

# Getting Ready for the Family and Student Portal: A Guide for Teachers

## 1. Gradebook Preferences

### Set Preference

**Enable gradebook features:** This check box must be selected in order to use the internal gradebook in MyEducation BC

**Publish Assignment Statistics:** Selecting this check box will display class averages in the portal. (It is recommended that this check box be left unchecked)

All other gradebook preferences are outlined in **the Secondary Teacher Advanced Gradebook User Guide** found at the following website: <https://myed.sd61.bc.ca/secondary/teacher/>

Shade alternate lines ☒

Track administrator updates ☒

Tab direction: Across

Show studies ☐

Enable gradebook features ☒

Assignment column order: Sequence number

Show points in headers ☒

Show category names in headers ☒

Publish assignment statistics ☐

Anchor averages ☒

OK Cancel

11/17	11/17	11/23	12/27
Nat Poem	Quiz 2	Stopping	Ch 1
Total 6 pts.	Total 19 pts.	Total 6 pts.	Total 6 pts.
4	14	5	4
4.5	15	5	3.5
4	18	6	4.5
0	0	0	0
4	13	5.5	3
6	16	6	6
4	18	4	4
5	18	5.5	5
5	13	5.5	3.5
4.5	16	0	4.5
6	7	5.5	4
4.5	17	0	5
4.5	18	5.5	5
4.0 C+	14.0 B	4.0 C+	4.0 C+

## 2. Class Set Up

**Gradebook Top Tab>Select a class>Details Side Tab**

Select the **Portal Notes** check box.

Enter notes about this class viewable by students and families via the portal. ie link to class website

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

Class List :: 2016-2017 - MEN--10----01 - ENGLISH 10

**Details**

Options Reports Help

Save Cancel

Course Nickname MEN--10----01

Description ENGLISH 10

Classroom 42

Schedule A(3) B(1.5) C-E(4) D(2)

Schedule term S1

Team

House

Average Mode Gradebook Default

Averages grade scale Gradebook Default

Portal Notes ☒ Show Notes on Portals

Welcome to English 10.

Expand All | Collapse All

Classes linked for assignments and categories:

Categories

Drop mode

Grade calculation weights

### 3. Assignment Set Up

#### General:

- Date Assigned and Due Date: These dates will appear in the portal for students and families and will populate the calendar from the **Planner** top tab.
- Online Submission
  - By entering an open and close date the teacher will allow students to upload completed assignments from the portal. The teacher can download assignments from within their gradebook for assessment.
- Visibility Type: Must be set to **Public** in order for the assignment to be included in the average calculation visible to students and families. (See details below)
- Resources Provided by the Teacher
  - Add File: Upload assignment criteria or resource material to be accessed by students and families from within the portal
  - Add Weblink: Add a link to supplemental assignment criteria or resources viewable from within the portal.
- Grade Term: Used to set the grade term to be used for average calculation for this assignment.

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

Class List :: 2016-2017 - MEN--10----01 - ENGLISH 10 :: Portal Test Assignment

Options Reports Help

+ Save and New Save Cancel Copy

Default Template

**General** Portal Description

Classes \* MEN--10----01 (selected)

Category \* Total

GB column name \* Port Test

Assignment name \* Portal Test Assignment

Date assigned \* 1/16/2017

Date due \* 1/26/2017

Total points \* 6.0

**Online submission**

Allow online submission ☒

Open date 1/16/2017 Start time 12:00 AM

Close date 1/26/2017 End time 11:59 PM

**Options**

Extra credit ☐

Extra credit points 0.0

Sequence number 26

Score not droppable ☒

Visibility type Public

Entry mode Numeric Only

Grade Scale Provincial Mark Scale Final Marks

Grade Term \* Q2

Exclude from averages ☐

Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

**Resources Provided by the Teacher**

Add File Add Weblink Drag and Drop from My Resources

+ Save and New Save Cancel

## Portal Description:

Select the Portal Description tab to add details about the assignment viewable on the portal.

Options Reports Help

+ Save and New Save Cancel Copy

General **Portal Description**

Arial 12 Normal A B I U x x I x

Describe the content and criteria of the assignment here...viewable in the student portal. Use the tools above to customize the look of the description.


body p

**Resources Provided by the Teacher**

Add File Add Weblink Drag and Drop from My Resources



## Viewing and Updating All Assignments in a Class


**Gradebook Top Tab>Select a class>Assignments Side Tab**

\*Optional\* Use the  **Visibility Type** field set to view the visibility type set for all assignments. Visibility type must be set to **Public** for viewing in the portal.

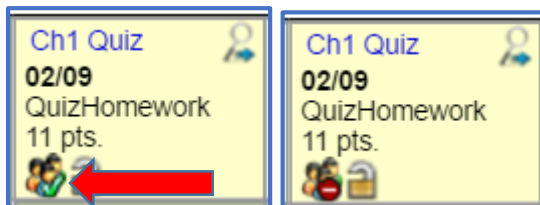
Note: If any assignment is set to **Private** this will remove this assignment from the calculation of the average viewable in the portal. The average in the teacher gradebook will be different then what is seen in the portal.

Click the Portal View icon in the gradebook from the **Scores** side tab to view the averages as seen in the portal view. If all assignments are set to **Public** they will be identical.

Q4 	Q4 
86.1 A	85.2 B
58.2 C-	56.4 C-
80.3 B	79.2 B



Teachers may click the **family icon** in the header for each assignment from the scores side tab to turn the visibility type to public or private. (Green check box = Public)



From the Assignments side tab teachers can use **Options>Modify list** or **Options>Mass update** to change the values in selected columns within this list.

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

## Class List :: 2016-2017 - MEN--10----01 - ENGLISH 10

**Options ▾** **Reports ▾** **Help ▾**

Grade Columns Term Display

All Q2 Grade Color

Name	YOG	Missing
	2019	0
	2017	0
	2019	0
	2017	0
	2019	0
	2019	0
	2019	0
	2019	0
	2019	0
	2018	0
	2019	0
	2019	0
	2019	0
	2018	0
	2018	0
	2018	0

Average score

**Scores**  
 Student  
 Assignment

MyEducation BC: Edit Text Comment - Google Chrome

Secure | https://sdt.myeducation.gov.bc.ca/aspen/textRemarkEdit.do?std

Student De Melo, Mateo

### Assignment feedback

(visible to students and parents)

Provide feedback on this assignment visible in the student portal.

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### Teacher's Notes

Leave notes on this assignment visible to the teacher only.

Save Cancel

01/04  
Chry Ess  
Total  
24 pts.  
14  
14  
**16**  
0  
14  
20  
14  
16  
12  
16  
14  
18  
16  
12  
12  
12  
**13.0**

## 4. Notifying Students and Families about Portal Updates

Teachers may wish to notify or remind students and families to check the portal from time to time or after key assignments have been graded.

### ***Pages Top Tab>Teacher Classes Widget***

Click the email icon next to the desired class to send email reminders and updates to students and families.

Classes Meeting	Attendance	Posted	Grades	Posted	Email
8:30 AM A - MCOM-11---01 - COMM...					
8:30 AM A - MCOM-12---01 - COMM...					
9:45 AM B - MEN-10---01 - ENGL...					
11:00 AM C - MEN-10---02 - ENGL...					
1:00 PM E - MEN-10---02 - ENGL...					

- Select the ***Students*** and ***Contacts*** check box
- Enter teacher email address to receive a copy of the email
- Enter a subject
- Add an attachment as required
- Enter the email message
- Click ***Send***

*Notes: Recipients are blind cc'ed. Replies will come to the sender (User account currently logged in)*

Mass Email - Google Chrome

Secure | <https://sdt.myeducation.gov.bc.ca/aspen/studentMassEmail.do>

From: Janzen, Barry <bjanzen@sd61.bc.ca>

To: [Redacted]

☒ Students ☒ Contacts ☐ Teachers

☒ Include Primary Email Address ☐ Include Alternate Email Address

Bcc: enter your email address here to retain a copy in Outlook

Subject: Portal Update

Attachment: Add File

Enter message here.

body p

Send Cancel

## 5. What does the portal look like from a student or family perspective?

To view the student or family portal interface and training materials please refer to the following website: <https://myed.sd61.bc.ca/resources-links/family-student-portal/>

## 6. Cumulative Assessment in the Portal

The latest update of MyEducation BC includes the ability for schools to enable cumulative assessment values to be displayed in the student portal.

Pages My Info Academics Groups Calendar Locker

Classes :: MSC-10---01 - SCIENCE 10

Details Assignments Attendance

Teacher: Beaucage, Dominique Classroom: 07

**Attendance Summary**

Type	Q1	Q2	Q3	Q4	Year
Absent					1
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

**Average Summary**

Category	Weight	Cumulative average
Assignments	40.0%	
	Avg	94.6 A
Tests and Quizzes	60.0%	
	Avg	97.9 A
Gradebook average		
Posted grade		
Semester 1 running total		90.9 A
Semester 2 running total		
Cumulative		90.9 A