



MyEducationBC

Staff View Setup and Navigation

December 2016 v 1.0

Version History

Version	Date	Description
1.0	December 5, 2016	Original gradebook resource has been split into two new resources: this one and <i>Traditional Gradebook</i> .

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1.0 Teacher/Staff View & Gradebook Setup

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View.

1.1 Objectives

- Navigation in the Staff View
- View student information
- Setting user preferences
- Take attendance
- Print reports

1.2 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources which follow:

- Online Help - this will scope to the area from which the help was accessed.
- Quick Reference Cards
 - Tips and Shortcuts - Teachers
- User Guides
 - Staff View

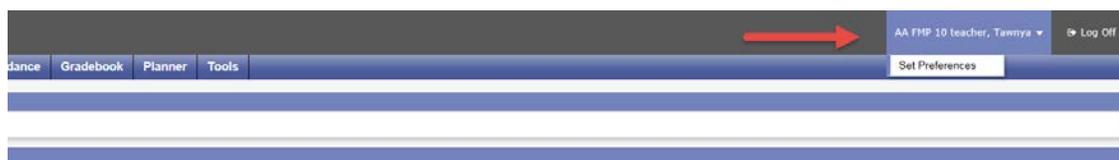
2.0 User Preferences

Logging onto MyEducation BC as a teacher opens at the **Pages** top tab in the **Staff View**, commonly referred to as the *Landing Page*. General user preferences and Security preferences are outlined below. Gradebook preferences are covered in Section 10.0.

2.1 Set Preferences

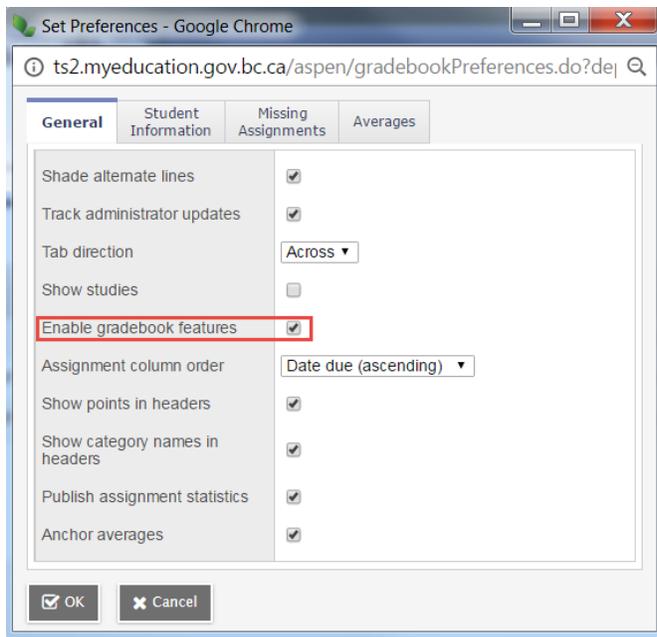
This option on the settings bar allows the user to personalize **MyEducation BC**. These settings are specific to each user's account. The options shown below are those available to a teacher in the **Staff View**. These are covered in detail in the *Fundamentals* and *Gradebook* guides.

Locate the user name in the top right of the window and click, then select **Set Preferences**.



2.2 General Tab

General settings determine the appearance and functionality of MyEducation BC for the individual user. Enable gradebook features must be checked for the gradebook to function.



2.3 Security Tab

The Security tab records your email address and security question and answer.

2.4 Gradebook tab

The Gradebook tab holds the preference settings for gradebook functionality. Gradebook Preference Settings are covered in detail in section 13 Setting Gradebook Preferences.

2.5 Communication tab

The Communication tab holds Forum Options, where you can set the number of Forum posts per page. This setting is used in the student portal.

3.0 Home Page Widgets

Logging on to MyEducation BC brings the teacher to the landing page of the **Staff View**. The home page, or landing page, is made up of two blocks, or widgets. The top block is the **Announcements** widget. This widget is currently managed at the Enterprise level for important information and announcements. Below this is the **Teacher Classes** widget. This widget displays the classes meeting on the current date.

3.1 Teacher Classes Widget

The Teacher Classes widget provides quick access to a variety of areas within the Staff View, bypassing the need to navigate.

- Date:** The date is displayed at the top, centre. Using the **Previous** and **Next** buttons allows the user to move forward and back in the calendar. The classes displayed will reflect the date selected. A **Today** button will display when on any other date.
- Classes:** Classes are displayed as a blue hyperlink. Clicking on the class takes the user to the class roster. Where the following icon,  appears to the right of the class description, a change to the roster has been made. Clicking this icon will display the roster change; a green entry for a new student, a red entry for a withdrawn student.
- Attendance:** Two icons are presented; one showing a list  which takes the user to the Class > Input list and the pair of students icon  linking to the seating chart for attendance. The Posted check box indicates whether the attendance for the class has been posted or not.
- Grades:** The Grades icon  takes the user to the Scores screen of the class for grade or mark entry. Where grades have been posted, the Posted box will display a green check mark
- Email:** The email icon  opens a popup email message window which defaults to the roster of the class chosen.

Teacher Classes						
Previous		Wednesday, November 23			Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email	
1 - MEN--11-03 - ENGLISH 11	 	<input type="checkbox"/>		<input type="checkbox"/>		
1 - MPE--10G-02 - PHYSIC...	 	<input type="checkbox"/>		<input type="checkbox"/>		
1 - MPHE-09G-02 - PHYSIC... 	 	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
10 - MEN--10-06 - ENGLISH 10	 	<input type="checkbox"/>		<input type="checkbox"/>		
2 - MCOM-11-01 - COMMUNI...	 	<input type="checkbox"/>		<input type="checkbox"/>		
2 - MCOM-12-01 - COMMUNI...	 	<input type="checkbox"/>		<input type="checkbox"/>		
3 - MEN--10-02 - ENGLISH 10	 	<input type="checkbox"/>		<input type="checkbox"/>		
4 - MEN--12-03 - ENGLISH 12	 	<input type="checkbox"/>		<input checked="" type="checkbox"/>		

4.0 Navigation Tools

4.1 Top Tabs and Side Tabs

Top tabs represent functional areas of MyEducation BC. These are scoped to the user view and role, so a user will only see what they have been given to view or work with. The top tab that is highlighted indicates where the user is in the application.

Side tabs provide access to additional details of the top tab functional area.

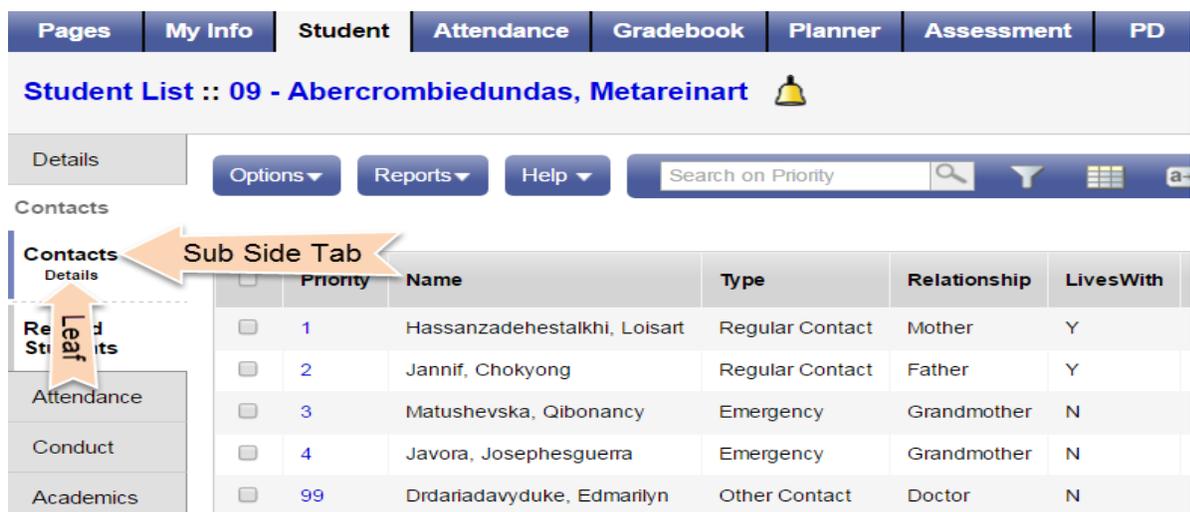


The screenshot shows the 'Student' top tab selected. Below it, the 'Student List' side tab is selected. The interface includes a search bar, filters, and a table of student records.

LegalFirst	LegalLast	Name	Pupil #	Homeroom
<	1:AAAAASample, Sample	>	0 of 1!	

4.2 Sub-side Tabs, Sub-top Tabs and Leaves

Side tabs usually contain **sub-side tabs**, **leaves** and **sub-top tabs**.



The screenshot shows the 'Attendance' top tab selected. Below it, the 'Contacts' side tab is selected. The 'Contacts' side tab has a 'Details' sub-side tab selected. The interface includes a search bar, filters, and a table of contact records.

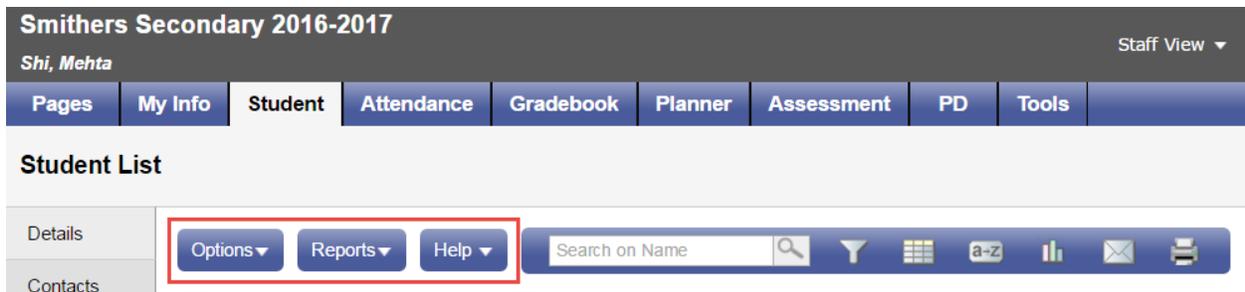
Priority	Name	Type	Relationship	LivesWith
1	Hassanzadehestalkhi, Loisart	Regular Contact	Mother	Y
2	Jannif, Chokyong	Regular Contact	Father	Y
3	Matushevskya, Qibonancy	Emergency	Grandmother	N
4	Javora, Josephesguerra	Emergency	Grandmother	N
99	Drdariadavyduke, Edmarilyn	Other Contact	Doctor	N

Sub-top tabs appear at the top of a list, when a side tab is selected. A good example of this is in the **Student** top tab > **Details** side tab.



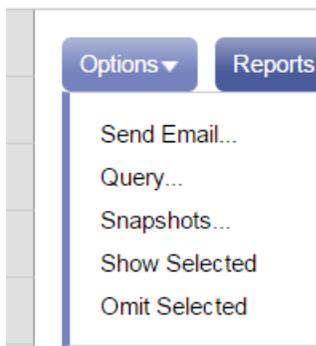
4.3 Menu Buttons

The menu buttons are found above the field set of information in the active pane. The menu buttons are the same regardless of the top tab the user has selected. The items displayed in the menu will change, depending on the top tab *and* side tab the user has selected.



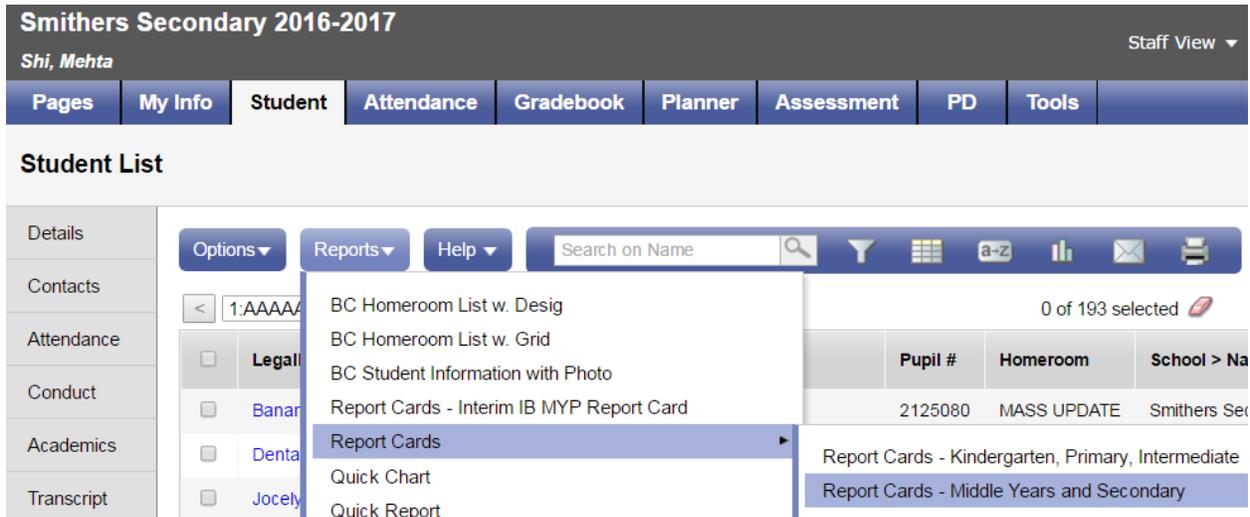
4.3.1 Options

The **Options** menu is an action centre. This is where a user can initiate actions on the data that is displayed on the screen. In some cases, the list of items may show an arrow, indicating additional options.



4.3.2 Reports

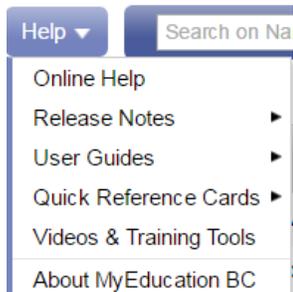
Reports will display a list of reports available in specific areas of the application. It is important to note that reports are associated with top tabs and side tabs and relate to the data displayed on the page. For example: In the **Student** top tab, clicking on **Reports** will show an option to run report cards.



The screenshot shows the 'Smithers Secondary 2016-2017' interface with the 'Student' tab selected. The 'Reports' dropdown menu is open, showing options like 'BC Homeroom List w. Desig', 'BC Homeroom List w. Grid', 'BC Student Information with Photo', 'Report Cards - Interim IB MYP Report Card', 'Report Cards', 'Quick Chart', and 'Quick Report'. The 'Report Cards' option is highlighted. Below the menu, a table shows a list of pupils with columns for 'Pupil #', 'Homeroom', and 'School > Na'. The first row shows '2125080', 'MASS UPDATE', and 'Smithers Sec'. Below this, there are two more rows for 'Report Cards - Kindergarten, Primary, Intermediate' and 'Report Cards - Middle Years and Secondary'.

4.3.3 Help

Several Help options are available through Help on the menu bar as well. These tools are not customized for MyEducation BC and may reference options or functions that are not available to District and School Users. However, it is still useful for many basic functions.



The screenshot shows the 'Help' dropdown menu with the following options: 'Online Help', 'Release Notes', 'User Guides', 'Quick Reference Cards', 'Videos & Training Tools', and 'About MyEducation BC'. The 'About MyEducation BC' option is highlighted.

About MyEducation BC provides information about the server a session is connected to. This displays below the copyright and can be useful information to include when contacting the service desk. Example: vaspnaprd1 indicates that the user is on Server 1.



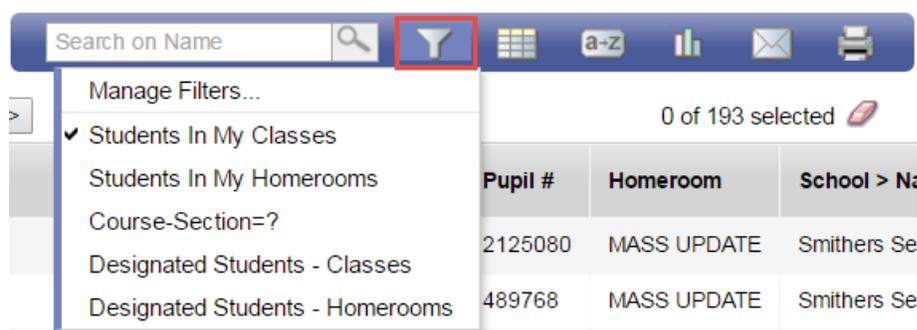
The screenshot shows the copyright notice: 'Copyright © 2003-2014 Follett School Solutions. All rights reserved.' Below this, the server name 'vaspnappd1' is displayed. A red arrow points to the server name.

4.4 Menu Bar Tools

The menu bar, to the right of the menu buttons, provides several tools for filtering, displaying, sorting and exporting data in MyEducation BC. The options that display when using these tools depend on the top tab and side tabs selected. For a more detailed outline of these tools, see the Fundamentals guide located on the MyEducationbc.info site.

4.4.1 Filter

Filters provide the user with the ability to group records in a list. Filters are connected to queries, so they are dynamic – every time a user selects a filter, it will display all of the latest information in that group of records. Users can hide filters that are not useful to them, change the order in which the filters display in the filter list, and create their own filters.



4.4.2 Field Sets

Field sets simply display information in a list. By selecting a different field set, the user is choosing to display different columns of information for the same records in the list. Field sets can be very useful for creating commonly used sets of information and then extracting those into a spreadsheet for analysis or manipulation.

4.4.3 Sorts

Click column heading to re-sort. Multi-level sorts, up to three, third sort is primary. Use Sort icon to return to default or create custom sorts.

4.4.4 Quick Charts

Provides a method of generating a chart to display information from the current field set.

4.4.5 Quick Print

Provides a method of extracting information in a variety of formats including csv from the currently displayed field set.

4.4.6 Maximize

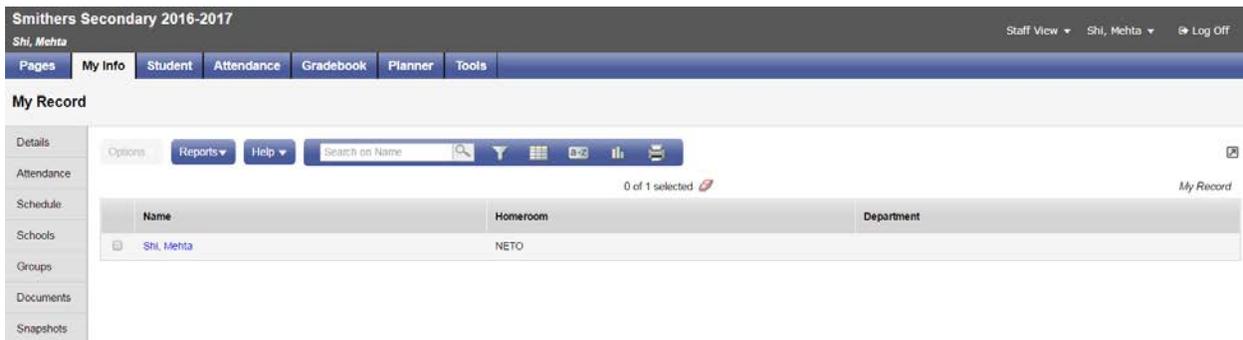
Use to hide top tabs to allow more records per page in the active pane.

4.4.7 Minimize

Return top tabs to view.

5.0 My Info

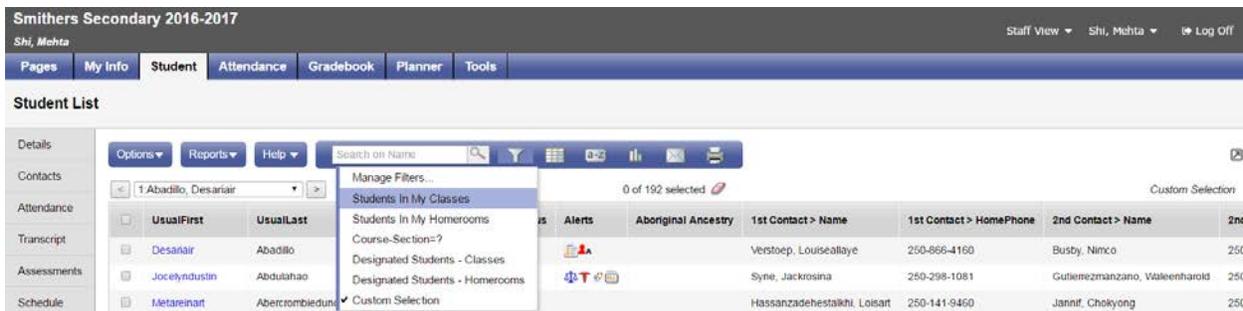
The **My Info** top tab provides user information such as the teacher’s demographic details, schedule of courses, secondary schools, groups, snapshots and any documents added from the school for staff viewing.



The screenshot shows the 'My Info' section of the staff view interface. At the top, it displays 'Smithers Secondary 2016-2017' and the user 'Shi, Mehta'. Below this is a navigation bar with tabs for 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', and 'Tools'. The 'My Record' section is active, showing a table with columns for 'Name', 'Homeroom', and 'Department'. A single record is visible for 'Shi, Mehta' in the 'NETO' homeroom. The interface includes search and filter options at the top of the table.

6.0 Student Top Tab

From the student top tab the default filters to **Students in My Classes**, displaying all of the teacher’s students. Alternate filters provided are: Students in My Homerooms, Course-Section=?, Designated Students - Classes, and Designated Students - Homerooms.



The screenshot shows the 'Student List' section of the staff view interface. It features a navigation bar with tabs for 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', and 'Tools'. The 'Student List' section is active, displaying a table with columns for 'UsualFirst', 'UsualLast', 'Alerts', 'Aboriginal Ancestry', '1st Contact > Name', '1st Contact > HomePhone', '2nd Contact > Name', and '2nd Contact > HomePhone'. A dropdown menu is open, showing filter options: 'Students in My Classes', 'Students in My Homerooms', 'Course-Section=?', 'Designated Students - Classes', 'Designated Students - Homerooms', and 'Custom Selection'. The table shows several student records with their contact information.

Clicking on the hyperlinked student name displays the read-only demographics.



Student List :: 12 - Alfonzo, Stephensuiwai

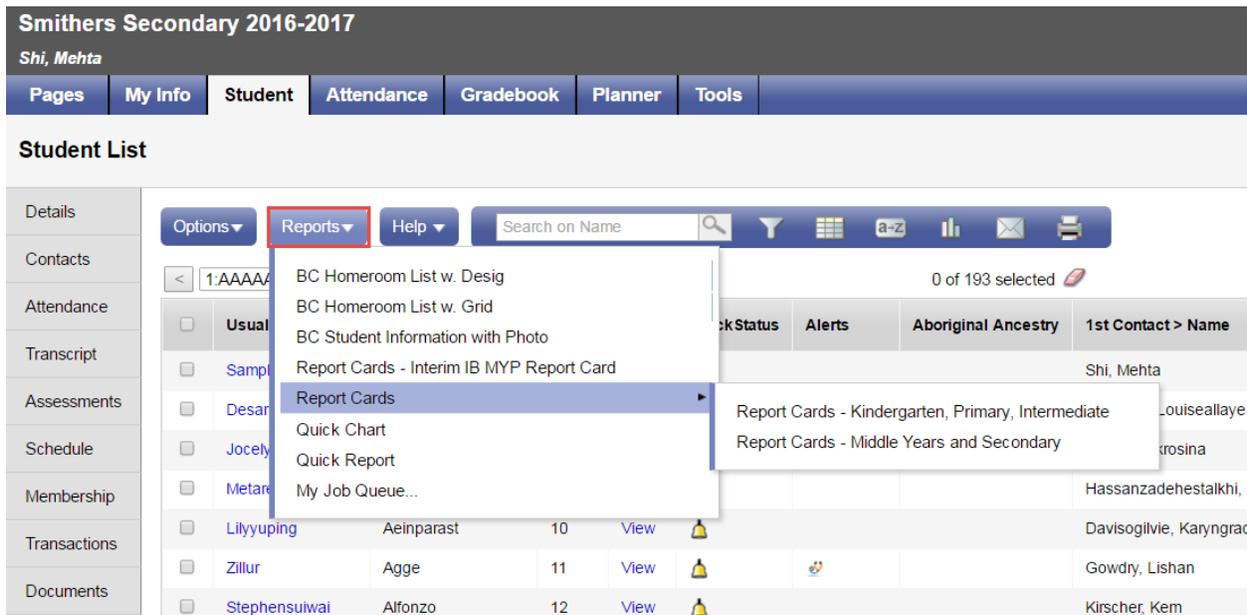
Details

Options Reports Help

Cancel Default Template

Demographics	Addresses	Activities
Legal first name	Stephensuiwai	
Legal middle name	Aviya	
Legal last name	Alfonzo	
Usual Name	Alfonzo, Stephensuiwai	
Grade level	12	
Grade sub level		
Pupil #	534858	
Personal Education Number	121170484	

It is also from the Student top tab that a teacher can click on the Reports menu and run reports for all or a selected group of students.



Smithers Secondary 2016-2017
Shi, Mehta

Pages My Info Student Attendance Gradebook Planner Tools

Student List

Options Reports Help Search on Name

0 of 193 selected

Usual Name	Address	Grade	View	Alerts	Aboriginal Ancestry	1st Contact > Name
Shi, Mehta						Shi, Mehta
Louiseallaye						Louiseallaye
Krosina						Krosina
Hassanzadehestalkhi,						Hassanzadehestalkhi,
Davisogilvie, Karyngra						Davisogilvie, Karyngra
Gowdry, Lishan						Gowdry, Lishan
Kirscher, Kem						Kirscher, Kem

Reports

- BC Homeroom List w. Desig
- BC Homeroom List w. Grid
- BC Student Information with Photo
- Report Cards - Interim IB MYP Report Card
- Report Cards
- Quick Chart
- Quick Report
- My Job Queue...

Report Cards

- Report Cards - Kindergarten, Primary, Intermediate
- Report Cards - Middle Years and Secondary

Using the Options menu > Show Selected allows the teacher to scope to a particular group or list of students.

Smithers Secondary 2016-2017
Shi, Mehta

Pages | My Info | **Student** | Attendance | Gradebook | Planner | Tools

Student List

Options | Reports | Help | Search on Name

Send Email...
Query...
Snapshots...
Show Selected
Omit Selected

5 of 193 selected

	UsualLast	Grade	Photo	QuickStatus	Alerts	Aboriginal Ancestry	1st Contact > Name	
	AAAAASample	12		🔔			Shi, Mehta	1
	Abadillo	09	View	🔔	👤		Verstoep, Louiseallaye	2
<input type="checkbox"/>	Jocelyndustin	Abdulahao	09	🔔	👤		Syne, Jackrosina	2
<input checked="" type="checkbox"/>	Metarsmart	Abercrombiedundas	09	View	🔔		Hassanzadehestalkhi, Loisart	2
<input type="checkbox"/>	Lilyyuping	Aeinparast	10	View	🔔		Davisogilvie, Karyngrace	2
<input type="checkbox"/>	Zilur	Agge	11	View	🔔		Gowdry, Lishan	2
<input checked="" type="checkbox"/>	Stephensuiwai	Alfonzo	12	View	🔔		Kirscher, Kem	2
<input type="checkbox"/>	Ruzhong	Alkhamees	12	View	🔔		Dabin, Jhhung	2
<input type="checkbox"/>	Margita	Allanhusbands	12	View	🔔	Status - Off Reserve	Harley, Eitt	2
<input checked="" type="checkbox"/>	Ruiman	Alzahran	09	View	🔔		Gowdry, Lishan	2
<input type="checkbox"/>	Vivianlesa	Amerizad	12	View	🔔		Ionete, Dnaielanddawn	2
<input type="checkbox"/>	Kostan	Andrebranlenkamp	11	View	🔔		Ramel, Wayneorval	2
<input checked="" type="checkbox"/>	Erlindaalex	Andrievska	10	View	🔔		Sohnvi, Rushpalshinder	2

7.0 Student Side Tabs

From the **Student** top tab, the side tabs in the **Staff View** provides read only access to individual student information. Select the student by checking/highlighting a student.

- **Details** - Demographic student information.
- **Contacts** - Student contacts including parents, guardians and emergency contacts.
 - **Related Students** - Displays siblings entered in the system.
- **Attendance** - Attendance records for either daily or class attendance are displayed.
- **Conduct** – Conduct incidents, actions and detention records.
- **Academics** – Courses, course details, assignments and attendance for the student.
- **Transcript** - All current and past transcript records for a student.
- **Assessments** - Provincial assessments such as FSA or Provincial Exams
- **Schedule** - View a student's schedule and course requests for the next year.
- **Membership** - Provides an enrollment history and any secondary school associations.
- **Transactions** - Fees and Inclusions can be found from this side tab.
- **Documents** - Ed Plans/Student Learning Plans and IEP's .

Student List

Options Reports Help Search on Name

1: Abadillo, Desariair 0 of 189 selected

Name	NextSki > Name	Alerts	Gender	Pupil #	PEN	Photo	YOG	School > Name
Abadillo, Desariair	Smithers Secondary		M	489768	126370964	View	2020	Smithers Secondary
Abdulahao, Jocelyndustin	Smithers Secondary		F	609506	126878818		2020	Smithers Secondary
Agge, Zilur	Smithers Secondary		F	279476	123439341	View	2018	Smithers Secondary
Alfonzo, Stephensuiwai	Smithers Secondary		F	534858	121170484	View	2017	Smithers Secondary
Alkhamees, Ruzhong	Smithers Secondary		F	471792	121454888	View	2017	Smithers Secondary
Allanhusbands, Margita	Smithers Secondary		M	427529	121424485	View	2017	Smithers Secondary
Alzahrn, Ruiman	Smithers Secondary		F	484908	126254051	View	2020	Smithers Secondary
Amerizad, Vivianlesa	Smithers Secondary		M	505803	120513312	View	2017	Smithers Secondary
Andrebranlenkamp, Kostan	Smithers Secondary		F	239694	123029720	View	2018	Smithers Secondary
Andrievska, Erlindaalex	Smithers Secondary		F	435651	125060319	View	2019	Smithers Secondary
Arikado, Fosabastian	Smithers Secondary		M	609682	123180820	View	2018	Smithers Secondary

8.0 Attendance

8.1 Class Attendance

Teachers can enter and view Class Attendance using the **Attendance** top tab. The **Teacher Classes** widget on the **Pages** tab provides quick access to Class Attendance.

Teacher Classes

Previous Thursday, April 2 Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
11:30 AM 1 - MSS--11-03 - SOCIAL ...					
1:34 PM 2 - MSS--10-05 - SOCIAL ...					
8:35 AM 3 - MSS--10-06 - SOCIAL ...					
9:58 AM 4 - MSS--11-08 - SOCIAL ...					

In the Staff View, attendance is also accessed from the **Attendance** top tab which will default to the **Class** side tab when the **Daily** side tab in the school preferences has been removed. Click the blue, hyperlinked course to take attendance:

Pages My Info Student **Attendance** Gradebook Planner Tools

Class Attendance

Class Input Seating Chart Trends

Options Reports Help Search on Term

0 of 8 selected Current Classes

Course	Description	Classrm	Schedule	Term
<input type="checkbox"/> MEN-11-03	ENGLISH 11	402	1(A-B)	S1
<input type="checkbox"/> MPHE-09G-02	PHYSICAL AND HEALTH EDUCATION 9- GIRLS	Gym 2	1(A-B)	S1
<input type="checkbox"/> MPE-10G-02	PHYSICAL EDUCATION 10, GIRLS	Gym 2	1(A-B)	S1
<input type="checkbox"/> MEN-10-06	ENGLISH 10		10(A-B)	S1
<input type="checkbox"/> MCOM-12-01	COMMUNICATIONS 12	412	2(A-B)	S1
<input type="checkbox"/> MCOM-11-01	COMMUNICATIONS 11	412	2(A-B)	S1
<input type="checkbox"/> MEN-10-02	ENGLISH 10	412	3(A-B)	S1
<input type="checkbox"/> MEN-12-03	ENGLISH 12	412	4(A-B)	S1

This will bring up the class roster from which to enter, modify and post attendance. Where a **Classes** (combined class) grouping exists, a checkbox: **Show all students in class** will display at the top right. Click the *Quick Change* buttons to set attendance. The “P” is provided should a student be marked absent or late and needs to be changed to present. Prior to posting, an asterisk will display in the Class Attendance field and the student row will be highlighted in grey. Once complete, click the **Post** button which will remove the asterisks, remove the highlighting on the student records, copy all Class Attendance values to the Daily Attendance, and display a visual indicator at the top that attendance has been posted and when. Use the, **Attendance for calendar** to change the date if necessary. **Not a valid calendar date** will be displayed in a red warning message if this is the case.

Pages My Info Student **Attendance** Gradebook Planner Tools

Class Attendance :: 2016-2017 - MPHE-09G-02 - PHYSICAL AND HEALTH EDUCATION 9- GIRLS

Class Input Seating Chart Trends

Options Reports Help Search on Name

Period 1 Show all students in class

Post

21 records Attendance for: 11/17/2016

Pupil #	Name	Code	Class Attendance	Daily Attendance
609506	Abdulahao, Jocelyndustin	A L P	Present	Present
566049	Abercrombiedundas, Metareinar	A L P	Present	Present

8.2 Seating Chart

8.2.1 Taking Attendance Using the Seating Chart

Seating charts can be set up and used for attendance purposes or printed and used for TOCs to identify students as these include the student photos. Seating charts can be accessed from the landing page, from the **Attendance** top tab, and from the **Gradebook** top tab.

A quick link to the seating chart for attendance is presented on the **Teacher Classes** widget of the landing page.

Teacher Classes					
Previous		Thursday, April 2		Today Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email
11:30 AM 1 - MSS--11-03 - SOCIAL ...					
11:30 AM 1 - YED--1A-12 - TEACHER...					

The seating chart can also be accessed using the **Attendance top tab > Class Attendance > Seating Chart**. Select the class for attendance and click, **Seating Chart**.

Course	Description	Classrm	Schedule	Term
<input type="checkbox"/> MEN--11-03	ENGLISH 11	402	1(A-B)	S1
<input checked="" type="checkbox"/> MPHE-09G-02	PHYSICAL AND HEALTH EDUCATION 9- GIRLS	Gym 2	1(A-B)	S1
<input type="checkbox"/> MPE--10G-02	PHYSICAL EDUCATION 10, GIRLS	Gym 2	1(A-B)	S1
<input type="checkbox"/> MEN--10-06	ENGLISH 10	412	10(A-B)	S1
<input type="checkbox"/> MCOM-12-01	COMMUNICATIONS 12	412	2(A-B)	S1
<input type="checkbox"/> MCOM-11-01	COMMUNICATIONS 11	412	2(A-B)	S1
<input type="checkbox"/> MEN--10-02	ENGLISH 10	412	3(A-B)	S1
<input type="checkbox"/> MEN--12-03	ENGLISH 12	412	4(A-B)	S1

The seating chart presents an array of the student seating plan, the student's photo and the *Quick Change* buttons to mark attendance. Where attendance for a previous date is to be entered, adjust the date in the **Attendance for** field and click the **Set Date** button. When complete, click **Post**. Use the **Printer Friendly Version** at the top right to provide a seating plan with names and photos for TOCs not familiar with the students.

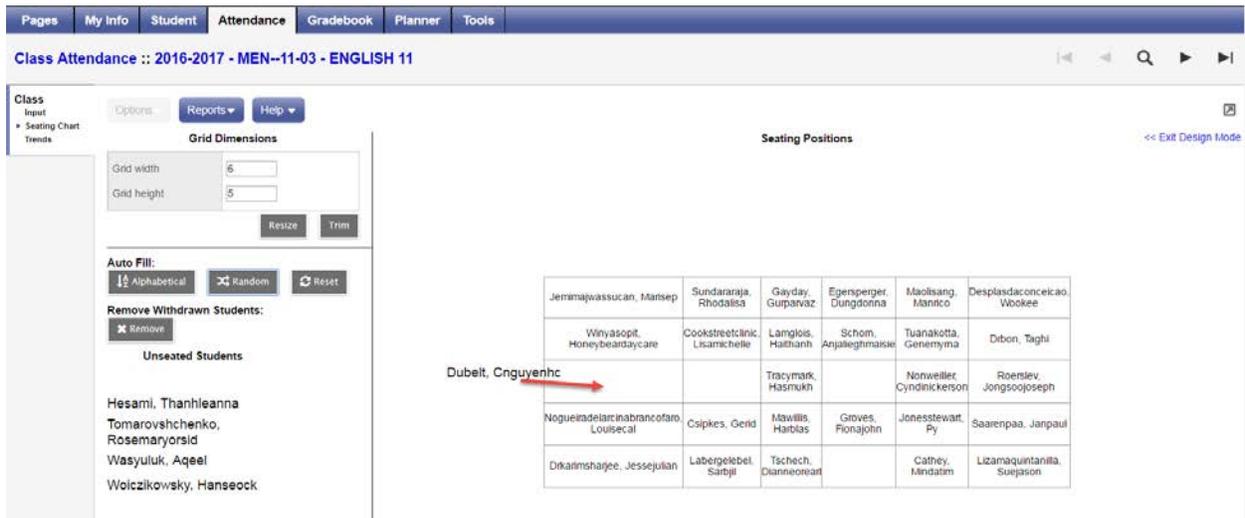
Pages	My Info	Student	Attendance	Gradebook	Planner	Tools								
Class Attendance :: 2016-2017 - MPHE-09G-02 - PHYSICAL AND HEALTH EDUCATION 9- GIRLS														
<div style="display: flex; justify-content: space-between;"> Class input Options Reports Help Search on Name </div> <div style="display: flex; justify-content: space-between;"> Seating Chart Period 1 Attendance for: 11/17/2016 </div> <div style="display: flex; justify-content: space-between;"> Post Printer Friendly Version Design Mode </div>														
<table border="1"> <tbody> <tr> <td>Thayagan, Sukhinders Present</td> <td>Bret, Chuidei Present</td> <td>Dysseritck, Jaleena Present</td> <td>Abdulshao, Jockyindustin Present</td> </tr> <tr> <td>Alzahran, Ruiman Present</td> <td>Hossmann, Quncri Present</td> <td>Eaglieriedental, Aliqua Present</td> <td>Driviszoloid, Ambity Present</td> </tr> </tbody> </table>							Thayagan, Sukhinders Present	Bret, Chuidei Present	Dysseritck, Jaleena Present	Abdulshao, Jockyindustin Present	Alzahran, Ruiman Present	Hossmann, Quncri Present	Eaglieriedental, Aliqua Present	Driviszoloid, Ambity Present
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8.2.2 Creating the Seating Chart

To create a class seating chart navigate to **Attendance > Class Attendance > Seating Chart** and click on the hyperlinked, **Design Mode** at the top right of the screen. The message, **Students are missing from the chart** will be displayed where a seating chart has not yet been completed and students remain in the **Unseated Students** list.



1. From within the design mode set the necessary grid dimensions.
2. Drag and drop students from the Unseated Students list onto the grid. Students can be moved within the grid in the same fashion, or dragged from the grid and returned to the list. There is no save, the chart remains intact until the user makes further changes.
3. The following buttons are provided:
 - a. Reset - removes students from the grid and returns to the default grid dimensions.
 - b. Resize - To change dimensions, adjust the grid width and/or height and click Resize.
 - c. Trim - Where additional columns or rows outside of the seating chart exist, this will remove the extra.



Note: The Seating Chart cannot be used with Classes groupings (combined courses) for taking attendance in a single screen. Use the Class Input list for combined Classes in order to see all students from the combined classes in one window.

Pages | My Info | Student | Attendance | Gradebook | Planner | Tools

Class Attendance :: 2016-2017 - MEN--11-03 - ENGLISH 11 :: Cathey, Mindatim

Options... Reports Help Search on Name

Attendance for: School year

	Attendance Summary																															Totals						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	A	T	D	O			
August '16																																			0	0	0	0
September '16																																						

9.0 Email

Send Email can be found in the **Options** menu under the **Student** top tab or from a class roster. The former will default to send to all of the teacher's students, the latter only to the roster of a selected class. A quick access icon to email a class is also found on the Teacher Classes widget at the far right of the class.

Pages | My Info | Student | Attendance | G

Student List

Details | Contacts | Attendance | Transcript | Assessments | Schedule | Membership

Options... Reports Help

Send Email... riar

Query... UsualLast

Snapshots... Abadillo

Show Selected Abdulahao

Omit Selected

Metareinart Abercrombled

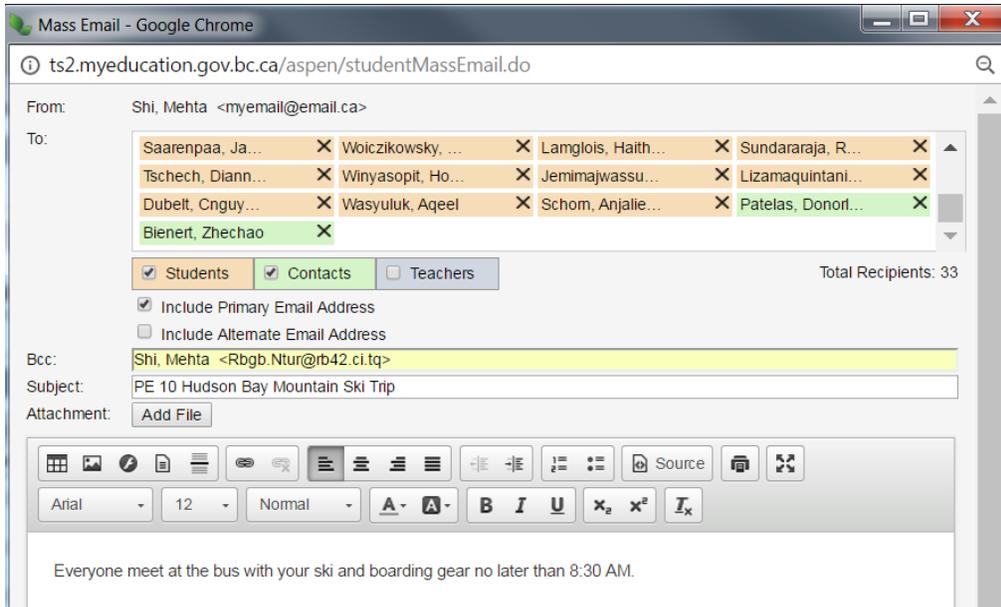
Lilyyuping Aeinparast

Teacher Classes

Previous Tuesday, April 7 Today Next

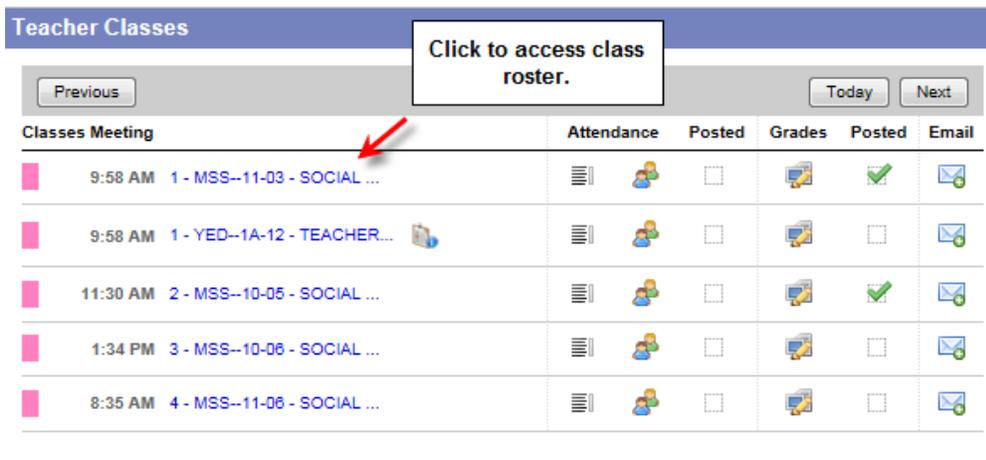
Classes Meeting	Attendance	Posted	Grades	Posted	Email
9:58 AM 1 - MSS--11-03 - SOCIAL ...					
9:58 AM 1 - YED--1A-12 - TEACHER...					
11:30 AM 2 - MSS--10-05 - SOCIAL ...					
1:34 PM 3 - MSS--10-06 - SOCIAL ...					
8:35 AM 4 - MSS--11-06 - SOCIAL ...					

Provided there is a *Student email* address in the student's basic demographic details, they will be selected for email. Teachers can also include parent/guardian contacts for their students. Contacts must have a *Primary email* and *Receive email* checked on their details. When using email in MyEd all recipients are Bcc'd. It is recommended that teachers include themselves as a Bcc recipient; otherwise they will not receive a copy of the email sent. Recipients are colour coded according to students, contacts or teachers. Note the option to Include Alternate Email Address as well as the primary.



10.0 Rosters

Clicking on the hyperlinked class from the **Teacher Classes** widget will take the user to the class roster. Similarly, navigating to **Gradebook > Roster** will also produce the list of students in a given class.



The class roster defaults to **Enrolled** students; however the filter can be changed to **Withdrawn** or **All Records**.

Class List :: 2016-2017 - MEN--10-02 - ENGLISH 10						
Roster						
Pupil #	Name	YOG	Homeroom	Info	Roster Status	
398515	Aeinparast, Lilyyuping	2019	GOALDR	[X]	Enrolled	
462186	Barcalcel, Aslinda	2019	LEECH	[X]	Enrolled	
399972	Bradleypollock, Shengyuan	2019	QUANST	[X]	Enrolled	
1497802	Clavdet, Nazdar	2019	MNKMAN	[X]	Enrolled on 9/9/2016	
566771	Crosbey, Denisebernard	2019	GOGAG	[X]	Enrolled	
404217	Dmsomji, Slone	2019	ERICKSON	[X]	Enrolled	
480579	Difeaannwillsoebsaltzman, Bilidiana	2019	SSS-BVEC	[X]	Transferred on 9/1/2016 from ENGLISH 10 (MEN--10-05)	

10.1.1 Printing Report Cards from the Class Roster

It is from the Roster that a class set of report cards can be printed. From the roster, go to Reports > Report Cards, and select one of the two report cards presented: Kindergarten, Primary, Intermediate or Middle Years and Secondary.

Class List :: 2016-2017 - MEN--10-02 - ENGLISH 10						
Roster						
Pupil #	Name	YOG	Homeroom	Info	Roster Status	
398515	Aeinparast, Lilyyuping	2019	GOALDR	[X]	Enrolled	
462186	Barcalcel, Aslinda	2019	LEECH	[X]	Enrolled	
399972	Bradleypollock, Shengyuan	2019	QUANST	[X]	Enrolled	
1497802	Clavdet, Nazdar	2019	MNKMAN	[X]	Enrolled on 9/9/2016	