



Parent/Guardian Handbook

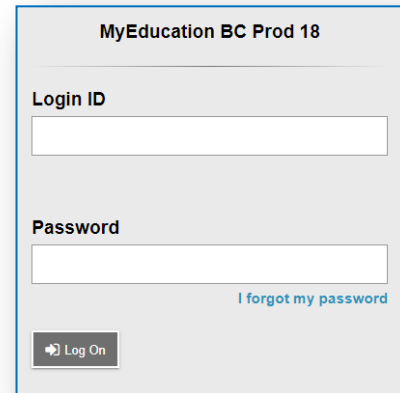
MyEducationBC -

Family Portal Handbook

Initial Log-On to MyEd

Note: When setting up your Family Portal account for the first time, **WE RECOMMEND** that you use a desktop computer or laptop for best results. If using a phone or tablet, please ensure all apps/backgrounds etc are closed before logging in.

- 1) Login ID - Enter the password that you received via email.
- 2) Password - Enter the password that you received via email.
- 3) Click "Log On".



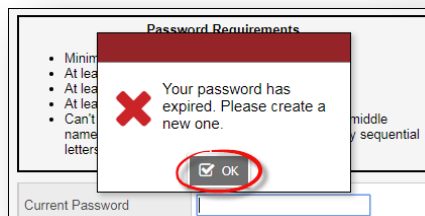
MyEducation BC Prod 18

Login ID

Password

[I forgot my password](#)

- 4) Click "OK" to this message.



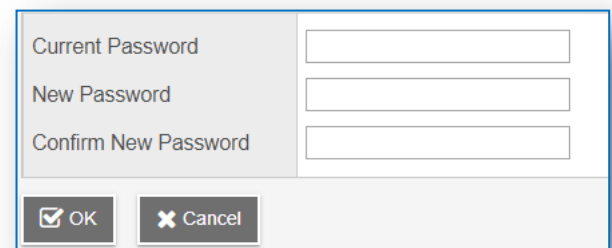
Password Requirements

• Minimum 8 characters
• At least one uppercase letter
• At least one lowercase letter
• At least one number
• Can't contain name or sequential letters

Your password has expired. Please create a new one.

☒ OK

- 5) Current Password - Enter the password you received via email.
- 6) New Password - Create a new password. **Follow the Password Requirements carefully.**
- 7) Confirm New Password - Re-enter your new password.
- 8) Click "OK".



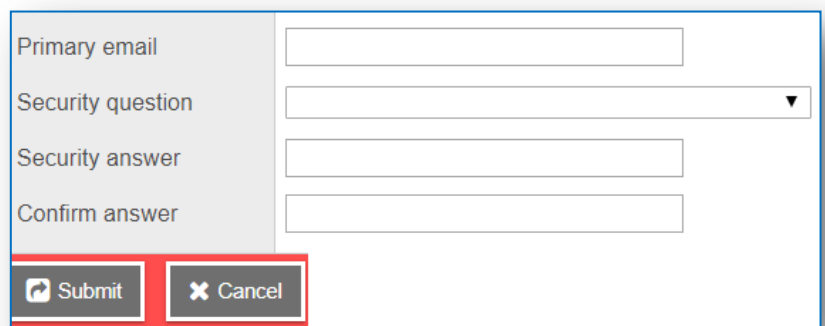
Current Password

New Password

Confirm New Password

☒ OK

- 9) Enter your email address.
- 10) Select a Security Question (one that you will NEVER forget!).
- 11) Enter your Security answer.
- 12) Re-enter your Security answer.
- 13) Click "Submit".



Primary email

Security question

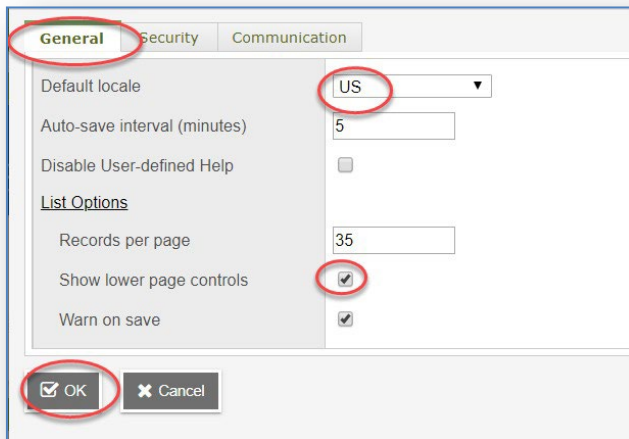
Security answer

Confirm answer

How to Set your Account Preferences

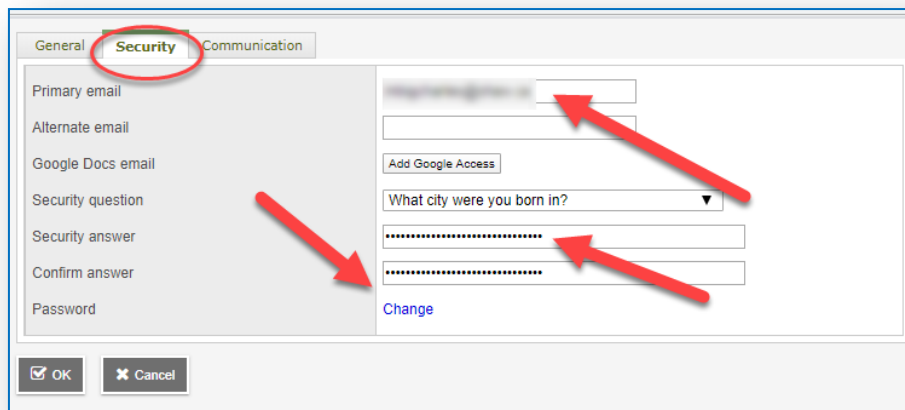
1. Click the drop-down arrow beside your name in the upper right-hand corner of the screen, and select "Set Preferences".

On the General Tab:



1. Set the Default locale to US (to make sure the date order is MM/DD/YYYY)
2. Click "Show Lower Page Controls".
3. Click OK.

On the Security Tab:



1. Set your Primary Email.
2. Select your Security Question.
3. Enter your Security Answer.
4. Change your password.

Note: Setting up the information on the security tab is essential for being able to use the "I forgot my password" feature on the log-on screen.

The Landing Page in MyEducationBC

Once you have logged in to MyEducationBC, you will be taken to your Landing Page (**Pages Top Tab**)

Vernon School District 2022-2023
Duguaydyke, Benyam

Pages Family Academics Groups Calendar

Welcome to MyEducation BC TRAIN

One Student.
One Record.
All of British Columbia.

System Maintenance & Announcements

Welcome to MyEducation BC TRAIN
Last refreshed with scrambled data originally sourced from PROD as of Sat. Sept. 10/2022 - 12:05AM

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.

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - K-9 Three Term	23 KB 6/29/2021 12:18 PM	Ventschmidt, Jernal	Report for Duguaydyke, Benyam

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:

- Freedom of Information and Protection of Privacy Act

On the **Pages** top Tab (landing page) you can see the following:

To Do:

Information regarding assignments

To Do

☒ Overdue Online Assignments ☒ Today ☒ Tomorrow [Week View](#)

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled.			

Today: Thursday, March 5

Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Friday, March 6

Course	Assignment	Category	Completed
No assignments scheduled.			

Published Reports:

This is where you will find .pdf copies of your child's report cards and other reports published by your child's Report Cards

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - K-9 Three Term	23 KB 6/29/2021 12:18 PM	Ventschmidt, Jernal	Report for Duguaydyke, Benyam

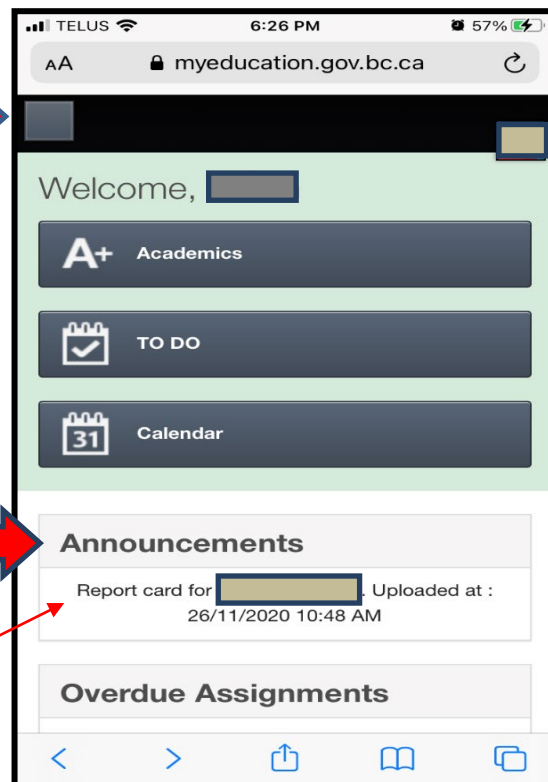
[1 - 1 of 1]

Download it to your computer and save it so that you will always have a copy for your own records.

MyEd from your Smart Phone

This will bring you into a drop down directory. Click on **"Full Site"**

This is where you will view your Report Card! Click in the White area to open the PDF!



From "Full Site" Click on the **Family** Top Tab to see a list of the students for whom you have access. Place a check mark beside the student's name then click one of the side tabs, or click on the blue hyperlink of the student's name.

NOTE: You should be able to see all of your children under one Login ID. If one or more of your children is missing from your list of students in the "Family" drop down menu, **please contact your school office.**

Vernon School District 2022-2023

Duguaydyke, Benyam

Pages

Family

Academics

Groups

Calendar

Students

Details

Contacts

Daily Attendance

Transcript

Assessments

Schedule

Options

Reports

Help

Search on Name

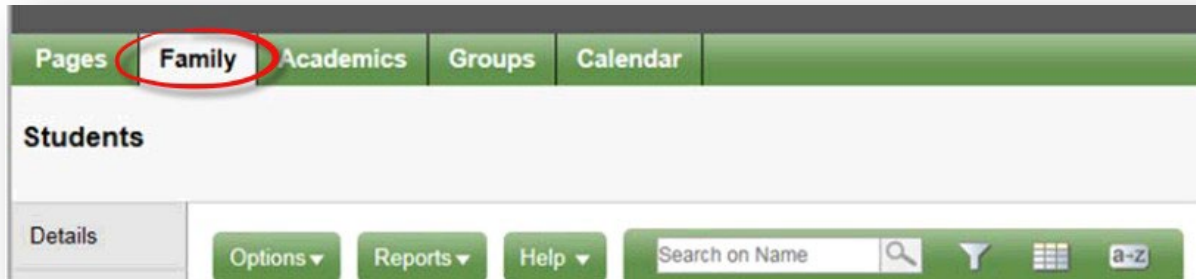
a-z

☐	Name	DOB
☐	Aalders, Sukhjaan	2/24/2015
☐	Aarji, Mareon	12/19/2012
☐	Aaruran, Jineon	2/24/2005

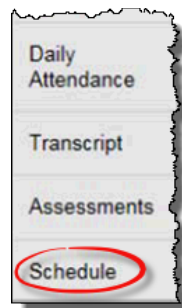
How to View your Student's Course Requests

To view/edit your student's course requests please follow the steps below:

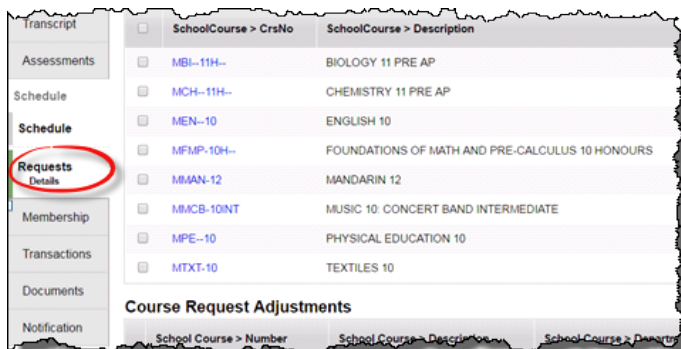
1. Click on the Family top tab.



2. Click on the Schedule side tab.

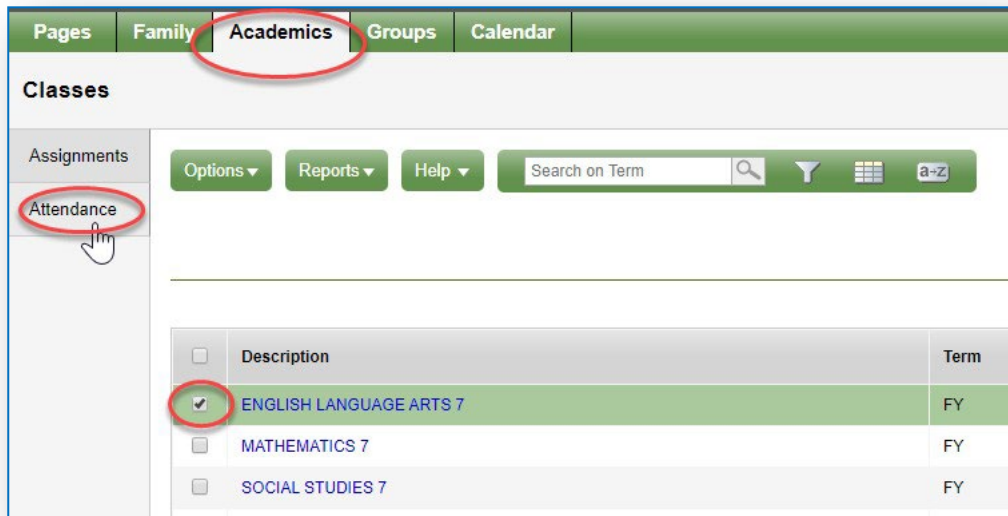


3. Click on Requests. If you make any alterations, please be sure to click OK to save them.

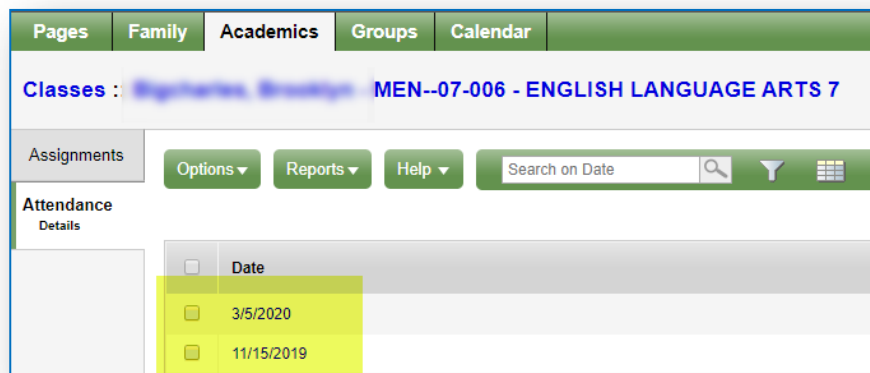


How to View Class Attendance

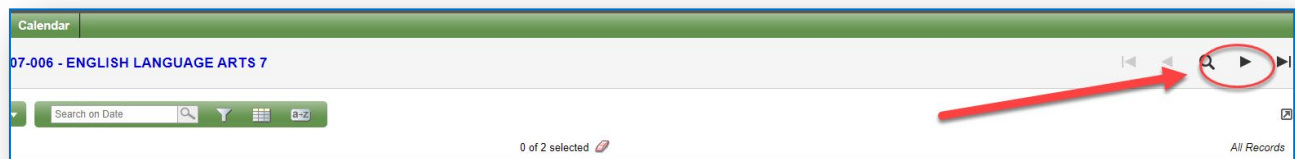
1. Click on the Academics top tab.
2. Place a checkmark beside your child's first class.



2. Click the Attendance side tab. A list of absences for the first class will display.

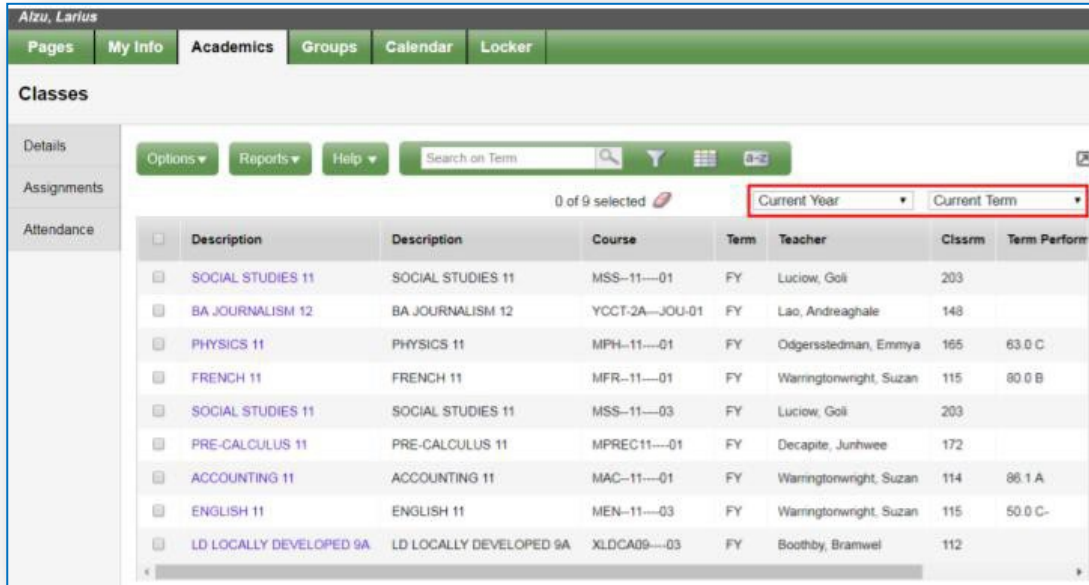


3. Click the black arrow in the upper right-hand corner of the screen to view the attendance for your child's next class.



How to View Academic Records

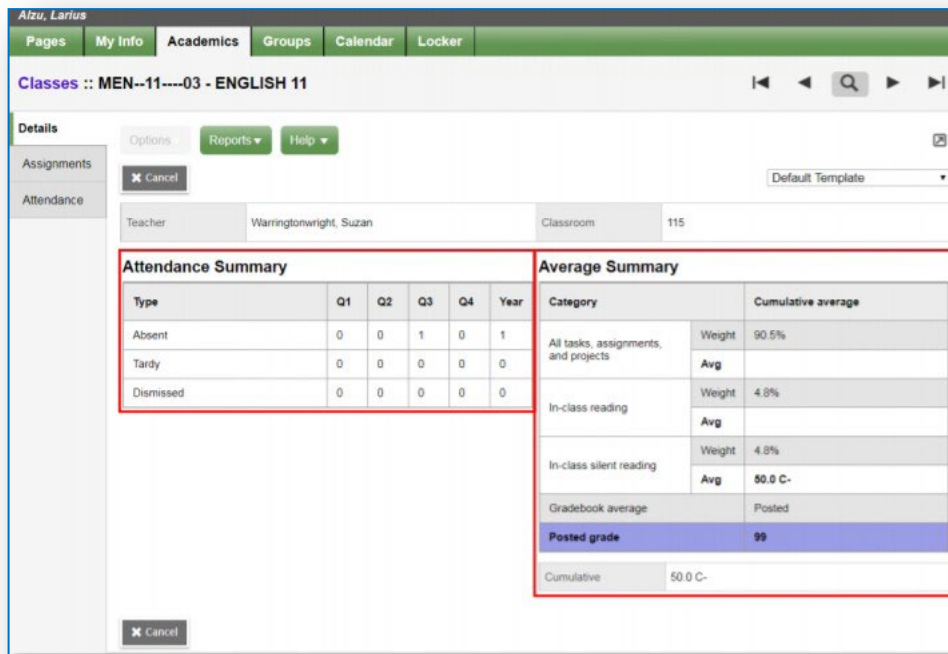
1. Click on the Academics top tab.
2. Choose to view Current Year or Previous Year information.



The screenshot shows the 'Academics' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'Academics' tab is active. On the left, there are sub-tabs for 'Details', 'Assignments', and 'Attendance'. The main area displays a table of classes. At the top of the table, there are filters for 'Current Year' and 'Current Term'. The table has columns for 'Description', 'Course', 'Term', 'Teacher', 'Classrm', and 'Term Perform'. The following table represents the data shown in the screenshot:

Description	Course	Term	Teacher	Classrm	Term Perform
SOCIAL STUDIES 11	MSS--11---01	FY	Luciow, Goli	203	
BA JOURNALISM 12	YCCT-2A---JOU-01	FY	Lao, Andreaghale	148	
PHYSICS 11	MPH--11---01	FY	Odgersstedman, Emmya	165	63.0 C
FRENCH 11	MFR--11---01	FY	Warringtonwright, Suzan	115	80.0 B
SOCIAL STUDIES 11	MSS--11---03	FY	Luciow, Goli	203	
PRE-CALCULUS 11	MPREC11---01	FY	Decapite, Junhwee	172	
ACCOUNTING 11	MAC--11---01	FY	Warringtonwright, Suzan	114	86.1 A
ENGLISH 11	MEN--11---03	FY	Warringtonwright, Suzan	115	50.0 C-
LD LOCALLY DEVELOPED 9A	XLDCA09---03	FY	Boothby, Bramweel	112	

3. Click on Details to see a summary of Attendance and Grade Averages.

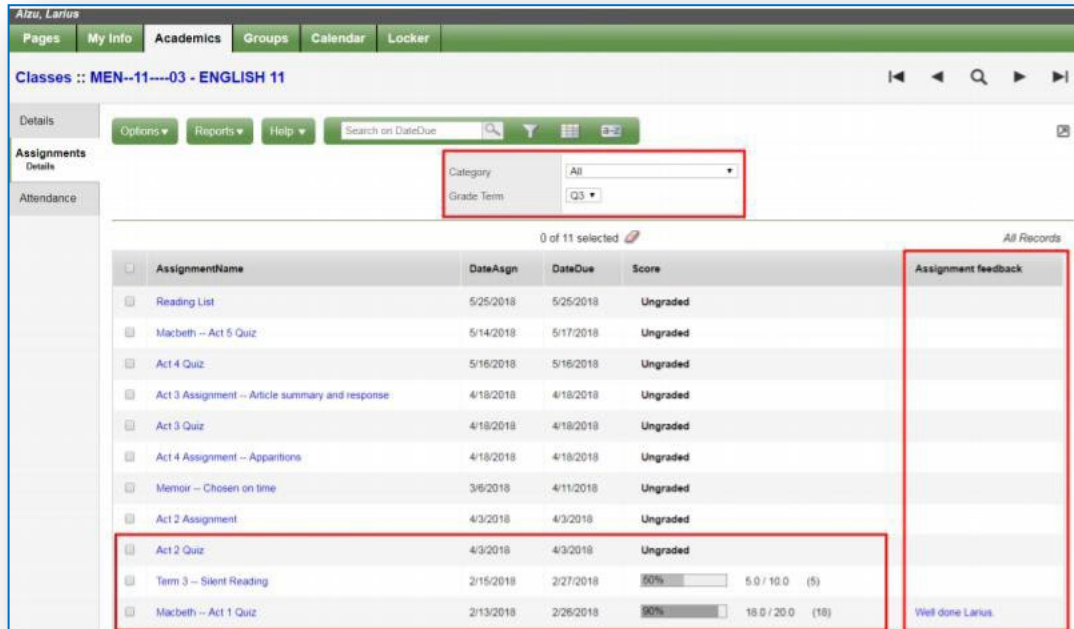


The screenshot shows the 'Details' sub-tab selected. The main area displays the details for the class 'MEN--11---03 - ENGLISH 11'. The teacher is 'Warringtonwright, Suzan' and the classroom is '115'. Below this, there are two summary tables: 'Attendance Summary' and 'Average Summary'. The following tables represent the data shown in the screenshot:

Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	1	0	1
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Category	Weight	Cumulative average
All tasks, assignments, and projects	Avg	90.5%
In-class reading	Avg	4.8%
In-class silent reading	Avg	50.0 C-
Gradebook average	Posted	
Posted grade		99
Cumulative		50.0 C-

4. Click on Assignments and select the desired Category and Grade Term.
5. Click on the blue hyperlink of an assignment to view any assignment information provided by the teacher.
6. Assignment Feedback displays any comments the teacher has entered into the Assignment Feedback.



Classes :: MEN--11----03 - ENGLISH 11

Details | Options | Reports | Help | Search on DateDue

Category: All | Grade Term: Q3

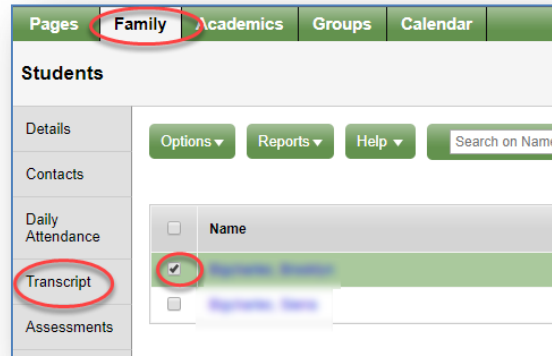
0 of 11 selected | All Records

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
Reading List	5/25/2018	5/25/2018	Ungraded	
Macbeth -- Act 5 Quiz	5/14/2018	5/17/2018	Ungraded	
Act 4 Quiz	5/16/2018	5/16/2018	Ungraded	
Act 3 Assignment -- Article summary and response	4/18/2018	4/18/2018	Ungraded	
Act 3 Quiz	4/18/2018	4/18/2018	Ungraded	
Act 4 Assignment -- Apparitions	4/18/2018	4/18/2018	Ungraded	
Memor -- Chosen on time	3/6/2018	4/11/2018	Ungraded	
Act 2 Assignment	4/3/2018	4/3/2018	Ungraded	
Act 2 Quiz	4/3/2018	4/3/2018	Ungraded	
Term 3 -- Silent Reading	2/15/2018	2/27/2018	50% 5.0 / 10.0 (5)	
Macbeth -- Act 1 Quiz	2/13/2018	2/26/2018	90% 18.0 / 20.0 (18)	Well done Larius.

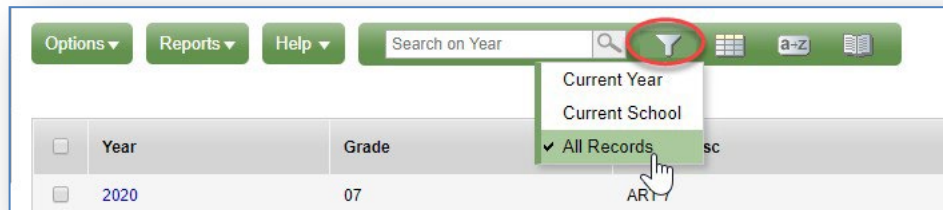


How to View Transcript Records

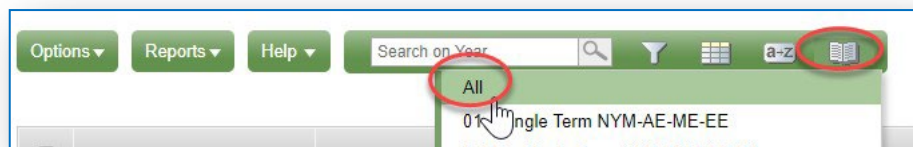
1. Click on the Family top tab.
2. Place a checkmark beside the name of the student whose transcript you would like to view.
3. Click the Transcript side tab.



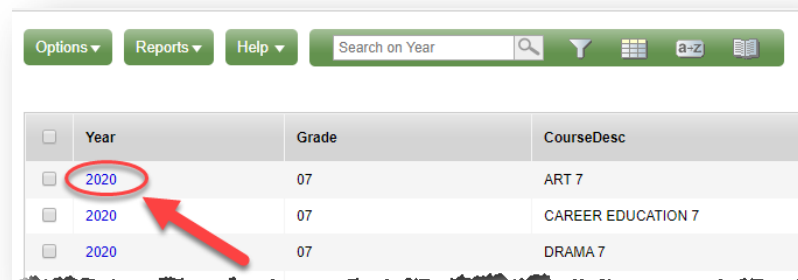
4. Click on the Filter and select All Records.



5. Click on the Dictionary and select All.



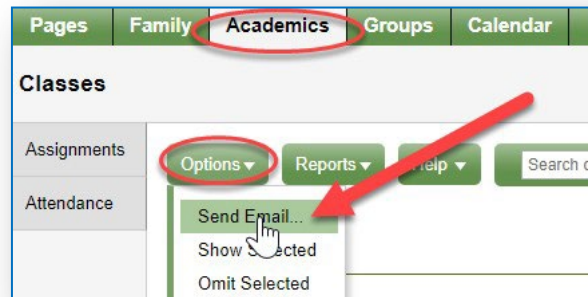
6. Double click on the blue hyperlink in the Year column to see greater details about each subject.



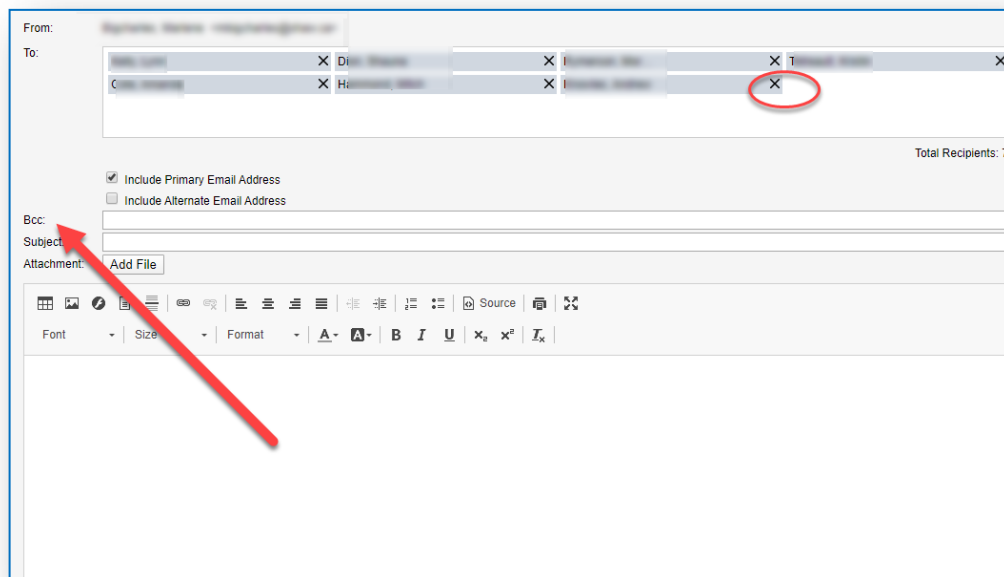


How to Send Emails to Teachers using MyEd

1. Click on the Academics top tab.
2. Select Options > Send email.



3. A list of all your child's teachers will display in the To: field. To remove a teacher, click the X beside their name.



4. Enter your email address in the BCC field to keep a copy of the message. Enter the subject, the body of the email, then click Send.



How to Use the Calendar

Click on the Calendar top tab to view assignments, and any events the student is involved in. The dimmed assignments display from the assigned date until the due date. The bright assignments appear on the due date

Alzu, Larius

Pages Family Academics Groups **Calendar**

Options Reports Help My Resources

Day Week **Month**

← Previous March, 2018 Next → This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 Term 3 – Silent	26 Term 3 – Silent	27 Term 3 – Silent	28	1	2	3
4	5	6 Autobiography/Memoir Memoir – Chosen on	7 Autobiography/Memoir Memoir – Chosen on	8 Autobiography/Memoir Memoir – Chosen on	9 Quiz 1 Autobiography/Memoir Memoir – Chosen on	10 Autobiography/Memoir Memoir – Chosen on
11 Autobiography/Memoir Memoir – Chosen on	12 Autobiography/Memoir Memoir – Chosen on	13 Autobiography/Memoir Memoir – Chosen on	14 Autobiography/Memoir Memoir – Chosen on	15 Autobiography/Memoir Memoir – Chosen on	16 Unit 1 Test Autobiography/Memoir Memoir – Chosen on	17 Autobiography/Memoir Memoir – Chosen on
18 Autobiography/Memoir Memoir – Chosen on	19 Autobiography/Memoir Memoir – Chosen on	20 Autobiography/Memoir Memoir – Chosen on	21 Badminton Tournament Autobiography/Memoir Memoir – Chosen on	22 Autobiography/Memoir Memoir – Chosen on	23 Autobiography/Memoir Memoir – Chosen on	24 Autobiography/Memoir Memoir – Chosen on
25 Autobiography/Memoir Memoir – Chosen on	26 Autobiography/Memoir Memoir – Chosen on	27 Autobiography/Memoir Memoir – Chosen on	28 Autobiography/Memoir Memoir – Chosen on	29 Autobiography/Memoir Memoir – Chosen on	30 Autobiography/Memoir Memoir – Chosen on	31 Autobiography/Memoir Memoir – Chosen on



Trouble Shooting

Unable to Log on to Setup your Account

If you are having trouble with your Initial log-on, please refer to the first page of this handbook.

Password Not Working

If your password is not working, click "I forgot my password" on the Log-on screen:

A screenshot of the MyEducation BC Prod 18 login screen. It features a "Login ID" field, a "Password" field, and a "Log On" button. A red arrow points from the "Password" field to a link labeled "I forgot my password", which is circled in red.

After you answer your security question correctly plus supply the email address you entered into the system, you will be emailed a new temporary password. The email will have the sending address of sysadmin@myeducation.gov.bc.ca.

- The password will consist of 4 letters -3 numbers -4 letters.
- Four of the letters will be in block lettering. Eg SMOG487jump. Or smog487JUMP.
- The password is case sensitive.

If you continue to have trouble, please contact your school office.

Unable to see all of your School aged Children

You should be able to see all of your children under one Login ID. If one or more of your school level children is missing from your list of students in the "My Family" drop down menu, **please contact your school office.**