

SCHOOL START UP

MYED BC

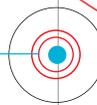


LOGGING IN/PASSWORD RESET

Access [MyEd login page](#).

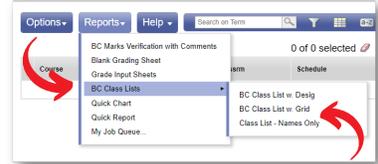
Username: firstnamelastname72
 Password: Unique MyEd Password
 (first time login: Welcome2020!)

Forgot Password?
 Use the 'I forgot my password' function.

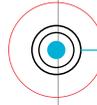


PRINTING CLASS LIST

Gradebook Top Tab -> Reports Drop Down Menu
 BC Class Lists -> BC Class List w/ Grid



This will download a pdf of ALL your classes. Use your printer options to select the pages you would like to print.



TAKING ATTENDANCE

TEACHER WIDGET

ATTENDANCE TOP TAB

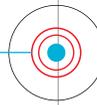


P by default
A if absent
L if late



List or seating chart.
 Click icon beside course to select.

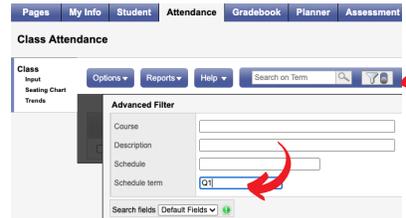
Attendance Top Tab.
 Class side tab.
 Select course.



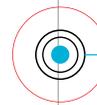
PRINTING CLASS LIST/ELECTIVES

Gradebook Top Tab

Apply filter -> Schedule Term = (Q1, Q2, Q3, Q4)



Reports Drop Down -> BC Class List w/ Grid
 Run



EMAIL - WHOLE CLASS

TEACHER WIDGET

GRADEBOOK TOP TAB

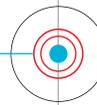


Click on icon beside course to select.

Gradebook Top Tab ->
 Select Course -> Roster Side Tab
 Options Drop Down -> Send Email

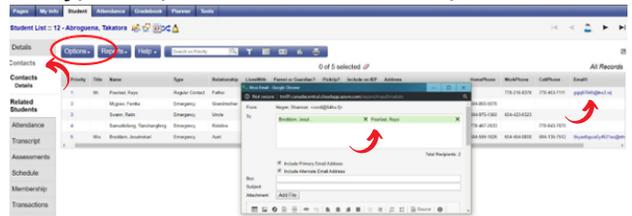


Click on 'x' to remove contacts from list.
 Check 'Contacts' for Parents
 Check 'Teachers' for ALL teachers associated with students



EMAIL - INDIVIDUALS

Student Top-Tab > Click on Student's Name (Blue Hyperlink) > Contacts Side-Tab > Options > Send



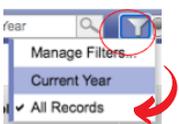
This will email ALL of the contacts listed in the student's demographics for email contacts. PLEASE be sure to UNCHECK the emergency email contacts so that ONLY the student's primary contacts receive the email.



TRANSCRIPT REPORTS

Student Top Tab -> (Select Student) -> Transcript Side Tab

Click on Dictionary icon -> 'All'
 Click on Filter icon -> 'All Records'



For more detailed instructions for each section, visit the [MyEd portal page](#).