MyEd BC User Guide for

Elementary Teachers

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GETTING STARTED

LOGGING INTO MYED

Log into MyEd by selecting MyEd from the SD28 home page or by pressing Ctrl-Alt-M on any school district computer. From home, start at the MyEd page on the SD28 web site. You will need to enter your login ID and password. Your login ID will be something like johnsmith28. Note that no capital letters should be used.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

If it is your first time you will need to login using the temporary password you were provided and then enter a new password. The requirements for a password are shown at the right.

These are acceptable passwords: Sitting4\$, Cloudy_2day, F8ful_day and Work_4me. These are not: sitting4\$ (no capital), Cloudy2day (no symbol), F8ful_d (too short) and Work_forme (no number).

The second time you log in you will need to enter your email address and a question/answer combination. These will be used in the very unlikely case that you forget your password. You can just click the *Forgot my password* link on the login page and will be sent an email allowing you to enter a new password. These can be changed through the preferences option (see below).

NAVIGATING IN MYED

This is what you will see when you log on:

Kersley	Elementary School 2017-2018			Staff view 🕶 🎄 Select school 🔳 Select teacher 🛛 👻 😽 Log Off					
Pages	My Info Student Attendance Gradebook Planner	Assessment PD	Tools						
	Welcome to MyEducation BC PRODUCTION								
Page Directory	One Student. One Record,	ducationBC							
	All of British Colu Teacher Classes	mbia.	Net	Pyčeshod Reports Filename DateUploaded Creator Description					
	Classes Not Meeting	Grades Posted	Email	No sublished reports					
	MADST05-K3 - APPLIED.	10 V	63	Suntan Mantananca & Amor occumente					
	MADST05-K3 - APPLIED	11 M	63	Welcome to MyEducation BC PRODUCTION					
	MADSTO7-K3 - APPLIED_	5 V	63	Weekly Maintenance Windows - Outages may be required					
	MAE-05-K3 - ARTS ED .	21 ×	53	Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows.					
	MAE-06-K3 - ARTS ED	51 V	63	Protecting Personal Information					
	MAE07-K3 - ARTS ED 😜	11 V	63	Protecting personal information is critical to everyone using MyEducation BC. While school districts are responsible for the protection of their students and satif's personal information, the Ministry of Education eleures personal information is secure within MyEducation BC to improve enclose on any dybatic protections and MyMinistry encloses requirements.					
	MCE-05-K3 - CAREER	83 V	63	Learn more about how personal information is protected within MyEducation BC by visiting the following links:					
	MCE-06-K3 - CAREER R.	10 V	63	Protection of Privacy Freedom of Information and Protection of Privacy Act Strong Art					
	MCE-07-K3 - CAREER R.	51 V	53	Independent School Act					

Most navigating in MyEd is with a series of tabs along the top (called top-tabs) and tabs down the left side (called side-tabs). There may also be sub-tabs along the top and down the side.

Kersley	Eleme	entar	y School	2017-2018				~	Top-tabs				Staff view 🔻	🌲 Sele	ect school	₽ Select	teacher 🖆	cantan, Cholone
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Student	List Side-ta	bs		Menus														
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Contacts	•										0 of 24 selecte	ed 🥖						Stude
Attendance	•		Name	Н	omeroom	Grade	HR Teache	r	Gender	Pupil #	EnrStatus	Alerts	QuickStatus	Photo	DOB	Calendar	HomePhone	1st Contact >
Conduct			-	к	1	06	Computer	, III; Unusinganis, L	F	1259609	Active	5 <u>1</u> 5-65	۵	View	10/10/2005	Standard	10.00	Calles, and
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Transcript			1000.000	K:	3	05	Collinguous	, R; Hurstspatric, L	М	THEFT	Active		△	View	18/10/280F	Standard	38-38-646	And Care
			the for	ĸ	3	06	Collegeose	, III; Mussingariss, L	м	029225	Active		Δ	View	27/05/2806	Standard	20-00-016	Adda Sec.
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Under the top-tabs are a few menu choices to perform actions specific to the screen. To the right are

some tool icons that allow you to change what you see in the list. This list view is common in MyEd, consisting of rows (records) and columns (fields), similar to a spreadsheet.

At the very top are a personal settings bar and a Log Off button. Do not use the browser's red X to leave MyEd and avoid the browser's back button. You can hide those browser buttons by pressing F11.

SETTING YOUR PREFERENCES

You can configure a number of user preferences to make using MyEd faster and easier. On the settings bar, click *Set Preferences*. You will see multiple tabs but only need to worry about two of them.

General:

- Default locale = Canada (this sets the date format)
- Autosave interval (personal choice)
- Records per page (personal choice, depending if you like to scroll down or flip between pages)
- Warn on save (personal choice)

Security:

Set your email address and a security question to allow a reset of your password in the very unlikely event you forget it. **Note* This is also where you can change your password if needed*

TAKING ATTENDANCE

Elementary teachers will take attendance for their homerooms through the *Attendance* top-tab, *Daily* side-tab

Teachers may see 1, 2 or 3 buttons and pop ups depending on what school they are at:

A for Absent, L for Late, D for early Dismissal.

You will always see **P** for Present to undo any mistakes.

When you select the **Absent** button, you *may or may not* see a pop up. If you do, you can just click ok if the reason of the absence is unknown, or select *"Excused"* to indicate that the parent is aware of the absence, and a *Reason* if it is known (ie, Illness)

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Secu		https://www	winiyeut	icatio	in.gov.bc.ca/aspen/user		
Gene	ral	Security	Gradeb	ook	Communication		
Defau	ilt loca	le		Can	ada 🔻		
Defau	ult Viev	v		School 🔻			
Defau	ult scho	lool		Kers	ley Elementary School Q		
Auto-	save ir	nterval (minu	ites)	5			
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A L D	Р
A L D	Р
A L D	Р
A L D	P
A L D	P

Name	Alamá, Saylee
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Late?	
Dismissed?	
Excused?	
Other codes	
Reason	Q
Comment	
Cancel	

When you select the **Late or Dismissal** button, you *may or may not* see a pop up. If you do, the default *Time In/Time Out* will be the current time, so you will need to enter the time the student arrived or left. You can also select a **Reason** and check the excused button to show that the parent knows about the late/dismissal. If the child is away for a significant time (1/2 the day) you can check the Absent box and change the Portion to 0.5 or whatever the portion of the day they have been absent.

Name	Ösclant, Als	Name	Attek Nevice
Absent?	■ Portion 0.0000 ▼	Absent?	Portion 0.0000 V
Late?		Late?	•
Dismissed?	•	Dismissed?	
Excused?	•	Excused?	•
Other codes		Other codes	
Time In	8:41 AM	Time Out	8:27 AM
Reason	٩	Reason	Q
Comment		Comment	
S OK Cancel		G OK X Cancel	

When you are finished, click the **Post** button.

STUDENT INFORMATION

You can see your students' information in the **Student** top tab. If cannot see your students, go to your filter button and select "Students in my Homerooms". You can also filter something specific (if you only want to see Aboriginal students or a certain grade in a split class.) You can also change the

information you see by clicking on the Field Set icon and selecting which columns of information you want to see. (If any information doesn't look right, let your secretary know)

PRINT OUT CLASS LISTS

To print out a class list, click on **Student Top Tab, Reports** and "*BC Homeroom List w. Grid*". You may fill in the column labels or leave them blank, select certain students to include if needed, and sort by name or grade. Click on *Run* to create.

To print out a class list that shows designated students, click on "*BC Homeroom List w. Desig*". You may select all designations, or just one.

ENTERING REPORT CARD MARKS AND COMMENTS

Reports 🗸	Help 🔻	Search on Name	9
BC Homer	oom List w. I	Desig	
BC Homer	oom List w. (Grid	
BC Studer	nt Information	n with Photo	
Report Ca	rds		•
Quick Cha	rt		
Quick Rep	ort		
My Job Qu	ieue		

Marks and/or comments need to be entered for each course section you are teaching. Start by clicking on the side icon under the *Grades* column beside the course section on your home page. You will see something like the screen shown on the next page. You can go to the same place by clicking on the *Gradebook* top-tab and *Scores* side-tab.

At the top it shows you what course section you are entering marks for.

When entering performance indicators (example: Gr K-3: NYM-Not Yet Meeting expectations, AE-Approaching expectations, ME-Meeting expectations or EE-Exceeding expectations) **you must use capital letters.** Press Ctrl-L to see the options available to you.

Pages	My Info	Student	Attendanc	Gra	adebook	Planner	Assessme	nt PD	Tools		_
Class Lis	st :: 2017	-2018 - MC	E05-K3 -	CAREI	ER EDUC	ATION 5	2				
Details	Opt	ions 🗸 🛛 Rej	ports 🔻 He	p 🔻							
Roster	Grade	Columns		erm	Display		Status		Class	Unders Post Columns	Dave Carden
Seating Chart	Pos	t Columns - Te	erm v	Term Te	rm Grade	Color Com	Final	vitnorawn	MCE05 V	Opdate Post Columns	Post Grades
Groups	Nam	10	YC	G 2	D)	4) 2	4) 2		۱ ۵	L	
Reporting Standards	-	at, 140									
Categories				1							
Assignment	s										
Scores											
Student Assignment	Aver	ane score	uga ja								
	Aver	age scole									

If you do not see the performance indicators you are expecting,

report the issue to your school secretary.

You can move to the next course by selecting the arrow on the top right, or by using the Class dropdown box.

etails	Options - Reports -	Help 🕶		Dro	op down to courses						
oster	Grade Columns	Term	Display	Stat	tus 🔪	Class					Arrow over to select new course
aating	Post Columns - Term *	Term	• @ Grade	Color 🖲	Enrolled 💮 Withdrawn	MADST(•		Update Post Columns_	Post Grades	Q	
hart			Term Grade	Com	Final	Term					
roups	Name	YOG	14	4	14	2	٤,				
porting	I wanted which	2025		3							
snuarus	And some party	2025									
tegories	COMPANY AND A	2025		1							
	Contraction of the local division of the loc	2025									
signments	CONTRACTOR OF TAXABLE	2025		1							
res	TANK BUT	2025									
tudent.	CONTRACTOR OF T	2025		1							

For Grades K-7 there is only one term in the Term column for the grade input. (When a new grade will be entered during the year you will **overwrite the previous one**.) After entering each mark you can press the Enter or down arrow key to go down to the next student.

For the final report of the year you will also enter a mark in the Final column. This is what is saved on the student's permanent record. It will usually be the same as the 3rd term mark. Teachers who are not using the MyEd report card throughout the year will only need to enter the Final mark at the end of the year.

There is an extra 'course' called XTC – Term Comments. This is a place to put a general comment about the student, including attitudes, work habits and effort. It appears at the top of the report card.

COMMENTS

To enter comments, click the picon. Once you have entered a comment the icon will turn blue. If you want to enter a comment or part of a comment for all the students in the class, enter it for the first student in the list and then press Ctrl-D to copy it down to all the students.

You can just type your comments into the box. Do not put a lot of effort into formatting the comment since the formatting may not show on the report card.

Student	Azimi, Andy	
Andy is making progres small assignments to de While he knows most o consistently.	s in Mathematics, and with a bit more effort he could do much better. He has o at home almost every day, but he seldom has these assignments completed. f his times tables he needs to practice every day to be able to do them quickly ar	⊲ nd

COPYING COMMENTS FROM A MICROSOFT WORD DOCUMENT

You can keep a personal bank of comments in a Microsoft Word document. Select the desired comment in the Word document and press Ctrl-C to copy it, then Ctrl-V to paste it into the comment.

Basic formatting such as a bulleted list will be retained and shown on the report card if you paste it into the MyEd comment box by right clicking and selecting *Paste as plain text instead of using Ctrl-V*.

(This may require you use the Chrome web browser).

If you copy your comments from a Word document you will need to manually enter the student name and change words such as he/she and his/her to match the student.

Student	Chow, Bre	t:
	Undo	Ctrl+Z
	Redo	Ctrl+Shift+Z
	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V
	Paste as plain text	Ctrl+Shift+V
	1000	

POSTING MARKS AND COMMENTS TO THE REPORT CARD

When you have finished entering the marks and comments for a course section, click the *Post Grades* button shown below. Until this is done, the marks and comments will not appear on the report card.

Class List ::	: 2017-2018 - MCE05-I	(3 - CA	REER EDUCA	TION 5 🍰					
Details	Options	Help 🔻							
Roster	Grade Columns	Term	Display	Status		Class	Lindate Bast Columns	Post Crades	~
Seating	Post Columns - Term V	. lerm	• Grade		lied U withdrawn	MCE05 V	opuate Post Columns	Post Grades	0
onart			Term Grade	Com	Final	Term			
Groups	Name	YOG	2	2	2	 ୍ୟୁ	,		
Reporting Standards	An	2025							
otanualus	presente (parte	2025		₽ [*]					

Once the marks are posted you will see a green checkmark on your front page. If you later make changes to any marks or comments you need to post again

PRINTING REPORT CARDS

Report cards are printed from the class list (*Gradebook* top-tab, *Roster* side-tab) or from the *Student* top-tab. Select *Reports – Report Cards –* and choose "K-9 Single Term". **Under Student Selection/Sort,** be sure you have the



appropriate school, year and schedule term selected as shown here.

KINDERGARTEN REPORT CARDS

In order to print out report cards for Kindergarten students, you must choose KF in the *Start grade* under **Student Grade Selection** tab. It defaults to Grade 1 skipping the poor K's...

USER SPECIFIC PARAMETERS

Under the User Specific Parameters, you can check the boxes to customize the report, usually as shown to the right.

Uncheck "Display Final" except in June if you want to show the final grade.

Click Run to generate the PDF file.

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
Display Student L Instead Of Usual	.egal Name Name				
Display Final					
Display Descriptor Key					
Display School Message					
Print Double-Sided					
Print On Legal Paper					
Print Using French Language					
Display Class Teacher Name					
Include the Current School Course ONLY		•			
Exclude Grade 10-12 level courses		6			
Include only My Courses					
Display Student Self Assessment					
Display Teacher Overall Comment					
Display Student Homeroom Number		×.			
Display Homeroom Teacher Name		✓			
Display Box For Principal Signature		e			
Display Attendance		Daily Attenda	nce 🔻		
Display Attachments With Report Message					