



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

Stephen McNiven, B.Ed., M.A., Superintendent of Schools
Barbara Ross, C.P.A., C.G.A., Secretary Treasurer

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

February 6, 2020

Dear Parent/Guardian,

School District No. 58 (Nicola-Similkameen) highly values strong communication between school and home. We recognize the important role of parents and caregivers in support of their child's education and work hard to provide timely, relevant, and useful information and data to both students and parents.

To help increase communication between school and home, our district provides a parent portal into MyEd BC (our Student Information System). To date, the MyEd portal has allowed students and families to view demographic information, attendance, course selections (high school only), academic progress and transcripts. Some of the information available in the portal is dependent upon what a teacher chooses to share (course assignments, grades, etc.) while other is determined by the school district (attendance, assessments, etc.). Beginning February 2020, reports cards for all students in School District No. 58 will be available in the student portal. As well, some schools will begin to make available student portfolio and student self-assessment information.

Additional information about MyEd and the Parent Portal is attached to this letter. If you have any questions, please contact your child's school.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jameel Aziz', is written over a horizontal line.

Mr. Jameel Aziz
Assistant Superintendent

JA/sc

Enclosure



Students and families can use the portals to view academic progress, groups, calendars, and more. Some of the information available in the portal is dependent upon what a teacher chooses to share (course assignments, grades, etc) while other is determined by the school district (attendance, report cards, assessments, etc).

1.0 Family Portal View Homepage

1. In the home page recent activity area, you can see the last 7, 30 or 60 days of activity for your student including grades and attendance.
2. In the To Do area, you can see any assignments that are due or overdue for any classes where the teacher has student assignments set up.
3. The Published Reports area displays the student's report card for a specified period of time which is determined by the school. An email notice is sent to inform students and parents when report cards have been published. A window of availability is set by the school for access in the portal.
4. In the page directory, you will find links to your students portfolio and self-assessments if this is being used by your child's school.

2.0 Family Portal View Family Page

1. Working across the top, the second tab is titled "Family". This is where you can toggle between views if your user permissions grant you access to more than one student. This tab can provide visibility to student information such as demographics, transcripts, schedule, contacts, attendance, assessments and course requests.

2.1 Overview of Information Available in the Family Page

1. The "Details" side tab will let you see the demographic information that the school has on record for your child. If you see any errors, please contact the school office to make any needed changes.
2. The "Contacts" side tab will let you see the contact information that the school has on record for your child. If you see any errors, please contact the school office to make any needed changes.
3. The "Daily Attendance" area of the portal displays the current attendance record for your child.
4. The "Transcript" side tab allows you to find information recorded related to your child's past courses and marks. This tab can be especially valuable as your student draws near to graduation as you can see the number of credits completed and number of credits still needed for completion.
5. The "Assessments" side tab displays the results of any district or provincial assessments (like FSAs or district reading assessments). Due to inconsistencies during the information import into this system, there may be missing assessment data in years prior to 2015.
6. The "Schedule" side tab is primarily useful for students in our Secondary Schools. This tab will show you what classes your student is enrolled in and what classes your student has requested for upcoming terms. If you want to see your student's daily schedule, please choose "Today" from the drop down menu.
7. The "Membership" side tab allows you to see any information related to your students' previous school registrations as well as any registrations in any programs.
8. The "Transactions" side tab will display any school fees owed or paid the school uses the software for cashier transactions.
9. The "Documents" side tab is not currently being used in MyEd BC.
10. The "Notifications" side tab is not currently being used in MyEd BC.



3.0 Group Page

3.1 Overview of the the Group Page

The Groups top tab displays groups the student is a member of within MyEd. The information displayed is dependent upon whether or not the school is using the "Groups" feature in MyEd.

Nicola-Similkameen 2016-2017

Pages Family Academics **Groups** Calendar

Groups

Details Options Reports Help Search on Title Student 900000000

Events 0 of 0 selected

Group > Title	Group > Category	Group > Name
No matching records		

4.0 Calendar Page

4.1 Overview of the Calendar Page

The Calendar top tab displays non-private assignments, group, and personal events in a day, week, or month format. Here the student can access My Resources, a repository available in MyEd.

Pages Family Academics **Groups** **Calendar**

Options Reports Help My Resources

Day Week **Month**

← Previous March, 2017 Next → This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



5.0 Student Academics Top Tab

Pages Family Academics Groups Calendar

1. Classes

2. Details Options Reports Help Search on Term

3. Assignments

4. Attendance Student: Chenoweth, Noah

0 of 8 selected

Description	Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/> SPANISH 12	SPANISH 12	MSP--12-01	FY	Tesar-Valois, Jeska			0	0	0
<input type="checkbox"/> GRADUATION TRANSITIONS	GRADUATION TRANSITIONS	MGT---01	FY	Moorhead, Shely	GYM		0	0	0
<input type="checkbox"/> Study	Study	XAT--12-05	S2		LIB		6	0	0
<input type="checkbox"/> ENGLISH 12	ENGLISH 12	MEN--12-03	S2	Mensies, Yvonne	27		5	0	0
<input type="checkbox"/> CHEMISTRY 12	CHEMISTRY 12	MCH--12-01	S2	Andersen, David	38		7	0	0
<input type="checkbox"/> SCIDES Support	SCIDES Support	XSPB2A-06	S2	Wiley, Russ	18		19	0	0

5.1 Overview of Information Available on the Student Academics Page

- The "Classes" side tab displays courses enrolled in for the current term. This provides a general overview of the current term, grade average (Current Performance) for each class, along with the attendance.
- The "Details" side tab is a breakdown of Class attendance and an overview of performance in a selected course. Once you select a particular class in the "Classes" side tab and then you click on "details", the Average Summary displays the categories defined by the teacher. It also displays the set weight of the categories depending on the default weighting selected. Once grades are posted they display in the Posted Grade row and the Gradebook average row displays 'Posted' for the particular term.
- The "Assignments" side tab of the portal displays information related to any assignments recorded in MyEd for a course. Assignments will only be available for viewing if the teacher in that class chooses to display that information. By clicking on one of the courses first and then going to the "Assignments" side tab, any assignments posted by a teacher can be viewed along with the date assigned, date due, score and feedback.
- The "Attendance" side tab allows you to find information recorded related to your child's attendance in a specified course. By clicking on one of the courses first and then going to the "Attendance" side tab, any absences and/or tardies for that specific class will be displayed.

MyEducation BC – Getting Started with the Family Portal

Families will receive an automated email when your parent account has been created. Please check your spam or trash folder for an email from sysadmin@myeducation.gov.bc.ca.

If you do not receive your account information please your school to check that you have returned the necessary verification form with your current email address.

Logging into MyEducation BC for the first time:

1. Open the email containing your username and password.

Note you must have an internet connection to sign in

To Access the MyEducation BC System

1. Visit www.myeducation.gov.bc.ca/aspn
2. Make sure popups are enabled for your browser
3. Your user name will be: sdarcy
4. Your temporary password will be: gaol642SIDE

NOTE: Both user name and password are case sensitive

5. Enter your user name and password then click Log On to access the system. You will be prompted to change your password, and fill out some information so that in the future you can click "I forgot my password" to receive a new password.

Once inside the MyEducation BC system you can navigate around to view information for your student(s).

*** Please do not reply to this generated email.

SAMPLE

2. Visit www.myeducation.gov.bc.ca/aspn (bookmark this site!) and enter the username and password provided in the email and click Log On.

Passwords are case sensitive

The screenshot shows the login interface for MyEducation BC. At the top left, there is a logo for British Columbia MyEducationBC. The main content area is titled "MyEducation BC Prod 4". It contains a "Login ID" field, a "Password" field, and a "Log On" button. A blue link "I forgot my password" is located below the password field. On the left side, there is a white box with three lines of text: "Enter username", "Enter Password", and "Log on". Red arrows point from each of these lines to the corresponding input field or button on the login form.

If you have any issues with your login please contact your school.

3. Your password will immediately expire and prompt you to change it.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Your password has expired. Please create a new one.

OK

Current Password

New Password

Confirm New Password

OK Cancel

- Enter the password provided in the email as your current password
- Enter a new unique password:

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

4. Update security preferences to allow for self serve "I forgot my password" recovery.
Note step is not optional

Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email: email@email.com

Security question: What city were you born in?

Security answer:

Confirm answer:

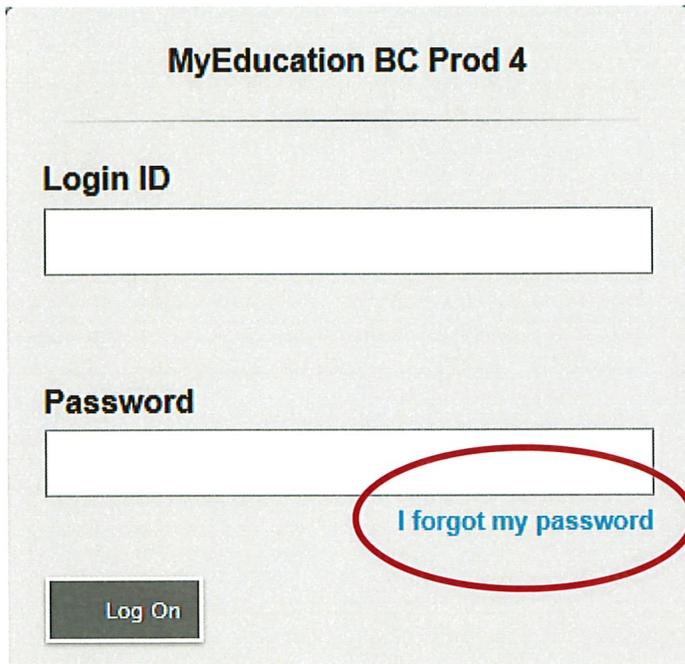
Submit Cancel

- Enter email address
- Select security question
- Enter security question answer
- Confirm security question answer

Your login set-up is now complete!

I forgot my password!

1. Navigate to the MyEducation BC login page
<https://myeducation.gov.bc.ca/aspn/logon.do>
2. Select I forgot my password.



MyEducation BC Prod 4

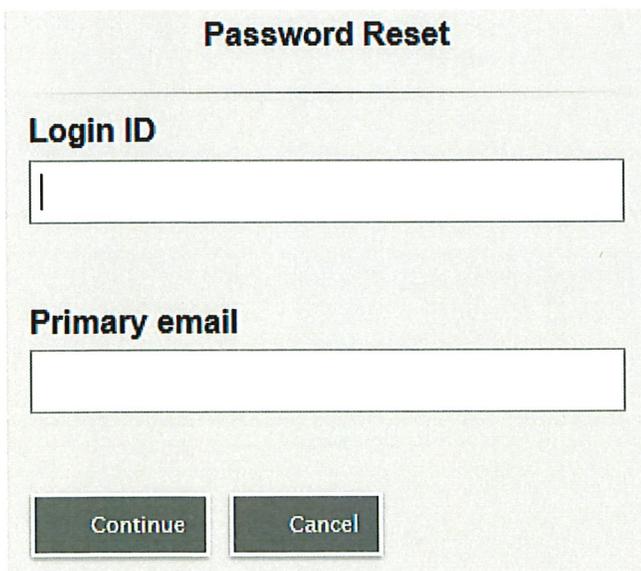
Login ID

Password

[I forgot my password](#)

Log On

3. Enter your username and the email you provided during your first login. A temporary password will be emailed to you.



Password Reset

Login ID

Primary email

Continue Cancel

4. Still can't login? Please contact your school.