

## Monthly To - Do

AUGUST 2022

Issue # 001

### School Start Up Checklist

- [Elementary](#)
- [Secondary](#)
- [Registering & Withdrawing](#)

### 1701 IMPORTANT DATES!

Round 1 - Wed, Sep 14, 2022

Round 2 - Wed, Sep 21, 2022

Round 3 - Mon, Sep 26, 2022

#### Final Snapshot Date:

Thursday, Sep 29, 2022

For more information:

<https://myedbc.sd42.ca/1701-information/>

### DID YOU KNOW?

- The Ministry of Education has a [Standards Manual](#)
- The Ministry of Education also has an excellent [information site for School Users](#)

## Welcome Back!

Welcome back to the new school year, we hope you have all had a wonderful summer and are rested and ready for the school year start-up.

We are excited to begin sharing this monthly newsletter, which we have dubbed the My Ed - Clerical Connection, and will be used to communicate all things MyEdBC, including monthly tasks and useful information to you, our hardworking school clerical.

This year the MyEd Team will be hosting online monthly clerical learning sessions covering MyEd items specific to the month or time of year. We will also review MyEd fundamentals as things are constantly evolving and there may have been some changes to previous processes. These sessions will be held using MS Teams and invitations with the link will be emailed out each month. We are aiming to hold these sessions alternating between mornings and afternoons each month. Our first session will be held on Thursday, September 15, 2022. Calendar invitations have been sent out. Last year, IT provided school clerical with webcams (*equipped with speakers and a microphone*) to participate in these and other online sessions. Please reach out to us at [MyEdBCHelpdesk@sd42.ca](mailto:MyEdBCHelpdesk@sd42.ca) if you require one for your workstation. We are not able to provide headsets so please reach out to your Admin for purchase.

Please remember, we are here to assist you. The best way to contact us is by creating a helpdesk ticket or emailing us at [MyEdBCHelpdesk@sd42.ca](mailto:MyEdBCHelpdesk@sd42.ca). As a welcome back incentive, we invite you to email us the phrase "Welcome Back" by the end of August and we will send you a small gift.

We look forward to supporting you and making this a positive year for everyone.

Warm regards,

*Natalie and Serena*

**MyEd Team**