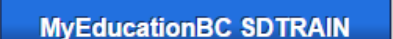


My Education BC - Introduction for Teachers

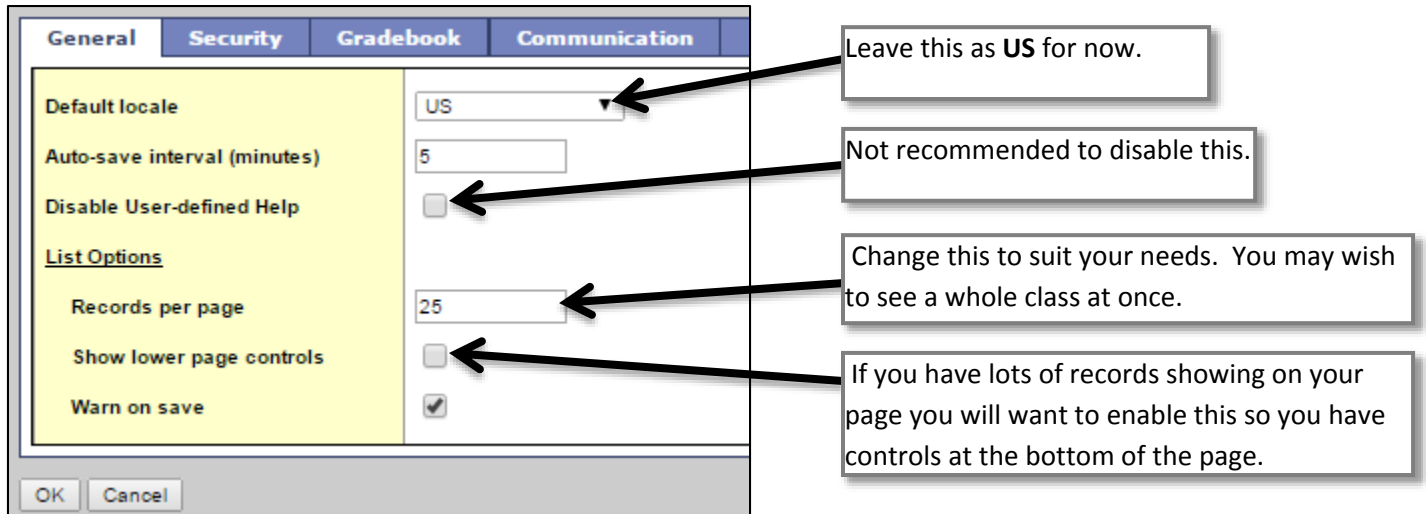
A. Logging in and Setting Preferences:

1. Open an Internet Browser (ex. Google Chrome) and type in the following address in the space at the top:

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

2. Click on  and use the Username and Password provided to log in.

3. Click on **Set Preferences** in the top right corner:



Leave this as **US** for now.

Not recommended to disable this.

Change this to suit your needs. You may wish to see a whole class at once.

If you have lots of records showing on your page you will want to enable this so you have controls at the bottom of the page.

4. Click on the **Security** tab:

This section must be completed if you would like the “**Forgot your password**” feature to work.



Complete the table. Please do not change your primary email address and do not add an alternate email address at this point. You must click on **Change** and add a new password if this is your first time in. Click to **View** requirements if you are unsure. You will need to change your password every 90 days. If the browser asks if you would like to save the password, please say “No”.

5. Complete your settings, click on **OK** at the bottom.

NOTE: WE STRONGLY RECOMMEND NOT USING THE BROWSER CONTROLS. PLEASE USE THE CONTROLS IN THE PROGRAM (BREADCRUMBS, TOP TABS... DO NOT USE THE “BACK” BUTTON).

B. Navigating My Education BC

To keep things consistent, there are some names for the navigation tools in the program. The first screen that you come to will look like the picture below. This is your **Home Screen** and you click on **Pages** or on the house on the **Top Tab** to return here:

The screenshot shows the MyEducationBC interface for a teacher. The top navigation bar includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', and 'Tools'. A blue arrow labeled 'Top Tab' points to the 'Pages' tab. Below the navigation bar, there is a 'Home' button and a 'Page Directory' sidebar. The main content area features an 'Announcements' section with a placeholder 'Welcome to MyEducation BC! SD Train Environment' and a 'Teacher Classes' table. Two callout boxes provide instructions: one for secondary teachers to click on course names in the 'Teacher Classes' table, and another for elementary teachers to click on the 'Classes Meeting' or 'Classes Not Meeting' headers.

Top Tab

Announcements will appear here

Welcome to MyEducation BC!
SD Train Environment

Classes Meeting	Attendance	Posted	Grades	Email
9:10 AM A/E - TS 11 A Bk - PHYSIC...				
9:10 AM A/E - Ts 12 B Bk - PHYSIC...				
12:55 PM C/G - Fitness 9 G Bk - PH...				
2:15 PM D/H - MSC-10-24 - SCIENCE 10				
Classes Not Meeting			Grades	Email
Cardio 9 C Bk - PHY...				

Secondary teachers these are the courses that you are currently teaching.
Elementary teachers these are your attendance lists.

Secondary teachers these are the courses that you are teaching in a different semester.
Elementary teachers these are a list of courses you teach.

Click on **Students** on your top tab to see **Side Tabs** appear. Clicking on **Side Tabs** will allow you to drill down into **Sub Side Tabs** and **Leaves** that will bring up even more information about the record that you have selected. When this new information displays, there may be **Sub Top Tabs** to allow access to even more in-depth information about the record.

The screenshot shows the 'Student List' page for a specific student, 'Borland, Carson'. The top navigation bar includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', and 'Tools'. A blue arrow labeled 'Breadcrumbs' points to the breadcrumb trail 'Student List :: 11 - Adams, Yad :: Borland, Carson'. Below the breadcrumb trail, there is a 'Details' section with a 'Cancel' button and a 'Sub Top Tab' labeled 'Addresses'. A 'Sub Side Tab' labeled 'Contacts' is visible on the left sidebar. A 'Leaf' label points to the 'Details' section. A 'Side Tab' label points to the 'Attendance' section in the sidebar. The main content area displays a table of contact information for the student.

Breadcrumbs

Student List :: 11 - Adams, Yad :: Borland, Carson

Sub Side Tab

Sub Top Tab

Leaf

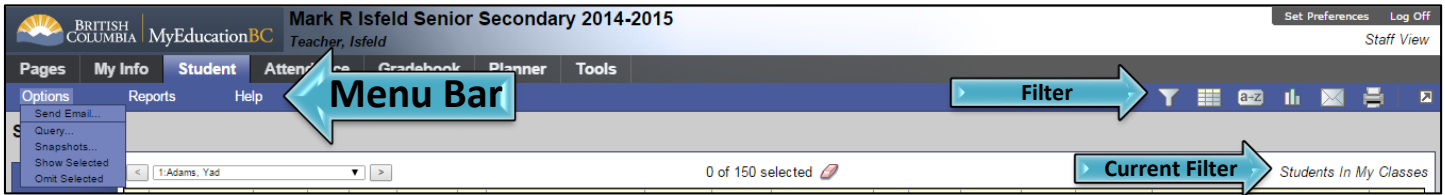
Side Tab

First name	Carson	Contact lives with student	N
Last name	Borland	Contact can pick up?	N
Gender		Receive grade mailing	N
Emergency priority	0	Receive conduct mailing	N
Relationship		Receive other mailing	N
Parental Auth or Guardian?	N	Receive email	N
Type		Contact has family portal access	N
Volunteer?	N	Include on IEP	N

Shared Contact Information

Home phone	(250)555-1234	Work phone	
Cell phone	(250)555-3456	Work phone Ext #	
International Phone #		Place of Employment	
Primary email		Pager Number	
Alternate email			

As you navigate through the program, it leaves a trail of blue links underneath the top bar that are called **Breadcrumbs**. Click on these breadcrumbs to find your way back to other screens and help you know where you are. If you switch to a different top tab and then return to the previous one, it will remember where you were.



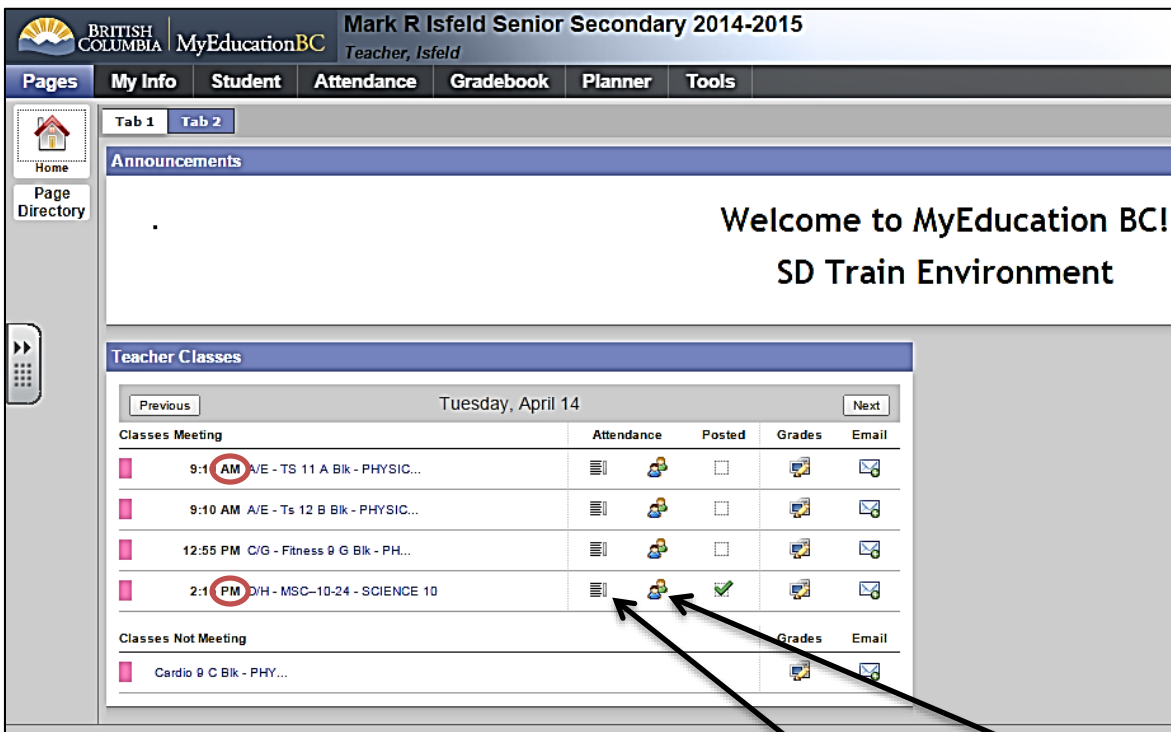
Menu Bar – As you select different tabs on the top tab, the **Options**, **Reports** and **Help** choices (on the menu bar) change to go with the tab you have selected.

If you use the **Filter** to look at specifics about students the screen will change to reflect the filter you are looking through. The **Current Filter** on the right side of your screen tells you which Filter you are looking at. You may have to change your Filter to return to your class list.

C. How to take Attendance

There are two ways to access the attendance screen.

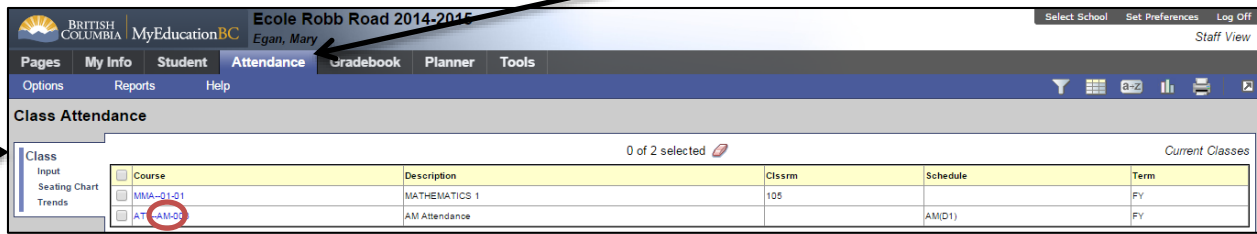
1. Click on **Pages** on the top tab (you will be on your Home page when you open up My Ed BC).



Click on the attendance icon for the course you want for either a **list** option or a **seating chart** option. Elementary teachers, you choose the **AM** or **PM** course for your class under the Classes Meeting list.

Or...

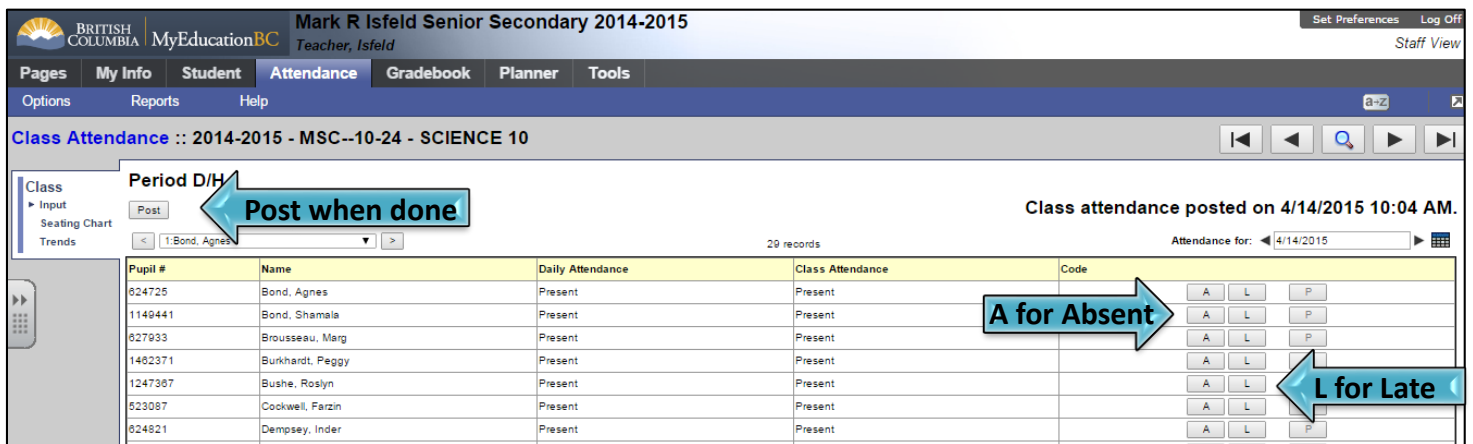
2. You can also get to the attendance screen by clicking on **Attendance** on the top tab and **Class** on the side tab.



Click on the course that you need to take attendance for. Elementary teachers, you choose the **AM** or **PM** course for your class. To use the **Seating Chart**, click on the **Seating Chart** sub side tab.

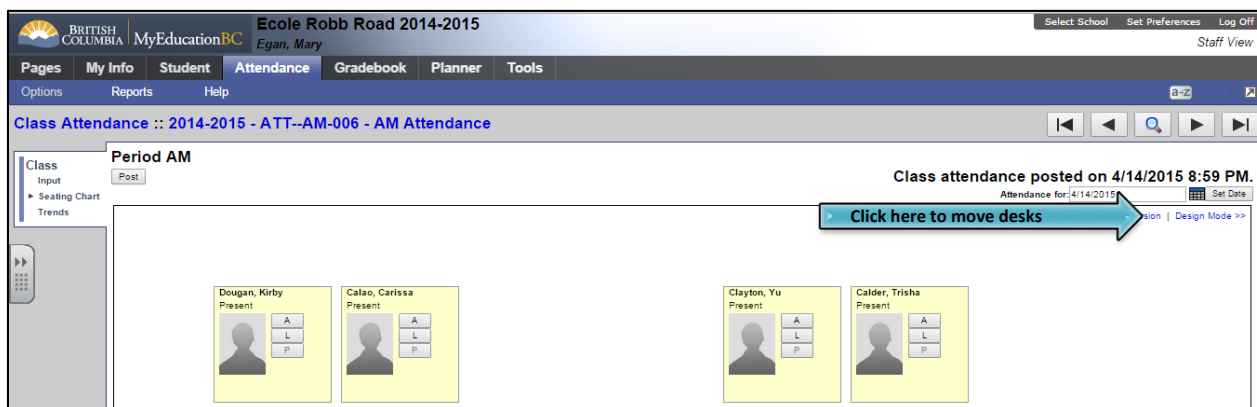
On the Attendance Screen:

1. Students are present by default. Click on the **A** if student is absent and **L** if the student is late.
2. Repeat for all students that are late or absent
3. Click **Post** (at the top or bottom of the page) to save your attendance.



Seating Chart

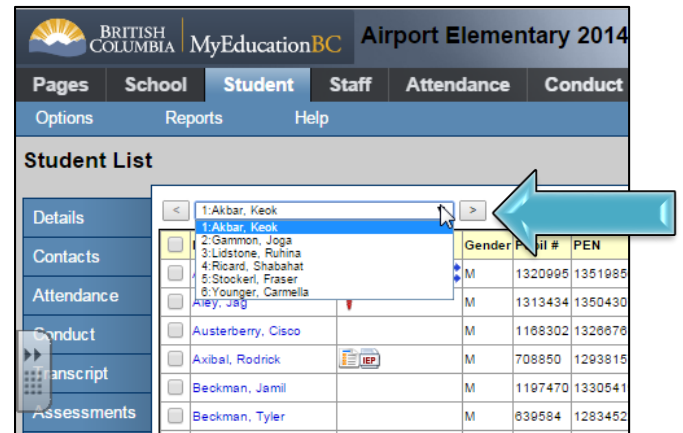
You can use the seating chart to take attendance and can also use it to organize your classroom. To move the desks, click on **Design Mode**. When you are finished, click on **Exit Design Mode** in the top right.



D. Student Top Tab

When you select the **Student** top tab, you can view all of your students and access information about them.

1. Click on a specific student to bring up information or select the box beside the student's name and click on the item in the side tab that you would like to view. Use the side tab to move through information about that student.
2. To find a specific student, press **Ctrl + F**, then enter the student's last name in the box that pops up.
3. You can also view students that are not on the screen by clicking the dropdown box (works like a phone directory) and choosing the appropriate page. The list will include several students at various points in the alphabet.
4. To return to the Student list, click on the blue **Student List** breadcrumb at the top left on your screen.




Alerts

In the column beside the student name you will see the Alerts that are attached to a particular student. Here is a key for what the alerts mean:

Alert Icon	Category	Meaning
	Medical Alert	Information about a student's medical condition- this icon indicates a life threatening situation.
	Legal Alert	Information about certain legal situations that is supported by documentation.
	Cross-Enrollment Alert	Indicates that a student is taking classes or receiving services at more than one school.
	Health Alert	Information about a general health situation.
	General Information Alert	There is general information about this student that doesn't fit into another category. This does not refer to conduct issues.
	Family Alert	Information about a family situation that is NOT legal.
	IEP	Student has an Individual Education Plan on file. Please go to the Student List and select the Documents side tab to view IEP.
	Learning Disability	Learning disability has been identified but may or may not have an IEP.
	Daily Absence alerts	Indicate that a student has been marked absent for all or part of a day.

You can click on the icon to learn more information about what the alert means for that student.

You will also see this icon on the screen. This will be more useful in high schools:

	Quick Status Alerts	This can be used to quickly view where a student currently is in the school, based on their schedule.
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E. Resources

<http://myed.sd71.bc.ca/> - Under **Learning Resources** on the top there are resources done by other school districts that are worth looking at. (This can also be found from **Learn71.ca** then click on **My Education BC.**) You can also click on **Train the Trainer** to find the information manuals that contain more in-depth information.

Help – on the Menu Bar within My Education BC there is a **Help** link that will take you to some great resources to help you.