

MyEducationBC User Guide

for Office Staff

School District #28 (Quesnel)

Version 3.1

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GETTING STARTED

LOGGING INTO MYED

Log into MyEd by selecting MyEd from the SD28 home page or by pressing Ctrl-Alt-M on any school district computer. You will need to enter your login ID and password. Your login ID will be something like johnsmith28. Note that no capital letters are allowed.

If it is your first time you will need to login using the temporary password you were provided and then enter a new password. The requirements for a password are shown at the right.

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

These are acceptable passwords: Sitting4\$, Cloudy_2day, F8ful_day and Work_4me. These are not: sitting4\$ (no capital), Cloudy2day (no symbol), F8ful_d (too short) and Work_forme (no number).

The second time you log in you will need to enter your email address and a question/answer combination. These will be used in the very unlikely case that you forget your password. You can just click the *Forgot my password* link on the login page and will be sent an email allowing you to enter a new password. These can **BE CHANGED THROUGH THE PREFERENCES OPTION (SEE PAGE 7)**.

START-UP PAGE

Once you log on, you will see the welcome page with multiple functions.

- Student Changes
- Group Resources
- Published Reports
- System Maintenance & Announcements
- Privacy Act links

Student Changes shows changes to demographics that have been made to students at the school you are logged in to see.

(See next page for more information)

STUDENT CHANGES

School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Welcome to MyEducation BC PRODUCTION

Student Changes that have been made

BRITISH COLUMBIA MyEducationBC

One Student.
One Record.
All of British Columbia.

Student Changes Edit

Choose a time period ▼

Pupil #	Student	Field	Date/Time Changed	Changed By
Choose a time period				

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

System Maintenance & Announcements

Welcome to MyEducation BC PRODUCTION

Weekly Maintenance Windows - Outages may be required
Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows.

Protecting Personal Information

Protecting personal information is critical to everyone using MyEducation BC. While school districts are responsible for the protection of their students and staff's personal information, the Ministry of Education ensures personal information is secure within MyEducation BC by implementing industry best practices and following strict privacy requirements.

Learn more about how personal information is protected within MyEducation BC by visiting the following links:

- Protection of Privacy
- Freedom of Information and Protection of Privacy Act
- School Act
- Independent School Act

Group Resources

- BC ERAC
- BC's New Curriculum
- MyEducation BC Standards Manual
- MyEducation BC - Ministry of Education
- MyEducationBC info
- Standards-Based Gradebook How-To Videos
- StudentTranscripts

Getting Started

How to Navigate MyEducation BC

There are two major sections of MyEducation BC: Tabs and Pages.

The **Top Tabs** menu contains subsections to access information or perform tasks. Depending on your access and role, what Tabs you see will change.

The **Pages** top tab shows this landing page and is where you will be able to access pages in which you are a member (e.g., school, class, or district pages). Click on Page Directory to check for pages.

Resources **Announcements**

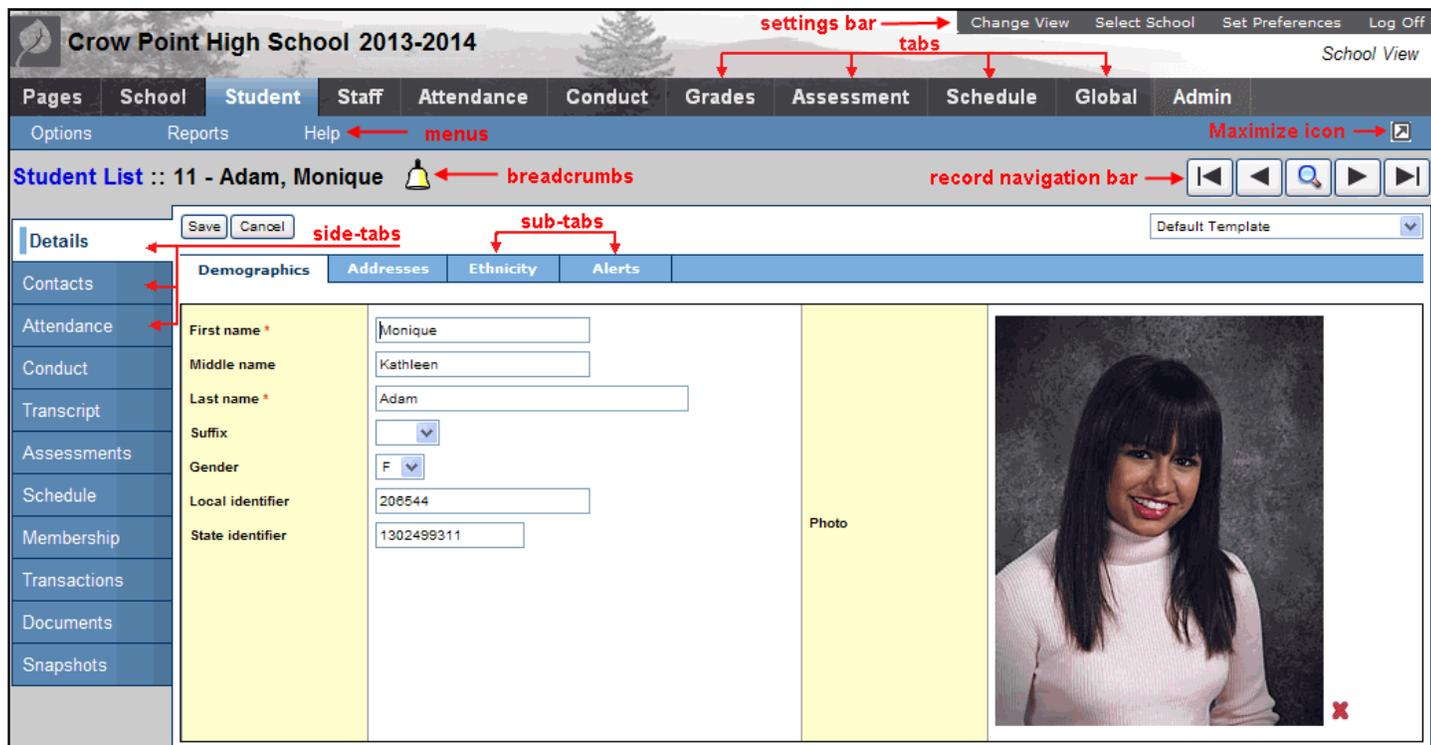
Student Changes Edit

Last 60 days ▼

Pupil #	Student	Field	Date/Time Changed	Changed By
611326	Demetri, Tyler	Home phone	07/05/2018 8:18 AM	Vivian, Heather
1218120	Larissa, Ezra	Alerts	04/05/2018 12:28 PM	Johansen, Amanda
1218120	Larissa, Ezra	Alerts	04/05/2018 12:27 PM	Johansen, Amanda
1218120	Larissa, Ezra	Alerts	04/05/2018 12:15 PM	Johansen, Amanda
2088520	Tian Home, Julia	Alerts	01/05/2018 9:23 AM	Cleland, M
2088520	Tian Home, Julia	Alerts	01/05/2018 9:23 AM	Cleland, M
2088520	Tian Home, Julia	Alerts	01/05/2018 9:19 AM	Cleland, M
2088520	Tian Home, Julia	Alerts	01/05/2018 9:19 AM	Cleland, M
2287020	McKanda, Lucas	Address	30/04/2018 11:38 AM	Vivian, Heather
2287020	McKanda, Lucas	Address	30/04/2018 11:36 AM	Vivian, Heather
2287020	McKanda, Lucas	Student (3)	30/04/2018 11:36 AM	Vivian, Heather

NAVIGATING IN MYED

Most navigating in MyEd is with a series of tabs along the top (called top-tabs) and tabs down the left side (called side-tabs). There may also be sub-tabs (called leafs) along the top and down the side.



Under the top-tabs are a few menu choices to perform actions specific to the screen. You will note that the reports are available within the screen you are working in, not in a separate report section of the program.

Breadcrumbs show how you got to the screen – you can click on them to go back to previous screens. Do not use your browser's back button!

The record navigation bar can be used to move to the first, previous, next or last record.

At the very top are a personal settings bar and a Log Off button. Do not use the browser's red X to leave MyEd.

TERMINOLOGY IN MYEDUCATIONBC

Some terms are used in MyEd in novel, interesting ways that may surprise you:

Primary school – is the home school of the student (has nothing to do with student age)

Secondary school – is a school the student is cross-enrolled in (has nothing to do with student age)

YOG (Year of Graduation) – is unfortunately often used in place of grade.

For the 2016-2017 school year, the conversion is $YOG = 2029 - \text{Grade}$ or $\text{Grade} = 2029 - YOG$

Active/Inactive – Active students are presently in the school, inactive students are withdrawn

Year – MyEd refers to 2017-2018 as the 2018 school year

SETTING YOUR PREFERENCES

You can configure a number of user preferences to make using MyEd faster and easier. Click on the down arrow beside your name on the settings bar, and then click *Set Preferences*. You will see five tabs but only need to worry about two of them.

General

- Default locale = Canada (this sets the date format)
- Default view = School
- Auto-save interval (personal choice)
- Records per page: Must be between 5-35
- Warn on save (personal choice)

Security – set your email address and a security question to allow a reset of your password in the very unlikely event you forget it.

REGISTERING STUDENTS

RESTRICTED QUERY FOR STUDENT

When registering a student to your school, you must first figure out if they are already in MyEd or not.

- If they are in MyEd, you will find them and make changes to their demographics etc.
- If they are not already in the system you will start from scratch (Part B page 9)

FIRST STEP – try to find them. From the student list, use the *Options* menu to select *Registration – Register Student*. This will start the student registration wizard.

Enter the legal last name, gender and birthdate from **Birth Certificate or BC Services Card**.

*(If the student is a sibling of a present student in the school, do not yet check the box “New family member”. **Do the search first**, and if the student does not already exist, start again and check this box. More under Registration on page 8-9)*

If a student with the same surname and gender and a birthdate within 45 days was found in another MyEd school you will see a list like the one shown here.

Check Name, DOB, gender and grade; If the correct student is in the list, select the student and click OK.

Student Registration: Select Student Step 1 of 4

New student

Legal last name *

Gender *

Date of birth *

New family member

	Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN
<input checked="" type="radio"/>	Smith, Holly	Smith	Ashlyn	Deni	F	24/09/2018	1373003	13680960
<input type="radio"/>	Smith, Alex	Smith	Alexandra	Gracelynn	F	22/06/2018	1381278	13674129
<input type="radio"/>	Smith, Alexis	Smith	Alexis	Catherine	F	25/08/2018	1381021	13682396

COMMUNICATE WITH PREVIOUS SCHOOL

If the student is **not** found, you may need to select “Create a new student”, but first:

Before creating a new student record, take the time to do some detective work.

Ask the student or parent if there is a different name that might have been used at the last school (or Strongstart). Ask what school they last attended, and if it is in BC try to contact that school to see if they may have used a different name, gender or birthdate. Only if you are convinced that the student has not previously attended a MyEd school (or Strongstart) you should enter the information to create a new student record. (Part B- page 9) If not, click *Cancel* again and come back later.

Remember, if you register a new student without ensuring the student has never been in a MyEd school, you will likely create a duplicate record and cause many headaches for yourself and others.

For some students there may be one more place to look: the archive of old records. If a student was registered in a MyEd or BCeSIS school in the past but not in the past 4 years, they may be in the archive. If the student meets these criteria, click the Options menu, and select Flag Student for Retrieval, enter the student PEN, Legal First Name, Legal Last Name, Gender and DOB. The student record will be retrieved from the archive overnight and you should be able to find them the next day.

Flag Student for Retrieval

This procedure will search the archive database and flag any students found for later retrieval.

PEN

Legal First Name

Legal Last Name

Gender

Date of birth

REGISTERING A SIBLING OF A PRESENT STUDENT

When registering a **new** student that has a sibling at the district, check the *New Family Member* box in the first step of the registration wizard. By entering the family member’s last name and home phone number you can search for a sibling. This will automatically assign the same address and link contact information for the new student. (Very convenient-but only for new students) *Siblings are shown in MyEd as a form of contact called Related Students. The relationships are shown in the Contacts side-tab, Related Students leaf. Please keep “relationship” to sibling.*

Student Registration: Select Student

New student

Legal last name *

Gender *

Date of birth * Age 5

New family member

Additional search fields

Home phone

Address

Legal last name

Related student

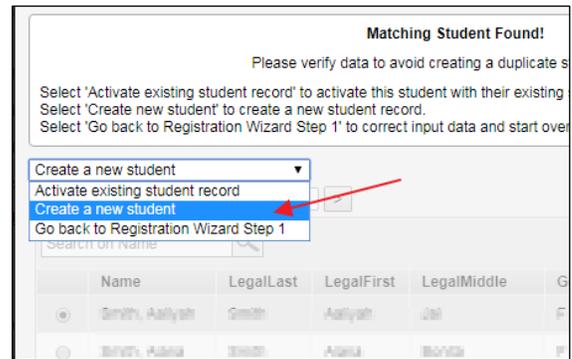
Relationship

REGISTER A STUDENT – PART B (STUDENT NEW TO MyEd)

Once you have decided to register a student **new** to MyEd you can complete the steps on the wizard. Click on “create a new student” if step 2 doesn’t populate.

On Step 2, have the Birth Certificate or BC Services card in front of you and **carefully** enter the Legal last name, First name and Birthdate. (Check the formatting on the birthdate to make sure it’s correct.)

Dates will always display in the format: *dd/mm/yyyy* (i.e. 24/01/2005). Phone numbers should be entered in this format: *250-123-1234*.

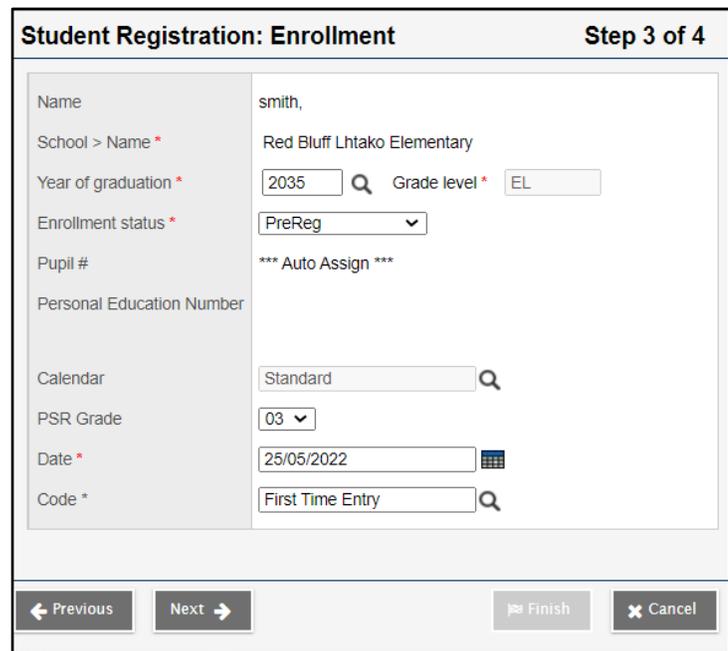


You can also fill in phone number, Homeroom number and Home language here.

Clicking the *Next* button will take you to step 3 of the registration wizard. Don’t ask why – just smile as you enter the year of graduation and check that the correct grade is calculated. For Strongstart students the correct YOG will be (Present Year + 18 – Student Age as of Dec. 31st). The grade level should then stay at EL throughout the Strongstart years and magically transform to KF when the student enters Kindergarten. The Enrollment status for a pre-reg Kindergarten student should be set at PreReg.

You need to select the *Calendar* for each student. The only choice is *Standard*.

Enter the date of registration and select a *Code* that makes sense to you.



Once you have registered a brand new student, you need to go find them in your list of students to input the rest of the demographics. (Pre-reg Kindergarten students will be in *PreReg Students* in your filter)

ENTER DEMOGRAPHICS

Demographics | Addresses | Alerts | Citizenship | Programs | Permissions | Language & Culture | Buses | Miscellaneous

Fields you should enter on the demographics tab are:

- Usual names
- Proof of age – a birth certificate or other document should be copied and kept in the student file
- Student email – this will be something like johnsmith@sd28.org
- Who has Custody
- BC Personal Health Number (Care Card)

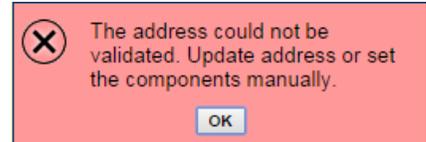
- Homeroom
- Calendar (should be set to *Standard*)
- Family Courier (youngest and only)

ENTER ADDRESSES

Demographics	Addresses	Alerts	Citizenship	Programs	Permissions	Language & Culture	Buses	Miscellaneous
--------------	------------------	--------	-------------	----------	-------------	--------------------	-------	---------------

When entering addresses it is important to follow the Canada Post conventions.

Otherwise two addresses that should be the same (i.e. for siblings) may not match because of slight differences. If you are unsure of the convention, click the ... beside the address. If you see this warning the address was entered incorrectly. Click OK and then the *Validate* button. If the error was something like an unexpected comma it will be removed, but for something more complex you will see another warning.



Some common errors are:

- Using Road, Street or Avenue instead of Rd, St or Ave
- Not putting a space in the middle of the postal code

City Prov PC	<input type="text" value="Quesnel BC V2J 1Q1"/>	<input checked="" type="checkbox"/> Validate
User validated	<input type="checkbox"/>	

Once you have corrected the address you will be able to Validate and not see an error. Note that an address on Hwy 97 N is entered as N Hwy 97.

Remember to link shared address with families living in the same house. To do so, type in the beginning of the address and pause... The address should appear with the family name connected to it. Click on the name/address you want to link and the address will auto-fill. You will now see the address is shared. If you click on the shared icon:  you will see whom the contact shares an address with.

There is also a field to select the document used to provide proof of residence.

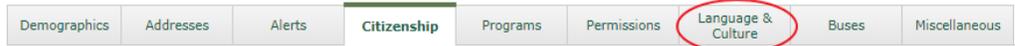
ENTER ALERTS

Demographics	Addresses	Alerts	Citizenship	Programs	Permissions	Language & Culture	Buses	Miscellaneous
--------------	-----------	---------------	-------------	----------	-------------	--------------------	-------	---------------

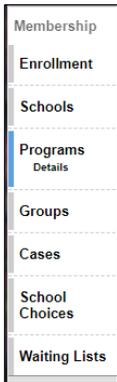
There are three types of alerts:

- Legal: entered only when a custody or restraining order or other legal document is on file.  The description should note that there is a document in the student's file, with the date of the document. If no document exists it should be an Other type of alert. (You will also need to add an Inclusion for any legal documents, please see Inclusions section)
- Medical: a life-threatening medical condition  (You will also need to add an inclusion for life-threatening medical conditions, please see Inclusions section)
- Other – Family: notes if the student is staying away from home or other family–related information 
- Other - Information: other information that requires an alert 
- Other – Health: a non-life threatening medical condition or other health-related information 

CITIZENSHIP, LANGUAGE AND CULTURE



Citizenship information includes visa details country of birth. Language and Culture includes the home language, Aboriginal Ancestry and Band of Residence.

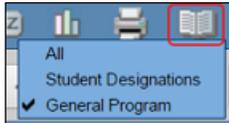


ASSIGN PROGRAMS

Ensure previous programs have an end date.

Programs are assigned in the **Membership side tab, Programs leaf**, including *Core French, Aboriginal-Other approved Programs, English as a Second Dialect*

- Secretaries are responsible for adding Core French to students grades 5-7. This will need to be done when a new student enters the school, and yearly for all new grade 5 students.
- The Aboriginal Education program is entered by the secretary at AbEd yearly. You can contact AbEd if you have a new self-identified Indigenous student registering and they will follow up with program participation.



To add a program, you must first click on the dictionary icon and select *General Program*. Then select *Options - Add*. Select the program name for the program code field.

Program code	<input type="text" value="11002"/>	Core French
Program School *	<input type="text"/>	
Start date *	<input type="text"/>	
End date	<input type="text"/>	

Program Name	Code
Core French	11002
Aboriginal-Other approved program	11008
English as a second dialect	11005

When selecting the school, a long list will appear. To quickly find your school, click on the *Description* header to sort the field, press *Ctrl-F*, and type the name of your school. (Or just type in the school name in the field)

To add a program to multiple students at once, you can use a query or filter to get the list of students you want to change, then use *Options – Assign Student Programs*.

*All programmed assignments for students at your school can be seen using **Global- Favorites- Student Program Participation**.*

Check student groups in the Student top tab> Membership side tab – Groups leaf. Delete if no longer applicable. (Groups can be created in the School top tab>Groups side tab. These can be assigned to an ‘adult responsible’ and members can be added for viewing by staff. This works well for music teachers for example.)

ASSIGN PERMISSIONS

Demographics	Addresses	Alerts	Citizenship	Programs	Permissions	Language & Culture	Buses	Miscellaneous
--------------	-----------	--------	-------------	----------	--------------------	--------------------	-------	---------------

Forms are sent out to students to conform the following permissions:

- Send Email and Auto dialer Calls? (default Yes)
- Release of Info/Photos Outside of District (default Yes-change if necessary when forms come in)
- Permission to walk home (default No)
- Allow Internet Access (default Yes-change if necessary when forms come in)
- Field Trip Permission (leave blank)
- In addition, there is a memo field for any school-specific permission information.

Selection type	
All Contacts	
< 776.Smith, Aaron	
Search on Name	
LegalLast	LegalFirst
<input checked="" type="radio"/>	Smith Aaron
<input type="radio"/>	Smith Aaron
<input type="radio"/>	Smith Aaron
<input type="radio"/>	Smith Aaron

ENTER PARENT/GUARDIAN/EMERGENCY CONTACTS INFORMATION

When adding a new contact, it is important to find out if he/she is already in MyEd. *There should be no duplicate contacts.* There should be one shared contact linked between children, e.g. one *Snow White* linked to each of the Seven Dwarfs (not seven Snow Whites).

Parent/Guardian Information and emergency contacts are shown below **detail** side tab under Student. To add a new contact, click *Options, Add*.

Contact priority numbers should start at 1, not 0.

SEARCH FOR A CONTACT BEFORE CONTINUING:

Type in the contacts last name, click on the magnifying glass and from the pop-up screen, select “All Contacts” (do not select all people).

- 1) If the contact’s name, address and phone number match, select that contact—congratulations, this is a match! Selecting this person will automatically enter the phone number, address and workplace. 🧑🏫
- 2) If only *some* of the information matches, do some detective work and find out if it is really the same person, and if it is, make sure any other school with other students linked to the contact knows you are about to change that information.
- 3) If you are sure they are not in MyEd, hit *Cancel* and this will continue on creating a new contact and enter the rest of the demographic information. There will be a non-shared icon next to the last name: 🚫

NOTE: *If you change a contacts name, it will change that contact for all linked students. Be sure before you do so. You cannot clear a contacts name and add a new one, e.g. “Rita Smith is no longer an Emergency contact, her husband Henry Smith is now, so I’m just going to change the first name to Henry since all the other information is the same.” You must delete Rita from the contact list and **Add** Henry.*

Parents or guardians should have the *Parental Auth* box checked and be set as *Regular Contacts*.

The screenshot shows a contact management form with the following fields and options:

- General:** Emergency priority (1), Title (dropdown), Legal first name (Denise), Legal last name (Smith), Suffix (dropdown), Usual first name (Denise), Usual last name (Smith), Gender (F), Relationship (Mother), Type (Regular Contact).
- Search:** A search button with a magnifying glass icon and a list icon, circled in red with arrows pointing to it.
- Shared Contact Information:** Home phone, Cell phone, International Phone #, Primary email, Alternate email, Place of Employment, Work phone, Work Phone Extension, Pager Number, Language of Correspondence (English), Speaks English (Yes), Home Language (English).
- Checkmarks:** Receive grade mailing, Receive conduct mailing, Receive other mailing, Receive email, Prevent Autodialing, Parental Auth or Guardian?, Contact can pick up?, Contact lives with student, Contact has family portal access, Volunteer?.

Emergency Priority number: should never be 0, start priority numbers at 1

Title: For mailing purposes

Legal first name: Must be consistent for an easier duplicate search (e.g. Robert not Bob)

Legal last name: Make sure it isn't in the system yet, **use search button.**

Usual first name: If they go by a different name, use it here. (Bob)

Relationship: Very important this is correct for verification forms

Type: Also important that this is correct for verification forms.

✓ Check marks for all Parent/guardians:

Receive grade mailing

Receive conduct mailing

Receive other mailing

Receive email (important to select if typing in an email)

Parental Auth or Guardian

Check only if applicable:

Contact can pick up

Contact lives with student (if they live with them part time, but different address, do not check this box as it will not show up on verification forms)

Include on IEP

Volunteer

Do NOT check:

Contact has family portal access

Emergency contacts should have the *Type* set to Emergency, and 'pick up' box ticked if stated on reg form.

**Delete previous emergency contacts from other districts*

*Note that all email addresses must include @ and cannot include spaces. If the contact is to receive your school newsletter or other mailings they will need the *Receive email* box checked.*

Physical Address	
Street address 	208 Thom
RR Number / PO Box	208 Thompson Rd Quesnel BC V2J
City Prov PC	208 Thompson Rd Quesnel BC V2J

Shared addresses: If a contact lives with the student, make sure to create a ‘shared’ address. To do so, type in the beginning of the address and pause... The address should appear with the family name connected to it. Click on the name/address you want to link and the address will auto fill. You will now see the address is shared. If you click on the shared icon:  you will see who the contact shares an address with.

****If you realize you have made a mistake with a students’ first, last or middle name, or the DOB after registering at any point of the year, do not simply change the mistake. You must contact the PENS coordinator and scan the legal ID to update their information as well. PENS.coordinator@gov.bc.ca**

CHILDREN OR YOUTH IN CARE (CYIC) of the Ministry of Children and Family Development are identified on the demographics page. If a social worker has been assigned guardianship, they should be entered as the #1 contact.

On the demographics tab, check the box “CYIC or YAG”, and choose “Social Worker” from the drop-down menu in the Who Has Custody? field.

The **Agreement or Order** field refers to MCFD custody agreements not all guardianship/custody agreements (these should be indicated as a legal alert/inclusion). MCFD custody agreements include:

Agreement or Order Values	Description
Continuing Custody Order	The court placed a child/youth permanently in the custody of a director due to a safety concern.
Extended Family Program Agreement	An agreement with a friend or family member to support a child/youth for a limited time.
Interim or Temporary Custody Order - In Care	The court placed a child/youth temporarily in custody of a director due to a safety concern.
Interim or Temporary Custody Order - Out of Care	The court placed a child/youth temporarily in custody of friend/family due to a safety concern.
Special Needs Agreement	A child/youth with a permanent or long-term severe disability is in the care of a director for a limited time.
Voluntary Care Agreement	An agreement that places a child/youth in the care of a director for a limited time.
Youth or Youth Agreement	An agreement between a child/youth and a director to support the youth to live independently.
Another Province or Jurisdiction	An agreement with another province or territory for a child who is in the care of that jurisdiction.

ASSIGN COURSES TO A STUDENT (ELEMENTARY)

In MyEd there is a course for every subject in every grade. These courses have descriptions and course codes. The course codes begin with M for standard ministry courses, F for French immersion courses and X for non-ministry courses (usually courses or comment blocks for which there is no mark – only a comment).

For example:

- MEN--04 English Language Arts (Grade 4)
- FEPSF--04 Education Physique et Sante (Grade 4) – French Immersion P.E.
- XTC--07 Term Comment (Grade 7) – a block for a term comment for the report card

Each course has one or more sections, one for each class that has that course. We have named all sections to correspond with the homeroom numbers. For example:

- MMA--04-L3 Mathematics (Grade 4) for homeroom L3 (at Lakeview)
- MSC--03-C2 Science (Grade 3) for homeroom C2 (at Carson)

These are the steps to assign the course sections to a newly registered student (mid-year):

- From the student list, click on the student name. Select the *Schedule* side-tab and then click on *Workspace*. Click the *Select* button in the *Student Schedule* section.
- To limit the course sections to the correct ones, select the homeroom number in the *Platoon* field. Filter by Grade as well if it is a split class. Check the box “Allow conflicts”.
- Click the box for each of the desired courses (making sure the correct grade is selected if homeroom is a split class). Click *OK*
- You will now see the list of course sections to be scheduled. Scroll far to the right and click *Post*.
- To see the list of course sections for the student, click the *Schedule* side-tab.

The screenshot shows the 'Student Schedule' interface. On the left, a sidebar contains tabs: Attendance, Conduct, Transcript, Assessments, Academics, Schedule, and Workspace. The 'Workspace' tab is selected and circled in red. The main area is titled 'Student Schedule (0% scheduled - Class credits: 0.0)'. It features a table with columns: Course, Description, Term, and Schedule. Below the table, there is a 'Course' input field, an 'Ignore warnings' checkbox, and an 'Add' button. A 'Select...' button is circled in red. Other buttons include 'Drop' and 'Reschedule...'. Below this is the 'Course Requests' section with a table with columns: Number, Description, SecType, SectNo, TPLYView, and Per.

The screenshot shows a filter form for course selection. Fields include: Course (with an OK button), Period (All), Track ID (All), Term (All), Department (All), and Grade Level (02). On the right, there are dropdown menus for Team (All), House (All), Platoon (BC3), Section type (All), and Order by (Course). The 'Platoon' dropdown is circled in red. At the bottom right, there are checkboxes for 'Requested only', 'Valid sections only' (checked), 'Allow conflicts' (checked), and 'Allow all over max'.

When registering a StrongStart student it is necessary to assign one course to allow attendance to be taken. That course is XAT—EL-1.

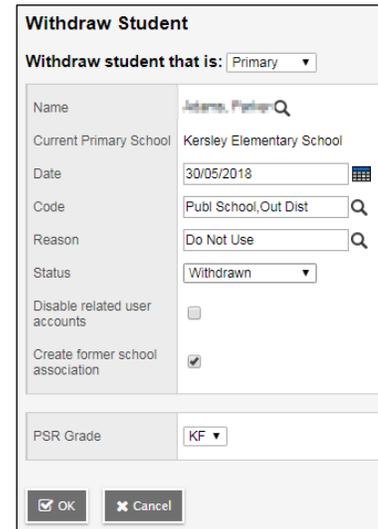
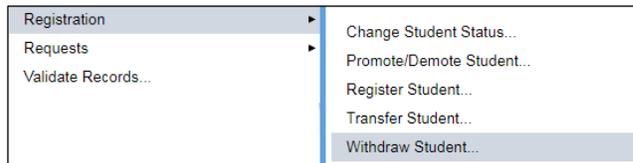
You will only need to schedule students if they register mid-year; Start-up scheduling is done by the MyEd team.

After registering a new student, wait a few days and check to ensure assignment of a PEN. If not, the Ministry is seeing a problem with the student information. You may receive an email from the Ministry PEN branch. Email the MyEd helpdesk to resolve the issue.

WITHDRAW A STUDENT

When a student is moving OUT OF DISTRICT, you must withdraw them.

Follow withdraw check list first! -page 16

A screenshot of the 'Withdraw Student' form. At the top, it says 'Withdraw student that is: Primary'. Below this are several fields: 'Name' (with a search icon), 'Current Primary School' (Kersley Elementary School), 'Date' (30/05/2018), 'Code' (Publ School, Out Dist), 'Reason' (Do Not Use), 'Status' (Withdrawn), 'Disable related user accounts' (checkbox), and 'Create former school association' (checkbox). At the bottom, there is a 'PSR Grade' dropdown set to 'KF' and 'OK' and 'Cancel' buttons.

- In the student list, check the box beside the student.
- From the Options menu, choose *Registration – Withdraw Student*
- Enter the date of withdrawal. This is the last day of attendance or the last day marked absent. If a request was received from another school, use the day before the first day of attendance at the new school.
- Choose a code and reason that describe the withdrawal (do not use)
- Choose Withdrawn for the status
- Check the box *Disable related user account* only if the student is moving **out of the district**
- Always check the box *Create former school association*. This will allow access to the student for the rest of the school year to make any needed changes to marks or other historical records.

When a student is withdrawn, their enrollment status will change from *Active* to *Withdrawn*, unless the student has an active secondary school association (cross-enrollment). In that case, their enrollment status will become *Active No Primary*. When withdrawing such a student you will see a message that you cannot change their status. This is OK. If you do not wish to see *Active No Primary* students in your list of students, you should use the *Current Members* filter rather than *Primary Active Students*.

TRANSFER A STUDENT

An alternative is to transfer the student. This should be used for moves **within** the district.

Follow withdraw check list first! – see page 16

To transfer a student from his/her current school to a new school, contact the current school and request that they tick the *Transfer pending* checkbox and select the new school in the *Transfer School > Name* on the *Student Details* screen.

A screenshot of a form section. It features a 'Transfer pending' checkbox which is currently unchecked. Below it is a text input field labeled 'Transfer School > Name' with a search icon to its right.

The new school can then complete the transfer via *Student top tab > Options > Registration > Transfer Student*. Select the student from the list of pending transfers.

The advantage of using the transfer process rather than withdraw/register is that more of the student's information is kept intact. For example, the student IEP is kept open and the new school can easily continue work on it.

CHECKLISTS FOR REGISTERING AND WITHDRAWING

Registering (new or new-to-district students only):

- Before you start, you *must* have a proof of DOB and Legal name in order to register in MyEd. (StrongStart too)
One of the following can be used:
 - Birth **Certificate**
 - BC Services **Card**
 - Passport**
 - If you **do** not have either document, ask parent, previous school, or StrongStart facilitator for one. This information is required to register a student.
- Do a thorough search to ensure they are not already in MyEd (communicate with parents-ask if they have attended a StrongStart or previous school in BC, do some detective work)
- If a **NEW** student has siblings already in MyEd, check the “New family member” box and search for the related student. This will link contacts, phone numbers and addresses and ensure they are “shared”
- Once registered, delete **all emergency contacts from other districts** (you will have their new registration forms with updated information)
- Enter homeroom
- Update other demographics and contacts as needed (search contacts thoroughly to make sure they are not already in the system).
Do not update busing information – this is done by transportation staff
- Assign courses and programs** if registering mid-year
- Enter PSR Inclusions**
- Assign permissions
- Enter/change alerts accordingly
- After registering a **NEW** student, check back in few days to see if the PEN has been assigned

***If you realize you have made a mistake with a students’ first, last or middle name, or the DOB after registering at any point of the year, do not simply change the mistake. You must contact the PENS coordinator and scan the legal ID to update their information as well**

PENS.coordinator@gov.bc.ca

Transferring – Students in District only

School Transferring OUT

- Ensure the resource teacher knows the student is leaving so they can update the IEP as required.
- IF the student has conduct incident records, ensure the principal has had a chance to review the conduct records. They may want to delete some of them.

Review the student's transcript records:

- Student top-tab, Transcripts side-tab.
- Ensure the filter is set to "Current Year" and the Dictionary is set to "All"
- Transcripts Records with marks entered for ANY term: **Enter "W" in the Final field and Save.** (for Grades 10-12 enter course dates as needed). Either:
 - Grade top-tab, select each course, enter W for final grade
 - Student top-tab, transcript side-tab, enter "W" for each course
- Blank Transcript Records: **DELETE**
- In the student's Demographics, check the box "Transfer pending" and enter the next school in the "Transfer School > Name" field.
- Notify the school receiving the student that they can run the transfer process.
 - NOTE: When the new school runs the transfer wizard it will automatically:
 - End date the previous school's programs
 - Drop the previous school's courses from student's schedule
 - Remove previous Homeroom
 - Remove Next School (if applicable)
 - Remove the student from previous Groups and School/User Snapshots (if applicable)
 - Create a Former school association for the previous school until the end of the current year (based on district MyEd dates)

School Transferring IN

- Run the Transfer Student wizard. Use transfer CODE: *Public School In Dst* for both withdrawal and entry schools
- Schedule courses and enter programs**
- Review PSR inclusions**
- Enter homeroom
- Update other demographic information as needed (permissions, contacts, address, alerts, etc.) *Do not update busing information – this is done by transportation staff*

Withdrawing – Student is leaving District:

Before running the withdrawal wizard:

- Ensure the resource teacher knows the student is leaving so they can update the IEP as required and print a copy if required. **(Please remind them to end date any Active PLANS.)**
- IF the student has conduct incident records, ensure the principal has had a chance to review the conduct records. They may want to delete some of them.
- Delete all emergency contacts.** Delete all contacts that are not parents. Note: if the contact is shared, they will not be deleted from the other students, don't worry.
- If the student has any marks entered into a transcript record, enter a final mark of a W for each course.**
Either:
 - Grade top-tab, select each course, enter W for final grade
 - Student top-tab, transcript side-tab, enter "W" for each course
- If the student is withdrawing is a high school student from QJS, CSS, QDL, McN** run attendance report: Student top tab, Attendance side tab, Class Attendance sub-side-tab. Reports, Quick Reports, Saved report, click on "Student Class Attendance (Period) and finish. Store in a folder in your office or online file for audit.
- Check Membership > Enrollment & Schools Tab. If the student is cross-enrolled you should check with the secondary (other) school to see if user accounts should be disabled. Otherwise, be sure to check the box to disable related user accounts when withdrawing.
- Withdraw the student**
NOTE: The transfer wizard will:
 - End date school programs
 - Drop school courses from student's schedule
 - Remove Homeroom
 - Remove Next School (if applicable)
 - Remove the student from Groups and School/User Snapshots (if applicable)
 - Create a Former school association until the end of the current year (based on district MyEd calendar dates)

Ensure the withdrawal process is completed correctly:

- Check the "Former" student filter to ensure that the student appears
- View the PSR to ensure all withdrawal information is correct (with W for final marks)
- Modify the withdrawal record in the membership side if necessary

CROSS-ENROLL A STUDENT

Sometimes, students take classes at your school while taking classes or receiving services at other schools too. The *Create Secondary School Associations* wizard is a way to associate these cross-enrolled students with their secondary schools.

To cross-enroll a student at your school:

1. Use *School view, Student* top-tab.
2. Click *Options - Create Secondary School Associations*.
3. The Create Secondary School Associations wizard appears:
4. Decide if you are Pushing or Pulling a student
 - a. Push- you are the primary school
 - b. Pull- you are the secondary school
5. **If pushing**, select school they will be cross-enrolled with.
6. Select the *District year* for the cross-enrollment.
7. Enter the Start date that the student will attend the secondary school. There may not an end-date.
8. Click the Selection option and select student.
9. Click *OK*.
10. **If Pulling**, click on Pull top-tab
11. Select the *District year*
12. Fill in demographics for student you want cross-enrolled and click *search*
13. A pop-up will list the student’s name, some demographic information and contact information. Make sure it’s correct and click *OK*.

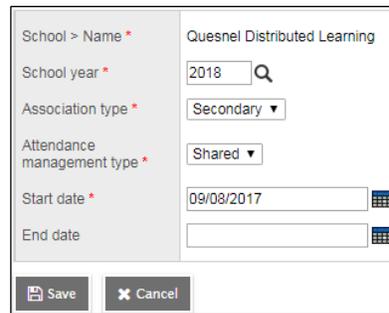
be

Records of all secondary schools for a student are shown in the Student top-tab, Membership-Schools side-tab. You could add a record there for one of your students to cross-enroll them in another school, but that is not the normal procedure.

It is **NOT** recommended to cross-enroll a student who will be moving to your school as a way of gaining access to their record early.

END A STUDENT CROSS-ENROLLMENT

To end a cross enrollment at your school, select the student from the school and select the *Membership - Schools* side-tab. Enter the end-date and click *Save*. The student enrollment status will change from Active to Withdrawn.



FINDING AND EDITING INFORMATION

MyEd normally shows information in a list format. This might be a list of students, staff members, courses, sections, conduct incidents, etc. You will occasionally want to see or make changes to a selection of records in a list. You can select certain records manually or with a filter, query or snapshot.

You can also change the sort order of the list and change the fields that are shown for each record in the list (the field set). Sometimes you can quickly change the information in the list using the modify list feature or by mass updating.

MANUALLY SELECTING RECORDS

You can create a list of specific students or other records by manually selecting them. Click on the checkbox to the left of each of the records you want; then select *Options – Show selected*.

SELECT OR CREATE A FILTER



MyEd often displays information in lists. If the lists are long it can be difficult to find what you are looking for. A filter can help by limiting the list to only the records you are interested in. A filter is also useful to limit the list to only the records you want to change.

To apply a pre-existing filter to a list, click the  box and select the filter. Some filters require you to enter information you want to search for, such as *Grade = ?* requires you to enter the grade you want. Common filters are to show all records or only active records. Inactive students are ones that have withdrawn but not registered in a different school; inactive staff members are those who have left the school.

You can change the order of filters by clicking on *Manage Filters* and using the up and down buttons. The top filter is the one that is used when you first log on and haven't selected any other filter.

You can add filters to your list by choosing *Manage Filters* and then *New*. There is a long list of pre-made filters to select from. You can also create your own filters by saving a query as a filter (see below).

CREATE A QUERY

A query is like a filter in that it limits the records shown in the list. You create it yourself and you can use it only once, or you can save it as a filter. If saved as a filter it will be run again whenever you choose it so it will always show current information.

To create a simple query:

- From the list view, select *Options – Query*
- Select the field you are searching (Tables contain other field options)
- Select the operator and value to show what you are searching for
- Click *Add* to put your criteria into the bottom box
- If you have more criteria repeat the above steps and select either the *And* or the *Or* button
- Choose which group your search should be based on
- Click the *Search* button
- If you want to save the query as a filter click on *Save As* and
- Enter a name for your new filter
- Check the *Save as Filter* button
- Leave the *Owner Type* set to *User* unless you want to share the filter with other users at your school

SELECT OR CREATE A SNAPSHOT

A snapshot is a static saved selection of students – it doesn't get updated as students are registered, changed or withdrawn. To create a snapshot you first use any method to get the list you want on the screen. Then you create a snapshot to save that list.

SELECT OR CREATE A SORT ORDER

The quickest way to change the order of the records in a list is to click on the heading in the column you want to sort by. For example, to sort the list of students by homeroom, click on the word **Homeroom** at the top of the list. Clicking a second time will reverse the list. If you want to sort by two columns just click them in reverse order. For instance, if you wanted the list of students to be sorted by homeroom, then by grade within each homeroom, then alphabetically by name within each grade you would first click on Name, then Grade, then Homeroom.

Name	Homeroom ▲	Grade	HR Teacher
Macher, Raymond	V01	KF	Sutton, A.
Blackie, Cheryl	V01	KF	Sutton, A.
Gardner, Leah	V01	KF	Sutton, A.
McGinnis, Liam	V01	KF	Sutton, A.

Save a Sort Order: If you find that you use a particular sort order you can save it and select it later by clicking on the sort button:  To save a sort order, click the sort button and select *Manage Sort Orders*. You can create a new order or edit an old one if you are the owner. Select the fields you want to sort on and add or remove them to the pane on the right. Use the *Up* and *Down* buttons to get them into the order you want the list sorted. Remember you can choose more fields if you select the drop down "Available Fields".

Once the “Selected Fields” is what you want, name it, and click *save*.

SELECT OR CREATE A FIELD SET

Any list is made up of a number of records (i.e. students, staff members or courses) and shows a number of fields for each record. The fields for a list of students might include the name, grade, homeroom, phone number, etc. As you are working with various lists in MyEd you will find that they are not showing the information you normally want to see, forcing you to click on an individual record to see the details. For instance, the list of students might show the Year of Graduation, Grade Sub Level and the Unlisted Phone Number which you do not use and not show the name and address of the first contact, which you do use. You can create a new field set to make the column lists fit your personal preferences using this button: 

If the field set you need has already been created and shared with you, then you can just select it from the list of available field sets. If not, you can create your own like this:

- Click the field set button and select *Manage Field Sets*
- Select a field set that is close to what you want and click *Copy*
- Enter a descriptive name and select *User* (or *School* if you want to share it with other users at your school).
- Click *OK*, return to the list of field sets, select the new one and click *Edit*.
- Use the *Add* and *Remove* buttons to change the list of fields you will see. Use the *Up* and *Down* buttons to change the order of the fields. If you don't see the field you want you may need to change the table at

the top of the field list. The example on the right shows that the information about the first contact is found in the Emergency Contact 1 table.

- Once you have the field set the way you want, click *Save*.

If you want this to become your default, go back to *Manage Field Sets* and move it to the top of the list. Note that as you add additional fields to your view, they may not appear on the screen unless you scroll to the right. This can be confusing if you have set your preferences to show many records in a list as you will need to scroll down before you can see the left-right scroll bar.

MODIFY LIST

If you need to edit the same field for many records in a list it can be time consuming to select each record, find the field in the details screen and edit it. Some fields can be edited much more quickly using *Modify List*. For technical reasons which mere mortals cannot understand, many fields cannot be edited this way. To use *Modify List*:

- Get the list you want to modify on the screen. This may involve the use of a manual selection, query, filter or sort.
- Select *Options – Modify List*
- Click on the pencil at the top of the column you want to edit. If there is no pencil you cannot use *Modify List* for that field.
- Make the changes you need. You can use Ctrl-C and Ctrl-V to copy from one row to the next.
- When complete, click the green check mark to save your changes. Note if the power goes out or the Internet disappears before you have saved your work you will lose your work, so if it is a long task save it often.

MASS UPDATE

If you want to make the same change to many records in a list you may be able to do so very quickly using *Mass Update*. Again, this feature is not available for some fields, and there is no profit in asking why. It is, however, worth remembering that this is a **very powerful feature** that if misused can quickly destroy a lot of information, so use it carefully.

To mass update a field in a list:

- Get the list you want to modify on the screen. This may involve the use of a manual selection, query, filter or sort.
- **If you have not already done so, use *Options – Show Selected* to ensure that the list only shows the records you want to change. Do not forget this step!** If you only select the records, without “show selected” it will still update all records on the screen.
- Check again that the list shows only the records you want to change. Is it clear that there is good reason to be fearful about this? 😊
- Select *Options – Mass Update*
- Select the field you want to change.
- Enter or select the value you want to put in that field.
(There is an advanced button on this screen but it might be wise to discuss its use with your district support staff before using it.)

- When you click on *Update* you will see messages as below. Read them carefully before pressing *OK* to be sure that the effect will be what you expected. **MyEd does not have an Undo button.** ☹

Field	Next School
Value	Kersley Elementary School
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced"/>	

Update the field "Next School" with the value "Kersley Elementary School" for all records in the current selection?

This operation will affect 3 records. Do you want to continue?

- When finished you will see the check mark stating what Mass Update just happened. Make sure it's correct:

 Mass-Updated with Constant

Table: Student
Column: Next School
Updated To: skIX2002828008
Rows Changed: 0
Rows Skipped (Validation): 3

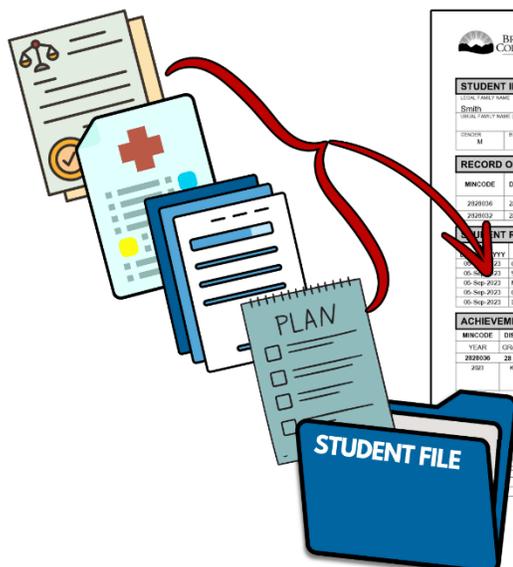
OK

INCLUSIONS

STUDENT FILE & PERMANENT STUDENT RECORD (PSR)

The **Student File** should include, at minimum:

- Form 1704 (**Permanent Student Record or PSR**) which also includes:
 - Current student record inclusions documents as listed on the PSR (where applicable)
 - A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) **or**: an official copy of the Transcript of Grades.
- A copy of the student's current Student Learning Plan (SLP) - if applicable



BRITISH COLUMBIA
Ministry of Education and Child Care
PERMANENT STUDENT RECORD
Page 1 of 1

MEDICAL ALERT
 LEGAL ALERT

STUDENT INFORMATION P.E.N. 199999999

LEGAL FIRST NAME Smith	LEGAL LAST NAME John	LEGAL Middle Name Doe
SEX M	BIRTH DATE (DD-MON-YYYY) 05-May-2005	BIRTH COUNTRY Canada
ETHNICITY M	ETHNICITY FREQU. First Time Entry	REGISTRATION Birth Certificate

RECORD OF SCHOOLING

MINICODE	DISTRICT-SCHOOL NAME	ENTRY GRADE	ADMIT DATE	EXIT GRADE	EXIT DATE	REASON
28	Voyageur Elementary School	K7	14-Aug-2022	01	May-2024	To Public School in Enrolment
28	Lakeshore Elementary - Quesnel	01	07-Mar-2024			

PERMANENT RECORD INCLUSIONS

ENTRY DATE (DD-MON-YYYY)	DESCRIPTION AND DOCUMENTATION	ENTRY DATE (DD-MON-YYYY)
05-Sep-2023	Court order or other legal documents in student file.	
05-Sep-2023	Student is registered as a Home-Schooler.	
05-Sep-2023	Medical Alert in MyEd, Emergency Procedure Plan in student file.	
05-Sep-2023	Occupational Therapist Assessment completed, Report in student file.	
05-Sep-2023	SLP in MyEd and/or student file.	

ACHIEVEMENT/ATTENDANCE RECORD

MINICODE	DISTRICT-SCHOOL NAME	YEAR	GRADE	PROCESSES DESCRIPTION	DAYS ABSENT
28	Voyageur Elementary School	2022	K7	PROCESSES: *APPLIED DESIGN SKILLS AND TECHNOLOGIES K *ARTS EDUCATION K *CAREER EDUCATION K *ENGLISH LANGUAGE ARTS K *MATHEMATICS K *PHYSICAL AND HEALTH EDUCATION K *SCIENCE K *SOCIAL STUDIES K	6
	Voyageur Elementary School				17

ATTENDANCE

COURSE DESCRIPTION	COMP DATE	PROV EXAM DATE	SCHOOL LG	SCHOOL %	PROV EXAM	FINAL	CREDIT

Graduation Requirements Completed

Run From: MyEducation BC, Quesnel Run Date: 18-Jun-2024 02:42 PM

PSR INCLUSIONS GUIDELINES

Inclusion required for:	Process	Inclusion Examples & Sample Comment
<p>Medical Alerts (not health alerts)</p>	<p>Received at school level</p> <ul style="list-style-type: none"> • School Secretary enters Alert in MyEd • School Secretary enters Inclusion in MyEd • School Secretary files supporting documents in student file 	<ul style="list-style-type: none"> • Type 1 Diabetes – insulin dependent • Anaphylaxis – epi-pen with student and backup in office • Blood clotting disorders • Serious heart condition • Environmental allergy – peanuts • Diabetic care plan located in student file • Epilepsy Management plan located in student file • Hearing Aids • Prescribed medication <p>* Any of these alerts should also include the comment “documents/Emergency Procedure Plan in student file” if applicable.</p>
<p>Legal Alerts</p>	<p>Received at school level</p> <ul style="list-style-type: none"> • School Secretary enters Alert in MyEd • School Secretary enters inclusion in MyEd • School Secretary files supporting documents in student file 	<ul style="list-style-type: none"> • Legal name change located in student file • Family court order located in student file • Immigration documents located in student file • Continuing Custody Order located in student file • Temporary Custody Order Located in student file
<p>Individual Education Plan (IEP)</p>	<p>Created by Resource Staff at school level</p> <ul style="list-style-type: none"> • Resource staff communicates IEP creation to school Secretary <i>(or, if you notice an IEP icon, make sure there is also an inclusion entered)</i> • School Secretary enters inclusion in MyEd 	<ul style="list-style-type: none"> • IEP documentation found in MyEd BC and/or student file <i>(don’t add multiple inclusions for IEPs for consecutive years, leave end date blank until no longer in use)</i>
<p>Support Services Information</p>	<p>Received at school level</p> <ul style="list-style-type: none"> • Support Services staff communicate document to school secretary • School Secretary enters Inclusion in MyEd • Documents added to Student IEP Binder <p>Created at district level</p> <ul style="list-style-type: none"> • SLPs provide documentation to the Secretary of District Support Services • Secretary of District Support Services enters inclusion in MyEd 	<p>School</p> <ul style="list-style-type: none"> • Letter of Diagnosis from Pediatrician in student file (or IEP Binder) • Health Assessment Network assessment in student file <i>(Northern Health, Interior Health etc.)</i> • Pediatrician Assessment in student IEP binder • Psychiatric Assessment in student IEP binder <p>District</p> <ul style="list-style-type: none"> • Hearing Assessment in student IEP binder • Vision Assessment in student IEP binder • Occupational Therapist (OT) Assessment in student IEP binder • Speech Language Assessment in student IEP binder • Psychoeducational assessments in student IEP binder • Psychiatric Assessment in student IEP binder
<p>Homeschool</p>	<p>Informed at school level</p> <ul style="list-style-type: none"> • School Secretary enters inclusion in MyEd • School Secretary enters <i>HS</i> as grade sub level in MyEd 	<ul style="list-style-type: none"> • Student is registered as a home-schooler in MyEd

Inclusions Do NOT Include:

- Letters from parent requesting no contact (it must be a Legal document)
- Referral forms (SLP, YCW, AESW, etc.)
- Service summaries/reports throughout the year (SLP, OT/PT, Student Services)
- Individual Support Planning Tool (ISPT)
- POPARD
- Student Support Plan (SSP)
- Supplementary Plans (behaviour plan, staff response plan, toileting plan)
- The Needs Intensity Scale
- Curriculum-based assessments
- Data collection: behaviour or academic information
- Pre- and post-assessments done to show growth on an objective in an IEP (i.e. Precision Reading, Alberta Diagnostic, PM Benchmarks)
- Proof of service from in-school counselling, YCW, ABED, District Specialist Teachers, other counselling

STEP 1: Determine Inclusion Record Needs in MyEd

Because this process is new to the district, we have to start with record checking to determine students that need inclusions added. Going forward this can also be a yearly check-up to make sure your data is correct.

Student Top Tab

There is an *SD28 Student Services – 1701 Info* field set that can help with your search.

Click Alerts **twice** to sort in descending order

Name	Alerts	Gender	Pupil #	Designation	Aboriginal Ancestry	School > Name	HR Teacher	Grade	Grade sub level	CYIC or YAG	Custody	SpecialEd Type
Garnett, Carlee		F	201100007	D	Status - Off Reserve	Voyageur Elementary School	Freeman, N	05		Y	Social Worker	IEP
Whitmore, Gary		M	201100008		Non-Status	Voyageur Elementary School	Matheson, S	06		N	Father	
Langhin, Cassie		M	201100009	G	Metis	Voyageur Elementary School	Freeman, B	06		N	Both Parents	IEP
Austin, Tyson		F	201100010	G		Voyageur Elementary School	Birch, C	06		N	Mother	IEP



If a Student has a **legal alert, medical alert, IEP alert, or ELL alert** they should also have a corresponding **Inclusions Record**



NOTE: A **health alert** may indicate Pediatrician or Health Assessment Network assessments/diagnosis these should also have a corresponding **Inclusions Record**

In the *SD28 Student Services – 1701 Info* field set, also look for:

Designations without IEPs

CYIC "Y" flags

Homeschool "HS" flags

Custody other than both parents

Name	Alerts	Gender	Pupil #	Designation	Aboriginal Ancestry	School > Name	HR Teacher	Grade	Grade sub level	CYIC or YAG	Custody	SpecialEdType
Gemmett, Carter	Legal, Medical, IEP	F	141889675	D	Status - Off Reserve	Voyageur Elementary School	Freeman, N	05		Y	Social Worker	
Whitmore, Gerry	Legal, Medical, Health	M	119962378		Non-Status	Voyageur Elementary School	Matheson, S	06		N	Father	
Langhin, Cassie	Legal, Medical, IEP	M	116752031	G	Metis	Voyageur Elementary School	Freeman, B	06	HS	N	Both Parents	IEP
Aeolis, Tyson	Legal, Medical, IEP, Health	F	148052968	G		Voyageur Elementary School	Birch, C	06		N	Mother	IEP

* NOTE: If preferred, you can also use filters for many of these flags. These filters include:

- Active with Designation
- Grade Sub Level = ? (HS)
- CYIC or YAG students

Find these filters here

Student List

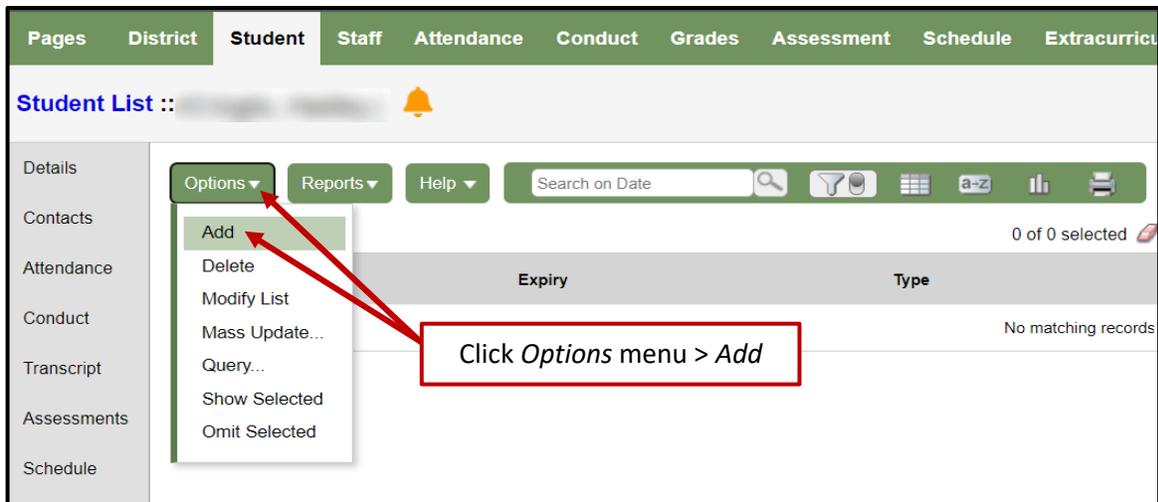
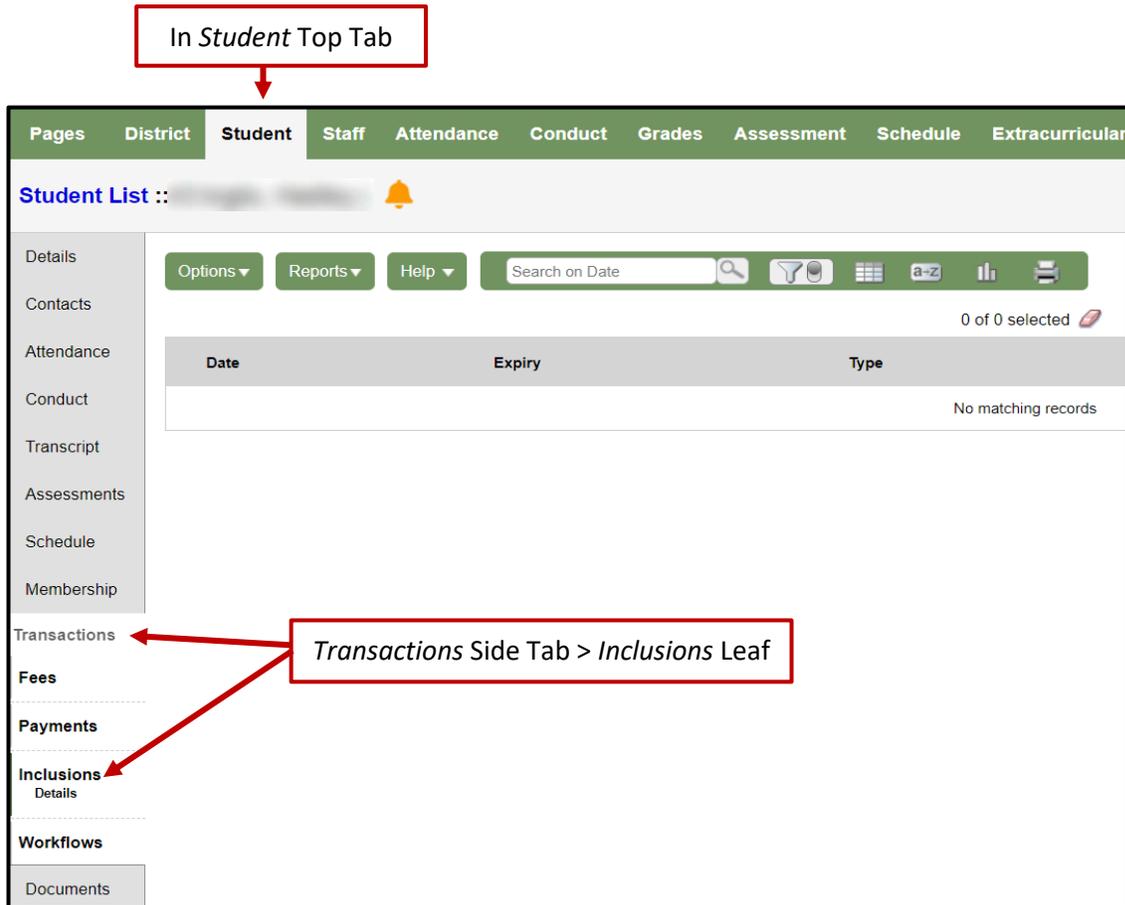
Options Reports Help Search on Court Order

1:Yes IIEP 0 of 3326 selected

Name	PEN	Grade	Grade sub level	Homeroom	Alerts	Designation	InclusiveEdStatus	Custody	CYIC or YAG
Gemmett, Carter	141889675	07		RV7	Legal	Exited	Grandparent	Y	
Whitmore, Gerry	119962378	12		SEC-TA				N	
Langhin, Cassie	116752031	12	AN					N	
Aeolis, Tyson	148052968	05		BL5	Legal, Medical, IEP	Q	Exited	Aunt	N
Fisher, Charles	135341088	11		11-D	Legal, Medical, IEP	Q	Active		N

STEP 2: Create Inclusion Records in MyEd

Once you know all the students that require inclusions, you will need to create inclusion records:



The screenshot shows a software interface for 'New Student Event Tracking'. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', and 'Schedule'. The main header displays 'Student List :: [redacted] :: New Student Event Tracking' with a heart and bell icon. A left sidebar lists various categories: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions, Fees, Payments, and Inclusions. The main content area contains a form with fields for 'Inclusion date *' (03/06/2024), 'Expiry Date', 'Inclusion type' (Inclusion), and 'School year *' (2024). A 'PSR Comment' text area contains the text 'Serious heart condition - emergency procedure plan in student file'. At the bottom of the form are 'Save' and 'Cancel' buttons. Red callout boxes with arrows point to these fields and buttons, providing instructions. A yellow box at the bottom right contains the text 'Repeat this process to create a record for each inclusion'.

* Office procedures will now need to include adding an expiry date to this field when a student no longer needs or uses an inclusion, examples:

- A student in MCFD care is returned to parent guardianship and *CYIC or YAG* flag is removed – the expiry date on the corresponding *Inclusion Record* would reflect the date the student is return to parent guardianship.
- A student with prescribed medications no longer requires them and the *Medical Alert* has been end dated – the expiry date on the corresponding *Inclusion Record* should be updated as well.

Example PSR with Inclusion Record



Ministry of Education and Child Care PERMANENT STUDENT RECORD

Page 1 of 1

MEDICAL ALERT
 LEGAL ALERT

This indicates a *Medical Alert* has been entered into MyEd. A corresponding Inclusion Record should also be entered.

STUDENT INFORMATION				P.E.N.
LEGAL FAMILY NAME Smith		LEGAL FIRST NAME John		LEGAL MIDDLE NAMES Doe
USUAL FAMILY NAME (if different)		USUAL FIRST NAME (if different)		USUAL MIDDLE NAME(S) (if different)
GENDER M	BIRTHDATE (DD-MON-YYYY) 05-May-2005	BIRTH COUNTRY Canada	INITIAL ENTRY FROM First Time Entry	VERIFICATION Birth Certificate

RECORD OF SCHOOLING			
MINCODE	DISTRICT-SCHOOL NAME	ENTRY	EXIT
2828036	28 - Voyageur Elementary School		
2828032	28 - Lakeview Elementary - Quesnel		

This is a Medical Alert *Inclusion Record*, indicating that supporting documents are located in the Student File. See the [Example Comments](#) for more

STUDENT RECORD INCLUSIONS		
DATE DD-MON-YYYY	DESCRIPTION AND DOCUMENTATION	EXPIRY DATE DD-MON-YYYY
03-Jun-2024	Serious heart condition - emergency procedure plan in student file	

ACHIEVEMENT/ATTENDANCE RECORD			
MINCODE	DISTRICT-SCHOOL NAME		DAYS ABSENT
YEAR	GRADE	PROGRESS DESCRIPTION	
2828036	28 - Voyageur Elementary School		
2023	KF	Proficient: *APPLIED DESIGN SKILLS AND TECHNOLOGIES K *ARTS EDUCATION K *CAREER EDUCATION K *ENGLISH LANGUAGE ARTS K *MATHEMATICS K *PHYSICAL AND HEALTH EDUCATION K *SCIENCE K *SOCIAL STUDIES K	6

2828036	28 - Voyageur Elementary School		
2024	01		17

ACHIEVEMENT/ATTENDANCE									
MINCODE	DISTRICT-SCHOOL NAME		YEAR		GRADE			DAYS ABSENT	
COURSE CODE	COURSE DESCRIPTION		COMP DATE	PROV EXAM DATE	SCHOOL LG	SCHOOL %	PROV EXAM	FINAL	CREDIT

Graduation Requirements Completed _____

ATTENDANCE

START-UP ATTENDANCE

At the beginning of the year attendance may need to be taken manually and by grade before students are sorted into classrooms/homerooms. Run the BC Homeroom List w. Grid report found in either the *Student* top-tab or the *Attendance* top-tab under the *Reports* menu.

The image shows two parts of a software interface. On the left is a 'Reports' dropdown menu with a search bar and various report options. 'BC Homeroom List w. Grid' is highlighted. A blue arrow points from this option to a text box that says 'Select the BC Homeroom List w. Grid report. Make sure to sort by GRADE.' On the right is the configuration screen for the 'BC Homeroom List w. Grid' report. It shows the school 'Bouchie Lake Elementary School' and a list of column labels. The 'Sort results by' dropdown is set to 'Grade'. There are 'Run' and 'Cancel' buttons at the bottom.

ENTER ABSENCES (ELEMENTARY)

Daily Roster

Most teachers take attendance now, so the first thing you will need to do is run a report to see who has posted their attendance.

To do this, go to *Attendance* top-tab, click on Reports and select **Daily Attendance Post Verification**. Uncheck "Show non-posts only" and Run. This will show you who has posted and at what time.

Please note- if there are two teachers for one class only one will post and the second teacher will show up as "Did Not Post" although the class was accounted for already.

Once everyone has posted you can go in to make changes from the phone calls or emails you would have received.

The image shows the configuration screen for the 'Daily Attendance Post Verification' report. It includes fields for 'School' (Barlow Creek Elementary), 'Date' (30/10/2019), a checkbox for 'Show non-posts only' (unchecked), a 'Sort results by' dropdown (set to 'Name'), and a 'Format' dropdown (set to 'Adobe Acrobat (PDF)'). There are 'Run' and 'Cancel' buttons at the bottom.

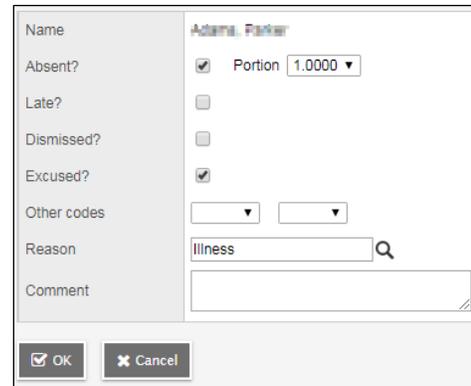
To enter student absences/lates by class, select the *Attendance* top-tab and the *Daily Roster* side-tab. Select the homeroom. You will see all students in that homeroom (make sure you are on the correct date)



Click the *A* (Absent), *L* (Late) or *D* (Dismissal – left early) button as appropriate. Enter *Reason* and check *Excused* if necessary. If a child is away ½ the day, change the 1.000 portion to .5000 or whatever portion is correct.

Click the save button.

You can change the date on this screen using the arrows. Use the navigation bar top right to move to the next class.



Daily Office

To enter absences for one student, select the *Attendance* top-tab and the *Daily Office* side-tab. Select the code *A*, *L* or *D* and enter the student’s last name. A record of the absence will be created

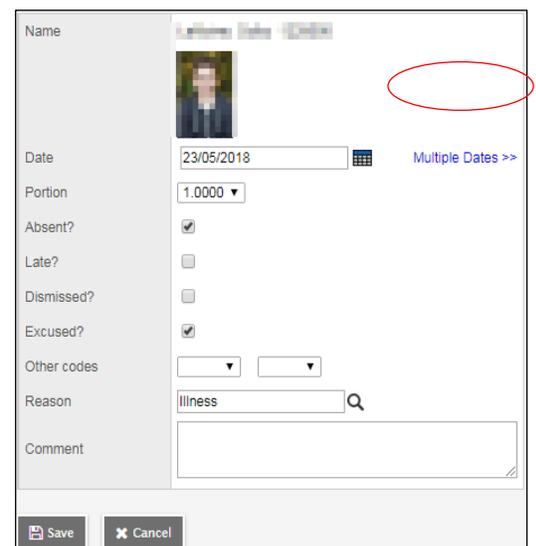


You can choose to show the popup-shown to the right (or click on the entry after its made) to enter additional information such as the reason or the portion of the day the student was absent. Don’t forget to click on save when you are finished.

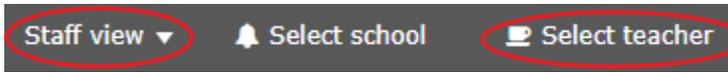
Clicking the *Multi-Add* button allows you to enter an absence for a group of students with the same reason (i.e. illness) or for multiple dates (i.e. family vacation.) You can use a query to enter an absence for any group you have set up.

ENTER ATTENDANCE (STRONGSTART)

StrongStart centres use positive attendance, only entering when a student is present. It is designed to be entered by the StrongStart facilitator, but can also be entered in the office.



To take attendance, change your view to Staff View and click on *Select Teacher*.



Choose the **StrongStart facilitator** from the list and click *OK*.

Click on the *Attendance-TopTab* and select the “course”: **XAT—EL—01**

You will see the class list. To mark a student present, just click the *POS* button. When finished entering attendance for the day, click the *Post* button to save your work. **You can only post once so make sure all students records are correct before POSTING**

Pupil #	Name	Code	Class Attendance	Daily Attendance
203007	Allen, Jackson	POS A P	Absent	Present
203198	Anderson, Maddison	POS A P	Absent	Present
201751	Anderson, Rubin	POS A P	Absent	Present

To move to a different date, use the arrows or the calendar icon on the upper right of the window.

ENTER ATTENDANCE (SECONDARY)

Class Attendance

Secondary school teachers will also keep attendance in their class, however; office staff will need to enter excused absences / field trips / changes /any other absences teachers will not know about.

Name	Pupil #	Grade	Daily Code	A	B	C	D	E	F
Janis, Mattias	420088	11	... >>
Abraham, Carson	412608	12	... >>
Abraham, Jayden	420484	11	... >>
Aguero, Angelina	330746	10	... >>
Alac, Nikki	430828	11	... >>
Alvarez, Madeline	212885	11	... >>

- Clicking the ... in the *Daily Code* column allows you to enter or edit a daily absence or late.
- Clicking the >> for a full day absence creates a class attendance record for all classes that day (which will be seen by the teachers).
- Clicking the ... in a *Block* column allows you to enter a class attendance record in that block. *With a non-rotated timetable these blocks will not be ordered as the periods in the day so you will need to take into account the block rotation for the day. If your school has a rotated timetable this will change to take into account the block rotation.*
- To do a multi-add attendance (i.e. for multiple students with the same reason-sick- or if one class is going on a field trip and the other teachers need to know)
 - click *options* > *BC Multi-Add Class Attendance*. Select *Student IDs* in “Students to include”
 - type IDs in “Student IDs” (note each student ID needs a new line entered down)
 - enter date(s), periods, code, reason, then Run

STAFF ATTENDANCE (ASSIGNING TOCs)

When a teacher is away, a TOC needs to replace the teacher in order for attendance to be taken.

In the *Attendance top-tab*, *Staff Roster* side-tab, click the TOC button for absent teacher and select the TOC in the *Daily Replacement* field. You can select multiple days, and/or specific classes for Secondary blocks if you check the *Period Replacement* box.

If you cannot find the TOC name you are looking for, try and uncheck the “School staff only” and “Free staff only” and select “All Staff” under the *Selection based on* drop down menu. If you still cannot find them, contact your MyEd Support Team.

MARKS

ENTER STUDENT MARKS

To enter student marks select the *Grades* top-tab and the *Grade Input* side tab, *Input Grid* leaf.

Select the term at the top. Enter marks in the Grade column using the appropriate grade scale. When finished, post the grades to the report card with *Options-Post Grades*. (Do not add/change marks without teacher’s knowledge)

Once grades are posted the green thumbtack will change to red. The blue exclamation marks beside the grades are an indicator to the teacher that the marks have been entered by the office.

To post the grades for all classes select *Options-Post Grades* from the list of classes. To post grades for a selection of classes, select the desired classes with *Options-Show Selected* and then use *Options-Post Grades*.

Classes :: MADST03-BC3 - APPLIED DESIGN SKILLS AND TECHNOLOGIES 3

Options Reports Help

Grade Columns: Post Columns - Term Term: All Display: Grade Color Enrolled Withdrawn Status

Name	YOG	Term Grade	Com	Final
Auction-Prolog, Logan	2027			
Garnett, Bailey	2027			
Chen, Matthew	2027			
Hedema, Brock	2027			
Lipsett, Jacob	2027			

Post Grades

Class: MADST03-BC3 APPLIED DESIGN SKILLS AND TECHNOLOGIES 3

Grade Term: Term

Grades to post: Term grades for all student

OK Cancel

PRINT LEARNING UPDATES

Select a class and go to the Roster side-tab or select the *Student* top-tab and filter to the desired students. Use the *Reports* menu to select *Learning Updates*. You can use the top tabs to select the term(s) and students, but you probably don’t need to. It will print for the current term and the currently selected students.

Under *User Specific Parameters*, check the boxes to show what you want to see. You want to uncheck *Display Final* unless it’s the final report card. Uncheck *Display Class Teacher Name* for Elementary School. You may want to choose to not display Programs and Plans and include a box for the principal signature.

Learning Update

Student Selection/Sort Term Selection Student Group Selection Student Grade Selection **User Specific Parameters**

Display Student Legal Name instead Of Usual Name

Display Final: Do not display

Display Programs/Plans: Top

Display School Message:

Display Course Summary:

Print Double-Sided:

Print On Legal Paper:

Print Using French Language:

Display Class Teacher Name:

Display Current School Course ONLY:

Include only My Courses:

Display Student Self Assessment:

Display Teacher Overall Comment:

Display Student Homeroom Number:

Display Homeroom Teacher Name:

Display Box For Principal Signature:

Display Box For Teacher Signature:

Display Attendance: Daily Attendance

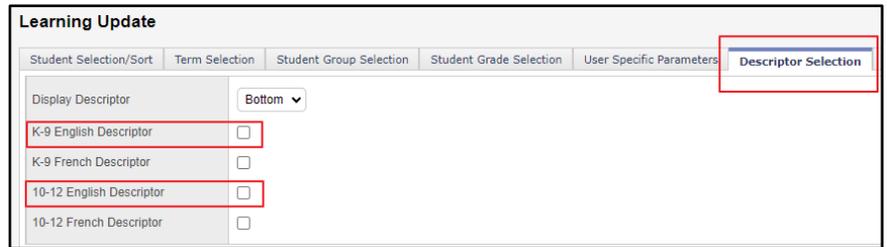
Display Attachments With Report Message:

Display Back Page:

Display Student Photo:

Display Proficiency Label (Term / Final):

K-9 schools can include an explanation of the performance indicators using the Descriptor Selection tab.



ENTER COMMENTS IN A SCHOOL COMMENT BANK

Go to the Admin top-tab, Comments side-tab and click on School Comments. Select the Codes leaf and use Options – Add to add a new comment. The ID field can be a unique number that can be used to search for a specific comment. The Preview is what teachers will see when choosing the comment from a list. The first category field should be set to *School*. The next two are used to narrow down the list when browsing for a comment (may need to change the template view to see category 3 field).

You can customize comments with the following tokens:

Name	{{person.firstName lower capitalize}}
his, her	{{person.genderCode gender:his, her lower}}
he, she	{{person.genderCode gender:he, she lower}}
himself, herself	{{person.genderCode gender:himself, herself lower}}

CREATING REPORTS, EXPORTS AND CHARTS

PRINTING REPORTS

Reports in MyEd are context sensitive, which means that instead of having one huge reports tree from which to select from, there are various reports that available from different screens. This is normally helpful, but sometimes it is not obvious which screen should hold which reports. The reports in MyEd are far from complete at this time. More are always in the process of being developed. In addition, school and district staff has the ability to develop their own reports and share them to the school or the district.

Most of the reports you will need are located in the Students top-tab. Click “Reports” in the sub-menu and select the report. Since you may want many of your reports for only a select group of students, you first select a group of students using sorting techniques such as using the checkboxes and Options>Show Selected, filters, or queries. Some useful reports we have found are:

On the *School* top-tab:

Enrollment Activity

Shows when students have enrolled (E), withdrawn (W) or changed their status (S).

Enrollment Breakdown

Shows the students broken down by any field you choose and also by grade or age and by gender. If you choose the Homeroom field it produces a report showing number of students in each grade in each homeroom. If you choose Aboriginal Ancestry it produces a report showing

number of students in each grade with each Aboriginal Ancestry code.

On the *Students* top-tab:

BC Student Information Verification Form

Shows information presently in MyEd and provides space for parents to fill in missing or changed information.

Permanent Student Record

Note that elementary academic history has not yet been imported from BCeSIS

Permanent Student Record Labels

Labels to put on student cumulative file

Report Card

K-9 Three Term

On the *Students* top-tab, under *Other Jurisdictions*:

BC Attendance History

All absences for a specified date range; can be sorted by Name Grade or Homeroom. It includes details of all lates and absences and uses one page (or more) per student.

Birthday List

The students with birthdays in a specified time period.

Enrollment Activity Report

The students that have been registered or withdrawn in a specified time period.

Homeroom List

A list of the students in one or more homerooms

Student Alerts

Lists of students with a specified alert

Student Contacts

A list of contacts for each student; can be sorted by emergency contact order

Student List

A list of students and PENS that can be sorted in various ways

Student Profile

Shows basic demographic information for each student - one page per student

Some reports are available in the *Attendance* top-tab:

Attendance call sheet

Shows students absent on a specified date with parent info

Attendance Homeroom Input

A weekly input sheet for teachers to mark absences

Attendance Class Room Input

A weekly input sheet for StrongStart teachers to mark students present

EXPORT TO EXCEL

It is easy to export any information you see as a list in MyEd to Excel. Just click the printer icon  and select CSV. A window will open and you will see your exported file at the bottom of it. Click on it and it will open in Excel. The CSV file will be saved in your downloads folder with a long meaningless name. After you have edited it in Excel you can save it in a better location with a meaningful name. Change the file type to Excel Workbook (.xlsx)

To make the exported data more useful you can use a different field set to change the columns that will be in the spreadsheet and use a filter or query to change the students included – the rows in the spreadsheet.

CREATING QUICK REPORTS

A quick report is a way of printing information for the list shown on your screen.

To learn how to create quick reports, click *Help – Basic Navigation p 49*.

EXPORT MINISTRY DATA (1701, CLASS SIZE, SADE, TRAX)

The process to report MyEd 1701 or Class Size data to the Ministry is the same as from BCeSIS except the export is from MyEd. The exports are found in the *Student* top-tab by selecting *Options – Exports*. For the 1701 data select BC1701 STD Extract to upload to the Ministry web site or others to view the data at the school. There is a Class Size Verification report to view the data at the school and a Class Size export to upload to the Ministry web site.

There are separate documents on www.myeducationBC.info with details for 1701, SADE and TRAX reporting.

CONDUCT

ENTERING CONDUCT INCIDENTS FOR ONE STUDENT

To enter a conduct incident, start with one of these methods:

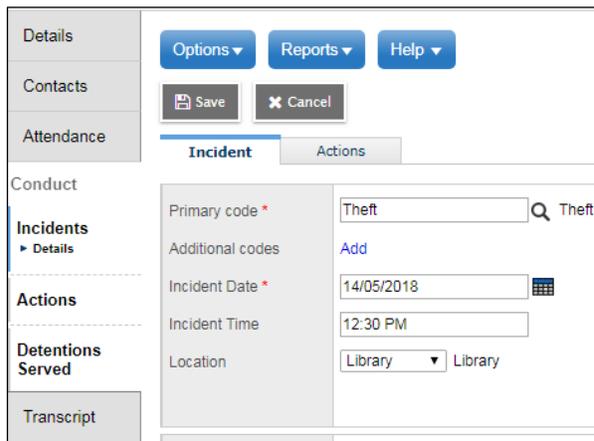
- Select the *Conduct* top-tab, *Office Input* side-tab, enter student's last name and select the student

Or

- From student demographic details select the *Conduct* side-tab and choose *Options-Add*

Once in the incident screen, follow these steps:

- Enter or select the code best describing the incident
- Add additional codes if applicable
- Enter the date, time and location of the incident (t = today, t-1 = yesterday)
- The owner will be a school administrator
- If the incident was reported by another staff member, enter that person's name in the *Referral Staff* box
- If there was a student victim, select the student's name



Details	Options ▾ Reports ▾ Help ▾
Contacts	Save Cancel
Attendance	Incident Actions
Conduct	Primary code * Thrift
Incidents	Additional codes Add
Actions	Incident Date * 14/05/2018
Detentions Served	Incident Time 12:30 PM
Transcript	Location Library Library

- If the student has lost privileges to attend school activities the date that privileges will be returned can be entered (optional)
- Type a detailed description of the incident

The next step is to enter any actions that are taken:

- Select the *Actions* sub-top-tab and click the *Add* button on the bottom right
- Enter a code, date and description. If the action has been completed, check the checkbox.
- If the action is a detention or suspension, enter the start date and the length. The dates will appear on the calendar
- Enter a description of the detentions or suspension.

ENTER CONDUCT INCIDENTS FOR MULTIPLE STUDENTS

If multiple students are involved in an incident, enter it like this:

- In the School View > *Conduct* top tab, click the *Multi-Add* button.
- Click *Selection* in the popup at the top of the screen.
- Select the names of the students from the pick list. Note that the check boxes enable selecting as many students as necessary from the list.
- Verify that the correct number of students has been selected, as the names of the students do not appear on the list until the incident and action have been saved.
- Check the *Shared Incident ID* box to assign the same incident ID to the records of all the students involved. De-selecting the field assigns a unique Incident ID to each student's record.
- Click *OK*.
- Complete the fields on the Incident tab, which are the same as viewed on the entry screen for a single student.
- STOP. DO NOT SAVE.
- Go to the *Actions* tab BEFORE saving and complete the popup, which is the same as the one viewed for entry of an Action for a single student.

Note: Important!! If the Incident is saved prior to clicking on the *Actions* tab, the actions will need to be entered on each student's record individually.

- After saving the multi-add entry, go to the list of incidents entered for that day and re-open the record for one of the students entered in the multi-add. Enter an additional action for that student.

DELETING A CONDUCT INCIDENT

If a conduct record is entered in error, it can be deleted from the data base in any one of three ways:

1. *Conduct* top tab > Select date Incident occurred > Select and check the record to delete > *Options - Delete*.
2. *Conduct* top tab > *Incident History* side tab > Select the record > *Options - Delete*.

3. *Student* top tab > Select the student > *Conduct* side tab > Select the record > *Options - Delete*.

DETENTIONS AND SUSPENSIONS

Attendance

- When an Action Code that results in an absence from school (such as Suspension) is used, MyEd marks the student absent on the designated days in both the attendance office and on the Attendance Input screens of the student’s teacher.

Detention

- When a student is assigned to Detention, the student’s name is automatically added to the detention list viewed from the *Conduct* top tab > *Detention* side tab.

Name	Pupil #	Grade	Action code	Detention Count	Detention
Duck, Daffy	2002751	03	Detention	5	
Duck, Donald	2002746	08	Detention	5	

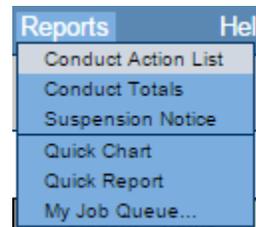
Taking detention attendance

- When a student reports to detention, the detention supervisor checks the appropriate box at the far right side of the screen. The Detention Count is reduced by one.
- Use the *Code* dropdown at the upper right corner of the screen to filter the list to specific detention types.
- If necessary, the detention supervisor can enter a note by clicking on the pencil icon at the far right and entering a comment in the text box.

STUDENT CONDUCT REPORTS

Conduct top-tab > *Incident History* side tab

- The Conduct Action List report shows all actions that are in effect
- The Conduct Totals report shows how many of each type of incident has occurred or action has been taken. This can be a summary report for the school or broken down for each student, each referring staff member or each location in the school.
- Suspension notice prints a letter to send to student’s parents, although our schools would likely send something much more personalized.



To print all the incidents involving a student, select the student from the student list and use the Conduct History report found in the *Conduct* side-tab. In addition, you can print a report or chart from any list you see on a screen by selecting *Reports - Quick Report* or *Quick Chart*.

SPECIAL EDUCATION

Information about special education designations and student IEPs (inclusive education plan) will normally be entered into MyEd by resource teachers, with the help of district student services staff. If a student has a special education designation you will see the  alert and if the student has an IEP PLAN you will see the  alert.

To see the student's designation use the *Documents* side-tab and then select *Plans* and *Details*. The Active (in-use) *PLAN* will have a PlanName, and the Status will be *Active*.

<input type="checkbox"/>	PlanName	Status	StartDate
<input type="checkbox"/>		Previous	17/06/2015
<input type="checkbox"/>		Previous	17/06/2015
<input type="checkbox"/>		Previous	04/10/2016
<input type="checkbox"/>	28-IEP-2017	Active	11/10/2017
<input type="checkbox"/>		Previous	01/09/2016

Click on the PlanName that is Active and you will see the current *PLAN* for that student.

PRINT A STUDENT PLAN

The student IEP PLAN is shown in the series of horizontal tabs on the screen at the right. To print it, select *Reports – Inclusive Education Plan Report*. Select *PDF* and click *Run*.

ENTER AN INCLUSION FOR A PERMANENT STUDENT RECORD

To enter an inclusion for the Permanent Student Record, go to the *Student* top-tab, *Transactions* side-tab, *Inclusions* leaf. Use *Options – Add* to add an inclusion. To appear on the PSR you must enter Inclusion # as the event type, where # is the number of the inclusion.

SENDING EMAILS TO PARENTS

MyEd can be used to send email to parents for distribution for newsletters and many other purposes.

Emails will only be sent to contacts that have a valid email address entered **and** have the *Receive Email* box checked. For this reason, you should **not** check this box for Emergency contacts, or anyone else you do not want to receive newsletters.

To send an email to all parents, go to **Student Top tab**, Options, Send Email. Make sure **Contacts** is checked and **Students** is unchecked.

*Note- Parents will not be able to reply to this email, so maybe let them know in the email you send them.

TASKS TO BE DONE THROUGHOUT THE SCHOOL YEAR:

LATE AUGUST – BEFORE THE SCHOOL YEAR STARTS

CHECK THE SCHOOL STAFF

Check that all your staff are showing in the *Staff* top-tab. Please do not add or delete staff. Instead, contact district MyEd support to make these changes.

EARLY SEPTEMBER – SET UP FOR NEW SCHOOL YEAR

SET UP SCHOOL STRUCTURE FOR NEW YEAR

In *Schedule* top-tab, *Structure–Terms* side-tab, use *Options-Add* to add the schedule term. If it is already there, set the dates for the school year and save it again.

Code	Name	TPY	CoveredTPY	BaseTPY	BaseMap	UniversalMap	GradeTermMap
<input type="checkbox"/> FY	Full Year	1	1	1	1	1	1

In *Schedule* top-tab, *Structure–Days* side-tab, use *Options-Add* to add the day.

Number	ID	Name	DPC
<input type="checkbox"/> 1	1	1	1

In *Grades* top-tab, *Grade Terms* side-tab, use *Options-Add* to add the three terms with appropriate dates.

ID	Start	End	GrdTermDef > Name
<input type="checkbox"/> Term	06/09/2017	28/06/2018	Standard Single Term

Go back to *Schedule* top-tab, *Structure–Terms* side-tab and click on the *FY* term. Check that the cover map boxes are checked.

On your list of students, select a field set that includes the *Calendar* field (i.e. 1701 Info). Check that all students have the value *Standard* assigned as a calendar.

You should also check that the school has a default transcript set in *School* top-tab, *Setup* side-tab, *Details*. Select the one that you will use most in your school.

CREATE HOMEROOMS AND ASSIGN STUDENTS TO HOMEROOMS

To create a homeroom, Go to the *Staff* top-tab and the details screen for the teacher. Enter a number into the *Homeroom* field and check the *Primary Homeroom Teacher* box. This can also be done on the staff list using *Modify List*. If multiple teachers are assigned to the same homeroom, they will both see these students in the *Students* top-tab with the *Students in my Homerooms* filter. Only one teacher should have *Primary Homeroom Teacher* box checked. They will both appear on the report card.

To assign students to homerooms, use either *Modify List* or *Mass Update* on the student list. You can also assign a homeroom to an individual student on the demographic details screen.

UPLOADING STUDENT PHOTOS

Before uploading photos the picture files need to be named with the student numbers (i.e. 123456.jpg). If the individual picture files are more than about 50 – 70 KB in size you should select all the files in Windows Explorer, right click, select *Resize Pictures* and set the options as shown at the right.

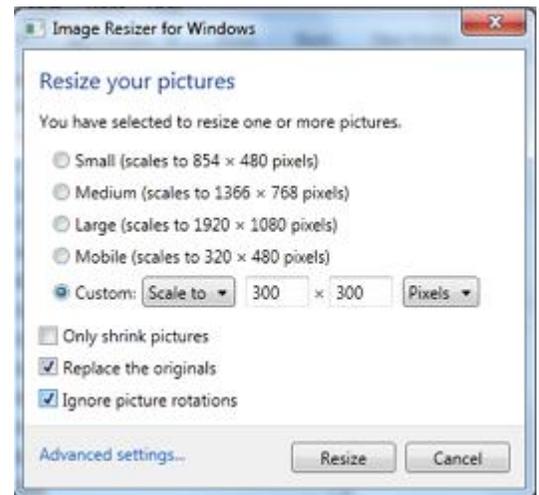
If you have multiple photos they need to be put into a compressed ZIP file. Just select all the files in Windows Explorer, right click and select *Send To – Compressed (zipped) folder*.

To upload an individual student's photo:

Select the student, click the *Details* side-tab and click on the old photo or the spot where a photo should be. Click *Choose File*, find photo in files --*Open*, and click *Import*.

To upload all student photos:

On the *Student* top-tab select the filter *Primary Active Students*. Then select *Options - Import Photos*. Click *Choose File* to find the zip file containing the photos. Select *Pupil#* in the *Filenames based on* field and click *OK*.



CREATING STUDENT GROUPS

You can create a MyEd group for any group of people that need to share information or be treated differently. Examples would be all Aboriginal students or the students seen by a particular Education Assistant. Groups are used to give Education Assistants and other support staff access to the students they work with. To create a group, click on the *School* top-tab and the *Groups* side-tab.

Enter the information for the group as shown at the right. A staff member entered in the *Adult Responsible* field can be given access to only the students in the group. Click *Save*

To add students to the group, Select the *Members* leaf and *Options-Add*. By selecting the *Member Type* you can select individual students. If an EA or AbEd staff member wants to see the group, they have to be added here using the *Member Type of Staff*. **You will need to check the Administrator box for staff members.**

Title	Aboriginal Students
Category *	Support
Page icon	
Adult Responsible *	Scanlan, Chelsee
Start date	
End date	
Page status	Disabled
Public for all Aspen users	N
Page label	
Custom Group Resources per tab?	<input type="checkbox"/>
Enable logging?	<input type="checkbox"/>
Owner *	Kersley Elementary School (School) 🔍
Filter by *	Kersley Elementary School (School) 🔍

SEPTEMBER, FEBRUARY – PREPARING FOR AND EXPORTING 1701

Well in advance of the 1701 snapshot date you will want to do 1701 reports available using *Reports – Ministry Reporting*. There are separate reports available to check each of the areas of 1701 information. On the snapshot date do the export using *Options – Exports – BC 1701 STD Extract*. If the exported file does not have the correct file name you will need to rename it to your school number (i.e. 02828034.STD). This is not a human readable file and is meant only to be uploaded to the Ministry web site. The link is on the MyEd page on our web site.

You can then 'print' (as PDF) the reports from the web form. (I suggest you save the final set of those reports for future reference.) If you need to make changes you can either make the changes to MyEd and re-export and upload a new STD file, or you can make the change using the ministry web form and then make the same change in MyEd. If you have any enrollments or withdrawals you will need to choose the second option – make the changes on the ministry web site. <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections>

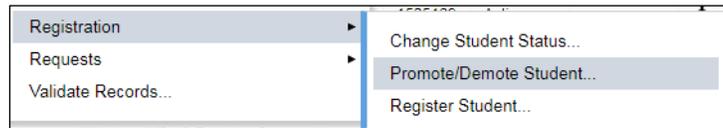
Once the principal is satisfied that the data is accurate, you will print to PDF your final set of reports and then export the data from the ministry web site. This will create a file with a name like 02828099.VER. That is the file you need to email to the MyEd team.

You will be given a date that the files are due to the district. On or before that date you should have sent the .VER file to the MyEd team. Any changes after that date will be made by the district – email the MyEd team with any changes.

FEBRUARY – KINDERGARTEN REGISTRATION AND PREPARING FOR NEXT YEAR

When students who have never attended a StrongStart centre are registered for next year's Kindergarten class they should be given a status of *PreReg* and a grade of *EL*. The registration date should be set to the date the parent registered the student.

The YOG should be appropriate for 5 year olds so that at year-end rollover their grade will be changed to K. A student entering Kindergarten in the 2022-2023 school year should have a YOG of 2035. To change the YOG for a student, select the student from the student list and use *Options – Show Selected*; then use *Options – Registration – Promote/Demote Student*.



All students should have their *Next School* value set. This can be seen using the *Pre-Transition*

filter, and can be changed using *Mass Update* or *Modify List* for students staying within the district. Students moving out of the district can have their next school set on the demographic details screen.

Kindergarten students coming from a StrongStart centre should have the *Next School* field to the school they will be attending next year. They will then show in the new school on the student list using the *Next Year Students* filter.

OTHER SOURCES OF INFORMATION:

Follett Aspen Help - Online Help, User Guides, Quick Reference Cards, Videos and Training Tools

SD28 Training and Reference Material: <https://www.sd28.bc.ca/myeducation-bc>

Provincial MyEd Resources: <http://www.myeducationbc.info/> (Select *Resources – School User Resources*)

FOIPPA Privacy Training Videos: <http://mytrainingbc.ca/myedPOI/>