



MyEducationBC

Teacher Handbook

Teacher Guide: Basic Navigation Taking Attendance

January 15, 2019



Document Revision History

Date	Description	Page #
Sep 7, 2019	Document Creation	17 pages
Dec 8, 2019	Attendance Choice "AE" was added to the screen	Pages 4 & 6
Dec 8, 2019	Add information re the warning message when Posting	Pages 5 & 7
Jan 12, 2020	Altered instructions to include saying "No" to warning message	Pages 5 & 7
Jan 15, 2020	Added instructions for printing class lists	Page 10



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Teacher Guide – Attendance

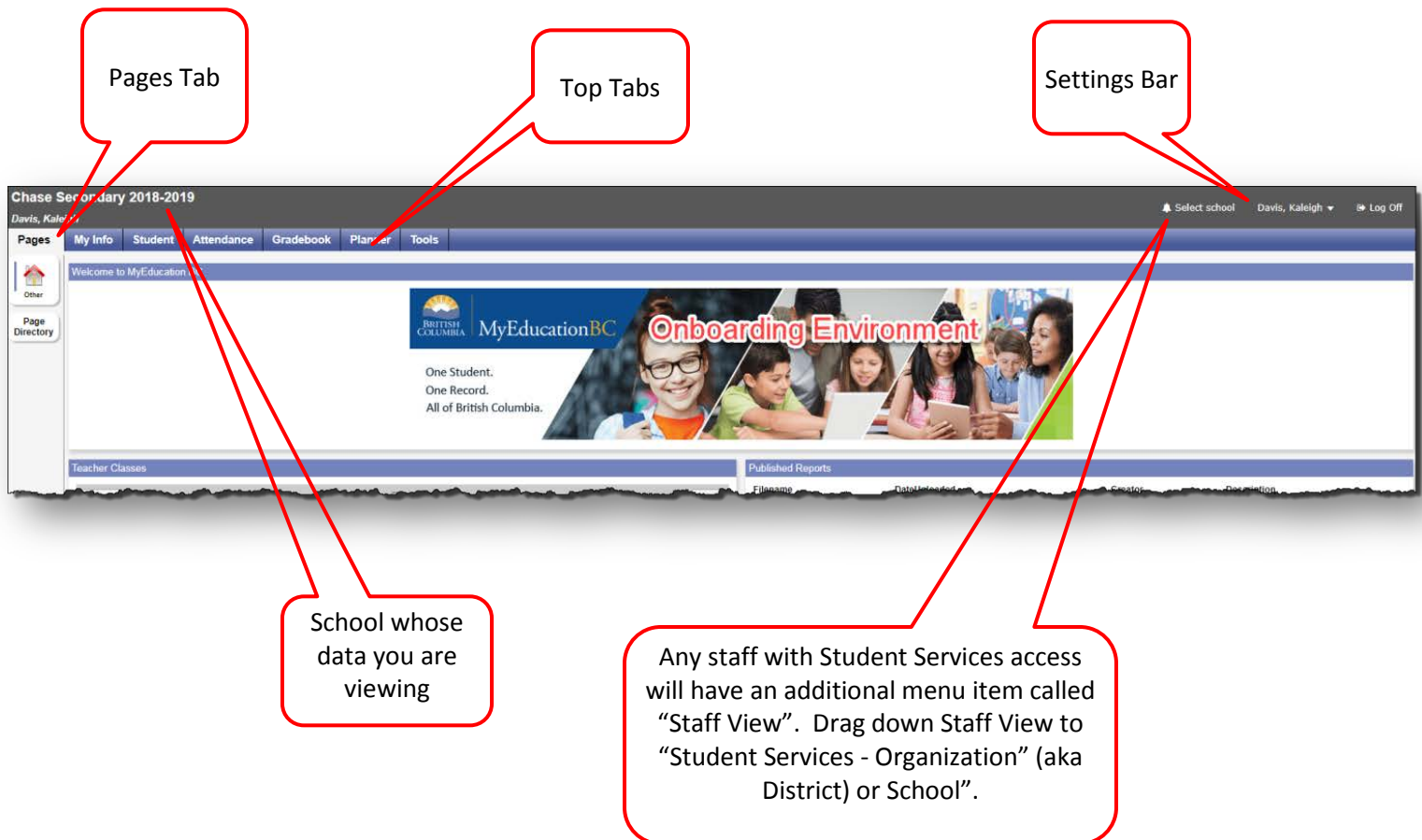
Landing Page

The first page you see when you log on to MyEd is the Landing Page.

Tip: Press "Control +" to zoom into the screen, "Control –" to zoom out.

The **Top Portion** of the Landing Page displays a series of tabs which give access to other screens:

- Pages Tab - to return to the Landing Page from other screens.
- Top Tabs for access to:
 - o My Info
 - o Student
 - o Attendance
 - o Gradebook
 - o Planner
 - o Assessment
 - o PD
 - o Tools
- Settings Bar for access to:
 - o Select School
 - o Your Account to Set Preferences
 - o Log Off





The **Middle Portion** displays the following widgets:

- Teacher Classes:
 - Attendance Taking.
 - Gradebook Mark Entry.
 - Sending Class Emails.
- Published Reports = Used for Student/Family Portal for publishing Report Cards as well as Student Verification Sheets.

System Maintenance & Announcements = Currently managed at the Enterprise level by Fujitsu and it contains important information and announcements. It also contains recommended resources.

The screenshot shows two widgets from the MyEducation BC interface. The 'Teacher Classes' widget on the left displays a table for Friday, June 21, with columns for Attendance, Posted, Grades, and Email. It lists two classes: '11:23 AM 1 - BIO 11 (2) - BIOLOGY 11' and '8:30 AM 3 - MFOM-12-002 - FOUNDA...'. The 'Published Reports' widget on the right shows a table with columns for Filename, DateUploaded, Creator, and Description, indicating 'No published reports'.

The **Lower Portion** of the Landing Page contains the following widgets:

- Group Resources.
- Getting Started.
- Protecting Personal information (FOIPPA).

The screenshot shows three widgets from the MyEducation BC interface. The 'Group Resources' widget on the left lists links for BC ERAC, BC's New Curriculum, MyEducation BC Standards Manual, MyEducation BC - Ministry of Education, MyEducationBC.info, Standards-Based Gradebook How-To Videos, and Student Transcripts. The 'Getting Started' widget in the middle provides instructions on how to navigate MyEducation BC, explaining the difference between Top Tabs and Pages. The 'Protecting Personal Information' widget on the right explains the importance of protecting personal information and provides links to learn more about privacy protection, including Protection of Privacy, Freedom of Information and Protection of Privacy Act, School Act, and Independent School Act.



Teacher Classes Widget

The Teacher Classes Widget is divided into:

- Classes Meeting
- Classes Not Meeting

The default display is Today's date. To change the date, click on either "Previous" or "Next".

The Widget provides Quick Links to:

- Attendance
- Grades
- Email

Note: "Attendance" and "Grades" can also be accessed via the Top Tabs.

Teacher Classes

Previous

Friday, June 21

Today

Next

Classes Meeting

11:23 AM 1 - BIO 11 (2) - BIOLOGY 11

8:30 AM 3 - MFOM-12-002 - FOUNDA...

Classes Not Meeting

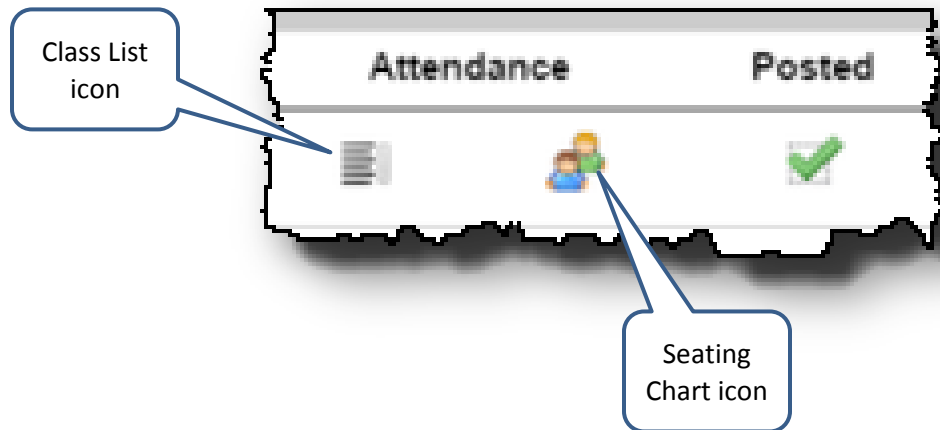
MATH 7(1) - MATHEMAT...

- Classes are listed as blue hyperlinks. Click on the hyperlink to view the Class Roster.
- An icon to the right of the class title indicates that there has been a change to the roster (student added or removed). Clicking on the icon will display the change as well as remove the icon.



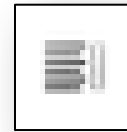
Attendance

Attendance can be taken either via the Class List or via a Seating Chart.



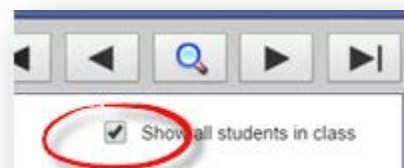
Attendance via Class List

- 1) Click on the “Class List” icon in the “Attendance” column.
- 2) The attendance screen for that class will display.



Pupil #	Name	Code
1241055	Babeuf, Eryko	A L AE P
1554730	Cherneske, Raaid	A L AE P
1482292	Digginscasey, Galleni	A L AE P
1489932	Fonsecatejada, Trinityjewel	A L AE P

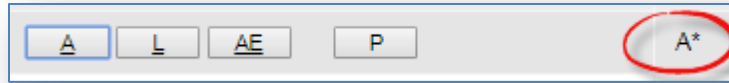
Note: If you have a multi-section class, toggle the “Show all students in class” checkbox to include all students in the attendance list.



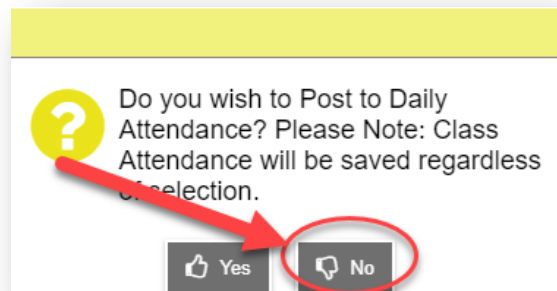
- 3) Verify that the date in the top right-hand corner is correct.
- 4) Click “A”, “L” or “AE” (Absence Explained) for the appropriate students.



- 5) An asterisk will appear beside the attendance record and the record will be highlighted.



- 6) If a student was marked “Absent” in error, click on “P” for Present.
- 7) Click “Post”. This will:
- Save the attendance records.
 - Remove the asterisk.
 - Remove the highlighting on the student records.
 - Display date/time of posting in the upper right-hand corner.
 - Indicate on the “Post Verification” report in the office that you have completed your attendance.
- 8) When the message regarding posting to Daily Attendance appears, click “No”.



- 9) A Green checkmark appears in the “Posted” column in the Widget.

Teacher Classes					
Previous		Monday, June 1		Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email
3 - MPE--11--05 - PHYSI...					
3 - MPE--12--05 - PHYSI...					



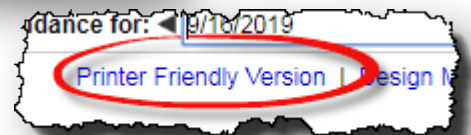
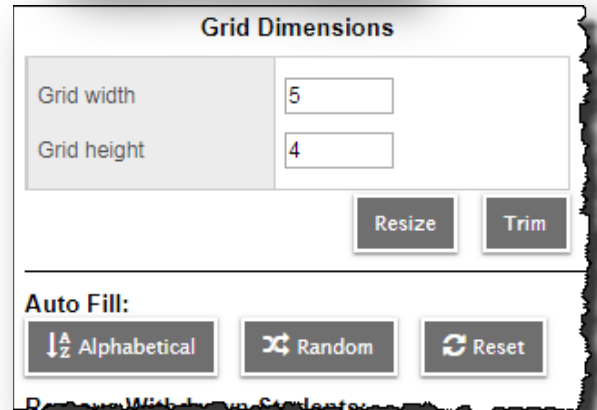
The system does NOT display a warning message if you leave the screen before clicking “Post”. The attendance will not be saved.



Attendance via Seating Chart

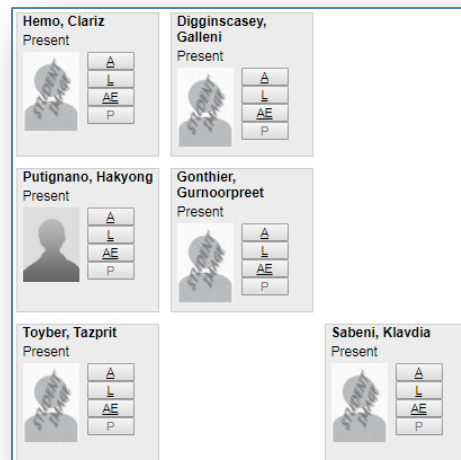
Creating a Seating Chart

- 1) Click the “students” icon in the “Attendance” column.
- 2) If the students have not yet been placed in the seating chart, the message “Students are missing from the chart” will display.
- 3) Click on “Design Mode” in the upper right-hand corner.
- 4) Set the Grid dimensions to determine how many rows of desks across the width of the room and how many rows of desks back.
- 5) The following buttons display:
 - a. Resize = Changes dimensions. Adjust the grid width/height and click “Resize”.
 - b. Trim = Removes extra columns or rows.
 - c. Auto Fill = Alphabetical or Random.
 - d. Reset = Removes students from the grid and restores the default grid dimensions.
- 6) Click “Resize” to make your settings take effect.
- 7) Click and drag the “unseated” students into the grid.
- 8) When finished, click “Trim” to remove empty rows.
- 9) Click “Exit Design Mode”.
- 10) Click Printer Friendly Version to print a copy.
- 11) To reset the seating chart, go back to “Design Mode” and click “Reset”.



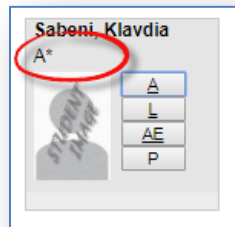
Using a Seating Chart for Taking Attendance

- 1) Click the “students” icon.
- 2) The seating chart will display.
- 3) Confirm that the date in the top right-hand corner is accurate.
- 4) As with the Class List method, click “A,” “L” or “AE” (Absence Explained) to mark attendance.





- 6) An asterisk will appear beside the attendance record and the record will be highlighted.

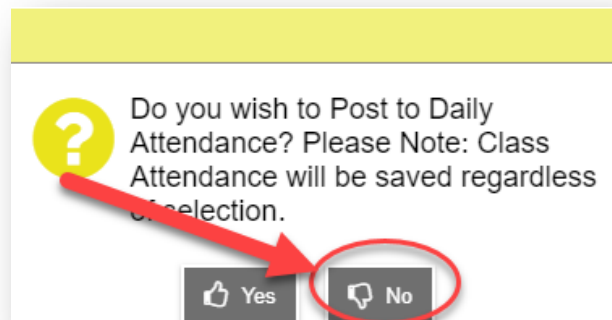


- 7) If a student was marked “Absent” in error, click on “P” for Present.

- 8) Click “Post”. This will:

- Save the attendance records.
- Remove the asterisk.
- Remove the highlighting on the student records.
- Display date/time of posting in the upper right-hand corner.
- Indicate on the “Post Verification” report in the office that you have completed your attendance.

- 9) When the message regarding posting to Daily Attendance appears, click “No”.



The system does not display a warning message if you leave the screen before clicking “Post”. The attendance will not be saved.



Viewing Student Attendance Trends

Attendance top tab > Class Attendance side tab > Trends

Teachers can use Class Attendance > Trends for both viewing trends in student attendance and taking attendance for the class using the Enable Attendance Button and selecting a date.

Pages

My Info

Student

Attendance

Gradebook

Planner

Tools

Class Attendance :: 2016-2017 - MEN--11-03 - ENGLISH 11

Class Input

Seating Chart

Trends

Student

Options

Reports

Help

Search on Name

Period 1

Print

Enable Attendance Buttons

31 records

Attendance for: 9/23/2016

Name	Fri Sep 23, 2016			Sep																							Oct				Totals					
	Class Code			7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	A	T	D	O	
Cathey, Mindatim	A	L	P										AE	AE																			2	0	0	0
Cooksteetinc, Lisamichelle	A	L	P																														0	0	0	0
Cupkes, Gerd	A	L	P																														0	0	0	0
Despasedaonceliao, Wooklee	A	L	P							LE																							0	1	0	0
Dibon, Taghi	A	L	P																														0	0	0	0
Dikamshagee, Jessejulan	A	L	P											AE																		1	0	0	0	
Dubet, Ongyehic	A	L	P																														0	0	0	0
Egensperger, Dungonna	A	L	P				L			L			AE	A	AE																	3	2	0	0	
Gayday, Gubawaz	A	L	P							LE	AE	A																				2	1	0	0	

Clicking on the hyperlinked attendance records opens an attendance record window where particulars can be viewed or edited.

Student Class Attendance - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/genericDetailPopup.do?prefix=PAT&oid=PAT000002DqQdM&cont

Name: Cathey, Mindatim
Course: MEN-11-03
Period: 1
Date: 9/16/2016
Comment:
Is absent? ☒
Is late? ☐
Is dismissed? ☐
Is excused? ☒
Other code:
Other code 2:
Reason: Vacation

Clicking on a student's hyperlinked name displays the individual student's attendance trends.

Options

Reports

Help

Search on Name

Attendance for: School year

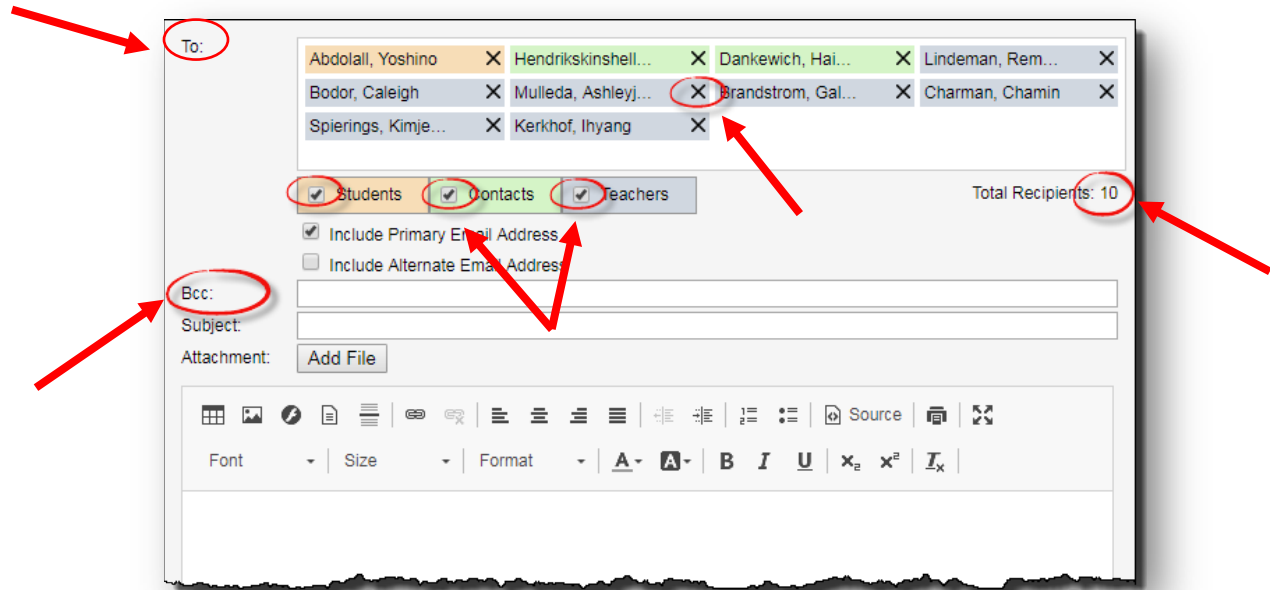
Attendance Summary																															Totals					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	A	T	D	O	
August '16																																	0	0	0	0
September '16																																	A	T	D	O
																																	2	0	0	0



Sending Emails

To send emails to student and/or contacts for a class:

- 1) Click on the “Envelope” in the Teacher Classes Widget. 
- 2) The “Prepare Email” pop-up appears. Students who have email addresses in their record will be listed in the “To” section.



The screenshot shows the 'Prepare Email' pop-up window. It features a 'To:' field with a list of names and an 'X' in the corner of each row. Below this are three tabs: 'Students', 'Contacts', and 'Teachers', each with a checkbox. There are also checkboxes for 'Include Primary Email Address' and 'Include Alternate Email Address'. The 'Bcc:' field is empty, as is the 'Subject:' field. An 'Attachment:' field with an 'Add File' button is at the bottom. A 'Total Recipients: 10' label is on the right. Red arrows point to the 'To:' field, the 'Students', 'Contacts', and 'Teachers' tabs, the 'Bcc:' field, the 'Subject:' field, the 'Attachment:' field, and the 'Total Recipients: 10' label.

Note: All emails are sent as BCC.

- 3) Toggle “Contacts” and/or “Teachers” to include them in the email.

Note: A Contact’s email address will only appear if 2 things are in place:

- An email address has been recorded for the contact.
- The “Receive Email” field in their record has been toggled. See the Office staff.

- 4) To delete an individual email address, click the ‘x’ in the corner.

- 5) Include your own email address in the BCC field to ensure a copy comes to your inbox.

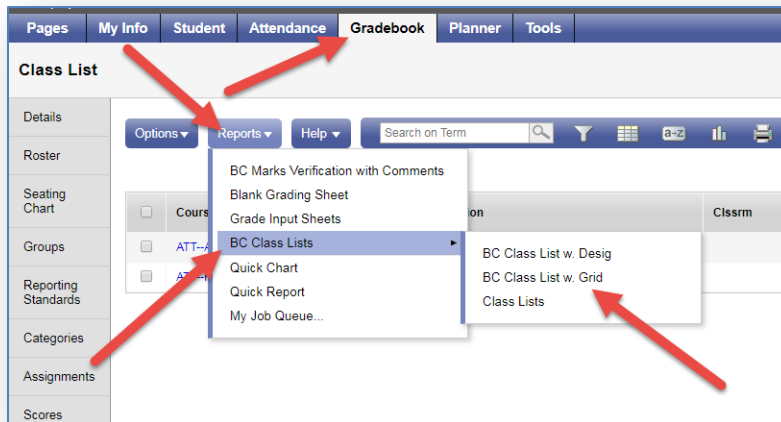
Note: For security, the emails are routed via provincial email servers, not SD22 Outlook.
There will not be a copy of the email in your SD22 Outlook account.



Printing Class Lists

To print all of your class lists:

- 1) Click on the Gradebook top tab. Your list of classes will appear.
- 2) Click on Reports.
- 3) Click on BC Class Lists.
- 4) Select one of the 3 options that appear.

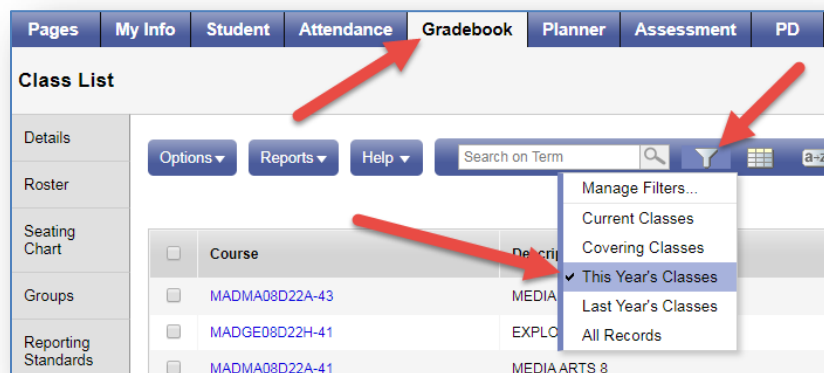


To print only a select few of your class lists:

- 1) Click on the Gradebook top tab to display your list of classes.
- 2) Put a check mark beside the class(es) you wish to print lists for.
- 3) Drag down Options > Show Selected.
- 4) Click on Reports to access the BC Class Lists.

To print next semester's class lists:

- 1) Click on the Filter and drag down to "This Year's Classes".
- 2) Follow the steps above.





Navigating to Other Screens

Top Tabs

Along the top of the screen is a series of tabs called “*Top Tabs*”. These tabs are the functional areas of MyEd. The tabs that appear for a user are directly related to their security access.

Side Tabs

Once a top tab has been opened, tabs that are specific to that particular top tab become visible down the left- hand side of the screen. These are called “*Side Tabs*”.

Hyperlinks

There are numerous blue hyperlinks throughout the screens in MyEd. Clicking on a hyperlink will open up further screens related to that particular record. As you progress through the screens, a trail of “*Bread Crumbs*” is displayed under the top tabs.



Breadcrumb Trails

The “*Breadcrumb Trail*” will indicate the path used to arrive at a screen. In the example above, the user navigated from the **Student List** > a **specific student** > “**Schedule**” **Side-tab** > a **specific course on the student’s transcript**. To navigate BACK from this location, the user can either click on the blue hyperlinks within the Bread Crumb Trail, or click on headings within the Side Tab.



When navigating in MyEd, do NOT click on the back-button, forward-button or cancel buttons on your browser. Doing so can generate application errors or “*browser out of sync*” errors. Instead, refer to the section on “*Breadcrumb Trails*” to see how to navigate backwards.



Options ▾

Options - aka: the “Action Menu”. Enables users to perform actions on the data that is displayed on the screen. The items in the Option list are determined by the security access of the user.

Reports ▾

Reports - displays a list of the reports available according to the top tab and side tab currently selected.

Help ▾

Help - provides online instructions that are core to the Follet/Aspen product, not necessarily to the BC version of the product, aka MyEd BC. For BC specific help, see “*MyEd BC Help Site*” below.



Filter Menu

Allows the user to choose the group of records they wish to display on the screen, eg. Students in My Classes, Students in My Homeroom, Designated Students, etc. There is a collection of pre-built filters from both the System and Enterprise levels. The list of filters can be rearranged or hidden/unhidden using “*Manage Filters*”. Districts, Schools and Users may also create their own filters. The filter that is currently in use displays in the upper right-hand quadrant of the screen.

Filters will affect search results, eg. If the current filter being used is for all female students, and you try to search for a male student, you will get zero results. Always be aware of the current filter being used.



Field Set Menu

Allows the user to choose which columns they wish to see on the screen and in which order they want the columns to display. There is a collection of pre-built field sets from the Enterprise level as well as those from the District level. Schools and Users may also create their own field sets using “*Manage Field Sets*”. Very useful for creating commonly used sets of information.



Quick Print Menu –

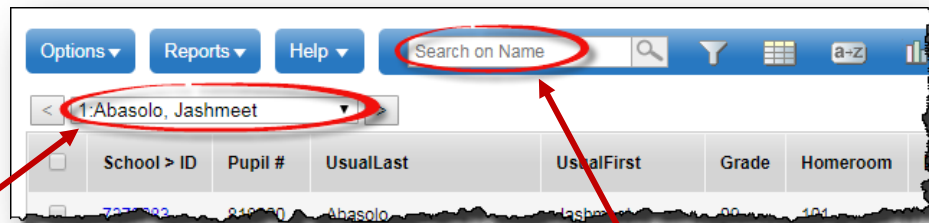
Click on the icon to select your preferred format for printing/saving:

- HTML (webpage)
- TXT
- CSV
- DOC (Microsoft Word)



Searching for Student Records

There are 3 main methods for searching for student records in MyEd:



Page Selector – Typically based on 35 records per page.

Control F

Enter the data you wish to search for and click Enter. To change the column you wish to search on, click on a different column heading prior to clicking Ctrl F.

Search Box

Defaults to search by “Name” but can be changed by clicking on a different column heading.

Alerts

There are 9 possible alerts icons and 1 Student Locator icon that can be associated with a student. They are displayed in multiple locations throughout MyEd. Users can hover over an icon to determine the type of alert represented as well as click on the icon to read any available details.



Legal Alert



Student Services



Absent Alert
(absent today)



Life Threatening Alert



Cross-Enrolled



Informational Alert



Other Medical Alert



Family Alert

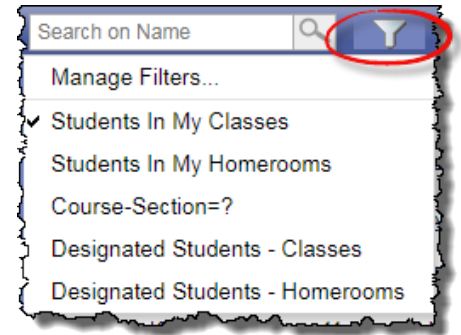


Student Locator
(classroom where the student currently is as well as where they will be next block)



Student Top Tab

- 1) Click on the Student top tab. The default filter is “Students in My Classes”. Click on the Filter for a different set of students to view.
- 2) Click on the blue hyperlink of a student’s name.
- 3) Read-only demographic information about that student will display on the screen.
- 4) Click on the various side tabs to access more information about the student:



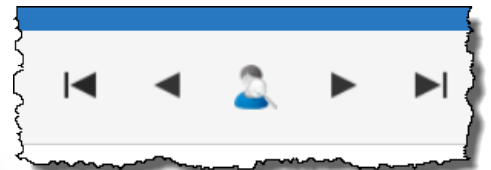
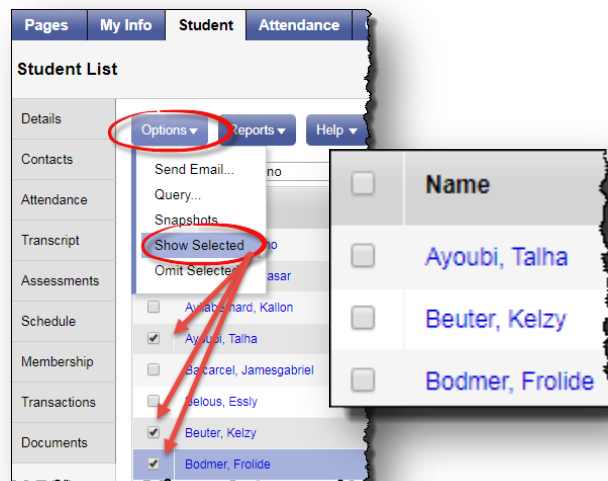
- Details = Demographic student information.
- Contacts = Student contacts including parents, guardians and emergency contacts.
 - o Related Students = Displays siblings entered in the system.
- Attendance = Attendance records for either daily or class attendance.
- Conduct = Conduct incidents, actions and detention records.
- Academics = Courses, course details, assignments and attendance for the student.
- Transcript = All current and past transcript records for a student.
- Assessments = Provincial assessments such as FSA or Provincial Exams
- Schedule = Student’s schedule and course requests for the next year.
- Membership = Enrollment history and any secondary school associations.
- Transactions = Fees and Inclusions.
- Documents = Ed Plans/Student Learning Plans and IEP’s .

Printing a Single Report Card

- 1) Click on the blue hyperlink of the student’s name.
- 2) Reports > Report Cards > Select the appropriate report card.

Viewing a Specific List of Students

- 1) Put check marks beside the appropriate students’ names.
- 2) Drag down Options > Show Selected.
- 3) Use the “VCR” buttons in the upper right-hand corner to view “Next” or “Previous” record.





Class Rosters - aka Class Lists

Clicking on the hyperlinked class from the Teacher Classes widget will take the user to the class roster. Similarly, navigating to Gradebook > Select a class > Roster will also produce the list of students in a given class.

Click on the blue hyperlink to access a Class Roster (aka Class list).

Teacher Classes

Previous Today Next

Classes Meeting

Time	Class	Attendance	Posted	Grades	Posted	Email
11:23 AM	1 - BIO 11 (2) - BIOLOGY 11					
8:30 AM	3 - MFOM-12-002 - FOUNDA...					

Class List :: 2018-2019 - BIO 11 (2) - BIOLOGY 11

Details Options Reports Help Search on Name

Roster

0 of 29 selected

Pupil #	Name	YOG	Homeroom	Info	Roster Status
431264	Appletonmonraz, Johnna	2019	106	[X]	Withdrew on 2/6/2019
520305	Arroyo, Eunil	2020	LIB	[X]	Withdrew on 7/24/2019
512277	Avilabernard, Kallan	2020	LIB	[X]	Enrolled on 9/5/2018
513175	Awoubi, Talha	2020	LIB	[X]	Enrolled

The class roster defaults to “Enrolled” students. Change the filter to “Withdrawn” or “All Records” if desired.

Printing a Class Set of Report Cards

To print a class set of report cards:

Gradebook top tab > Select the Class > Roster side tab > Reports > Report Cards

Select one of the three report cards presented.

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

Class List :: 2018-2019 - BIO 11 (2) - BIOLOGY 11

Details Options Reports Help Search on Name

Roster

Seating Chart

Groups

Report Cards

- Report Cards - K-9 Single Term
- Report Cards - Kindergarten, Primary, Intermediate
- Report Cards - Middle Years and Secondary

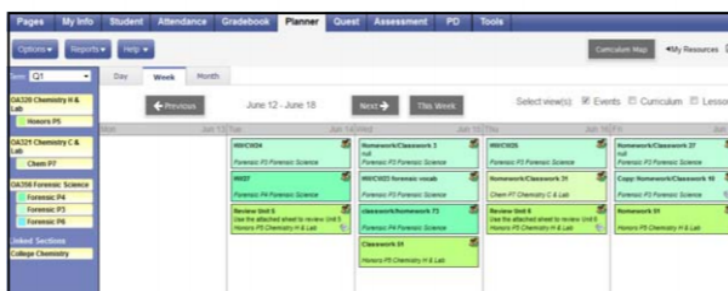


The Planner - Follet's Quick Guide

Use the **Planner** tab in the Staff view as your online teacher plan book. You can create, view, and edit assignments for your sections, as well as manage personal appointments. In addition, view your district curriculum maps and lesson plans, and build your own lesson plans.

Determine the Information That Appears on Your Planner

Click the **Day**, **Week**, or **Month** tab at the top of the page to change the timeframe to view:



Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear:



- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.

Create Assignments/Appointments on Your Planner

- Click **Events**, then do one of the following:
 - To create an assignment or appointment, click on the date you want to assign the assignment or create the appointment for in your calendar. Click **Add Assignment**, **Add Ungraded Assignment**, or **Add Appointment**. The New Assignment or New Appointment page appears.
 - To create an assignment with an attachment, open My Resources, and click, drag and drop files, links, an online quiz, or a Google Doc™ to a date. The New Assignment page appears with the attachment in the **Resources Provided by the Teacher** field.
- Enter the assignment or appointment information.
- To edit an assignment or appointment, click the assignment or appointment on the calendar. To delete one, click the assignment or appointment, and on the **Options** menu, click **Delete Calendar Item**.

Planner Icon Key For Day and Week View

Icon	Indicates...
	The assignment has information you can download and review.
	The assignment applies to other linked sections.
	The assignment is private; it does not appear in the Student and Family portals.
	The assignment is public, and its grades and details appear in the portals.
	The assignment details are public, but the grades do not appear in the portals.
	The assignment has a file, quiz, or Google Doc attached to it.

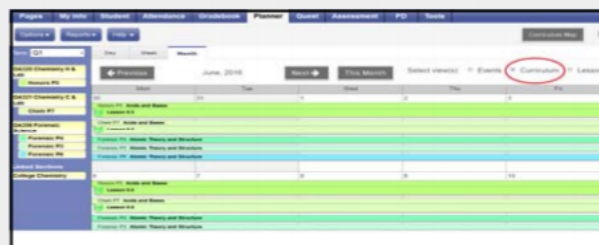


View District Curriculum Maps and Lesson Plans for Your Courses

1. On your planner, click **Curriculum** in the upper-right corner.
2. Click the **Day**, **Week**, or **Month** sub-tab to determine the amount of time displayed on your planner.
3. In the column on the left-hand side of the page, select the term and sections, or linked sections, you want to view the curriculum map for.
4. Click a map name to view the overview information for the entire map. The map appears, and the start and end dates default the dates defined in the curriculum map at the district level. You can modify these dates. If the curriculum map includes resources such as presentation files or handouts, click the file to download it.
5. To view a lesson plan, click the **Lesson Plan** icon . The lesson plan and any attachments appear.

Note: You can edit these plans and add your own to the map on the **Gradebook > Curriculum Maps**.

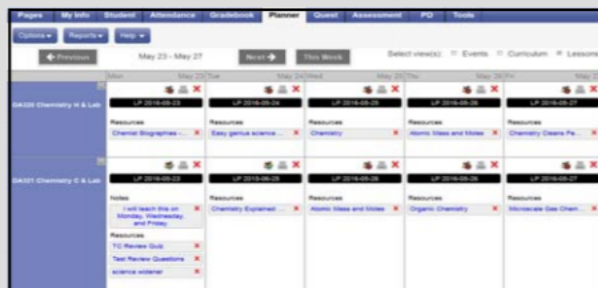
6. To print a map or lesson plan, at the top of the dialog box, click **Print**.



to

Create and Store Your Lesson Plans

1. On the **Planner** tab, click the **Lessons** view.
2. For the current week, the grid displays a box for each day. Click a box to do any of the following for a class for a specific day:



- **Add or edit lesson notes:** You can include links and images. Click **Save** to save your notes.
- **Add resources:** My Resources appears. Click, drag, and drop files from your resources to the date.
- **Add standards:** The standards pick list appears. Search for and select the standards this lesson plan addresses.
- **Change the lesson plan date:** Type or click  to select the new date, and click **OK**. Aspen moves all notes, resources, and standards from the current date to the new date.

Aspen packages the lesson, with all of its resources and learning standards, as a lesson plan in My Resources for you to use again.

Create an Online Quiz

1. Do one of the following:
 - In the Events View, click the date you want to create a quiz. Click **Add Assignment**. The New Assignment page appears. In the **Resources Provided by the Teacher** field, click **Create Online Quiz**.
 - Click **My Resources**. To create a new quiz, click in the folder you want to save the quiz. At the bottom of My Resources, click **Add**, and select **Online Quiz**. To use an existing quiz, find the quiz in My Resources, and click, drag and drop it into the date you want to assign it.
2. On the **Quiz Details** sub-tab, fill in the fields and enter an **Introduction** for students to read when they open the quiz.
3. Click the **Questions** sub-tab, then click **Create Question** to define the questions for the quiz, or click **Browse Item Bank** to select the questions you already created in your Question Bank.
4. After you create and add all questions to the quiz, click **Save**. This quiz is now saved in **My Resources**. Students log on to the Student portal to take the quiz online.
5. To score quizzes or view automatic scores for Multiple Choice questions, go to the Scores page.



Additional Resources

Teachers can find helpful documentation by navigating to: MyEducationBC.info. Click on the Resources tab.

The screenshot illustrates the navigation path to Teacher Resources on the MyEducationBC.info website. The main navigation bar at the top includes links for Home, Resources, Calendar, CSISC, News, Newsletters, and Contact Us. The 'Resources' link is circled in red. Below this, a dropdown menu is shown with options for School User Resources, Teacher Resources (circled in red), Counsellor Resources, and DL Resources. On the left, a 'Teacher Resources' sidebar lists the same categories. A 'KEY RESOURCES' section on the right lists various documents and videos, including 'Staff View Setup and Navigation', 'Gradebook Setup', 'Traditional Gradebook', 'Using the Standards Based Gradebook', 'Standards Based Assessment', 'Standards Based Gradebook', 'Supporting Learning in MyEducation BC', 'Supporting the new K-9 curriculum in MyEdBC', and 'Supporting the new K-9 curriculum in MyEdBC'. A 'GENERAL RESOURCES' section is also visible at the bottom of the key resources list.

MyEducationBC.info

Home Resources Calendar CSISC News Newsletters Contact Us

Welcome to MyEducationBC.info

Resources, updates, and information for all users of MyEducation BC

MyEducationBC.info

Home Resources Calendar CSISC News

Teacher Resources

School User Resources

Teacher Resources

Counsellor Resources

DL Resources

KEY RESOURCES

- Staff View Setup and Navigation
- Gradebook Setup – learning event recording
- Traditional Gradebook
- Using the Standards Based Gradebook
- Standards Based Assessment – learning event MS Po
- Standards Based Gradebook – learning event record
- Supporting Learning in MyEducation BC – video tutorial se
- Learning Committee
- Supporting the new K-9 curriculum in MyEdBC – info
- Supporting the new K-9 curriculum in MyEdBC – info

GENERAL RESOURCES