

Assumption #1: Teacher has already configured their gradebook for assignment entry.

Assumption #2: Students at your school have accounts for MyEducation BC

Part 1 – Teacher Enters Assignment in Gradebook

Step 1. Add the assignment and configure the assignment for online submission (see #7, #8, #9 in the graphic below)

Assignment - Mozilla	a Firefox				- 0	×
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Assignment Weight Online submission Allow online submissi Open date Close date	6. Enter values. Th on how you have so ion 9 7. Check this box Start time End time	ese boxes will change depending stup your gradebook. 8. Enter the date & 9. Enter the date &	Grade Scale Grade Term * Exclude from averages • Recurring Options & time & time	Q3 Q4 □ ● None ○ Daily ○ Weekly ○ Monthly	_Q	
Also add this assign	ment to classes	0 of 1 se	lected 🥖			
Add Assignment?	Course	Description	Sch	nedule term	Schedule	
	MCH12-002	CHEMISTRY 12	S1		4(1-2)	
Add File	by the Teacher	Add Weblink	Ø D	rag and Drop from My Resources		



Step 2. <u>Email</u> Students (their student zimbra) and parents (the email address on file in MyEducation BC) that the assignment has been added.

Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tools			
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Part 2 - Student Submit(s) Assignment

Step 1. Student Logs into MyEd BC

Step 2.	Student Navigates	to Student	Academics	Top ⁻	Tab
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Pages	My Info	Academics	Groups	Calendar	Locker						
Classes											
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	6	LITERARY STU	JDIES 11					S1	Rodriguezsnel, Jasperjohn	207	
	6	FOUNDATIONS	OF MATHEM	ATICS 11				S1	Bennewith, Niloufar	205	
	6	ART STUDIO 1	1					S2	Rheumer, Cebo	108	
	6	EXPLORATION	IS IN SOCIAL S	TUDIES 11				S2	Neribecerra, Lauchlan	209	
	0	CAREER LIFE	CONNECTION	s				S2	Thery, Seahoon	206	
	0	CHEMISTRY 1	1					S2	Pasuta, Linh	104	

Step 3. Student clicks on the course (Chemistry 11 in this example), then the **Assignments** Side Tab.

Abbottnelson, B	rehnan												
Pages My	/ Info	Academics Groups	Calendar	Locker									
Classes :: M	lasses :: MCH11-001 - CHEMISTRY 11												
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Assignments Details						Category	All	•					
Attendance						Grade Term	Q3 ¥						
							0 of 1 selected 🥔						
	AssignmentName DateAsgn				DateDue		Score		Assignment feedback				
		Test			3/20/2020	3/24/2020		Ungraded					

Step 4. Student clicks on the assignment

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													Submit a File		
	X Cancel														



SD73 (KAMLOOPS/THOMPSON)

March 23, 2020 Version 1.0

Student Sumbission of Work for Assessment

Step 5. Upload the file (Choose file, Select file, Click Upload Button

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	Organize - New folder			BE • 0 0
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5 1.	Documents Arr 14 Resident and Family Update.pdf	16/03/2020 11:28 AM	Adobe Acrobat D	179 KB
File	Downloads AeroplaninfiniteAgreement_533810.pdf	13/03/2020 1:41 PM	Adobe Acrobat D	306 KB
	Music 📿 webex.exe	12/03/2020 8:00 AM	Application	2,841 KB
he file to upload, then click Upload to submit	Pictures Duplicate student record myed Avery.doc	11/03/2020 2:49 PM	Microsoft Word 9	52 KB
	Videos	if 10/03/2020 8:10 AM	Adobe Acrobat D	1,214 KB
	Duplicate student record myed.doc	27/02/2020 12:18 PM	Microsoft Word 9	41 KB
File No file chosen	EP_in_MyEdBC_V02-1_20191028.docx	26/02/2020 3:07 PM	Microsoft Word D	2,221 KB
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Part 3. Teacher Marks Assignment

Step 1. Click on the envelope icon. The file downloads as a ZIP file. Once on your desk top you can open the file.

Class List :: 2019-2020 - MCH--11-001 - CHEMISTRY 11 🍰

Details	Options	Help 🔻			
Roster	Grade Columns	Term	Display		Status
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Chart			03/24	Q1	Q2
Groups	Name	YOG	Test All	8	
-				2	2
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	Ahnert, Ngocchau	2021		download t	he file
Categories	Ardez, Jerney 🔮	2021			
	Balic, Hashmatullah 🚽	2021			
Assignments	Berena, Leshi 🍸	2022			
Scores	Bharaj, Akins 📄	2021			
Student	Bremner, Mino 📑	2021			
Assignment	Buschiazzomiza, Ezikiel	2020			

Step 2. Enter score and feedback

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Pasuta, Linh									🔽 🔏 🖙 stg0	1.canadacentral.cloudapp. azure.com /aspen/textR	em ••• 🔳
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Class List :: :	2019-2020 - MCH11-00	01 - CHE	EMISTRY 11 g	b.					Assignment	feedback (visible to students and parents)	
Details	Options	Help 🔻									
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