

Basic Navigation MyEducation BC

Published Reports:

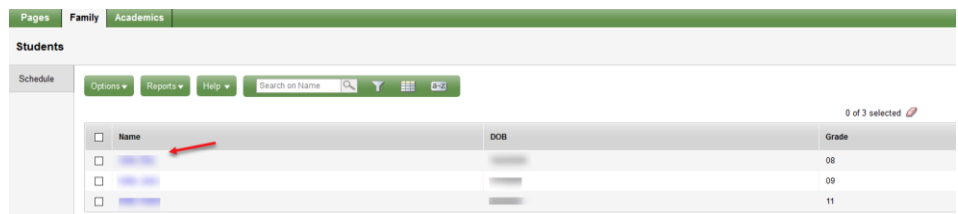
Can be accessed from the **Pages** top tab, available under the **Publish Reports** widget. Clicking on the filename will open the PDF file for viewing or printing.

Important: Please save a copy of the PDF file for future reference.



Student Selection:

The **Family** tab contains information about your student(s). If you have more than one child attending secondary school, you can select a specific student by clicking on their name.

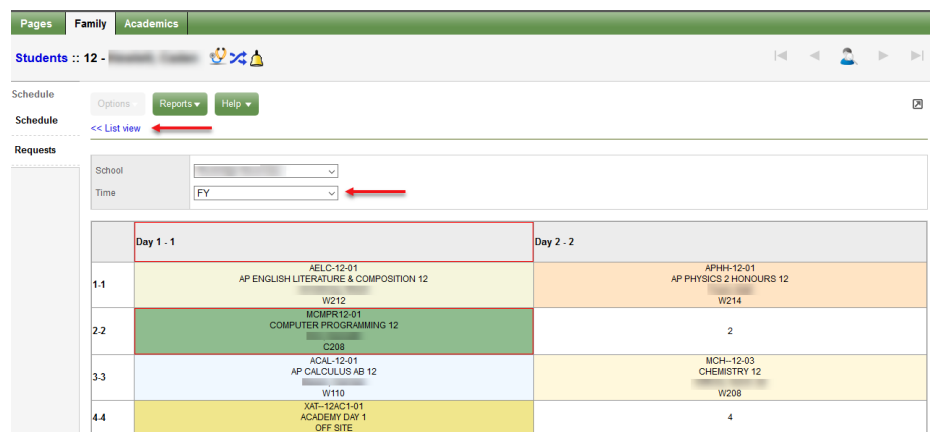


Current Student Schedule:

From the **Family** top tab, click on the **Schedule** side tab to show the current courses for the selected student. There are two ways to view the schedule, **List View** and **Matrix View**.

You can toggle between the two views using the **<<List view** and **Matrix view >>** options at the top left of the screen.

In **List view**, you can change the schedule view by selecting the dropdown beside 'Time' to either 'Today' or 'FY' for full year.

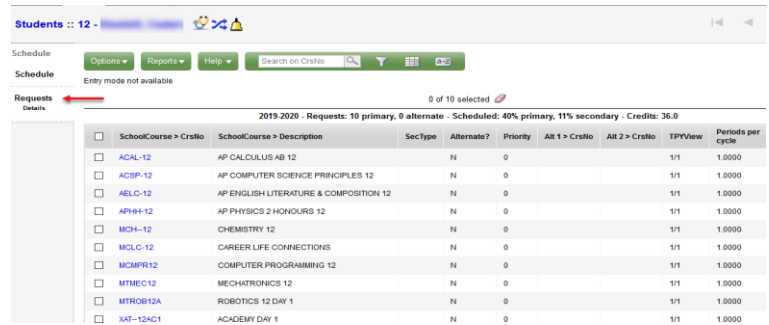


	Day 1 - 1	Day 2 - 2
1-1	AELC-12-01 AP ENGLISH LITERATURE & COMPOSITION 12 W212	APPH-12-01 AP PHYSICS 2 HONOURS 12 W214
2-2	MCMPR12-01 COMPUTER PROGRAMMING 12 C208	2
3-3	ACAL-12-01 AP CALCULUS AB 12 W110	MCH-12-03 CHEMISTRY 12 W208
4-4	XAT-12AC1-01 ACADEMY DAY 1 OFF-SITE	4

Course Requests:

The **Request** side tab contains course requests for the next school year.

Note: This tab is only current during the course request period.

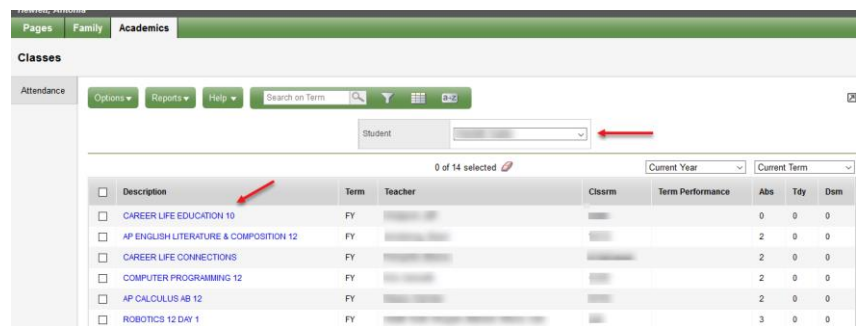


SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	TPPView	Periods per cycle
<input type="checkbox"/> ACAL-12	AP CALCULUS AB 12		N	0			1/1	1,0000
<input type="checkbox"/> ACSP-12	AP COMPUTER SCIENCE PRINCIPLES 12		N	0			1/1	1,0000
<input type="checkbox"/> AELC-12	AP ENGLISH LITERATURE & COMPOSITION 12		N	0			1/1	1,0000
<input type="checkbox"/> APH4-12	AP PHYSICS 2 HONOURS 12		N	0			1/1	1,0000
<input type="checkbox"/> MCH-12	CHEMISTRY 12		N	0			1/1	1,0000
<input type="checkbox"/> MCLC-12	CAREER LIFE CONNECTIONS		N	0			1/1	1,0000
<input type="checkbox"/> MCMR12	COMPUTER PROGRAMMING 12		N	0			1/1	1,0000
<input type="checkbox"/> MTMEC12	MECHATRONICS 12		N	0			1/1	1,0000
<input type="checkbox"/> MTR0B12A	ROBOTICS 12 DAY 1		N	0			1/1	1,0000
<input type="checkbox"/> XAT-12AC1	ACADEMY DAY 1		N	0			1/1	1,0000

Attendance:

The **Academics** top tab provides **attendance information** for your student(s). Selecting one of the hyperlinks will provide more details about an absence record.

You can use the dropdown to toggle by *Student*, if you have more than one child in secondary school.



Description	Term	Teacher	Clsrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/> CAREER LIFE EDUCATION 10	FY				0	0	0
<input type="checkbox"/> AP ENGLISH LITERATURE & COMPOSITION 12	FY				2	0	0
<input type="checkbox"/> CAREER LIFE CONNECTIONS	FY				2	0	0
<input type="checkbox"/> COMPUTER PROGRAMMING 12	FY				2	0	0
<input type="checkbox"/> AP CALCULUS AB 12	FY				2	0	0
<input type="checkbox"/> ROBOTICS 12 DAY 1	FY				3	0	0

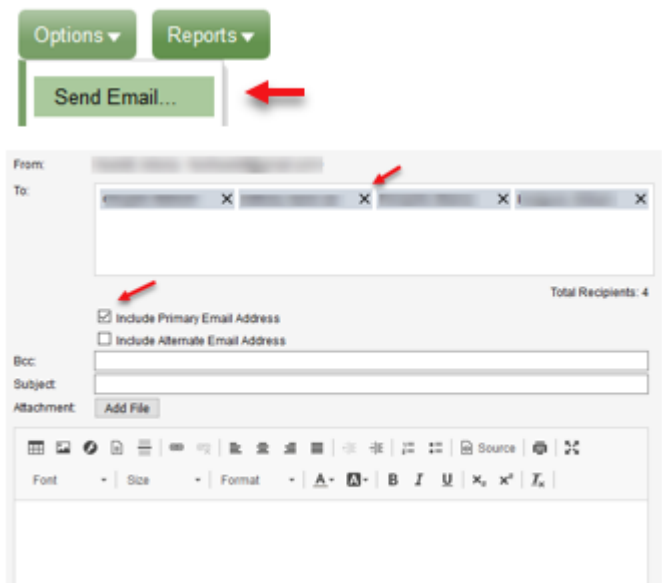
Send Email to Teachers:

From the **Academics** top tab select **Options > Send Email**

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

Keep the **'Include Primary Email'** box checked.

Once you have completed populating the necessary fields, select **Send**. All recipients are Bcc'd and a copy of the message will be forwarded to your primary email.



Options Reports

Send Email...

From: [Name]

To: [Teacher 1] [Teacher 2] [Teacher 3] [Teacher 4]

Total Recipients: 4

Include Primary Email Address

Include Alternate Email Address

Bcc: [Field]

Subject: [Field]

Attachment: Add File

Font Size Format [Rich Text Editor]