

Staff View Basics – Log On, Preferences, Navigation, Attendance, Entering Term and Final Marks

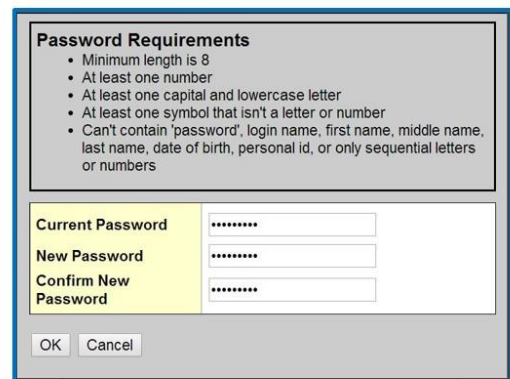
GVSD Training Website: <http://myedgvsd.wikispaces.com/>

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

Log on and Change Password Procedure



1. Enter your Login ID (District email address)
2. Enter the default password



The password will immediately expire and you will be prompted to enter a new password.

1. Enter the default password (Current Password)
2. Enter your new password using the password requirements listed above
3. Enter the new password in again to confirm
4. Click **OK**

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

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

Primary email	MD_Teacher5@sd61.bc.ca
Security question	[Dropdown menu]
Security answer	[Text input]
Confirm answer	[Text input]

Submit

1. Choose the security question from the drop down window
2. Type in your answer
3. Re-type the answer to confirm
4. Click **Submit**

Set User Preferences

BRITISH COLUMBIA MyEducationBC Mount Douglas Secondary 2015
Avila, Ayako

Pages Home Student Attendance Gradebook Planner Tools

Set Preferences Log Off
Staff View

Set Preferences

General Security Gradebook Communication

Default locale [Dropdown]
Default View District [Dropdown]
Default school Mount Douglas Secondary [Search]
Auto-save interval (minutes) 5
Disable User-defined Help [Checkbox]
List Options
Records per page 25
Show lower page controls [Checkbox]
Warn on save [Checked]

OK Cancel

Set Preferences

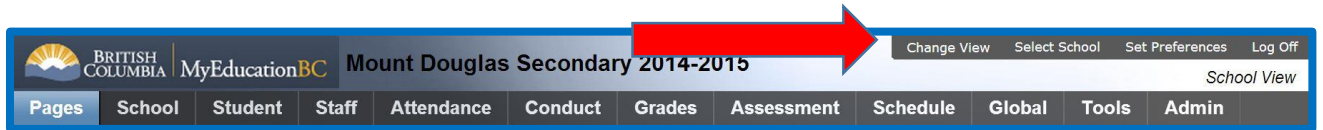
General Security Gradebook Communication

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

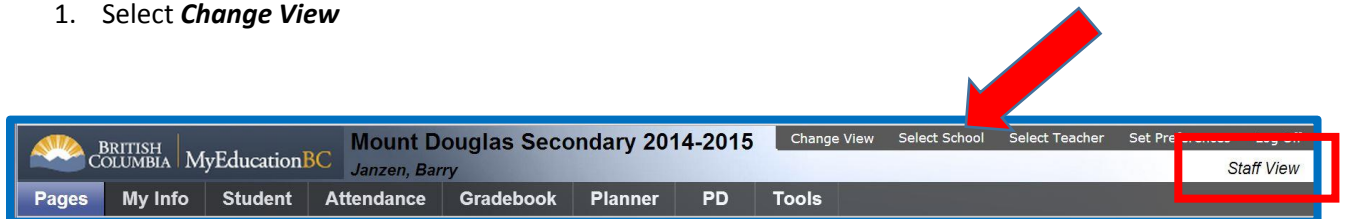
OK Cancel

1. Select **Set Preferences**
2. Click on the **General** Tab
3. Select your default view and school if applicable
4. Set your preferred number of records per page
5. Check **Show Lower Page Controls**
6. Select **Warn on Save**
7. Click on the **Security** Tab to reset security question or password

Change View & Select School If Applicable

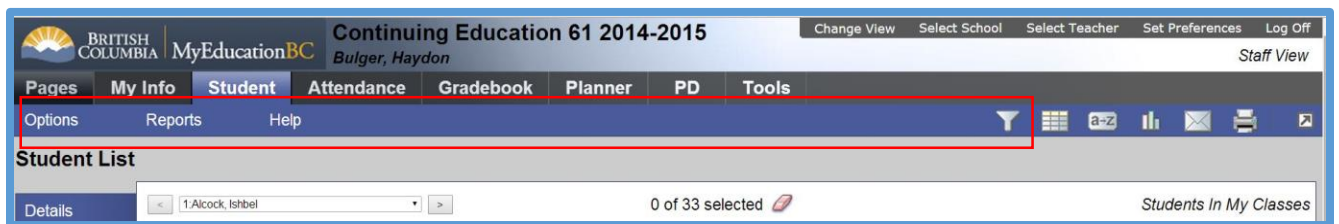


1. Select **Change View**



2. Choose **Staff View** from the drop down menu
3. Select School if applicable

Navigation: Student Top Tab



Menu Bar

1. Options
2. Reports
3. Help
4. Filter
 - a. Students in My Classes
 - b. Students in My Homeroom
 - c. Designated Students – Classes
 - d. Designated Students – Homerooms

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Bulger, Haydon

Change View Select School Select Teacher Set Preferences Log Off

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Student List

1 Alcock, Ishbel 0 of 33 selected

Students In My Classes

Name	LegalFirst	Alerts	Gender	Pupil #	PEN	YOG	QuickStatus	Grade	GrSubLvl	DOB	EnrStatus	HomePhone	Address
Alcock, Ishbel	Ishbel		M	586977	110522216	2011		12	GA	12/12/1993	Active	(250)555-1234	191 Baptist St.
Ashton, Lail	Lail		M	268429	112892856	2011		12		3/15/1993	Active	(250)555-1234	3168 Rudd St.
Azimi, Georgette	Georgette		F	759892	131208738	2015		12		8/5/1993	Active	(250)555-1234	3150 Rowand St.
Barkley, Esmond	Esmond		M	1295655	134803253	2013		12		4/20/1996	Active	(250)555-1234	2485 Mossbury St.
Binder, Delaine	Delaine		F	266784	112658349	2015		12		10/11/1993	Active	(250)555-1234	1601 Kilby St.
Doherty, Dugald	Dugald		M	1494101	134987981	2015		12	GA	10/15/1988	Active	(250)555-1234	2945 Rayne St.
Easton, Vesna	Vesna		F	1440631	130753494	2015		12	GA	11/27/1987	Active	(250)555-1234	1410 Hui St.
Englehart, Elys	Elys		F	1485067	105112247	2015		12		6/28/1979	Active	(250)555-1234	3124 Rosenke St.
Fleming, Ashley	Ashley		F	1457401	137861159	2015		12	GA	6/4/1979	Active	(250)555-1234	2787 Plewes St.
Gardener, Duane	Duane		M	1459338	135834588	2015		12	GA	6/28/1989	Active	(250)555-1234	641 Darwin St.
Garner, Emelia	Emelia		F	1289201	134683317	2015		12	SU	4/11/1988	Active	(250)555-1234	4548 Wurth St.
Hubbard, Hammandeep	Hammandeep		M	524534	108754532	2009		12	SU	7/19/1991	Active	(250)555-1234	1774 Leland St.
Jaeger, Deborah	Deborah		F	222437	112664438	2015		12		5/1/1993	Active	(250)555-1234	3179 Ruegg St.
Lake, Phoebe	Phoebe		F	1485687	138567102	2015		12		4/11/1962	Active	(250)555-1234	1366 Holland St.
Paladini, Hallund	Hallund		M	240750	114032188	2015		12		12/29/1994	Active	(250)555-1234	79 Avendano St.
Peachman, Deb	Deb		F	226199	115703423	2013		12		3/12/1995	Active	(250)555-1234	2944 Rayburn St.
Pigeon, Morgan	Morgan		F	619951	128242005	2009		12	GA	1/27/1991	Active	(250)555-1234	815 Eastwood St.

Searching Records

1. Paginator
2. Control>F
3. Hyperlink to Specific Student Record
4. Alert and Quick Status Icons
5. Home Phone Number

Details Side Tab

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Change View Select School Select Teacher Set Preferences Log Off

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Student List :: 12 - Alcock, Ishbel

Cancel Default Template

Demographics Addresses Activities

Legal first name	Ishbel	Gender	M
Legal middle name		Date of birth	12/12/1993 Age 21
Grade sub level	GA	Who has custody?	Both Parents
Legal last name	Alcock	Home phone	(250)555-1234
Suffix		Work phone	
Pupil #	586977	Cell phone	
Personal Education Number	110522216	Complex Name	
School > Name	Continuing Education 61	Home language	English
Year of graduation	2011	Next School > Name	
Grade level	12	Transfer School > Name	
Enrollment status	Active	Transfer pending	N
Enrollment type	Public School OutDs	Include in rank	N
Calendar	Standard	Include in honor roll	N

1. Breadcrumbs
2. Student Name and Alerts
3. Records Navigation Bar

4. Demographics
5. Addresses

Contacts Side Tab

The screenshot shows the 'Contacts' side tab in the MyEducationBC interface. The main table lists contacts for the student Logan Ayre. The table has columns for EmergPri, Name, LivesWith, Parent or Guardian?, PickUp?, Address, Relationship, HomePhone, WorkPhone, CellPhone, and Email1. The first row shows a contact named Ayre, Logan with a relationship of Dentist and a home phone number of (250)555-2345. The second row shows Butcher, Gabriel with a relationship of Mother and a home phone number of (250)555-1234. The third row shows Flaherty, Mel with a relationship of Mother and a home phone number of (250)555-1234. The fourth row shows Kyle, Darcy with a relationship of Doctor and a home phone number of (250)555-2345. The fifth row shows Quayle, Terry with a relationship of Father and a home phone number of (250)555-1234. The 'Email1' column contains the email address email01@email.com for the contact Butcher, Gabriel.

EmergPri	Name	LivesWith	Parent or Guardian?	PickUp?	Address	Relationship	HomePhone	WorkPhone	CellPhone	Email1
0	Ayre, Logan	N	N	N		Dentist	(250)555-2345			
0	Butcher, Gabriel	Y	Y	Y	672 Stewart Mtn. Road Victoria, BC V9B 6J8	Mother	(250)555-1234	(250)555-2345	(250)555-3456	email01@email.com
0	Flaherty, Mel	N	N	N			(250)555-1234			
0	Kyle, Darcy	N	N	N		Doctor	(250)555-2345			
0	Quayle, Terry	Y	Y	Y	672 Stewart Mtn. Road Victoria, BC V9B 6J8	Father	(250)555-1234	(250)555-2345		

1. Hyper Link to details
2. Email addresses

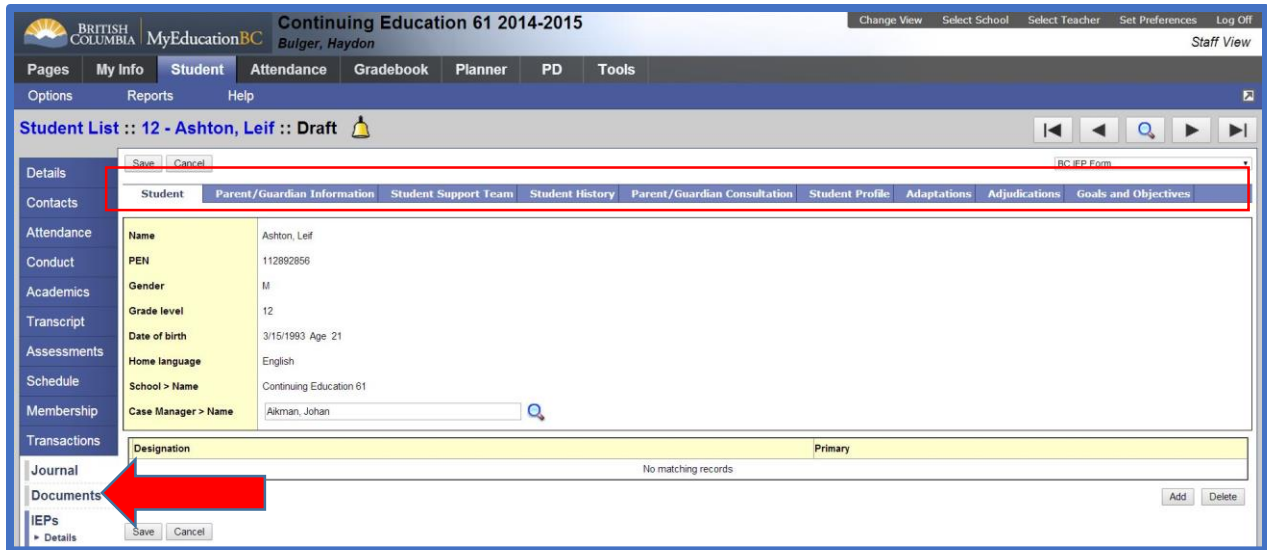
Attendance Side Tab

The screenshot shows the 'Attendance' side tab in the MyEducationBC interface. The main table lists absences for the student Logan Ayre. The table has columns for Date, Code, Time, Absent?, Late?, Dismissed?, Reason, Excused?, PcntAbs, and Other. The first row shows an absence on 12/4/2014 with a code of A-E, time of A-E, absent status of Y, late status of N, dismissed status of N, reason of Work Experience, excused status of Y, and percentage of absences of 1.0. The second row shows an absence on 12/1/2014 with a code of A-E, time of A-E, absent status of Y, late status of N, dismissed status of N, reason of Team Activity, excused status of Y, and percentage of absences of 1.0. The 'Absences: 2.0' summary is displayed above the table.

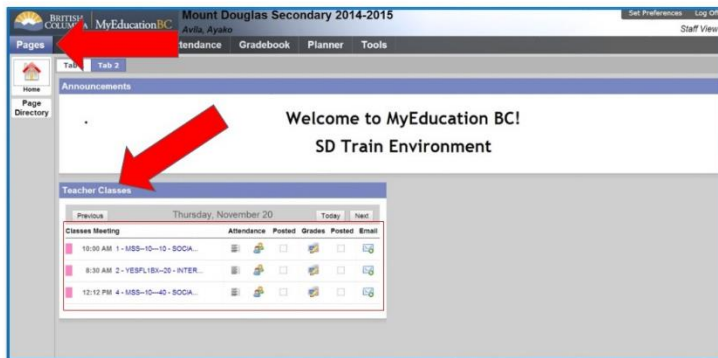
Date	Code	Time	Absent?	Late?	Dismissed?	Reason	Excused?	PcntAbs	Other
12/4/2014	A-E	A-E	Y	N	N	Work Experience	Y	1.0	
12/1/2014	A-E	A-E	Y	N	N	Team Activity	Y	1.0	

1. Daily Attendance
2. Class Attendance

Documents Side Tab – Viewing Student IEP



Navigation: Staff View Home Page – Teacher Classes Widget



1. 2. 3. 4. 5. 6. 7.

Classes Meeting		Attendance	Posted	Grades	Posted	Email
8:30 AM	1 - MPE--10B--10 - PHYSI...	[Attendance Icon]	[Seating Chart Icon]	[Grades Icon]	[Checkmark]	[Email Icon]
8:30 AM	1 - MPE--10G--10 - PHYSI...	[Attendance Icon]	[Seating Chart Icon]	[Grades Icon]	[Checkmark]	[Email Icon]
12:12 PM	3 - MLAW-12---30 - LAW 12	[Attendance Icon]	[Seating Chart Icon]	[Grades Icon]	[Checkmark]	[Email Icon]
1:42 PM	4 - MPE--09G--40 - PHYSI...	[Attendance Icon]	[Seating Chart Icon]	[Grades Icon]	[Checkmark]	[Email Icon]
1:42 PM	4 - MPE--10G--40 - PHYSI...	[Attendance Icon]	[Seating Chart Icon]	[Grades Icon]	[Checkmark]	[Email Icon]

Classes Not Meeting		Grades	Posted	Email
MPE--09G--10 - PHYSI...		[Grades Icon]	[Checkmark]	[Email Icon]

1. Quick link to class **Roster** in the **Gradebook** top tab
2. Quick Link to **Input** list in the **Attendance** top tab
3. Quick link to the **Seating Chart** leaf in the **Attendance** top tab
4. A check mark will appear after attendance is Posted
5. Quick link to the **Scores** side tab in the **Gradebook** top tab for marks entry
6. A check mark will appear when terms marks have been posted
7. Quick link to email for students, contacts and teachers

Taking Attendance – Class List Input

Pupil #	Name	Daily Attendance AM	Daily Attendance PM	Class Attendance	Code
216046	Alcock, Somer	Present	Present	Present	A L P
304268	Avila, Eldon	Present	Present	Present	A L P
1163210	Bates, Jimmy	Present	Present	Present	A L P
216055	Beaton, Richard	Present	Present	Present	A L P

Select **Show all students in class** check box to display multiple classes meeting in the same period.

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Pages My Info Student Attendance Gradebook Planner Tools

Options Reports Help

Class Attendance :: 2014-2015 - YESFL1BX--20 - INTERCULTURAL STUDIES 11

Daily Period 2

Class: 1 Auld, Catarina 32 records Attendance for: 11/20/2014

Pupil #	Name	Daily Attendance AM	Daily Attendance PM	Class Attendance	Code
1505130	Auld, Catarina	Present	Present	Present	A L P
1432876	Caulfield, Silva	Present	Present	Present	A L P
1319724	Doran, Karlic	Present	Present	Present	A L P
1484018	Erskine, Teddy	Present	Present	Present	A L P
1173597	James, Ulla	Present	Present	Present	A L P
1408410	Kamp, Jacquelyn	Present	Present	Present	A L P
1430029	Keeping, Powell	Present	Present	Present	A L P
1484113	Khan, Eugen	Present	Present	Present	A L P
1483998	Knapp, Isabella	Present	Present	Present	A L P
1457708	Lacey, Pierre	Present	Present	Present	A L P
1344722	Lidstone, Dawna	Present	Present	Present	A L P
1424606	Ludwig, Jasbir	Present	Present	Present	A L P
1503385	Mcauley, Katie	Present	Present	Present	A L P
1502428	Patterson, Eden	Present	Present	Present	A L P

1. Confirm attendance for date
2. View **Daily Attendance** records inputted by the office
3. Click "A" for absent
4. Click "L" for late
5. The "P" button becomes active after an absence or late is recorded in order to override the record and set to **Present**.
6. Click **Post** (No attendance record will be recorded to the office until the **Post** button is selected.)
7. A check mark will appear in the **Teacher Classes Widget** next to the completed class

Taking Attendance – Seating Chart

Seating Chart Initial Set-up

Mount Douglas Secondary 2014-2015
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Options Reports Help

Class Attendance :: 2014-2015 - YESFL1BX--20 - INTERCULTURAL STUDIES 11

Grid Dimensions Seating Positions << Exit Design Mode

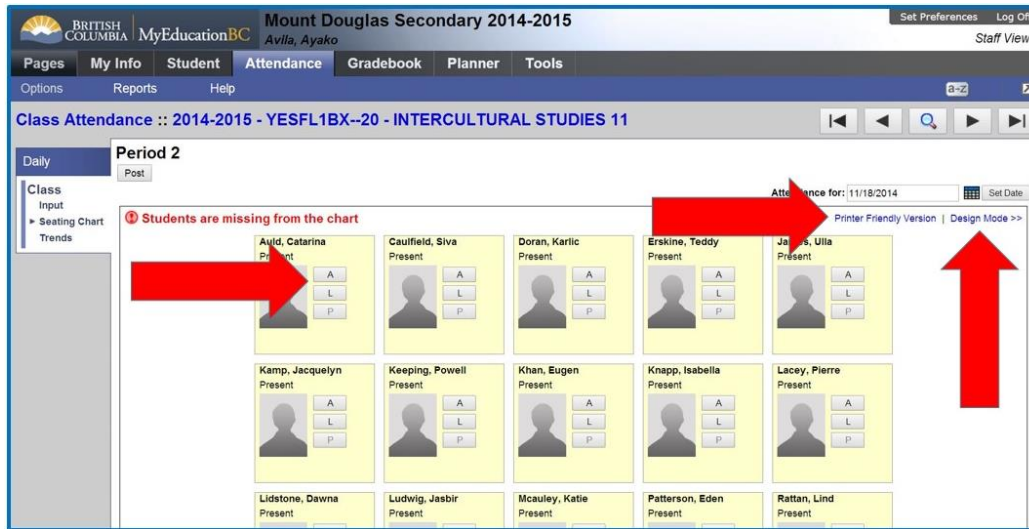
Grid width: 5
Grid height: 4
Reset Resize Trim

Unseated Students

- Kamp, Jacquelyn
- Keeping, Powell
- Khan, Eugen
- Knapp, Isabella
- Lacey, Pierre
- Lidstone, Dawna
- Ludwig, Jasbir
- Mcauley, Katie

Auld, Catarina Caulfield, Silva Doran, Karlic Erskine, Teddy James, Ulla

1. In **Design Mode** set the grid dimensions
2. Click and drag unseated students to the grid
3. Click **Exit Design Mode**



1. Confirm **Attendance for** date
2. Click "A" for absent
3. Click "L" for late
4. The "P" button becomes active after an absence or late is recorded in order to override the record and set to **Present**.
5. Click **Post** (No attendance record will be recorded to the office until the **Post** button is selected.)
6. A check mark will appear in the **Teacher Classes Widget** next to the completed class.
7. Click **Printer Friendly Version** to print the class in the seating chart grid.

Entering Term Marks and Final: See the Teacher Gradebook Document on the Training Website