

MyEd BC User Guide for Elementary Teachers

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GETTING STARTED

LOGGING INTO MYED

Log into MyEd by selecting MyEd from the SD28 home page or by pressing Ctrl-Alt-M on any school district computer. From home, start at the MyEd page on the SD28 web site. You will need to enter your login ID and password. Your login ID will be something like johnsmith28. Note that no capital letters should be used.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

If it is your first time you will need to login using the temporary password you were provided and then enter a new password. The requirements for a password are shown at the right.

These are acceptable passwords: Sitting4\$, Cloudy_2day, F8ful_day and Work_4me. These are not: sitting4\$ (no capital), Cloudy2day (no symbol), F8ful_d (too short) and Work_forme (no number).

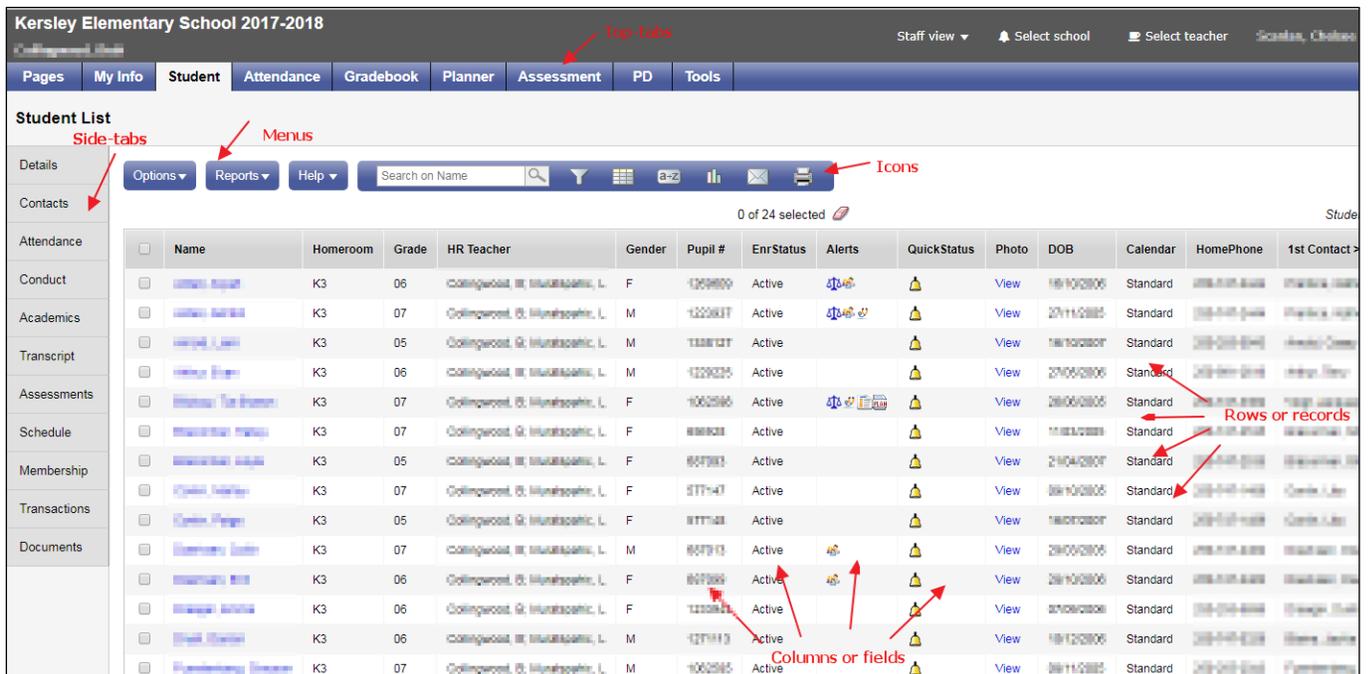
The second time you log in you will need to enter your email address and a question/answer combination. These will be used in the very unlikely case that you forget your password. You can just click the *Forgot my password* link on the login page and will be sent an email allowing you to enter a new password. These can be changed through the preferences option (see below).

NAVIGATING IN MYED

This is what you will see when you log on:



Most navigating in MyEd is with a series of tabs along the top (called top-tabs) and tabs down the left side (called side-tabs). There may also be sub-tabs along the top and down the side.

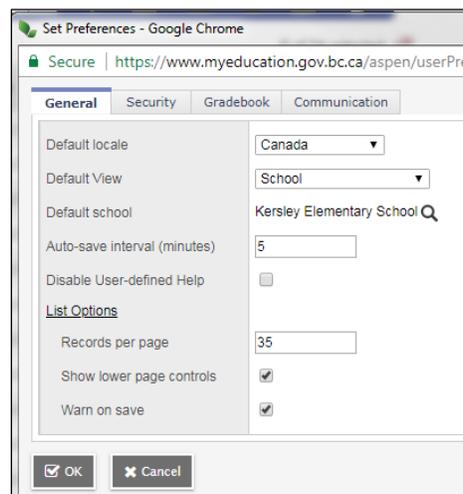


Under the top-tabs are a few menu choices to perform actions specific to the screen. To the right are some tool icons that allow you to change what you see in the list. This list view is common in MyEd, consisting of rows (records) and columns (fields), similar to a spreadsheet.

At the very top are a personal settings bar and a Log Off button. Do not use the browser's red X to leave MyEd and avoid the browser's back button. You can hide those browser buttons by pressing F11.

SETTING YOUR PREFERENCES

You can configure a number of user preferences to make using MyEd faster and easier. On the settings bar, click *Set Preferences*. You will see multiple tabs but only need to worry about two of them.



General:

- Default locale = Canada (this sets the date format)
- Autosave interval (personal choice)
- Records per page (personal choice, depending if you like to scroll down or flip between pages)
- Warn on save (personal choice)

Security:

Set your email address and a security question to allow a reset of your password in the very unlikely event you forget it. **Note* This is also where you can change your password if needed*

TAKING ATTENDANCE

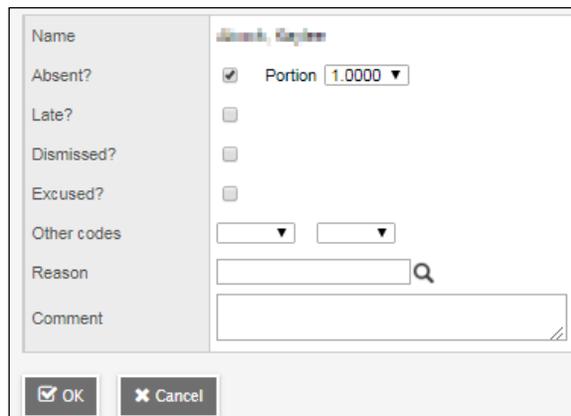
Elementary teachers will take attendance for their homerooms through the *Attendance* top-tab, *Daily* side-tab

Teachers may see 1, 2 or 3 buttons and pop ups depending on what school they are at:

A for Absent, **L** for Late, **D** for early Dismissal.

You will always see **P** for Present to undo any mistakes.

When you select the **Absent** button, you *may or may not* see a pop up. If you do, you can just click ok if the reason of the absence is unknown, or select "*Excused*" to indicate that the parent is aware of the absence, and a *Reason* if it is known (ie, illness)



When you select the **Late** or **Dismissal** button, you *may or may not* see a pop up. If you do, the default *Time In/Time Out* will be the current time, so you will need to enter the time the student arrived or left. You can also select a **Reason** and check the excused button to show that the parent knows about the late/dismissal. If the child is away for a significant time (1/2 the day) you can check the Absent box and change the Portion to 0.5 or whatever the portion of the day they have been absent.

When you are finished, click the **Post** button.

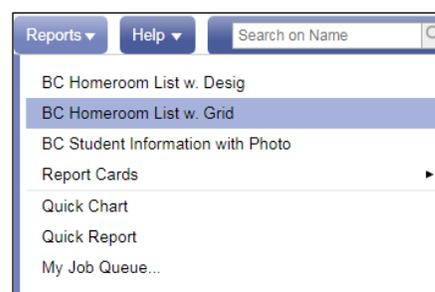
STUDENT INFORMATION

You can see your students' information in the **Student** top tab. If cannot see your students, go to your filter button  and select "Students in my Homerooms". You can also filter something specific (if you only want to see Aboriginal students or a certain grade in a split class.) You can also change the information you see by clicking on the Field Set icon  and selecting which columns of information you want to see. (If any information doesn't look right, let your secretary know)

PRINT OUT CLASS LISTS

To print out a class list, click on **Student Top Tab, Reports** and "*BC Homeroom List w. Grid*". You may fill in the column labels or leave them blank, select certain students to include if needed, and sort by name or grade. Click on *Run* to create.

To print out a class list that shows designated students, click on "*BC Homeroom List w. Desig*". You may select all designations, or just one.



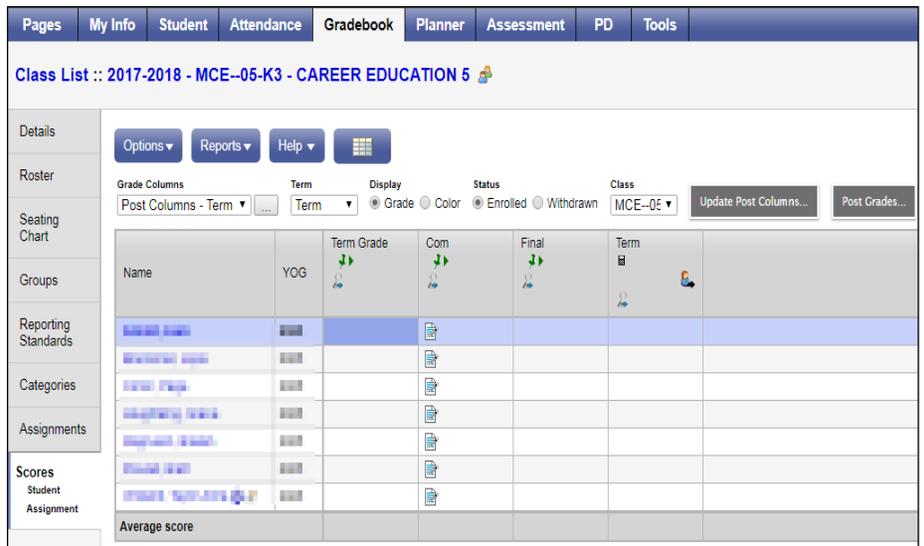
ENTERING REPORT CARD MARKS AND COMMENTS

Marks and/or comments need to be entered for each course section you are teaching. Start by clicking on the  icon under the *Grades* column beside the course section on your home page. You will see something like the screen shown on the next page. You can go to the same place by clicking on the *Gradebook* top-tab and *Scores* side-tab.

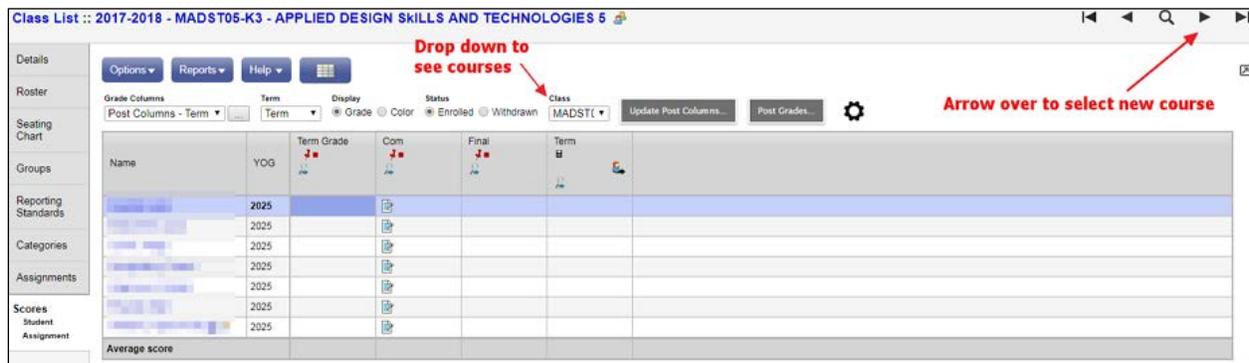
At the top it shows you what course section you are entering marks for.

When entering performance indicators (example: Gr K-3: NYM- *Not Yet Meeting expectations*, AE- *Approaching expectations*, ME- *Meeting expectations* or EE-*Exceeding expectations*) **you must use capital letters**. Press Ctrl-L to see the options available to you.

If you do not see the performance indicators you are expecting, report the issue to your school secretary.



You can move to the next course by selecting the arrow on the top right, or by using the Class drop-down box.



For Grades K-7 there is only one term in the Term column for the grade input. (When a new grade will be entered during the year you will **overwrite the previous one**.) After entering each mark you can press the Enter or down arrow - key to go down to the next student.

For the final report of the year you will also enter a mark in the Final column. This is what is saved on the student's permanent record. It will usually be the same as the 3rd term mark. Teachers who are not using the MyEd report card throughout the year will only need to enter the Final mark at the end of the year.

There is an extra 'course' called XTC – Term Comments. This is a place to put a general comment about the student, including attitudes, work habits and effort. It appears at the top of the report card.

COMMENTS

To enter comments, click the  icon. Once you have entered a comment the icon will turn blue. If you want to enter a comment or part of a comment for all the students in the class, enter it for the first student in the list and then press Ctrl-D to copy it down to all the students.

You can just type your comments into the box. Do not put a lot of effort into formatting the comment since the formatting may not show on the report card.

Student	Azimi, Andy
<p>Andy is making progress in Mathematics, and with a bit more effort he could do much better. He has small assignments to do at home almost every day, but he seldom has these assignments completed. While he knows most of his times tables he needs to practice every day to be able to do them quickly and consistently.]</p>	

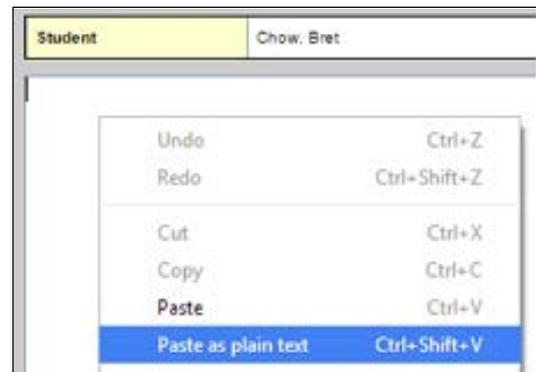
COPYING COMMENTS FROM A MICROSOFT WORD DOCUMENT

You can keep a personal bank of comments in a Microsoft Word document. Select the desired comment in the Word document and press Ctrl-C to copy it, then Ctrl-V to paste it into the comment.

Basic formatting such as a bulleted list will be retained and shown on the report card if you paste it into the MyEd comment box by right clicking and selecting *Paste as plain text instead of using Ctrl-V*.

(This may require you use the Chrome web browser).

If you copy your comments from a Word document you will need to manually enter the student name and change words such as he/she and his/her to match the student.



POSTING MARKS AND COMMENTS TO THE REPORT CARD

When you have finished entering the marks and comments for a course section, click the *Post Grades* button shown below. Until this is done, the marks and comments will not appear on the report card.

Class List :: 2017-2018 - MCE--05-K3 - CAREER EDUCATION 5

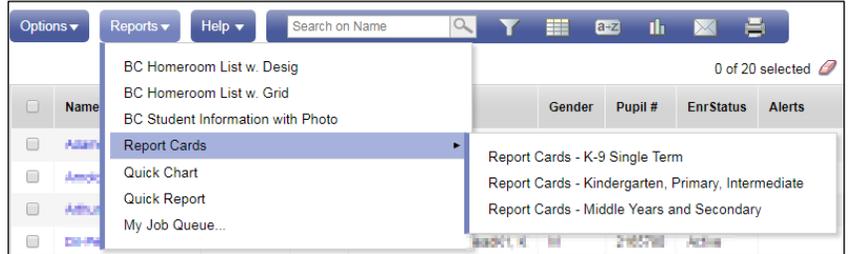
Name	YOG	Term Grade	Com	Final	Term
[REDACTED]	2025				
[REDACTED]	2025				

Buttons: Options, Reports, Help, Update Post Columns..., Post Grades...

Once the marks are posted you will see a green checkmark on your front page. If you later make changes to any marks or comments you need to post again

PRINTING REPORT CARDS

Report cards are printed from the class list (*Gradebook* top-tab, *Roster* side-tab) or from the *Student* top-tab. Select *Reports – Report Cards* – and choose “K-9 Single Term”. **Under Student Selection/Sort**, be sure you have the appropriate school, year and schedule term selected as shown here.



KINDERGARTEN REPORT CARDS

In order to print out report cards for Kindergarten students, you must choose KF in the *Start grade* under **Student Grade Selection** tab. It defaults to Grade 1 skipping the poor K's...

USER SPECIFIC PARAMETERS

Under the User Specific Parameters, you can check the boxes to customize the report, usually as shown to the right.

Uncheck “Display Final” except in June if you want to show the final grade.

Click Run to generate the PDF file.

