The School Authority Information is completed on the Extranet. Access this site by navigating to the **Alberta Education website** and using your login information.



Click the **Login** button to access Extranet
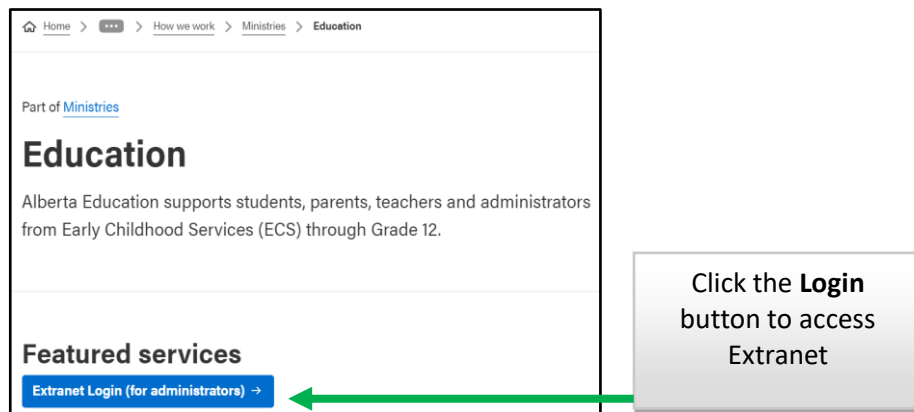
Once signed in click the **My Applications** icon (⊞).



Click the **My Applications** icon to display a list of accessible applications

Click the **Manage School Authority Information** application link.
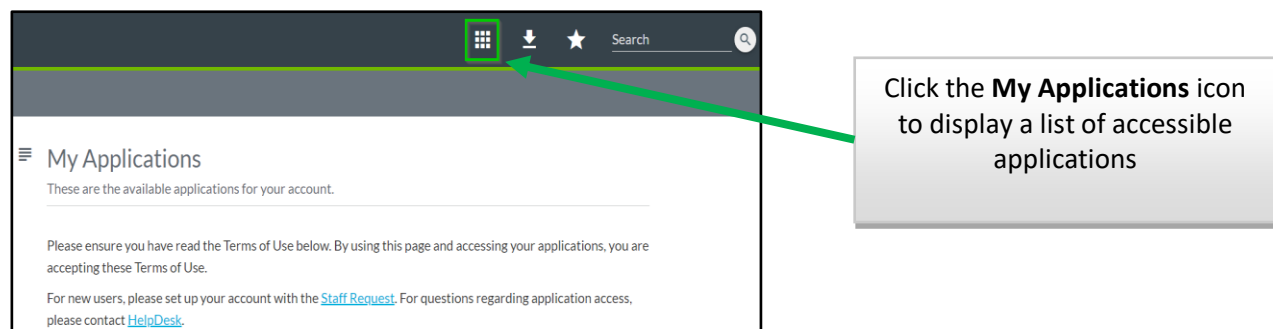


Click the **Manage School Authority Information** application link
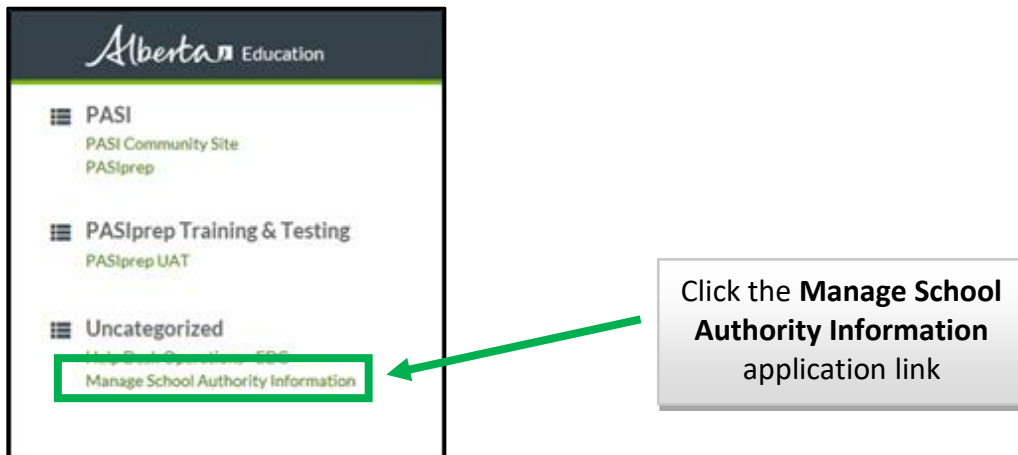
Alternatively, click a school or authority listed under your profile (*upper right, the drop down next to your name*) to be taken directly to a school or authority's information.
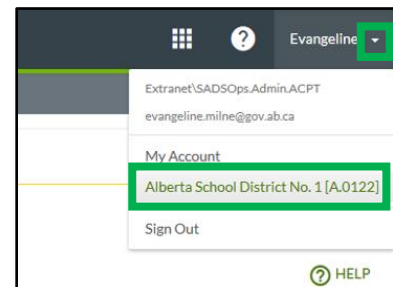


Each authority is responsible for maintaining all information collected by the School Information application for their schools.

> **Note**    Authorized approvers can delegate completion of the school information to the individual schools by granting school level users permission **34, Manage School Authority Information**, using the **Application Access Report**. For additional information contact the **Help Desk**: AE.HelpDesk@gov.ab.ca.

## SYSTEM OVERVIEW

Search for any **school**, **authority**, or **Extranet user** (*including those outside your organization*) by clicking the **Provincial Education Directory** link (*just below the Alberta Education logo*).
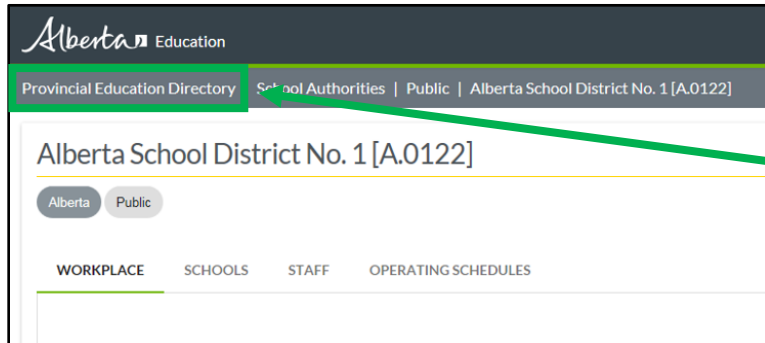


Click the **Provincial Education Directory** link to search for authorities, schools or users

Search for an organization by name or code by typing into the **Search** bar. Check one or more of the filter check boxes to filter your search results (*under the search bar*).
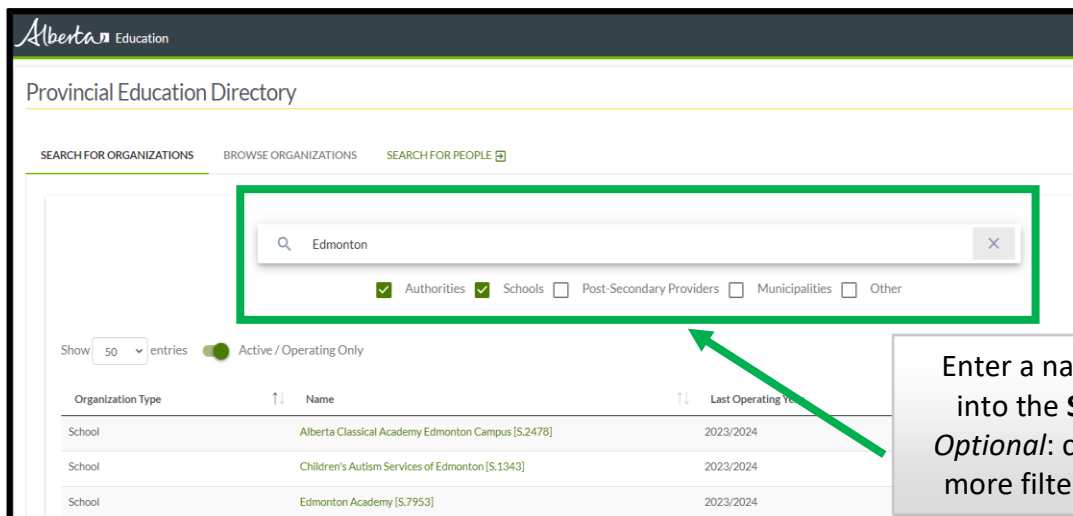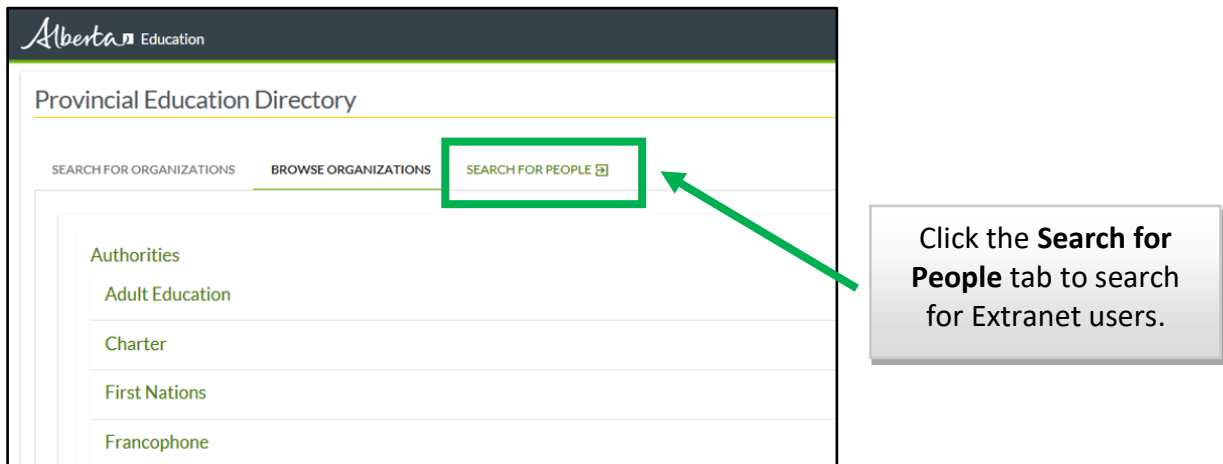


Enter a name or code into the **Search** bar *Optional*: check one or more filter check box

All results tables can be sorted alphanumerically by clicking the sort icon ( ) at the top of each column.

Browse all organizations based on their classification by clicking the **Browse Organizations** tab.



> Click the **Browse Organizations** tab to search by classification.
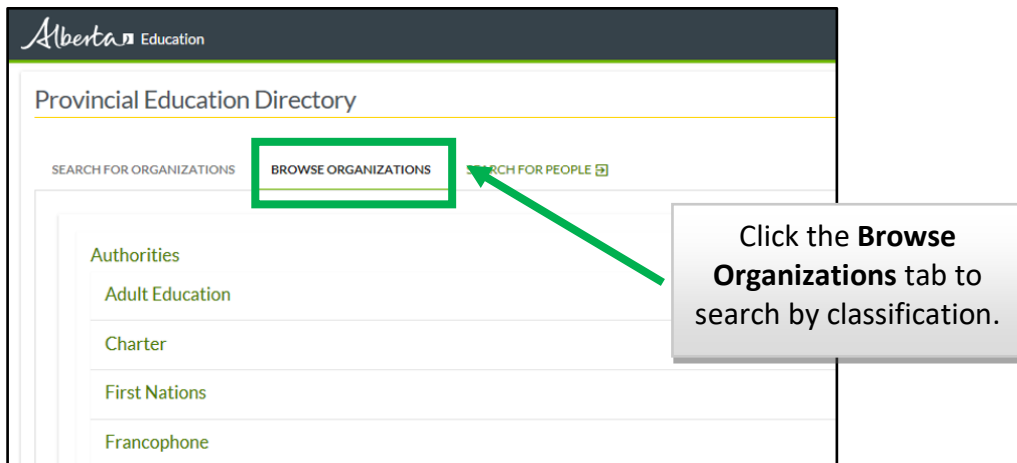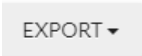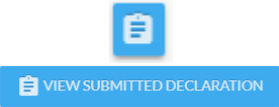
To search for **Extranet** users, click the **Search for People** tab.



> Click the **Search for People** tab to search for Extranet users.

And the **Directory Search** page is displayed.
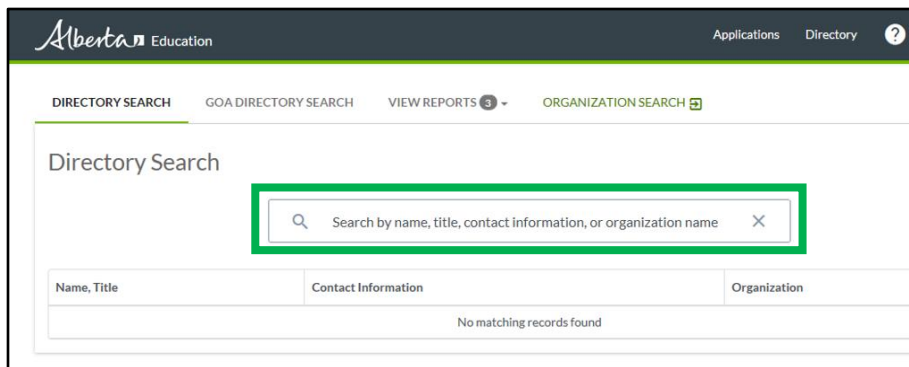
## Icons

| | | | |
|---|---|---|---|
| 🔍 | Search/Search button | ⊘ ⊙ ⊘ | Danger/Warning alert |
| ✕ | Clear / Close | ✔✔ | Submitted |
| ⬤ | Toggle option on/off | ✓ ✓ | Completed |
| ☑ | Checkbox | 📋 | View Workplaces |
| ↑↓ | Sort Ascending/Descending | EXPORT ▾ | Export menu with export icons |
| ＞ ∨ | Expand/Collapse | ＋ ADD NEW STAFF | Add button |
| ❓ | Help message | 🗑 | Remove button |
| 📞 | Phone | ✏   ✏ EDIT WORKPLACE | Edit button |
| 🖨 | Fax | 📋   📋 VIEW SUBMITTED DECLARATION | View button |
| ✉ | Email | 📅 | Calendar button |
| 🌐 | Website | 📎 | File Upload button |
| 📂 | Mailing Address | ⬇ SAVE AS PDF | Save as PDF button |
| 🚚 | On-site Visit or Delivery Instructions | ➡   ➡ CARRY FORWARD PROGRAMS AND GRADES | Carry Forward |
| 🖨 | Fax | ⋮ | Menu (mobile view only) |
| ⇥ | Navigate to another Extranet application | 🎓 💲 📊 🗺 🪪 📁 | Application Permissions<br><br>Student, Financial, Assessment, Curriculum, Teaching, Other |
| ↗ | Open in a new browser window or tab | | |

## WORKPLACES

Edit facility information at both the school and authority level by selecting the **Workplace** tab and clicking the **Edit Workplace** button.
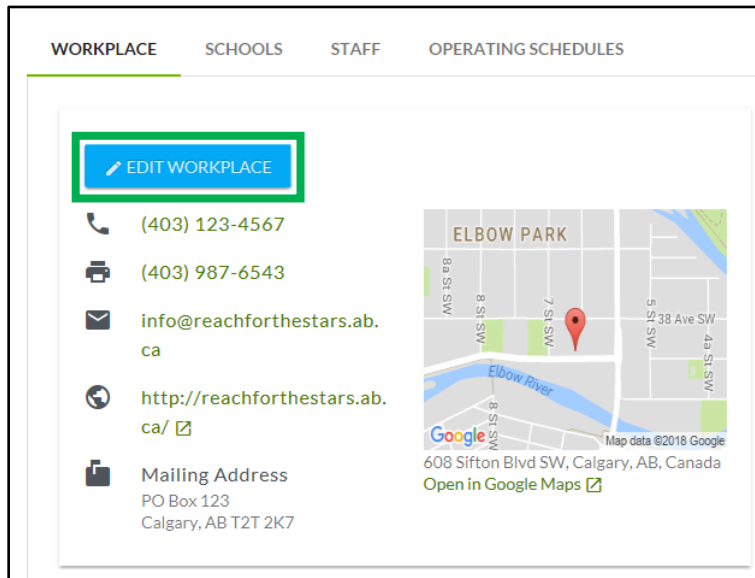


The contact information for the school/authority is intended to be generic and available to the public.



**Note** Please refrain from using personal information.

**Note** The **Alberta Infrastructure Facility ID** applies to schools and authorities located in public buildings only. If you are unsure what your Alberta Infrastructure Facility ID is, contact your authority or leave it blank. This field is *not* mandatory.

**Mailing address** - where regular mail is delivered by Canada Post. This can be a P.O. Box or satellite office (for example a colony school might prefer to receive mail at the board office instead of the school location). Add multiple lines to the street address by using the enter key.

**Physical location** - the main site where students are receiving instruction or where the board has its office and most of its staff. If your physical location address, as recognized by Google Maps, differs from your delivery address for courier, please specify that in the delivery instructions.
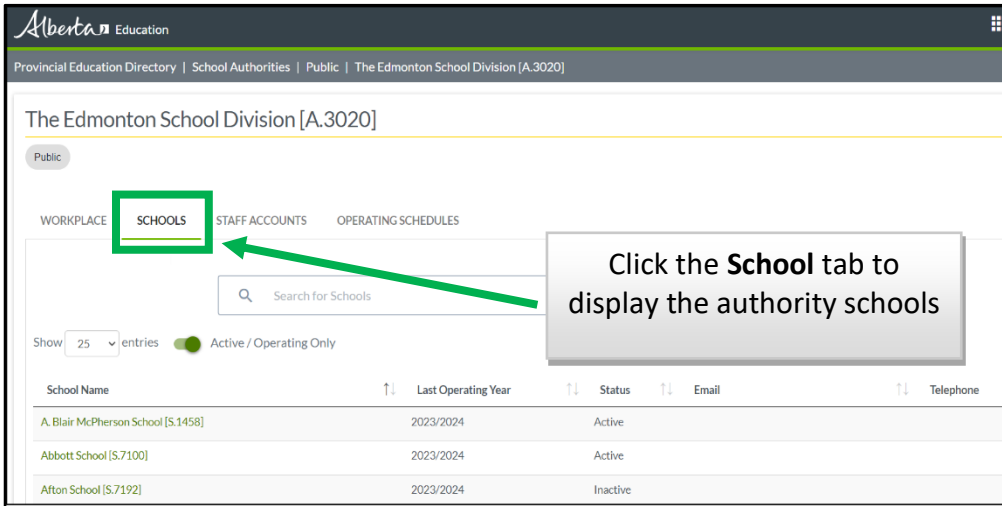
For many schools and authorities, all three addresses will be the same, however Google Maps might not recognize the address, due to formatting differences. If this is the case, try adding or removing punctuation to get the map to update correctly. Alternatively click the correct location on the map and Google Maps will autofill an address based on where was clicked.

Please do not change the mailing address to try to get the location address to work. The mailing address should remain formatted for Canada Post.

## SCHOOLS

When at the authority level, view a list of all authority schools by clicking the **Schools** tab.



The schools can be sorted by clicking the sort icon (⬍), at the top of each column, which reorders them.
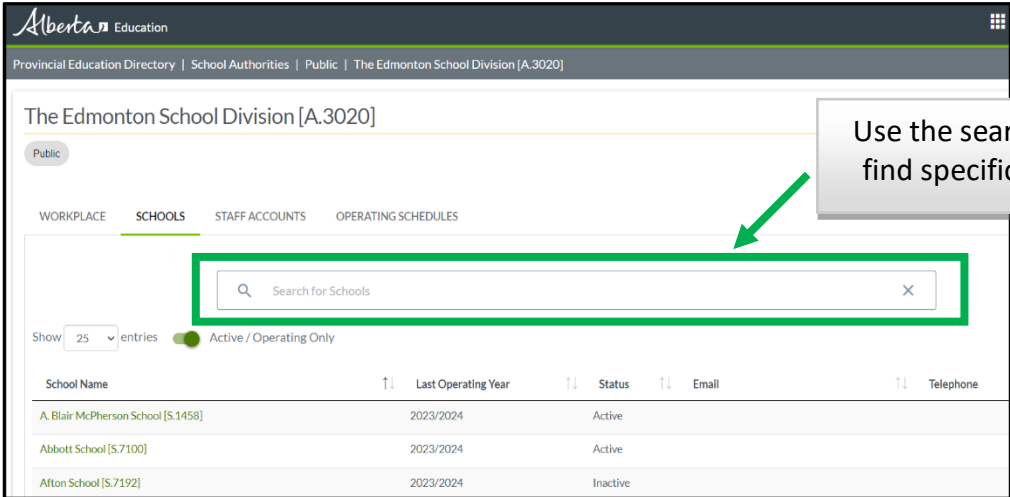
Classification: Public
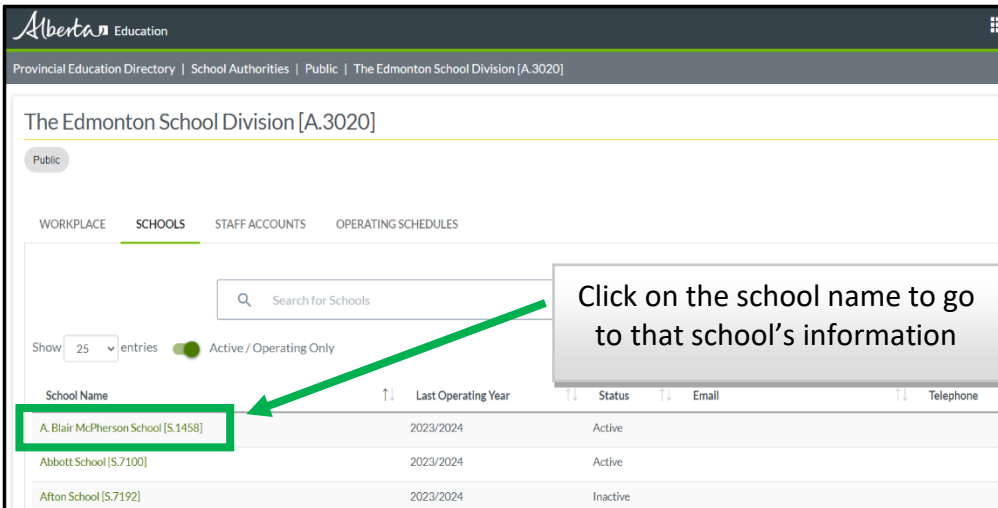
Search for a specific school by name or school code using the **Search** bar.



Clicking a school name in the results list will take you to that school's information.
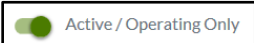


Note    Contact your Alberta Education Field Services Manager to **add**, **close** or **rename** a school.

Inactive schools are hidden by default but can be viewed by toggling the **Active / Operating Only** toggle (  Active / Operating Only  ) to 'off'.

## STAFF

Current staff, elected and appointed officials, are listed alphabetically by name under the **Staff Accounts** tab.
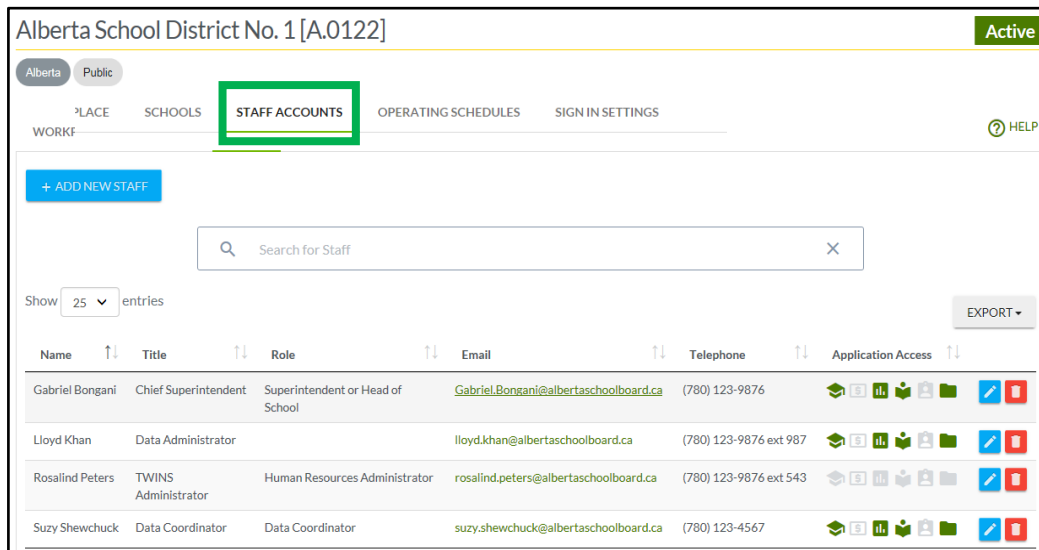


| Note | Only the staff information at the organization level being viewed is displayed, i.e. at an authority level, only authority level staff are displayed. |

| Note | Trustees, Chairs, Administrators, and those who fulfil an Alberta Education defined role are entered as staff. They must have a unique email, even if they do not intend to access extranet. |

To display school level staff, first navigate to the school by clicking the **Schools** tab and then selecting the required school.

Classification: Public
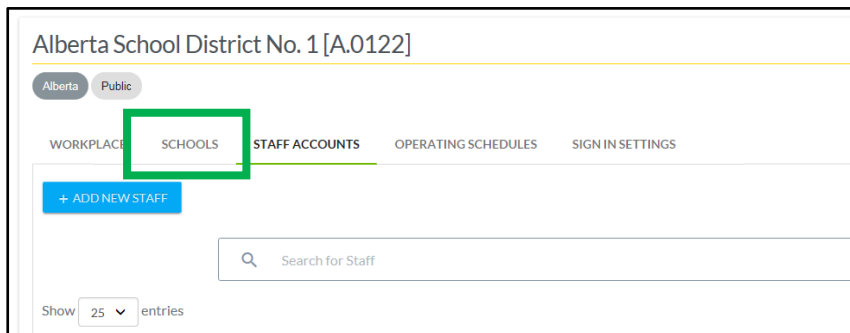
Search for staff using the **Search** bar. Search based on name, email, title, role or telephone. The search results are automatically updated as information is typed into the **Search** bar.
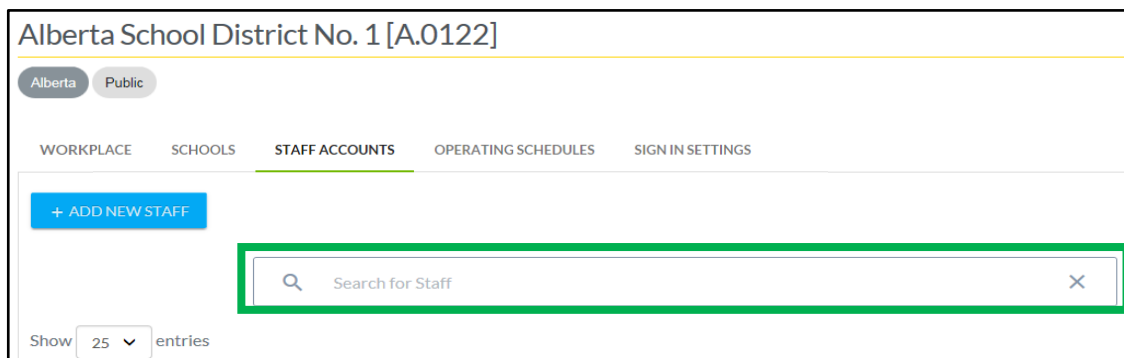


Staff information is listed alphabetically by default. Clicking the sort icon (⬆), at the top of each column, will reorder them. Edit staff information by clicking the **Edit** icon (✏) or delete staff information by clicking the **Delete** icon (🟥).
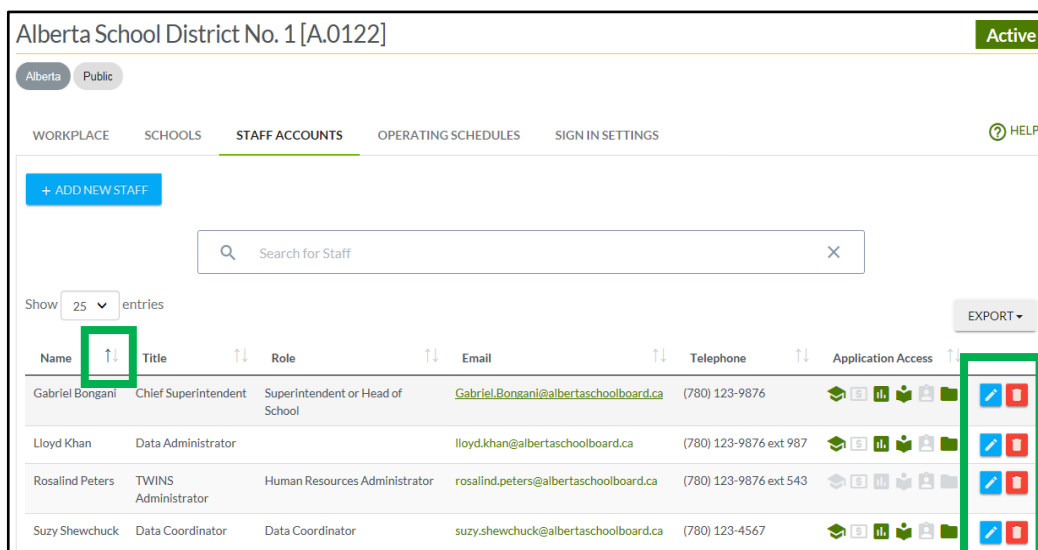


Permissions can be viewed at a glance in the **Application Access** column. Similar permissions are grouped into categories and the specific permissions the staff member has been granted can be viewed by clicking the icon.

Student 🎓     Financial 💲     Assessment 📊     Curriculum 📖     Teaching 🪪     Other 📁

Note      Staff with the **Other Workplaces** icon (💼) displayed have Extranet accounts under more than one organization.

Classification: Public

## Add New Staff

Click the **Add New Staff** button - *upper left side of the application* - to add a new staff member to the system.

Alberta School District No. 1 [A.0122]

Alberta   Public

WORKPLACE      SCHOOLS      **STAFF ACCOUNTS**      OPERATING SCHEDULES      SIGN IN SETTINGS

+ ADD NEW STAFF

🔍   Search for Staff

Show  25 ∨  entries
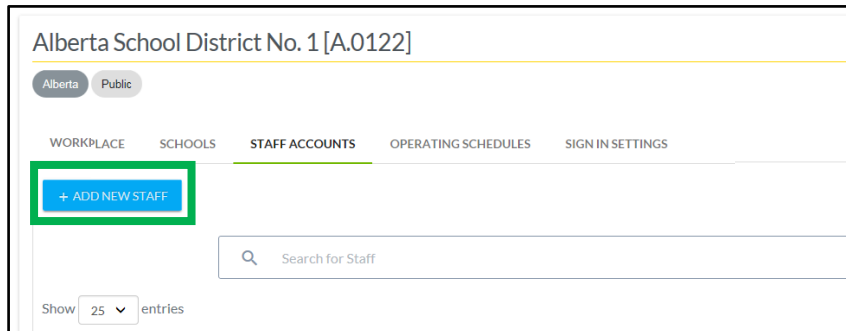
Enter the staff member's email address in the displayed popup window.

### Add New Staff                                    ✕

ⓘ Only Staff who require permission to use an Alberta Education application (e.g., PASIprep, SLA, etc.) or who have an Alberta Education required role (e.g., Data Coordinator, Principal, etc.) need to be added.

**Email:** ✱

_____   🔍

First, enter the new staff member's work email address, then press Tab.

CANCEL

⚠️   An Extranet account will automatically be created, so please ensure that the email address entered matches the emai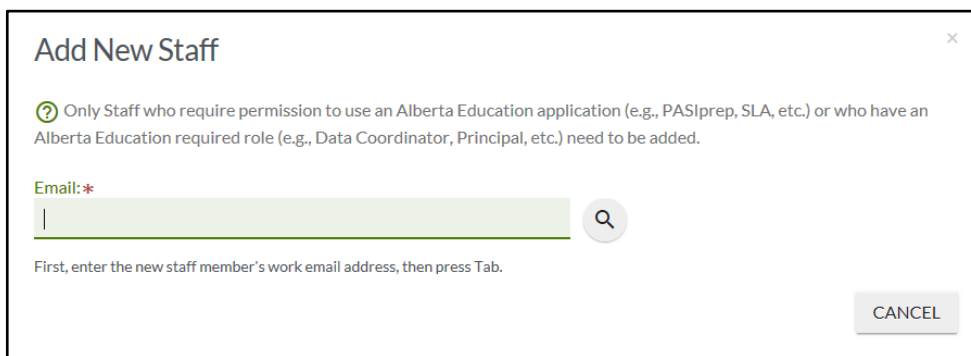l address the staff member intends to use to access Extranet. Their email address must be unique to them, and multiple people *cannot* share the same email address.

Note   There is no need to enter every staff member for your organization. Only those filling an Alberta Education role or requiring Extranet application access need to be entered.

If an email address is already associated with a staff member for this organization, the following message is displayed:

<span style="color:red">This email is already associated with a staff member for this organization.</span>

If this message is displayed, cancel the **Add New Staff** popup window and search for the staff member instead. When the staff member's record has been located, edit their profile (instead of adding a new record).

> **Note**    Staff who have both authority and school level accounts need to be added under both the authority staff and the school staff sections of the application.

If an Extranet profile already exists for the email address but they are not associated with the current organization, their contact information autofills, based on their pre-existing profile. Roles and permissions specific to the current organization can then be added.

## Business Contact information

Enter the **Name**, **Title**, **Teacher Certification Number** and **Phone Number** of the staff member. The phone number does not have to be unique and the default number for the workplace can be used. The teacher certification number is optional.



## Roles

Entering **Roles** information is optional and should only be added if the staff member meets the criteria for that role. A staff member does not have to be associated with every role.



If you are unsure what a role entails, click the **Display** icon ( > ) to see a definition. Use the **Hide** icon ( ⌄ ) to collapse a description.

> **Note**    The list of available roles will vary based on your organization type.
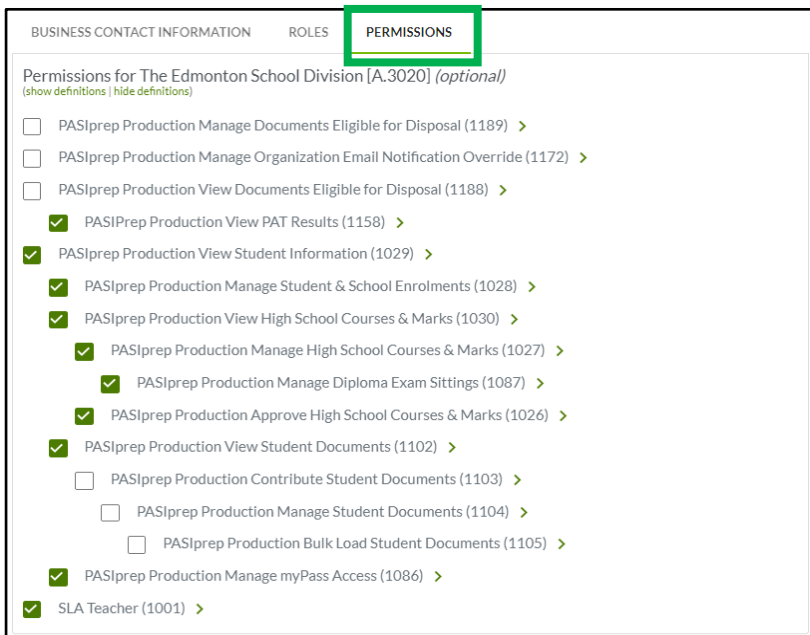
Classification: Public

**Note** The role of **Superintendent** requires additional verifications before being updated. The information entered here is considered the business contact information for the individual only. Please follow pre-existing procedures for updating these roles.

**Contact Teaching & Leadership Excellence Sector** (780-427-2045) if your Superintendent has changed.

## Permissions

Permissions can be granted to staff member that requires access to **Extranet** applications, from the **Permissions** tab.



If you are unsure what a role entails, click the **Display** icon ( > ) to see a definition. Use the **Hide** icon ( ⌄ ) to collapse a description.

Click the show definitions or hide definitions (*optional*) links under the organization name to display all definitions, or hide all definitions.

**Note** Staff members can be added to your organization without being given any permissions.

## Edit Current Staff

Locate the staff member to be edited by entering a name into the **Search for Staff** bar, under the **Staff Accounts** tab.
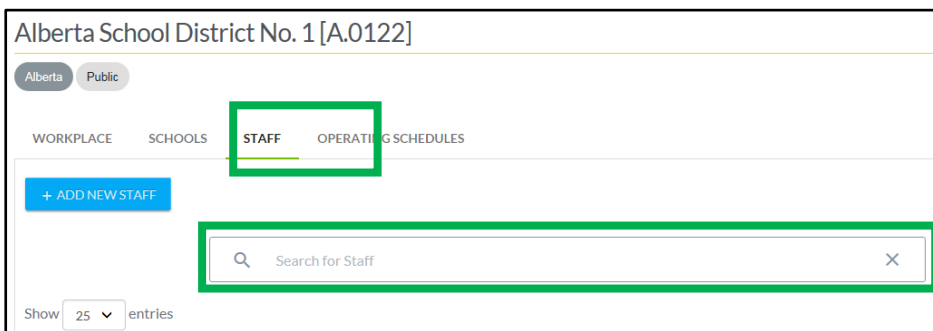


Once the staff member information is displayed, click the **Edit** icon ( ✏️ ) - far right of the grid.



Click the **Edit** icon to display and edit a staff member's contact details, etc.
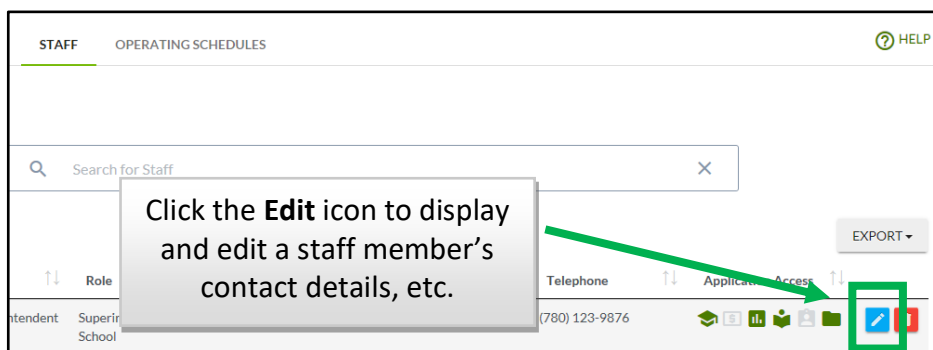
A popup window that allows for the editing of **Contact Information**, **Roles** and **Permissions** is displayed.

> **Note**
>
> Staff email addresses cannot be edited by the organization, only added or deleted. If a staff member changes email the address they use to access extranet, they can update it under their **My Account** option.

> ⚠️
>
> The new system requires that all staff have valid, unique email addresses. Staff that did not previously have an email address listed will see the following displayed: **XXXXXX@unique.email.required**. Please delete and then re-add anyone with this placeholder email address listed. Also, please avoid using generic identifiers such as: **treasurer@unique.email**.
>
> **Reminder**: Accounts are not to be passed on to the next person or shared.

## Remove Staff

Locate the staff member to be removed from the system be entering a name into the **Search for Staff** bar, under the **Staff Accounts** tab.
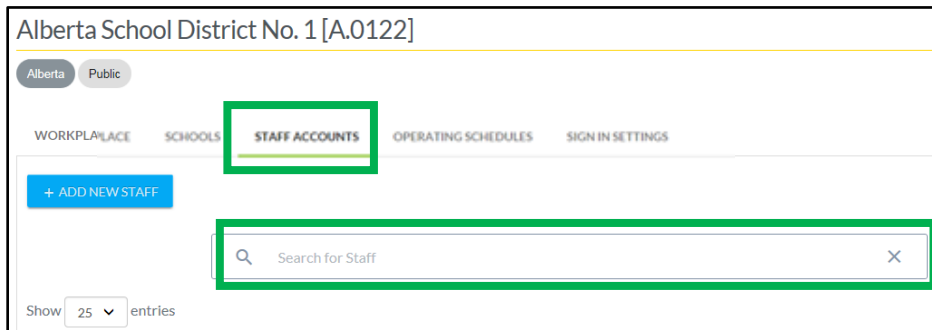


Once the staff member information is being displayed, click the **Delete** icon (  ) - far right of the grid.
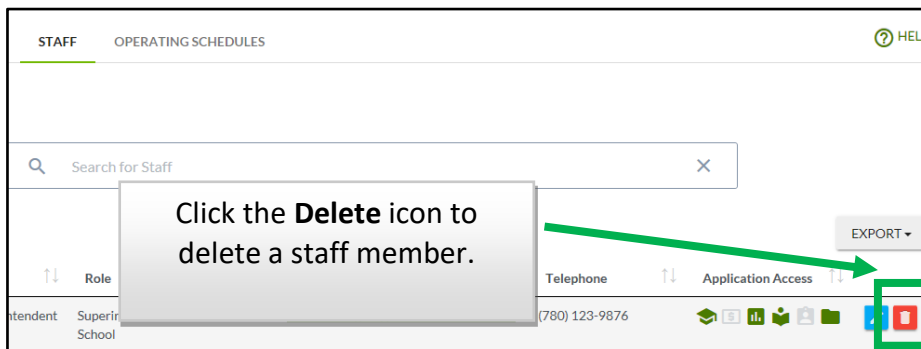


Next confirm that this staff member is to be deleted from the system by clicking **OK** in the popup window.
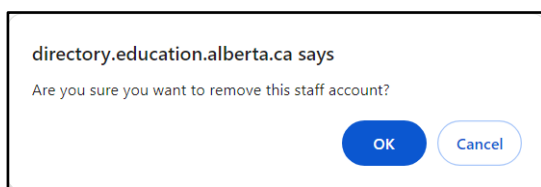


> **Note** The staff member is only be removed for the organization which you are under. If their profile is linked to multiple organizations, those **Extranet** profiles will remain.

## OPERATING SCHEDULES

When logged in at the authority level, view all operating information for your schools from the **Operating Schedules** tab.
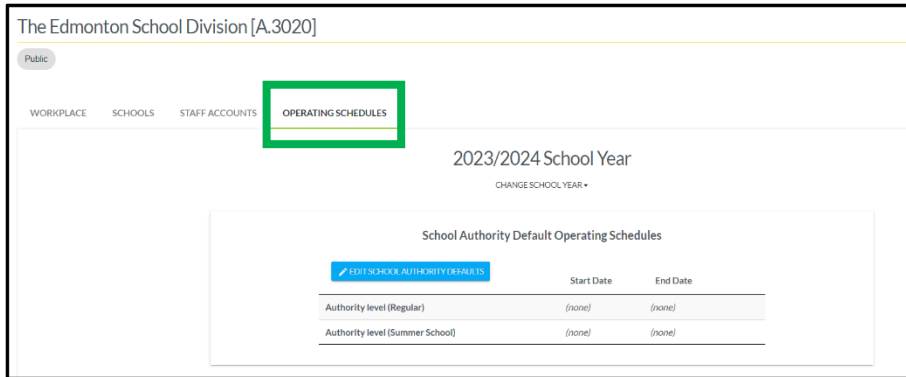


View current, past or upcoming school years by selecting from the **Change School Year** drop down list.

Classification: Public
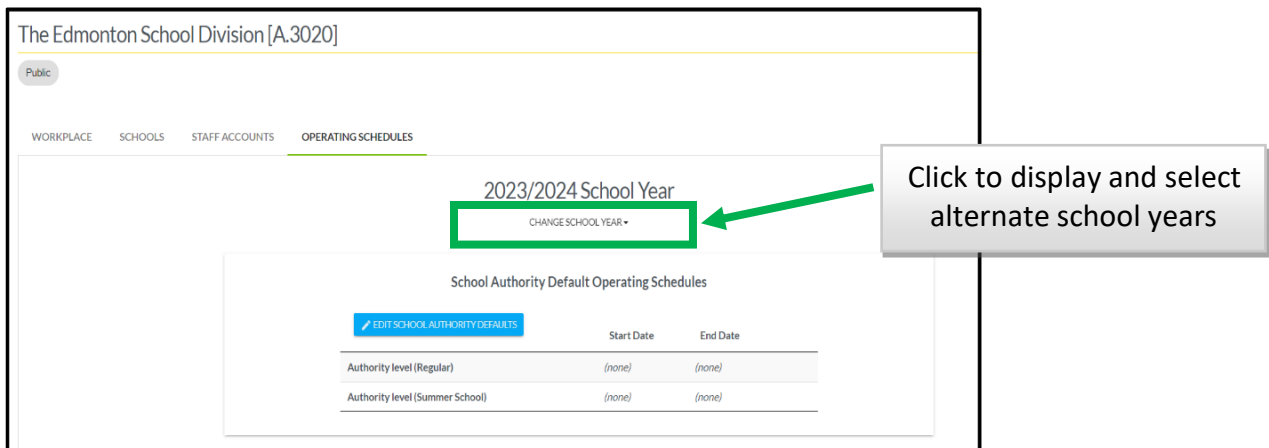
Search for specific schools, schools with specific programs or schools with specific start or end dates by using the **School-level Operating Schedules** search bar, under the **Operating Schedules** tab.
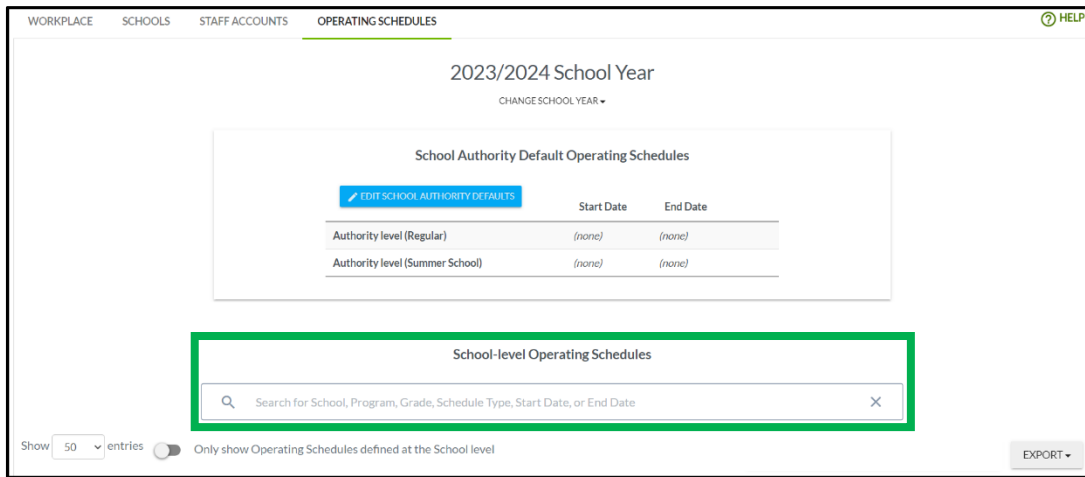


Clicking on the school name or code will take you to the school level information where you can add or edit a school's operating schedule directly.

Classification: Public
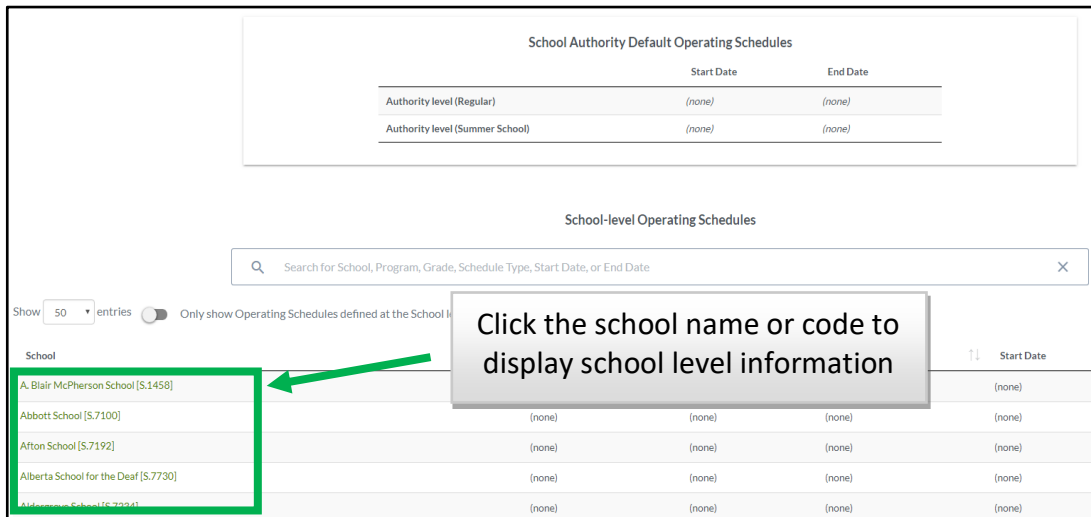
## Authority Level Operating Schedules - Including Defaults

Add operating schedule information in bulk for all the schools in an authority by clicking on the **Edit School Authority Defaults** button.



Next enter the **Start** and **End** dates that most of schools will be using in the **Add Default Schedule** popup window.



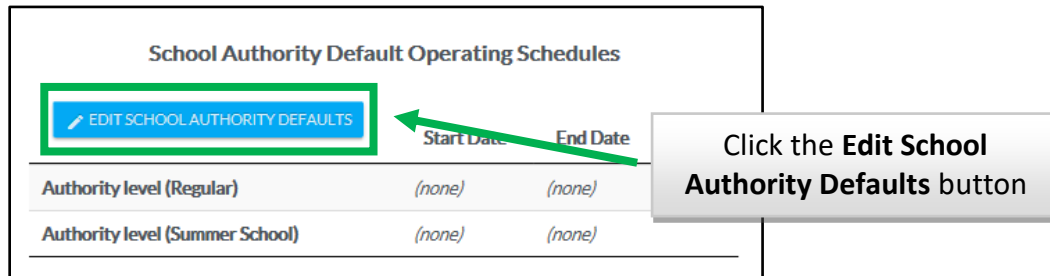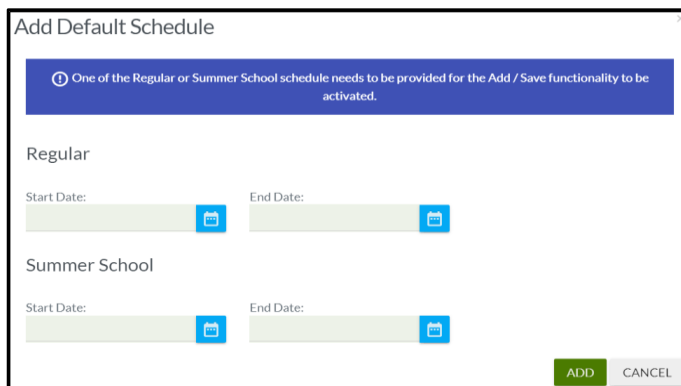Note    There is no longer a concept of schedule type. The *regular* schedule encompasses all schedules semestered, non-semestered, Copernican and year-round.

**Summer school** dates are assigned to all schools that have summer school listed in **programs**.

For schools that do not follow the default dates or that have additional schedules, you can override the defaults by adding dates at the school level.

For schedules to be complete, programs and grades must also be entered. Define these individually at the school level or use the **Carry Forward Programs and Grades** button ( CARRY FORWARD PROGRAMS AND GRADES ) to copy last year's information for all schools.

If some of the schools are offering different programs or grades than last year, make those edits at the individual school level by clicking on the school name or code. Once you carry forward programs and grades, the button disappears and edits can only be made at the school level. **School Authority Default Operating Schedules** can always be added or edited, but edits will only affect schools without opening and closing dates previously defined at the school level.

Changing an **Operating Schedule** at the school level will override schedules defined at the authority level. To display the schools that are not using authority defined default information toggle the  Only show Operating Schedules defined at the School level  option to 'on'.

Classification: Public

The process is complete once all of the schools have the correct programs, grades and schedules. There is no longer a process to submit the information after entering it and remember, information is uploaded to Alberta Education in real time as it is entered.

You can make revisions to this information year-round, and you will not be locked out after the initial completion.

A report listing of the operating schedules for all your schools can be accessed by clicking the **Export** button - top right of the grid.



| Note | Only the current page is included in the report, so change the number of rows displayed by clicking the **Show Entries** drop down at the bottom of the screen. |

## Edit or Delete a Schedule

Edit programs and grades by clicking the **Edit Programs and Grades** button. Edit schedules by clicking the **Edit** icon ( ), next to the **Start** and **End** dates. Delete a schedule by clicking the **Delete** icon ( ).

| ⚠️ | The **School Act** requires the submission of programs, grades, start and end dates no later than May 31. However, you will *not* be locked out of this application after that date. Corrections and additions to **Operating Schedules** can now be made year-round. |

| Note | Programs and grades can be carried forward from previous years and default schedules can be defined at the authority level. Editing the information at the school level will override anything defined at the authority level. |

## School Level Operating Schedules

To add schedules individually at the school level, make sure you are in that school's information and under the **Operating Schedules** tab and then click the **Edit Programs and Grades** button.
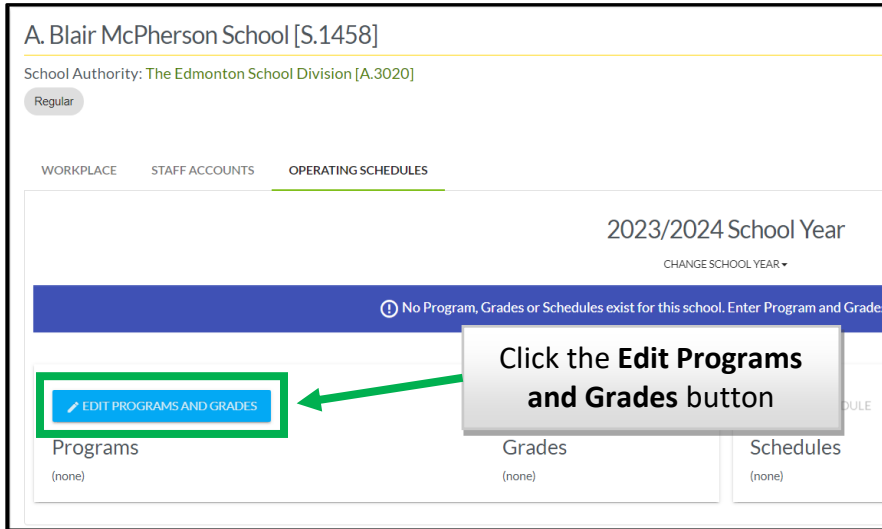


Display current, past or upcoming school years by selecting from the **Change School Year** drop down list.
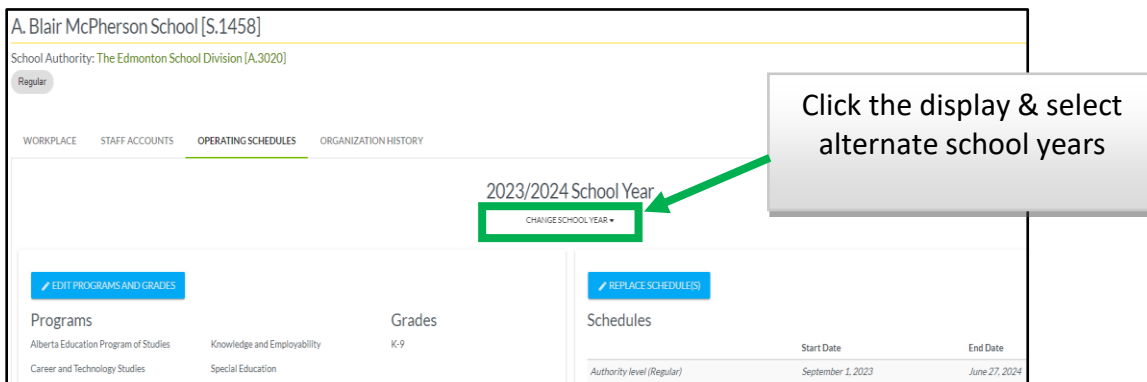


**Note** Add schedules for the upcoming school year starting on **January 1** of the present year and make edits or corrections until **December 31** of the following school year.

## Add a Schedule for Upcoming Year

To add a schedule for an upcoming year click the **Edit Programs and Grades** button.
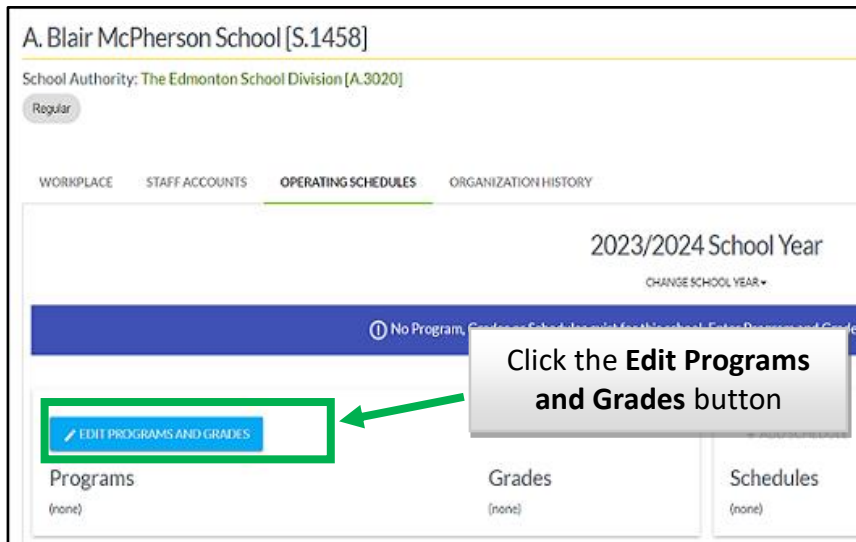
The **Edit Programs and Grades** popup window is displayed. The programs and grades that were offered in the previous year are indicated.



Update this list so that it reflects the programs and grades being offered in the upcoming school year and then click the **Add** button.
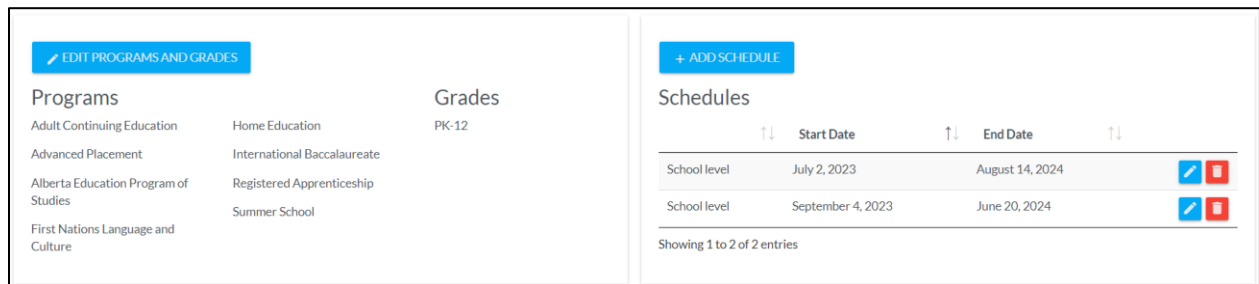
Next add the start/end dates by clicking the **Add Schedule** button.



Click the **Add Schedule** button to add the start/end dates

Enter the schedule dates:
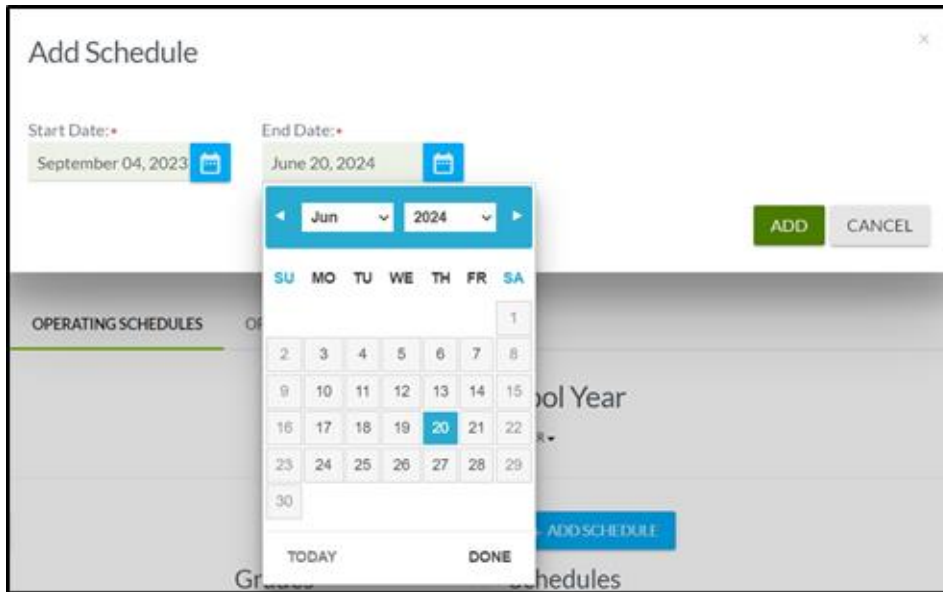


Note    There is no longer a concept of schedule type. The *regular* schedule encompasses all schedules semestered, non-semestered, Copernican and year-round.



Summer school are assigned to all schools that have summer school listed in programs.

An authority level user, can return to the authority information and continue entering data for other schools. School level users can inform the authority that all updates have been completed.

Classification: Public