School District #23

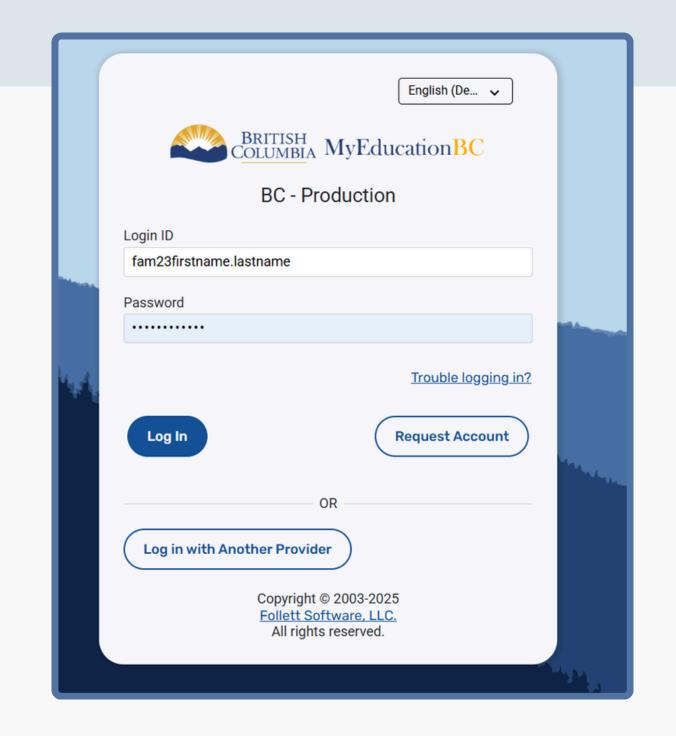
## Parent Portal

## Login Information:

**First Time Login:** The Highschool/Middle School will create your parent portal account. You will be receive an email from sysadmin@myeducation.gov.bc.ca when it has been created with your personal login and temporary password. Please note: Both of these are case sensitive.

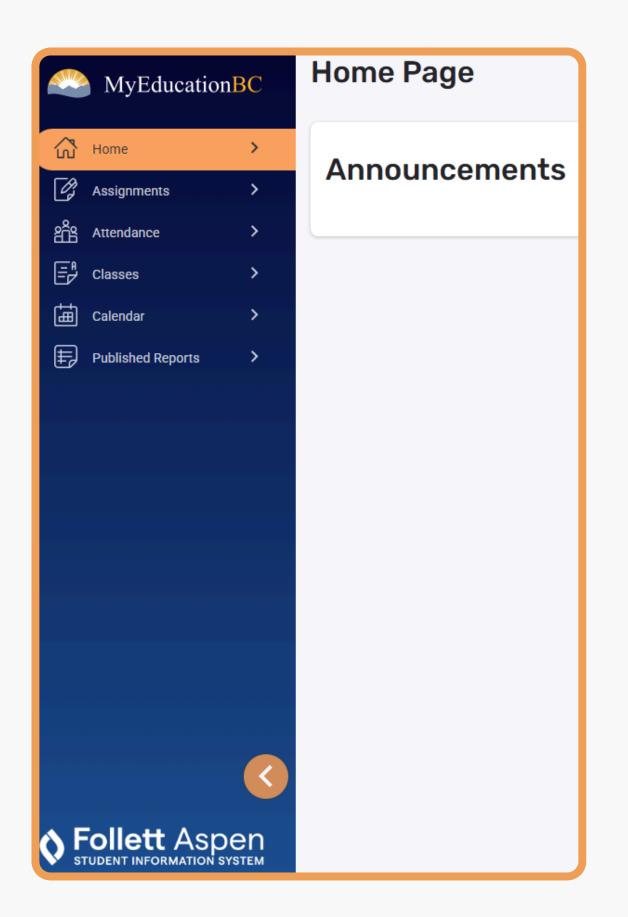
## Website Login: www.myeducation.gov.bc.ca

Enter your personal login and temporary password. It will tell you that your password has expired and you need to create a new one. This new password will need to be at least 8 characters long, include a Capital, lower case letter, number and special symbol. You will be asked to change your password every three months for security reasons.





## Landing Page:





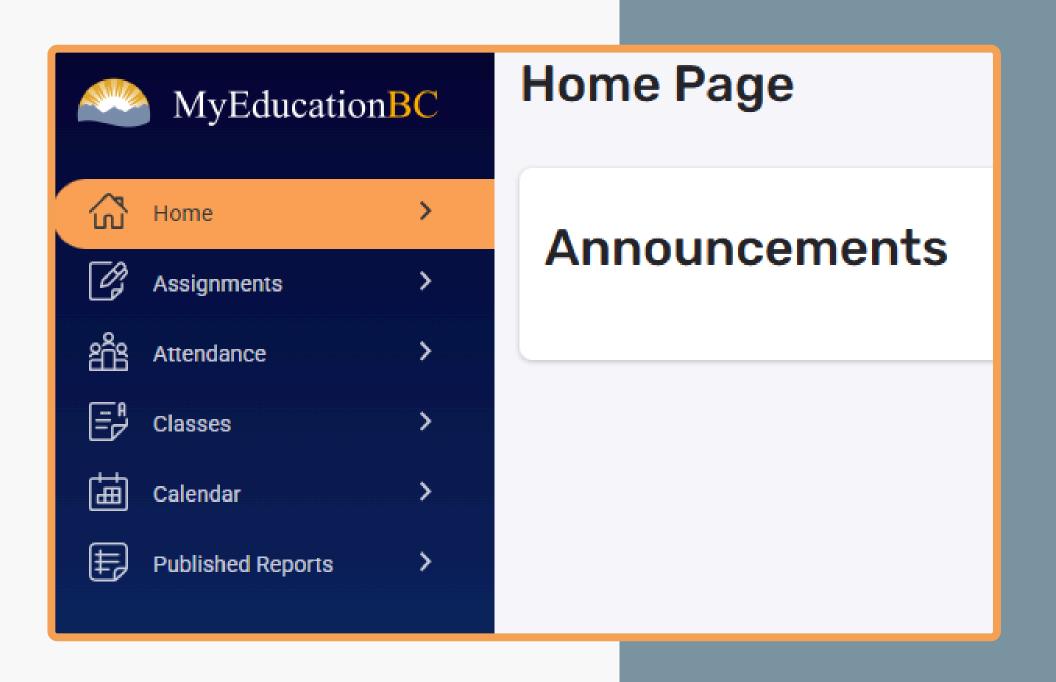
When you arrive on the landing page, you will see Side Pages that will open to more information on your student(s). If you do not see some of the side pages, they are currently blank and will appear when information has been added in the schools.

Ie: Published Reports will not appear until a Written Learning
Update or other document has been added.



## Home Side Page:

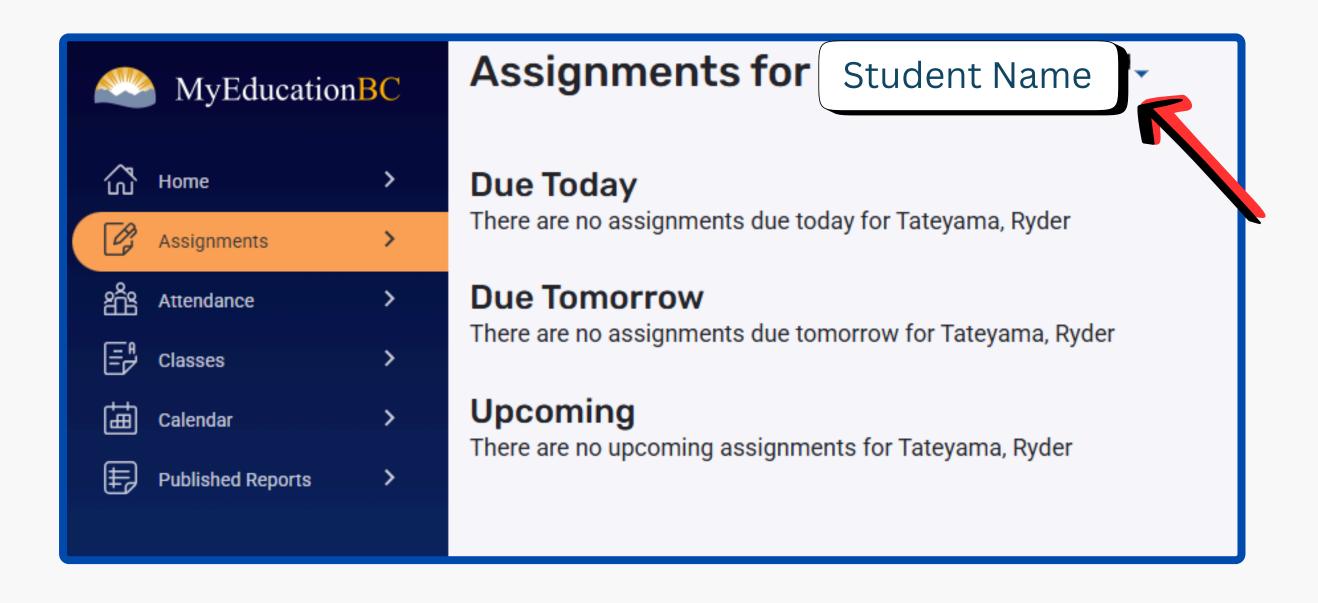
This is the opening page to the portal, here you will find announcements that can be posted by the district or school. This feature, is not yet live, but will be available for British Columbia users shortly, so stay tuned!!











#### **Assignment Information:**

Unless your child's teacher is using the MyEd System for tracking school assignments (please note: most are not), your student may have no assignments showing here.

#### **Switching Students**

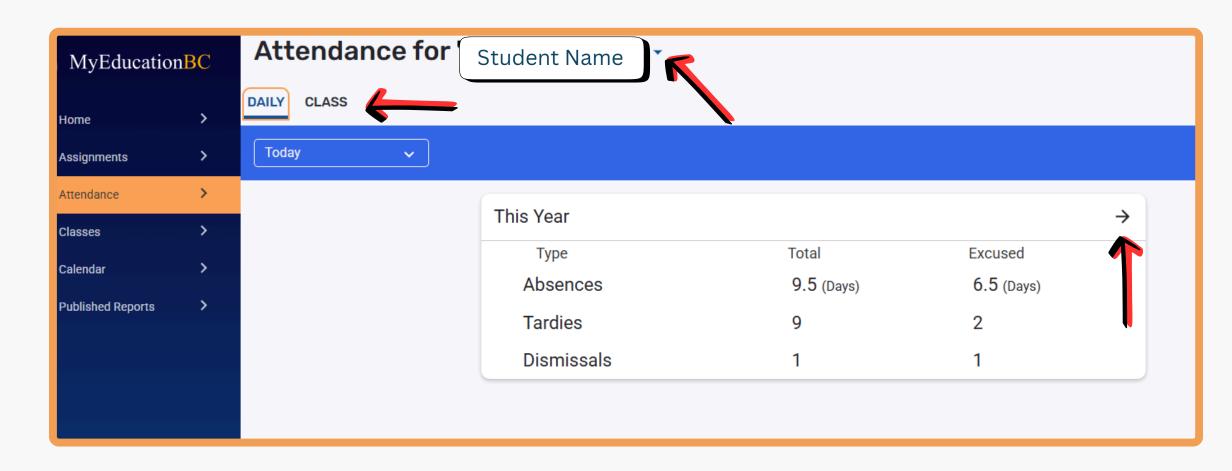
If you have more than one student attached to the parent portal, you can toggle between your students by clicking the arrow beside the students name.



#### Attendance:

#### **Daily Attendance**

This screen automatically defaults to Daily Attendance. This will give a quick breakdown of attendance missed to date. Clicking the arrow on the left hand side will show you a breakdown of date, time, code, if it was excused and reason.



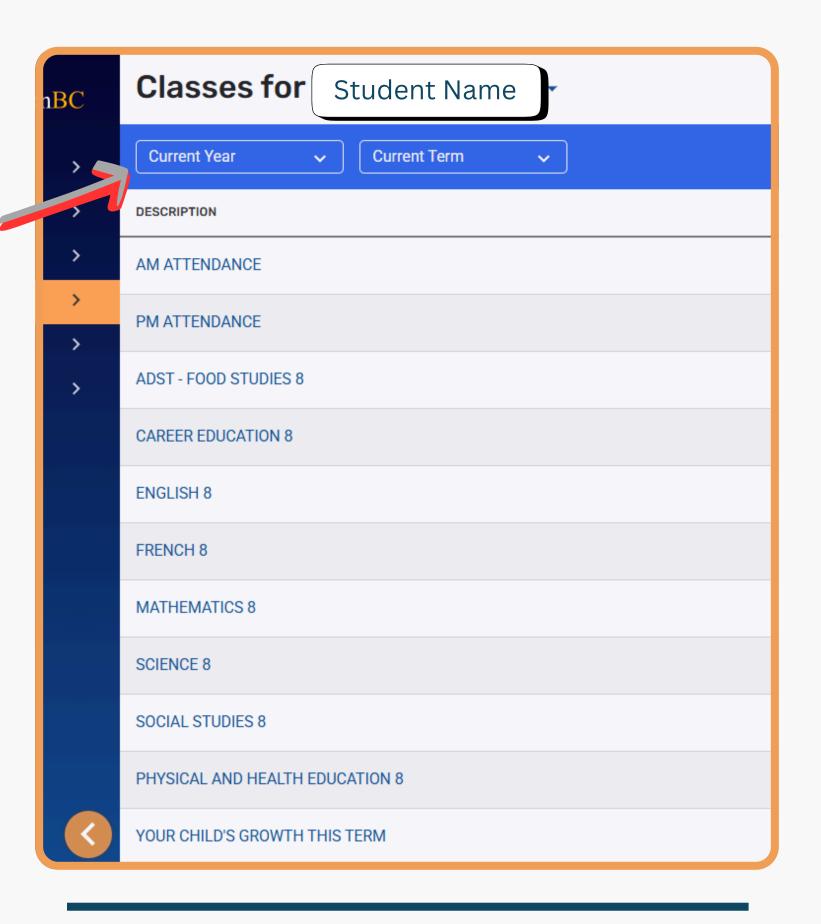
#### **Class Attendance**

Class attendance will give you a break down of each class's attendance. You can use the drop down to search parameters to Today, Current Week, Current Grade Term, Previous Grade Term, This Year.

#### **Switching Students**

If you have more than one student attached to the parent portal, you can toggle between your students by clicking the arrow beside the students name.

#### Classes



#### **Drop Down Options**

- 1st Drop Down Lets you select Current Year or Previous Year
- 2nd Drop Down Lets you select Current Term, All Terms or an Individual Terms/Quarters (Depending on your school)

#### **Term Average**

Term Average has to do with Assignments. If your teacher is not using Gradebook in MyEd (please note: most teachers are not) this will be blank

#### **Switching Students**

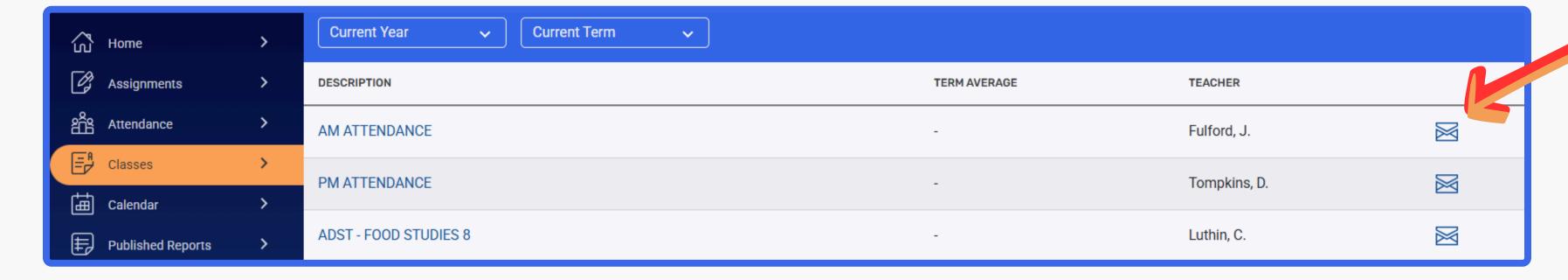
If you have more than one student attached to the parent portal, you can toggle between your students by clicking the arrow beside the students name.

## Emailing Teachers



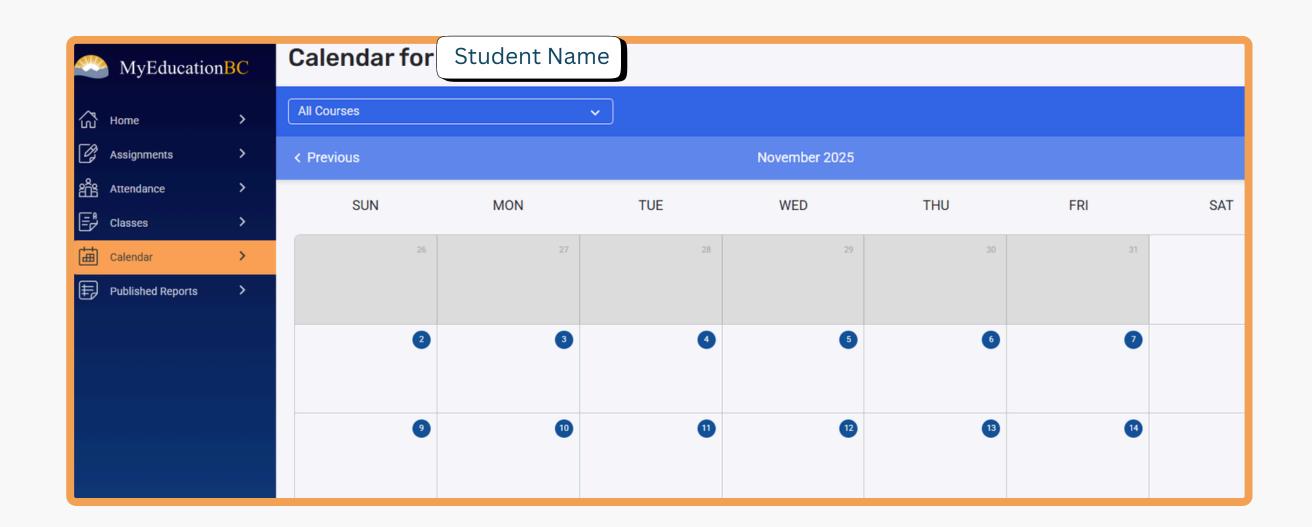
On the Classes Side Page, ensuring you are in the correct student if you have more than one with portal access, you will also find the teachers name and an email symbol. Clicking this symbol will automatically open your email and allow you a simple and effective way of reaching your child's teacher.



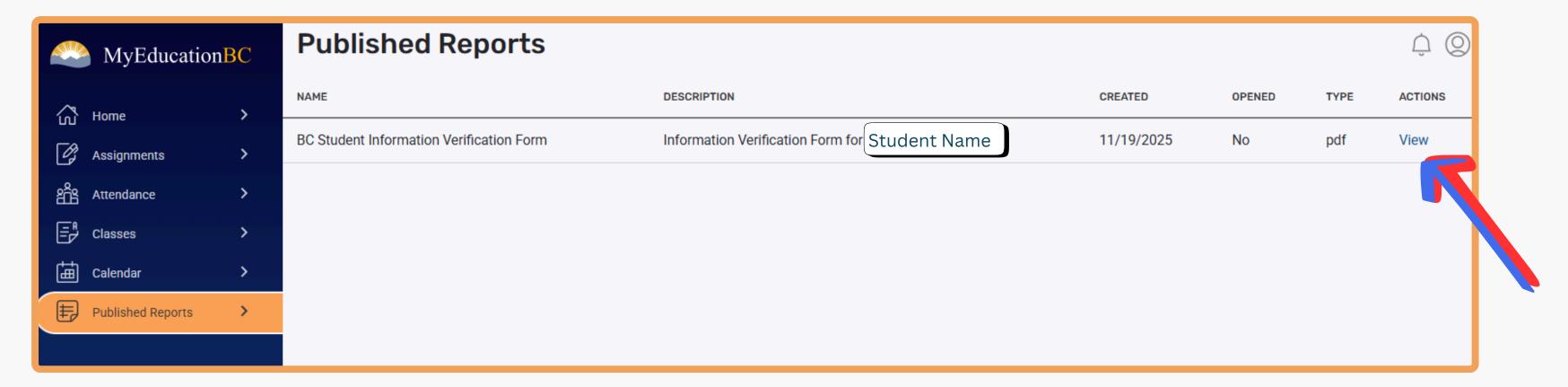


### Calendar

- The calendar screen shows the assignments due on each date. It auto defaults to All Courses in the Drop Down.
- The calendar will only show information if the teacher is using MyEd Gradebook (please note: most teachers are not)



## Published Reports



- Each time a report (Verification Form, Written Learning Update, Graduation Status Update, etc) is published to your parent portal an email from sysadmin@gov.bc.ca will email you to let you know that it has been added and you are able to view.
- The published reports page will show the name, description, when it was added, if you had previously viewed the
  report, the type of document (this will normally be pdfs), and a view button that will open up the report for you.
   Please note, each report does have an expiry date (Schools create these dates) and will be removed when that date
  comes.

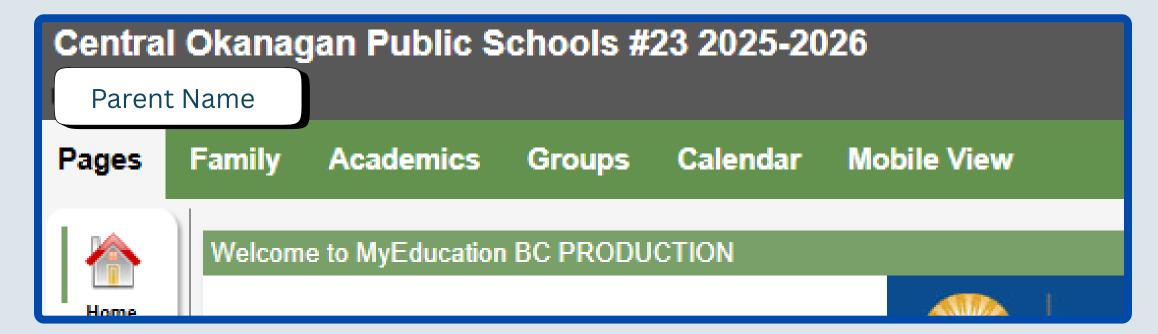
#### Full View

View Full Site

To switch to full view, click the person icon in the top right hand corner and switch to "View Full Site"

This view can show you additional information, such as previous transcript records (grades and comments), details on your student (address) and contacts that you can check to confirm accuracy (If not accurate, please contact your child's school), Assessments (FSA and Literacy/Numeracy), and more.

This Full Site is a lot more cluttered looking and less easy to navigate for some users, to get back to the mobile view, simply hit the words "Mobile View" in the green top bar and it will take you back to the view from earlier.



# Help?

If you are still having issues with your parent account, please do not hesitate to reach out to your child's school.