School District No. 73 Kamloops Thompson

MyEducationBC Teacher Training Materials

- ● Logging in & Setting Preferences
- ● Attendance
- ● Student Demographics

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Navigation & Settings

Logging In

1. Go to your URL bar (Control-L on most browsers).
2. Enter the following URL by typing the following into your URL bar (you can copy and paste this):
   myed73.sd73.bc.ca
   You should arrive at this page.

3. Click on this link:

4. Enter your Login ID (your school district email address). Ex. bepp@sd73.bc.ca
5. Enter your password (you will be provided your initial password via your school administrator).
6. Once logged in, you will be forced to change your password. Your new password must be at least 8 characters and contain at least one of each:
   a. uppercase letter
   b. lowercase letter
   c. number
   d. special character (ex. #, $, %)

Security note: Don't tell your browser to remember your username and password.

Setting Preferences

1. Click on Set Preferences at the top right.

Setting General Preferences

2. Change Locale to Canada.
3. Check/uncheck show lower page controls depending on personal preference.

4. Check/ uncheck Warn on Save if you do/do not want to be warned every time you save. Then press OK.
5. Click again on Set Preferences at the top right.

Setting Security Preferences

6. Complete the table, **do not change the primary email address!**

General	Security	Gradebook	Communication

Primary email	Barinder.Bryant@sd.bc.ca
Alternate email	
Security question	▼
Security answer	
Confirm answer	
Password	Change

OK   Cancel

7. *You may also check the Security tab and make changes if you wish, such as putting in your alternate email address.*

Navigation

1. When navigating within the MyEducationBC environment, use the buttons in the software to navigate the site. Do not use the browser navigation buttons once you have entered into MyEducationBC

MyEducation BC: Log On   ✕   +

← 🔒 https://www.myeducation.gov.bc.ca/aspen/logon.do

BRITISH COLUMBIA MyEducationBC **MyEducation BC**

2. Make sure to allow "pop-ups" for this site.

Attendance Tutorial

Attendance (Elementary Schools)

1. Click on the **Attendance** top tab.

2. For morning attendance, click on the ATT--AM course. For afternoon attendance, click on the ATT-- PM course.

Note: Prep teachers who take attendance will see more than 2 courses in this list. Choose the appropriate course based upon the 2 digit code at the end of the course (it is the division) you can also refer to the **Clssrm** (Classroom) heading to help.
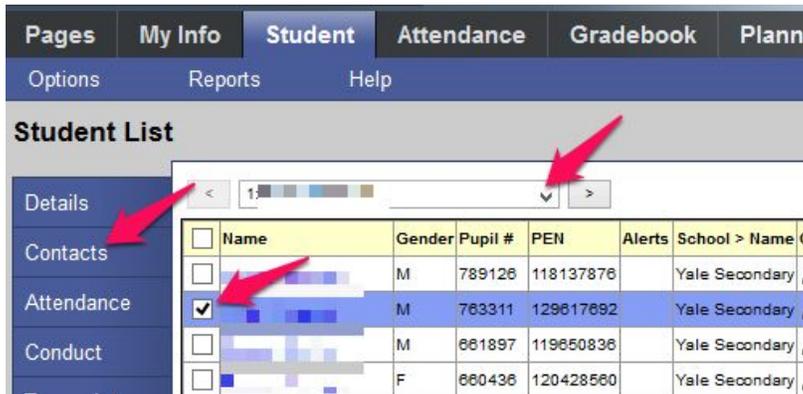
3. Click on the **A** if student absent, **L** if late.
4. Repeat for other students in the class as necessary
5. Click **Post** to save your attendance.

Student Demographics Tutorial

Looking up Student Information

1. Click on **Student** top tab. All students that you have this year will be displayed. Note that this page will show the # of records that you chose when setting your Preferences.
2. To view students that are not on the screen, click the dropdown box (works like a phone directory) and choose the appropriate page. The list will include several students at various points in the alphabet.
3. To view student contact information, check the box beside the student name, then click **Contacts** side tab.

4. You can also view other information on the student while in this menu, such as **Schedule** side tab.
5. To return to the Student List view, click 'Student List' in the breadcrumb trail at the top.