Staff View Basics – Log On, Preferences, Navigation, Attendance, Entering Term and Final Marks
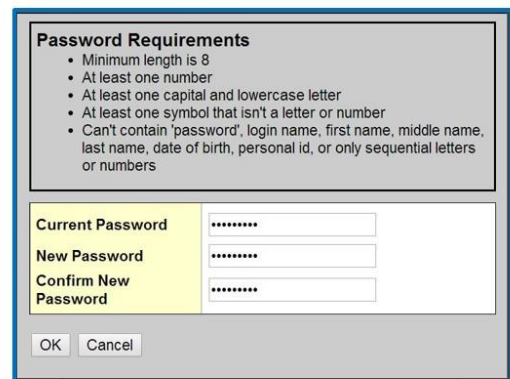
GVSD Training Website: http://myedgvsd.wikispaces.com/

MyEducation BC: https://www.myeducation.gov.bc.ca/aspen/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.

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

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

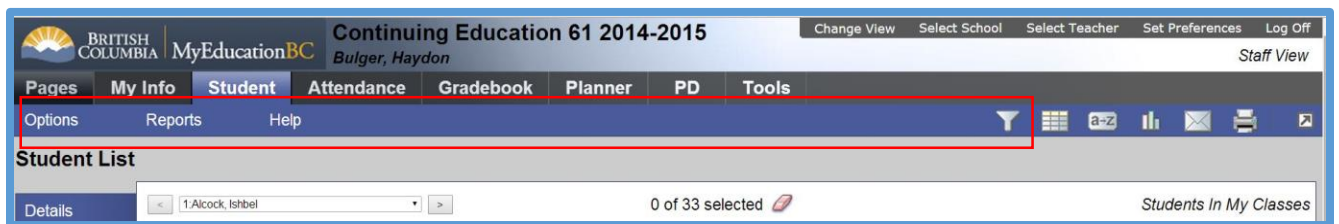## Change View & Select School If Applicable
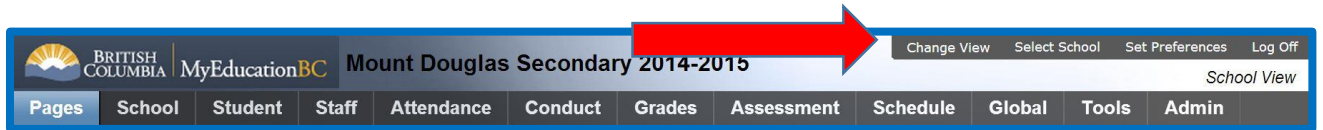
1. Select *Change View*
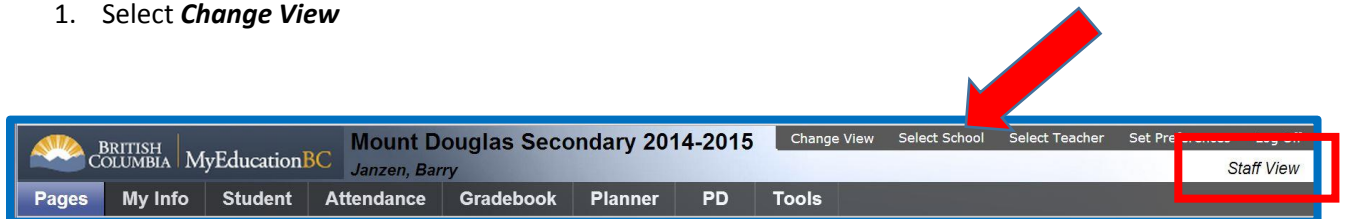
2. Choose *Staff View* from the drop down menu
3. Select School if applicable

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

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

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

4. Demographics
5. Addresses

Contacts Side Tab

1. Hyper Link to details
2. Email addresses

Attendance Side Tab

1. Daily Attendance
2. Class Attendance

Documents Side Tab – Viewing Student IEP
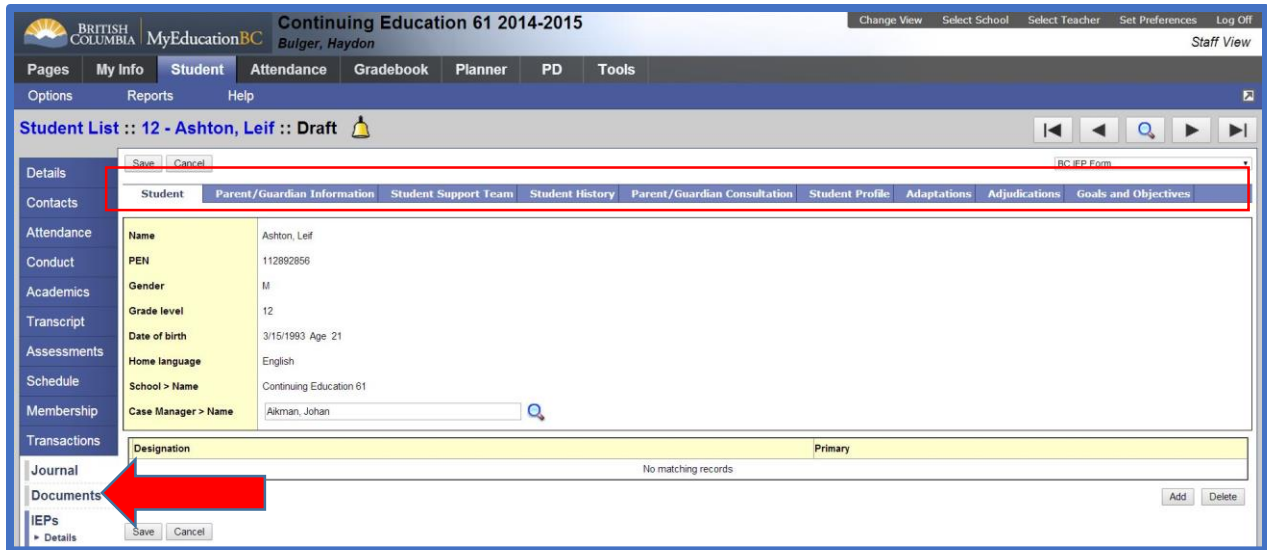
Navigation: Staff View Home Page – Teacher Classes Widget

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

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

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

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

8
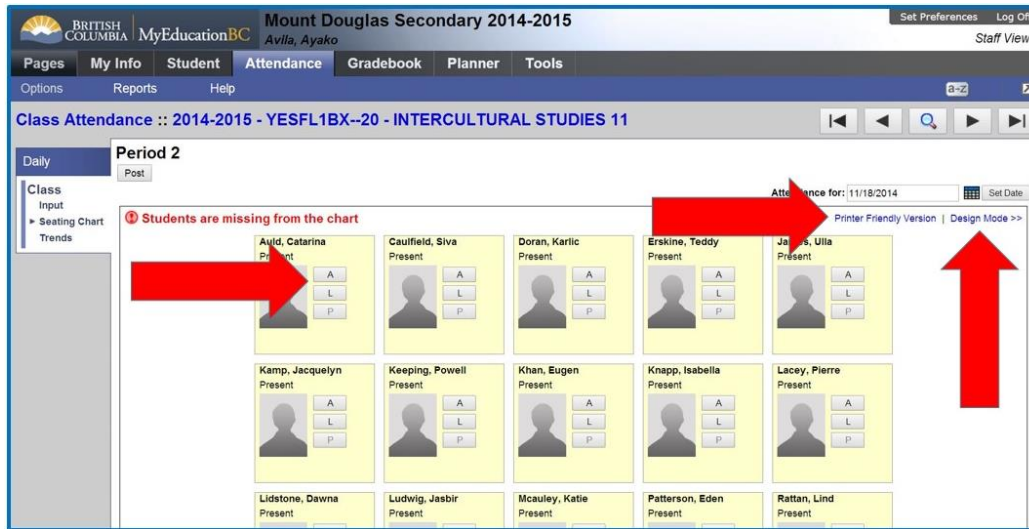
1. Confirm *Attendance for* date
2. Click "A" for absent
3. Click "L" for late
4. The "P" button becomes active after an absence or late is recorded in order to override the record and set to *Present*.
5. Click *Post* (No attendance record will be recorded to the office until the *Post* button is selected.)
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