My Education BC



Navigation

Navigation within the MyEd BC interface is done so by accessing several different "TABS". These are: **TOP-TAB**, **SIDE-TAB**, **Sub Top-Tab**, **Sub Side-Tab**, *Leaf*.

Clicking on the TOP TAB (along the TOP of the main screen) reveals the accessible SIDE TABS (located to the left of the

Pages My Info	Stu	dent	< то	P TAB	Planner A	ssessment	PD T	ools
Student List :: 0	9 - Har	rji, Joa	oelder	🥵 🕦 У 🛕				
Dataila								
Details SID	E TAE	3 <	Repo	orts - Help -	Search on Prio	rity 🔍	Y I	a-z II
Contacts								
Jonaous								
	C: Ja	Tala						
Contacts Sub	o Side	Tab	Title	Name	Туре	Relationship	LivesWith	Parent or Guardian?
	o Side	Tab 1	Title	Name Postel, Charmelle	Type Regular Contact	Relationship Mother	LivesWith Y	Parent or Guardian?
Contacts Suk Details Leaf Related	Side	Tab 1 2	Title Mr.					
Contacts Suk Details Leaf	5	1		Postel, Charmelle	Regular Contact	Mother	Y	Y

main window). Clicking on the SIDE TABS provides additional options as Sub Side Tabs and possibly Leafs (directly

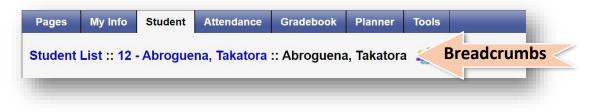
Contacts	🗙 Cancel				
ttendance	Demographics	Addresses	Activities	Sut	Top Tab
onduct				-	

beneath the specific SIDE-TAB). Both of these will divulge even more information about the record that has been selected. When this new information displays, there may be **Sub**

Top-Tabs to allow access to even more in-depth information about the record.

As you navigate through the program, it leaves a trail of blue links underneath the top bar that are called

Breadcrumbs. This is basically the path that has been taken to reach the current position. Clicking on any of the links within the breadcrumb will return the user to that specific location. If the text is "Black" on the breadcrumb, it is "end of the line (not a link). *Use this rather than the browser back button.*



Menu Bar – As different tabs on the top tab are select, the **Options**, **Reports** and **Help** choices (on the menu bar) change to correspond with the **Tab** that has been selected.

Filters - provide the user with the ability to narrow down the search (see below).

NOTE: The filter will continue to be applied even if the screens are changed.

The **Current Filter** on the right side of your screen tells you which Filter is currently being applied. You may have to

Options- Rep	Filte:												(
Send Email		Menu l	Bar			0 of 5 selected 2					Current Filter All Record						
Query Show Selected	e Name	Туре	Relation	LivesWith	Parent or Guardian?	PickUp?	Include on IEP	Address	HomePhone	WorkPhone	CellPhone	Email1	GradeMail				
Omit Selected	Postel, Charmelle	Regular Contact	Mother	Y	Y	Y	N	6624 EI Camina Rd Edmonton AB, BC V4Z 7L1	604-054-7921	604-881-4402	778-909-3319	79xx28jto2@yrsll.t5r	N				
2 Mr	Tilo Ileah	Regular Contact	Father	Y	Y	Y	N	3781 Chilkwavuck Place Rd Brentwood Bay Victoria RC V87 31	604-560-8991	604-525-2985	604-383-6292	m0dvo@7cav7rt wv	N				

change your Filter to return to the original list.

Teachers can use the "Filter" function to limit list to:

- Students in My Homerooms
- Course-Section=?
- Designated Students Classes,
- Designated Students Homerooms
- My Groups.

Pages	My Info	Student	Attendance	Grade	ebook	Planner	Analytics	Assessme	ent PD	
Student L	.ist									
Details	Opti	ons v Re	eports 👻 Help	-	Search or	n Name	Q Y		2 IIı	
Contacts	<	1:Alfonzovilla	afuerte, Shade	• >		e Filters ts In My Clas				
Attendance		Name				ts In My Hom		1st Co	ntact > Rel	
Conduct		Alfonzovilla	afuerte, Shade			-Section=? ated Student:	- Classes	Mother		
Academics		Almohdi, S	amerah				s - Homerooms	Mother		
Transcript		Alonsogom	nez, Nathin	×	My Gro	ups		Mother		
	- 0	Alonsoherr	nandez, Kaitun		F	Woods	chmidtka, Guadalu	pe Mother		
Assessment	s 🖂	Alphonso,	Marykris	×	F Rogozinsky, Rais		insky, Raistlyn	Mother		
Schedule	10	Anderwatt,	Jvee		м	Sulz, K	Cawato	Mother		

Expanded View – the arrow on the top right of the list can be clicked to view the window in "expanded view". This hides all of the file menus and allows the user to view *only* the list that is being displayed.



Use to hide top tabs to allow more records per page in the active pane.



Return top tabs to view.

Creating Course Nicknames for Easier Reference - The course names that you see will come up with names like *MMS-09-03* when you would really like to see **Social Studies 9**. To change to names you create:

Click on the Gradebook Top-Tab to display list of courses. Click on the Details Side-Tab.

Pages	My Info	Student	Attendance	Gradebook	Planner	Tools	
Class List	t :: 2019	-2020 - MSS-	-09-03 - SO	CIAL STUDIE	S 9		
Details		Options	Reports -	Help 🗸			
Roster		🖺 Save 🗙 (Cancel				
Seating Chart		Course Nickname	MSS09-	03	Cou	urse Nickna	ame <
Groups		Description Classroom	SOCIAL S	TUDIES 9			
Reporting Standard	1	Schedule Schedule term	Period 01	(1)			
Categorie	ic i	Team House					
Assignme	ents	Average Mode		ok Default	¥		
Scores		Averages grade so		ok Default	Ψ.		

Click in the **Course Nickname** field and type in the preferred name for the course how you want. If you have multiple grade levels in one block , make sure to add the grade levels as well as the section (or block).

Click **Save** after you change the name of each course code name that you change.

Use the Quick Change buttons (the arrows on top) to change to the next course and repeat the process.

Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tuele								
Class Lis	st :: 2016-	2017 - AD	ST - APPLIED	DESIGN SK	ILLS AND	TECHNOLOG	SIES 3					\rightarrow	\langle	 	2 1	D
Details	Optic	ons Rep	oorts v Help v													R
Roster	🖺 Sa	ive 🗙 Car	ncel										De	efault Templa	ate	•
Seating Chart																

The view your renamed list, click on the Pages Top-Tab to see your list of current classes.