



MyEducationBC

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# Staff View Setup and Navigation

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July 2019 v 1.4

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## Version History

Version	Date	Description
1.0	December 5, 2016	Original gradebook resource has been split into two new resources: this one and <i>Traditional Gradebook</i> .
1.1	Nov 25, 2017	Attendance Seating Chart and Email sections revised
1.2	July 10, 2018	Added Save Functionality section
1.3	May 1, 2019	Added hyperlinks to Table of Contents
1.4	July 18, 2019	Release 5.10 updates to section 3 user preferences and section 9 Attendance

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## 1.0 Teacher/Staff View & Gradebook Setup

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View.

### 1.1 Objectives

- Navigation in the Staff View
- View student information
- Setting user preferences
- Take attendance
- Print reports

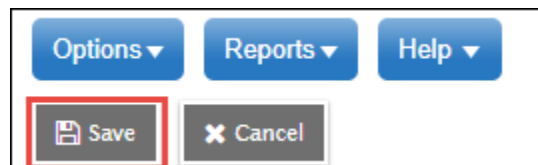
### 1.2 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources which follow:

- Online Help - this will scope to the area from which the help was accessed.
- Quick Reference Cards
  - Tips and Shortcuts - Teachers
- User Guides
  - Staff View

## 2.0 Save Functionality

As with any software, users should ensure that they are saving often to avoid loss of work. Save buttons are available at the top and bottom of screens throughout the application.



### 2.1 Auto-Save

In addition to the save buttons, many screens in MyEdBC have an Auto-Save feature. While this is handy functionality, users should not rely on it as a means of saving their work. Regular use of the save buttons should ALWAYS be the primary method for saving. See the separate *Fundamentals Appendix: Auto-Save Statistics* for a list of screens that provide the Auto-Save functionality as a back-up measure.

**Note:** The auto-save interval (number of minutes before a screen is auto-saved) is determined by the user preference settings as outlined in the *Preferences - General* section above.

## 2.2 Gradebook and Grade Input Scores Save Functionality

*Staff > Gradebook > Scores*

*School > Grades > Grade Input > Input Grid*

The grade entry screens in School and Staff view have a save-as-you-go functionality. When a score is entered and the user moves out of the cell, the message: *Saving, Please Wait....* displays above the score grid and the cell will turn yellow. The mark column entry is saved when both the message and the yellow cell colour have cleared the screen. To avoid loss of work, do not begin entering information into the next cell until both the message and the yellow colour are no longer displayed on the screen, indicating the save has completed.

## 3.0 User Preferences

Logging onto MyEducation BC as a teacher opens at the **Pages** top tab in the **Staff View**, commonly referred to as the *Landing Page*. General user preferences and Security preferences are outlined below. Gradebook preferences are covered in Section 10.0.

### 3.1 Set Preferences

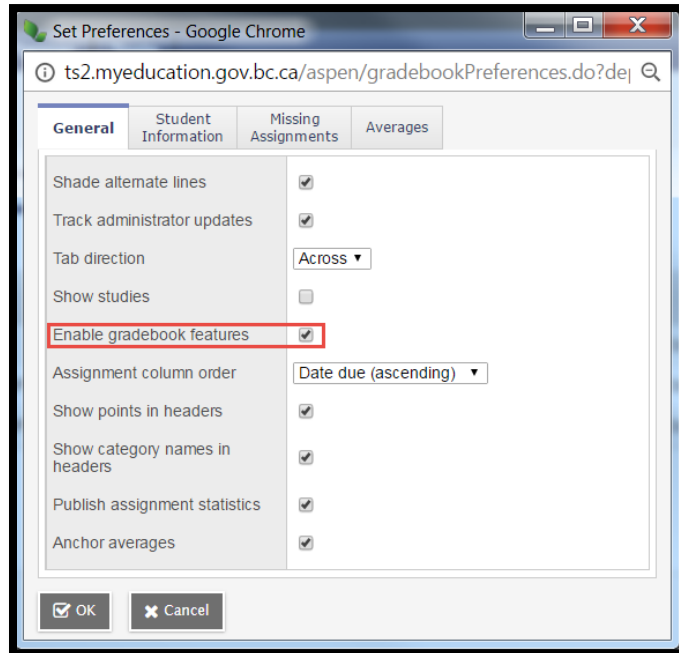
This option on the settings bar allows the user to personalize **MyEducation BC**. These settings are specific to each user's account. The options shown below are those available to a teacher in the **Staff View**. These are covered in detail in the *Fundamentals* and *Gradebook* guides.

Locate the user name in the top right of the window and click, then select **Set Preferences**.



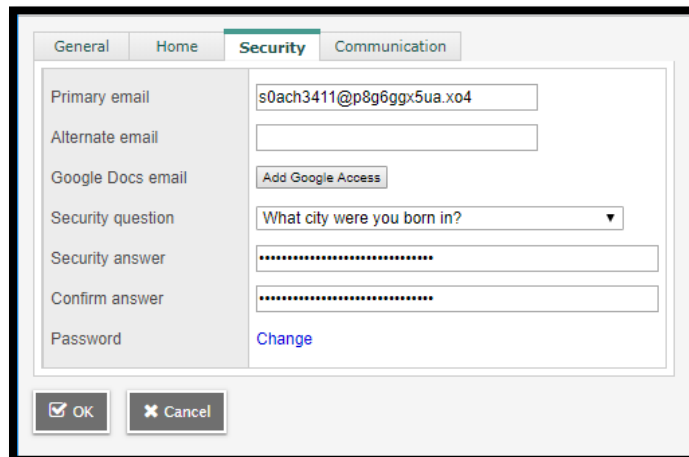
## 3.2 General Tab

General settings determine the appearance and functionality of MyEducation BC for the individual user. Enable gradebook features must be checked for the gradebook to function.



## 3.3 Security Tab

The Security tab records your email address and security question and answer. Google Access is not enabled in BC.



## 3.4 Gradebook Tab

The Gradebook tab holds the preference settings for gradebook functionality. Gradebook Preference Settings are covered in detail in **Traditional Gradebook**.

## 3.5 Communication Tab






The Communication tab holds Forum Options, where you can set the number of Forum posts per page. This setting is used in the student portal.

## 4.0 Home Page Widgets

Logging on to MyEducation BC brings the teacher to the landing page of the **Staff View**. The home page, or landing page, is made up of two blocks, or widgets. The top block is the **Announcements** widget. This widget is currently managed at the Enterprise level for important information and announcements. Below this is the **Teacher Classes** widget. This widget displays the classes meeting on the current date.

### 4.1 Teacher Classes Widget

The Teacher Classes widget provides quick access to a variety of areas within the Staff View, bypassing the need to navigate.

- **Date:** The date is displayed at the top, centre. Using the **Previous** and **Next** buttons allows the user to move forward and back in the calendar. The classes displayed will reflect the date selected. A **Today** button will display when on any other date.
- **Classes:** Classes are displayed as a blue hyperlink. Clicking on the class takes the user to the class roster. Where the following icon,  appears to the right of the class description, a change to the roster has been made. Clicking this icon will display the roster change; a green entry for a new student, a red entry for a withdrawn student.
- **Attendance:** Two icons are presented; one showing a list  which takes the user to the Class > Input list and the pair of students icon  linking to the seating chart for attendance. The Posted check box indicates whether the attendance for the class has been posted or not.
- **Grades:** The Grades icon  takes the user to the Scores screen of the class for grade or mark entry. Where grades have been posted, the Posted box will display a green check mark
- **Email:** The email icon  opens a popup email message window which defaults to the roster of the class chosen.

Teacher Classes						
Previous		Wednesday, November 23			Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email	
1 - MEN--11-03 - ENGLISH 11						
1 - MPE--10G-02 - PHYSIC...						
1 - MPHE-09G-02 - PHYSIC...						
10 - MEN--10-06 - ENGLISH 10						
2 - MCOM-11-01 - COMMUNI...						
2 - MCOM-12-01 - COMMUNI...						
3 - MEN--10-02 - ENGLISH 10						
4 - MEN--12-03 - ENGLISH 12						

## 5.0 Navigation Tools

### 5.1 Top Tabs and Side Tabs

**Top tabs** represent functional areas of MyEducation BC. These are scoped to the user view and role, so a user will only see what they have been given to view or work with. The top tab that is highlighted indicates where the user is in the application.

**Side tabs** provide access to additional details of the top tab functional area.

Smithers Secondary 2016-2017

Shi, Mehta

Pages

My Info

Student

debook

Planner

Assessment

PD

Tools

Top Tab

Student List

Details

Contacts

Attendance

Side Tab

Reports

Help

Search on Name

1:AAAAASample, Sample

0 of 1

LegalFirst

LegalLast

Name

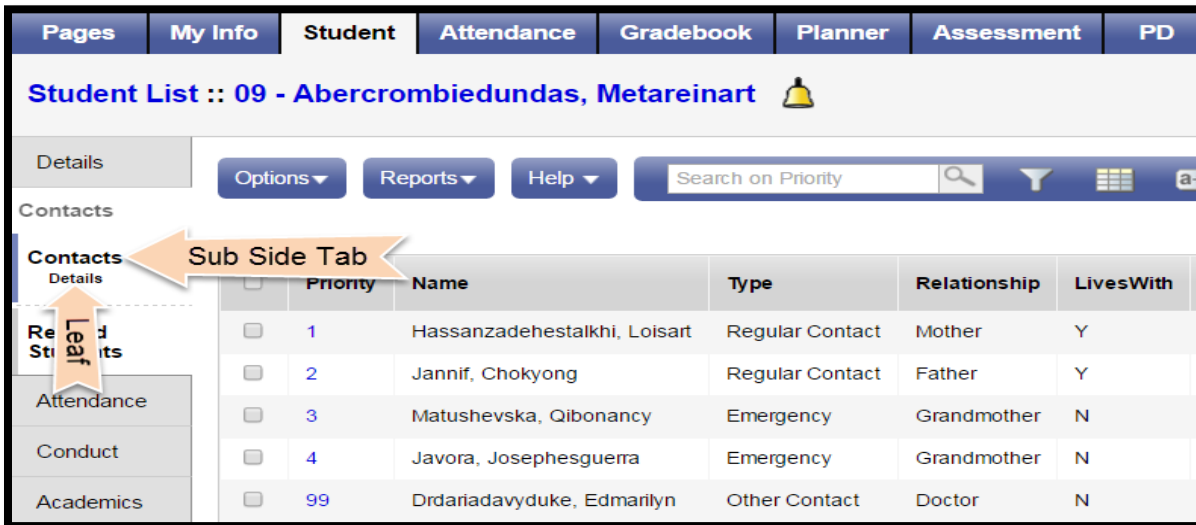
Pupil #

Homeroom



## 5.2 Sub-side Tabs, Sub-top Tabs and Leaves

Side tabs usually contain sub-side tabs, leaves and sub-top tabs.



The screenshot shows the 'Student List' interface for '09 - Abercrombiedundas, Metareinart'. The 'Student' top tab is selected. The 'Contacts' side tab is active, and its sub-side tabs are visible: 'Details', 'Options', 'Reports', and 'Help'. The 'Details' sub-side tab is selected, displaying a table of contacts.

Priority	Name	Type	Relationship	LivesWith
1	Hassanzadehestalkhi, Loisart	Regular Contact	Mother	Y
2	Jannif, Chokyong	Regular Contact	Father	Y
3	Matushevskya, Qibonancy	Emergency	Grandmother	N
4	Javora, Josephesguerra	Emergency	Grandmother	N
99	Drdariadavyduke, Edmarilyn	Other Contact	Doctor	N

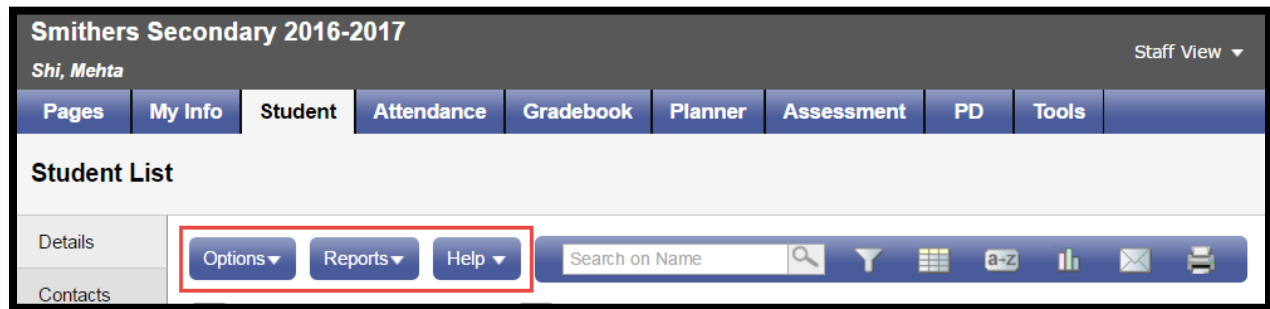
Sub-top tabs appear at the top of a list, when a side tab is selected. A good example of this is in the **Student** top tab > **Details** side tab.



The screenshot shows the 'Student List' interface for '09 - Abercrombiedundas, Metareinart'. The 'Student' top tab is selected. The 'Details' side tab is active, and its sub-top tabs are visible: 'Demographics', 'Addresses', and 'Activities'. The 'Demographics' sub-top tab is selected, displaying a form with a 'Legal first name' field containing 'Metareinart'.

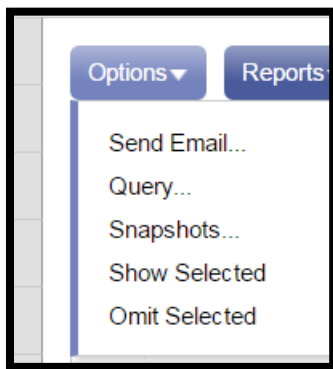
## 5.3 Menu Buttons

The menu buttons are found above the field set of information in the active pane. The menu buttons are the same regardless of the top tab the user has selected. The items displayed in the menu will change, depending on the top tab *and* side tab the user has selected.



### 5.3.1 Options

The **Options** menu is an action centre. This is where a user can initiate actions on the data that is displayed on the screen. In some cases, the list of items may show an arrow, indicating additional options.



### 5.3.2 Reports

Reports will display a list of reports available in specific areas of the application. It is important to note that reports are associated with top tabs and side tabs and relate to the data displayed on the page. For example: In the **Student** top tab, clicking on **Reports** will show an option to run report cards.

**Smithers Secondary 2016-2017** Staff View ▾

**Shi, Mehta**

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

**Student List**

Details | Contacts | Attendance | Conduct | Academics | Transcript

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

1:AAAAA

BC Homeroom List w. Desig  
BC Homeroom List w. Grid  
BC Student Information with Photo  
Report Cards - Interim IB MYP Report Card  
**Report Cards**  
Quick Chart  
Quick Report

0 of 193 selected

Pupil #	Homeroom	School > Na
2125080	MASS UPDATE	Smithers Sec
Report Cards - Kindergarten, Primary, Intermediate		
Report Cards - Middle Years and Secondary		

### 5.3.3 Help

Several Help options are available through Help on the menu bar as well. These tools are not customized for MyEducation BC and may reference options or functions that are not available to District and School Users. However, it is still useful for many basic functions.

Help ▾ | Search on Name

Help for this Page  
Help Center  
Release Notes ▶  
User Guides ▶  
About MyEducation BC

*About MyEducation BC* provides information about the server a session is connected to. This displays below the copyright and can be useful information to include when contacting the service desk. Example: vaspnapst2 indicates that the user is on Server 2.

BRITISH COLUMBIA MyEducationBC MyEducation BC

Version 5.9.0.801  
Patch A

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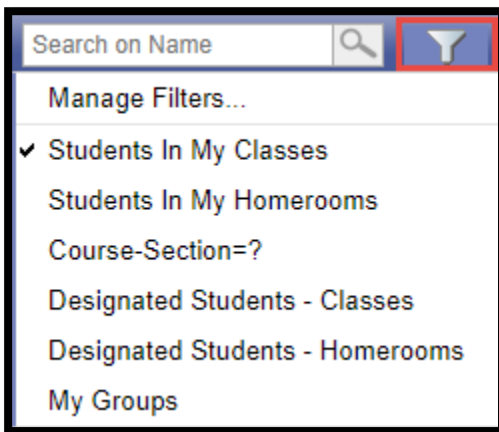
vaspnaptst2

## 5.4 Menu Bar Tools

The menu bar, to the right of the menu buttons, provides several tools for filtering, displaying, sorting and exporting data in MyEducation BC. The options that display when using these tools depend on the top tab and side tabs selected. For a more detailed outline of these tools, see the Fundamentals guide located on the MyEducationbc.info site.

### 5.4.1 Filter

Filters provide the user with the ability to group records in a list. Filters are connected to queries, so they are dynamic – every time a user selects a filter, it will display all of the latest information in that group of records. Users can hide filters that are not useful to them, change the order in which the filters display in the filter list, and create their own filters.



### 5.4.2 Field Sets

Field sets simply display information in a list. By selecting a different field set, the user is choosing to display different columns of information for the same records in the list. Field sets can be very useful for creating commonly used sets of information and then extracting those into a spreadsheet for analysis or manipulation.

### 5.4.3 Sorts

Click column heading to re-sort. Multi-level sorts, up to three, third sort is primary. Use Sort icon to return to default or create custom sorts.

### 5.4.4 Quick Charts

Provides a method of generating a chart to display information from the current field set.

## 5.4.5 Quick Print

Provides a method of extracting information in a variety of formats including csv from the currently displayed field set.

## 5.4.6 Maximize

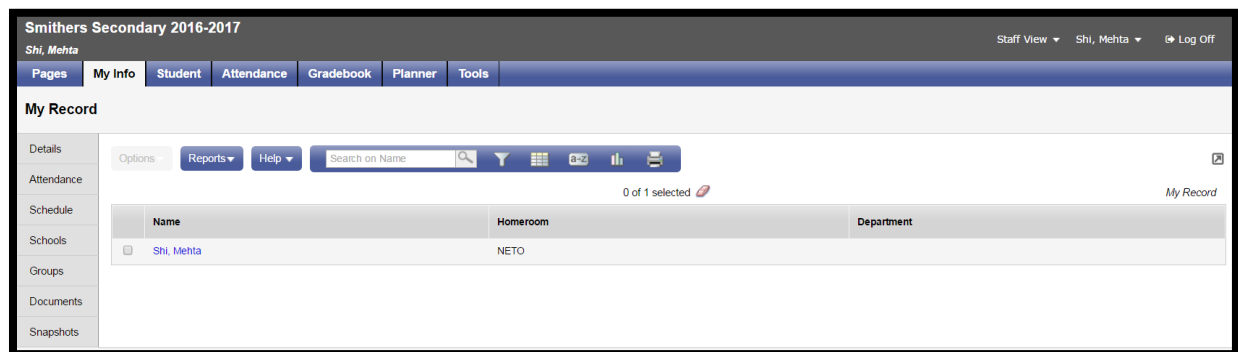
Use to hide top tabs to allow more records per page in the active pane.

## 5.4.7 Minimize

Return top tabs to view.

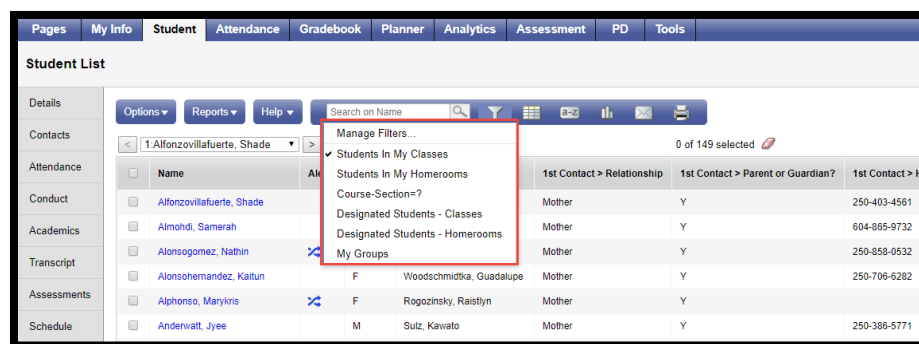
# 6.0 My Info

The **My Info** top tab provides user information such as the teacher's demographic details, schedule of courses, secondary schools, groups, snapshots and any documents added from the school for staff viewing.

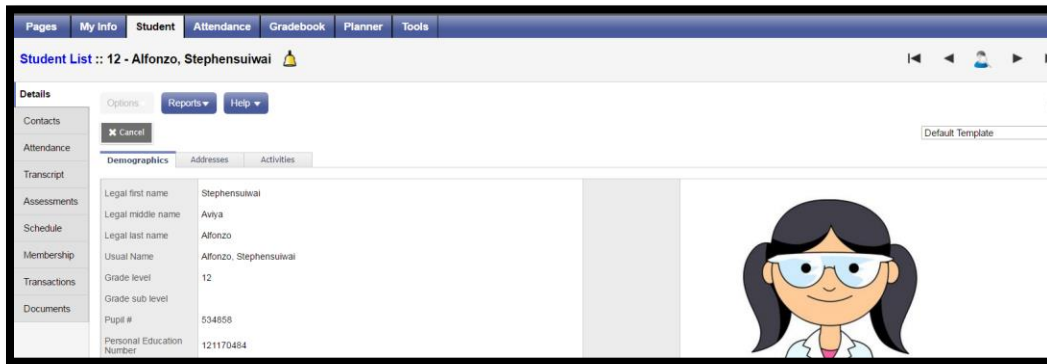


# 7.0 Student Top Tab

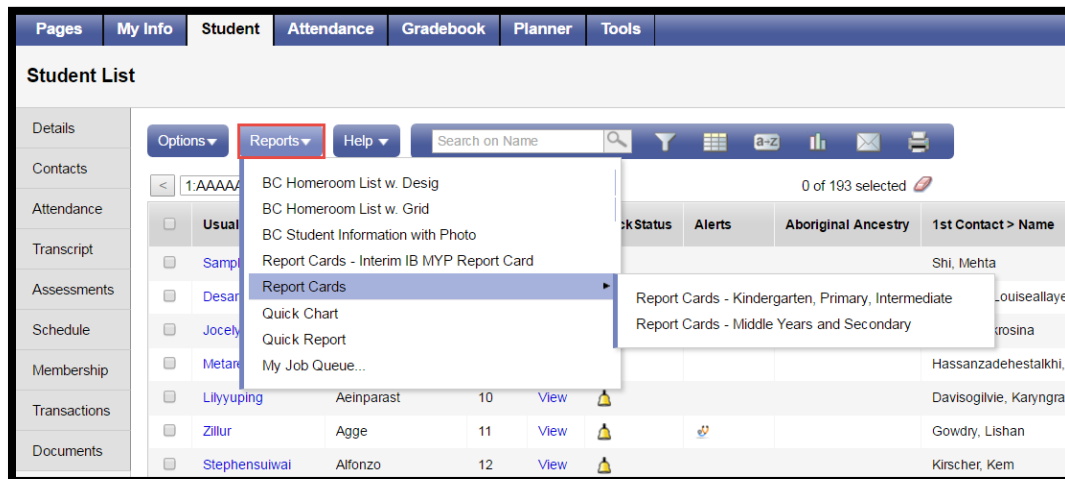
From the student top tab the default filters to **Students in My Classes**, displaying all of the teacher's students. Alternate filters provided are: *Students in My Homerooms*, *Course-Section=?*, *Designated Students - Classes*, *Designated Students - Homerooms*, and *My Groups*.



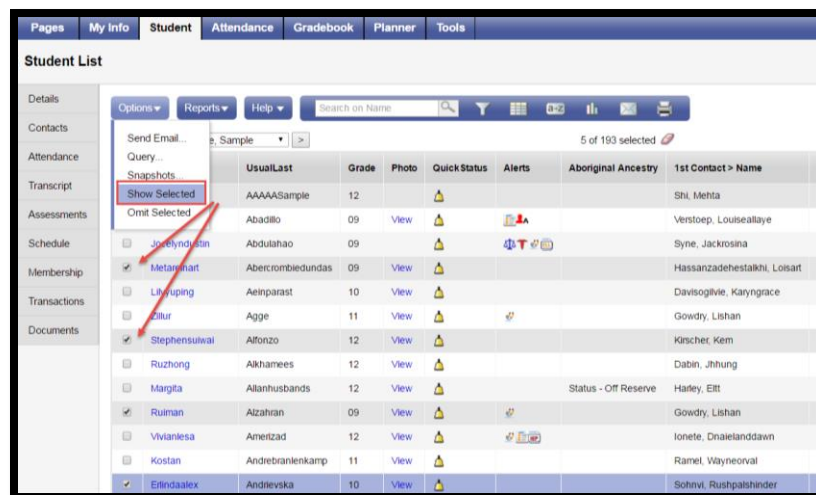
Clicking on the hyperlinked student name displays the read-only demographics.



It is also from the Student top tab that a teacher can click on the Reports menu and run reports for all or a selected group of students.



Using the Options menu > Show Selected allows the teacher to scope to a particular group or list of students.



## 8.0 Student Side Tabs

From the **Student** top tab, the side tabs in the **Staff View** provides read only access to individual student information. Select the student by checking/highlighting a student.

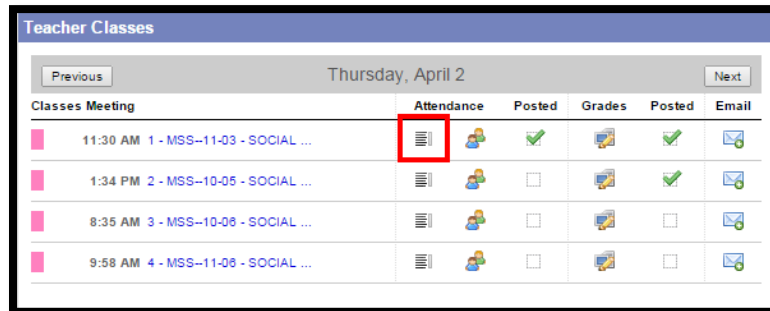
- **Details** - Demographic student information.
- **Contacts** - Student contacts including parents, guardians and emergency contacts.
  - **Related Students** - Displays siblings entered in the system.
- **Attendance** - Attendance records for either daily or class attendance are displayed.
- **Conduct** – 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** - View a student's schedule and course requests for the next year.
- **Membership** - Provides an enrollment history and any secondary school associations.
- **Transactions** - Fees and Inclusions can be found from this side tab.
- **Documents** - Ed Plans/Student Learning Plans and IEP's .

Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tools																																																																																																																								
Student List																																																																																																																																
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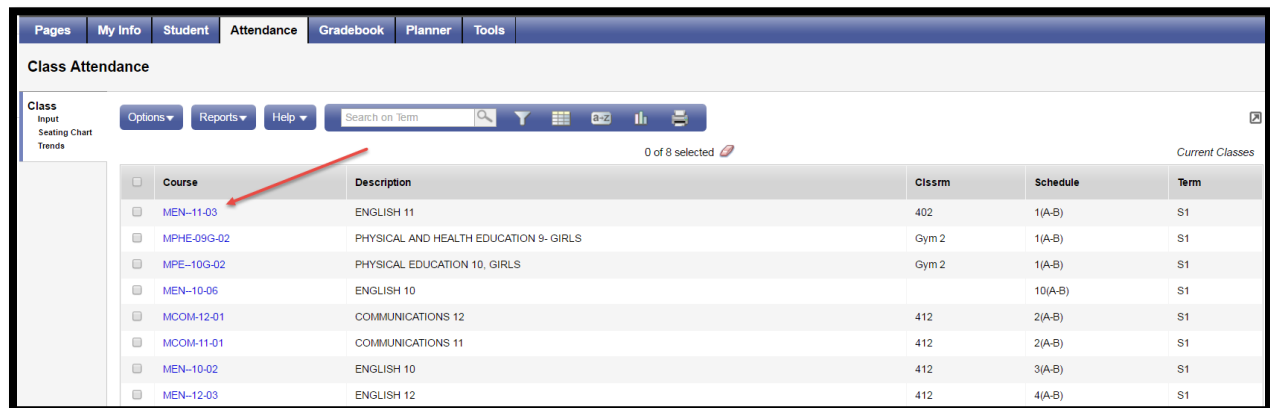
## 9.0 Attendance

### 9.1 Class Attendance

Teachers can enter and view Class Attendance using the **Attendance** top tab. The **Teacher Classes** widget on the **Pages** tab provides quick access to Class Attendance.



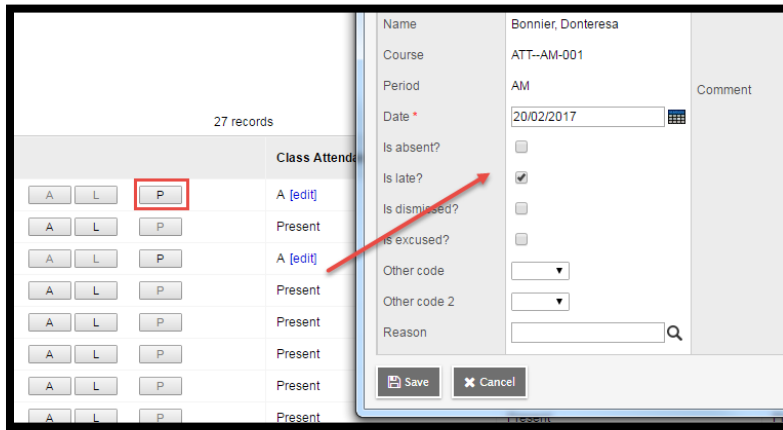
In the Staff View, attendance is also accessed from the **Attendance** top tab which will default to the **Class** side tab when the **Daily** side tab in the school preferences has been removed. Click the blue, hyperlinked course to take attendance:



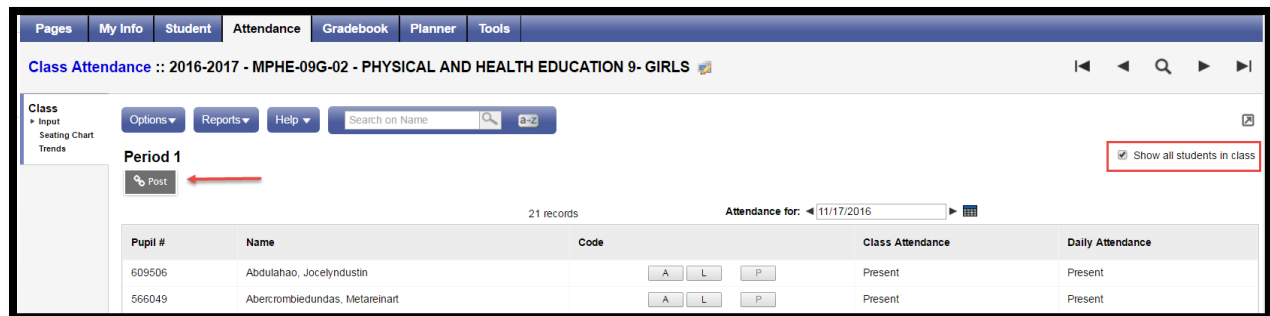
This will bring up the class roster from which to enter, modify and post attendance. Where a **Classes** (combined class) grouping exists, a checkbox: **Show all students in class** will display at the top right. Click the *Quick Change* buttons to set attendance.



The “P” is provided should a student be marked absent or late and needs to be changed to present. Or, you may use the “Edit” or “View” feature based on the school setting. Click the blue hyperlinked *edit or view* next to the A, in the popup uncheck the *Is absent?* checkbox and check *Is late?*.



Prior to posting, an asterisk will display in the Class Attendance field and the student row will be highlighted in grey. Once complete, click the **Post** button which will remove the asterisks, remove the highlighting on the student records, copy all Class Attendance values to the Daily Attendance per school settings, and display a visual indicator at the top that attendance has been posted and when. Use the, **Attendance for** calendar to change the date if necessary. **Not a valid calendar date** will be displayed in a red warning message if this is the case.













## 9.2 Seating Chart

### 9.2.1 Taking Attendance Using the Seating Chart

Seating charts can be set up and used for attendance purposes or printed and used for TOCs to identify students as these include the student photos. Seating charts can be accessed from the landing page, from the **Attendance** top tab, and from the **Gradebook** top tab.

A quick link to the seating chart for attendance is presented on the **Teacher Classes** widget of the landing page.

Teacher Classes					
Previous		Thursday, April 2		Today Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email
11:30 AM 1 - MSS--11-03 - SOCIAL ...					
11:30 AM 1 - YED--1A-12 - TEACHER...					

The seating chart can also be accessed using the **Attendance top tab > Class Attendance or Daily Attendance > Seating Chart**. Select the class for attendance and click, **Seating Chart**.

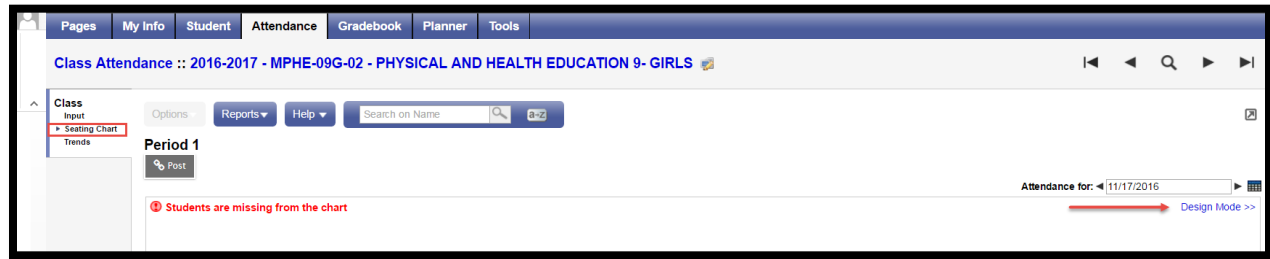
Pages	My Info	Student	Attendance	Gradebook	Planner	Tools
Class Attendance						
<div> <div>Class Input Seating Chart Trends</div> <div>Options Reports Help</div> <div>Search on Term</div> <div>1 of 8 selected</div> <div>Current Classes</div> </div>						
<input type="checkbox"/>	Course	Description	Classrm	Schedule	Term	
<input type="checkbox"/>	MEN--11-03	ENGLISH 11	402	1(A-B)	S1	
<input checked="" type="checkbox"/>	MPHE-09G-02	PHYSICAL AND HEALTH EDUCATION 9- GIRLS	Gym 2	1(A-B)	S1	
<input type="checkbox"/>	MPE--10G-02	PHYSICAL EDUCATION 10, GIRLS	Gym 2	1(A-B)	S1	
<input type="checkbox"/>	MEN--10-06	ENGLISH 10		10(A-B)	S1	
<input type="checkbox"/>	MCOM-12-01	COMMUNICATIONS 12	412	2(A-B)	S1	
<input type="checkbox"/>	MCOM-11-01	COMMUNICATIONS 11	412	2(A-B)	S1	
<input type="checkbox"/>	MEN--10-02	ENGLISH 10	412	3(A-B)	S1	
<input type="checkbox"/>	MEN--12-03	ENGLISH 12	412	4(A-B)	S1	

The seating chart presents an array of the student seating plan, the student's photo and the **Quick Change** buttons to mark attendance. Where attendance for a previous date is to be entered, adjust the date in the **Attendance for** field and click the **Set Date** button. When complete, click **Post**. Use the **Printer Friendly Version** at the top right to provide a seating plan with names and photos for TOCs not familiar with the students.

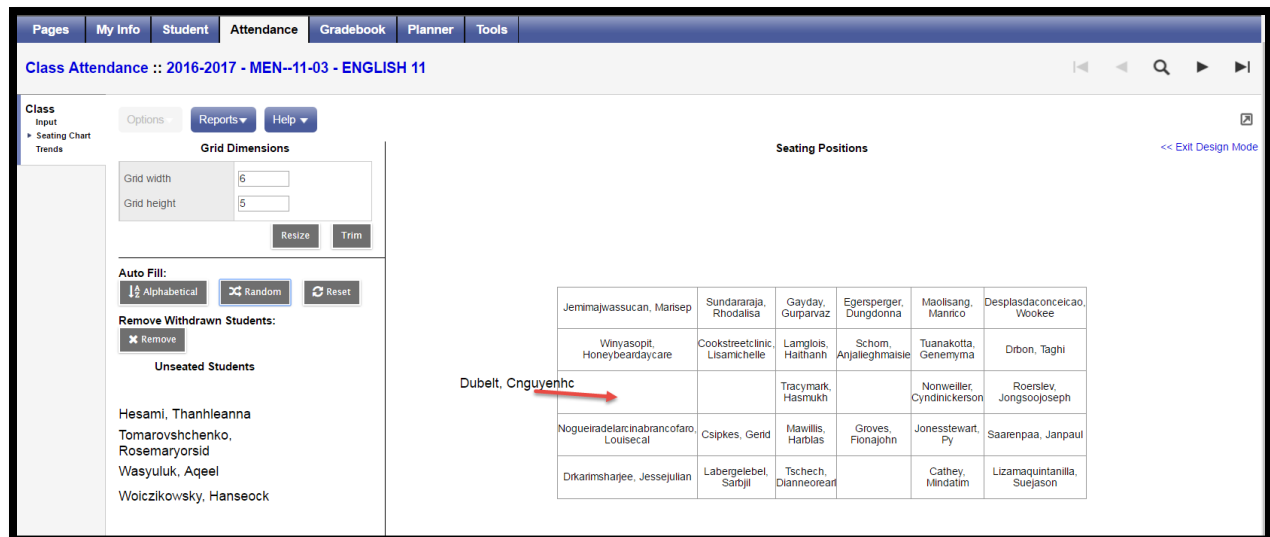
Pages	My Info	Student	Attendance	Gradebook	Planner	Tools
Class Attendance :: 2016-2017 - MPHE-09G-02 - PHYSICAL AND HEALTH EDUCATION 9- GIRLS						
<div> <div>Class Input Seating Chart Trends</div> <div>Options Reports Help</div> <div>Search on Name</div> </div>						
<div> <div>Period 1</div> <div>Post</div> <div>Attendance for: 11/17/2016</div> <div>Printer Friendly Version   Design Mode &gt;&gt;</div> </div>						
<div> <div> <div>Thayapran, Sukhminders Present</div> <div>Bret, Chuldei Present</div> <div>Dysserirck, Jaleena Present</div> <div>Abdulahao, Jocelyndustin Present</div> <div>Alzahran, Ruiman Present</div> <div>Hossmann, Quncri Present</div> <div>Eagleridgedental, Atiqua Present</div> <div>Drviszoliold, Ambily Present</div> </div> </div>						

## 9.2.2 Creating the Seating Chart

To create a class seating chart navigate to **Attendance > Class Attendance > Seating Chart** and click on the hyperlinked, **Design Mode** at the top right of the screen. The message, **Students are missing from the chart** will be displayed where a seating chart has not yet been completed and students remain in the **Unseated Students** list.



1. From within the design mode set the necessary grid dimensions.
2. Drag and drop students from the Unseated Students list onto the grid. Students can be moved within the grid in the same fashion, or dragged from the grid and returned to the list. There is no save, the chart remains intact until the user makes further changes.
3. The following buttons are provided:
  - a. Reset - removes students from the grid and returns to the default grid dimensions.
  - b. Resize - To change dimensions, adjust the grid width and/or height and click Resize.
  - c. Trim - Where additional columns or rows outside of the seating chart exist, this will remove the extra.



## 9.3 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

Post

Enable Attendance Buttons

31 records

Attendance for: 9/23/2016

	Fri Sep 23, 2016	Sep																						Oct				Totals					
Name	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
Cookstreetclinic, Lisamichelle	A L P																													0	0	0	0
Cspikes, Gerd	A L P																													0	0	0	0
Despladaconceicao, Wookee	A L P																													0	1	0	0
Dibon, Taghi	A L P																													0	0	0	0
Dikarimsharjee, Jessejulan	A L P																													1	0	0	0
Dubett, Onguyenthc	A L P																													0	0	0	0
Egersperger, Dungdoma	A L P																													3	2	0	0
Gayday, Gurparvaz	A L P																													2	1	0	0

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

Student Class Attendance - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/genericDetailPopUp.do?prefix=PAT&oid=11000002DqQdM&cont

Name: Cathey, Mindatim

Course: MEN-11-03

Period: 1

Date: 9/16/2016

Is absent? ☒

Is late? ☐

Is dismissed? ☐

Is excused? ☒

Other code:

Other code 2:

Reason: Vacation

Save Cancel

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

Pages

My Info

Student

Attendance

Gradebook

Planner

Tools

Class Attendance :: 2016-2017 - MEN--11-03 - ENGLISH 11 :: Cathey, Mindatim

Class Input

Seating Chart

Trends

Student

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																																			
September '16																																			

## 10.0 Email

A Primary Email Address must be entered in User Preferences > Security tab for teacher email functionality to work.

**Send Email** can be found in the **Options** menu under the **Student** top tab or from a class roster. The former will default to send to all of the teacher's students, the latter only to the roster of a selected class. A quick access icon to email a class is also found on the Teacher Classes widget at the far right of the class.

The left screenshot shows the 'Student List' page with the 'Options' menu open, highlighting 'Send Email...'. The right screenshot shows the 'Teacher Classes' page with a table of classes and a red arrow pointing to the 'Email' icon in the 'Email' column.

Classes Meeting	Attendance	Posted	Grades	Posted	Email
9:58 AM 1 - MSS--11-03 - SOCIAL ...					
9:58 AM 1 - YED--1A-12 - TEACHER...					
11:30 AM 2 - MSS--10-05 - SOCIAL ...					
1:34 PM 3 - MSS--10-06 - SOCIAL ...					
8:35 AM 4 - MSS--11-06 - SOCIAL ...					

Provided there is a *Student email* address in the student's basic demographic details, they will be selected for email. Teachers can also include parent/guardian contacts for their students. Contacts must have a *Primary email* and *Receive email* checked on their details. When using email in MyEd all recipients are Bcc'd.

Recipients are colour coded according to students, contacts or teachers. Note the option to Include Alternate Email Address as well as the primary. Sending emails to all teachers will include teachers from other Schools or Districts that also teach the student(s).

The screenshot shows the 'Mass Email' window in Google Chrome. It displays the 'To' field with a list of recipients, including students, contacts, and teachers. The 'Bcc' field is filled with the sender's email address. The 'Subject' field is 'PE 10 Hudson Bay Mountain Ski Trip'. The 'Attachment' field is empty.

From: Shi, Mehta <myemail@email.ca>

To:

- Saarenpaa, Ja...
- Woiczikowsky, ...
- Lamglois, Haith...
- Sundararaja, R...
- Tszech, Diann...
- Winyasopit, Ho...
- Jemimajwassu...
- Lizamaquintani...
- Dubelt, Cnguy...
- Wasyuluk, Aqeel
- Schom, Anjalie...
- Patelas, Donor...
- Bienert, Zhechao

☒ Students ☒ Contacts ☐ Teachers Total Recipients: 33

☒ Include Primary Email Address ☐ Include Alternate Email Address

Bcc: Shi, Mehta <Rbgp.Ntur@rb42.ci.tq>

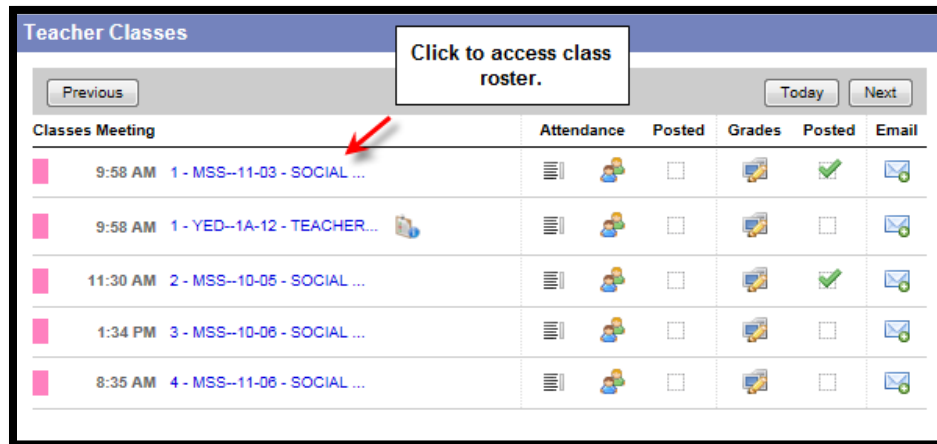
Subject: PE 10 Hudson Bay Mountain Ski Trip

Attachment: Add File

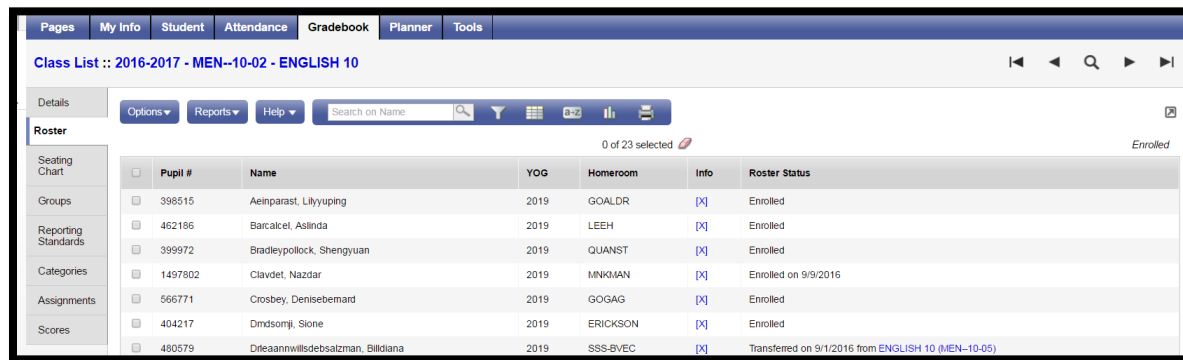
Everyone meet at the bus with your ski and boarding gear no later than 8:30 AM.

## 11.0 Rosters

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



The class roster defaults to **Enrolled** students; however the filter can be changed to **Withdrawn** or **All Records**.



### 11.1.1 Printing Report Cards from the Class Roster

It is from the Roster that a class set of report cards can be printed. From the roster, go to Reports > Report Cards, and select one of the two report cards presented: Kindergarten, Primary, Intermediate or Middle Years and Secondary.

