



# STUDENT PORTAL HANDBOOK

School District 72 (Campbell River)

January 2025

# Student Portal Handbook

*Click on the topic title to bring you to the page:*

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## Log On Information

You should have received an email that contains your login ID and your temporary password.

*If this is your first time logging in, we recommend a laptop or desktop computer to initialize your account.*

Go to <https://www.myeducation.gov.bc.ca/aspden/logon.do>

- Your Login ID will be your school district 72 email address. Check your email for your temporary password.

**Aspen SDTest**

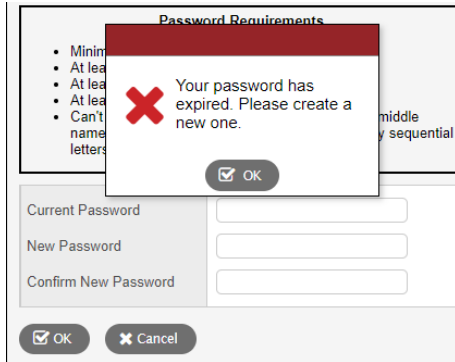
**MyEducation BC Login ID**  
test.student@stu.sd72.bc.ca

**MyEducation BC Password**  
4 digit number emailed to you

[Login Information](#)      [I forgot my password](#)

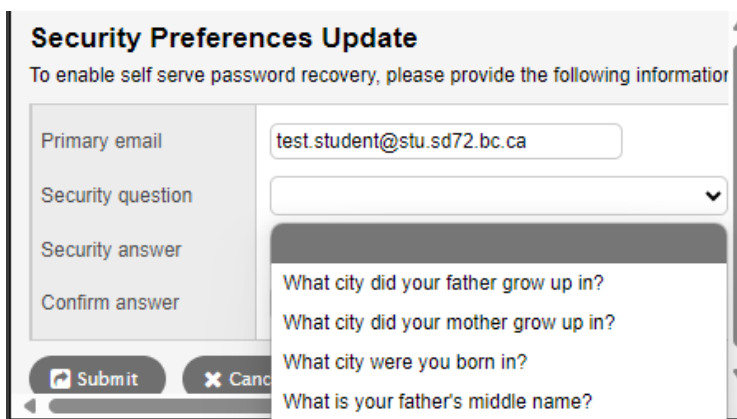
➔ Log On

- If this is your first time logging into MyEdBC, you will be prompted to change your password. (see the password requirements on next page).



### Password Requirements

- Minimum length is 8
  - At least one number
  - At least one capital and lowercase letter
  - At least one symbol that isn't a letter or number
  - Cannot contain 'password', login name, first name, middle name, last name, date of birth, personal ID or only sequential letters
- Next it will ask you to create your security preferences. When it asks for your Primary email, make sure you use your school email. The security question and answer is needed for the 'Forgot my Password' function to work properly.



Once you have logged, in you may link your account to your BC Services card in place of userID and password.

To connect your BC Services Card to your MyEducation BC account:

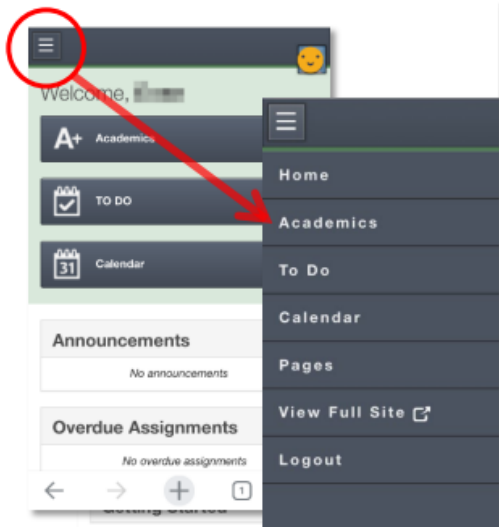
1. Setup the BC Services Card app on your mobile device.

2. Once the BC Services Card app is setup on your mobile device, log in to MyEducation BC, select **BC Services Card**, and enter your name and password to connect your BC Services Card to your MyEducation BC account.

*If you sign in using your BC Services Card, you will not have to worry about having to change your password every 90 days as you do if you are using the MyEd login ID and password.*

## Mobile View

If you log in on your cell phone, your view will look like this. Note that functions are limited in mobile view. Click on View Full Site to see all functions.



The screenshot shows the mobile interface of MyEdBC. At the top, there is a 'Welcome, [Name]' message. Below it are several sections: 'Academics' with an 'A+' grade, 'TO DO' with a checklist icon, and 'Calendar' with a calendar icon. There are also sections for 'Announcements' (No announcements) and 'Overdue Assignments' (No overdue assignments). A navigation menu is open on the right side, listing 'Home', 'Academics', 'To Do', 'Calendar', 'Pages', 'View Full Site' (with an external link icon), and 'Logout'. A red circle highlights the hamburger menu icon in the top left corner, and a red arrow points from it to the 'Academics' option in the navigation menu.

**Academics:** displays a list of classes the student is taking.

**To Do:** may provide assignment and assessment information.  
→ See "Assignments" below.

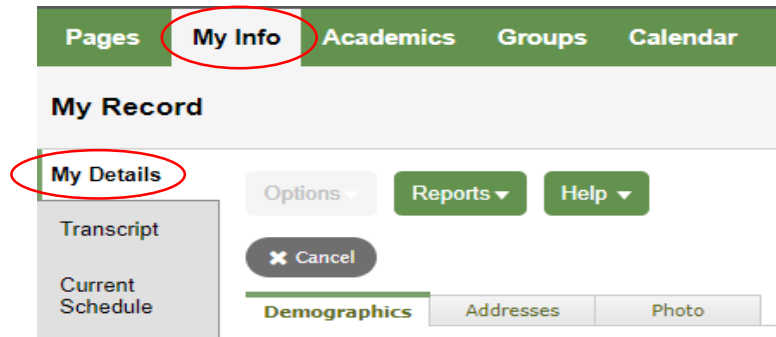
**Calendar:** if a teacher is using the Gradebook in MyEdBC the calendar will include some information about when assignments were assigned and due.

**Pages:** may show you your own pages where you are a member of a Group if applicable.

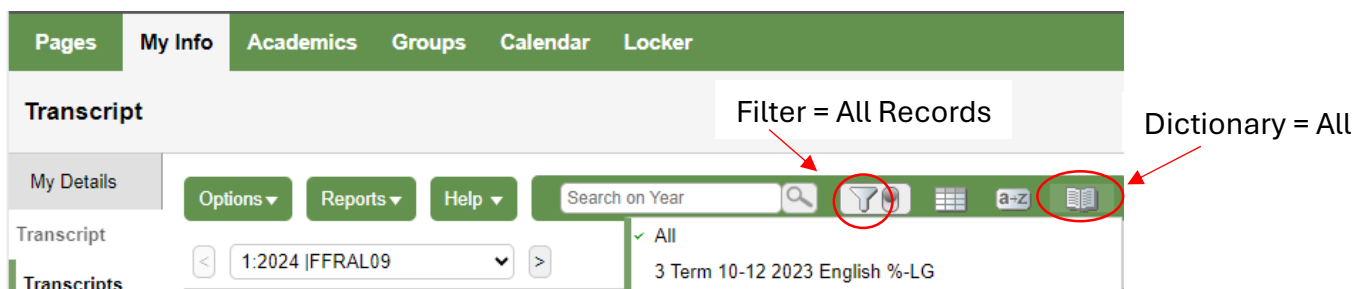
**View Full Site:** interface, you can use MyEdBC will the same functionality as if you were using your laptop or desktop.

## General Information

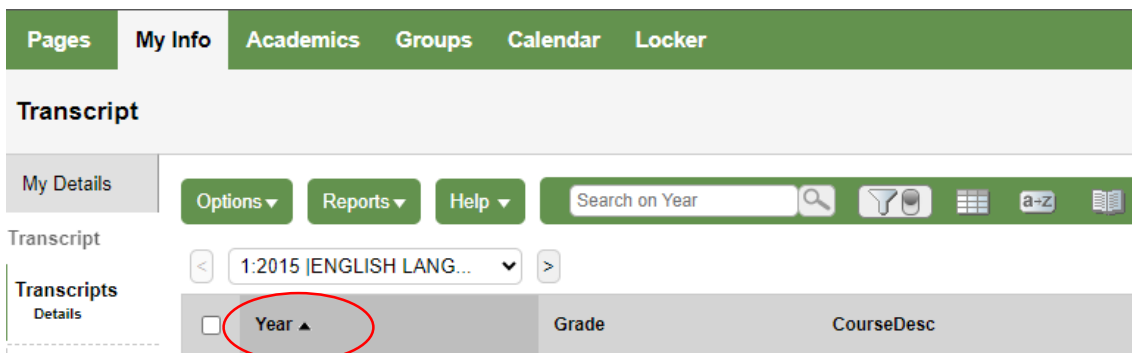
- You can view information such as your PEN number, address and photo that is on file by going to the **My Info** Top Tab>**My Details** Side tab.



- Click on the **Transcript** side tab to see the courses you have taken in the past (make sure the dictionary is set to 'All' and the filter is set to 'All Records').



- You can sort by Year, Grade or Course description by clicking on the appropriate column header.



*Marks from current courses won't show up on the Transcript side tab until the final mark has been posted.*





## Viewing Your Schedule

- Select the **My Info** top tab on your toolbar, then the **Current Schedule** Side Tab.
- Select either Sem 1, Sem 2 or 'Today'

The screenshot shows the 'My Info' tab selected in the top navigation bar. On the left sidebar, the 'Current Schedule Details' tab is selected. The main content area displays a schedule for 'Today'. A dropdown menu is set to 'Today', and a red arrow points to it. Below the dropdown, a table shows the schedule for '2 - Day2'.

Time	2 - Day2
1-AM 7:30 AM - 8:30 AM	AM
2-B 8:45 AM - 11:15 AM	FSCF-10-02 SCIENCES 10 Jorgensen, Alana E123
3-D 12:05 PM - 2:35 PM	FFRAL10-02 FRANCAIS LANGUE 10 (I Siah, Karine B104
4-PM 2:50 PM - 3:50 PM	PM
5-Non-scheduled period 2:50 PM - 3:50 PM	Non-scheduled per

You can view all courses for the full year when you click on the 'List View' hyperlink to change the view from **Matrix View** to **List View**.

The screenshot shows the 'My Info' tab selected in the top navigation bar. On the left sidebar, the 'Current Schedule Details' tab is selected. The main content area displays a schedule for 'SEM1'. A dropdown menu is set to 'SEM1', and a red arrow points to it. Below the dropdown, a table shows the schedule for '1 - Day1'.

Time	1 - Day1
------	----------

This is what List View looks like:

Student, Test

Pages My Info Academics Groups Calendar Locker

Current schedule

My Details Options Reports Help Search on Course

Transcript Matrix view >>

Current Schedule Details 0 of 10 selected

	Course	Description	Term	Schedule	Clssrm	Teacher
Contacts	<input type="checkbox"/> FFRAL-10-02	FRANCAIS LANGUE 10 (immersion)	SEM1	D(1-2)	B104	Siah, Kar
Attendance	<input type="checkbox"/> FSCF-10-02	SCIENCES 10	SEM1	B(1-2)	E123	Jorgense
Assessments	<input type="checkbox"/> FSCH-10-03	SCIENCES HUMAINES 10	SEM2	B(1-2)	B104	Siah, Kar
Notifications	<input type="checkbox"/> MCMPS10-08	COMPOSITION 10	SEM2	D(1-2)	F140	Mclachla
Requests	<input type="checkbox"/> MDRD-10-01	THEATRE PRODUCTION 10	FY		STAGE	Knight, C
	<input type="checkbox"/> MDRTC10-02	ACTING 10	SEM2	A(1-2)	STAGE	Knight, C
	<input type="checkbox"/> MFMP-10-04	FOUNDATION & PRE-CALCULUS MATH 10	SEM1	C(1-2)	E108	Mckenzie
	<input type="checkbox"/> MFOOD10D72BAK-02	BAKING 10	SEM2	C(1-2)	A129	Hobbs Br
	<input type="checkbox"/> MLTST10-08	LITERARY STUDIES 10	SEM2		F140	Mclachla
	<input type="checkbox"/> MPHED10D72GIR-01	PHYSICAL AND HEALTH EDUCATION 10 GIRLS	SEM1	A(1-2)	GYM 3	Wilson, F

You can sort by Term, Schedule or Teacher, by clicking on the top of the appropriate column.

Pages My Info Academics Groups Calendar Locker

Current schedule

My Details Options Reports Help Search on Term

Transcript Matrix view >>

Current Schedule Details 0 of 10 selected

	Course	Description	Term	Schedule
Contacts	<input type="checkbox"/> MDRD-10-01	THEATRE PRODUCTION 10	FY	
Attendance	<input type="checkbox"/> FSCF-10-02	SCIENCES 10	SEM1	B(1-2)
Assessments	<input type="checkbox"/> MFMP-10-04	FOUNDATION & PRE-CALCULUS MATH 10	SEM1	C(1-2)

## Academics: STAGE 2 of the roll out. This is not available currently.

- Click on the Academics Top Tab to view your current year and previous year courses. You can click on the blue hyperlink of the course to view attendance records and grades.

Use the drop down menus to select the year (current or previous) and the Term (current, all or quarter).

The screenshot shows the Academics interface with a list of classes. The 'Current Year' and 'Current Term' dropdown menus are highlighted with red arrows and a callout box.

Description	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<a href="#">PHYSICAL AND HEALTH EDUCATION 10 GIRLS</a>	SEM1	Wilson, Raymond	GYM 3		6	1	0
<a href="#">SCIENCES 10</a>	SEM1	Jorgensen, Alana	E123		5	0	1
<a href="#">FOUNDATION &amp; PRE-CALCULUS MATH 10</a>	SEM1	Mckenzie, Scott	E108		4	0	2
<a href="#">FRANCAIS LANGUE 10 (Immersion)</a>	SEM1	Siah, Karine	B104		7	0	0

Click into the blue hyperlink of the individual course to see more information. If your teacher is using MyEd to post assignment marks, you will see them here and will see the Final grade when posted.

The screenshot shows the individual course page for 'PHYSICAL AND HEALTH EDUCATION 10 GIRLS'. It displays the teacher's name (Wilson, Raymond) and classroom (GYM 3). Below this are two summary tables: 'Attendance Summary' and 'Average Summary'.

Type	Q1	Q2	Q3	Q4	Year
Absent	6	0	0	0	6
Tardy	1	0	0	0	1
Dismissed	0	0	0	0	0

Category	Q1	Q2	Q3	Q4
Last posted grade				
Final grade				

## Course Selection

*Course Selection will be accessible only after you receive confirmation from your administrator or counsellor that it is available. Make sure you review the course selection information with your parent/guardian and/or school counsellor, prior to logging on and selecting your courses.*

Select **My Info** on the top tab and **Request** on the side tab.

The screenshot shows a web application interface for course selection. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below this is a 'Requests' section with a sidebar on the left containing links for My Details, Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, Requests (circled in red), Requests Details, and Graduation Progress. The main content area has a header with 'Options', 'Reports', and 'Help' buttons, and a search bar. Below the header, there are instructions for the 2024/25 school year. A red callout box highlights the instructions, stating: 'Read these instructions prior to selecting courses'. At the bottom, there is a table titled 'Primary requests' with columns for Subject area, SchoolCourse > CrsNo, and SchoolCou.

**Instructions**

**2024/25 School Year Grade 10 Course Selection Options:**

Welcome back to Carhi Secondary School! This is your first year in your graduation program. Please select your courses carefully, and make sure you read the instructions for each selection.

For each selection there is a window with some instructions. Please follow these instructions carefully.

At the bottom of your course selection window is a space for you to leave a message for your counsellor.

**Your Career Program course has already been selected for all students.**

**You need to select 8 courses (academic and electives) plus 2 alternate electives.**

**English Fly-Fishing = English 10 + 1 elective course**

**Chef Training = 2 elective courses**

**When you are done with your selections, please do not click "POST" before a counsellor looked over your choices.**

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCou
Select...	ENGLISH LANGUAGE ARTS	PKG-10D72ENR	PACKAGE
Select...	MATHEMATICS	MFMP-10	FOUNDATI
Select...	SCIENCE	FSCF-10	SCIENCES
Select...	SOCIAL STUDIES	FSCH-10	SCIENCES

- Select courses as outlined in the instructions for your grade level.
- Make sure to click “Post” at the bottom of the screen to ensure your selections are saved.