



MyEducationBC

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## Parent and Student Portals

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## Portal vs Staff Views

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April 2019 v2.2

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## 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

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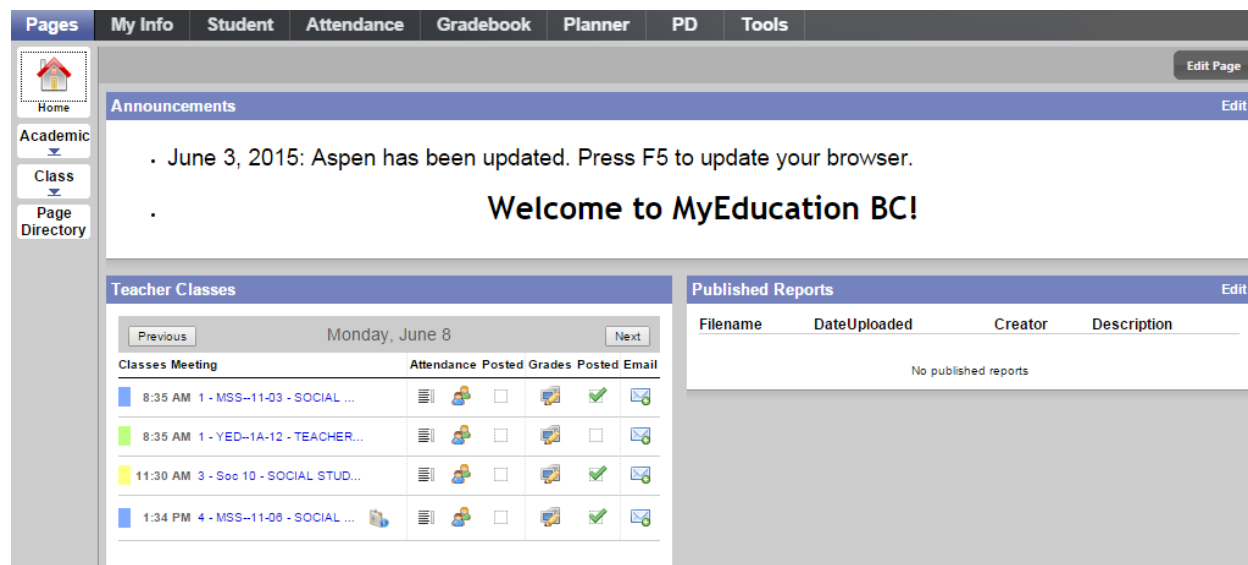
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## Purpose

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



The screenshot shows the MyEducation BC Staff View Homepage. The top navigation bar includes tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, PD, and Tools. The left sidebar contains links: Home, Academic, Class, Page Directory, and Edit Page. The main content area features an Announcements section with a message dated June 3, 2015, and a large 'Welcome to MyEducation BC!' banner. Below the banner are two main sections: Teacher Classes and Published Reports. The Teacher Classes section displays a table for Monday, June 8, with columns for Classes Meeting, Attendance, Posted, Grades, and Email. The Published Reports section shows a table with columns for Filename, DateUploaded, Creator, and Description, and a message indicating no published reports.

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

The screenshot displays the Student/Family Portal View Homepage. The page has a navigation bar at the top with links for 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The main content area is divided into three sections:

- Recent Activity:** A list of recent activity including assignments and grades. The list is filtered by 'Attendance' and 'Grades'.
- To Do:** A section for assignments due today and tomorrow. It includes a table for 'Overdue Online Assignments' and a table for 'Today: Wednesday, June 3'.
- Published Reports:** A table showing published reports with columns for 'Filename', 'DateUploaded', 'Creator', and 'Description'.

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.

Description	Course	Term	Teacher	Classrm	Current Performance	Abs	Tdy	Dsm
PLANNING 10	MPLAN10-57	FY	Suderman, Jaek	57		0	0	0
DAILY PHYSICAL ACTIVITY 11	XDPA-11-01	FY	Gold, Shaopeng	OFF		0	0	0
TEACHER ASSISTANT 11	YED-1A-01	S2	Rozario, Shu	131		0	0	0
PRE-CALCULUS 11	MPREC11-03	S2	Lundgren, Adrianna	133	81.0 B	2	2	0
ART FOUNDATIONS 11	MAF-11-02	S2	Rundell, Bridget	135-Art		0	0	0
SOCIAL STUDIES 11	MSS-11-06	S2	Bill, Dodie	104	72.0 C+	3	1	0

### 3.3 Groups

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

Kamloops/Thompson 2014-2015  
Blizard, Dea

Set Preferences Log Off  
Student View

Pages My Info Academics **Groups** Calendar Locker

Options Reports Help

**Groups**

0 of 3 selected All Records

Group > Title	Group > Category	Group > Name
<a href="#">Leading To Graduation</a>	Academic	User002, DLtest
<a href="#">MSS-11 Sec 6</a>	Academic	Bill, Dodie
<a href="#">VSS Community Information Page</a>	School	User002, DLtest

Details  
Events

### 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.

Kamloops/Thompson 2014-2015  
Blizard, Dea

Set Preferences Log Off  
Student View

Pages My Info Academics **Groups** **Calendar** Locker

Options Reports Help

My Resources

Day Week Month

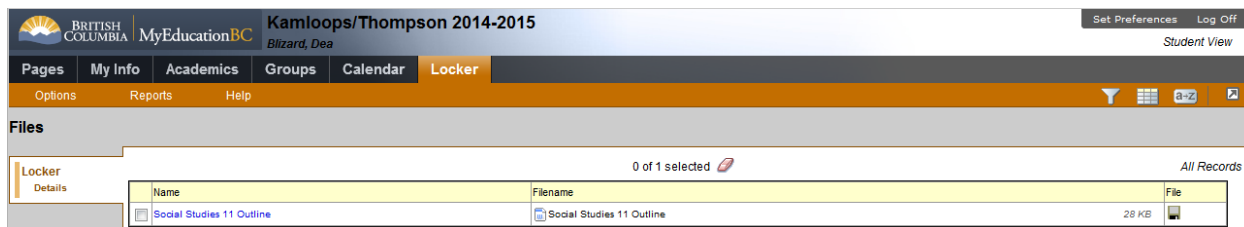
Previous May 31 - June 6 Next This Week

Sun	May 31	Mon	Jun 1	Tue	Jun 2	Wed	Jun 3	Thu	Jun 4	Fri	Jun 5	Sat	Jun 6
Assign 1	Assign 1	Assign 1	Assign 1	Assign 1	Assign 1	Assign 4 MSS-11-06 SOCIAL	Assign 3	Assign 3	Assign 3 MPREC11-03 PRE-				
Assign 2	Assign 2	Assign 2	Assign 2	Assign 2	Assign 2	Assign 1 MPREC11-03 PRE-							
						Assign 2 MPREC11-03 PRE-							
						Assign 3							

Add Edit My Quota (250 MB left)

### 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

Class List :: 2014-2015 - MSS--11-06 - SOCIAL STUDIES 11

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Scores

Student Assignment




Notifications

Student Fields		Grade Columns		Term	Status	Class	Post Grades...	
Default Fields		All		Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MSS--11-06	Add Assignment	
Name	YOG	Missing	Q4	A-4	A-6	A-3	T-3	A-7
				06/03 Assignments 10 pts.	06/03 Assignments 10 pts.	06/12 Assignments 10 pts.	06/17 Tests 100 pts.	06/18 Assignments 100 pts.
Blizard, Dea	2016	0	82.0 B	8	9	4	76	
Columbus, Diana	2016	0	72.0 C+	8	6	7	76	
Galenza, Sukhbinder	2016	0	72.0 C+	8	6	7	76	
Gauthier, Clint	2016	0	72.0 C+	8	6	7	76	
Goldman, Yvon	2015	0	72.0 C+	8	6	7	76	
Golecki, Stew	2016	0	72.0 C+	8	6	7	76	
Gong, Attila	2016	0	72.0 C+	8	6	7	76	
Haftner, Dawson	2016	0	72.0 C+	8	6	7	76	
Ho, Seeta	2016	0	72.0 C+	8	6	7	76	
Husack, Michael	2016	0	72.0 C+	8	6	7	76	
Lou, Romanie	2016	0	72.0 C+	8	6	7	76	
Average score			72.0 C+	8.0 B	6.0 C	7.0 C+	76.0 B	


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)



-  Private: assignment is not displayed in the portal.
  - Assignment grade entered is not incorporated into the average displayed within the portal.
-  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.
-  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

BRITISH COLUMBIA

MyEducationBC

Kamloops/Thompson 2014-2015

Blizard, Dea

Set Preferences

Log Off

Student View

Pages

My Info

Academics

Groups

Calendar

Locker

Options

Reports

Help

a-z

Classes

Details

Assignments

Attendance

0 of 6 selected

Current Term

<input type="checkbox"/>	Description	Description	Course	Term	Teacher	Classrm	Current Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	PLANNING 10	PLANNING 10	MPLAN10-57	FY	Suderman, Jaek	57		0	0	0
<input type="checkbox"/>	DAILY PHYSICAL ACTIVITY 11	DAILY PHYSICAL ACTIVITY 11	XDPA-11-01	FY	Gold, Shaopeng	OFF		0	0	0
<input type="checkbox"/>	TEACHER ASSISTANT 11	TEACHER ASSISTANT 11	YED-1A-01	S2	Rozario, Shu	131		0	0	0
<input type="checkbox"/>	PRE-CALCULUS 11	PRE-CALCULUS 11	MPREC11-03	S2	Lundgren, Adrianna	133	81.0 B	2	2	0
<input type="checkbox"/>	ART FOUNDATIONS 11	ART FOUNDATIONS 11	MAF-11-02	S2	Rundell, Bridget	135-Art		0	0	0
<input type="checkbox"/>	SOCIAL STUDIES 11	SOCIAL STUDIES 11	MSS-11-06	S2	Bill, Dodie	104	85.0 B	3	1	0

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.

Valleyview Secondary 2014-2015  
Bill, Dodie

Change View Select School Select Teacher Set Preferences Log Off

Staff View

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Student List :: 11 - Blizard, Dea

0 of 10 selected

All Records

Course	Description	Term	Schedule	Teacher	Classrm	Current Performance	Abs	Tdy	Dsm
MPLAN10-07	PLANNING 10	FY	1(1)	Suderman, Jackie	57		0	0	0
XDPA-11-01	DAILY PHYSICAL ACTIVITY 11	FY	5(Day 1)	Gold, Shaopeng	OFF		0	0	0
MFR-11-01	FRENCH 11	S1	1(Day 1)	Collen, Vesna	P4		4	0	0
MDNP-11-01	DANCE: PERFORMANCE 11	S1	2(Day 1)	Slater, Pia	140		2	0	0
MPH-11-02	PHYSICS 11	S1	3(Day 1)	Pilot, Echo	107-Sc Lab		3	0	0
MEN-11-03	ENGLISH 11	S1	4(Day 1)	Zacharias, Richard	134-Art		0	0	0
YED-1A-01	TEACHER ASSISTANT 11	S2	1(Day 1)	Rozario, Shu	131		0	0	0
MPREC11-03	PRE-CALCULUS 11	S2	2(Day 1)	Lundgren, Adrianna	133	81.0 B	2	2	0
MAF-11-02	ART FOUNDATIONS 11	S2	3(Day 1)	Rundell, Bridget	135-Art		0	0	0
MSS-11-06	SOCIAL STUDIES 11	S2	4(Day 1)	Bill, Dodie	104	85.0 B	3	1	0

## 6.0 Student View - Course Details

Kamloops/Thompson 2014-2015  
Blizard, Dea

Set Preferences Log Off

Student View

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Classes :: MSS--11-06 - SOCIAL STUDIES 11

Cancel

Default Template

Teacher	Classroom
Bill, Dodie	104

**Attendance Summary**

Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	0	3	3
Tardy	0	0	0	1	1
Dismissed	0	0	0	0	0

**Average Summary**

Category	Weight	Q1	Q2	Q3	Q4
Assignments	70.0%			88.0	85.0
Tests	30.0%			72.0	76.0
Gradebook average	100.0%			Posted	82.0
Posted grade				83	

Cancel

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.

Valleyview Secondary 2014-2015  
Bill, Dodie

Change View Select School Select Teacher Set Preferences Log Off

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Student List :: 11 - Blizard, Dea

0 of 10 selected

Course	Description	Term	Schedule	Teacher	Classrm	Current Performance	Abs	Tdy	Dsm
MPLAN10-57	PLANNING 10	FY	1(1)	Sudeman, Jacok	57		0	0	0
XDPA-11-01	DAILY PHYSICAL ACTIVITY 11	FY	5(Day 1)	Gold, Shaopeng	OFF		0	0	0
MFR-11-01	FRENCH 11	S1	1(Day 1)	Colten, Vesna	P4		4	0	0
MDNP-11-01	DANCE: PERFORMANCE 11	S1	2(Day 1)	Slater, Pia	140		2	0	0
MPH-11-02	PHYSICS 11	S1	3(Day 1)	Pilot, Echo	107-So Lab		3	0	0
MEN-11-03	ENGLISH 11	S1	4(Day 1)	Zacharias, Richard	134-Art		0	0	0
YED-1A-01	TEACHER ASSISTANT 11	S2	1(Day 1)	Rozario, Shu	131		0	0	0
MPREC11-03	PRE-CALCULUS 11	S2	2(Day 1)	Lundgren, Adrianna	133	81.0 B	2	2	0
MAF-11-02	ART FOUNDATIONS 11	S2	3(Day 1)	Rundell, Bridget	135-Art		0	0	0
MSS-11-06	SOCIAL STUDIES 11	S2	4(Day 1)	Bill, Dodie	104	82.0 B	3	1	0

## 7.0 Class Assignment Details as Viewed From the Portal

Kamloops/Thompson 2014-2015  
Blizard, Dea

Set Preferences Log Off

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Classes :: MSS--11-06 - SOCIAL STUDIES 11

Category: All  
Grade Term: Q4

0 of 5 selected

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
Assign 7	17/06/2015	18/06/2015	No score	
Test 3	17/06/2015	17/06/2015	76% 76.0 / 100.0 (76)	
Assign 3	08/06/2015	12/06/2015	1 (Exempt)	This score is exempt. Dea was not feeling well.
Assign 4	03/06/2015	03/06/2015	80% 8.0 / 10.0 (8)	Dea did very well on this assignment.
Assign 6	01/06/2015	03/06/2015	80% 9.0 / 10.0 (9)	

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

Valleyview Secondary 2014-2015  
Bill, Dodie

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

Options Reports Help

Class List :: 2014-2015 - MSS--11-06 - SOCIAL STUDIES 11

Details	Student Fields	Grade Columns	Term	Status	Class	Post Grades...
Roster	Default Fields	All	Q3	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MSS--11-06	Add Assignment
Seating Chart						
Groups						
Reporting Standards						
Categories						

Name	YOG	Missing	Q3	port assign	02/12	Assignment	20 pts.	Dea did very well on this assignment. Her conclusions combined with the graphs and illustrations did an excellent job demonstrating her mastery of the topic.	Ask Dea for permission to use this as an example to other students.	T-2	04/13	Tests	100 pts.
Blizard, Dea	2016	1	87.0 A	20	ABS	89	78						
Columbus, Diana	2016	1	75.0 B	15	35	NH	78						

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:

Student: Blizard, Dea

**Assignment feedback** (visible to students and parents)

Dea did very well on this assignment. Her conclusions combined with the graphs and illustrations did an excellent job demonstrating her mastery of the topic.

**Teacher's Notes**

Ask Dea for permission to use this as an example to other students.

OK Cancel

## 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

Details
Assignments
Attendance

Category > Description
Assignment name
Date assigned
Date due
Score

Assignments
Key Influences
11/02/2015
12/02/2015
85%
17.0 / 20.0 (17)

Statistics
High
Low
Median
Average

20.0 A
6.0 F
17.0 B
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 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

General Home Security Gradebook Communication

Shade alternate lines ☒

Track administrator updates ☒

Tab direction: Down ▼

Show studies ☐

Enable gradebook features ☒

Assignment column order: Date due (ascending) ▼

Show points in headers ☒

Show category names in headers ☒

**Publish assignment statistics ☒**

Show student alerts ☒

Show course selection recommendation ☐

Anchor averages ☒

Missing Assignments

Show missing column ☒

Count empty as missing ☒

Show unscored ☐

Averages

Default weighting: Category total points ▼

Decimals: 0

Grade scale: Provincial Mark Scale Final Marks ⓘ

Semester cumulative average ☐

Cumulative average ☐

OK Cancel

BRITISH COLUMBIA MyEducationBC Valleyview Secondary 2014-2015  
Bill, Dodie

Pages My Info Student Attendance Gradebook Planner PD Tools  
Options Reports Help

Class List :: 2014-2015 - MSS--11-06 - SOCIAL STUDIES 11

Details	Student Fields	Grade Columns	Term	Status	Cl			
	Default Fields ▼	All ▼	Q3 ▼	Enrolled Withdrawn	M			
Roster	Name	YOG	Missing	Q3	port assig	T-1	A-2	T-2
Seating Chart					02/12	02/17	04/10	04/13
Groups					Assignments	Tests	Assignments	Tests
Reporting Standards					20 pts.	50 pts.	100 pts.	100 pts.
Categories								
Assignments								
Scores								
Student								
Assignment								
Notifications								
	Blizard, Dea	2016	0	83.0 B	17			
	Columbus, Diana	2016	0	83.0 B	15			
	Galenza, Sukhbinder	2016	3	60.0 C	12			
	Gauthier, Clint	2016	3	50.0 C-	10			
	Goldman, Yvon	2015	3	65.0 C	13			
	Golecki, Stew	2016	3	70.0 C+	14			
	Gong, Attila	2016	3	75.0 B	15			
	Haftner, Dawson	2016	3	80.0 B	16			
	Ho, Seeta	2016	3	100.0 A	20			
	Husack, Michael	2016	3	90.0 A	18			
	Lou, Romanie	2016	3	30.0 F	6			
	Average score			80.0 B	16.0 B			

Assignment Statistics ...

ts1.myeducation.gov.bc.ca/aspe

**Key Influences**

Average	16.0 B
Median	17.0 B
Mode	17.0 B
High score	20.0 A
Low score	6.0 F
Standard deviation	3.0

OK

## 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.

BRITISH COLUMBIA MyEducationBC Valleyview Secondary 2014-2015 Bill, Dodie [Change View](#)

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Class List :: 2014-2015 - MSS--11-06 - SOCIAL STUDIES 11

Details Roster Seating Chart Groups Reporting Standards Categories

Student Fields Grade Columns Term Status Class Post Grades... Add Assignment

Default Fields All Q3 Enrolled Withdrawn MSS--11-06

Name	YOG	Missing	Q3	port assign	T-1	Drp	A-2	T-2
			02/12	02/17	03/25	04/10	04/13	
			Assignments	Tests	Assignments	Assignments	Tests	
			20 pts.	50 pts.	10 pts.	100 pts.	100 pts.	
Blizard, Dea	2016	1	85.0 B	17	ABS	89	78	
Columbus, Diana	2016	1	75.0 B	15	35	NHI	78	

Drop mode

☐ Do not drop scores ☐ Drop lowest overall score ☒ Drop lowest score by category

	Q1		Q2		Q3		Q4	
Category	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
Assignments	0	<input type="text"/>	0	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>
Tests	0	<input type="text"/>	0	<input type="text"/>	2	<input type="text"/>	1	<input type="text"/>

BRITISH COLUMBIA MyEducationBC Valleyview Secondary 2014-2015 Bill, Dodie [Change View](#) [Select School](#) [Select Teacher](#) [Set Preferences](#) [Log Off](#)

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Special Codes

Grade Scales 0 of 4 selected [All Records](#)

Calculation Overrides

Special Codes Details

Code	Behavior	Missing?	Color
ABS	Exempt from calculations	Y	
CH	Calculate as zero	N	
EX	Exempt from calculations	N	
NHI	Calculate as zero	Y	



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.

BRITISH COLUMBIA MyEducationBC Kamloops/Thompson 2014-2015  
Blizard, Dea

Pages My Info Academics Groups Calendar Locker  
Options Reports Help

Classes :: MSS--11-06 - SOCIAL STUDIES 11

Details

Assignments Details

Attendance

0 of 5 selected

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
Test 2	13/04/2015	13/04/2015	78% 78.0 / 100.0 (78)	
Assignment 2	07/04/2015	10/04/2015	89% 89.0 / 100.0 (89)	
Dropped Score	25/03/2015	25/03/2015	30% 3.0 / 10.0 (3)	
Test 1	17/02/2015	17/02/2015	ABS (Exempt/Missing)	
Key Influences	11/02/2015	12/02/2015	85% 17.0 / 20.0 (17)	Dea did very well on this assignment.

## 8.0 Student Class Attendance

BRITISH COLUMBIA MyEducationBC Kamloops/Thompson 2014-2015  
Blizard, Dea

Pages My Info Academics Groups Calendar Locker  
Options Reports Help

Classes :: MSS--11-06 - SOCIAL STUDIES 11

Details

Assignments

Attendance

0 of 4 selected

Date	Code	Reason
03/06/2015	A	Illness
21/05/2015	A	
07/05/2015	A	Medical Appointment
01/05/2015	L	

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.

BRITISH COLUMBIA MyEducationBC Valleyview Secondary 2014-2015  
Bill, Dodie

Pages My Info Student Attendance Gradebook Planner PD Tools  
Options Reports Help

Student List :: 11 - Blizard, Dea :: MSS--11-06 - SOCIAL STUDIES 11

Details

Contacts

Attendance

Conduct

Academics  
Details  
Assignments  
Attendance

0 of 4 selected

Date	Code	Reason
03/06/2015	A	Illness
21/05/2015	A	
07/05/2015	A	Medical Appointment
01/05/2015	L	

## 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.

Report Cards - Middle Years and Secondary

General Publish

Report Card Type: Secondary

School year: 2015

Term: Q4

Students to include: Current selection

Search value:

Sort students by: Name

Alternate mailings:

Exclude classes without term grades:

First Name Format: Preferred

Last Name Format: Usual

Suppress Course Teacher Name:

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.

Report Cards - Middle Years and Secondary

General Publish

Delivery type:

Email subject:

Email message:

Viewing start date: 8/7/2015

Viewing end date: 8/21/2015

Cleanup date: 8/28/2015

Run Cancel

Field	Description
Delivery type	Click this drop-down to select <b>Preview</b> .
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	<p>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.</p> <p><b>Note:</b> All published reports must have a viewing end date. They can not appear in the widget indefinitely.</p>
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.

The screenshot shows the MyEducationBC portal interface. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below these, there are sections for Announcements, Recent Activity, and Published Reports. The Recent Activity section shows a list of recent activities with search filters for Attendance and Grades. The Published Reports section contains a table with columns: Filename, DateUploaded, Creator, and Description. A red arrow points to the filename 'Report Cards - Middle Years and Secondary' in the table.

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary	8 KB 02/05/2015 5:03 PM	Levine, David	Report card for Blizzard, Dea