



MYEDUCATION BC MIDDLE SCHOOL TEACHER GUIDE BOOK

Janzen, Barry

GREATER VICTORIA SCHOOL DISTRICT 61 [Company address]

Middle School Teacher MyEducation BC Basics Guide Book

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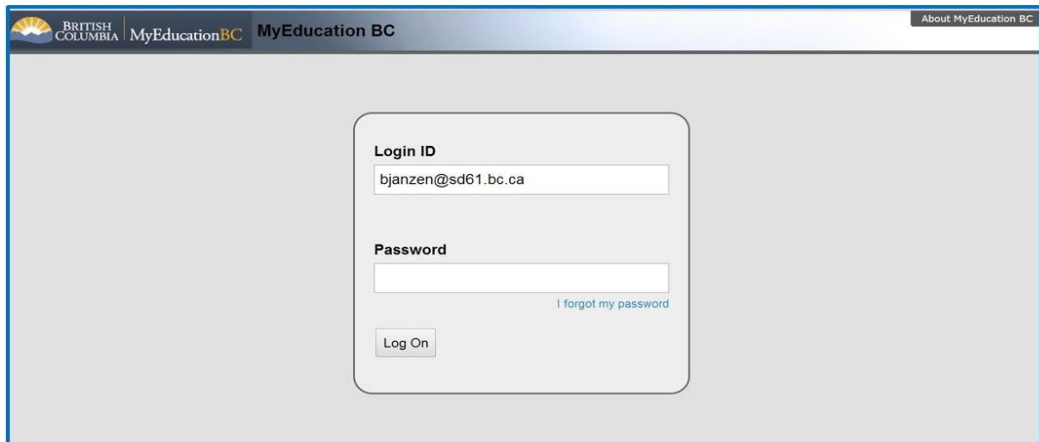
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GVSD Training Website: <http://myedgvsd.wikispaces.com/>

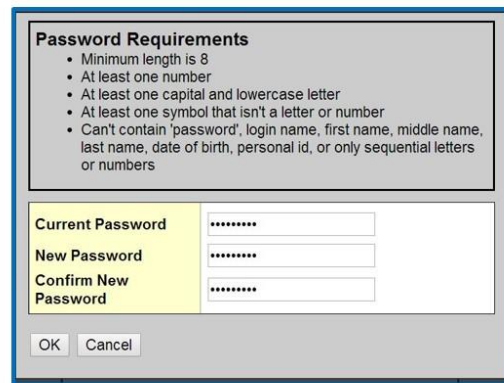
MyEducation BC: <https://www.myeducation.gov.bc.ca/aspn/logon.do>

Log on and Change Password Procedure

- Enter your Login ID (District email address)
- Enter the default password



- The password will immediately expire and you will be prompted to enter a new password.
- Enter the default password (Current Password)
- Enter your new password using the password requirements listed above
- Enter the new password in again to confirm
- Click **OK**



After logging out, the next time you log in you will be prompted to set a security question.

- Choose the security question from the drop down window
- Type in your answer
- Re-type the answer to confirm

- Click **Submit**

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

Primary email: MD_TeacherS@sd61.bc.ca

Security question: [Dropdown menu]

Security answer: [Text input]

Confirm answer: [Text input]

Submit

Set User Preferences

- Select **Set Preferences**
- Click on the **General** Tab
- Select your default view and school if applicable
- Set your preferred number of records per page (**Set to the maximum number of students in your class**)*Currently this is locked at 35 records
- Check **Show Lower Page Controls**
- Select **Warn on Save**
- Click on the **Security** Tab to reset security question or password

Mount Douglas Secondary 2014-2015

Pages | Student | Attendance | Gradebook | Planner | Tools | Set Preferences | Log Off

Staff View

General | Security | Gradebook | Communication

Default locale: [Dropdown]

Default View: District

Default school: Mount Douglas Secondary

Auto-save interval (minutes): 5

Disable User-defined Help: [Checked]

List Options

Records per page: 35

Show lower page controls: [Checked]

Warn on save: [Checked]

OK | Cancel

Primary email: bjanzen@sd61.bc.ca

Alternate email: bjanzen51

Security question: What city were you born in?

Security answer: [Text input]

Confirm answer: [Text input]

Password: Change

OK | Cancel

Change View & Select School If Applicable

- Select **Change View**
- Choose **Staff View** from the drop down menu

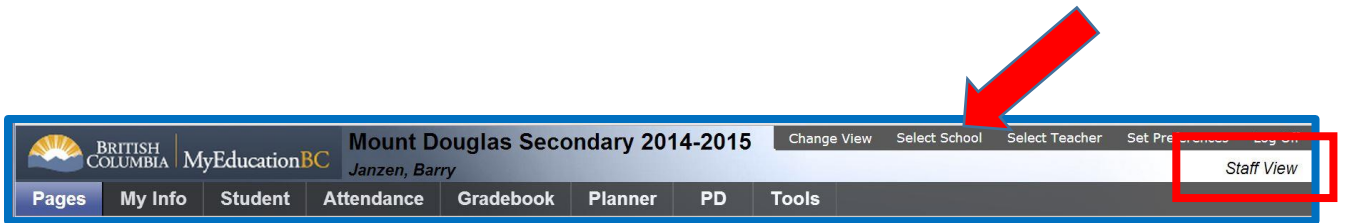
BRITISH COLUMBIA MyEducationBC Mount Douglas Secondary 2014-2015

Change View | Select School | Set Preferences | Log Off

School View

Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin

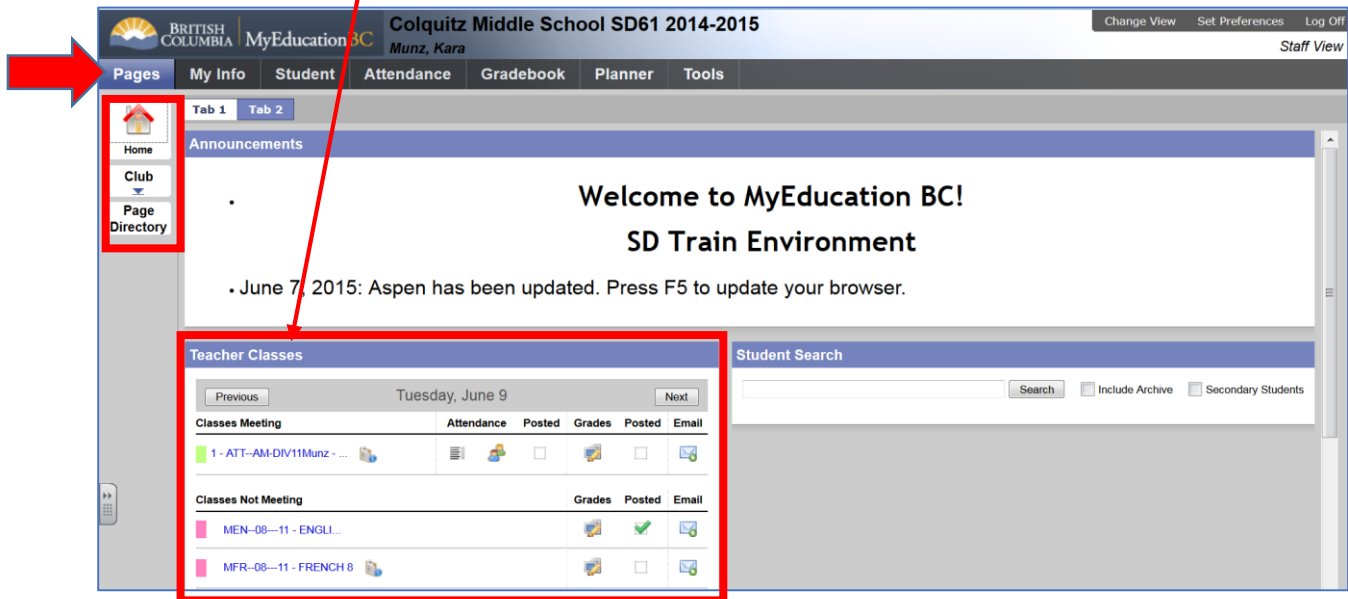
- **Select School** if applicable



Navigation: **Pages** Top Tab (default)

Quick access to:

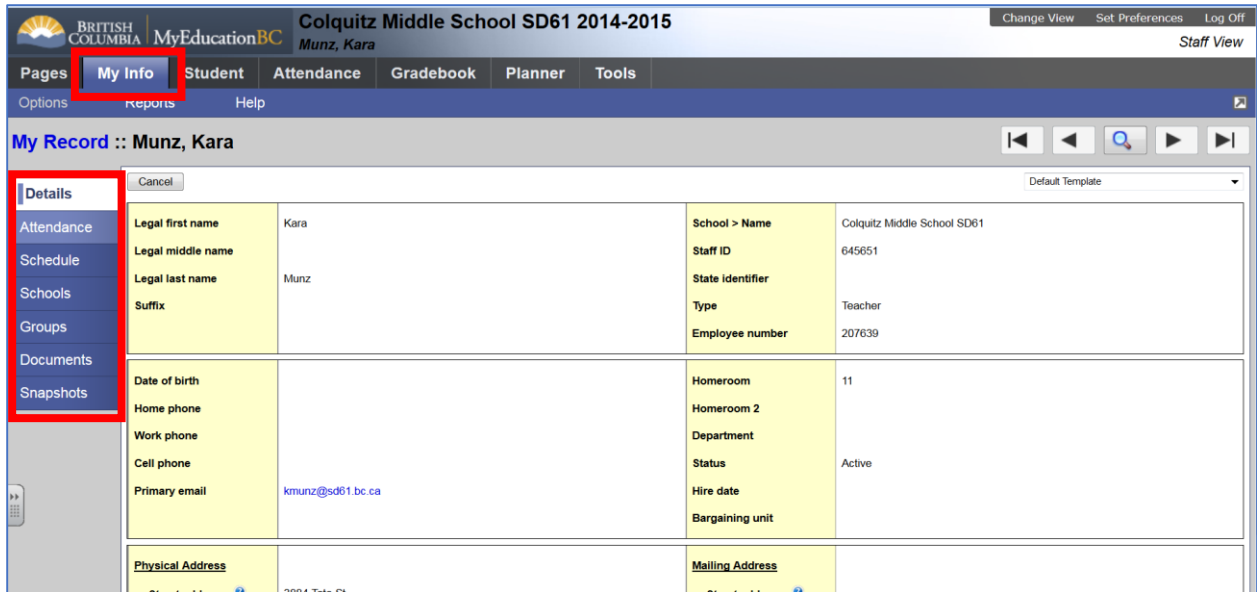
- Internal MyEducation BC webpages of which you are a member
- **Teacher classes widget** to select a class for attendance or grade input



Navigation: **My Info** Top Tab

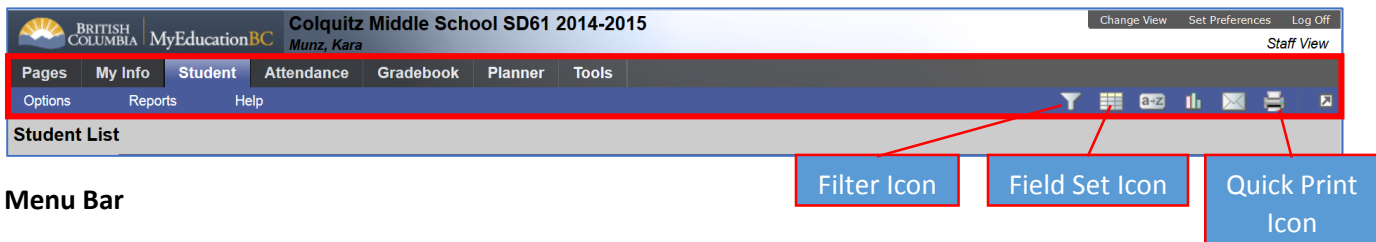
Quick Access to:

- Personal demographic information (read only)
- Teaching schedule
- View, edit, and manage internal MyEd groups created by the user



***Note: staff attendance is NOT tracked within MyEducation BC**

Navigation: **Student** Top Tab



Menu Bar

1. Options:

- Access to sending **emails** to students, contacts, and staff
- **Querying** your student list based on desired criteria. See **Appendix B** for instructions on querying your students *or view the video available on the Middle School-Staff View page on the training wiki.*
- Creating a **snapshot** (static list) of groups of your students for quick access *See Appendix A for instructions on creating a snapshot or view the video available on the Middle School-Staff View page on the training wiki.*

2. Reports:

- Print report cards
Create custom **quick report**. See **Appendix D** for instructions on creating a quick report *or view the video available on the Middle School-Staff View page on the training wiki.*

***Note: Options and reports available from these drop down windows will changes based on your location in the application.**

3. Help
 - Online help
 - User guides
 - Quick reference cards
 - **Aspen** based video resources

***Note: Documents and resources available from the Help drop down window were developed for the Aspen application, some of which may not be applicable to MyEducation BC.**

4. Filter: Below are the system filters available, however a user may create a custom filter by running a query or creating a snapshot and saving it as a filter for future quick access to that list of students.
 - a. Manage Filters
 - b. Students in My Classes *** Select this filter to view all students in your classes!**
 - c. Students in My Homeroom
 - d. Designated Students – Classes ***Select this filter to view only those students with designations in your classes.**
 - e. Designated Students – Homerooms
 - f. My Groups
5. Field Set: A field set represents the group of fields (columns) viewable for any list. The user may customize a field set to eliminate unnecessary fields and by adding more desirable fields for the user. ie Student Photo, Usual First Name, Emergency Contact Name, Emergency contact cell number, etc. See **Appendix C** for instructions on creating a custom field set or view the video available on the Middle School-Staff View page on the training wiki.
6. Quick Print: Select from one of the file formats to immediately export the contents of any list in the selected format. ie CSV will export the list and open it in **Excel**. Users may also access the **Quick Report** process from this icon.

*** Tip! Use CTRL+ to zoom in and CTRL- to zoom out**

A custom field set has been created in this list that allows the user to view a photo of the student and their usual first name

Name	Photo	UsualFirst	Alerts	Gender	Grade	DOB	Pupil #	Custody	1st Contact > Name	HomePhone	Address
Bodner, Rena	View			F	07	12/11/2001	529489	Both Parents		250-555-1234	159 Baltic St,
Brugge, Benson	View			M	07	9/7/2001	480073	Both Parents		250-555-1234	2224 McConnell St,
Burbidge, Elin	View			M	07	11/14/2002	491359	Both Parents		250-555-1234	2680 Payne St,
Fuller, Dasha	View			F	07	3/21/2002	482663	Both Parents		250-555-1234	2942 Rawling St,
Goldstone, Navi	View			M	07	12/15/2002	491402	Both Parents		250-555-1234	3664 St. John's St,
Higgins, Kurtis	View			M	07	7/31/2002	471904	Joint Custody		250-555-1234	3290 Sale St,
Kirkland, Callum	View			M	07	10/3/2002	480083	Both Parents		250-555-1234	4231 Wakelam St,
Lambert, Eszter	View			F	07	10/2/2002	537573	Father		250-555-1234	2324 Melrose St,
Macaulay, Bryon	View			M	07	9/6/2002	480957	Both Parents		250-555-1234	2504 Mountside St,
Moisey, Rusty	View			M	07	11/16/2002	473269	Both Parents		250-555-1234	935 Fann St,
Murphy, Maurice	View			M	07	12/16/2001	473234	Both Parents		250-555-1234	1413 Hull St,
Reinhart, Tannis	View			M	07	11/7/2001	474378	Both Parents		250-555-1234	4392 Wheatley St,
Robek, Marina	View			F	07	12/7/2002	535990	Mother		250-555-1234	3423 Shakespear St,
Rounds, Jaspreet	View			F	07	10/15/2002	472073	Both Parents		250-555-1234	4228 Wake St,
Ruse, Susi	View			F	07	2/5/2002	497846	Both Parents		250-555-1234	4299 Warwick St,

Searching Records

1. Paginator: If the user has multiple pages of records, use this tool to select, or advance through pages.

2. Control>F: Hold down CTRL and type F to find a student.

The page at trn.myeducation.gov.bc.ca says: ×

Enter the search value.

The system will search the active field. The first field in a field set is the default active column. Select a column such as **Usual first name**, or **Pupil Number**, by clicking on the top of the column then type **CTRL>F** to search for a student based on the contents of that field.

After clicking **OK**, the system will locate and select the matching record.

Clicking at the top of any field will **reorder** the entire list based on the contents of that field. The example below has been reordered by **Gender**.

Name	Photo	UsualFirst	Alerts	Gender	Grade	DOB	Pupil #	Custody	1st Contact > Name	HomePhone	Address
Bodner, Rena	View			F	07	12/11/2001	529489	Both Parents		250-555-1234	159 Baltic St.
Fuller, Dasha	View			F	07	3/21/2002	482663	Both Parents		250-555-1234	2942 Rawling St.
Lambert, Eszter	View			F	07	10/2/2002	537573	Father		250-555-1234	2324 Melrose St.
Robek, Marina	View			F	07	12/7/2002	535990	Mother		250-555-1234	3423 Shakespear St.
Rounds, Jaspreet	View			F	07	10/15/2002	472073	Both Parents		250-555-1234	4228 Wake St.
Ruse, Susi	View			F	07	2/5/2002	497846	Both Parents		250-555-1234	4299 Warwick St.
Shibata, Laina	View			F	07	3/18/2002	669775	Both Parents		250-555-1234	3340 Saxon St.
Sidhu, Kim	View			F	07	10/11/2002	473181	Both Parents		250-555-1234	3893 Tekano St.
Soares, Connelle	View			F	07	6/8/2002	527908	Both Parents			699 Dittaro St.
Soderstrom, Camilla	View			F	07	11/27/2002	515317	Both Parents		250-555-1234	462 Cherbury St.
Strickland, Rajana	View			F	07	9/28/2002	473142	Mother		250-555-1234	2273 Meadowcourt St.
Szabo, Roline	View			F	07	5/27/2002	473462	Both Parents		250-555-1234	2148 Marylebone St.
Warnick, Francesca	View			F	07	12/3/2002	481129	Both Parents		250-555-1234	2780 Plaxton St.
Brugge, Benson	View			M	07	9/7/2001	480073	Both Parents		250-555-1234	2224 McConnell St.
Burbridge, Elin	View			M	07	11/14/2002	491359	Both Parents		250-555-1234	2680 Payne St.
Goldstone, Navi	View			M	07	12/15/2002	491402	Both Parents		250-555-1234	3664 St. John's St.
Higgins, Kurtis	View			M	07	7/31/2002	471904	Joint Custody		250-555-1234	3290 Sale St.
Kirkland, Callum	View			M	07	10/3/2002	480083	Both Parents			4231 Wakelam St.

Viewing Specific Student Records

Click the **blue hyperlink** to view specific records.

Name	LegalFirst
Addison, Hana	
Adema, Nirmal	Nirmal
Ainsley, Sanjay	Sanjay
Aldrich, Jillian	Jillian
Aleck, Dominique	Dominique
Alert, Sharron	Sharron
Angrove, Hannele	Hannele
Atto, Cyndy	Cyndy
Audet, Jose	Jose
Axibal, Sabine	Sabine
Ayriss, Inga	Inga

The hyperlink defaults to the first field in the list!

Note: After clicking into a student record, all information and side tabs pertain to the selected student.

Navigation: Student Side Tab

Click here to get back to the full student list

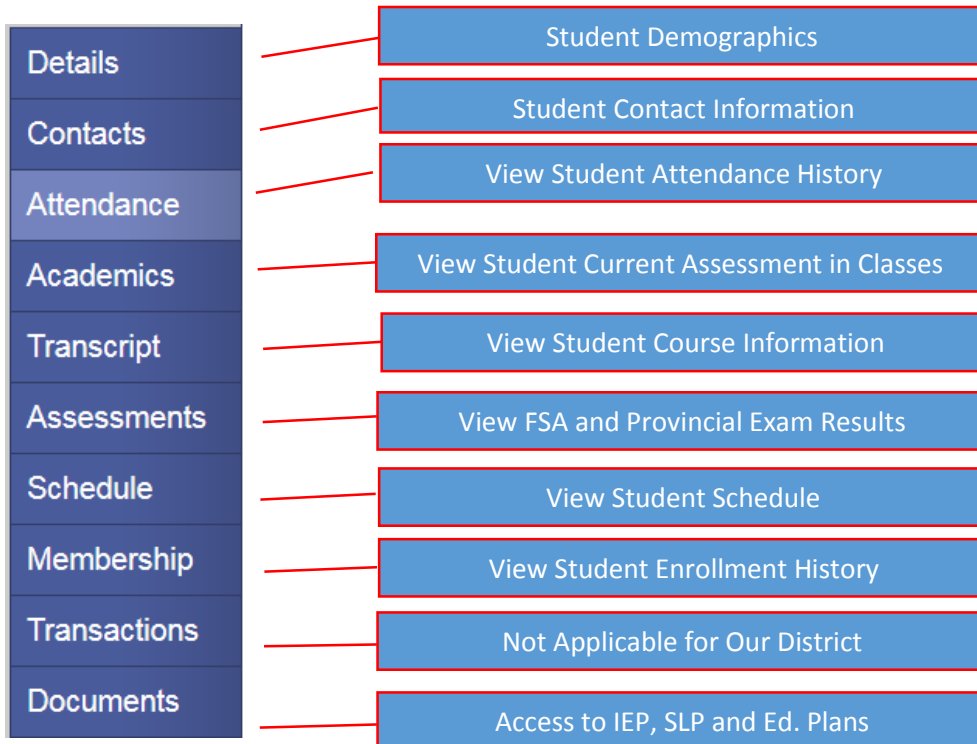
Student Alerts

Records Navigation tool

Student List: 07 - Bodner, Rena

Student Side Tabs

Details	Demographics	Addresses	Activities
Contacts	Legal first name: Rena		Gender: F
Attendance	Legal middle name		Date of birth: 12/11/2001 Age: 13
Transcript	Grade sub level		Who has custody?: Both Parents
Assessments	Legal last name: Bodner		Home phone: 250-555-1234
Schedule	Suffix		Work phone
Membership	Pupil #: 529489		Cell phone
Transactions	Personal Education Number: 126616622		Complex Name
Documents	School > Name: Colquitz Middle School SD61		Home language: English
	Year of graduation: 2020		Next School > Name
	07		Transfer School > Name
	Active		Transfer pending: N
	Re-entry No Interr.		Include in rank: N
	Calendar		Include in honor roll: N
	Homeroom: 11		












- Breadcrumbs
- Student Name and Alerts

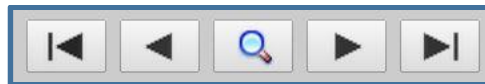
Student List :: 03 - Axibal, Sabine     

Use the breadcrumbs to get back to the full student list.

Note: Do not use the browser back buttons!

-  Absence Alert
-  Secondary School Association (Cross Enrolled)
-  Family Alert
-  Health Alert
-  IEP (Displays after the IEP has been completed and implemented)
-  Legal Alert
-  Medical Alert (reserved for life threatening illnesses)
-  Other Alert-Designation
-  Other Alert-Information

Records Navigation Bar: move forward and back through records on any list



Contacts Side Tab

- This is a list of all contacts associated with the selected student. The screen shot below contains a custom field set that includes the **ReceivesEmail** and **PortalAccess** fields.
- Click the blue hyperlink in the **Emergency priority** field to view specific details associated with the selected contact.
- Click the **Related Students leaf** to view the names of any siblings of this student who attend this school.

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Munz, Kara

Pages My Info Student Attendance Gradebook Planner Tools

Options Reports Help

Student List :: 07 - Bodner, Rena

0 of 6 selected

EmergencyPri	Name	LivesWith	Parent or Guardian?	PickUp?	Address	Relationship	HomePhone	WorkPhone	CellPhone	Email	Type	Volunteer
1	Rounis, Ari	Y	Y	Y	302-2022 Foul Bay Road Victoria, BC V8R 5A9	Mother	(250)555-1234		(250)555-3456	email01@email.com	N	
2	Glasier, Dale	N	Y	Y	2948 Oak Street Victoria V0R 1K1	Father	(250)555-1234		(250)555-3456		N	
3	Rooney, Jaylin	N	N	Y	Neil Street	Friend	(250)555-1234		(250)555-3456		N	
4	Peters, Harlow	N	N	N		Doctor		(250)555-2345			N	
5	Volkman, Rory	N	N	Y	2094 Elegante victoria, BC	Other	(250)555-1234		(250)555-3456		N	
6	Wakefield, Lee	N	N	N		Dentist		(250)555-2345			N	

Attendance Side Tab

- Select the **Attendance** side tab and choose **Daily** or **Class Attendance** to view attendance records for this student.
- Click the blue hyperlink to view details for the associated attendance record.

Colquitz Middle School SD61 2014-2015
Munz, Kara

Pages My Info Student Attendance Gradebook Planner Tools

Options Reports Help

Student List :: 07 - Bodner, Rena

0 of 7 selected

Absences: 7.0 (1.0 unexcused)

Date	Code	Time	Absent?	Late?	Dismissed?	Reason	Excused?	PcntAbs	Other
8/9/2015	A-E		Y	N	N	Illness	Y	1.0	
8/4/2015	A-E		Y	N	N	Illness	Y	1.0	
8/3/2015	A-E		Y	N	N	Illness	Y	1.0	
8/2/2015	A-E		Y	N	N	Illness	Y	1.0	
5/29/2015	A-E		Y	N	N	Illness	Y	1.0	
5/28/2015	A		Y	N	N		N	1.0	
5/27/2015	A-E		Y	N	N		Y	1.0	

Documents Side Tab

- After clicking on the **Documents** side tab a series of Leafs open up.
- Click the **IEP** Leaf then the **BCIEP** hyperlink to view the contents of a student IEP.
- Click through the 9 top tabs to view the entire contents as entered by the students' case manager
- All designations for this student are listed on the default **Student side sub tab** of the IEP

Colquitz Middle School SD61 2014-2015
Munz, Kara

Pages My Info Student Attendance Gradebook Planner Tools

Options Reports Help

Student List :: 07 - Bodner, Rena :: Active

Details
Contacts
Attendance
Transcript
Assessments
Schedule
Membership
Transactions
Journal
Documents
IEPs
Ed. Plans
Forms

Student Parent/Guardian Information Student Support Team Student History Parent/Guardian Consultation Student Profile Adaptations Adjudications Goals and Objectives

Name	Bodner, Rena	
PEN	126616622	
Gender	F	
Grade level	07	
Date of birth	12/11/2001 Age 13	
Home language	English	
School > Name	Colquitz Middle School SD61	
Case Manager > Name	Munz, Kara	

Designation	Primary
Autism Spectrum Disorder	Y

Taking Attendance – Class List Input

- From the **Pages** top tab
- Click on the **Attendance list icon** in the Teacher Classes widget next to the ATT—AM Course

Colquitz Middle School SD61 2014-2015
Munz, Kara

Pages My Info Student Attendance Gradebook Planner Tools

Home
Club
Page Directory

Announcements

Welcome to MyEducation BC!
SD Train Environment

• June 7, 2015: Aspen has been updated. Press F5 to update your browser.

Teacher Classes

Previous Tuesday, June 9 Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - ATT-AM-DIV11Munz - ...		<input type="checkbox"/>		<input type="checkbox"/>	

Classes Not Meeting

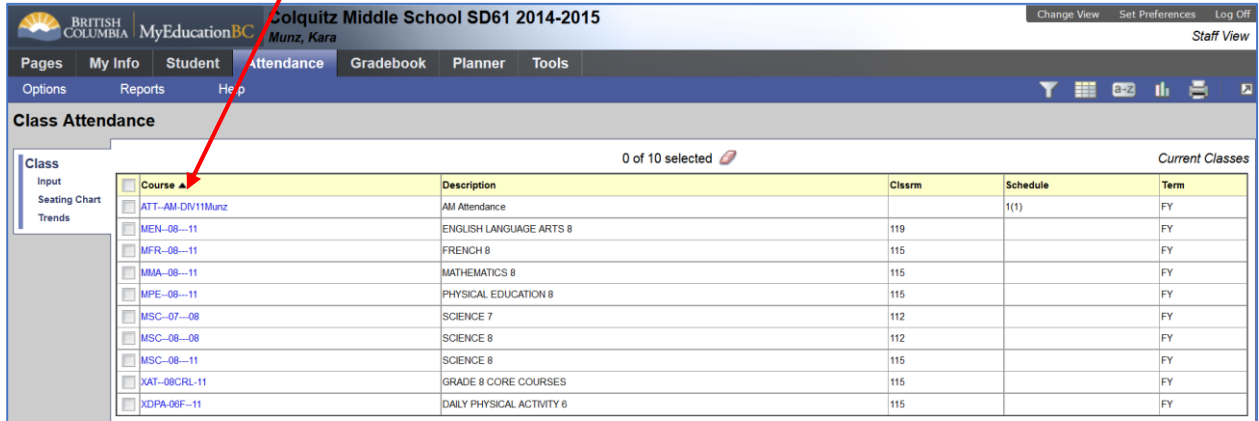
	Grades	Posted	Email
MEN-08-11 - ENGL...		<input checked="" type="checkbox"/>	
MFR-08-11 - FRENCH 8		<input type="checkbox"/>	

Student Search

Search Include Archive Secondary Students

OR...

- Click on the **Attendance** top tab
- Click on the **ATT-AM** course hyper link

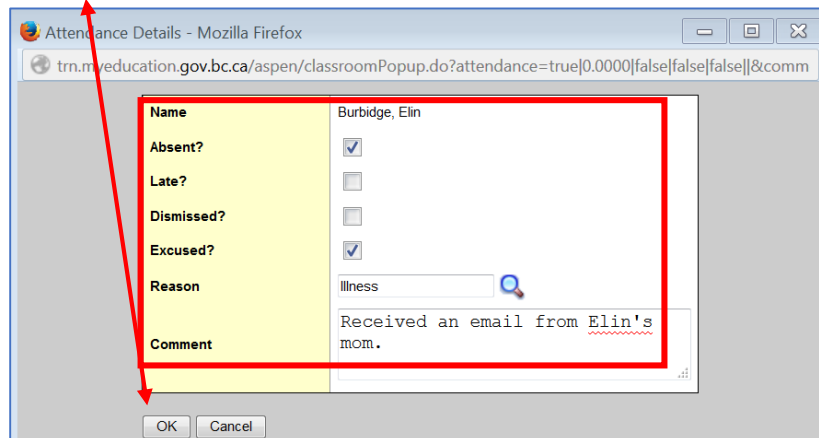


Either method will open up the same attendance entry list window as seen below.

1. Confirm attendance for date
2. View **Daily Attendance** records inputted by the office

****Important Note: DO NOT ENTER A CLASS ATTENDANCE RECORD FOR A STUDENT IF A DAILY RECORD ALREADY EXISTS. If a student is marked absent by the office, but he/she shows up, please communicate with the office to have the record altered.***

3. Click **"A"** for absent
4. Click **"L"** for late
5. Enter any details you may know regarding the absence in the popup window
 - Excused?
 - Reason
 - Comment
6. Click **OK**



7. Enter all attendance records for the class in the above manner
 8. Click **Post** (No attendance record will be recorded to the office until the **Post** button is selected.)
 9. A check mark will appear in the **Teacher Classes Widget** next to the completed class
- **Teachers may not record a multi-day absence.**
 - **Teachers can post for previous days**
 - **Teachers can re-post at any time during the day, but this will not update the daily attendance record. It is recommended that any changes to a student's attendance record be made from the office.**

Class Attendance :: 2014-2015 - ATT--AM-DIV11Munz - AM Attendance

Attendance for: 6/5/2015

Pupil #	Name	Daily Attendance	Class Attendance	Code
529489	Bodner, Rena	Present	Present	
480073	Brugge, Benson	A-E [Illness]	Present	
491359	Burbridge, Elin	Present	Present	
482063	Fuller, Dasha	Present	Present	
	Goldstone, Navi	Present	Present	
	Higgins, Kurtis	Present	Present	
	Kirkland, Callum	Present	Present	
	Lambert, Eszter	Present	Present	
	Macaulay, Bryon	L-E (9:00 AM)	Present	
	Moisey, Rusty	Present	Present	
	Murphy, Maurice	Present	Present	
474378	Reinhardt, Tannis	Present	Present	
535990	Robek, Marina	A-E [Parent Excused]	Present	
472073	Rounds, Jaspreet	Present	Present	
497846	Ruse, Susi	Present	Present	
869775	Shibata, Laina	Present	Present	

- A confirmation message appears to verify the post

Class Attendance :: 2014-2015 - ATT--AM-DIV11Munz - AM Attendance

Attendance for: 6/2/2015

Class attendance posted on 6/4/2015 11:51 AM.

Pupil #	Name	Daily Attendance	Class Attendance	Code
529489	Bodner, Rena	A-E [Illness]	A-E [edit]	
480073	Brugge, Benson	Present	Present	
491359	Burbridge, Elin	L-E (11:49 AM) [Parent Excused]	L-E [edit]	
482063	Fuller, Dasha	A-E [Illness]	Present	
491402	Goldstone, Navi	Present	Present	
471904	Higgins, Kurtis	Present	Present	
480083	Kirkland, Callum	A-E [Illness]	Present	
537573	Lambert, Eszter	Present	Present	
480957	Macaulay, Bryon	A	A [edit]	
473289	Moisey, Rusty	Present	Present	
473234	Murphy, Maurice	Present	Present	
474378	Reinhardt, Tannis	Present	Present	
535990	Robek, Marina	Present	Present	
472073	Rounds, Jaspreet	Present	Present	

Taking Attendance – Seating Chart

Seating Chart Initial Set-up

1. **Attendance Top Tab**>**Seating Chart Leaf**
2. In **Design Mode** set the grid dimensions
3. Click and drag unseated students to the grid
4. Click **Exit Design Mode**

Set the grid dimensions

Click and drag student names to the grid.

Click **Exit Design Mode** when set-up is complete

Seating Chart Attendance

- From the **Pages** top tab
- Click on the **Attendance Seating Chart icon** in the Teacher Classes widget next to the ATT—AM Course

Welcome to MyEducation BC!
SD Train Environment

• June 7, 2015: Aspen has been updated. Press F5 to update your browser.

Teacher Classes

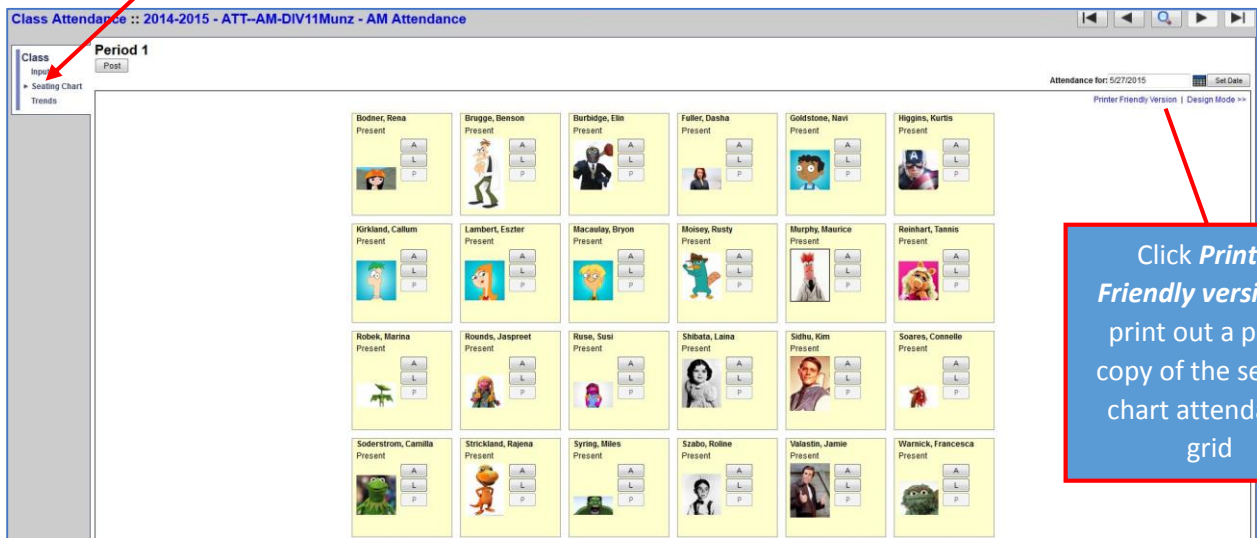
Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - ATT--AM-DIV11Munz ...					

Classes Not Meeting

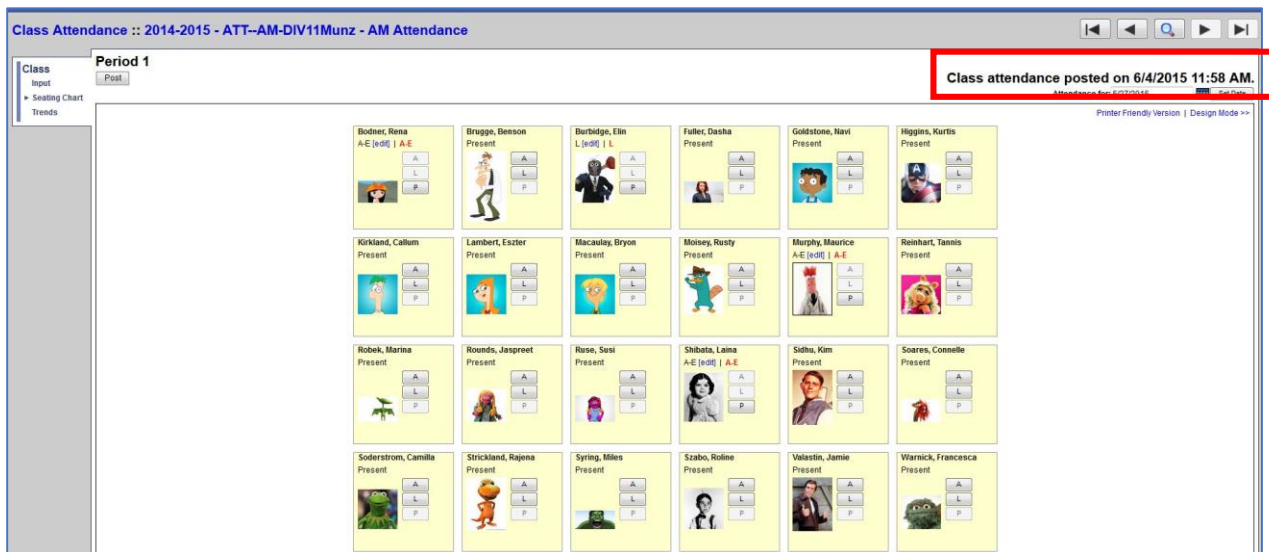
Classes Not Meeting	Grades	Posted	Email
MEN-08--11 - ENGL...			
MFR-08--11 - FRENCH 8			

OR...

- Click on the **Attendance** top tab
- Click on the **ATT—AM** course hyper link
- Click on the **Seating Chart** leaf
- Following the same guidelines as for the list attendance procedure, enter attendance records by clicking the **A** or **L** next to the student name and photo.
- Click **Post**



After posting attendance a verification message appears:



Note: A check mark will appear in the Teacher Classes Widget next to the completed class.

Gradebook Top Tab

Class Set-up

- **Gradebook** top tab
- Click on the **blue course hyperlink** to select the class
- Select the **reports drop down menu** to print the following from this location:
 - Blank Grading Sheets
 - Class Lists
 - Grade Input Sheets

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015
Munz, Kara

Change View Set Preferences Log Off Staff View

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

Options **Reports** Help

Class List 0 of 8 selected Current Classes

Course	Description	Classrm	Schedule	Term	Weighting
MEN-08--11	ENGLISH LANGUAGE ARTS 8	119		FY	Categories only
MFR-08--11	FRENCH 8	115		FY	Categories only
MMA-08--11	MATHEMATICS 8	115		FY	Categories only
MPE-08--11	PHYSICAL EDUCATION 8	115		FY	Categories only
MSC-07--08	SCIENCE 7	112		FY	Categories only
MSC-08--08	SCIENCE 8	112		FY	Categories only
MSC-08--11	SCIENCE 8	115		FY	Categories only
ATT-AM-DIV11Munz	AM Attendance		1(1)	FY	Categories only

Details side tab

- Change how a course appears from the course code to a description by typing the new name in the **Course Nickname** text box.
- Change the **Grade Calculation Weights** from their default settings if desired. **This determines the weight for each term when calculating a final grade. (See Appendix E)**
- Weighting is set based on the relative weight to other categories. It is possible to enter a percentage value for each term.
 - ie 2.0 means all fields are weighted equally. Changing the weight to 1 for any category would half that field's value.
- Repeat the process for all classes or click on the **Apply weights to other selected classes** check box and select the classes to apply the same values.

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

Options Reports Help

Class List :: 2014-2015 - MEN--08---11 - ENGLISH LANGUAGE ARTS 8

Details Save Cancel

Course Nickname: MEN--08---11

Description: ENGLISH LANGUAGE ARTS

Classroom: 119

Schedule: FY

Schedule term: FY

Team:

House:

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Drop mode: Do not drop scores Drop lowest overall score Drop lowest score by category

Grade calculation weights

	Tri 1 Grade		Tri 2 Grade		Tri 3 Grade	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	2.0	2.0	2.0	2.0	2.0	2.0

Apply weights to other selected classes

Classes linked for assignments and categories:

Course: The Averages mode and grade scale are only applicable when entering categories and assignments into the internal MyEd Gradebook.

Click here to enter a course nickname

Click in the actual field to alter the grade calculation weights for this class.

Roster Side Tab

- View class roster for all classes
- Print Report Cards: **Reports Drop Down menu > Report Cards**
- Select **Kindergarten, Primary, Intermediate**
- Use the **Records navigation tool** to advance through classes

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

Options Reports Help

Class List :: 2014-2015 - MEN--08---11 - ENGLISH LANGUAGE ARTS 8

0 of 25 selected Enrolled

Pupil #	Name	YOG	Homeroom	Roster Status
529489	Bodner, Rena	2020	11	Enrolled on 5/29/2015
480073	Brugge, Benson	2020	11	Enrolled on 5/29/2015
491359	Burbridge, Elin	2020	11	Enrolled on 5/29/2015
482663	Fuller, Dasha	2020	11	Enrolled on 5/29/2015
491402	Goldstone, Navi	2020	11	Enrolled on 5/29/2015
471904	Higgins, Kurtis	2020	11	Enrolled on 5/29/2015
480083	Kirkland, Callum	2020	11	Enrolled on 5/29/2015
537573	Lambert, Eszter	2020	11	Enrolled on 5/29/2015
480957	Macaulay, Bryon	2020	11	Enrolled on 5/29/2015
473269	Moisey, Rusty	2020	11	Enrolled on 5/29/2015
473234	Murphy, Maurice	2020	11	Enrolled on 5/29/2015
474378	Reinhart, Tannis	2020	11	Enrolled on 5/29/2015
535990	Robek, Marina	2020	11	Enrolled on 5/29/2015
472073	Rounds, Jaspreet	2020	11	Enrolled on 5/29/2015
497846	Ruse, Susi	2020	11	Enrolled on 5/29/2015

Groups Side Tab

- Select the Groups side tab to create, edit, and manage class groups.

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015 Munz, Kara Change View Set Preferences Log Off Staff View

Pages My Info Student Attendance **Gradebook** Planner Tools Options Reports Help

Class List :: 2014-2015 - MEN--08---11 - ENGLISH LANGUAGE ARTS 8

Details Roster Seating Chart **Groups** Reporting Standards Categories Assignments Scores

New Group Set

Ungrouped Students

Project 1

Project 2

Categories and Assignment Side Tabs


- These side tabs are used when entering and managing assignments using the internal MyEducation BC Gradebook.

Note: *This advanced functionality will be covered in a separate resource.*

Scores Side Tab

Entering Term Marks (See **Appendix F** for a marks entry workflow guide)

Gradebook top tab>Scores side tab

- Select **Post Columns-Term** from the **Grade Columns** drop down window
- Select the appropriate term from the **Term** drop down window
- Confirm the class from the **Class** drop down window
- Green push pins indicates that the grade post window of time is open and marks can be entered
- Click in the grade field next to the student and type in a letter grade
- A red circle with a line through it  may appear indicating that the teacher has manually entered a term mark and has not auto-updated this column from the internal gradebook in MyEducation BC. The teacher can ignore this alert.
- Type **Return** to move down the column or **Tab** to move across the row
- The system will auto save entries after the teacher leaves each cell. There is no **Save** button.

- Click in the **WH** (Work Habits) field and type in an upper case **E, G, S, or N**
 - *Control>D** fills in all cells below with the same work habit

Create a custom field set in the **Scores** side tab to include usual first name etc.

Select **Post Columns – Terms** from the drop down window

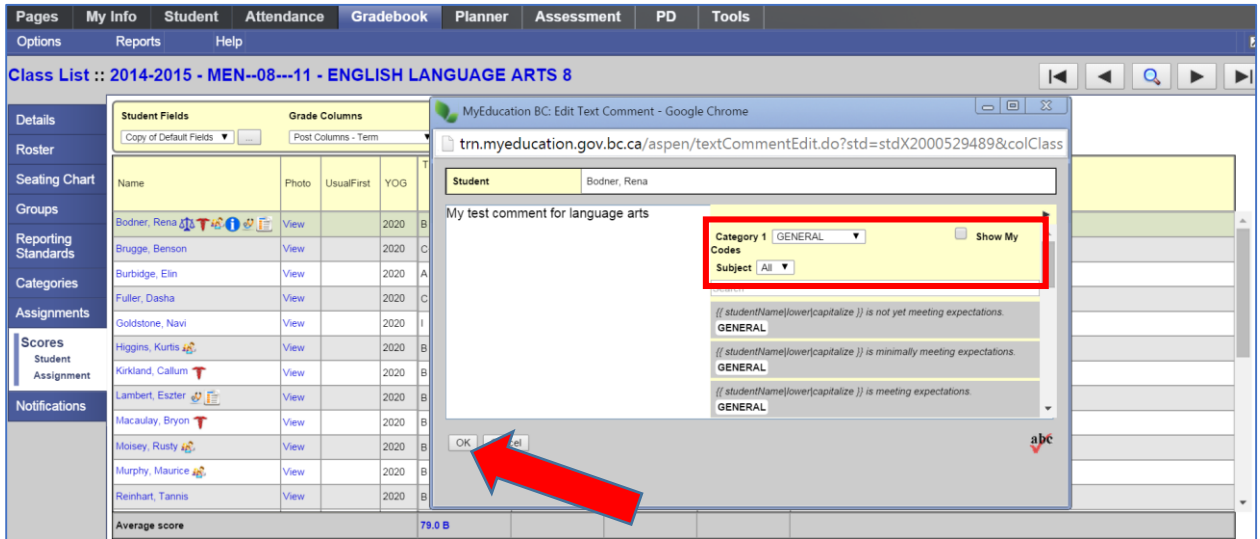
Confirm or select the correct term

Confirm or select the correct class

- Clicking **the paper icon** in the comments field will open a pop-up window

- Select the comment category
- Click the comment to add it to the text box (multiple comments can be added with a 2000 character limit)
- Click **OK**
- Use **Control>D** to fill in the same comments to all field in the column below

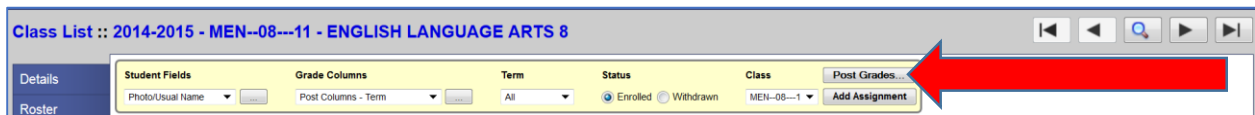
Important Note: Be sure to use control>D to fill down a comment that applies to all students first, then click the paper icon next to a specific student to add or edit the comment. CTRL>D will overwrite any existing comments! Also, do not use CTRL>D when using tokens to replace student names, etc. as the replacement will use the name of the first student for all comments.



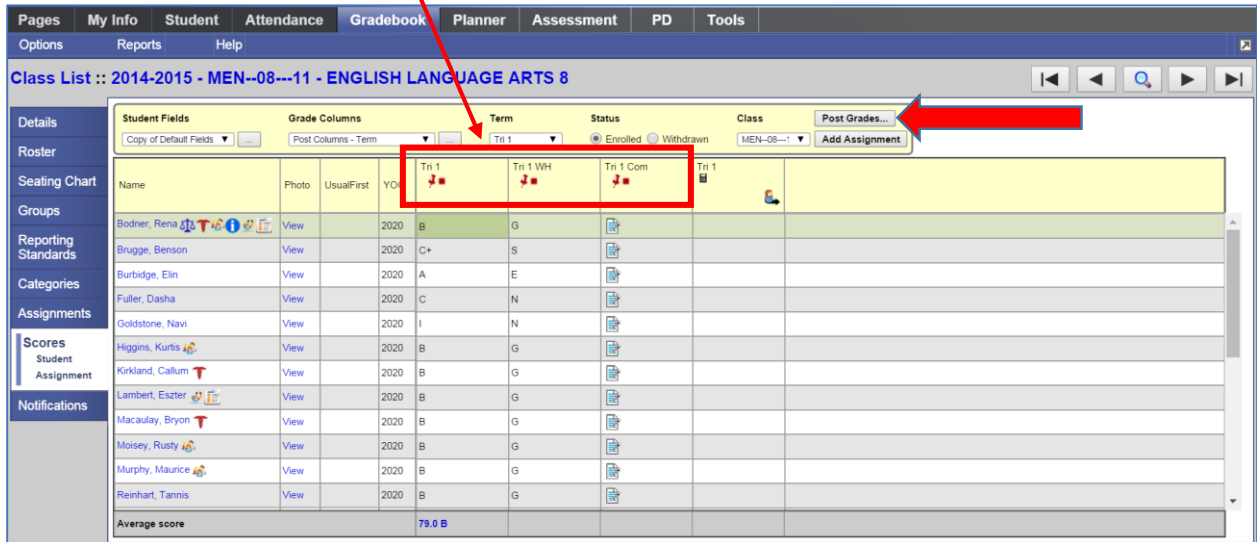
***Important:** Be sure to insert the appropriate **work habit comment** for each student as the value entered into the system will be recorded on a student transcript, but will not print on the chosen middle school report card template unless it is entered in the comment field.

ie Work Habit = G (Good)

Click **Post Grades...** when all letter grades, work habits, and comments are entered.

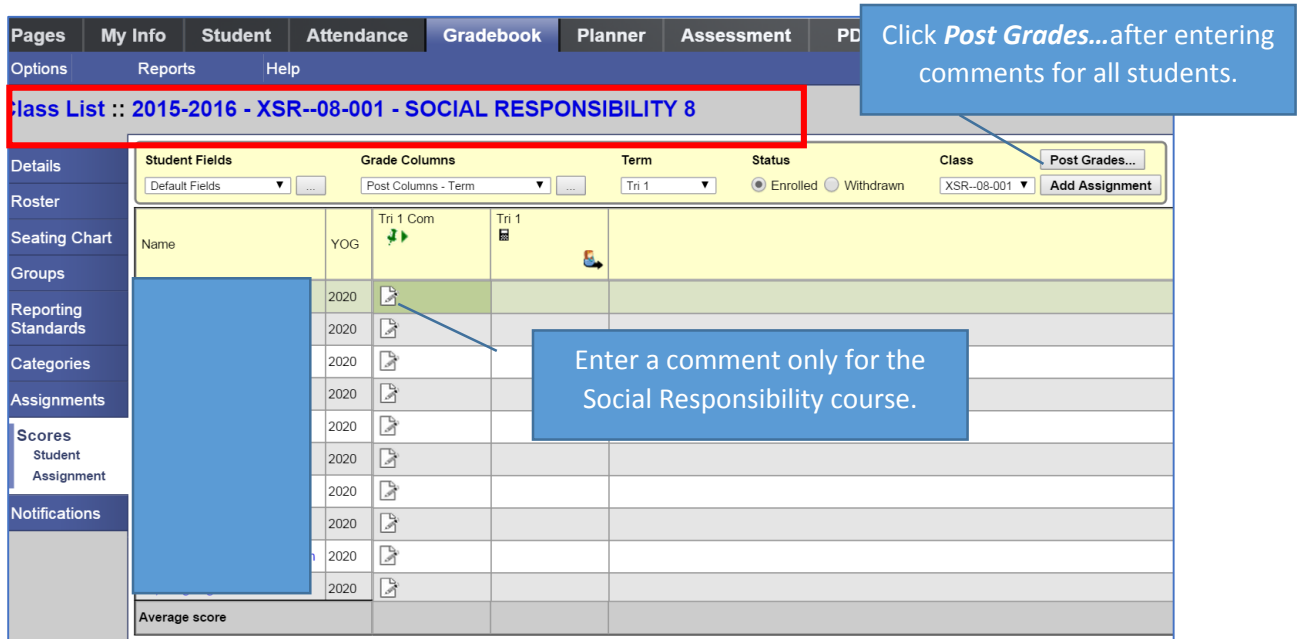


- The push pins will turn red indicating that marks have been posted to the office
- In most cases teachers can re-post marks until the grade post period expires and the push pins turn black.



Advance to the next class using the **records navigation tool** or select the class from the **Class** drop down window or click on the **Class List** hyper link to go back to a list of all classes.

- Repeat marks entry and posting for all classes.
- XSR – Social Responsibility : If your school has chosen to include the XSR – Social Responsibility course on the report card, teachers will enter comments only for all students and post to the office.



Posting Final Marks

- Enter Term 3 letter grades, work habits and comments

Important: Be sure to enter the **work habit into the comments area for term 3 at the end of the year as the work habit will be recorded on the the student transcript, but will not print on the chosen middle school report card template.*

In the **Final Mark** column click on **Update**

- The system will calculate final marks based on the **grade calculation weights** set up from the **Details** side tab. The system will default to equal weighting for each term in calculating a final mark. (Term 1 = 33%, Term 2= 33%, and Term 3= 34%) **See Appendix E: Setting Grade Calculation Weights** to alter the default calculation weight for each term when calculating a final mark.
- **It is important to note that teachers ultimately have control over all marks columns and can override the auto-calculation by manually entering a value in the final mark column for any or all students.**
- Click **Post Grades**
- Use the records navigation tool to advance to the next class on the list.

Click on the **Final** blue hyperlink to view the grade calculation weights set for each term from the details side tab.

Column ID	Weight
Tri 3	34.0
Tri 2	33.0
Tri 1	33.0

- Repeat the process for all classes

Appendix A

Creating and Managing Snapshots: [Video Demonstration](#)

A snapshot is a static list. It always displays the same records unless it is manually edited. Only the person who created the snapshot can add or remove students from it.

Create a Snapshot:

A snapshot represents a static filter. Use a snapshot to take a picture of a group of records you will need to access regularly or need to save. For example, assume you manage the Math Club and want to be able to quickly access all of its members. You can individually select the students initially, and then create a snap-shot of the group. Once you create a snapshot, the group of students in the snapshot doesn't change (although users can modify a snapshot manually).

Note: Be sure to select the checkbox next to each record you want to include in your snapshot, then go to *Options>Show Selected*.

Missing the **Show Selected** step is a common mistake.

For quick access, be sure to **Save As Filter**.

- Use the Filter to return to **All Active Students**.
- Use the new filters for the snapshots created.
- Return to the list of All Active Students (via the Filter).

Add a Student to the Snapshot:

Note: You are actually adding the snapshot to the student.

Select a student record > Snapshots side tab > **Options > Add** > Select Snapshot from the list > **OK**

Remove a Student from a Snapshot

Note: You are actually removing the Snapshot from the student.

Open the snapshot > Check the box in front of the student's name > Snapshots side tab > Select the snapshot to delete > **Options > Delete**

Remove the Snapshot from the Filter

Filter Icon > Manage Filters > Highlight Filter to Delete > Click **Delete** > Close

Delete a Snapshot

Options > Snapshots > Select Snapshot to delete > Click **Delete** > OK

Appendix B

Creating a Query: [Video Demonstration](#)

A query is a *dynamic* filter. A query performs a new search and displays current information each time it is run. For example, the list of students assigned to a counselor may be different today than it was yesterday because a new student enrolled and was assigned to the counselor.

Create a Simple Query

- From any list page, such as the **Student** list, go to **Options>Query**
- Click **New** to create a new query or **Select...** to open a saved query
- Click the **Tables drop down menu** to select the table containing the field you want to search on, such as **Student**.
- In the **Fields** box, scroll and select the field you want to include such as **Year of Graduation**.
- Click the **Operator drop-down menu** to select an operator, such as **Equals**
- Type the value you are searching for, such as **2026**
- Click **Add** to add the criteria to the **Search criteria** box.
- Choose **Search based on** criteria
- Click **Save As**, give the query a name, and select the **Save as Filter** checkbox.
- Click **Search**
- Use the filter icon to return to the list of **All Active Students**.
- Use the filter icon to run the queries created.

Remove a Query from the Filter

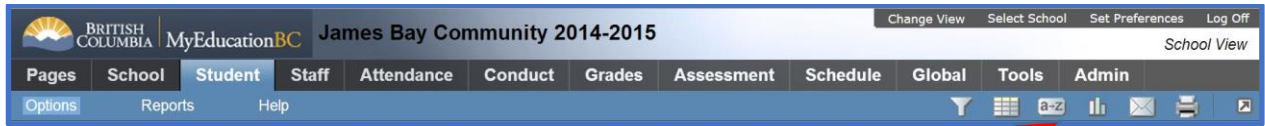
- Click the filter icon
- Select **Manage Filters**
- Select query to remove
- Click **Delete**
- **Close**

Delete a Query

Options > Query > Click **SELECT** button (in the popup) > Select the Query > Click **DELETE** > Click **CANCEL** to close the popup > Click **CANCEL** again in the remaining popup to close it.

Appendix C

Field Set: [Video Demonstration](#)



Field sets enable the user to customize the columns that appear in a list.

Create a New Field Set

- Click the **Field Set** icon.
- Select Manage Field Sets.
- Select New.
- Name the Field Set.
- Select **Available fields** and **Add** them to the **Selected Fields** list.
- Adjust the order of the selected fields by moving them up or down.
- **Save**.

Manage Field Sets

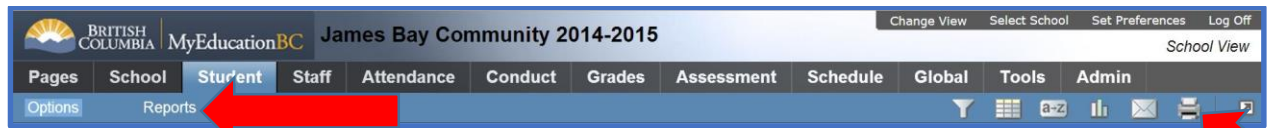
- Set a default Field Set by moving it to the top of the list
- Show/Hide Field Sets
- Delete a Field Set (Only if you are the owner)

Make a Copy of a Field Set and Edit It

- Click the **Field Set** icon.
- Select **Manage Field Sets**.
- Highlight the field set you wish to edit.
- Click **Copy**.
- Name the new field set and complete the popup.
- **Save**.
- Select the name of the new field set from the remaining popup.
- Click **Edit**.
- Add and delete fields as necessary.
- Adjust the order of selected fields up or down as necessary.
- **Save**.

Appendix D

Quick Reports



Use a Quick report to create a report using the information you are viewing on any list page.

The user can click on the Printer Icon to access quick report formats or go to Reports>Quick Report

- Go to the list page containing the data you want to report on
- Select the records you want to include (Use a filter, query, snapshot or custom selection to limit the number of records to include on the Quick Report)
- Click on the **Quick Print icon** and choose the output format
- A **CSV** file will download and open in Excel which allows the user to then sort and edit the spreadsheet as desired.
- Selecting **Create Quick Report...** ([Video Demonstration](#)) will open the quick report wizard.
- Selecting **Saved report** will open a pick list of all saved Quick Reports>Choose the report and click **Finish**
- To create a new report select **New report**, click **Next**.
- Choose the **Report type** from the drop down menu (The description will outline the characteristics of each type) Click **Next**.
- Add the desired fields from the **Available fields** column to the **Selected fields** column by highlighting and clicking **Add**. Remove from the **Selected fields** by highlighting and clicking **Remove**
- Reorder the fields by clicking **Up or Down**
- Click **Next**
- Step 4 determines how the system sorts the overall report>Click **Next**
- Step 5 determines totals for group reports and can provide maximum, minimum and total count statistics for selected fields. Click **Next**
- Step 6 provides choices for report formatting. Click **Next**
- Step 7 determines field format options such as defining a custom width in number of characters. Click **Next**
- Step 8 allows the user to save the Quick report for future use by the **User**.
- Click **Finish**

Appendix E

Setting Grade Calculation Weights

The grade calculation weight functions only to apply a calculation to the auto-updating of the final mark column for students before posting the final mark for students.

It is important to note that teachers ultimately have control over all marks columns and can override the auto-calculation by manually entering a value in the final mark column for any or all students.

Gradebook Top Tab>Details Side Tab

Grade Calculation Weights: The system defaults to averaging each term equally when calculating a final mark, however teachers may alter this calculation by redistributing the weights across the terms.

Class List :: 2015-2016 - MEN--08---01 - ENGLISH LANGUAGE ARTS 8

Save Cancel

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Scores

Notifications

Course Nickname: MEN--08---01

Description: ENGLISH LANGUAGE ARTS 8

Classroom:

Schedule:

Schedule term: FY

Team:

House:

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: Show Notes on Portals

Drop mode: Do not drop scores Drop lowest overall score Drop lowest score by category

Grade calculation weights

	Term 1 Mark		Term 2 Mark		Term 3 Mark	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	33.0	33.0	33.0	33.0	34.0	34.0


Apply weights to other selected classes

For example, a teacher who is assessing cumulatively may wish for the term 3 and final mark to be the same. In this case, the teacher would set a value of 0 for term 1 and 2 and 100 for term 3 in the **Actual** field. This does not effect in any way the weighting of categories or assignments within the gradebook if teachers are using the internal MyEducation BC gradebook for tracking ongoing assessment for students.

Grade calculation weights

	Term 1 Mark		Term 2 Mark		Term 3 Mark	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	33.0	0.0	33.0	0.0	34.0	100.0

Apply weights to other selected classes



Appendix F

Middle School Marks Entry Workflow

- **Gradebook Top Tab>Scores Side Tab**>Choose a Class
- Grade Columns Drop Down Window = **Post Columns Terms**
- Term Drop Down Window = **Tri 1 (Current Term)**
- Confirm the class from the **Class** drop down window
- Enter Letter Grades for All Students (A, B, C+, C, C-, I, F)
- Enter Work Habits for All Students (E: Excellent, G: Good, S: Satisfactory, N: Needs Improvement)
- Enter Comments for All Students: Enter text or use the school comment bank
 - Must Include a comment that reflects the given work habit
 - ie Work Habit= G (Good)
- Click **Post Grades...**
- Select the next class
- Repeat the Above Process for all classes
- For **Social Responsibility** Course enter a **comment only** for all students and click **Post**.