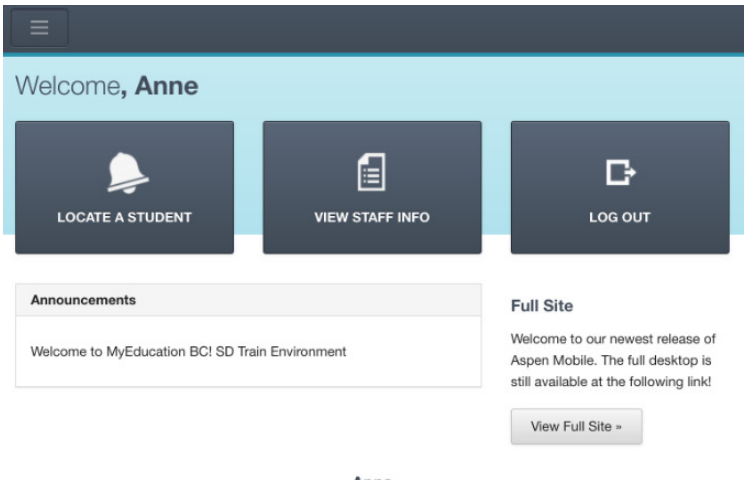
MyEdBC Mobile for Administrators

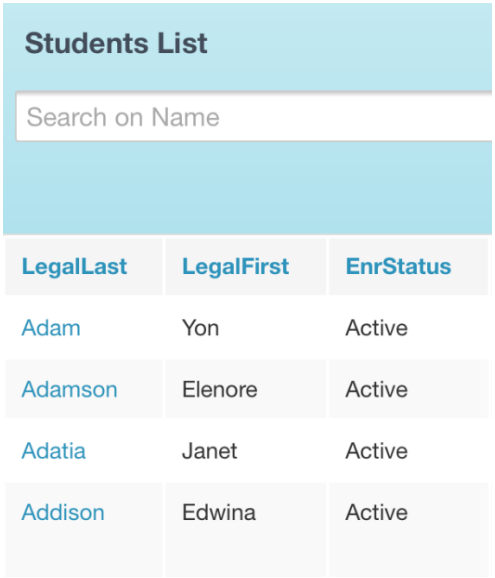
MyEdBC Mobile for administrators gives users quick access to student and staff information.

Vice principals can quickly see which classroom a student wandering the halls should return to. Principals can find a teacher's home phone number with two taps.

On their mobile device, users type the URL to their district's MyEdBC in the **Address** field of a browser, and MyEdBC Mobile appears. Users can create shortcuts on their Home screens for easy, one-tap access.



MyEdBC Mobile adjusts based on the screen size of your mobile device. For example, the Students List on your phone might look like this:



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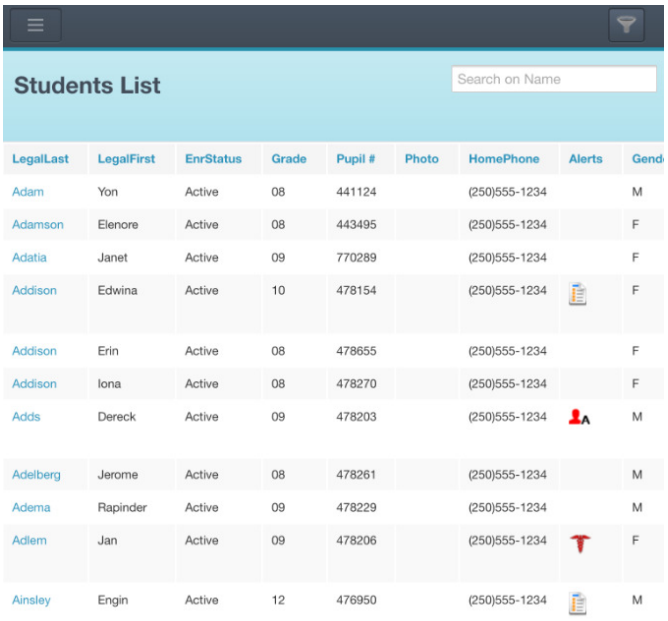
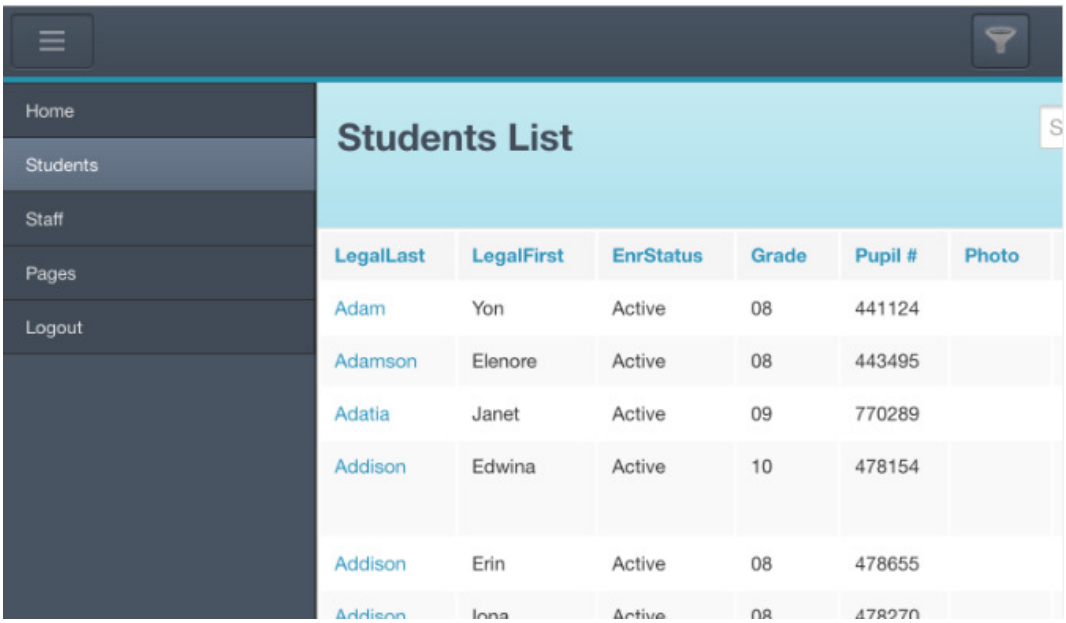
Or, it might look like this on your tablet:

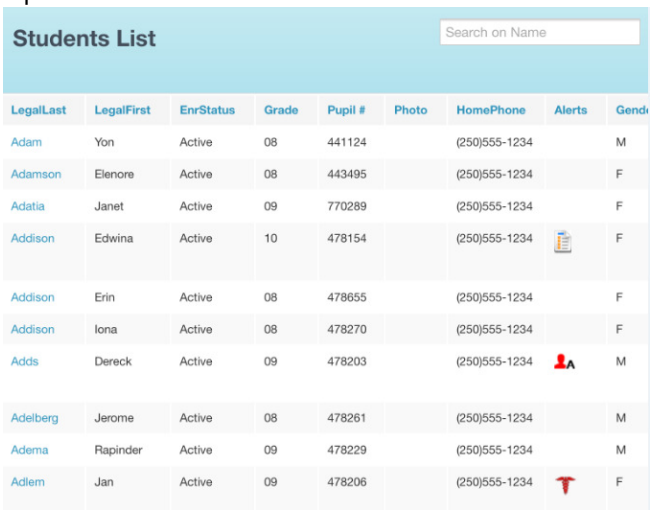
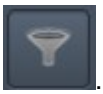
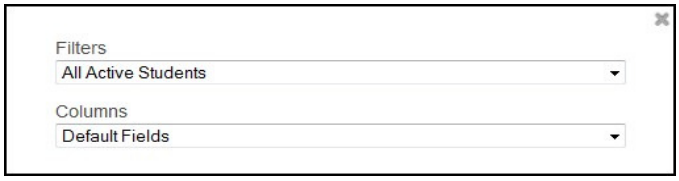


Use the following table to use MyEdBC Mobile for administrators:



Open the side-bar menu:
Access the following:

- The Students List
- The Staff List
- Pages

Tap...	To...
LOCATE A STUDENT	Open the Students List:  To locate a specific student, do one of the following: • Tap a student's name. • Enter a name (last name, first name) in the **Search on Name** field to quickly locate a student. Tap the **Filter** icon  . Select a filter and/or a specific field set you want to view:  After you find the student you are looking for, and tap the student's name, the student's location appears:

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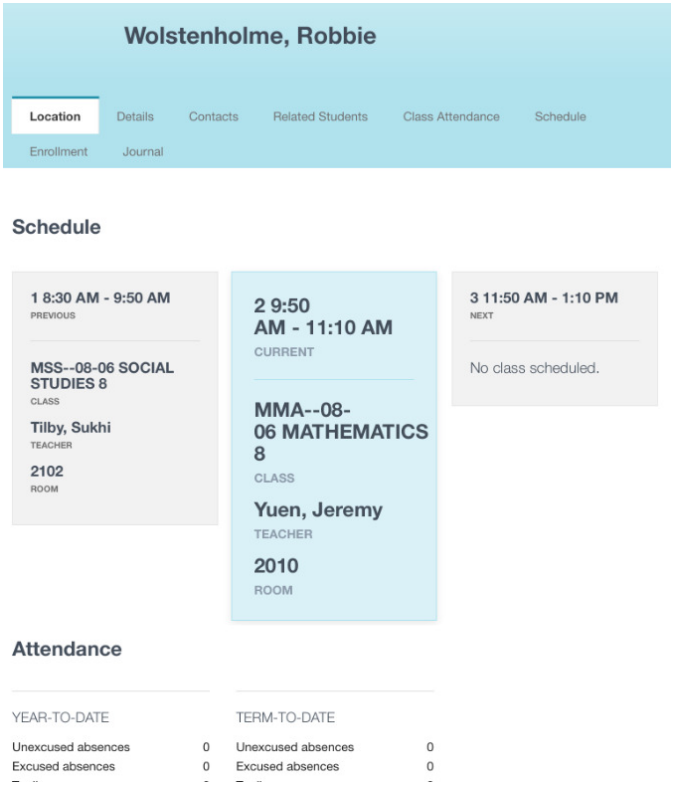
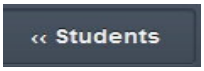


Tap **Previous** to see the class they had before this, or **Next** to view his or her next class.

If your screen is small, click the three dots to view the other tabs of information available for each student:

Tap a tab name to view that information

Note: Tap 

to return to the Students List.

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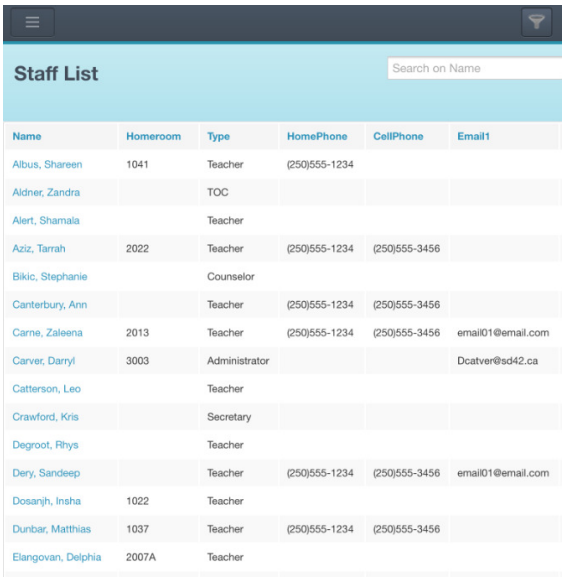
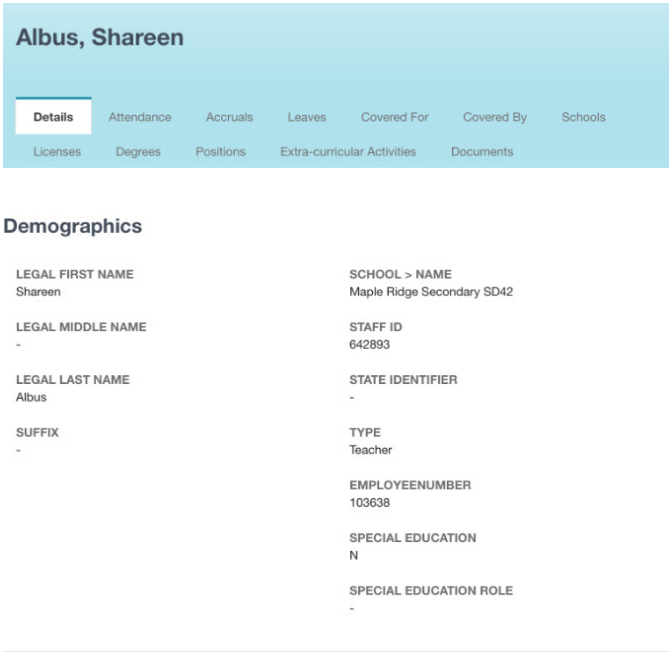
VIEW STAFF INFO



Tap a staff member's name to view their **Details**, **Attendance**, **Accruals**, **Leaves**, **Schools**, **Appointments**, or **Documents** tabs.



LOG OUT

Log out of MyEdBC and secure your session.

View Full Site »

Open the desktop version of MyEdBC on your mobile device.