

# MyEducation BC Supports for Teachers

## **On their Own**

1. MyEd BC Website documentation at <http://myed73.sd73.bc.ca/>
2. Online Help in MyEd BC
  - a. Search for help on specific functionality
  - b. Release Notes
  - c. User Guides
  - d. Quick Reference Cards
  - e. Video and Training Tools

## **Within their School**

3. Teachers can contact their administrator or secretary for basic support (navigation, attendance, printing reports, accessing demographics).
4. Teachers can contact the Lead Teachers in your school.
  - a. The District MyEd BC Trainers have just finished training 1-3 Lead Teachers for each school in the district this week.
  - b. Arrange to meet with them during an agreeable time (after school, prep time, etc).
5. Lead teachers can work with their administrators to present during a staff meeting or during a Pro D day.
6. Lead teachers can arrange for District MyEd BC Trainers to attend a staff meeting or Pro D day at the school.
7. Lead teachers can also work with their administrators to request TTOC time to visit classrooms to support/train teachers or to free up teachers to come and get support.

## **Within the District**

8. Contact the District MyEd BC Trainers Brad Epp or Siobhan Lane at (778) 471-6061 or [bepp@sd73.bcc.a](mailto:bepp@sd73.bcc.a) or [slane@sd73.bc.ca](mailto:slane@sd73.bc.ca) to either:
  - a. Ask questions
  - b. Report problems
  - c. Arrange to meet for training/support
9. Attend Drop in Sessions as advertised (usually around report card times).
10. Attend Training/Supports sessions as advertised during District Pro D days.

11. Teachers interested in using the **MyEd BC ePortfolios** can work with their administrators to arrange for the District MyEd BC Trainers to visit their school for training and/or support.
  - a. Meet with the District trainers to see a demonstration and receive training (TTOC time is available for this)
  - b. Have the trainers attend their class to get them started in using the ePortfolios
  
12. IEPs and Student Services in MyEd BC
  - a. TTOC time is provided for any teachers that are writing IEPs to attend a refresher session at the start of each school year.
  - b. TTOC time is also provided for any teachers that have never written IEPs to attend group training sessions early in the school year.
  - c. TTOC time is also provided throughout the year for any teacher that needs either an individual refresher or full training, but was hired after the planned training sessions.