BRITISH COLUMBIA | MyEducationBC

## Parent and Student Portals

## Portal vs Staff Views

April 2019  v2.2

FUJITSU

## Version History

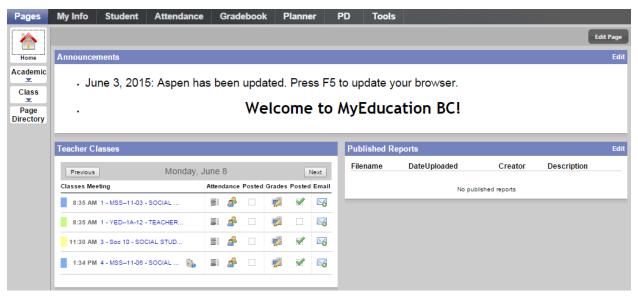| Version | Date | Description |
|---------|------|-------------|
| 1.0 | 3 Jul 2014 | Initial document created |
| 2.0 | 3 Jun 2015 | Revision of all areas updating text and graphics |
| 2.1 | 8 Jun 2015 | Addition of Published Reports |
| 2.2 | 30 Apr 2019 | Added hyperlinks to Table of Contents |

## Confidentiality

**Table of Contents**

**Purpose**

The intent of this document is to highlight and identify the items a teacher can choose to share in the Student/Family Portal, along with how data in general is seen in the Portal. Much of what is visible in the Portal is also visible in the Staff view.

# 1.0 Staff View Homepage



Teachers have a unique widget only available in the Staff view, the Teacher Classes widget. This displays the sections the teacher has scheduled for today and those that do not meet today, as well as quick links to attendance, grades, and email. Users have the ability to change the color associated with these sections from the Options menu in the Planner top tab.

Available from this widget for each section taught:

- Blue Hyperlink to Roster of Students
- Indicator (clipboard icon) of roster change, as seen for Forensic P4
- Quick link to Attendance by List (list icon) and by Seating Chart (pupil icon)*
- Indicator (checkbox/green check mark) whether Class Attendance has been posted*
- Quick Link (computer/pencil icon) to Scores grid
- Indicator (checkbox/green check mark) whether Grades have been posted for that particular section - this only displays when grade post windows are open
- Quick Link (envelope icon) to Email

*Only appears if Master Schedule has a structure defined with Days and Periods*

# 2.0 Student / Family Portal View Homepage



In the Student/Family view, a student's home page consists of the Recent Activity widget which displays the last 7, 30 or 60 days of activity including grades and attendance. The To Do widget, displays non-private assignments that are due today. If teachers use the online submission window there is also an overdue assignment area for students that indicate assignments that have not been submitted. Students have the ability to change the colors associated to classes from the Options menu in the Calendar top tab.

Available in this widget:

- Hyperlink to Assignment details including the ability to upload assignments
- 'Completed' checkbox, which is a way for students to track whether items are crossed off their list. There is no functionality for the student by checking or unchecking this box.

The Published Reports widget displays the student's report card for a specified period of time if it has been published by the school. An email notice is sent to inform students and parents when report cards have been published. A window of availability is set by the school for access in the portal.

# 3.0 Overview of Information Available in the Student/Family Portal

Working across the top, the following is a brief overview of the different functional areas available in the portal.

## 3.1 My Info

The My Info top tab provides visibility to information on the student record, such as demographics, contacts, attendance, transcripts, assessments and course requests.



## 3.2 Academics

This top tab provides visibility to view current year academic information for each course section the student is enrolled in.  This tab is further explored later in this document.
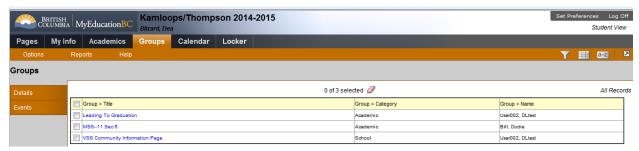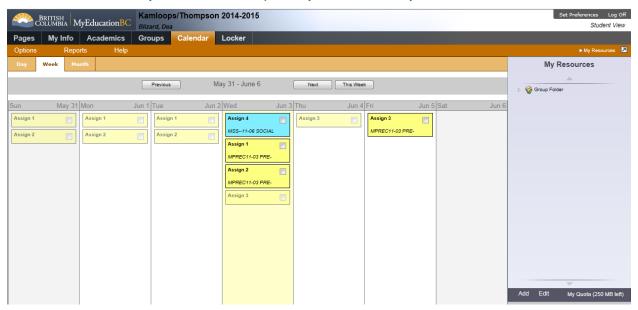
## 3.3 Groups

The Groups top tab displays groups the student is a member of within MyEd.



## 3.4 Calendar

The Calendar top tab displays non-private assignments, group, and personal events in a day, week, or month format. This is similar to the Planner top tab found in the Staff view. Here the student can access My Resources, a repository available in MyEd.

## 3.5  Locker

This top tab is another area, in addition to My Resources, where students can upload and save files.



# 4.0  Gradebook Scores Grid – Introduction



Things to note about the Gradebook configuration which will impact what is seen in the portal:

- Default weighting (Gradebook Preferences and Section Details)
- Whether scores are dropped or not (Gradebook Details side tab)
- Feedback on assignments (page icon next to assignment score)
- Portal Description on Assignments (Assignment details, Portal Description tab)
- Files attached to Assignments (Assignment details, bottom of template)
- Publishing statistics (Gradebook Preferences)
- Use of special codes
- Assignment visibility (Assignment details and icon in column header)

o　Private: assignment is not displayed in the portal.

- Assignment grade entered is not incorporated into the average displayed within the portal.

o　Public no grades: assignment details are visible but the grade entered is not displayed.

- Assignment grade entered is not incorporated into the average displayed within the portal.

o　Public: assignment details and grade are displayed.

- Assignment grade entered is incorporated into the average displayed on the portal.

# 5.0　Student Academics Top Tab



Academics displays courses enrolled in for the current term.  This provides a general overview of the current term, grade average (***Current Performance***) for each class, along with the attendance.  Attendance tallies (***Abs, Tdy, Dsm***) displayed in the above screen shot are for Class Attendance, not Daily Attendance.  **Current Performance** displays marks from the gradebook for _PUBLIC_ assignments only.  Note the discrepancy between the average seen above and what is seen by in the screen shot on the previous page.  This is because there are private or public no grade assignments that are not being calculated into the average displayed on the portal.
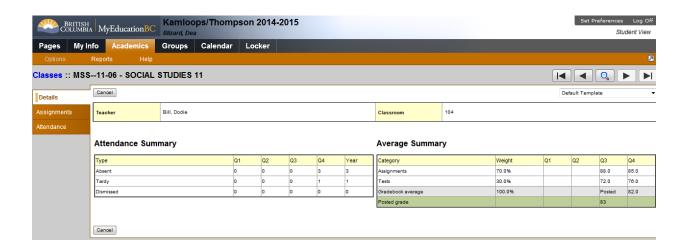
The teacher has access to similar information for a student in the Staff view from the Student top tab, Academic side tab.  Note, the additional column (Schedule) in the list view is because the field set is different.  Teachers can manage field sets and is not something specifically different because of Staff view vs. Student view.  The Academics side tab is an exact replica of what is displayed in the portal: note that the Current Performance matches what is seen in the portal and not what is in the gradebook.   The side tabs displayed in the portal in the Student view are an exact match to the sub-side tabs displayed under the Academics side tab in the Staff view.

# 6.0   Student View - Course Details



Displayed is a breakdown of Class attendance and an overview of performance in a selected course. The Average Summary displays the categories defined by the teacher. It also displays the set weight of the categories depending on the default weighting selected. Once grades are posted they display in the Posted Grade row and the Gradebook average row displays 'Posted' for the particular term.  This is to ensure that if a grade is manually overwritten the student/family does not see the two different averages, the one from the gradebook assignments and the one that was posted from the post columns.  In the example above, the Q4 grades have not been posted yet, which is why the Gradebook average has a value.
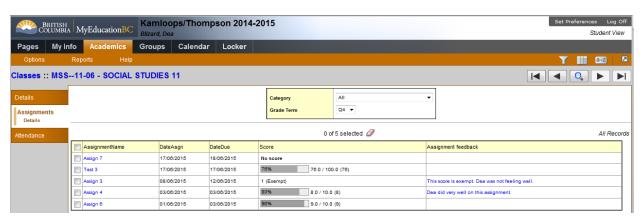
All of a student's teachers have access to this information. However, note that like the portal, the Academics side tab does not display any Private assignments and the averages displayed do not incorporate grades from 'Private' and 'Public no grades' assignments. Clicking into the details of a class will display the screen shown above.

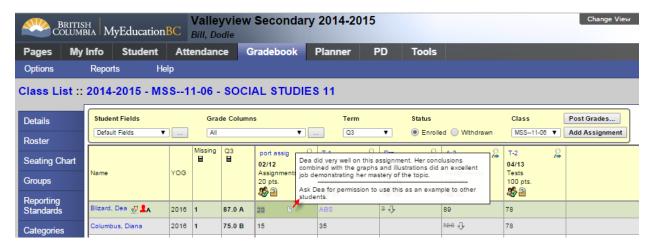# 7.0   Class Assignment Details as Viewed From the Portal



Looking at the Assignments for this Social Studies 11 class, the student can view the scores and feedback provided by the teacher.

All teachers of the student can access this same information from the Student top tab > Academics side tab > select the course and click the Assignments sub-side tab.
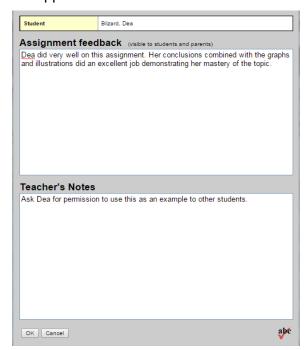
## 7.1  *Assignment Feedback* and *Teacher Notes* - Creating and Viewing in the Gradebook



The teacher can quickly view the assignment feedback and teacher notes entered on a student's assignment grade by hovering on the page icon. Notice, the horizontal line displayed in the hover. This is the visual indicator to identify the difference between the Assignment Feedback (public comment) and Teacher note (private). The text displayed above the horizontal line is seen on the portal (as seen in previous screen shots) and the text that is listed below the horizontal line is the private note the teacher has made to themselves which is not seen on the portal. If feedback is only entered in the Assignment feedback, (public on portal) no horizontal line will display on the hover.  If entered only in Teacher Notes, a horizontal line appears with no text above it.  To enter or edit these comments, click in the cell with the score and then click on the page icon
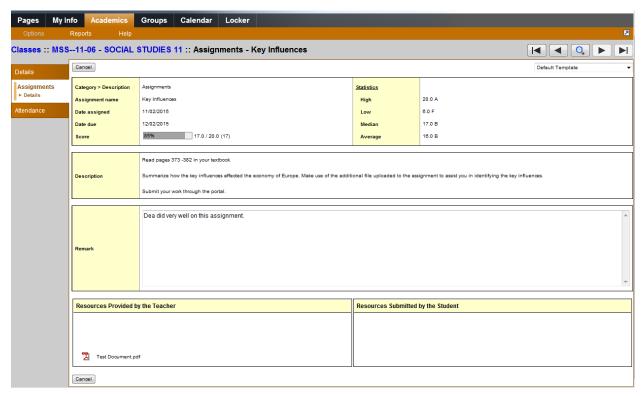
and the pop-up displayed  below appears:

## 7.2 *Assignment Details* – Portal Description, Attached Resources, and Statistics

| Pages | My Info | Academics | Groups | Calendar | Locker |

Options       Reports       Help

Classes :: MSS--11-06 - SOCIAL STUDIES 11 :: Assignments - Key Influences

| Category > Description | Assignments | | Statistics | |
| --- | --- | --- | --- | --- |
| Assignment name | Key Influences | | High | 20.0 A |
| Date assigned | 11/02/2015 | | Low | 6.0 F |
| Date due | 12/02/2015 | | Median | 17.0 B |
| Score | 85%   17.0 / 20.0 (17) | | Average | 16.0 B |

| Description | Read pages 373 -382 in your textbook. Summarize how the key influences affected the economy of Europe. Make use of the additional file uploaded to the assignment to assist you in identifying the key influences. Submit your work through the portal. |
| --- | --- |

| Remark | Dea did very well on this assignment. |
| --- | --- |

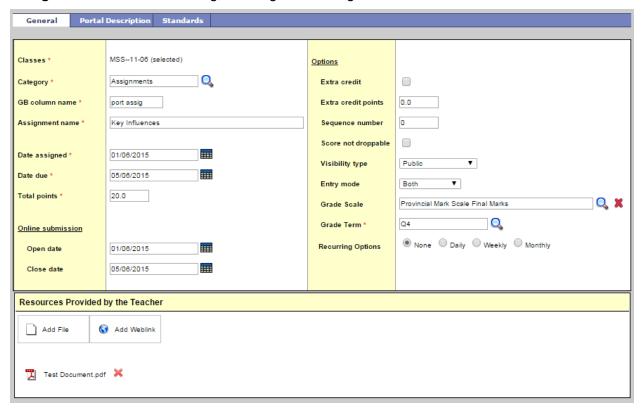| Resources Provided by the Teacher | Resources Submitted by the Student |
| --- | --- |
| Test Document.pdf | |

The student can view more information about a particular assignment by clicking on the assignment name. Assignments can be accessed from the home page, from the Academics tab or from the Calendar tab.  Here they can view the dates, assignment statistics, the portal description, and any files the teacher has provided. Assignment details, the student's score and any feedback remarks are available.

The student's other teachers have access to the majority of the information viewed on the portal, minus the attached resources.
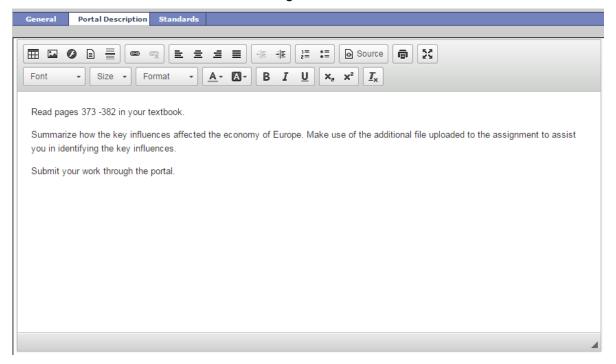
## *Assignment Details* – Creating, Viewing and Editing



By clicking on the GB Column name in the Assignment column header, you can view and/or edit the Assignment details (above) and Portal Description (below).  The Portal Description is a rich text editor so teachers can format the message as needed.
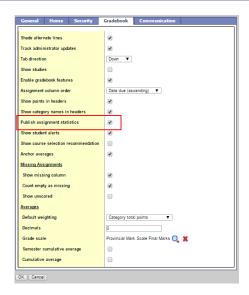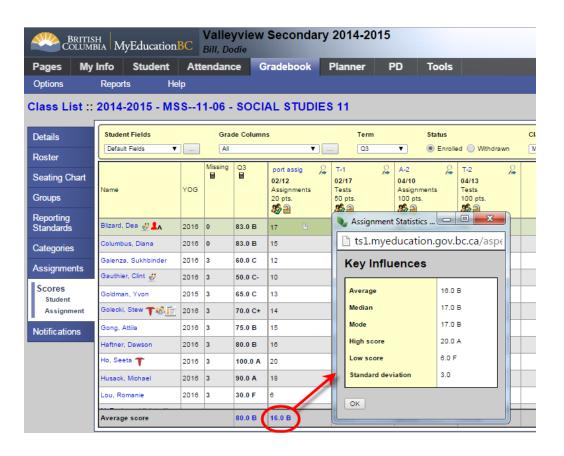
## Assignment Statistics:

The Statistics seen in the Assignment details in the portal is controlled by the 'Publish assignment statistics' preference for the Teacher's gradebook. Gradebook preferences are found on the Gradebook tab from 'Set Preferences' in the upper right hand corner. This preference publishes statistics for all assignments for all sections. These statistics are always available for the teacher; the preference is indicating whether this is shared on the portal. Checked = yes; Unchecked = no
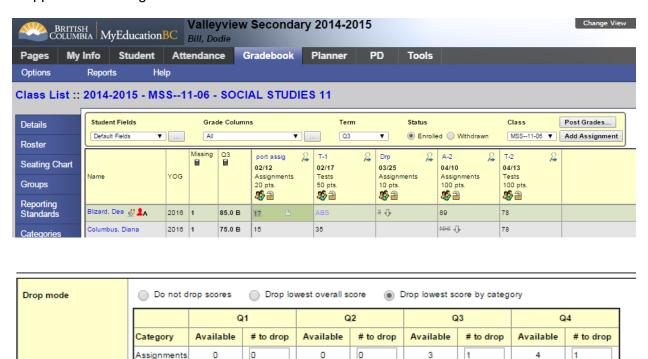
## 7.3    Special Codes and Exempt Scores

Teachers can create and enter special codes for an assignment score; these are created in the Tools top tab, Special Codes side tab.  When using Special Codes, the display on the portal is slightly different based on how the code is configured.  Scores can also be configured to be dropped from settings in the class details screen.
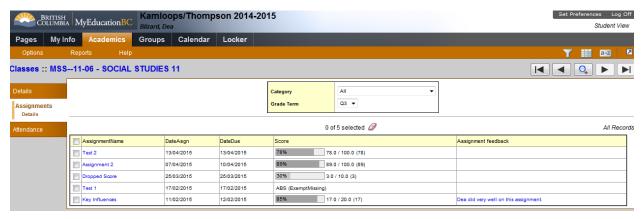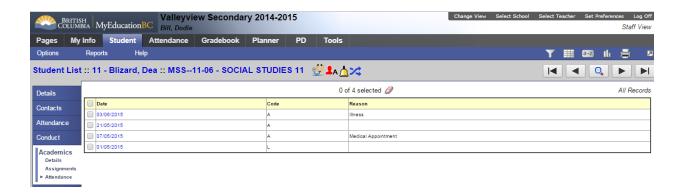
The way this information displays in the portal for codes that are flagged as missing is that for the special code the behavior (Exempt or Calculate as 0) will display along with the word, Missing.  If a special code is used that is not flagged as missing, the code does not display in the Portal.



# 8.0   Student Class Attendance



For attendance, there is no control for the teacher of what will display on the portal.  If attendance is posted, the record will appear automatically in the portal.  Note that comments and all attendance record information is available on the Student/Family portal.
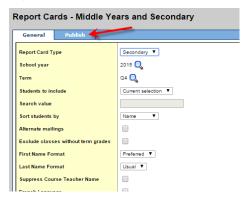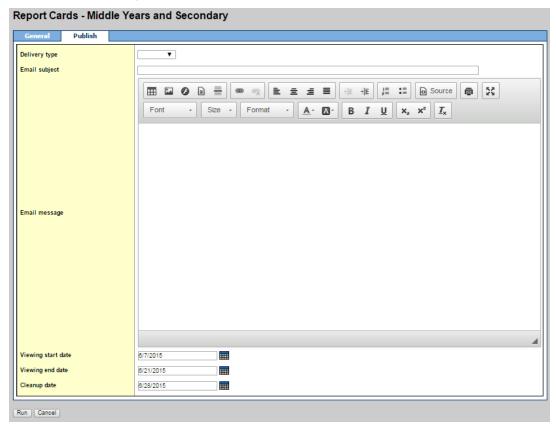
# 9.0 Publishing Report Cards

With the introduction of the Published Reports widget in the portal, schools now have the ability to "publish" report cards for parents and students to access report cards from within the Student or Family View.

Schools preparing report cards now have access to the Publish sub-top tab when preparing report cards.



Publish reports makes the report card available in the portal for a set period of time and sends an email to the student and contacts. This can be used to inform of the posting of the report card to the portal, the dates available and any other information the school would like to relay to the families. The application provides a rich text editor for this purpose. Start and end dates are set for viewing in the portal as well as a cleanup date at which time the publish logs will be removed from the system.

| Field | Description |
|-------|-------------|
| **Delivery type** | Click this drop-down to select **Preview.** |
| **Email subject** | A default email subject appears. Edit the text if needed. |
| **Email message** | A default email message appears. Edit the text if needed. |
| **Viewing start date** | This is the date that you want the report to appear in the Published Reports widget. Default value is today. Edit if needed. |
| **Viewing end date** | This is the date that you want the report to disappear from the Published Reports widget. Default value is two weeks from today. Edit if needed.<br><br>**Note:** All published reports must have a viewing end date. They can not appear in the widget indefinitely. |
| **Cleanup date** | This is the date that the report and publish log are completely removed from the system. Default value is one week after the viewing end date. Edit if needed. |

From the portal, report cards are available from the Publish Reports widget. Clicking on the filename will open the pdf file for viewing or printing.