Topic	Good Practice for a Successful Reporting Period	Why is this important?
Standards 	**FOIPPA Standards** Review FOIPPA policy and practices to safeguard student information. All users should: • Lock their computer when stepping away from it for *any* length of time. • Keep passwords secure; do not share them with another user, or record them where they could easily be found.	Ensuring that student and other sensitive Information is safe from purposeful or unintentional exposure is everyone's responsibility. Establishing and maintaining good daily practices will prevent serious potential security and privacy risks for MyEducation BC, including: • Data corruption • Loss of data • Exposure of sensitive personal information
Access 	**Log-ins** Only have one active log-in on one browser at a time.	This reduces the number of active accounts logged into MyEducation BC and enhances performance. Furthermore, it reduces the possibility of a conflict when updating and saving data that can occur when two accounts with the same log-in credentials are open e.g. marks or comments entered in one of the open sessions are not saved as expected.
Access 	**Logging Off** Use the **Log Off** button in the menu bar when exiting the system. 	This ensures your session is properly closed, contributing to system security, and optimizing system resources.
Access 	**Do not share log-in credentials!** ***Never share your login ID and password with another user.*** Each user is required to have unique log-in credentials so that they will only be able to access information to which they are entitled.	This is important to ensuring data security and integrity. Each user is responsible for the activity in the system that takes place using their log-in credentials.

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Performance 	**Clearing the Browser Cache** Periodically clearing your browser's cache, especially after application enhancements and upgrades, can enhance user experience with MyEducation BC. For browser specific instructions: http://www.refreshyourcache.com/en/home/	Refreshing your cache will ensure that the browser is reflecting the latest application upgrades. For a quick page refresh, use F5 on a Windows machine and Command-R on a Mac.
Data Integrity 	**Ensure the support documentation you are using is current and applicable** When referring to MyEducation BC documentation for instruction or customizing for training, ensure you are referencing the latest version. Aspen resources, available via the Help menu in MyEducation BC, should be referenced only where BC specific resources do not exist. Even then, the information may or may not apply.	MyEducation BC documents are continually updated as the application evolves and as upgrades and enhancements are applied. This is particularly important when viewing learning event recordings where a document was distributed online during the session. The document is likely not the most current. Always refer to the **MyEdBC Resources** list on the Level 1 Information Station > Support Resources to ensure you have the latest version.
Data Integrity 	**Pop-Up Windows and Warnings** **Stop and read these!** Understand what they are saying before proceeding. Cancel the process if you are not sure.	MyEducation BC has a great deal of flexibility and functionality for updating multiple records at one time. Failure to read and understand the warnings and messages can result in time-consuming manual data corrections. Example: A date field can be populated through mass update but cannot be set to blank through mass update.
Access 	**Terms and Current Classes** Occasionally, especially during mark entry and report card cycles, teachers report that they can't see any of their current classes.	In most cases, this is because Grade Terms are not set up concurrently – i.e., if a Grade Term ends on a Friday and the next one doesn't open until the following Monday, no classes will display over the weekend because the default filter is set to *Current Classes.* Changing the filter to *This Year's Classes* will display all classes regardless of the Term dates.

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Data Integrity 	**Saving, Please Wait…** 	When a mark, work habit, or comment is entered in the mark entry screen (School and Staff View > Gradebook top tab > Scores side tab) each cell flashes yellow briefly, indicating that the system is saving the information. At peak user access times, if a user is entering information quickly or using the “fill down“ feature (CTRL+D), saving may be slightly delayed and could result in the entered information not being saved at all, especially if the user moves too quickly to the next cell or entry screen. To ensure that all data entered is saved, watch for cells staying yellow and/or the blue **Saving, Please Wait**… message on the top right of the screen (see screenshot). If either of these is occurring, wait until the yellow and/or the message disappears before moving to the next cell or screen.
Data Integrity 	**Copying and pasting Comments** Some software uses special characters that results in odd formatting or characters.	Copying and pasting from software that uses special characters (e.g. Word or Google Docs) can result in odd formatting or characters. For clean transfer of data, copy and paste from software such as Notepad using the 'paste as plain text' option that does not use special characters.
Access 	**Why can’t I see my Grade Term columns?** Ask the office staff to please “Prepare the Grade Input” so you can see the grading columns	Preparing grade input is the process of creating the columns that users will see to enter dates, grades, work habits and comments for the report card. The columns display in both the School > Grade Input screen and the Staff > Scores screen. If grade input has not been prepared by the office or district staff, the fields will not be available to users to enter term grades, comments, or work habits.

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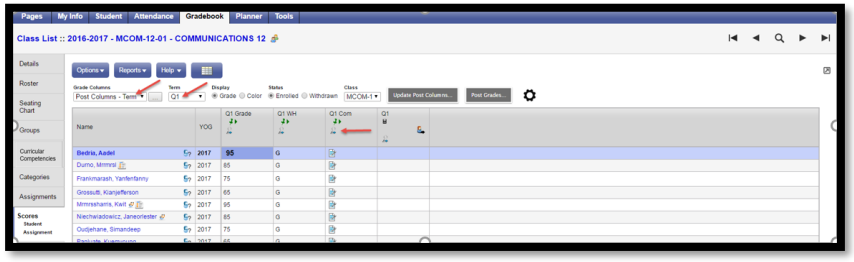
Access 	**Why can't I post my marks?** Ask the office staff to please open the "Grade Post Controls" so that you may post your marks.	Grade post controls are the windows of time set for staff to be able to enter and post marks. Teachers may not post marks before the window opens on the start date or after the end date has passed. NOTE: Teachers are still able to enter mark information in Staff view outside of the grade post controls, but they will not be able to POST these mark entries to the student transcript.
Data Integrity 	**Push Pins** What do they mean? 	**Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls. **Green** pushpins with a triangle beside them appear during the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them. **Red** pushpins with a red square beside them appear when the POST button has been pushed. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.