

Navigating My Education BC

Logging In – When you are using a Linux station at a school, you can log in using a username of ttoc0 up to ttoc20 (depending on how many ttocs are at the school that day). Your password is available from the School Administration office.

1. Open a browser and navigate to: myed73.sd73.bc.ca.
2. Click on MyEducationBC link

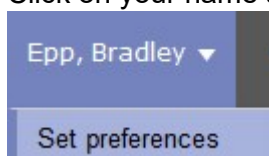


3. Enter your Login ID (your school district email address). Ex. bepp@sd73.bc.ca
4. Enter your password (you will be provided your initial password via email after completing FOIRPA).
5. Once logged in, you will be forced to change your password. Your new password must be at least 8 characters and contain 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 user name and password.

Setting Preferences

1. Click on your name and then Set Preferences (top right of screen).



Secondary (and Middle School) TTOC Training Document

Setting General Preferences

1. Change Locale to Canada, change # records on page to 30.
Note: if you have a large number of records on the page also check show lower page controls.
2. Check/ uncheck Warn on Save if you do/do not want to be warned every time you save. Then press OK.
3. Click again on Set Preferences at the top right.

Setting Security Preferences

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



5. 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



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

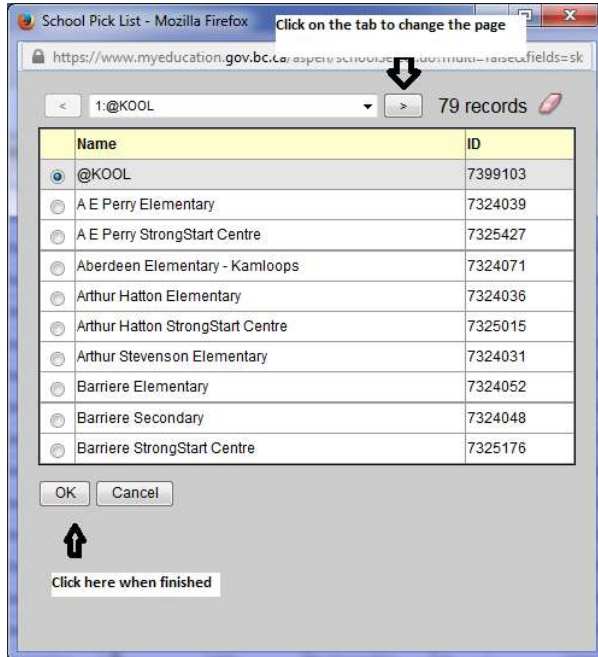
Secondary (and Middle School) TTOC Training Document

Selecting the Worksite

As a TTOC you can “view” all of the schools in the district. You cannot do any work in the system until you select the school you are working at.

Select School



1. Click on **Select School** (top right hand corner)
2. A pop up opens, use it to select your worksite.



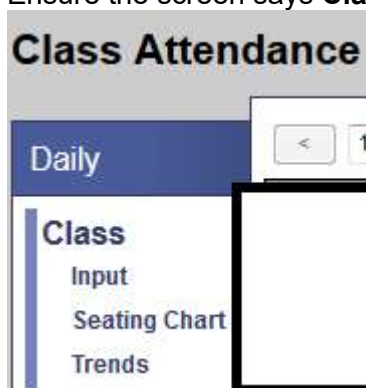
Note: if you cannot see information on the Pages top tab, go see the school secretary to connect your account to the teacher you are TTOCing for.

Attendance Tutorial




Entering Period Attendance (Middle & Secondary Schools)

1. Click  top tab
2. Click the icon () next to the appropriate course



Ensure the screen says **Class Attendance** on the left hand side of the screen:













































If it doesn't, click on the  side tab



3. Click  if student is absent, click  if the student is late.
4. Repeat for other students in the class as necessary
5. Click  to send your attendance to the office.

Period 3

28 records Attendance for: 29/09/2014

Pupil #	Name	Daily Attendance	Class Attendance	Code
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  
		Present	Present	  



Secondary (and Middle School) TTOC Training Document

6. If there is a change during the class:
- a. If a student was marked **Absent** and is now **LATE**.
Click , (say ok to the popup) then)
 - b. If a student was marked **Late** in error
Click , (say ok to the popup)
 - c. If a student was marked **Late** in error and the student is actually **absent**
Click , (say ok to the popup), then
7. When finished making any changes click on

NOTE: DO NOT CLICK ON [L \[edit\]](#) or change the value(s) in the Daily Attendance / Class Attendance Columns

8. To do attendance for another class, click on and return to step 2

For more information on this feature click on .