

# School District No. 73 Kamloops Thompson

## MyEducationBC Teacher Training Materials



[myed73.sd73.bc.ca](http://myed73.sd73.bc.ca)

- Navigation - Fundamentals
- Attendance
- Student Demographics
- Term and Final Mark Entry
- Printing Class Lists

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# Navigation & Settings

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## Logging In

1. Go to your URL bar (Control-L on most browsers).
2. Enter the following URL by typing the following into your URL bar (you can copy and paste this):  
<https://www.myeducation.gov.bc.ca/aspen/> (the www is necessary)



3. Enter your Login ID (your school district email address). Ex. bepp@sd73.bc.ca
4. Enter your password (you will be provided your initial password via email after Winter Break).
5. Once logged in, you will be forced to change your password. Your new password must be at least 8 characters and contain at least one of each:
  - a. uppercase letter
  - b. lowercase letter
  - c. number
  - d. special character (ex. #, \$, %)

**Security note: Don't tell your browser to remember your user name and password.**

## Setting Preferences

1. Click on Set Preferences at the top right.



## Setting General Preferences

2. Change Locale to Canada, change # records on page to 30.  
Note: if you have a large number of records on the page also check show lower page controls.
3. Check/ uncheck Warn on Save if you do/do not want to be warned every time you save. Then press OK.
4. Click again on Set Preferences at the top right.

## Setting Security Preferences

5. Complete the table, **do not change the primary email address!**

General	Security	Gradebook	Communication
Primary email	Barinder.Bryant@sd.bc.ca		
Alternate email			
Security question			
Security answer			
Confirm answer			
Password	Change		

OK Cancel

6. You may also check the Security tab and make changes if you wish, such as putting in your alternate email address.

## Navigation

1. When navigating within the MyEducationBC environment, use the buttons in the software to navigate the site. Do not use the browser navigation buttons once you have entered into MyEducationBC



2. Make sure to allow "pop-ups" for this site.

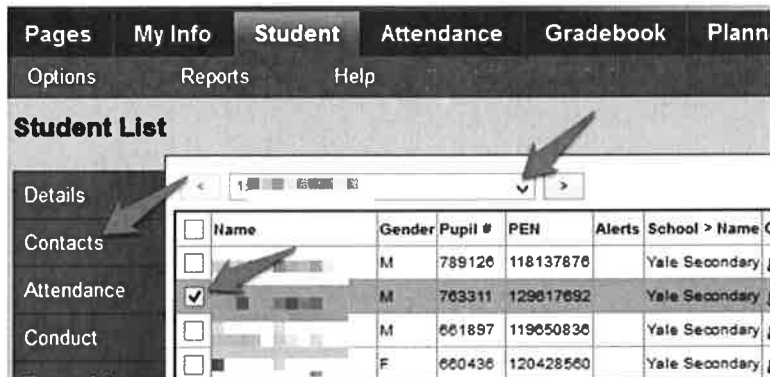




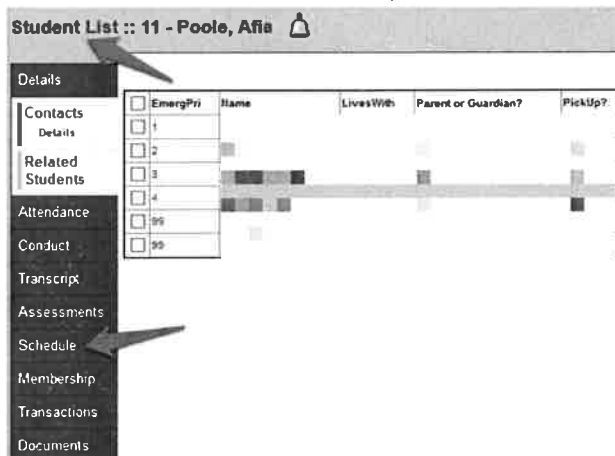
# Student Demographics Tutorial

## Looking up Student Information

1. Click on **Student** top tab. All students that you have this year will be displayed. Note that this page will show the # of records that you chose when setting your Preferences.
2. To view students that are not on the screen, click the dropdown box (works like a phone directory) and choose the appropriate page. The list will include several students at various points in the alphabet.
3. To view student contact information, check the box beside the student name, then click **Contacts** side tab.



4. You can also view other information on the student while in this menu, such as **Schedule** side tab.
5. To return to the Student List view, click 'Student List' in the breadcrumb trail at the top.



# Entering Term/Final Marks Tutorial


1. Log into MyEducationBC. Your screen should look something like this.

The screenshot shows the MyEducationBC interface. At the top is a navigation bar with links: Pages, My Info, Student, Attendance, Gradebook, Planner, PD, Tools. On the left is a sidebar with a Home icon and a Page Directory link. The main content area has a header 'Announcements' and a 'Welcome to ASD Test E' message. Below this is a 'Teacher Classes' section for 'Tuesday, November 4'. It features a table with columns for 'Classes Meeting', 'Attendance', 'Posted', 'Grades', 'Posted', and 'Email'. The table lists five classes meeting on that day and three classes not meeting. Each class row has icons for attendance, grades, and email.

Classes Meeting	Attendance	Posted	Grades	Posted	Email
12:36 PM 1 - MEN-07-07 - ENGLISH...					
2:00 PM 2 - MMA-09-01 - MATHEMA...					
9:00 AM 3 - MMA-07-07 - MATHEMA...					
10:29 AM 4 - MMA-08-03 - MATHEMA...					
8:30 AM 5 - XAT-07-07 - ASSIGNE...					

Classes Not Meeting	Grades	Posted	Email
MSC-07-07 - SCIENCE 7			
MSC-08-08 - SCIENCE 8			
MSS-07-07 - SOCIAL ...			

2. Click on the grades icon (  ) for the class you want to enter marks for. A screen like this should open.

# Entering Term Marks

Using Quarter 1 as an example.

The screenshot shows a gradebook interface with the following elements:

- Navigation Bar:** Pages, My Info, Student, Attendance, **Gradebook**, Planner, PD, Tools. Sub-menu: Options, Reports, Help.
- Class List:** 2014-2015 - MEN-07-07 - ENGLISH LANGUAGE ARTS 7
- Filters:** Student Fields (Default Feds), Grade Columns (Post Columns - Term), Term (All), Status (Enrolled, Withdrawn), Class (MEN-07-07). Buttons: Post Grades, Add Assignment.
- Table Headers:** Name, Year, Q1 Grade, Q1 Wk, Q1 Com, Comments.
- Table Content:**
  - Row 1: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 2: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 3: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 4: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 5: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 6: 2020, Term 1 Marks go here, Effort Marks go here, [Push Pin], [Push Pin]
  - Row 7: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 8: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 9: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 10: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 11: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 12: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 13: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 14: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 15: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 16: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 17: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 18: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 19: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 20: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 21: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 22: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 23: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 24: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 25: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 26: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 27: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 28: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 29: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 30: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 31: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 32: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 33: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 34: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 35: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 36: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 37: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 38: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 39: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 40: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 41: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 42: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 43: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 44: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 45: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 46: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 47: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 48: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 49: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 50: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 51: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 52: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 53: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 54: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 55: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 56: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 57: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 58: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 59: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 60: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 61: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 62: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 63: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 64: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 65: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 66: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 67: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 68: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 69: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 70: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 71: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 72: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 73: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 74: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 75: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 76: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 77: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 78: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 79: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 80: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 81: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 82: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 83: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 84: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 85: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 86: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 87: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 88: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 89: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 90: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 91: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 92: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 93: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 94: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 95: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 96: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 97: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 98: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 99: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
  - Row 100: 2020, [Push Pin], [Push Pin], [Push Pin], [Push Pin]
- Annotations:**
  - Arrows pointing to the push pins in the header: "The pins should be green- available for mark entry"
  - Arrows pointing to the comment field: "Comments go here (school / personalized)"
  - Arrows pointing to the 'Term 1 Marks go here' and 'Effort Marks go here' rows.

1. Make sure the Term number matches the term you are entering the marks for.
2. Make sure the push pins on the screen are green
3. Click on the first student's Q1 grade and enter the score as a percent (no decimal places)  
Note: if a cell turns red that means there is an error in the field and you need to change it
4. Press the down arrow
5. Repeat steps 3 and 4 until your class is completed.



# Entering Effort Grades


Using Quarter 1 as an example.

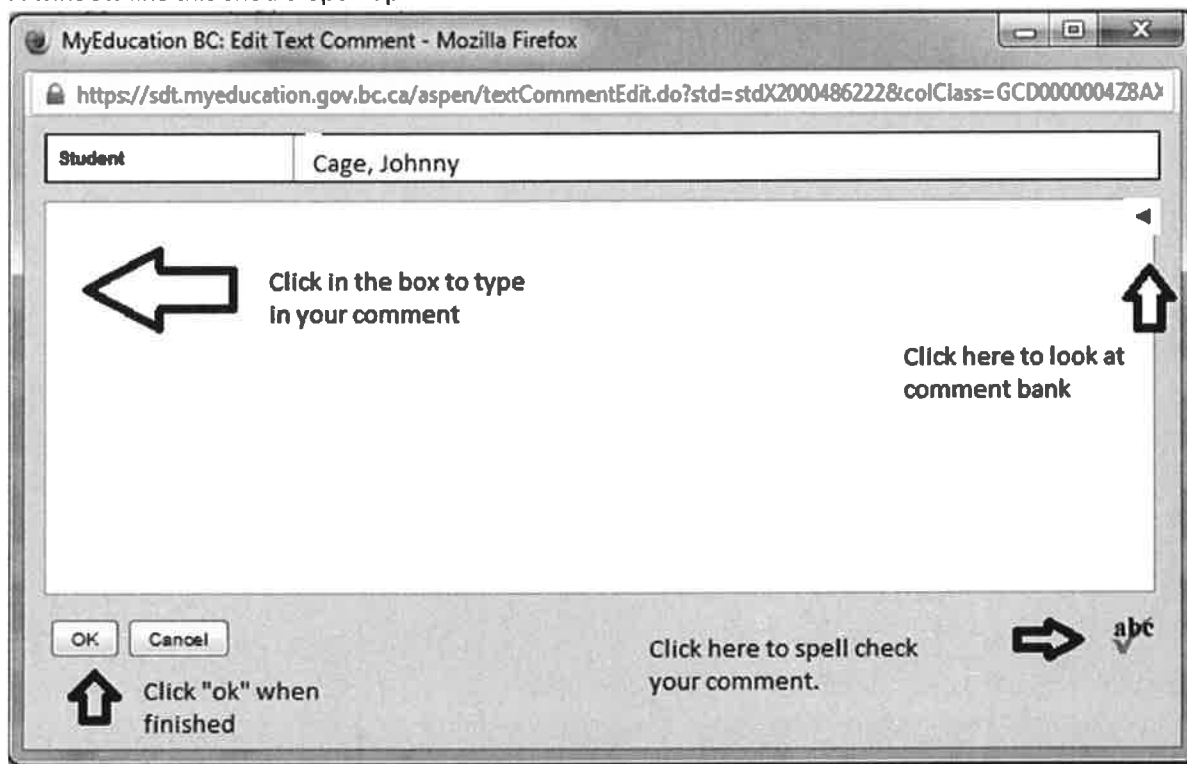
1. Make sure the Term number matches the term you are entering Effort Grades for.
2. Make sure the push pins are green
3. Click on the first student's Q1 WH (effort) and enter their effort grade.  
 Note1: make sure to use CAPITAL LETTERS (G=Good, S=Satisfactory, N=Needs Improvement)  
 Note2: if a cell turns red that means there is an error in the field and you need to change it
4. Press the down arrow
5. Repeat Steps 3 & 4 until your class is completed


Name	YOG	Q1 Grade	Q1 WH	Q1 Com
2020 01		S		
2020 23		S		
2020 46		S		
2020 99		N		
2020 100		N		
2020 08		S		
2020 24		S		
2020 01		S		
2020 20		S		
2020 68		S		
2020 06		S		
2020 00		G		
2020 29		G		
2020 88		S		
2020 00		G		
2020 06		D		
2020 24		D		
2020 99		S		
2020 73		S		
2020 07		S		
2020 08		G		
2020 73		G		
2020 96		G		
2020 90		G		
2020 45		D		
Average score	100.0			

## Entering Comments

Using Quarter 1 as an example.

1. Click on the  icon next to the student you want to enter the comment for.
2. A window like this should open up:



3. Select your comment or type your comment in.
4. Click ok. An icon () should appear when a comment has been entered.
5. Repeat steps 1 to 4 for all students.

When you are done entering grades, effort and comments

6. When you have entered Term Grades (Q1 Grade), Term Effort (Q1 WH), and Term Comments (Q1 Com) click on **Post Grades...** to tell the office you have finished the mark entry for this term.
7. A new window will open. Ensure the information is accurate and click **ok**.

## Entering Final Marks


1. Make sure you are in the correct term (Term 2 for Semester 1 courses, Term 4 for full year courses, etc)
2. Make sure the pin in the Final column is green.
3. Type in the final mark for each student.
4. Click on **Post Grades...** when finished.
5. A new window will open. Ensure the information is accurate and click **ok**.

Name	YOD	Q4 Grade	Q4 Yrs	Q4 Cmt	Final
Axel, Jaquop	2020	88	G		87%
Bond, Ashley	2020	45	G		23
Carson, Kobe	2020	87	G		40
Carvalho, Matthew	2020	89	G		99
Clouber, Daylan	2020	54	B		100
Dixon, Mya	2020	40	B		50
Epp, John	2020	87	B		64
Foster, Reed	2020	69	G		81
Hudson, Damian	2020	12	G		20
Lighton, Daylan	2020	24	N		88
Leonard, Zoley	2020	40	N		56
Maher, Miranda	2020	79	N		60
Makinson, Nathan	2020	98	N		29
Milnes, Lindsay	2020	78	G		88
Reed, Justin	2020	44	G		55
Ridge, Dallas	2020	67	G		66
Roberts, Kathryn	2020	88	S		24
Smith, Benjamin	2020	23	B		90
Stuart, Tyler	2020	40	B		73
Taylor, Haley	2020	78	G		87
Thomas-Gerald, Dylan	2020	85	G		88
Thompson, Brodie	2020	89	G		73
Tinney, Graden	2020	50	G		88
Trumble, Ty	2020	64	G		90
Wynn, Mahant	2020	66	G		45
<b>Average score</b>		<b>62.8 C</b>			<b>67.8 C+</b>

For more information on this feature click on [Help](#).

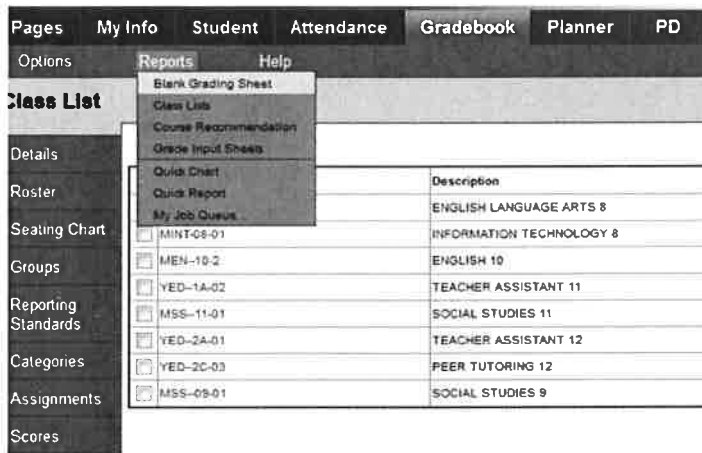
## Printing Class Lists

Method 1 – For experienced computer users

1. Click **Gradebook** top tab,
2. Click on the class name in the course column
3. Click **Roster** side tab.
4. Click on the printer icon ()
5. Select CSV
6. Save the file to your desktop and open the file with Microsoft Excel or any spreadsheet program.
  - a. Add column titles (if you so desire)
  - b. Add gridlines and print

## Method 2 – For novice users

1. Click **Gradebook** top tab,
2. Click **Reports**
3. Click blank grading sheet.



4. A pop up appear and complete this screen

The screenshot shows a 'Blank Grading Sheet' configuration window in a Mozilla Firefox browser. The window title is 'MyEducation BC: Blank Grading Sheet - Mozilla Firefox'. The URL is 'https://sdt.myeducation.gov.bc.ca/asp/en/runTool.do?oid=RPT00000001dMx&toolClass=com.follett.fsc.c'. The window contains the following fields and options:

- School year: 2015
- Number of columns: 15 (landscape)
- Display blank row after each student?:
- Sections to include: Teacher
- Search value: your last name
- Include study sections:
- Sort results by: Schedule expression
- Format: Adobe Acrobat (PDF)

At the bottom of the window are 'Run' and 'Cancel' buttons.

5. Click **Run**