# TTOC
# StartUp Guide

BOARD OF EDUCATION
**BURNABY**
SCHOOL DISTRICT 41

FUJITSU
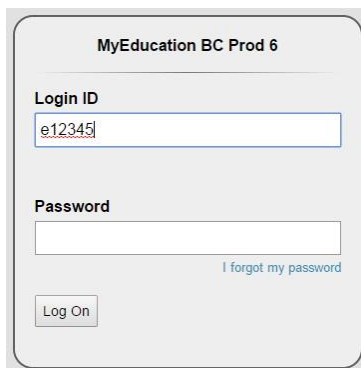
## FIPPA (Freedom of Information, Privacy Protection Act)

MyEducationBC is a web-enabled database containing personal student information and shared across districts. You are responsible for the privacy and security of your students' personal information.

- Email: use your **sd41 email only** for correspondence and for MyEd
- At school, your School Connect account allows access to multiple stations. Consider using a lock feature (  windows key + L) when leaving your station. To unlock, type in your School Connect password.
- Printing reports: Consider using the Lock Print feature when you send reports for printing.
- Log out of MyEd to end your session. Sessions can be timed out.
- Improper shutdown of MyEd requires simple launch browser and log back in. (*no lockout period)

## Logging In & Passwords

This is the link to log in: https://www.myeducation.gov.bc.ca/aspen/

**MyEducation BC Prod 6**

**Login ID**

e12345

**Password**

I forgot my password

Log On

Login ID is your e + employee number. E.g., e12345 (use lower case "e"). Both login ID and password are case sensitive.

**NOTE:** You have 5 attempts before you are locked out. Click on **I forgot my password** on the login screen to reset.

**NOTE:** If MyEd shuts down for any reason, simply launch your browser again and log back in. (*There is no longer a lockout period)

If this is your first login, you will be prompted to change your password. Type old password. Then type new password and confirm new password. Passwords must comply with requirements. Click **OK** to confirm changes. Passwords are required to change every 90 days.

### 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

# Set Preferences

Go to **Set Preferences** in the right-hand corner of the window.

| Set Preferences | Log Off |
| --- | --- |

*Staff View*

1. Change **Primary email**. Click **Security** tab. Enter your primary email which must be your SD41 email address. It is not necessary to enter an alternate email.

2. Choose a security question. Ensure it is an answer you will remember.

| General | Security | Gradebook | Communication |
| --- | --- | --- | --- |

| | |
| --- | --- |
| Primary email | e12345@sd41.bc.ca |
| Alternate email | |
| Security question | Who is your favorite author? |
| Security answer | ............................... |
| Confirm answer | ............................... |
| Password | Change |

| OK | Cancel |
| --- | --- |

3. Do not Change the **Default locale** on the **General** tab. Leave it as **US**.

| General | Security | Gradebook | Communication |
| --- | --- | --- | --- |

| | |
| --- | --- |
| Default locale | US |
| Auto-save interval (minutes) | 5 |
| Disable User-defined Help | ☐ |
| List Options | |
| Records per page | |
| Show lower page controls | ✔ |
| Warn on save | ✔ |

# Attendance

There are multiple options to completing Attendance.

In Home **Pages**, scroll down to **Teacher Classes** widget.



In **Teacher Classes**, classes are grouped by Classes Meeting (time) and Classes Not Meeting (on the current date listed). The attendance icons show

**LIST VIEW**, **SEATING CHART VIEW** and a box for **POSTED** attendance.

**LIST VIEW:** click icon

All students are considered present. Select the Code to change attendance - A (Absent) or L (Late).

When attendance is complete, click the **POST** button (top or bottom of page) to save your changes. *__No changes will be saved or Office notified until the Post button is clicked.__

By default, the **Show all students in class** is checked. This includes any subgroup of students who are in your class but may have been grouped together. (Eg. Courses that include multiple grades)

Excuses or written notes will be recorded by the Office and coded under the Daily Attendance column. (Eg. field trip, work experience, vacation…)

Attendance can be taken for previous dates by choosing the Attendance arrows or calendar icon.



In this example, the first student was Late, second student was Absent

If a student comes late to class after being marked absent, click on the Attendance for the class. Go to the column, **Class Attendance**, click **[edit]**.

A popup box will appear. Uncheck the Absent box. Check Late.

*Do not fill out anything further. This area is held for the Office.

Click **SAVE**.

Click **POST** AGAIN on the class screen to save the new changes.

| Name | |
|------|---|
| Course | MSS--08--Y-2 |
| Period | 2 |
| Date * | 9/17/2015 |
| Is absent? | ☐ |
| Is late? | ☑ |
| Is dismissed? | ☐ |
| Is excused? | ☐ |
| Other code | ▼ |
| Other code 2 | ▼ |
| Reason | 🔍 |

Save   Cancel

If a student is accidentally marked absent, but has always been in the classroom, click **P** (Present).

| Pupil # | Name | Code | | | | Class Attendance |
|---------|------|------|---|---|---|------------------|
| 040185 | Amana, Daniel | | A | L | P | A [edit] |

A pop up box will appear to confirm the change.

Press **OK**.

Click **POST** again to save the changes.

The page at https://sdt.myeducation.gov.bc.ca says:

Are you sure you want to mark ▓▓▓▓ ▓▓▓▓ present?

OK   Cancel

Returning to the Home **Page**, your Teacher Classes widget should show green checkmarks for all classes that Attendance has been taken. (*This is a good check for you at the end of each day.)

**Teacher Classes**

Previous    Friday, September 18    Today

| Classes Meeting | Attendance Posted Gr |
|-----------------|----------------------|
| 10:15 AM  6 - MSS--09--Y-6 - SOCIA... | ≡ 👥 ☑ |
| 10:15 AM  6 - MSS--09TRY-6 - SOCIA... | ≡ 👥 ☑ |
| 12:20 PM  7 - MSS--08H-Y-7 - SOCIA... | ≡ 👥 ☑ |

# Attendance using a Seating Plan (with Student Photos)

**Attendance by Seating Chart View**
**(This is only available if a seating plan has been created.)**

From the Home **Page**, **Teacher Classes** widget, click  icon.
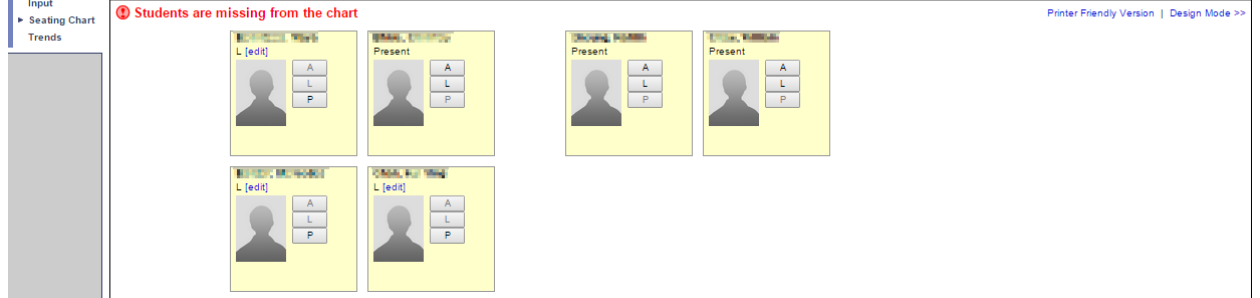


Select Absent (A) or Late (L) by clicking on the buttons. (\***Note:** In this view, courses that have subgroups are NOT combined together. Each course section is considered a separate entity.)

Click **Post** to save your attendance.