

## 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



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

*beneath the specific SIDE-TAB*). Both of these will divulge even more information about the record that has been selected.

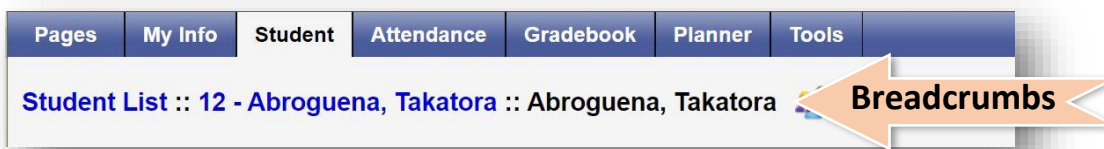
When this new information displays, there may be **Sub**



**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.

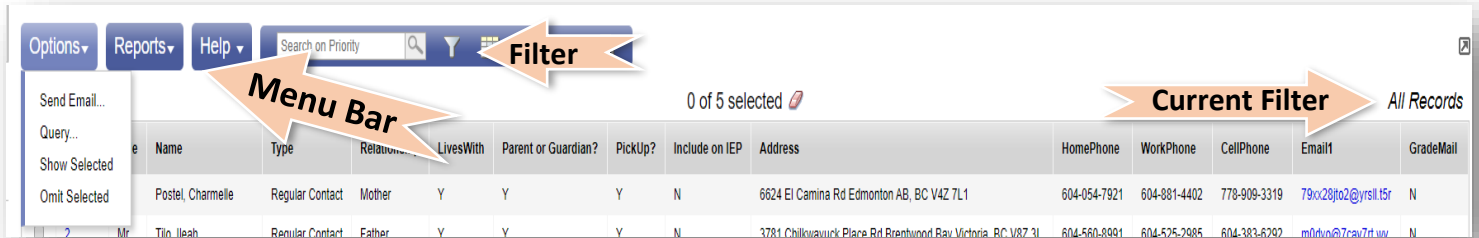


**Menu Bar** – As different tabs on the top bar are selected, the **Options, Reports** and **Help** choices (on the menu bar) change to correspond with the **Tab** that has been selected.

**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.

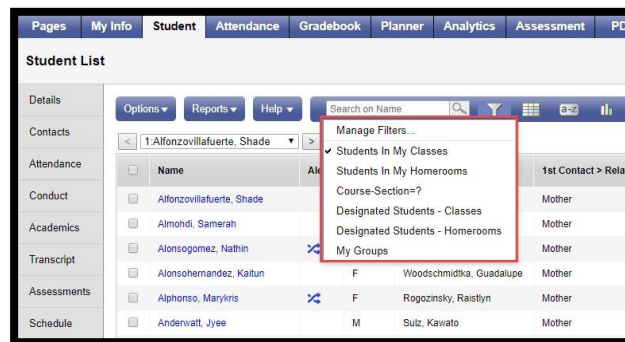
The **Current Filter** on the right side of your screen tells you which Filter is currently being applied. You may have to



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.



**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.

Maximize 

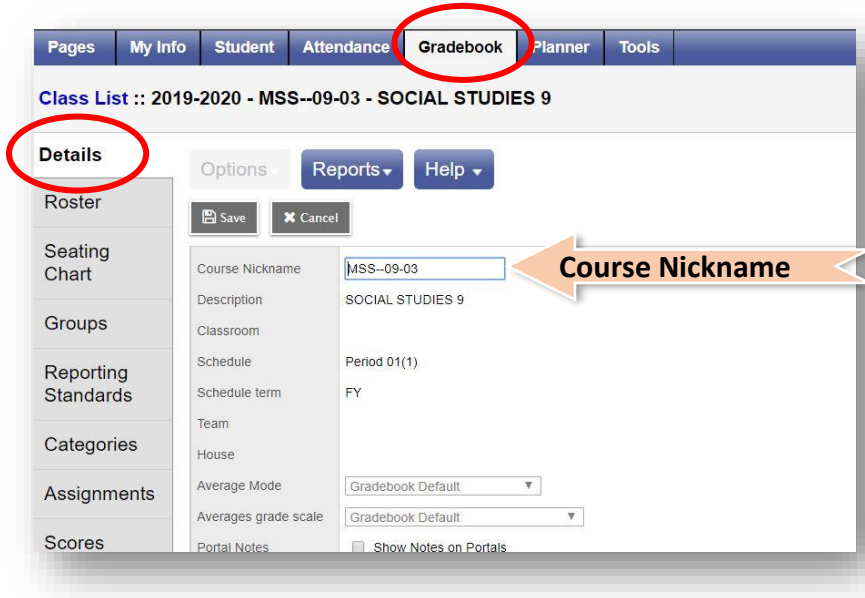
Use to hide top tabs to allow more records per page in the active pane.

Minimize 

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**.



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.



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