

# MyClass Student Guide



## Welcome to the MyEducation BC MyClass,

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

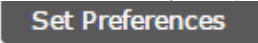
- Check your attendance
- Look at your current and previous marks, assignments, due dates and feedback (if your teacher uses the Gradebook).

### Getting Started:

Your log in ID is **your student number**. A password should have been e-mailed to you on your SD42 email address. Your district email address is your [StudentNumber@me.sd42.ca](mailto:StudentNumber@me.sd42.ca). If you have not accessed your SD42 email before, please contact your school librarian for details and the school password for initial access.

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

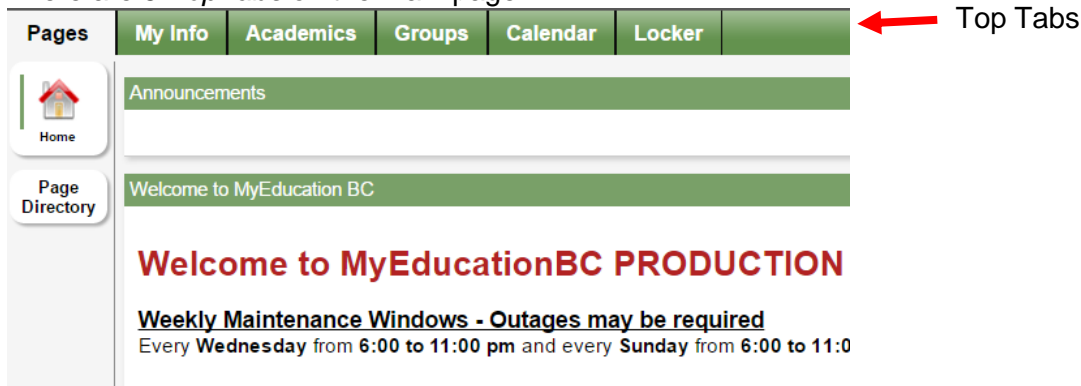
Log in and you will be prompted to change your password.

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). 

Change *default locale* to US. For the next tab, **Home**, ensure that you check the **Tasks** box. On the **Security Tab**, ensure that you have added 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.



A screenshot of the MyEducationBC web interface. At the top, there is a horizontal row of six green navigation tabs: 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. A red arrow points from the text 'Top Tabs' to this row. Below the tabs, there is a sidebar on the left with a 'Home' button (house icon) and a 'Page Directory' button. The main content area shows 'Announcements', a 'Welcome to MyEducation BC' message, and a red heading 'Welcome to MyEducationBC PRODUCTION'. Below that, there is a notice about 'Weekly Maintenance Windows - Outages may be required' with specific times for Wednesday and Sunday.

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	<a href="#">Volcanos</a>   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 your basic information.

**Transcript** has class marks from the current and previous years.

**Current Schedule** gives information about your timetable.

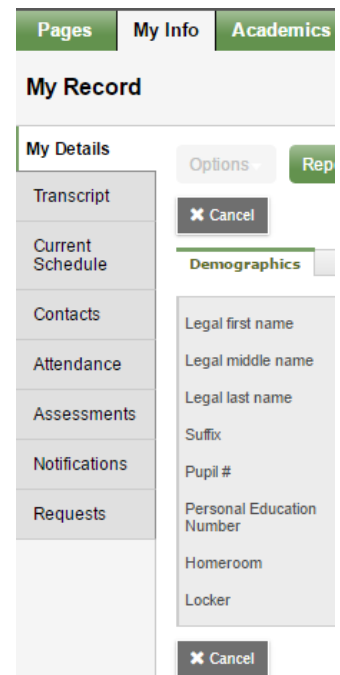
**Contacts** shows who is listed as emergency contacts.

**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 completed and will have the uploaded results from the Literacy and Numeracy Assessments that are required for graduation.

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

**Requests** View your current course requests.



Pages My Info Academics

### My Record

My Details

Options Rep

Cancel

Demographics

Legal first name

Legal middle name

Legal last name

Suffix

Pupil #

Personal Education Number

Homeroom

Locker

Cancel

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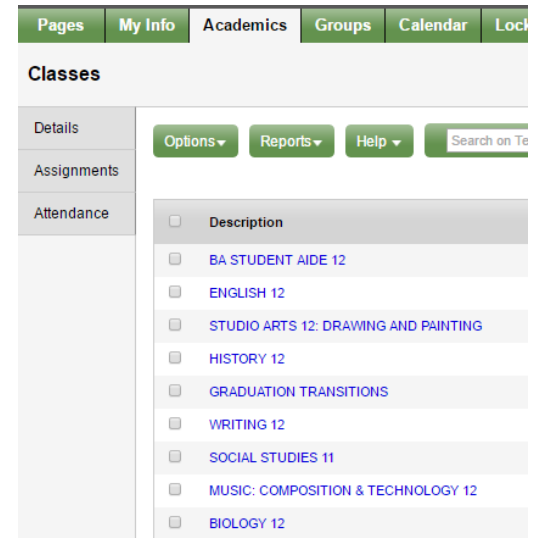
## The Academics Top Tab

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.



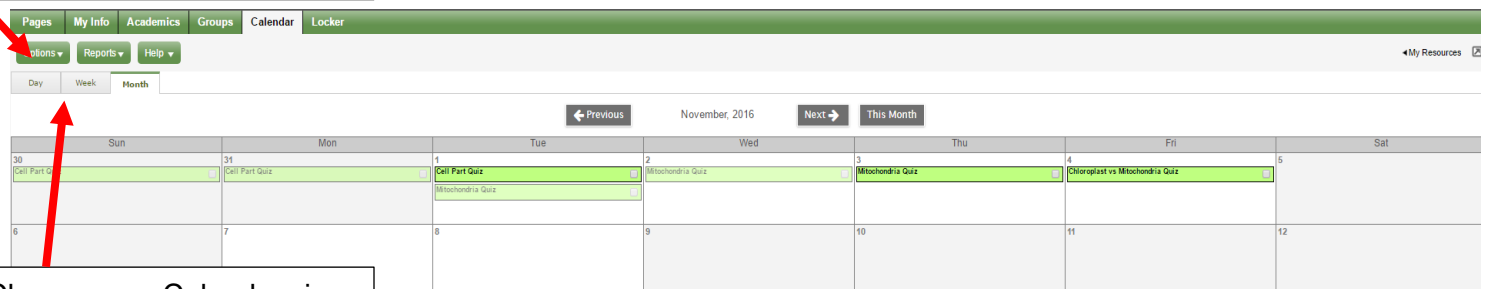
## Groups Top Tab

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.

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



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.

