Topic	Good Practice for a Successful School Year	Why is this important?
Standards 	**FOIPPA Standards** Review FOIPPA policy and practices to safeguard student information. When setting up new users or reviewing existing user access: • Avoid or minimize use of all-inclusive security roles. 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
Standards 	**Standards Manuals** These are currently in draft form for MyEducation BC, but can still be referred to for provincially-defined standards and practices and encourage others to do the same. Keep up with evolving processes and practices by always referencing the latest version. Implement changes to current or legacy local standards or practices if these are not aligned with the Handbook's definitions.	MyEducation BC is being used by most districts in the province, to varying degrees. The MyEducation BC Standards Handbook is a living document which details the latest standard practices and which naturally evolves over time. Knowing and following the standards defined in the Handbook will establish and maintain data consistency for all districts
Access 	**Log-ins** Only have one active log-in 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.

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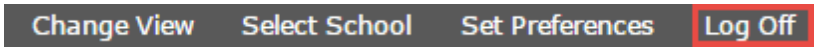
Access	**Logging Off** Use the **Log Off** button in the menu bar when exiting the system. 	This ensures your account is properly closed, contributing to system security and optimizing system resources.
Access	**Do not share log-in credentials!** ***Never share your login ID and password with another 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.
Performance	**GDE Usage / High volume reports & scheduled jobs** ***PLAN AHEAD WHENEVER POSSIBLE!*** • Run GDEs and scheduled extract jobs during low volume times Allow large reports sufficient time to complete!	Running General Data Extracts and high volume extracts during peak traffic times (8am – 4pm PT) monopolizes system resources needed by other users. Clicking the X only closes the report window on the workstation. The report continues to run on the server. Resubmitting the report only increases the runtime for both. Once a report has started it cannot be terminated. Forcing the application to close, for example, will not stop the report.
Performance	**Set Records per page to a small number** When viewing lists of data (Student top tab > Student list, Grades top tab > Transcripts side tab, Schedule top tab > Master side tab), keep the number of records displayed at one time to a reasonable amount (25-30 records per page before moving to a new page). **Note**: Currently this value has been set to 50 and the option to change it has been disabled until further notice.	Keeping the Records per page to a smaller number allows system resources to return results more quickly.

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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.	Periodic clearing of a browser's cache ensures 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.
Performance 	**Student Photos** Some important things to keep in mind when preparing to upload student photos to MyEducation BC: • Make sure that new Photo companies are aware of the format standard. • Ensure that all photos do not exceed the recommended maximum photo size of 15KB. • Remove all staff photos before creating student photo zip files	Maintaining the established standards for photo size minimizes potential system load and helps keep the Photo Report to a manageable size – the size increases exponentially depending on the size of the photos. Inclusion of staff photos has caused problems in the past when they have been incorrectly associated to student records due to student numbers being the same as the staff photo id.
Data Integrity 	**Transcript Definitions** ***DO NOT CHANGE TRANSCRIPT DEFINITIONS ANY TIME AFTER MARKS HAVE BEEN ENTERED.***	Grade columns are created based on the transcript definition assigned to the course. Posting grades creates a student transcript record based on this transcript definition. If the transcript definition is changed mid-year, the student transcript record cannot be updated without manual re-entry of data for all sections of the course.
Data Integrity 	**Ensure the documentation you are using is current** When referring to MyEducation BC documentation for instruction, ensure you are always referring to the latest version.	These documents are continually updated as the application evolves and as upgrades and enhancements are applied. This is particularly important when reviewing on-line recording for learning events where a document was issued through the Elluminate session. The document issued through the recorded session may no longer be the most current.

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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. Failing to read these warnings and understand exactly what will happen if you continue can lead to time-consuming manual data corrections. Example: A date field can be populated through mass update, but cannot be set to blank through mass update.