Where can you find instructional documents?

For More Instructional Documents on MyED Click Here

Click Here for SD72 Employee Portal

For guidelines on report comment writing and examples go to:
--> Knowledge Center -> Instruction -> Reporting Framework & Supporting Docs

ACCESSING MYEDBC

Two ways to access:

1. Google "MyEducation BC"
2. Direct URL:

https://www.myeducation.gov.bc.ca/aspen/logon.do

MyEducation BC Prod

MyEducation BC Login ID

Request an account

MyEducation BC Password

Login Information   I forgot my password

Log On

Login using BC Services Card below

Enterprise

BCSC Production SSO   BC Services Card

MyEducation BC Prod

MyEducation BC Login ID

brennanhagen72

Request an account

MyEducation BC Password

●●●●●●●●●●●●●●

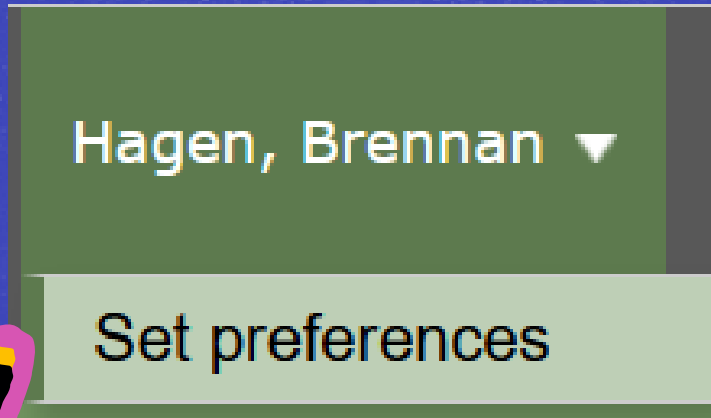Login Information   I forgot my password

➡️ Log On

LOGIN PROCESS

Enter Login ID: firstnamelastname72 (no dot)

Default Password: Welcome2024! (as of September 2024)

SETTING PREFERENCES

Click on your name in the top right corner and then select "Set Preferences"

Hagen, Brennan ▼

Set preferences

Recommended Settings

1. **Check Default Locale, View, and School**: Ensure these settings are correct.
2. **Auto-Save Interval**: Set to 3 minutes for automatic data backup.
3. **Records per Page**: Recommend setting to 35 for easier navigation.
4. **Show Lower Page Controls**: Enable for easier navigation with large class lists.
5. **Warn on Save**: Turn on to receive a confirmation before saving changes.

General   Security   Communication

Default locale	Canada
Default View	School
Default school	Carihi Secondary 🔍
Auto-save interval (minutes)	3
Disable User-defined Help	☐

List Options

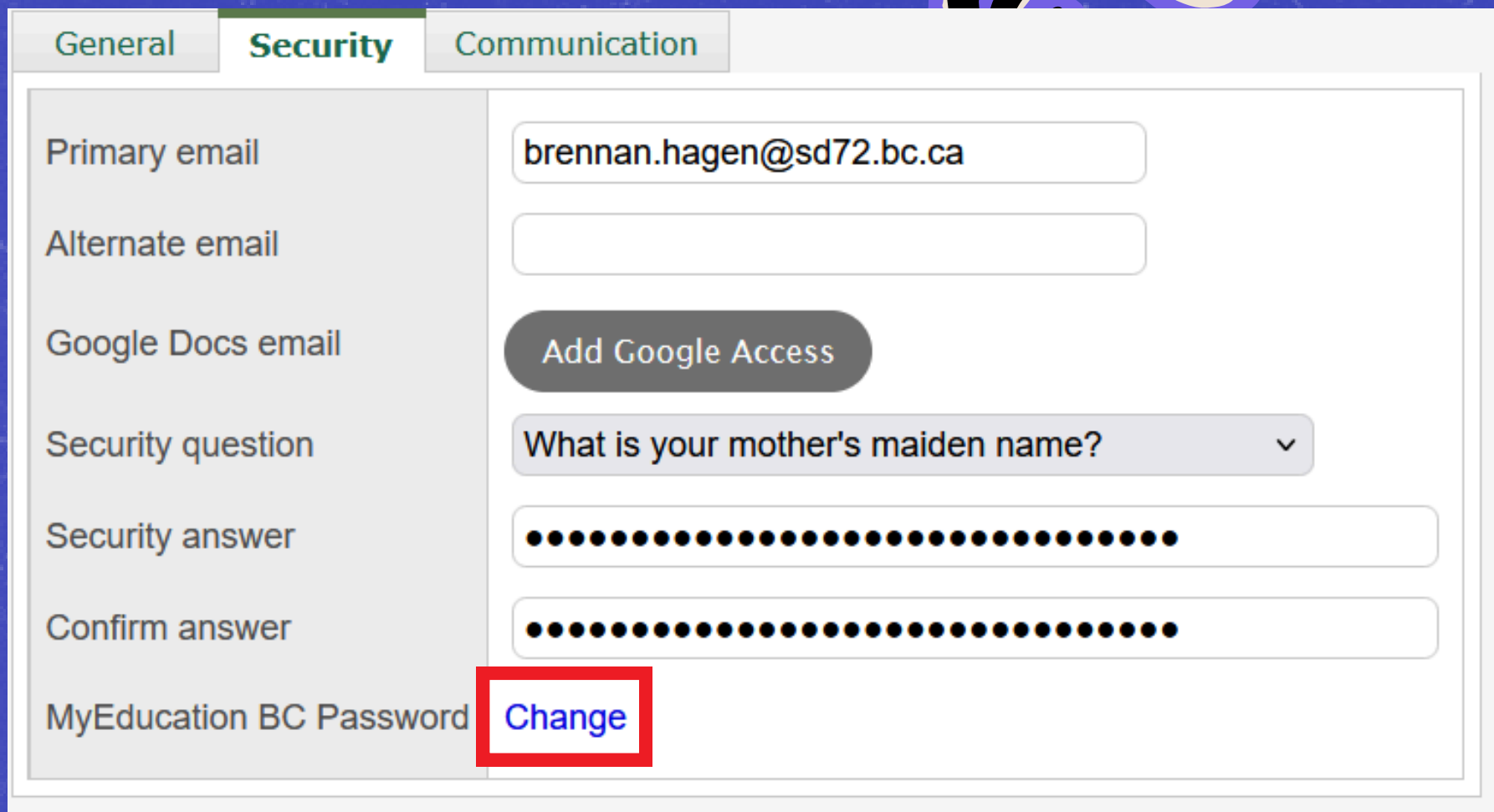|	
Records per page	35
Show lower page controls	☑
Warn on save	☑

SECURITY TAB

Be sure to set your security question and answer. This will be required if you need to change your password in the future, including in case you forget it.

Within the screenshot:

General | **Security** | Communication

Primary email: brennan.hagen@sd72.bc.ca

Alternate email:

Google Docs email: Add Google Access

Security question: What is your mother's maiden name?

Security answer: ••••••••••••••••••••••••••••••••••••

Confirm answer: ••••••••••••••••••••••••••••••••••••

MyEducation BC Password: Change

CHANGING PASSWORD

General | **Security** | Communication

Primary email	brennan.hagen@sd72.bc.ca
Alternate email	
Google Docs email	Add Google Access
Security question	What is your mother's maiden name?
Security answer	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
Confirm answer	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
MyEducation BC Password	**Change**

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
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

After logging in for the first time, be sure to change your password from the default 'Welcome2024!'

Passwords expire every 90 days.

Passwords can never be reused.

NAVIGATING MYEDBC

Clicking on the TOP TAB (along the TOP of the main screen) reveals the accessible SIDE TABS (located to the left of the main window) .

Clicking on the SIDE TABS provides additional options as Sub Side Tabs and possibly Leafs. Both of these will divulge even more information about the record that has been selected.

MENU BAR

Options ▾   Reports ▾   Help ▾   Search on Priority   Q   ▼   **Filter**

Menu Bar

Options
- Send Email...
- Query...
- Show Selected
- Omit Selected

0 of 5 selected 🖉

Current Filter ➡ All Records

e	Name	Type	Relationshi...	LivesWith	Parent or Guardian?	PickUp?	Include on IEP	Address	HomePhone	WorkPhone	CellPhone	Email1	GradeMail
	Postel, Charmelle	Regular Contact	Mother	Y	Y	Y	N	6624 El Camina Rd Edmonton AB, BC V4Z 7L1	604-054-7921	604-881-4402	778-909-3319	79xx28jto2@yrsll.t5r	N
2	Mr.	Tilo, Ileah	Regular Contact	Father	Y	Y	Y	N	3781 Chilkovavuck Place Rd Brentwood Bay Victoria, BC V8Z 3L	604-560-8991	604-525-2985	604-383-6292	m0dvo@7cav7rt.wv	N

Menu Bar – As different tabs on the top tab are selected, the Options, Reports and Help choices (on the menu bar) change to correspond with the Tab that has been selected.

Filters- provide the user with the ability to narrow down the search (see below). NOTE: The filter will continue to be applied even if the screens are changed.

Filter Options:

Search on Name   Q   ▼

- Manage Filters...
- ✔ Students In My Classes
- Students In My Homerooms
- Course-Section=?
- Designated Students - Classes
- Designated Students - Homerooms
- My Groups

TEACHER CLASS WIDGET

1. Quick link to class **Roster** in the **Gradebook** top tab
2. Quick Link to **Input** list in the **Attendance** top tab
3. Quick link to the **Seating Chart** leaf in the **Attendance** top tab
4. A check mark will appear after attendance is Posted
5. Quick link to the **Scores** side tab in the **Gradebook** top tab for marks entry
6. A check mark will appear when terms marks have been posted
7. Quick link to email for students, contacts and teachers
8. Courses currently being taught BUT not on current day OR Courses being taught in another term or semester.

ATTENDANCE
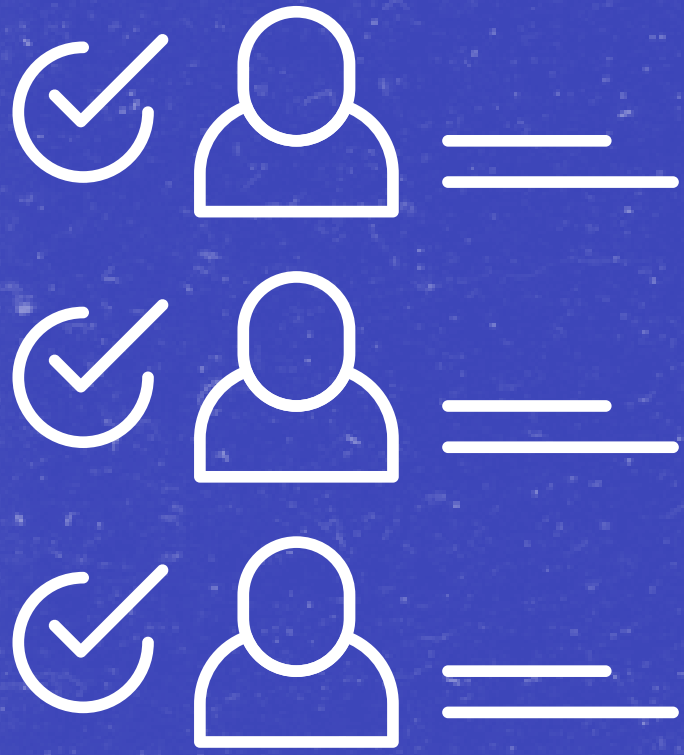
Two Ways

Click on **Pages Top-Tab** to access the "Teacher Class Widget". *(This is the default page that is displayed upon login).*
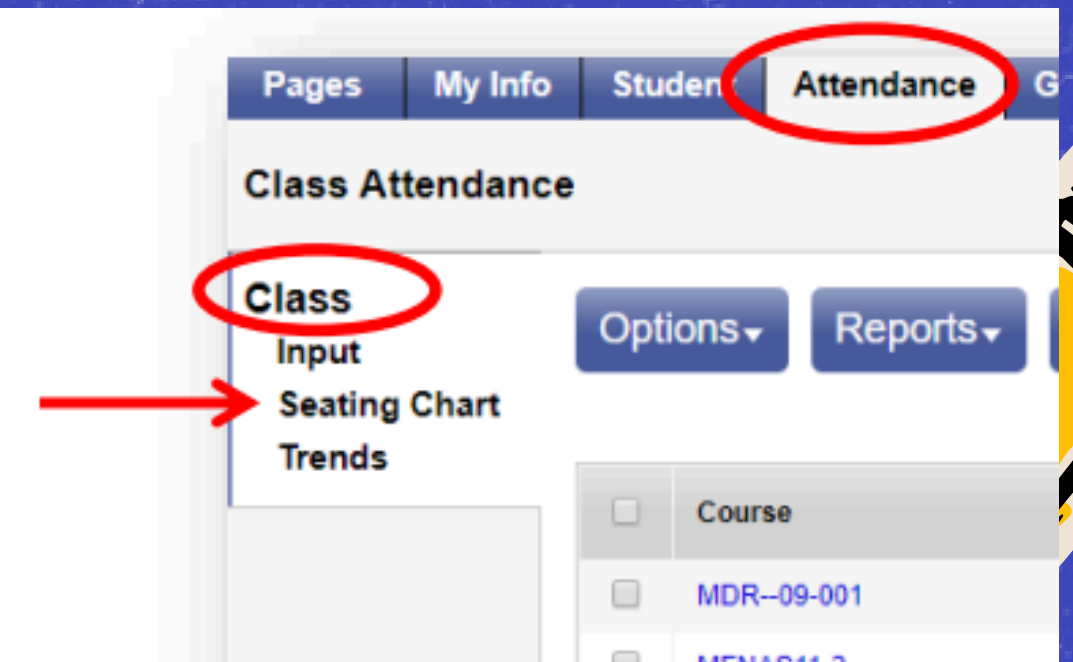
Announcements

Welcome to My

SD Train En

Teacher Classes

Tuesday, April 14

Click on the attendance icon for the course attendance is to be taken.

There is the "list option" or a "seating chart" option.

Classes Meeting	Attendance	Posted	Grades	Email
9:10 AM A/E - TS 11 A Blk - PHYSIC...				
9:10 AM A/E - Ts 12 B Blk - PHYSIC...				

Attendance Rosters

Additionally, attendance rosters can also be accessed using the **Attendance Top-Tab** and **Class Side-Tab**.

To use the **Seating Chart**, click on the **Seating Chart Sub-Side-Tab**.

Pages **My Info** **Studen** **Attendance** G

Class Attendance

Class
Input
Seating Chart
Trends

Options ▾ Reports ▾

Course

MDR--09-001

MARKING ATTENDANCE

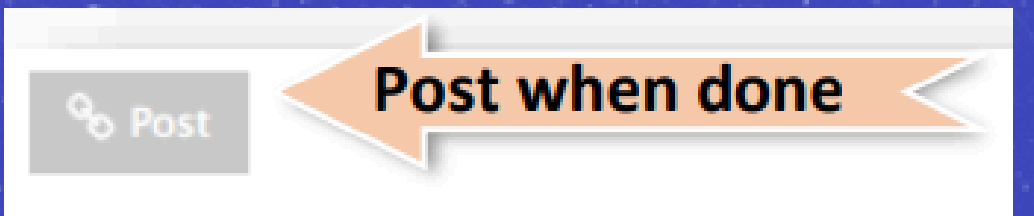|					Class Attendance	Daily Attendance
A	AE	L	AUTH	P	Present	Present

Students Default to (P)resent

Auth is for school authorized absenses (school sports, field trips, etc)

Student was (L)ate

Excused absence (usually done by office)
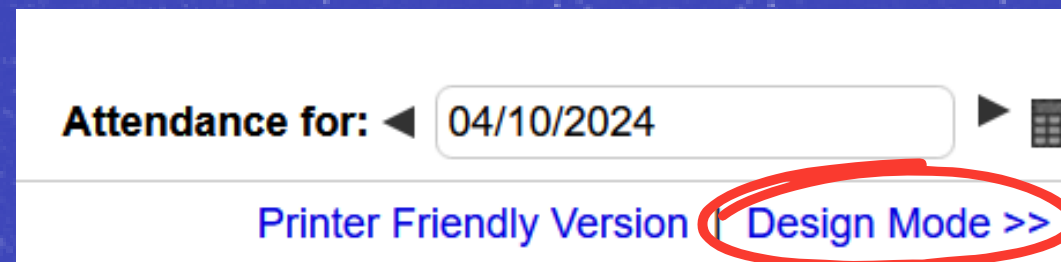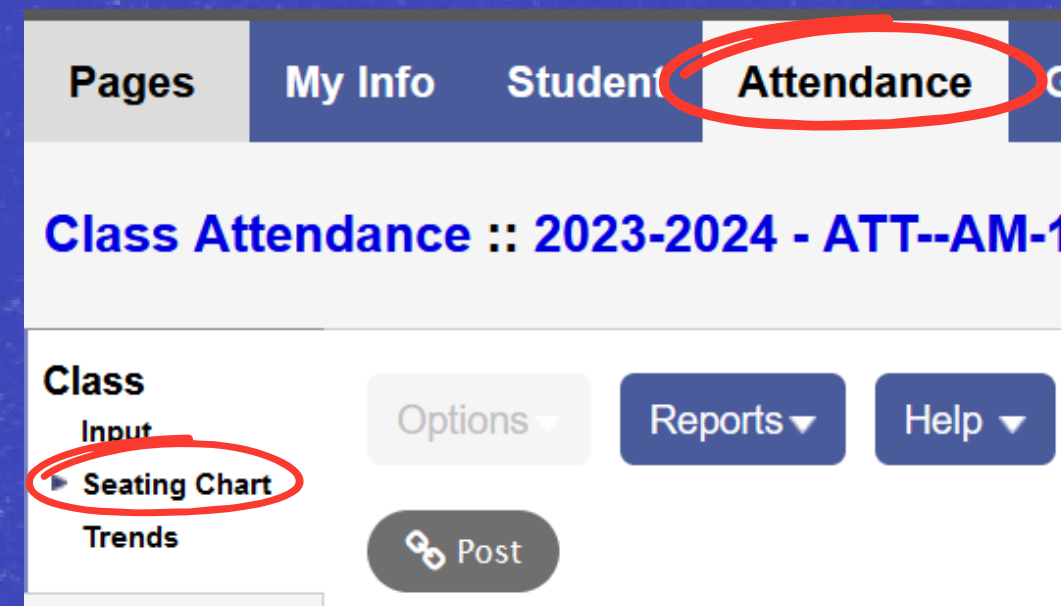
(A)bsent

Post

Post when done

CREATING A SEATING CHART

The seating chart allows you to take attendance and organize your classroom.

1. Navigate to the seating chart page through your teacher widget or through Attendance -> Seating Chart.

2. Enter "Design Mode" in the top right of your page.

3. Customize the the grid width and height to match the table layout of your space.
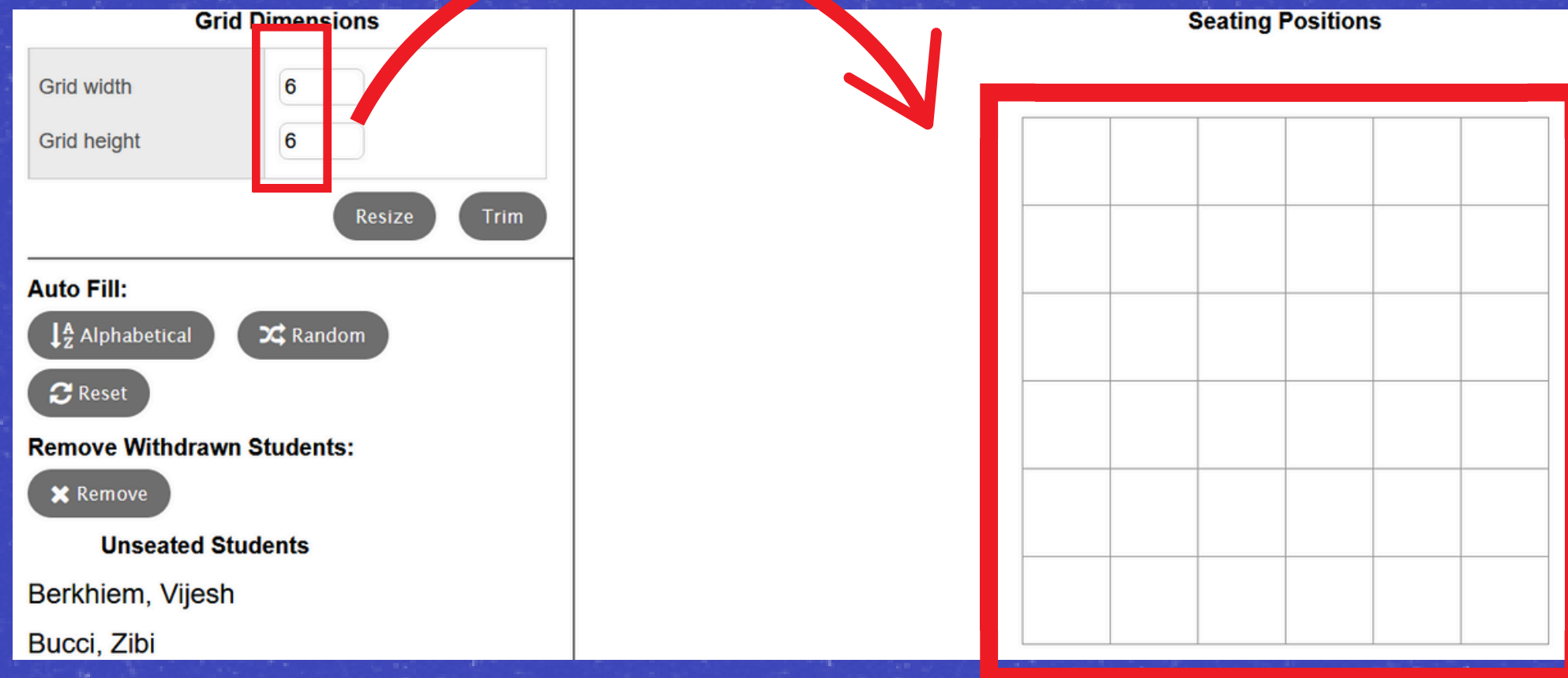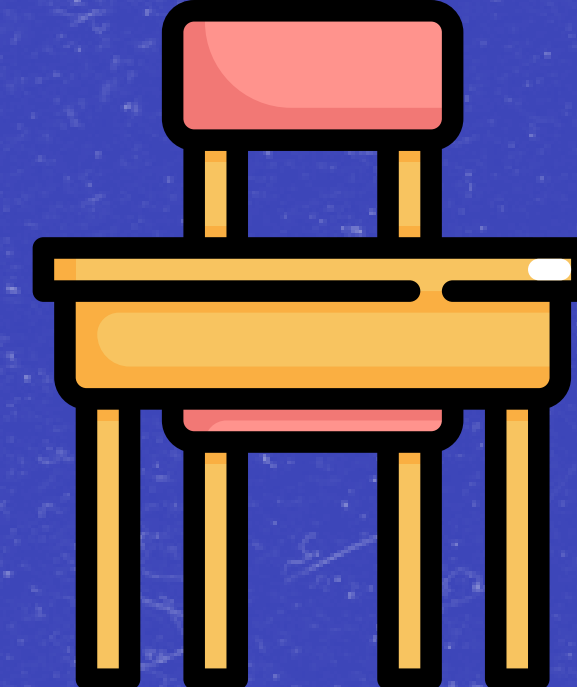
CREATING A SEATING CHART

To assign students to seats you have a couple of options:

The "**Random**" button will assign each student a random seat.

Drag and drop: Click and drag student names fromt he left side into a square in the grid.

Once complete, click "Exit Design Mode" in the top right.

Pages | My Info | **Student** | Attendance | Gradebook | Planner | Assessment | PD | To

Student List

Details

Contacts

Attendance

Conduct

Academics

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Options▾ | Reports▾ | Help▾ | Search on Name

0 of 23 selecte

	Name	Grade	School > Name	MailAdrs > StreetAddress
☐	Berkhiem, Vijesh	04	Georgia Park Elem	4 Ta-Lana Pl
☐	Bucci, Zibi	05	Georgia Park Elem	4181 Clare Avenue Pl
☐	Bucher, Emmanwelkwabena	04	Georgia Park Elem	3939 Red Haven Court Pl
☐	Busque, Kinlam	04	Georgia Park Elem	430 Grenville Place Lane
☐	Cruzbohigas, Seyedashkan	04	Georgia Park Elem	8687 Shepheard Drive Ave
☐	Doannguyen, Amedeo	04	Georgia Park Elem	7246 Heather Ann Dr
☐	Faltamo, Tatianaericka	04	Georgia Park Elem	5463 Parkridge Dr Rd
☐	Garciachacon, Sayedrawnaq	05	Georgia Park Elem	5485 Onion Hill Sub Way

Overview:

STUDENT INFORMATION

- Displays ALL students registered in teacher's classes
- Provides quick snapshot of:
  - Student school information
  - Contact information
  - Demographic information

ACCESSING IEP / SLP / AIP

To find student Individualized Education Programs (IEP), Student Learning Plan (SLP) or Annual Instructional Plan (AIP)
1. Use "Search on Name" with LAST NAME
2. Click on student's blue hyperlink
3. Click Documents on the bottom of the left tab.
4. IEPs and SLPs can be found under "Plans" sub tab
5. AIPs can be found under "Ed Plans"

Berkhiem, Vijesh

Bucci, Zibi

Bucher, Emmanwelkwabena

Busque, Kinlam

Cruzbohigas, Seyedashkan

Doannguyen, Amedeo

Faltamo, Tatianaericka

Garciachacon, Sayedrawnaq

Student List

Details

Contacts

Attendance

Conduct

Academics

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Documents

Journal

Documents

Plans

Ed. Plans

Details

Meetings

SENDING EMAIL TO A SINGLE STUDENT

Step 1. Go to the "**Student Tab**"

Pages   School   **Student**   Staff   Attendance   Conduct   Grades   Assessment

Options ▾   Reports ▾   Help ▾   Search on Name

Step 2. Search student by last name in the menu tab.

Step 3. Click on the student name to open their profile (blue hyperlink)

☐	Name	Grade	School > Name	MailAdrs > StreetAddress	MailAdrs > RR / PO
☐	Berkhiem, Vijesh	04	Georgia Park Elem	4 Ta-Lana Pl	

Details

Options ▾   Reports ▾   Help ▾

Contacts

✕ Cancel

Attendance

Step 4. Find "Contacts" on the left tab.

Step 5. Go to the "Options" button in the menu and select "Send Email"

Options ▾   Reports ▾   Help ▾

Send Email...

Query...

Show Selected

Omit Selected

SENDING EMAIL TO A SINGLE STUDENT

Step 6. You should now see the email interface in MyEd. It is important to check who you are sending the email too as the default can include all emergency contacts as well. To remove a recipient, click the red "x" next to their name.

Step 7. You can send a copy of the email to yourself by entering your email in the BCC section.

Step 8. You can now type the body of the email and hit send when you are done.

From: Hagen, Brennan; brennan.hagen@sd72.bc.ca

To: Corijn, Radec ✖ Unadkat, Nazi ✖

Total Recipients: 2

☑ Include Primary Email Address
☐ Include Alternate Email Address

Bcc: Your email here

Subject:

Attachment: Add File

SENDING EMAIL TO ENTIRE CLASS

1. Go to your homepage and find your teacher widget.
2. Find the email button next to the class you would like to email.
3. Make sure that "Contacts" is selected, optionally select "Students" to include them as well.
4. Write the body of the email. Include yourself in the BCC.

From:	Hagen, Shannon <shannon.hagen@sd72.bc.ca>						
To:	Arceno, Jennie	✕	Arique, Markfhel	✕	Rodriguez, Iris	✕	Ascue, Carlos ✕
	McKay, Melissa	✕	Mark, Cassandra	✕	Mathiason, Luke	✕	Shantelle, Maxi... ✕
	Edmonds, Twyla	✕	Walkus, Amanda	✕	Johnson, Sam	✕	Lapratt, Stephanie ✕
	Moon, Paula	✕	Bruce, Daisy	✕	Vincent, Marley	✕	Houser, Brian ✕

☐ Students   ☑ Contacts   ☐ Teachers   Total Recipients: 24

☑ Include Primary Email Address

☐ Include Alternate Email Address

Bcc: add your email address here

Subject:

ADDITIONAL EMAIL INFO

Do not use the "Teachers" tab, this will email all of the teachers for each of your students on your list (including summer school). It is recommended to use Outlook for emailing teachers and staff and MyEd for contacting students and families.

Attaching Files

The email function for MyEd has a small file limit of 7MB. It is recommended that you avoid sending files through MyEd and consider posting files to Teams for home access.

There are instructional guides on the Learning Hub on how to attach a link to a file.

PRINTING CLASS LIST / BLANK GRADING SHEET

Step 1: Select the "Gradebook" tab along the top bar

Attendance | **Gradebook** | **Planner**

Step 2: Filter so only "Current Classes" are selected

Term

Manage Filters
✓ Current Classes
Covering Classes
This Year's Classes
Last Year's Classes
All Records
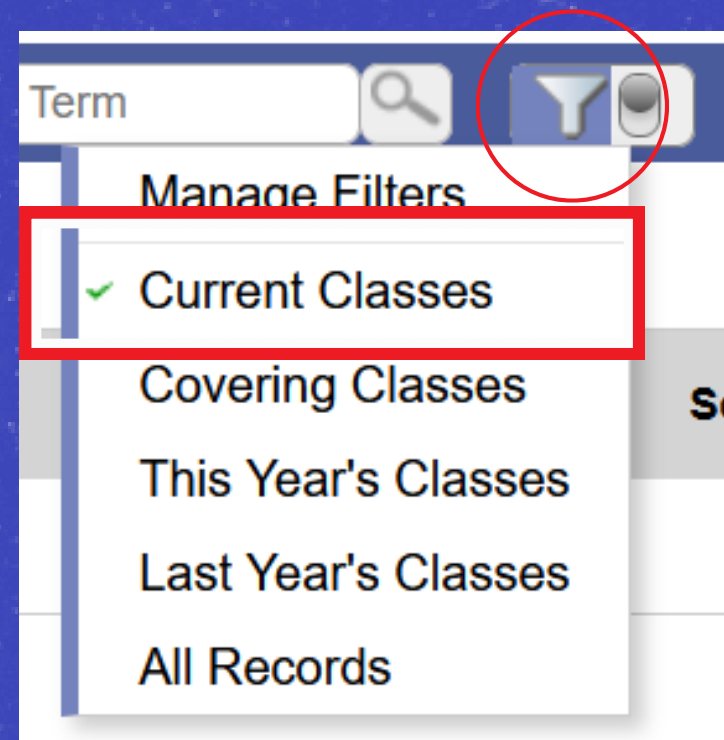
Step 3: Click "Reports" and then "Blank Grading Sheet"

Reports ▾ | Help ▾ | Search on Term

BC Marks Verification with Comments
Blank Grading Sheet
Grade Input Sheets
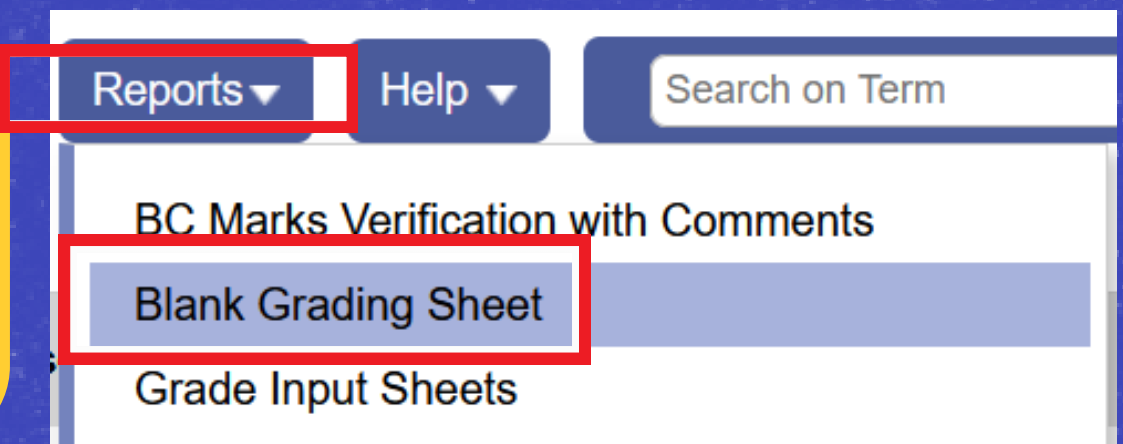
Step 4: Adjust Number of Columns, 15 (landscape) has the most number of columns

Number of columns — 10 (portrait) ⌄

Display blank row after each student?

10 (portrait)
5 (portrait)

Sections to include

15 (landscape)
10 (landscape)

Search value

7 (landscape)

Include study sections
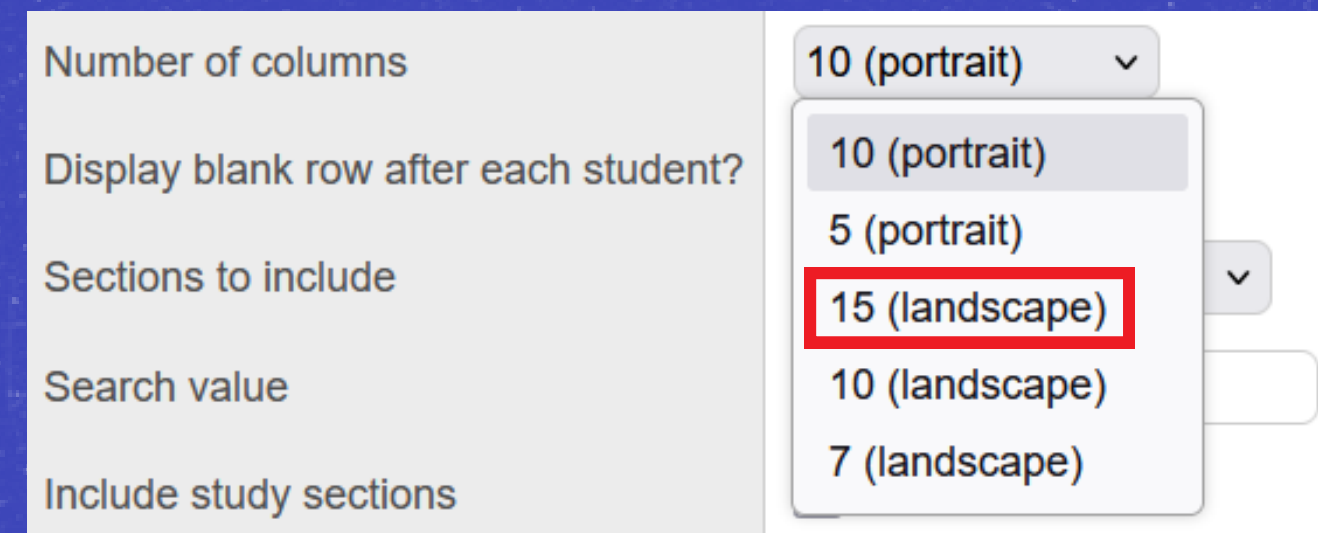
PRINTING CLASS LIST / BLANK GRADING SHEET

Step 1: Select the "Attendance" tab along the top bar

Student | **Attendance** | **Gradebook**

Options ▾ | Reports ▾ | Help ▾ | S

BC Class List w. Grid
Quick Chart
Quick Report
My Job Queue...

☐ Cours
☐ ATT--A
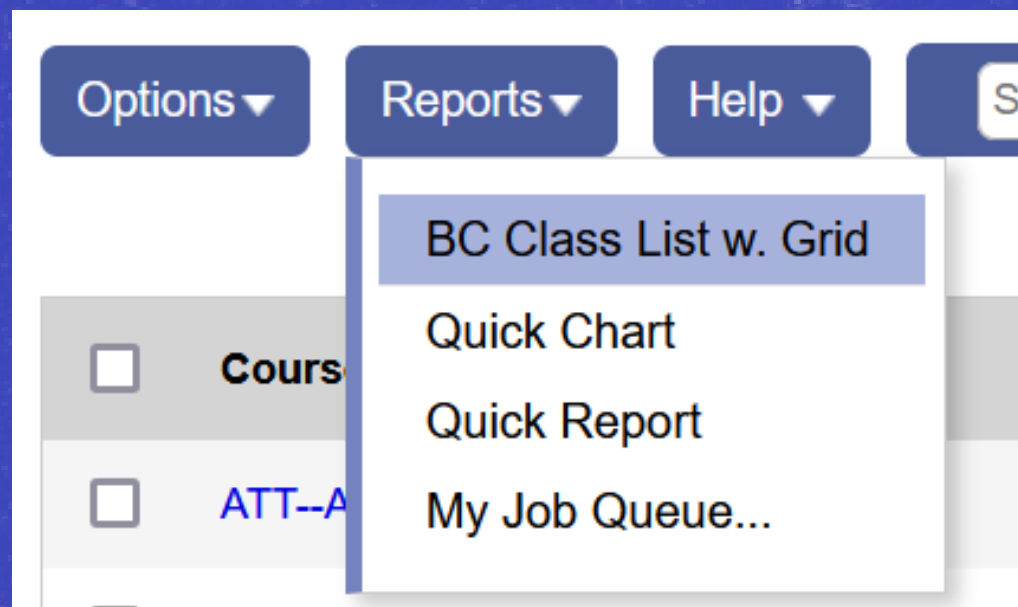
Step 2: Click on the Reports Drop Down Menu. Select "BC Class List w. Grid". This will create PDFs of all of your classes.

Step 3: Select the pages in the "Print" option for the classes you would like to print

REPORTING IN MYEDBC

Classes Meeting		Attendance	Posted	Grades	Email
8:45 AM	A - MSC--10-01 - SCIENCE 10		☐		
8:45 AM	A - YED--2A-04 - TEACHER...		☐		
10:10 AM	B - MSC--10-02 - SCIENCE 10		☐		
12:05 PM	C - MPH--12-01 - PHYSICS 12		☐		
1:30 PM	D - MPH--11-02 - PHYSICS 11		☐		

Groups

Curricular Competencies

Categories
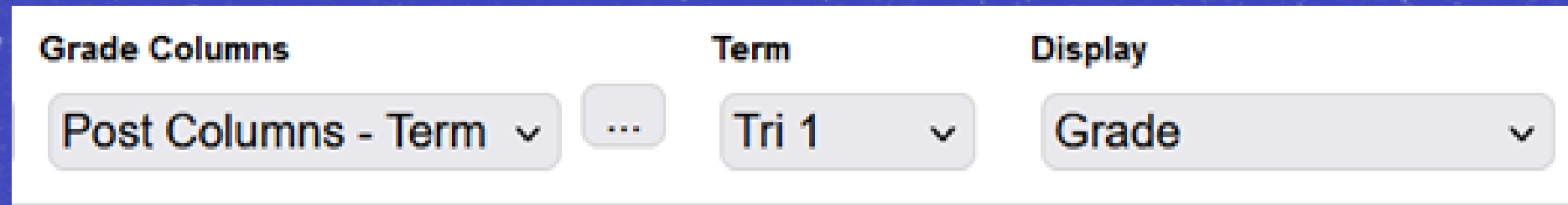
Assignments

Scores
Student
Assignment

Attendance | **Gradebook** | Planner

Two ways to access data entry page for learning update:

Click on the Grades icon for the subject you are entering proficiencies for. This is found under the Teacher Classes just to the right of the course itself.

Click on "Gradebook" in your top bar and then find "Scores" on the bottom of the left tab.

REPORTING FOR K-9

Name	YOG	Term 1 Mark 📌 ↘	Term 1 Com 📌 ↘
Berkhiem, Vijesh 🔴ELL	2032	DEV	📄

Enter a term proficiency scale (EMG, DEV, PRF, EXT) under the Term # Mark Column.

Click on the Comment Icon under the "Term # Com" section to open the comment box for that student.

Once you are done adding you comment, quickly move to next student with the "Save>" Icon.

It is highly recommended that you first type all of your student comments in a Notepad document, then copy and paste them into MyEdBC. This ensures you have a backup of your comments in case any connection errors with MyEdBC cause your comments to disappear from the website.

https://trn01.myeducation.gov.bc.ca/aspen/textCommentEc

Student	Berkhiem, Vijesh

Type your strength based comments here.

💾 Save   💾 Save ◀   💾 Save ▶   ✖ Cancel   39 cha

K-9 REPORTING AREAS

Include COURSE COMMENTS for the following courses
- Language Arts
- Mathematics
- Science
- Social Studies
- Physical and Health Education
- Arts Education (ie. Music, drama, visual arts, etc)

MAE--04-02	ARTS EDUCATION 4
MAE--05-01	ARTS EDUCATION 5
MEN--04-02	ENGLISH LANGUAGE ARTS 4
MEN--05-01	ENGLISH LANGUAGE ARTS 5
MMA--04-02	MATHEMATICS 4
MMA--05-01	MATHEMATICS 5

These sections do not have their own section in MyEd but must be reported on:

-Applied Design, Skills, and Technologies (K-5 this is embedded in the various comments taught and not reported on as a stand-alone subject, 6-8 is reported in EXPO courses)
-Career Education — (Reporting process is being established this year and is currently not a stand-alone course in the Learning Update)

Learning Habits and Engagement — This section is optional and replaces the previous "Behaviours for Successful Learning" section. This can be included as a stand alone comment or added throughout the other subject areas. Student behavior should not contribute to a student's overall proficiency in any area of learning.

Term Comment — This optional section can either be tailored to individual students or provide general information on what has occurred in the class over the year. Check with your admin for any specific guidelines for this section at your school.

☐	XTC--04-10	TERM COMMENT 4

Name	YOG	Term 3 Mark	Term 3 Com	Final
Berkhiem, Vijesh	2032	DEV		DEV ⊘
Bucher, Emmanwelkwabena	2032	PRF		PRF ⊘
Busque, Kinlam	2032	PRF		PRF ⊘
Cruzbohigas, Seyedashkan	2032	DEV		DEV ⊘

SUMMARY OF LEARNING

When you have completed teaching a class, your final report is the Summary of Learning for each student. To report this, fill in the comment column as usual, and ensure the **same proficiency scale is entered in both the Term AND Final columns**. The Term column should always be filled, while the Final column should only be completed at the end of the year for primary and middle core, or at the completion of a class for EXPO and Grade 9.

REPORTING FOR GRADES 10-12

Students		Grade Columns		Term		Display
All ⌄		Post Columns - Term ⌄	...	Q1 ⌄		Grade

Name	YOG	Q1 Grade 📌■ ⤢	Q1 Com 📌■ ⤢	Q1 🖩 ⤢ 👤➡
Croburikkinen, Matyar	**2025**		📄	

Enter the percentage grade under the Q# Grade Column.

Click on the Comment Icon under the "Q# Com" section to open the comment box for that student.

Once you are done adding you comment, quickly move to next student with the "Save>" Icon.

It is highly recommended that you first type all of your student comments in a Notepad document, then copy and paste them into MyEdBC. This ensures you have a backup of your comments in case any connection errors with MyEdBC cause your comments to disappear from the website.

🛡 🔒 https://trn01.myeducation.gov.bc.ca/aspen/textCommentEc

Student	Berkhiem, Vijesh

Type your strength based comments here.

💾 Save   💾 Save ◀   💾 Save ▶   ✖ Cancel   39 cha

WORD VS NOTEPAD

Microsoft Word is a rich text editor with many formatting features that are not supported by MyEdBC, which can sometimes cause formatting to appear different when copied into MyEd, especially when using bullet points.

Notepad, on the other hand, is a basic text editor that comes pre-installed with Windows. Comments copied from Notepad should retain their formatting when pasted into MyEd. Notepad files are saved as **.txt** files (unlike Word's **.***docx* format).

COMMENT EXAMPLES

Areas of Learning	Proficiency Scale Indicator	Descriptive Feedback
English Language Arts	Developing	Ryan makes meaningful connections, which demonstrates his good comprehension of what he is reading. Although reading below grade level, when provided with books at his level, his ability to engage and think about what he is reading has helped him grow his reading skills. The next steps for Ryan would be to continue to spend time reading a variety of books that interest him and practise sounding out new and unfamiliar words.
Mathematics	Proficient	Ryan is proficient at explaining and justifying his mathematical reasoning. He is eager to try new concepts and shows curiosity when solving problems. Ryan is still building his understanding of the relationship between perimeter and area and can use his strong problem-solving skills to continue to build this skill.
Science	Proficient	Ryan is a curious student who makes keen observations and predictions through scientific inquiry. During our investigation of body systems, he demonstrated proficiency when planning his inquiry on how to take care of your respiratory system
Social Studies	Proficient	Ryan has asked great questions throughout our various inquiries this year. When looking at a variety of issues and perspectives he also provided well-constructed arguments to defend his thinking. At times Ryan struggled to understand or consider other perspectives beyond his own, but he always took the time to ask questions along the way, which is an important skill.
Physical & Health Education	Developing	Ryan has demonstrated fair play and leadership in all of our physical activities. He actively participated in all activities and could recognize how personal choices surrounding physical activity and food choices impact your health and well-being. Ryan continues to develop in some of his fundamental movement skills, especially when required to control an object such as a ball. With more practice and participation in sports opportunities, Ryan will become more confident and further develop his skills.
Arts Education	Developing	Ryan was able to identify various elements of art used among Indigenous communities. During our inquiry into the various regions of Canada, Ryan required support to create pieces of art (visual, dance, music) representing the region he was exploring. He was a bit apprehensive when presenting his creations, but with more time and opportunities, he will become more confident and prouder of his creativity.

Where can you find additional instructional and supporting documents?

For More Instructional
Documents on MyED
Click Here

Click Here for SD72
Employee Portal

For guidelines on report comment writing and examples go to:
--> Knowledge Center -> Instruction -> Reporting Framework & Supporting Docs

THANK YOU