Strong Start Facilitator - Training

1. Logging in
   a. Open a browser (Firefox, Chrome, Safari, etc)

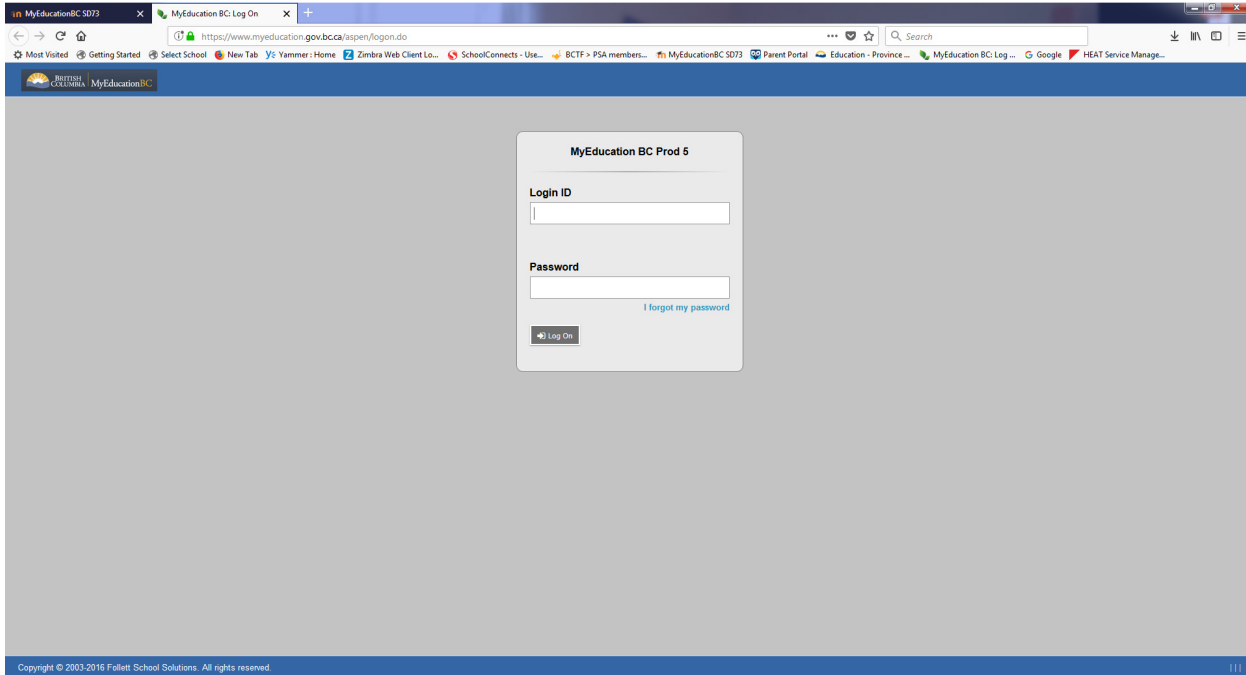   b. Type: myed73.sd73.bc.ca in the URL Bar like this: myed73.sd73.bc.ca . Your screen will look like this:
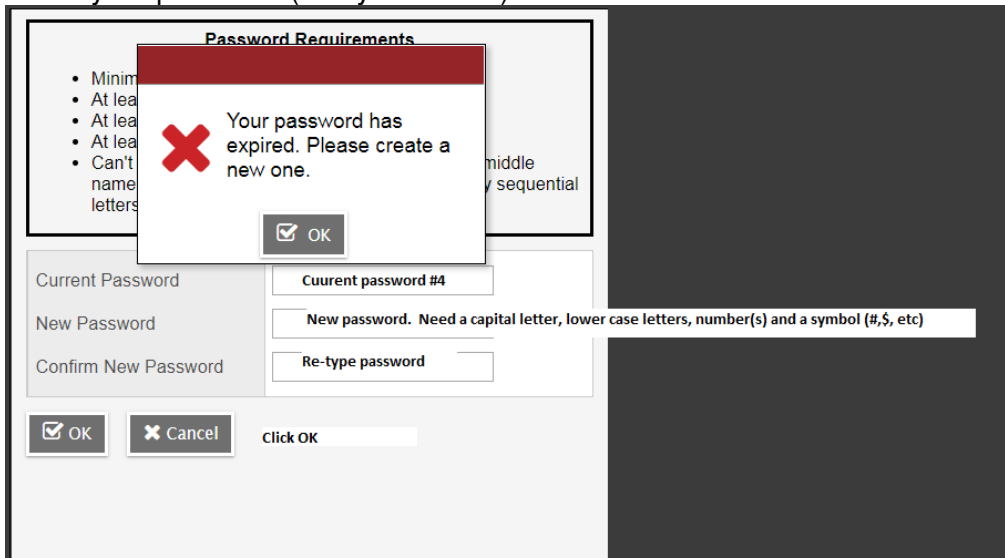
Strong Start Facilitator - Training

2. To Login click on the MyEducation BC LOG in link. Your browser will open a new tab and will take you to this screen:

3. Your username is your SD73 email address (ex. bepp@sd73.bc.ca)
4. Your password is _____
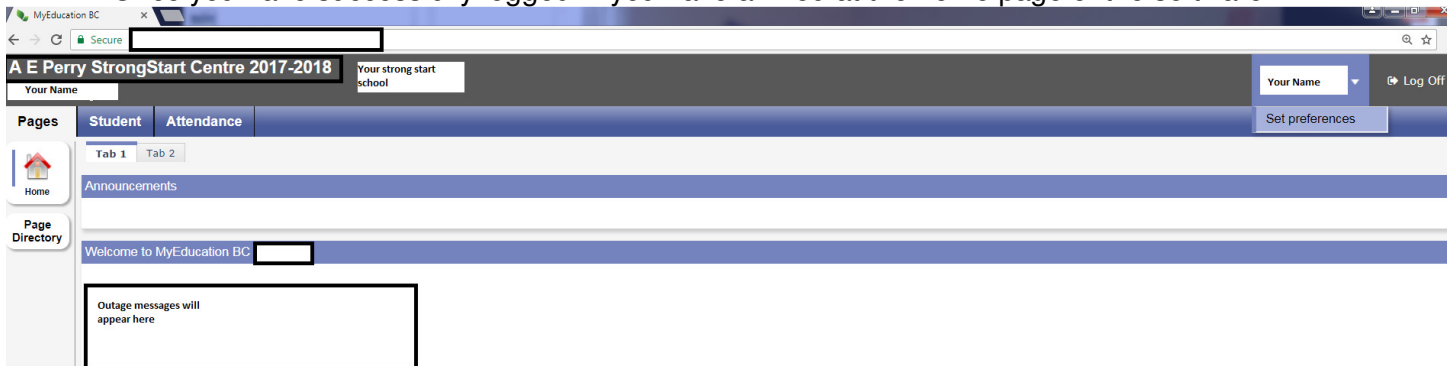5. Reset your password (every 6 months)

6. Set your security password reset question (only when you want to)
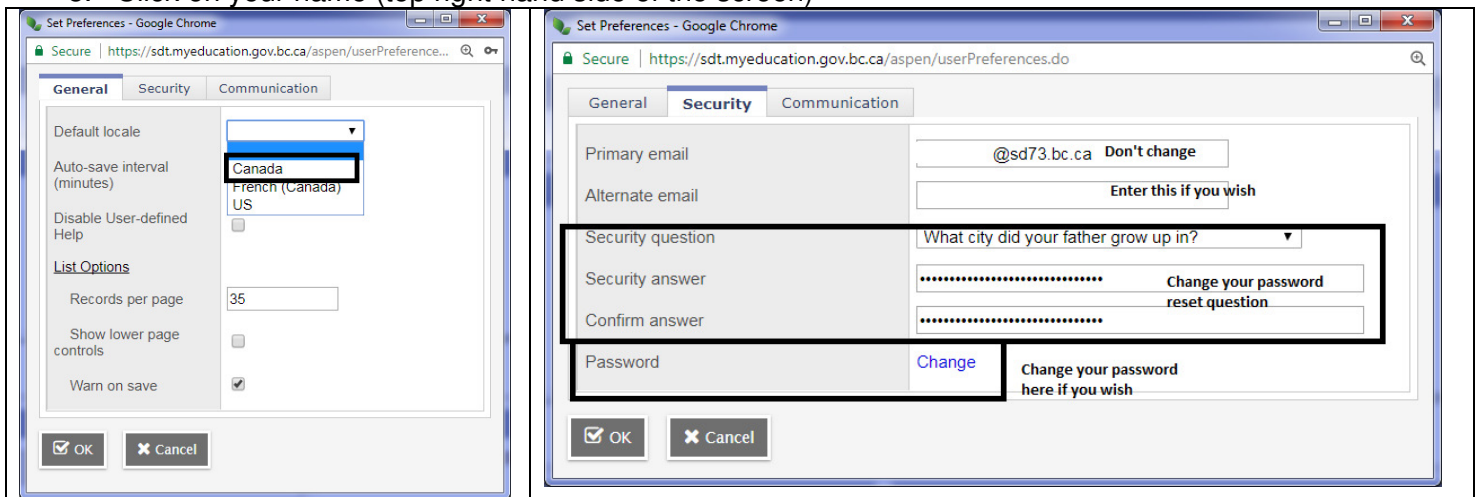
Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email	@sd73.bc.ca **DO NOT CHANGE THIS**
Security question	▼
Security answer	
Confirm answer	

[Submit] [Cancel]

7. Once you have successfully logged in you have arrived at the home page of the software

A E Perry StrongStart Centre 2017-2018 — Your strong start school
Your Name — Your Name — Log Off

Set preferences

Pages | Student | Attendance

Tab 1 Tab 2

Home

Page Directory

Announcements

Welcome to MyEducation BC

Outage messages will appear here

8. Click on your name (top right hand side of the screen)

Set Preferences - Google Chrome

Secure | https://sdt.myeducation.gov.bc.ca/aspen/userPreference...

General Security Communication

Default locale	▼
Auto-save interval (minutes)	Canada / French (Canada) / US
Disable User-defined Help	☐
List Options	
Records per page	35
Show lower page controls	☐
Warn on save	☑

[OK] [Cancel]

Set Preferences - Google Chrome

Secure | https://sdt.myeducation.gov.bc.ca/aspen/userPreferences.do

General **Security** Communication

|	
Primary email	@sd73.bc.ca **Don't change**
Alternate email	**Enter this if you wish**
Security question	What city did your father grow up in? ▼
Security answer	•••••••••••••••••••••• **Change your password reset question**
Confirm answer	••••••••••••••••••••••
Password	Change **Change your password here if you wish**

[OK] [Cancel]

Strong Start Facilitator - Training

9. There are two **Top Tabs**

a. **Student** Top Tab

i. This allows you to see the students enrolled in your Strong Start. Here you can view:
1. Student information (select the student, click on **Details** side Tab)
2. Parent information (select the student, click the **Contacts** side Tab)
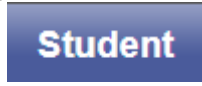
To go back to the list of students, double click on the **Student** Top Tab.

A E Perry StrongStart Centre 2017-2018																MacLeod, Amy ▾ ⟶ Log Off
Pages	**Student**	**Attendance**														

Student List

Details	Options ▾ Reports ▾ Help ▾ Search on Name 🔍 ▼ ⊞ a-z �ⅈ ✉ 🖨															⬈
Contacts	< 1:Adams, Payton ▾ >						0 of 48 selected ✎	This is the number of students enrolled in your class at the strong start. If this number is incorrect, then speak to the school secretary to determine who is missing from the list			*tudents In My Classes*					
Attendance																
Membership	☐ School > ID	Pupil #	UsualLast	UsualFirst	Grade	Homeroom	HomeLang	Email1	Email2	1st Contact > Relationship	1st Contact > Name	1st Contact > HomePhone	1st Contact > CellPhone	1st
	☐				EL		English			Mother				
	☐				EL		English			Mother				
	☐		**Student and parent information appears here**		EL		English			Mother				
	☐				EL		English			Mother				
	☐				EL		English			Foster Parent				
	☐				EL		Punjabi			Mother				
	☐				EL		English			Mother				
	☐				EL		English			Mother				
	☐				EL		English			Mother				
	☐				EL		English			Mother				

b. **Attendance** Top Tab

A E Perry StrongStart Centre 2017-2018					MacLeod, Amy ▾ ⟶ Log Off
Pages	**Student**	**Attendance**			

Class Attendance
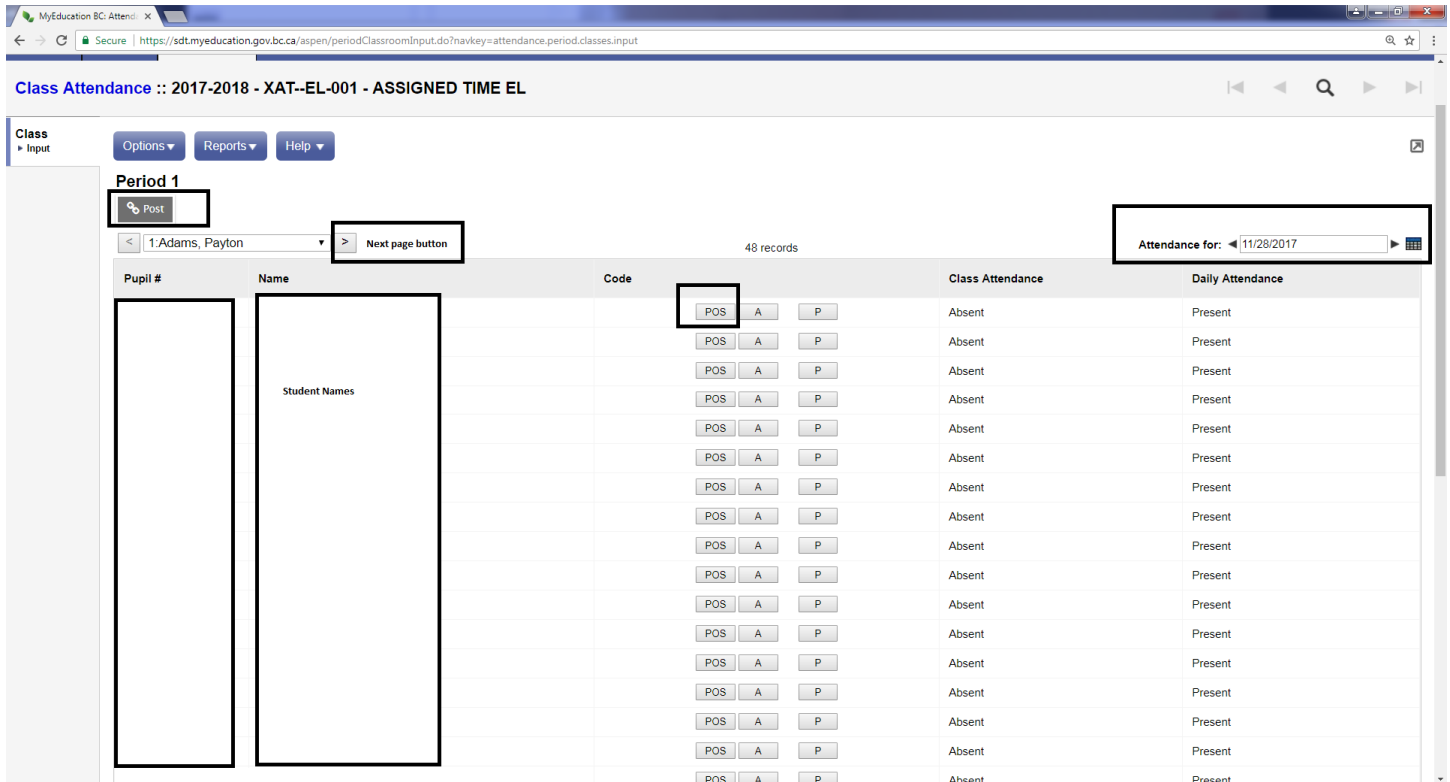
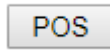| Class Input	Options ▾ Reports ▾ Help ▾ Search on Term 🔍 ▼ ⊞ a-z ⅈ 🖨				⬈
	0 of 1 selected ✎				*Current Classes*
	☐ Course	Description	Clssrm	Schedule	Term
	☐ XAT--EL-001 **Click here**	ASSIGNED TIME EL	R1	1(1)	FY

c. The attendance screen

i. In the afternoon of each day the strong start is OPEN.
1. Mark the students that were present in the strong start by clicking on the
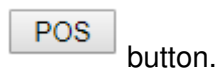
POS button.

2. Use the > button to move to the next page of students

3. When finished marking students present (POS) , click Post

Questions & Answers:
1. What if student demographic information or parent information is incorrect?
Have parents check in with the school secretary and fill out a new verification sheet.
2. What if a student is not on my list to take attendance?
Ensure that the student is registered at the Strong Start Centre. Has the parent filled in the registration form? Has the registration form been given to the school office? Question for the school office: Has the student been enrolled in the XAT--EL-001 course?
3. When I log in, I don't see my Strong Start centre.
Contact the SD73 help desk and ask your account be "pointed" at _____ Strong Start Centre.
4. When I log in, I can see my Strong Start Centre, but I can't do attendance
Contact the school office and ask to be added as a teacher to the XAT--EL-001 course.