

# MYEDUCATION BC TEACHER ON CALL GUIDE BOOK



GREATER VICTORIA SCHOOL DISTRICT 61

# Teacher On Call MyEducation BC Basics Guide Book

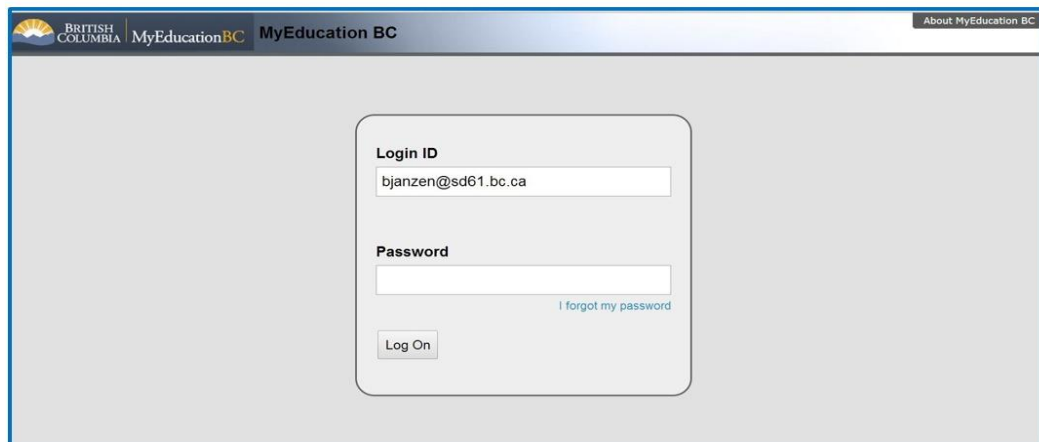
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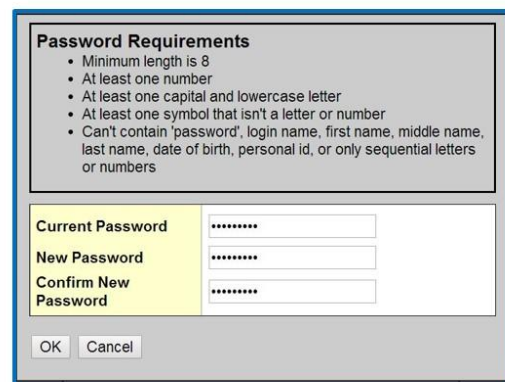
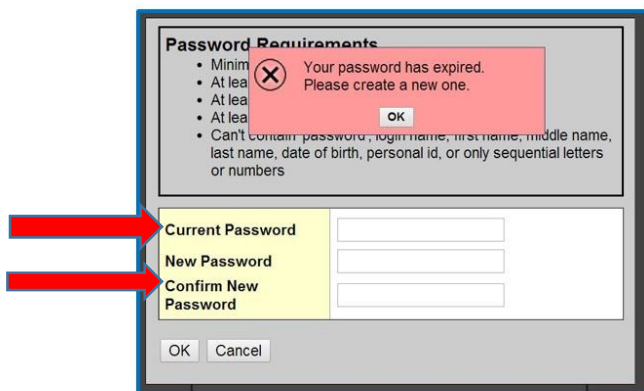
MyEducation BC: <https://www.myeducation.gov.bc.ca/aspn/logon.do>

## 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**



**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

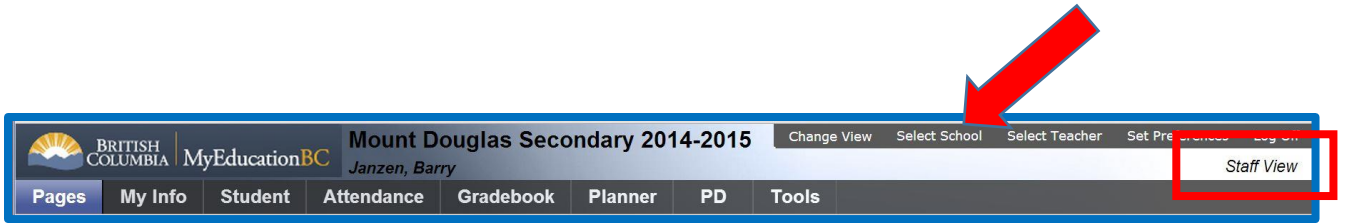
## Set User Preferences

- 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

## Change View & Select School If Applicable

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

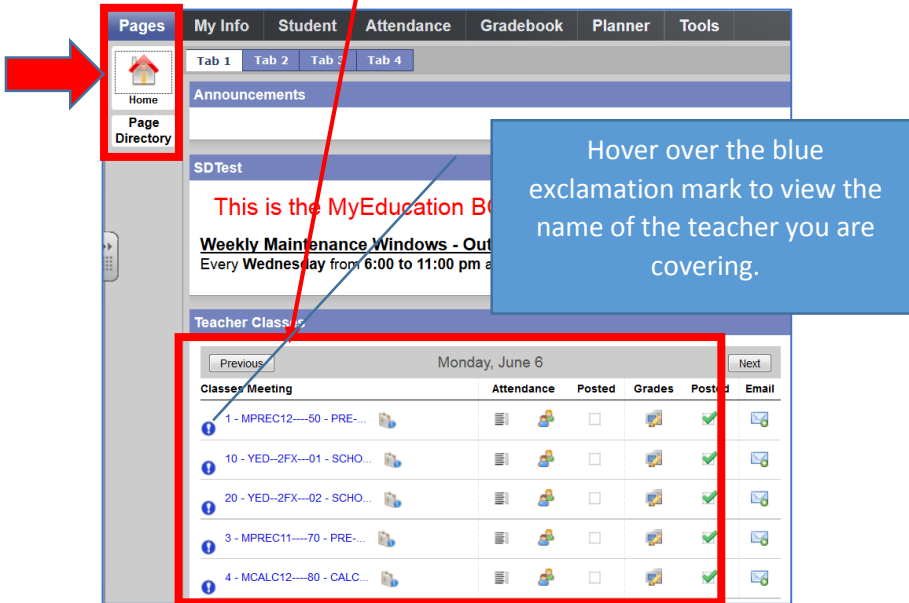
- **Select School** to access the classes you will be covering.



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

Quick access to:

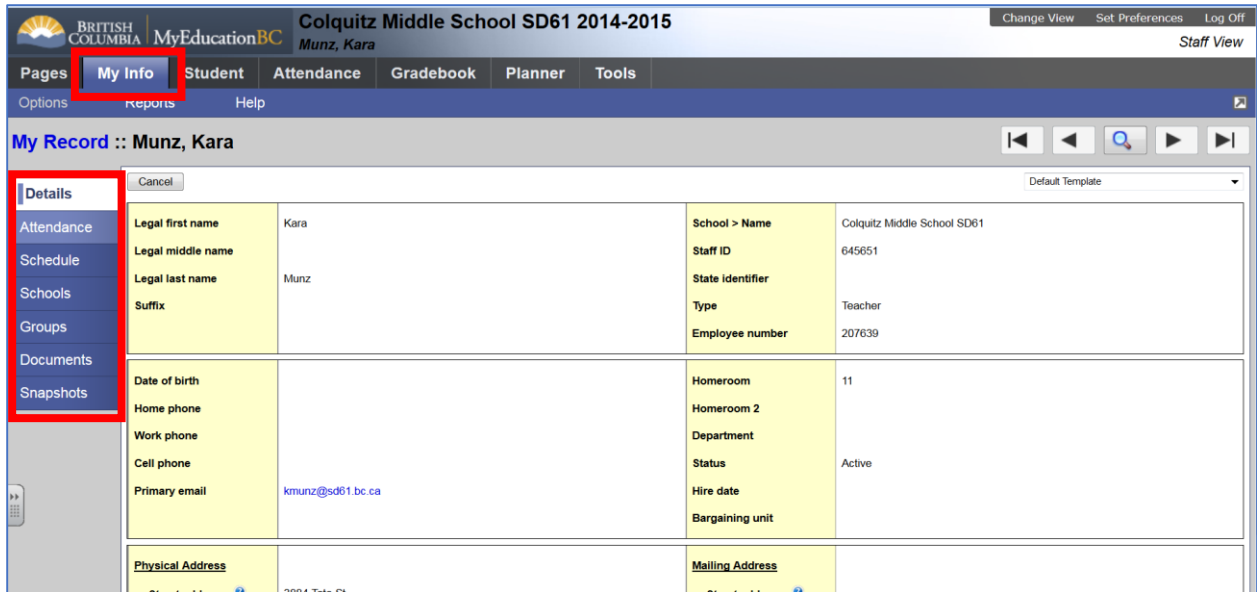
- Internal MyEducation BC webpages of which you are a member
- **Teacher classes widget** to select a class for attendance or grade input



## Navigation: **My Info** Top Tab

Quick Access to:

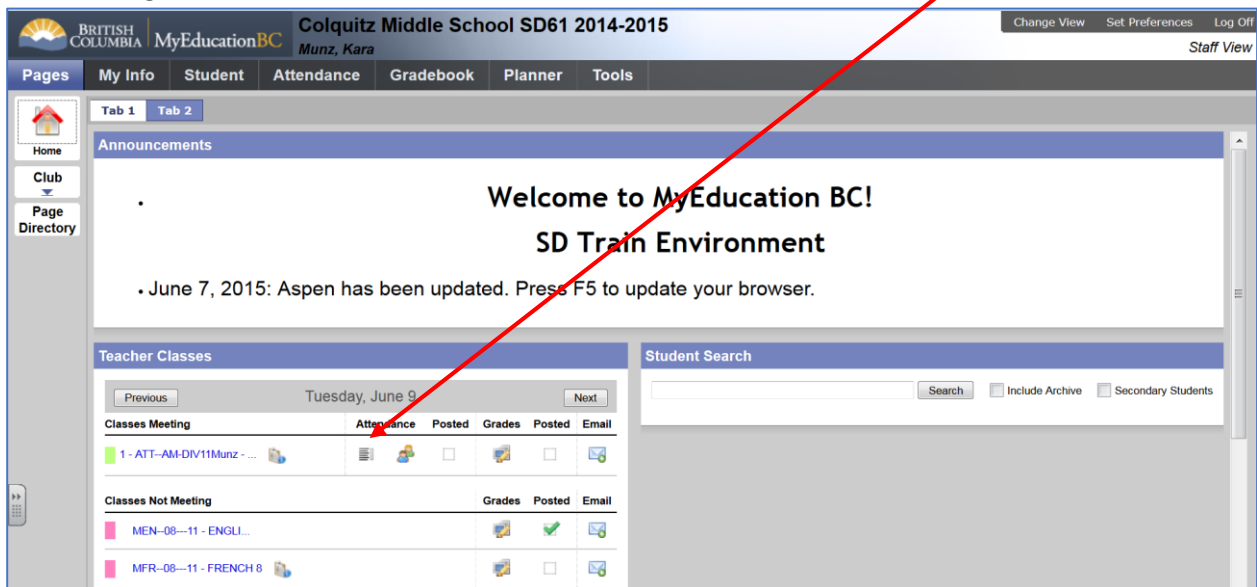
- Personal demographic information (read only)
- Teaching schedule
- View, edit, and manage internal MyEd groups created by the user



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

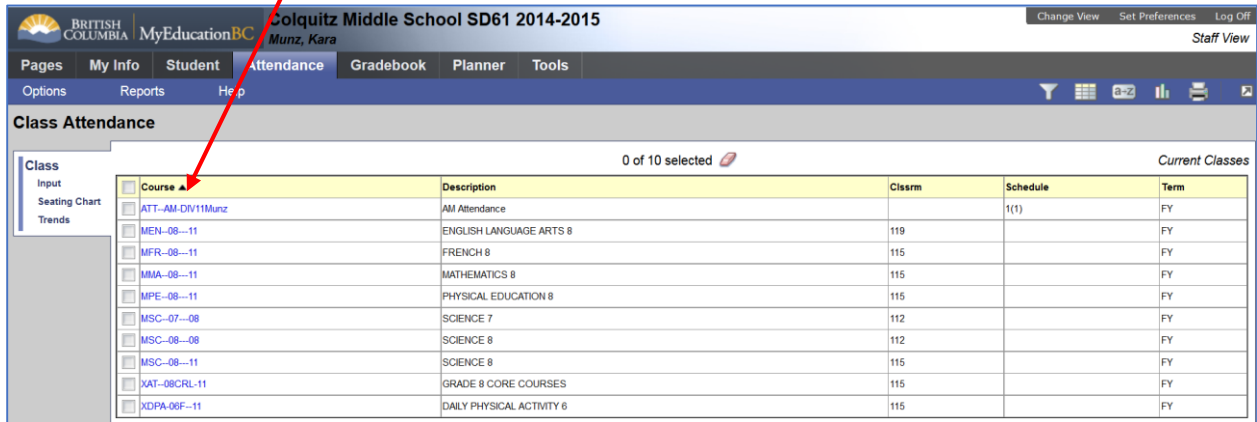
## Taking Attendance – Elementary and Middle School Class List Input

- From the **Pages** top tab
- For **Elementary** or **Middle** Schools, click on the **Attendance list icon** in the Teacher Classes widget next to the ATT—AM Course



OR...

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

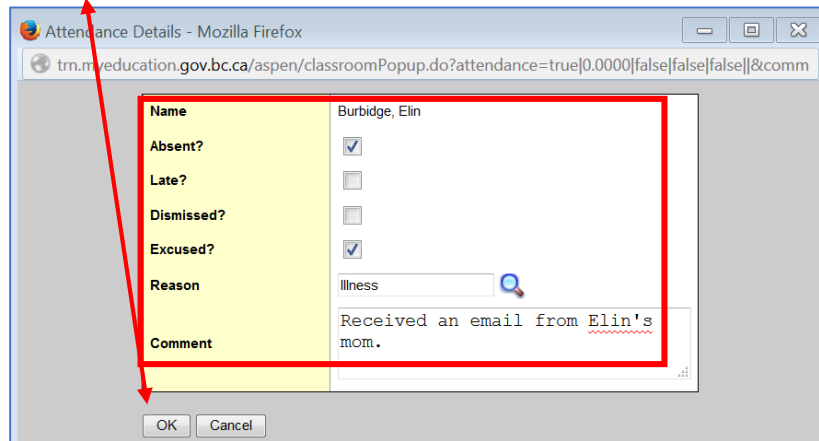


Either method will open up the same attendance entry list window as seen below.

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.**

Confirm the date or select a different date for posting

Click **Post** after entering in all attendance records for the class

Do not enter a class attendance record for a pre-existing daily record!

Click **A** for absent and **L** for Late.

Pupil #	Name	Daily Attendance	Class Attendance	Code
529489	Bodner, Rena	Present	Present	
480073	Brugge, Benson	A-E [Illness]	Present	
491359	Burbridge, Elin	Present	Present	
482963	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	Reinhart, Tannis	Present	Present	
535990	Robek, Marina	A-E [Parent Excused]	Present	
472073	Rounds, Jaspreet	Present	Present	
497846	Ruse, Susi	Present	Present	
969775	Shibata, Laina	Present	Present	

- A confirmation message appears to verify the post

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 [ed]	
480073	Brugge, Benson	Present	Present	
491359	Burbridge, Elin	L-E (11:49 AM) [Parent Excused]	L-E [ed]	
482963	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 [ed]	
473289	Moisey, Rusty	Present	Present	
473234	Murphy, Maurice	Present	Present	
474378	Reinhart, 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.

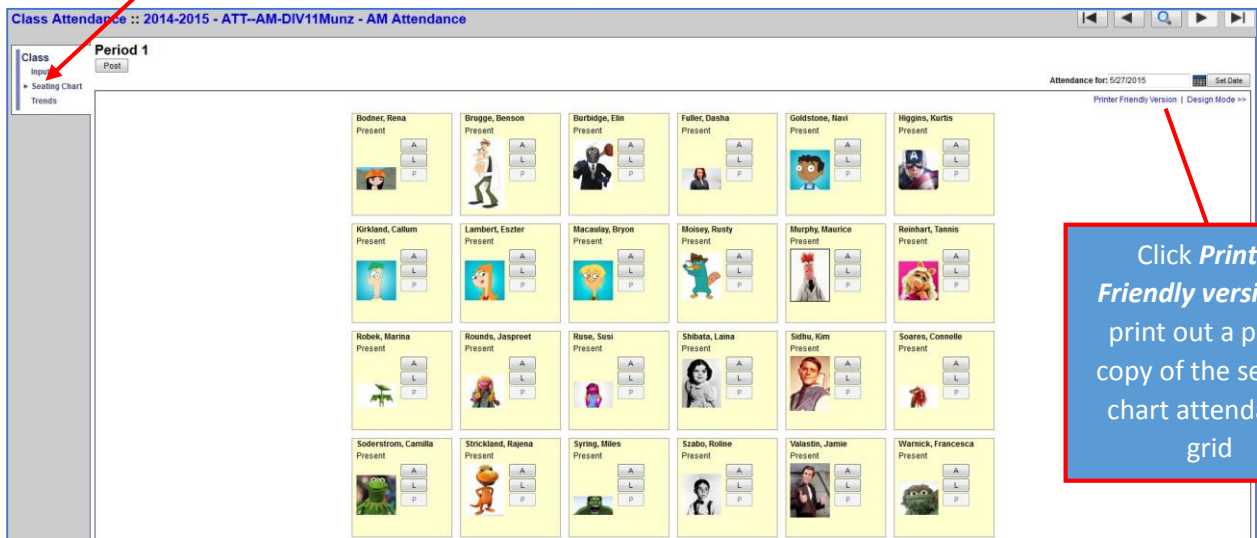
Teacher Classes

Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - ATT--AM-DIV11Munz - ...					
MEN--08--11 - ENGL...					
MFR--08--11 - FRENCH 8					

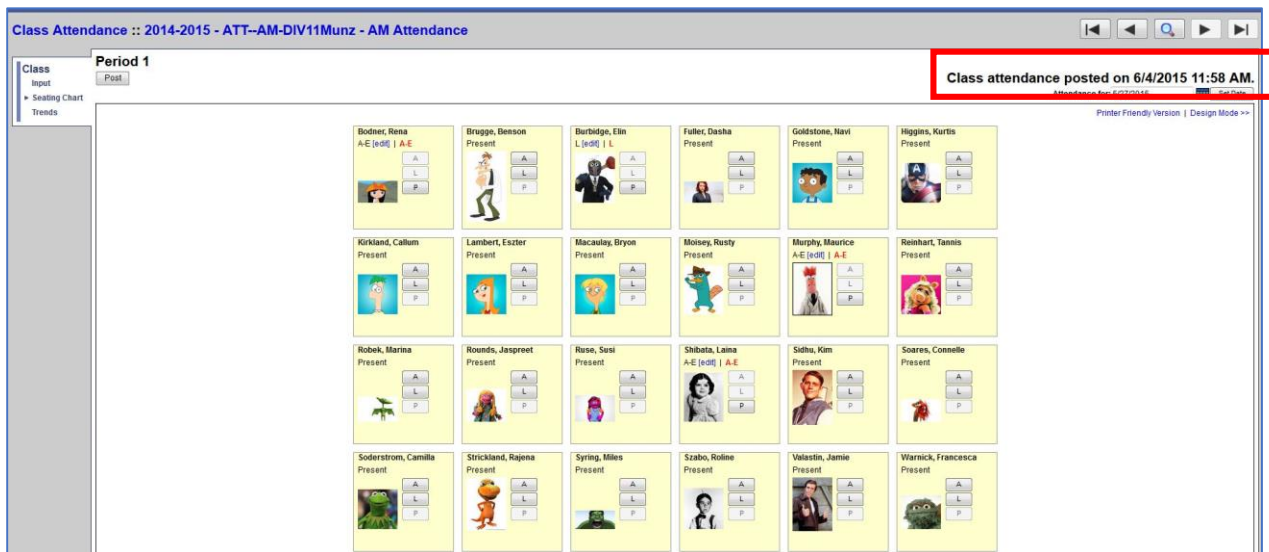
Student Search

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.**

## Taking Attendance – Secondary Class List Input

Class Attendance :: 2014-2015 - MPE--10B--10 - PHYSICAL EDUCATION 10 BOYS

Period 1

Attendance for: 11/20/2014

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.

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

Period 2

Attendance for: 11/20/2014

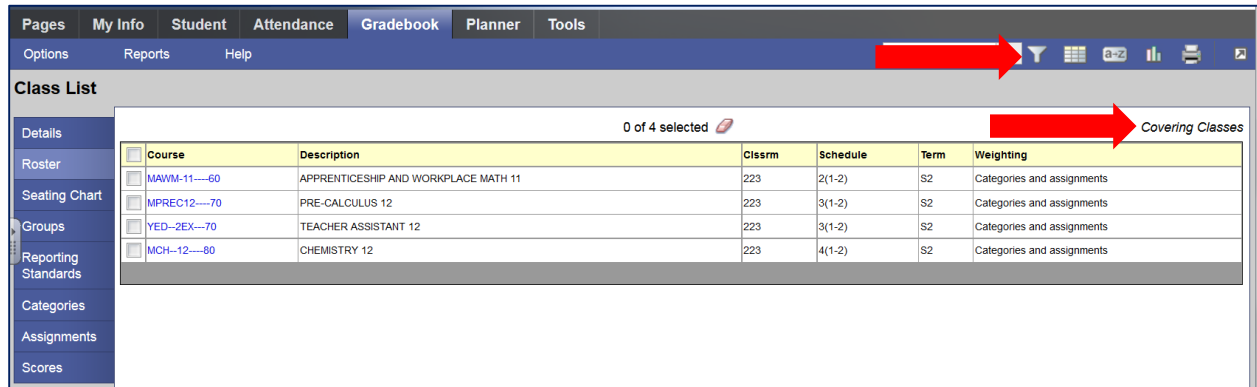
Pupil #	Name	Daily Attendance AM	Daily Attendance PM	Class Attendance	Code
1505130	Auld, Catarina	Present	Present	Present	A L P
1432876	Caulfield, Silva	Present	Present	Present	A L P
1319724	Doran, Karlic	Present	Present	Present	A L P
1484018	Erskine, Teddy	Present	Present	Present	A L P
1173597	James, Ulla	Present	Present	Present	A L P
1406410	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

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

# Gradebook

TOC's will only be assigned Gradebook access for a class in special circumstances that require the TOC to enter in marks for the teacher.


To view class rosters, assignments, and grades navigate to the Gradebook Top Tab, use the filter icon to select Covering Classes.



For more information on setting up and using the gradebook, please refer to the **Secondary Teacher Advanced Gradebook User Guide** found on the GVSD Myeducation BC training website under Secondary Teacher.

## Posting Term and Final Grades: Middle Schools

### 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 **C+**  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

Colquhitt Middle School SD61 2014-2015  
Munz, Kira

Change View Select School Select Teacher Set Preferences Log Off  
Staff View

Options Reports Help

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

Student Fields Grade Columns Term Status Class Post Grades...  
Copy of Default Fields Post Columns - Term Tri 1 Tri 1 W Tri 1 Co Tri 1

Name	Photo	UsualFirst	YOG	Term	Status	Class
Bodner, Rena		View	2020	B	G	
Brugge, Benson		View	2020	C+	S	
Burbridge, Elin		View	2020	A	E	
Fuller, Dasha		View	2020	C	N	
Soldstone, Navi		View	2020	I	N	
Higgins, Kurts		View	2020	B	G	
Kirkland, Callum		View	2020	B	G	
Lambert, Eszter		View	2020	B	G	
Macaulay, Bryon		View	2020	B	G	
Moisey, Rusty		View	2020	B	G	
Murphy, Maurice		View	2020	B	G	
Reinhart, Tannis		View	2020	B	G	

Average score 79.0 B

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

MyEducation BC: Edit Text Comment - Mozilla Firefox

trn.myeducation.gov.bc.ca/asp/textCommentEdit.do?std=stdX2000473269&colClass=GCD0000005t1Bk&deploymentId=a

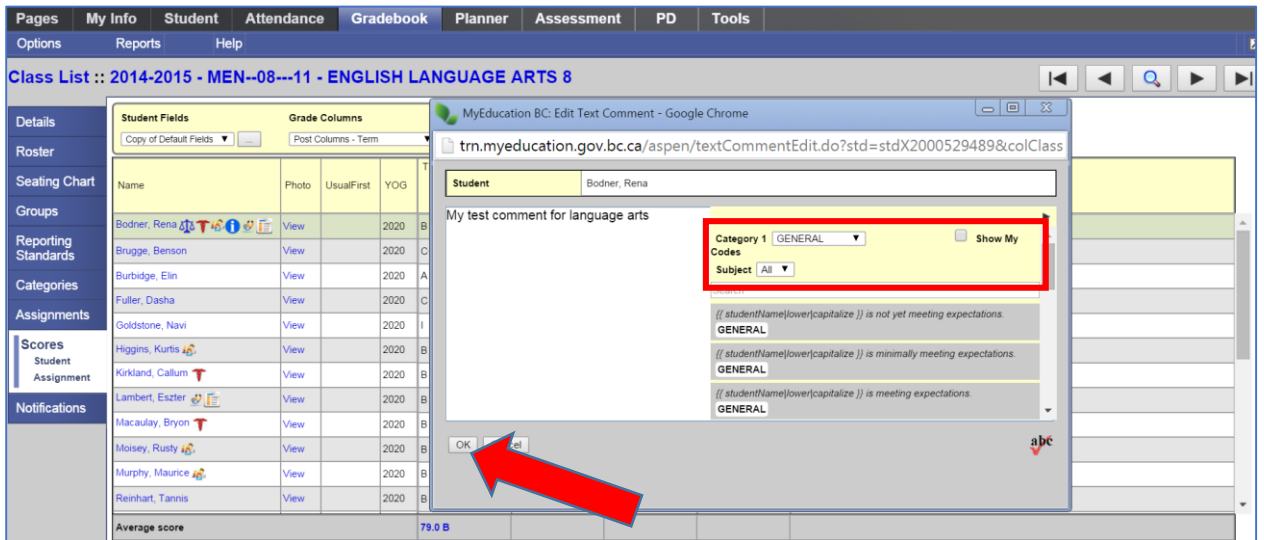
Student Moisey, Rusty

Type in this text box or click on the black triangle in the upper right corner to open the comment bank

OK Cancel

Click to check spelling abc

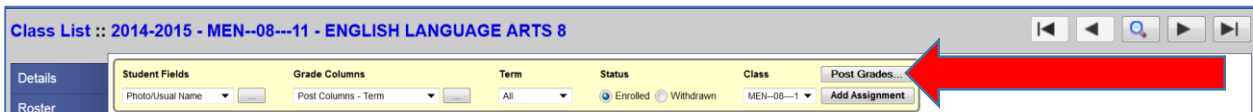
- Select the comment category
  - Click the comment to add it to the text box (multiple comments can be added with a 2000 character limit)
  - Click **OK**
  - Use **Control>D** to fill in the same comments to all field in the column below
- Important Note: Be sure to use control>D to fill down a comment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



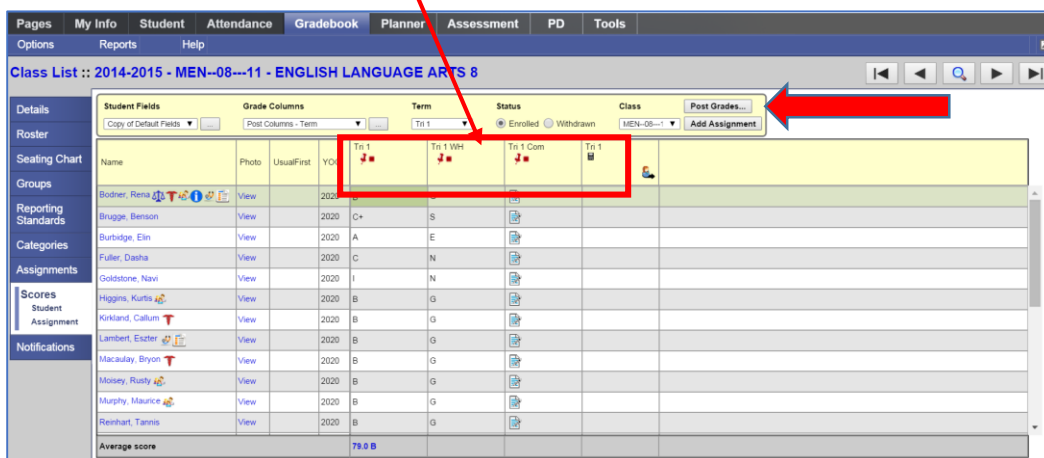
*\*Important: Be sure to insert the appropriate **work habit comment** for each student as the value entered into the system will be recorded on a student transcript, but will not print on the chosen middle school report card template unless it is entered in the comment field.*

*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.

The screenshot shows the Gradebook interface for the class '2015-2016 - XSR--08-001 - SOCIAL RESPONSIBILITY 8'. The interface includes a navigation menu on the left with options like Details, Roster, Seating Chart, Groups, Reporting Standards, Categories, Assignments, Scores, Student Assignment, and Notifications. The main area displays a table with columns for Name, YOG, Tri 1 Com, and Tri 1. A blue callout box points to the 'Tri 1 Com' column with the text 'Enter a comment only for the Social Responsibility course.' Another blue callout box points to the 'Post Grades...' button with the text 'Click Post Grades...after entering comments for all students.'

## 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 the Secondary Teacher Advanced Gradebook User Guide** to alter the default calculation weight for each term when calculating a final mark and for further details on the Gradebook functionality.
- **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.

The screenshot shows a web application interface with a gradebook table and an 'Assignment Statistics' dialog box. The dialog box displays a table of final marks for three terms. Red arrows point to navigation buttons and the 'Post Grades...' button.

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

- Repeat the process for all classes

## Posting Term and Final Grades: Secondary Schools

### Posting Term Marks

During the time for marks entry the person who is responsible for grade management will open the post columns to enable posting of progress reports and term grades.

#### 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 (Q1,2,3, or 4)
- Confirm the class from the **Class** drop down window

#### If you are NOT using the MyEd Gradebook to track assignments:

Enter the appropriate quarter term grade (Q1,2,3, or 4) manually by clicking into the grade cell next to the student and type in a percent. Type **Return** to move down the column or **Tab** to move across the row. (The system saves each time you leave a cell)

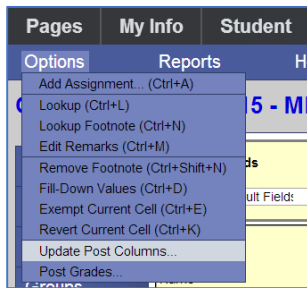


Enter Work Habits, Comments, and Post grades as per the instructions starting on page 18.

Student Fields Default Fields		Grade Columns Post Columns - Term		Term Q4		Status Enrolled		Class Math 9 - MM		Post Grades...	Add Assignment
Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final	Update		Green push pins indicates marks entry is available			

If you are using the MyEd gradebook for categories and assignments you can auto-populate the terms mark from your gradebook:

1. Select **Options>Update Post Columns...**



### Step 1 of 3

- Select the appropriate grade term (Q1,2,3, or 4) from the Grade Term Drop-Down Window
- Click **Next**

### Step 2 of 3

This step determines cumulative versus term assessment (non-cumulative) and is only applicable in Q2 or Q4.

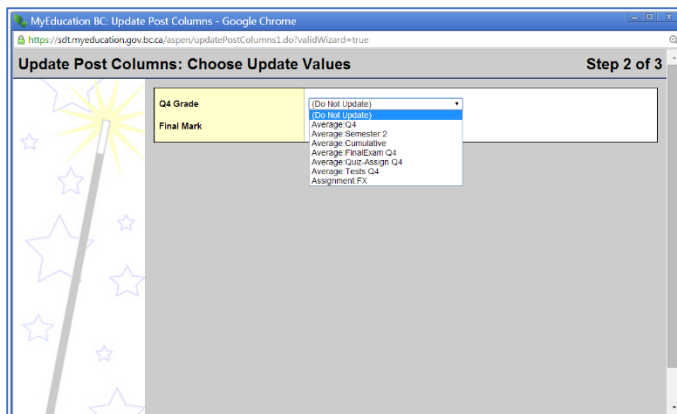
Choose 1 of the following options from the drop down window:

- **Average: Q1, Q2, Q3, or Q4** - update the chosen quarter grade using **only the assignment scores** from that quarter
- **Average: Semester 1 or 2** - update the Q2 or Q4 grade based on the last half of the year grade terms (Likely used for linear courses)
- **Average: Cumulative** - update term grades using the cumulative average **that includes assignment scores from the previous term(s)**. **\*Important – Any scores already entered for term 2 or 4 when posting term 1 or 3 marks will be included in the average cumulative calculation.**

**All other options allow the user to update term marks based on a single category ie. Quizzes/Assign**

The Final Mark drop down menu has only one option: **District Calculation**

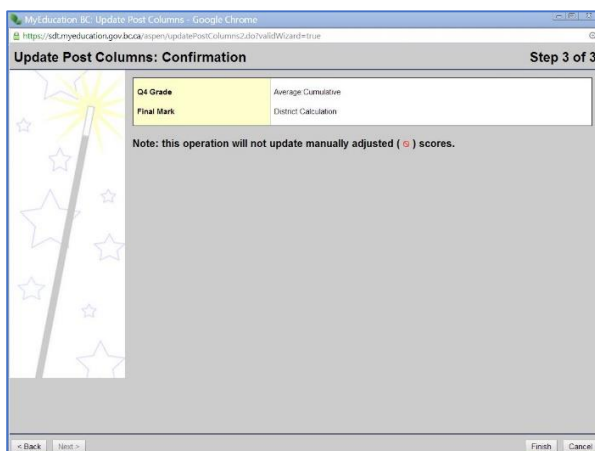
Click **Next**



**Step 3 of 3**

This is a confirmation screen that also reminds the user that the auto calculation process will not override any term marks edited manually. **It is important to remember that the teacher may type in a term or final mark, overriding the auto calculation.**

Click **Finish**



The system will auto fill the **chosen term grade column**.

Name	Photo	UsualFirst	YOG	Q3 Grade	Q3 WH	Q3 Com
Alcock, Sormer			201	55		
Fitzpatrick, Jacqueline			201	80		
Hacking, Kami			201	61		
Jupe, Corrina			201	75		
Krawchuk, Val			201	79		
Lotts, Delcie			201	79		
McDougall, Goldie			201	80		
Roe, Aggie			201	75		
Sadoway, Martha			201	81		
Somerton, Dominique			201	49		
Tasse, Evelyn			201	86		
Average score				72.7 C+		

*It is important to note that teachers may manually enter any grades in the term or final grades column, overriding the auto-calculation process.*

### Enter Work Habits and Comments

Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final

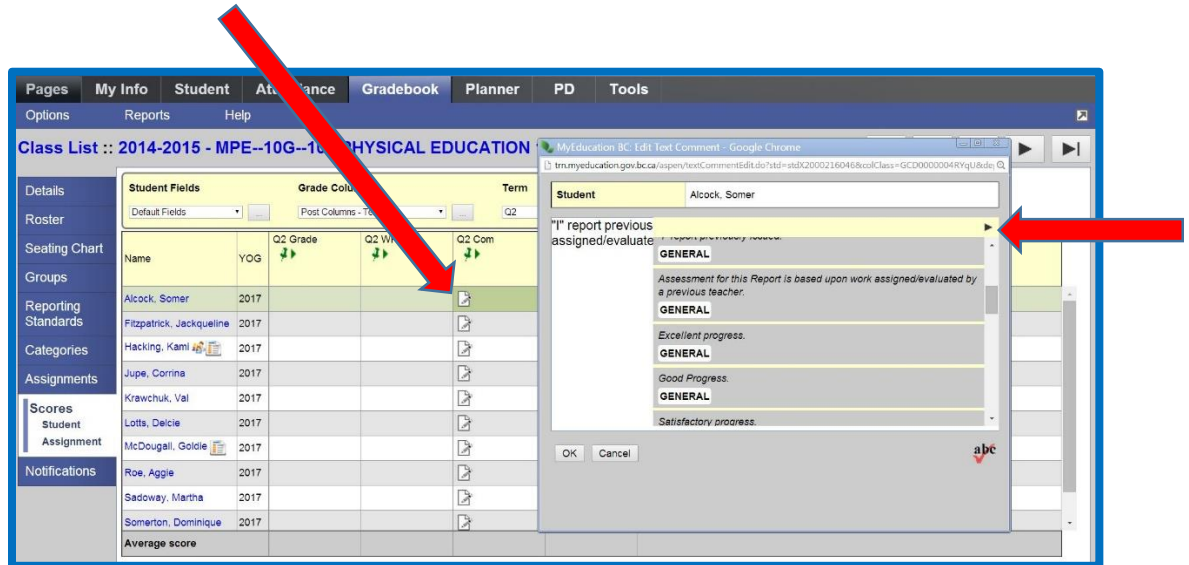
### Entering Work Habits

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

Q1	Q1 Grade	Q1 WH	Q1 Com

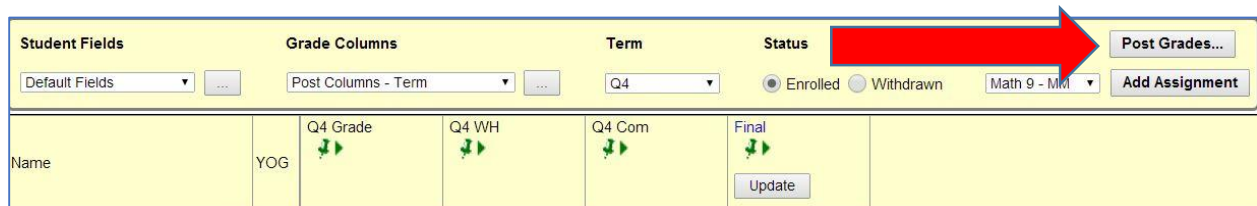
## Entering Comments

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



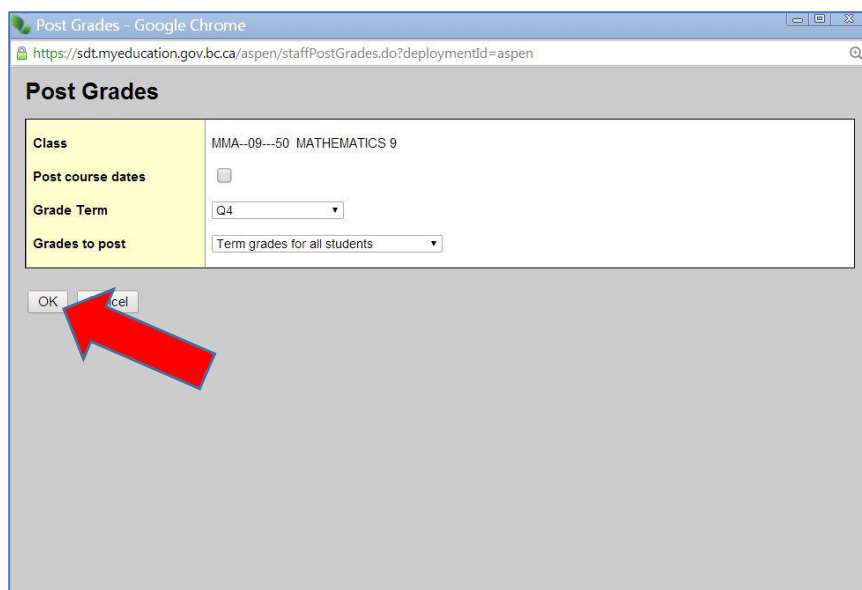
- Type in the text box (or copy>paste from a word doc)
- or click on the black triangle in the upper right corner to open the comment bank *\*Teachers may create their own comments and store them in the system. See Appendix B*
- Select the comment category
- Click the comment to add it to the text box (multiple comments can be added)
- Click **OK**
- Use Control>**D** to fill in the same comments to all cells in the column below. **Be sure to use this feature first and then edit and update student comments as necessary. This feature will overwrite any existing comments in the cells below. DO not use CNTL>D when using comments that contain replacement tokens for student names.**

Click **Post Grades...**




Click **OK**

**TEACHERS MUST POST GRADES IN ORDER FOR TRANSCRIPT RECORDS TO BE RECORDED TO THE OFFICE.**



The push pins will turn Red allowing the user to repost until the posting period expires.

- Post column averages that are manually adjusted are marked with a  symbol. These values will not be recalculated if the **Update Post Columns** option is repeated.
- Administrators may have authority to change Post Column values. Modified values will be marked with a **blue exclamation point**. Hovering over the icon will display a message regarding the modification entered by the administrator who changed it.

## Posting Final Marks

At the end of the course (Q2 or Q4) it is necessary to enter a final mark for posting.

Click the **Update** button in the Final Marks column to auto-populate the column. The values will be calculated based on the Grade Calculation Weights setting for the course set up from the **Gradebook Top Tab>Details Side Tab**. See **Setting Grade Calculation Weights** on page 4 of this document. Click the blue **Final** hyper link to view the calculation weights.

Click on any cell in the **Final** field to manually change a final mark.

Student Fields	Grade Columns	Term	Status	Class	Post Grades...
Default Fields	Post Columns - Term	Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Math 9 - MM	Add Assignment
Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final
					 Update

Alternatively the teacher may choose to use the **Cumulative** column values to enter manually in the **Final** column.

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

Options Reports Help

Class List :: 2015-2016 - MMA--09C---30 - MATHEMATICS 9 CHALLENGE

Details Roster Seating Chart Groups Reporting Standards Categories Assignments Scores Student Assignment

Student Fields	Grade Columns			Term	Status	Class			
w/Usual Name and Phot	All			Q1	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MMA--09C--3	Add Assignment		
Name	UsualFirst	Photo	Missing	Q1	Q1	Cumulative	Quiz 2 09/08 Quizzes 20 pts.	Q1 test 09/08 Tests 50 pts.	Quiz 1 09/12 Quizzes 20 pts.
Ajmani, Jeet	Jeet		0	91.3 A	91.3 A	91.3 A	18	48	15
Blecha, Lucy	Lucy		0	78.8 B	78.8 B	78.8 B	20	35	18
Buckham, Madison	Madison	<a href="#">View</a>	0	92.2 A	92.2 A	92.2 A	15	48	19
Burleson, Hailey	Hailey		0	59.6 C	59.6 C	59.6 C	11	25	20
Churchill, Caris	Caris		0	79.5 B	79.5 B	79.5 B	13	45	11
Average score				81.1 B	81.1 B	81.1 B	16.0 B	41.1	15.7 B

Click **Post Grades**

Student Fields	Grade Columns			Term	Status	Post Grades...
Default Fields	Post Columns - Term			Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Math 9 - MM
Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final	Update