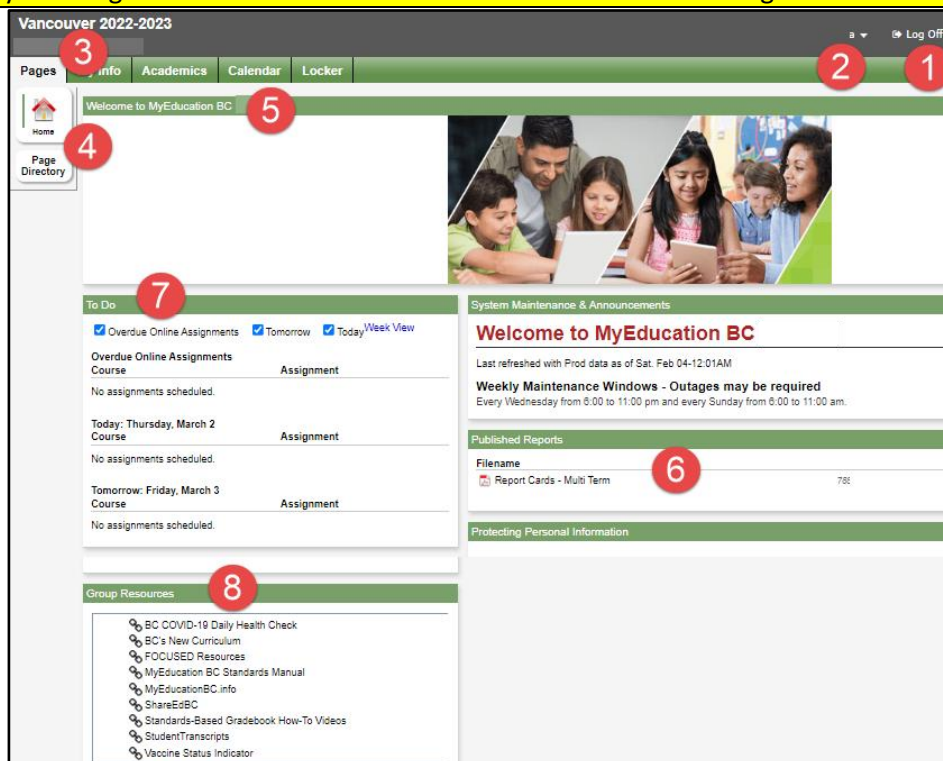
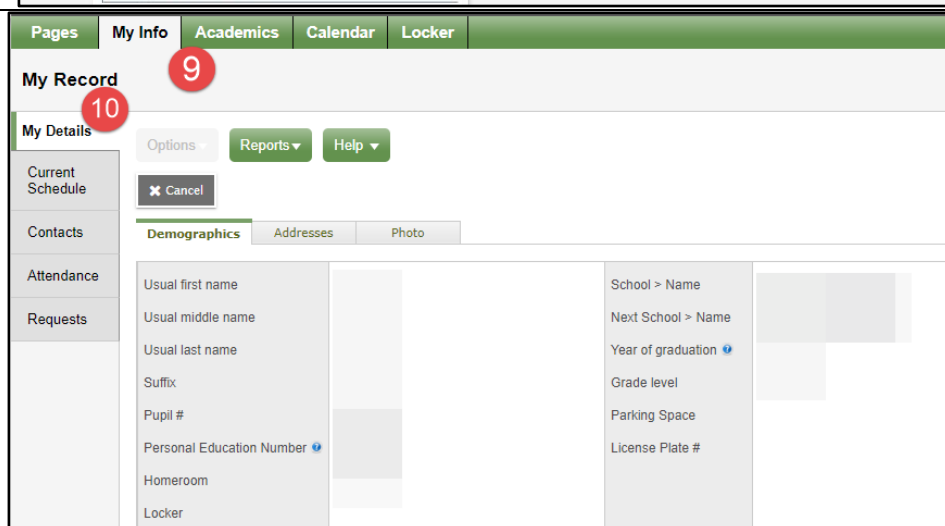


Some of the features are only functional when a teacher uses MyEd BC as a tool for their course.
Note that teachers may be using alternative methods to communicate student learning.

1. **Log Off** button
2. Click to **Set Preferences**: e.g.
 - Default Locale
 - Primary email
 - Security question
 - Password
3. Click on the **Pages** top tab
4. **Course specific Pages**
5. **Announcements** from the Service Provider
6. **Published Reports** (e.g. Report Cards)
7. **To Do** agenda for course assignments should a teacher choose to make assignments visible in the Portal
8. **Group Resources** made available by the Service Provider



9. Click on the **My Info** top tab
10. Click on the **My Details** side tab to see demographic, address, and photo information on record



11. Click **Academics** top tab > click into a specific course, then click the Attendance side tab to see attendance of that particular course.

The screenshot shows the 'Academics' top tab selected. On the left sidebar, the 'Attendance' side tab is highlighted with a red box and a red circle containing the number 11. The main content area displays a table of attendance records for a specific course.

Date	Code
1/30/2023	L
1/18/2023	A
10/24/2022	A-E
10/6/2022	A
9/27/2022	A-E

12. Click on the **Current Schedule** side tab to see the current student schedule

The screenshot shows the 'Current Schedule' page. On the left sidebar, the 'Current Schedule' side tab is highlighted with a red box and a red circle containing the number 12. The main content area displays a grid of the student's current schedule.

	D1 - Day 1	D2 - Day 2	D3 -	D4 -
1-Period 1				
2-Period 2				
3-Period 3				
4-Period 4				
5-OFF TT AM				
6-OFF TT LUNCH				
7-OFF TT PM				
8-OFF TT GENERAL				
9-OFF TT SPARE				
10-OFF TT SPARE 2				

13. Click on the **Contacts** side tab to see the contact information on record

Vancouver

Pages My Info Academics Calendar Locker

Contacts

My Details
Current Schedule
Contacts 13
Attendance
Requests

Options Reports Help Search on Priority 0 of 3 selected

Priority	Name	Address	Relationship
☐			
☐			
☐			
☐			

14. Click on the **Attendance** side tab to see daily attendance information (updated nightly)

Vancouver

Pages My Info Academics Calendar Locker Log Off

Daily Attendance

My Details
Current Schedule
Contacts
Attendance 14
Requests

Options Reports Help Search on Date 0 of 1 selected Current Year

Absences: (unexcused)

Date	Code	Reason
☐		

15. Click on the **Requests** side tab to see the course requests for next year

16. Click on the **Academics** top tab to see a summary of courses currently being taken
17. Click on a **Description** hyperlink to see details of a course

18. **Class attendance summary**
19. **Category names** should the teacher use the MyEd Gradebook to maintain assessment records
20. **Percentage weight** of the categories should a teacher use category weighting for end term mark calculations
21. **Average of a category** if a teacher has made the assignments visible to the Portal
22. **Posted end term grade**

23. Click on the **Assignments** side tab
24. **Assignment details** should a teacher choose to make the assignments visible on the Portal

Vancouver [dropdown] Log Off

Pages My Info Academics Calendar Locker

Classes :: [search bar] [navigation icons]

Details Options Reports Help Search on DateDue [filters] a-z [print]

Assignments ²³ Details Attendance

Category: All Grade Term: Tri 3

0 of 0 selected [edit icon] All Records

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
No matching records				

²⁴

25. Click on the **Attendance** side tab
26. **Class attendance details**

Vancouver [dropdown] Log Off

Pages My Info Academics Calendar Locker

Classes :: [search bar] [navigation icons]

Details Options Reports Help Search on Date [filters] a-z [print]

Assignments Attendance ²⁵ Details

0 of 0 selected [edit icon] All Records

Date	Code	Reason
No matching records		

²⁶

27. Click on the **Calendar** top tab
28. Click on the **sub top tabs** to see different calendar views of **assignment dates** that the teacher has made visible to the Portal

[illegible]

29. Click on the **Locker** top tab
30. Files that a student has uploaded to the **personal cloud storage space in the Portal**

Vancouver

Log Off

Pages

My Info

Academics

Calendar

Locker 29

Files

Locker Details

Options

Reports

Help

Search on Directory

a-z

0 of 0 selected

All Records

Name	Filename	File
30 No matching records		