







# BCeSIS Best Practices

Topic	Best Practice		Why?
GDE Usage		<p>Optimize selection criteria when running GDE.</p> <p>Run GDE or high volume report before 8am or after 2pm. <b>PLAN AHEAD WHENEVER POSSIBLE!</b></p> <p>Monitor GDE use within your School District and discourage more than one person running GDE at the same time.</p>	<p>Running high volume reports such as Attendance by Schedule, Class Size, Enrolment, TRAX, etc. during peak traffic times (8am - 2pm) monopolizes system resources needed by other users.</p> <p>This can result in system performance being degraded for <b>ALL BCeSIS USERS, PROVINCE-WIDE!</b></p>
Security		<p>Implement District Privacy and Security standards and policies, and make sure all users understand and practice them.</p> <p>Use Security documentation to research and assign appropriate security classes on a 'need to know' not a "convenient to know" basis.</p>	<p>Broad use of all-inclusive security roles, such as All Forms and Reports, has serious potential risks, including:</p> <ul style="list-style-type: none"> <li>• Exposure of Student Information</li> <li>• Data Corruption</li> <li>• Loss of Data</li> </ul>
High volume reports		<p>Understand that attempting to terminate a report which is running in foreground, by clicking the X and closing the window, does NOT stop the report.</p> <p>Select the option to run large reports in the background.</p> <p>Allow reports sufficient time to complete!</p>	<p>Using foreground printing ties up your own computer and can put a drain on the system, slowing down other users <b>PROVINCE-WIDE!</b></p> <p>Clicking the X only closes the report window on the workstation. The report continues to run on the server, consuming one of the sessions available to the end user. Resubmitting the report increases the runtime for both.</p>

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<p><b>Incorrect use of fields</b></p>		<p>Use the application for the purposes it was designed - i.e. use fields for their intended purpose.</p> <p>Uphold provincially-defined standards and practices, and encourage others in your school or district to do the same.</p> <p>If you see instances where data appears to have been entered in the wrong place, escalate the concern to district L1 support personnel.</p>	<p>Using fields for purposes other than intended (such as entering SINs, telephone numbers, etc. in fields not designed for them) can result in:</p> <ul style="list-style-type: none"> <li>• Lost data</li> <li>• Data appearing in inappropriate places</li> <li>• Inappropriate exposure of data</li> <li>• Loss of data integrity</li> <li>• Downstream effect on other districts</li> </ul>
<p><b>FOIPPA</b></p>		<p>Adhere to FOIPPA practices:</p> <ul style="list-style-type: none"> <li>• Lock your computer when leaving it for any length of time.</li> <li>• Do not share your password.</li> <li>• Do not write your password where it can be easily found.</li> </ul>	<p>Leaving a computer unlocked &amp; unattended, and sharing or not protecting passwords, poses serious potential security and privacy risks, including:</p> <ul style="list-style-type: none"> <li>• Exposure of Student and other sensitive Information</li> <li>• Data corruption</li> <li>• Loss of data</li> </ul>
<p><b>School Scheduling</b></p>		<p>Only one person per school should run scheduling simulations, or related large reports, at any given time.</p> <p><b>COORDINATE TO AVOID CONFLICTS!</b></p>	<p>Running multiple mass simulations simultaneously, or large reports, during peak scheduling season can result in system performance being degraded for <b>ALL BCeSIS USERS, PROVINCE-WIDE!</b></p>