

MyClass Student Guide



MyEducationBC

Welcome to the MyEducation BC MyClass,

Here are just a few things that you can do in this program:

- Check your attendance
- Look at your current and previous marks, assignments, due dates and feedback (if your teacher uses the Gradebook).

Getting Started:

Your log in ID is **your student number**. A password should have been e-mailed to you on your SD42 email address.

Go to the [MyClass](#) page (myedbc.sd42.ca/myclass) to login or to [SD42](#) to connect to MyEducation BC.

Log in and you will be prompted to change your password.

The first thing you want to do is set your preferences (located in the upper right hand corner, click on your name for drop down). **Set Preferences**

Change *default locale* to US. For the next tab, **Security**, add a security question and the answer. This is so that you can reset your password if necessary. Click **Ok**.

Navigation

There are 5 *TopTabs* on the main page.



The screenshot shows a navigation bar with the following tabs: **Pages**, **My Info**, **Academics**, **Groups**, **Calendar**, and **Locker**. A red arrow points to these tabs with the label "Top Tabs". Below the tabs, there is a sidebar on the left with a "Home" icon and a "Page Directory" button. The main content area displays "Announcements", "Welcome to MyEducation BC", and a red heading "Welcome to MyEducationBC PRODUCTION". Below this, there is a notice: "Weekly Maintenance Windows - Outages may be required" with details: "Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00".

The **Pages** top tab is where you see the main screen and where you will be able to access any web pages that you are a member of. Click on **Page Directory** to check for pages.

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Also on the **Pages** tab, you will find your **To Do Widget** to display upcoming assignments.

Tomorrow: Thursday, April 7

Course	Assignment	Category	Completed
SCIENCE 9	Volcanos   Please see the attached criteria for your Volcano Inquiry.	Projects	<input type="checkbox"/>

Link to Assignment Details

Click to download any documents that your teacher has provided (e.g. notes, criteria)

Click on the arrow to upload your assignment to you teacher

[My Info Top Tab](#)

My Details shows the basic information about your child.

Transcript has class marks from the current and previous years.

Current Schedule gives information on the secondary student's timetable.

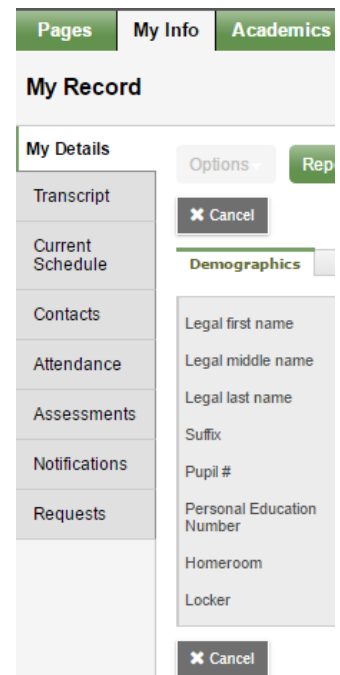
Contacts shows who is listed as the emergency contacts.

Attendance Lists absences and lates with the reason (if it was supplied to the office).

Assessments shows whether the FSAs in grade 4 and 7 were done and will have the uploaded marks from government exams in grades 10, 11, and 12.

Notifications allows you to download the app and receive notifications on your phone

Requests View your current course requests.



The screenshot shows the 'My Info' tab selected. The 'My Record' section is visible, with 'My Details' expanded. The 'My Details' list includes: Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. The 'Demographics' section is also visible, containing fields for: Legal first name, Legal middle name, Legal last name, Suffix, Pupil #, Personal Education Number, Homeroom, and Locker. There are 'Options' and 'Rep' buttons at the top right of the 'My Details' section, and a 'Cancel' button at the bottom right of the 'Demographics' section.

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The Academics Top Tab

Here you can view your courses, attendance and marks.

Each class name is in **blue** which means it is a link. If you click on that link, it will automatically open up the **Details** side tab for that course.

Assignments gives you information about each assignment and your mark with feedback. Click on the dropdown menu in the middle top and change it to All.

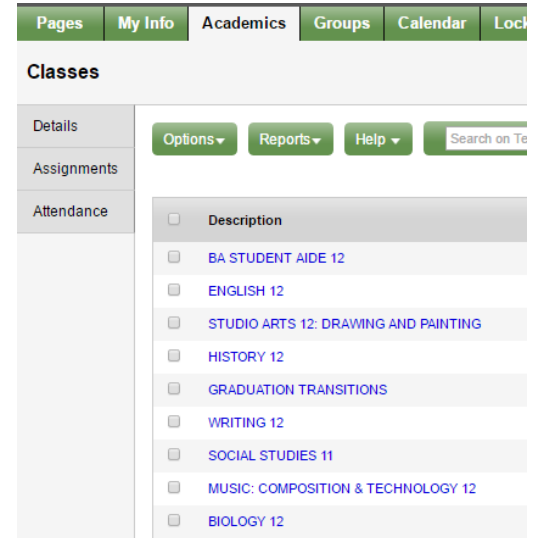
Attendance for high school students, shows the attendance for that particular class.

Groups Top Tab

Here you can view all groups that you are a member of.

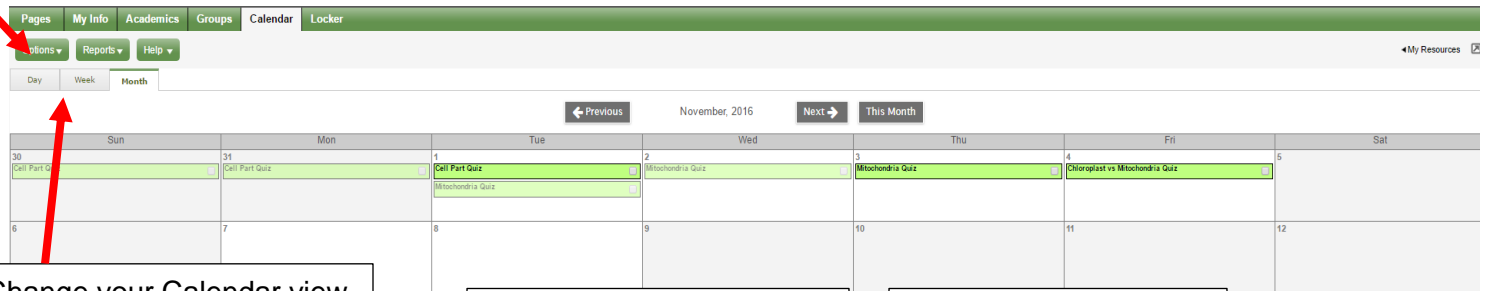
Calendar Top Tab

The calendar is an excellent tool for managing assignments and events.



The screenshot shows the Academics top tab with a navigation bar containing 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. Below the navigation bar, there are three tabs: 'Details', 'Assignments', and 'Attendance'. The 'Details' tab is active, showing a list of courses with checkboxes and a search bar. The courses listed are: BA STUDENT AIDE 12, ENGLISH 12, STUDIO ARTS 12: DRAWING AND PAINTING, HISTORY 12, GRADUATION TRANSITIONS, WRITING 12, SOCIAL STUDIES 11, MUSIC: COMPOSITION & TECHNOLOGY 12, and BIOLOGY 12.

Use Options > Calendar Settings to change the colours of your courses



The screenshot shows the Calendar top tab interface. At the top, there is a navigation bar with 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. Below the navigation bar, there are three tabs: 'Options', 'Reports', and 'Help'. The 'Options' tab is active, showing a dropdown menu with 'Calendar Settings' selected. Below the dropdown menu, there is a calendar view for November 2016. The calendar shows a grid of days from Sunday to Saturday. The first row of the calendar shows the following assignments: 'Cell Part Quiz' on Sunday, 'Cell Part Quiz' on Monday, 'Cell Part Quiz' on Tuesday, 'Mitochondria Quiz' on Wednesday, 'Mitochondria Quiz' on Thursday, and 'Chloroplast vs Mitochondria Quiz' on Friday. The second row of the calendar is empty.

Change your Calendar view

Double click Assignments or Events to view details and submit assignments.

Download attachments from your teachers (e.g. notes or criteria)

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[Locker Top Tab](#)

Here you can upload and store documents. Go to **Options** and select **Add** to upload.

