



Words of Wisdom

June 3, 2016

Viewing an IEP in MyEd

Log in to MyEdBC > Go to your **Student Top Tab**

1. Select a Student and click the **Documents** Side Tab and then on the **Documents** sub side tab and any uploaded documents will appear.

The screenshot shows the MyEd 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 area is titled 'Student List' and contains a list of students with checkboxes. The 'Documents' side tab is highlighted with a red arrow.

Pages	Student	IEP	Global
Options	Reports		Help
Student List			
Details	<input type="checkbox"/>	Name	
IEPs	<input type="checkbox"/>	Alkema, Rachel	
Contacts	<input type="checkbox"/>	Dempsey, Feliciano	
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"/>	Rickley, Harald	
Transactions	<input type="checkbox"/>	Swanton, Marcie	
Documents	<input type="checkbox"/>	Waller, Trent	
	<input type="checkbox"/>	Wark, Creston	
	<input type="checkbox"/>	Yurgensen, Graciela	

***Hint: you need to click **Documents** TWO TIMES.

2. Click the floppy disk icon under **Document** to download the file and open.

The screenshot shows a table with the following columns: Name, Type, Filename, Document, and Form. The first row contains the following data: Name: 2016-04 Phelps, Jonas IEP; Type: IEP; Filename: 2016-04 Phelps, Jonas IEP.pdf; Document: [floppy disk icon]; Form: [empty]. A red arrow points to the floppy disk icon.

Name	Type	Filename	Document	Form
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. a pop up will open asking you where you want to save the document and then open it
 - b. it will download onto your taskbar where you could click to open it

Tada!



Brought to you by your MyEd Helping Teachers: Anne Woloszczuk & Meghan Murden

604-466-6216