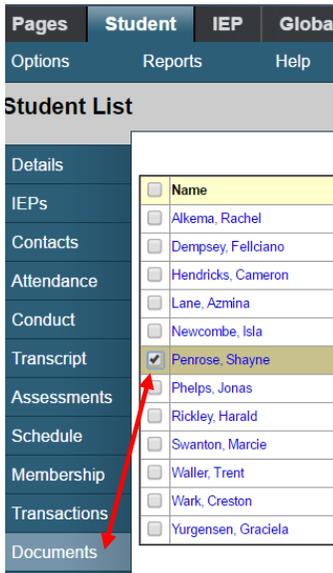


# Learning Services: Uploading a Document to a Student's Profile



**\*\*Go to Change View in the top right corner of your screen and select Student Services. Now go to your Student Top Tab.**

1) Select a Student and click the **Documents** Side Tab

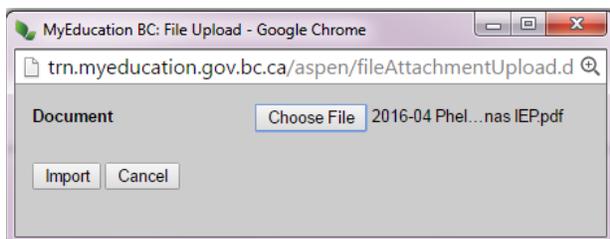


2) Click into the **Documents** sub side tab and go to Options > Add.

3) Fill in the name of the file using the file name as follows: **YYYY-MM Legal Last, Legal First IEP (e.g. 2016-04 Smith, Jon IEP)**, using the drop down arrow in the **"Type"** box to **"IEP"**, then click the arrow to **Upload** the document

4) Click **Choose File** and select the file you wish to add then click **Import**.

**\*\*\*Ensure you have used the file name format above to name your word document**



# Learning Services: Viewing a Document on a Student's Profile



**\*\*Ensure you are in the Student Services View > Student Top Tab**

1) Select a Student and click the **Documents** Side Tab

Pages	Student	IEP	Globa
Options	Reports	Help	
Student List			
Details	<input type="checkbox"/>	Name	
IEPs	<input type="checkbox"/>	Alkema, Rachel	
Contacts	<input type="checkbox"/>	Dempsey, Felciano	
Attendance	<input type="checkbox"/>	Hendricks, Cameron	
Conduct	<input type="checkbox"/>	Lane, Azmina	
Transcript	<input type="checkbox"/>	Newcombe, Isla	
Assessments	<input checked="" type="checkbox"/>	Penrose, Shayne	
Schedule	<input type="checkbox"/>	Phelps, Jonas	
Membership	<input type="checkbox"/>	Rickleby, Harald	
Transactions	<input type="checkbox"/>	Swanton, Marcie	
Documents	<input type="checkbox"/>	Waller, Trent	
	<input type="checkbox"/>	Wark, Creston	
	<input type="checkbox"/>	Yurgensen, Graciela	

2) Click into the **Documents** sub side tab and any uploaded documents will appear → Click the floppy disk icon under **Document** to download the file and open.

Name	Type	Filename	Document	Format
<input type="checkbox"/> 2016-04 Phelps, Jonas IEP	IEP	2016-04 Phelps, Jonas IEP.pdf		

3) Depending on your computer's settings, one of two things may occur:

- a pop up will open asking you where you want to save the document and then open it
- it will download onto your taskbar where you could click to open it

# Learning Services: Deleting a Document from a Student's Profile



MyEducationBC

**\*\*Ensure you are in the Student Services View > Student Top Tab**

1) Select a Student and click the **Documents** Side Tab

The screenshot shows the MyEducationBC interface. At the top, there are tabs for Pages, Student, IEP, and Global. Below these are sub-tabs for Options, Reports, and Help. The main content area is titled 'Student List'. On the left, there is a vertical sidebar with various options: Details, IEPs, Contacts, Attendance, Conduct, Transcript, Assessments, Schedule, Membership, Transactions, and Documents. The 'Documents' option is highlighted with a red arrow. The main list shows a table with a 'Name' column and a checkbox column. The row for 'Phelps, Jonas' has its checkbox checked.

	Name
<input type="checkbox"/>	Alkema, Rachel
<input type="checkbox"/>	Dempsey, Felciano
<input type="checkbox"/>	Hendricks, Cameron
<input type="checkbox"/>	Lane, Azmina
<input type="checkbox"/>	Newcombe, Isla
<input checked="" type="checkbox"/>	Penrose, Shayne
<input type="checkbox"/>	Phelps, Jonas
<input type="checkbox"/>	Rickleby, Harald
<input type="checkbox"/>	Swanton, Marcie
<input type="checkbox"/>	Waller, Trent
<input type="checkbox"/>	Wark, Creston
<input type="checkbox"/>	Yurgensen, Graciela

2) Click into the **Documents** sub side tab

3) Select the document you would like to delete but checking the box.

4) Go to **Options > Delete**

The screenshot shows the MyEducationBC interface. At the top, there are tabs for Pages, Student, IEP, Global, and Staff. Below these are sub-tabs for Options, Reports, and Help. The main content area is titled 'Student List'. On the left, there is a vertical sidebar with various options: Details, IEPs, Contacts, Attendance, Conduct, Transcript, Assessments, Schedule, Membership, Transactions, and Documents. The 'Documents' option is highlighted with a red arrow. The main list shows a table with a 'Name' column and a checkbox column. The row for '2016-04 Phelps, Jonas IEP' has its checkbox checked. The 'Options' menu is open, showing a list of actions: Add, Delete, Modify List, Query..., Show Selected, and Omit Selected. The 'Delete' option is highlighted.

	Name
<input checked="" type="checkbox"/>	2016-04 Phelps, Jonas IEP