

School District No. 73 Kamloops Thompson

MyEducationBC Counsellor Training Materials



- Navigation - Fundamentals
- Searches
- Reports
- Student Demographics
- Term and Final Mark Entry

Brad Epp

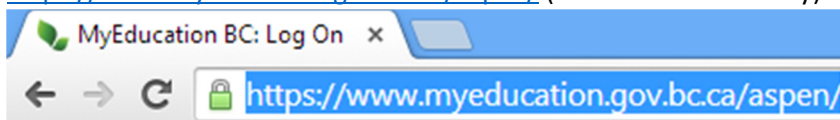
bepp@sd73.bc.ca

778-471-6061 local 265

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):
<https://www.myeducation.gov.bc.ca/aspen/> (the www is necessary)



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 Winter Break).
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 Set Preferences at the top right.

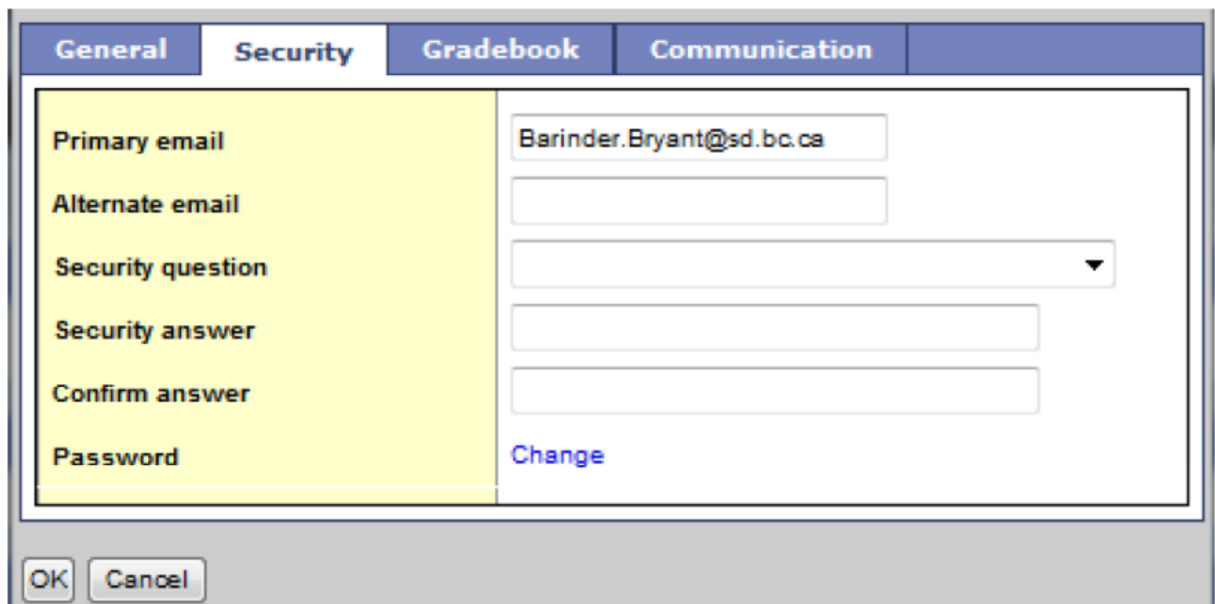


Setting General Preferences

2. Change Locale to Canada, change # records on page to 999.
Note: if you have a large number of records on the page also check show lower page controls.
3. Check/ uncheck Warn on Save if you do/do not want to be warned every time you save. Then press OK.
4. Click again on Set Preferences at the top right.

Setting Security Preferences

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



The screenshot shows a dialog box with four tabs: General, Security, Gradebook, and Communication. The Security tab is selected and highlighted in yellow. It contains the following fields:

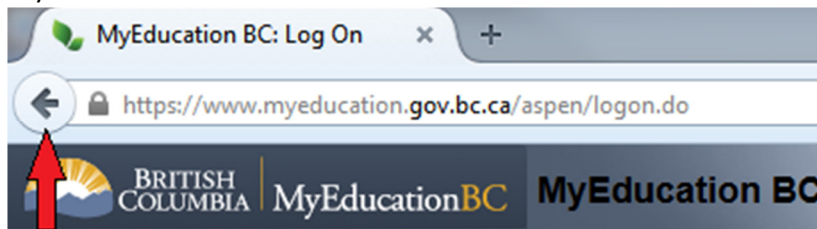
- Primary email: Barinder.Bryant@sd.bc.ca
- Alternate email: (empty text box)
- Security question: (dropdown menu)
- Security answer: (text box)
- Confirm answer: (text box)
- Password: (text box) with a "Change" link next to it.

At the bottom of the dialog box are "OK" and "Cancel" buttons.

6. 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.

Daily Attendance (Elementary Schools)

1. Click on the **Attendance** top tab and **daily** side tab.


BRITISH COLUMBIA | MyEducationBC

Yale Secondary 2014-2015
 vanHunenstijn, Tom

[Pages](#) | [My Info](#) | [Student](#) | [Attendance](#) | [Gradebook](#) | [Planner](#) | [Tools](#)

[Options](#) | [Reports](#) | [Help](#)

2. For morning attendance, make sure the box on the right hand side of the screen says AM

AM ▼

For afternoon attendance, make sure the box on the right hand side of the screen says PM

PM ▼

- Click on the A if student Absent, L if late.
- Repeat for other students in the class as necessary
- Click **Post** (at top or bottom) to save your attendance.

[illegible]

For more information on this feature click on [Help](#).

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.

Name	Gender	Pupil #	PEN	Alerts	School > Name C
[Redacted]	M	789126	118137876		Yale Secondary
[Redacted]	M	763311	129617692		Yale Secondary
[Redacted]	M	661897	119650836		Yale Secondary
[Redacted]	F	660436	120428560		Yale Secondary

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.

EmergPri	Name	LivesWith	Parent or Guardian?	PickUp?
1	[Redacted]			
2	[Redacted]			
3	[Redacted]			
4	[Redacted]			
99	[Redacted]			

Entering Term/Final Marks Tutorial

1. Log into MyEducationBC. Your screen should look something like this.

The screenshot shows the MyEducationBC interface. At the top is a navigation bar with tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, PD, and Tools. On the left is a sidebar with a Home icon and a Page Directory link. The main content area has a blue header for 'Announcements' and a 'Welcome to Lambda School Test Environment' message. Below this is the 'Teacher Classes' section, which is dated 'Tuesday, November 4'. It contains two tables: 'Classes Meeting' and 'Classes Not Meeting'. The 'Classes Meeting' table has columns for time, class name, attendance, posted status, grades, and email. The 'Classes Not Meeting' table has columns for class name, grades, posted status, and email.

Classes Meeting					
Time	Class Name	Attendance	Posted	Grades	Email
12:36 PM	1 - MEN-07-07 - ENGLISH...		<input type="checkbox"/>		
2:00 PM	2 - MMA-09-01 - MATHEMA...		<input type="checkbox"/>		
9:00 AM	3 - MMA-07-07 - MATHEMA...		<input type="checkbox"/>		
10:29 AM	4 - MMA-08-03 - MATHEMA...		<input type="checkbox"/>		
8:30 AM	5 - XAT-07-07 - ASSIGNE...		<input type="checkbox"/>	---	

Classes Not Meeting		Grades	Posted	Email
MSC-07-07	SCIENCE 7		<input type="checkbox"/>	
MSC-08-06	SCIENCE 8		<input type="checkbox"/>	
MSS-07-07	SOCIAL ...		<input type="checkbox"/>	

2. Click on the grades icon () for the class you want to enter marks for. A screen like this should open.

Using Quarter 1 as an example.

1. Make sure the Term number matches the term you are entering the marks for.
2. Make sure the push pins on the screen are green
3. Click on the first student's Q1 grade and enter the score as a percent (no decimal places)
Note: if a cell turns red that means there is an error in the field and you need to change it
4. Press the down arrow
5. Repeat steps 3 and 4 until your class is completed.

Entering Effort Grades

Using Quarter 1 as an example.

1. Make sure the Term number matches the term you are entering Effort Grades for.
2. Make sure the push pins are green
3. Click on the first student's Q1 WH (effort) and enter their effort grade.
Note1: make sure to use CAPITAL LETTERS (G=Good, S=Satisfactory, N=Needs Improvement)
Note2: if a cell turns red that means there is an error in the field and you need to change it
4. Press the down arrow
5. Repeat Steps 3 & 4 until your class is completed

BRITISH COLUMBIA MyEducationBC **Brocklehurst Middle 2014-2015**
Tash, Mike

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

Options Reports Help

Class List :: 2014-2015 - MEN--07-07 - ENGLISH LANGUAGE ARTS 7

Details Roster Seating Chart Groups Reporting Standards Categories Assignments Scores Student Assignment Notifications


Student Fields Grade Columns Term Status Class Post Grades...

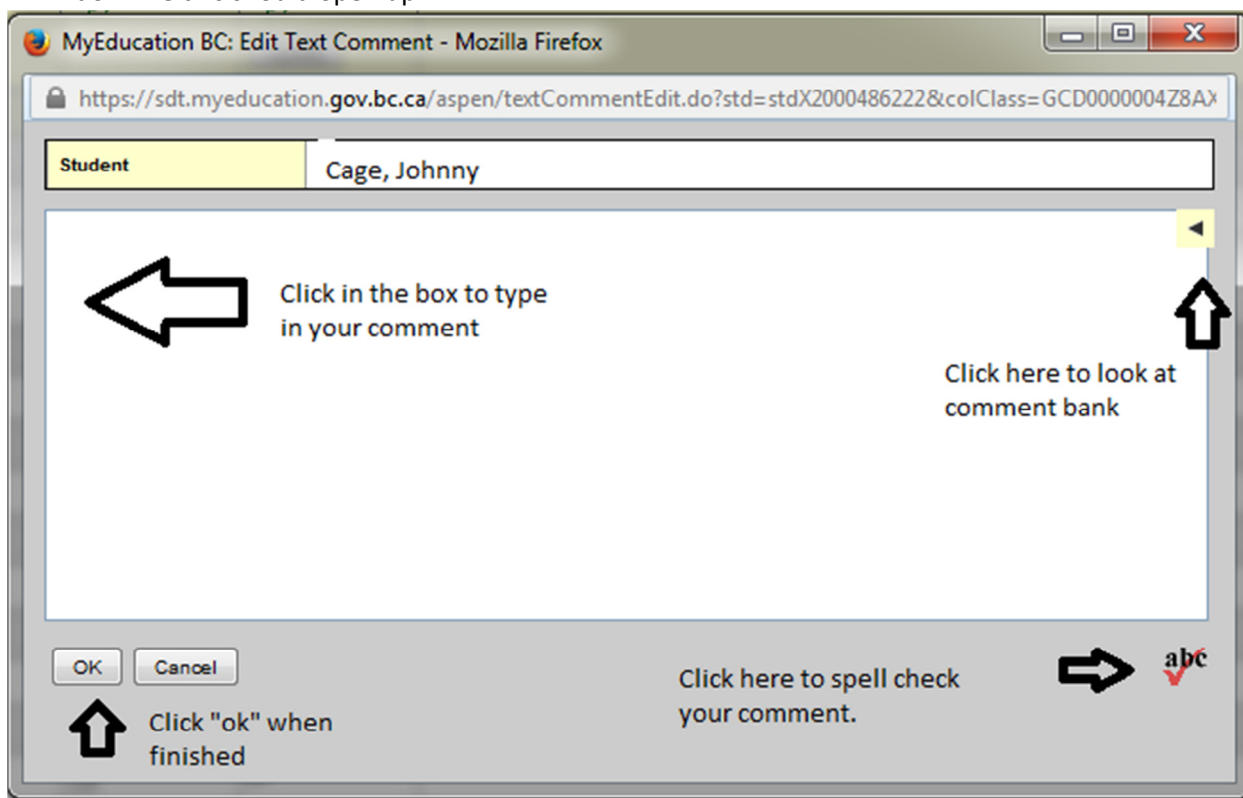
Default Fields Post Columns - Term Q1 Enrolled Withdrawn MEN--07-07 Add Assignment


Name	YOG	Q1 Grade	Q1 WH	Q1 Curr
2020 55		G		
2020 23		S		
2020 46		S		
2020 99		N		
2020 100		N		
2020 56		S		
2020 84		S		
2020 91		S		
2020 20		S		
2020 88		S		
2020 56		G		
2020 66		G		
2020 29		G		
2020 88		G		
2020 55		G		
2020 66		G		
2020 24		G		
2020 99		S		
2020 73		G		
2020 67		G		
2020 68		G		
2020 73		G		
2020 98		G		
2020 90		G		
2020 45		G		
Average score		66.0 C		

Entering Comments

Using Quarter 1 as an example.

1. Click on the  icon next to the student you want to enter the comment for.
2. A window like this should open up:

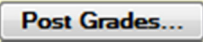



3. Select your comment or type your comment in.
4. Click ok. An icon () should appear when a comment has been entered.
5. Repeat steps 1 to 4 for all students.

When you are done entering grades, effort and comments

6. When you have entered Term Grades (Q1 Grade), Term Effort (Q1 WH), and Term Comments (Q1 Com) click on **Post Grades...** to tell the office you have finished the mark entry for this term.
7. A new window will open. Ensure the information is accurate and click **ok**.

Entering Final Marks

1. Make sure you are in the correct term (Term 2 for Semester 1 courses, Term 4 for full year courses, etc)
2. Make sure the pin in the Final column is green.
3. Type in the final mark for each student.
4. Click on  when finished.
5. A new window will open. Ensure the information is accurate and click **ok**.

For more information on this feature click on .