# 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/

Lambrick Park High School 201				Staff View		chool
Set Preferences - Google Chrome	X					
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General Student Missing Assignments	Averages					
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Track administrator updates	•				<b>M</b>	
Tab direction	Across 🔻	Clas: ME		ld Assignment	Ö	
Show studies Enable gradebook features Assignment column order	Sequense number •		11/17 Nat Poem Total 6 pts.	11/17 Quiz 2 Total 19 pts.	11/23 Stopping Total 6 pts.	12/27 Ch 1 Total 6 pts.
Show points in headers			🍪 🔒 🔏	🍫 🗎 🔏	🍪 🔒 🔏	<b>\$</b> 2
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			0	0	0	0
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			6	16	6	6
			4	18	4	4
			5			
			-	13	5.5	3.5
			4.5 6	16 7	0	4.5
				17	0.0	
			4.5	17	5.5	5
			4.5 4.0 C+	18 14.0 B	0.0 4.0 C+	0 4.0 C+
			4			

### 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 Li	st :: 2016-	2017 - ME	N1001 - E	ENGLISH 10				
Details	Opti	ons	orts 🗸 🛛 Help 🗸					
Roster	E s	ave 🗙 Car	icel					
Seating Chart								
Chart	Cours	se Nickname	MEN1001					
Groups	Desc	ription	ENGLISH 10					
Denetien	Class	sroom	42					
Reporting Standards	Sche	dule	A(3) B(1,5) C-E	(4) D(2)				
Categories	Sche	dule term	S1					
-	Team	1						
Assignmen	ts Hous	e						
Scores	Avera	age Mode	Gradebook De	fault 🔻				
	Avera	ages grade scal	Gradebook De	fault	¥			
	Porta	I Notes	Show Note	es on Portals				
			Welcome to E	nglish 10.				
			L					
		id All   Collapse						
			or assignments and	l categories:				
		Categories						
		Drop mode						
	) (	Grade calculation	on 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	r Info Student	Attendance G	iradebook	Planner	Assessmen	it PD	Tools							
Class List ::	2016-2017 - MEN	1001 - ENG	GLISH 10 ::	Portal Te	est Assignm	nent					•	Q	►	
Details	Options - Repor	rts ▼ Help ▼												
Roster	🖹 + Save and New		An o								efault Te			-
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Chart	General Porta	al Description												
Groups	Classes *	MEN1001 (sele	ected)					Options						
Reporting Standards	Category *	Total	٩					Extra credit						
	GB column name *	Port Test						Extra credit points	0.0					
Categories	Assignment name *	Portal Test Assignm	nent					Sequence number	26					
Assignments	Defe series of t	1/16/2017						Score not droppable	2	_				
	Date assigned *							Visibility type	Public					
Scores	Date due *	1/26/2017						Entry mode	Numeric Only					
	Total points *	6.0						Grade Scale	Provincial Mark Scale Final Marks		Q			
	Online submission							Grade Term *	Q2 Q					
	Allow online submission							Exclude from averages						
	Open date	1/16/2017	🎹 S	tart time 12:0	00 AM			Recurring Options	None      Daily      Weekly      Monthly					
	Close date	1/26/2017	E	nd time 11:59	9 PM									
	Resources Provided	by the Teacher												
	Add File		Add Weblin	k		闷 Drag and	Drop from My Resour	ces						
	🖺 🕂 Save and New	🖺 Save 🗶 🤇	Cancel											

# Portal Description:

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

Details	Options ▼ Reports ▼ Help ▼
Roster	임 + Save and New 임 Save X Cancel 연 Copy
Seating Chart	General Portal Description
Groups	
Reporting Standards	Arial - 12 - Normal - A- B I U X, X Ix
Categories	Describe the content and criteria of the assignment hereviewable in the student portal. Use the tools above to customize the look of the description.
Assignments ▶ Details	
Scores	
	body p
	Resources Provided by the Teacher
	Add File 🗞 Add Weblink.

#### Viewing and Updating All Assignments in a Class

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

\*Optional\* Use the *Visibility Type* field set **use 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 N	ly Info	Student Attende	ance Gradeboo	ok Plar	nner Asse	essment	PD	Tools							
Class List :	lass List :: 2016-2017 - MEN1001 - ENGLISH 10														
Details	Optio	ns 🔻 Reports 🔻	Help	h on DateAs	ign 🔍	Y	a→z	16 B							
Roster								0 of 9 sele	cted 🥥						
Seating Chart		AssignmentName	GBColumnName	Visibility	DateAsgn	DateDue	Points	AssmtWeight	Grade Term > ID						
Groups		Nat Poem	Nat Poem	Public	11/15/2016	11/17/2016	6.0	1.0	Q2						
Reporting		Quiz 2	Quiz 2	Public	11/17/2016	11/17/2016	19.0	1.0	Q2						
Standards		Stopping	Stopping	Public	11/21/2016	11/23/2016	6.0	1.0	Q2						
Categories		Ch 1	Ch 1	Public	11/28/2016	12/27/2016	6.0	1.0	Q2						
Assignments		Nuclear	Nuclear	Public	12/1/2016	12/2/2016	24.0	1.0	Q2						
Details		Murder	Murder	Public	12/6/2016	1/4/2017	12.0	1.0	Q2						
Scores		Ch 10/11	Ch 10/11	Public	12/12/2016	1/4/2017	6.0	1.0	Q2						
		Chry Ess	Chry Ess	Public	12/15/2016	1/4/2017	24.0	1.0	Q2						
		Portal Test Assignment	Port Test	Public	1/16/2017	1/26/2017	6.0	1.0	Q2						
	4														

#### Adding Feedback for Student Assignments Viewable in the Portal

#### Gradebook Top Tab>Scores Side Tab

- Click the speech bubble next to a score in the gradebook
- Enter Assignment feedback in the top box of the pop-up window that is visible in the portal.
- Enter Teacher's notes in the bottom box that is visible only to the teacher.

Pages	My Info	Student	Attenda	nce Gr	adebook	Planner		MyEducation BC	: Edit Text Comment - Google Chrome		×	
Class Lis	st :: 2016-	2017 - ME	N10(	01 - ENG	LISH 10	æ		▲ Secure   htt	:ps:// <mark>sdt.myeducation.gov.bc.ca</mark> /aspen/te	extRemarkEdit.do?st	td Q	. ◄
Details								Student	De Melo, Mateo			
Details	Opti	ons 🗸 🛛 Re	ports 🗸 🛛 H	lelp 👻				Assignment fee	dback (visible to students and parents)			
Roster	Grade	Columns		Term	Display		5		this assignment visible in the student portal.			
Seating	All		۰	Q2	▼	ie 🔘 Color						
Chart							1					01/04
Groups	Nam	e			YOG	Missing 🖬						Chry Ess Total
Reporting												24 pts. 🎊 🗎 🚨
Standards					§7 2019	0	1					14
Categories					§? 2017	0						14
Assignmen	ts				§? 2019	0						16 📮
					§? 2017	0		Teacher's Notes				0
Scores Student					§? 2019	0	1	Leave notes on this a	assignment visible to the teacher only.			14
Assignment				-	<ul><li>\$? 2019</li><li>\$? 2019</li></ul>	0	-					20
				_	57 2019 57 2019	0						16
					57 2019 57 2019	0						12
					§? 2018	0						16
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## 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.

ages	My Info	Student	Attendance	Gradebook	Plann	her	Assess	nent	PD	Tools
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age ectory	Velcome to	MyEducatior	ו BC							
	Weekly N	Maintenan	MyEduca ce Windows - ( m 6:00 to 11:00 p	Outages may	be requ	uired	) to 11:00	<b>am</b> . If ou	itages are	e require
Т	eacher Cla	sses								
	eacher Cla Previous	_	-	Monday, Jan	uary 16		-	-	-	Next
		]		Monday, Jan	uary 16 Atten	dance	Posted	Grades	Posted	Next Email
	Previous Classes Me	eting	M-1101 - COMM			dance	Posted	Grades	Posted V	
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	Previous Classes Me 8:30 8:30 9:45	eting ) AM A - MCO ) AM A - MCO 5 AM B - MEN-	M-1201 - COMM		Atten	đ đ		<b>1</b>	<b>X</b>	Email

- 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)

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From:	Janzen, Barry <t< th=""><th>janzen@sd61.bc.</th><th>ca&gt;</th><th></th><th></th></t<>	janzen@sd61.bc.	ca>		
To:					
	Students	<ul> <li>Contacts</li> </ul>	Teachers		Total Rec
	Include Prima	ary Email Address			
		nate Email Addres			
Bcc:		address here to re	tain a copy in Out	utlook	
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## 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: <u>https://myed.sd61.bc.ca/resources-links/family-student-portal/</u>

### 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 C	Groups Calendar	Lock	er 👘													
Classes :: MS	SC1001 - SCIEN	CE 10										◄	٩	q	۲	M	
Details Assignments Attendance	Cancel Reports	Help 🔻										Def	ault Ter	nplate		>	
	Teacher Be	saucage, Dominique					Classroom	07									
	Attendance Summ	ary						Average Summa	iry								
	Туре		Q1	Q2	Q3	Q4	Year	Category			Cumulative	average					
	Absent		1				1	Assignments	Weight			40.0%					
	Tardy		0	0	0	0	0	Assignments	ignments Avg			94.0 A					
	Dismissed		0	0	0	0	0	Tests and Quizzes	60.0%								
										Avg	87.0 A						
								Gradebook average									
								Posted grade									
								Semester 1 running tota	A 0.09								
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