MyClass Parent Guide

Welcome to the new MyEducation BC MyClass for parents

Here are just a few things that you can do in this program:
- Check your child's attendance
- Check your child's assignments
- Check your child's enrolled classes
- View Report Card
- Check your child's contact details and address
- Look at your child's current and previous year's marks

Getting Started:

You will require a login ID and Password to access MyClass account. If you are a new parent to the district, login details should have been e-mailed to you. If you have not received your account information, please contact MyClass@sd42.ca .

Go to the MyClass page (Parents Tab) to login or to SD42 to connect to MyEducation BC.

The MyClass login screen looks like this:

Click here to change your language preference.
English (Default) has a date format of mm/dd/yyyy
English (Canada) has a date format of dd/mm/yyyy

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For the first time users, login with the provided login credentials and you will be prompted to change your password and enter a security question/answer.

For parents that have logged in previously but have difficulties logging in, can use **Trouble Logging In?** (see screenshot below) to recover login ID or Password.

Trouble logging in

Retrieve your Login ID if you want to retrieve your Login ID.

Reset your password if you have forgotten your password.

If you are having issues logging into the system, please contact your school administrator directly.

Your user account is managed by your school, not by Follett, and your school will be able to answer your requests or questions about access to the system.
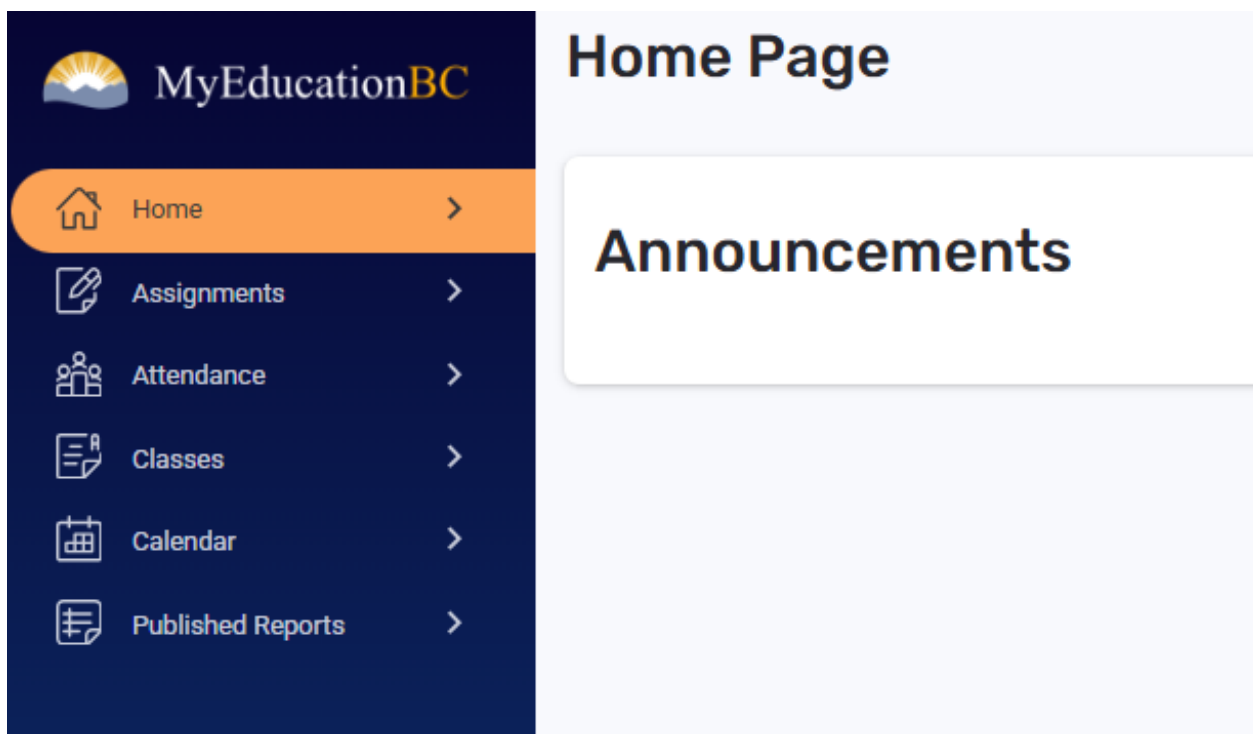
Close

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Retrieve Your Login ID – Click this to retrieve your login ID. Enter the primary email address you provided during your child's initial school registration. *Please note: This may be different from the email you currently use to log in to the Parent Portal.*

Reset your password – To reset your password, enter your Login ID.

The new login details will be emailed to you.

The new MyClass website can now be used on variety of devices – Desktop, Laptop, Tablet and Smartphones.

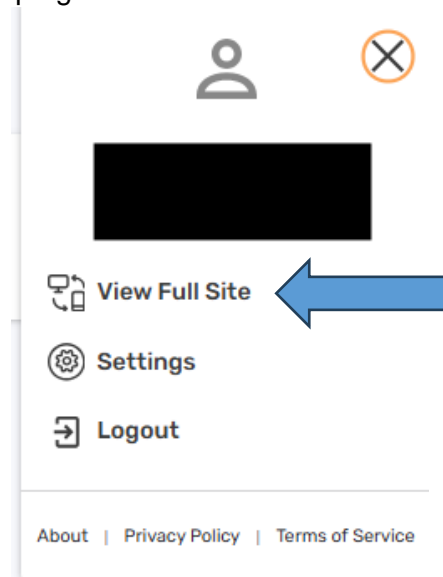Upon successful login, the home screen looks like this:

This screen quickly allows the user to see the student Assignments, Attendance, Scheduled Classes, Calendar and Published Reports (this is where report cards/learning update can be viewed).

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To access the full website:

➢ Click the profile icon on the top right of the screen. The icon looks like this:

➢ Click '**View Full Site**'

Navigating the full website

There are 6 *TopTabs* on the main page: **Pages, Family, Academics, Groups, Calendar and Mobile View**

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Pages Top Tab

The Pages top tab is the landing page where you see the main screen after clicking 'View Full Site'.
Here you will be able to see the Report Card (Learning Update) under "Published Reports" once the school publishes the report card your child(ren).

Family Top Tab

Details shows the basic information about your child.

Contacts shows who is listed as the emergency contacts.

Daily Attendance Lists all the days that your child has been late/absent and the reason (if it was supplied to the office).

Transcript has class marks from the current and previous years.

Assessments shows whether the FSAs in grade 4 and 7 were done and will have the uploaded marks from government exams in grades 10, 11, and 12

Schedule gives information on the secondary student's timetable. You can look at today's schedule, the semester schedule or the whole year just by switching the drop down at the top of the window.
In the spring, you can view course **requests** that your child has made for the next school year.

Membership shows what schools your child has attended (<u>note</u> E=enrolled, W=withdrawn)

Academics Top **Tab**

Here you can view your child's courses, attendance and a snapshot of current performance. Provided that the *MyEducation BC* gradebook is being shared.

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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.

Assignments gives you details about each assignment and how your child did on each one (providing that teacher uses the Gradebook). If you can't see any marks, you need to click on the dropdown menu in the middle top and change it to <u>All</u>. Each assignment is also a link.
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Attendance for high school students, shows the attendance for that particular class.

Groups Top Tab
View the groups your child belongs to.

Calendars Top Tab

View upcoming assignments and events.

Mobile View Top Tab

Return back to the home screen