

Family Portal Information



MyEducationBC

School District 5 (Southeast Kootenay)

11/20/2020



Contents

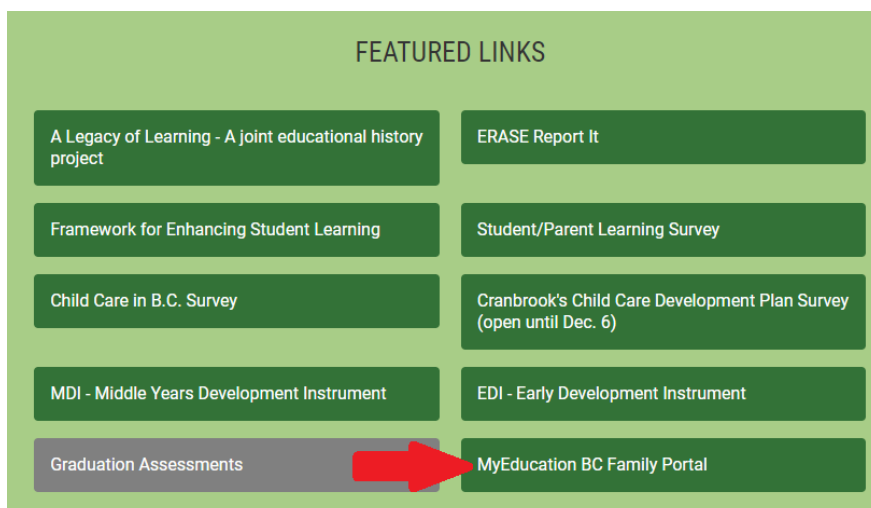
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This guide provides instructions for logging in to [MyEducation BC](#) for the first time, completing the security verification steps, and changing passwords.

LOGGING IN

Visit the school district website. Click the MyEducation BC link under the featured links at the bottom of the page.

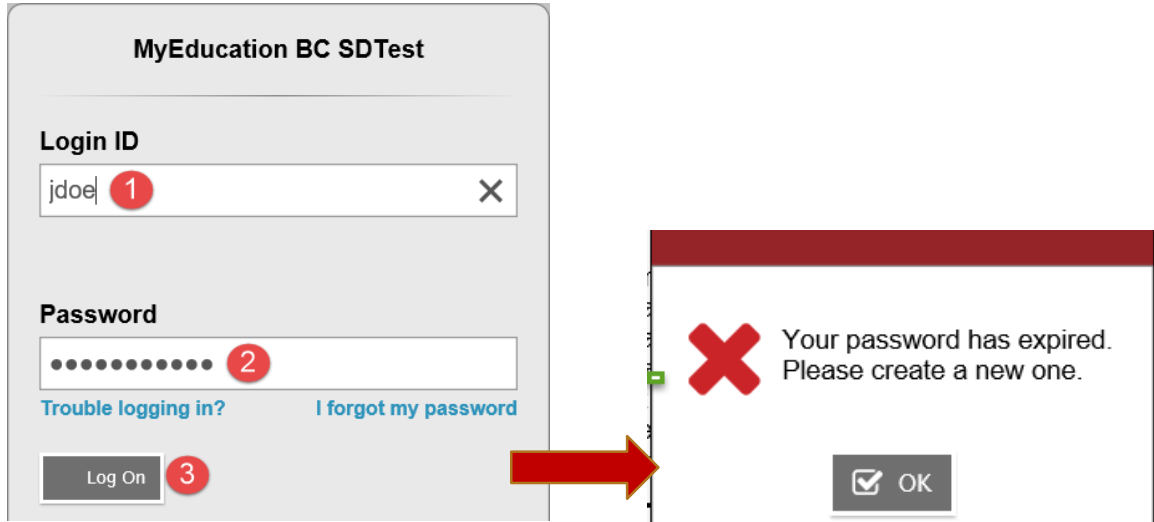


The following login fields will appear.

Login ID: type in the login name provided to you (“sd5-firstinitiallastname”)

Password: type in the password provided to you.

Click the **Log On** button. If this is the very first log-in with this username and password, you will be prompted to immediately change the password and to provide additional information.



In the new pop-up window:

Current Password: enter the password used on the first log-in screen.

New Password: enter the new password, observing the password rules in the *Password Requirements* information.

Confirm New Password: enter the new password again.

Click **OK**.



A *Security Preferences Update* window will appear, asking for additional information to be used if a password is forgotten.

Security Preferences Update
To enable self serve password recovery, please provide the following information

Primary email: youremail@email.com (A)

Security question: What is your father's middle name? (B)

Security answer: (C)

Confirm answer: (D)

Submit (E)

Primary email: enter your primary email address that was used to create the account.

Security question: use the drop-down menu to select a question you will remember the answer to.

Security answer: enter the answer to the security question selected. For privacy reasons, you may observe more characters than what your answer entails.

Confirm answer: enter the same answer to the security question selected.

Click **Submit**.

LOGGING OUT

When logging out of MyEducation BC, always use the **Log Off** selection in the top right corner of the settings bar.





VIEWING INFORMATION

1.0 PAGES TOP TAB

The Pages top tab is a one-stop information centre for parents. The symbols beside the student name at the top are QUICK links to valuable student information.

I. RECENT ACTIVITY

Displays attendance and marks for students within range selected in the drop-down filter to the right. Attendance box can be unchecked to view only grades activity and the grades box can be unchecked to display only attendance activity.

Recent Activity

Search:

Last 30 days ▾

Attendance Grades

- ▼ **Oshust, Lynn (4)**
 - 09/28/2017 - Term Grades Posted (SOCIAL STUDIES 4) **Teacher:** Flintstone, W
 - 09/28/2017 - Term Grades Posted (MATHEMATICS 4) **Teacher:** Flintstone, W
 - 09/28/2017 - Term Grades Posted (ENGLISH LANGUAGE ARTS 4) **Teacher:** Flintstone, W
 - 09/26/2017 - Attendance (Absent, Excused)
- ▼ **Oshust, Stella (18)**
 - 09/28/2017 - Term Grades Posted (CHEMISTRY 12- HEALTH SCIENCES) **Teacher:** Rubble, B
 - 09/28/2017 - Term Grades Posted (PRE-CALCULUS 12- HEALTH SCIENCES) **Teacher:** Flintstone, F
 - 09/28/2017 - Term Grades Posted (BIOLOGY 12- HEALTH SCIENCES) **Teacher:** Rubble, B
 - 09/22/2017 - Attendance (AUTH) **Class:** PRE-CALCULUS 12- HEALTH SCIENCES **Period:** 4
 - 09/22/2017 - Attendance (AUTH) **Class:** BIOLOGY 12- HEALTH SCIENCES **Period:** 4

- **For high school students**, attendance records will display with both a daily overall value, as

Recent Activity

Search:

HIGH SCHOOL EXAMPLE

Last 30 days ▾

Attendance Grades

- ▼ **Oshust, Stella (8)**
 - 09/22/2017 - Attendance (AUTH) **Overall daily record.**
 - 09/22/2017 - Attendance (AUTH) **Class:** CHEMISTRY 12- HEALTH SCIENCES **Period:** 6
 - 09/22/2017 - Attendance (AUTH) **Class:** PRE-CALCULUS 12- HEALTH SCIENCES **Period:** 4
 - 09/22/2017 - Attendance (AUTH) **Class:** BIOLOGY 12- HEALTH SCIENCES **Period:** 4

Each class missed within the daily record.

well as a record for each class for which a student was absent or late.



- For elementary school students, attendance records will display with a daily overall value.

Recent Activity **ELEMENTARY SCHOOL EXAMPLE** Last 30 days ▾

Search:

Attendance Grades

▼ **Oshust, Lynn (1)**

- 09/26/2017 - Attendance (Absent, Excused) Overall daily attendance record.

- Grades activity will be displayed when teachers have begun preparation for reportcards

Recent Activity Last 30 days ▾

Search:

Attendance Grades

▼ **Oshust, Lynn (3)**

- 09/28/2017 - Term Grades Posted (SOCIAL STUDIES 4) Teacher: Flintstone, W
- 09/28/2017 - Term Grades Posted (MATHEMATICS 4) Teacher: Flintstone, W
- 09/28/2017 - Term Grades Posted (ENGLISH LANGUAGE ARTS 4) Teacher: Flintstone, W

▼ **Oshust, Stella (10)**

- 09/28/2017 - Term Grades Posted (PRE-CALCULUS 12- HEALTH SCIENCES) Teacher: Flintstone, F
- 09/28/2017 - Term Grades Posted (CHEMISTRY 12- HEALTH SCIENCES) Teacher: Flintstone, F
- 09/28/2017 - Term Grades Posted (BIOLOGY 12- HEALTH SCIENCES) Teacher: Flintstone, F
- 09/22/2017 - Term Grades Posted (PRE-CALCULUS 12- HEALTH SCIENCES) Teacher: Flintstone, F
- 09/22/2017 - Term Grades Posted (CHEMISTRY 12- HEALTH SCIENCES) Teacher: Rubble, B
- 09/22/2017 - Term Grades Posted (BIOLOGY 12- HEALTH SCIENCES) Teacher: Rubble, B

"Term Grades Posted" indicates that teachers are beginning report card mark entry and a report card will soon be published for viewing.

each term.

II. PUBLISHED REPORTS (ON RIGHT-HAND SIDE FROM RECENT ACTIVITY)

When report cards have been completed and published to the portal, it will appear in this area. Parents and guardians can click on the most recently published report card document to open and view the report card for their student.



Published Reports			
Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary	89 KB 9/22/2017 7:47 AM	Oshust, Alyson	Report card for Oshust, Stella

[1 - 1 of 1]

III. TO DO

This area will only be populated if teachers are using the gradebook functions of MyEducation BC to record and communicate student progress. Please be aware that some of your student's teachers may be using these functions and some are not.

It is normal to see information for only some of your student's teachers, but not all. Term grades posted by all teachers will appear on the report card whether teachers are using this area of MyEducation BC or not.

If teachers are using MyEducation BC to record and communicate progress, the parent may see information about assignments that are overdue, or that are due today or tomorrow.

To Do Oshust, Stella ▾

Overdue Online Assignments Today Tomorrow [Week View](#)

Overdue Online Assignments

Course	Assignment	Due
No assignments scheduled.		

Today: Thursday, September 28

Course	Assignment	Category	Completed
MBI--12	Respiratory System	All	<input type="checkbox"/>

Tomorrow: Friday, September 29

Course	Assignment	Category	Completed
No assignments scheduled.			

Click on the blue hyperlink to view additional information about the assignment.

IV. PUBLISHED REPORTS

Displays any published reports that user has access to. This is where users would see report cards.



2.0 FAMILY TOP TAB

This area displays the list of all active students the user is connected with. Information is **read-only**. Please contact the school to advise of any changes to demographic information.

Name	DOB
<input type="checkbox"/> Oshust, Stella	2/12/2000

I. DETAILS SIDE TAB

Contains basic demographic information on your student. Note that when the Details side tab is clicked on, additional sub-top tabs appear. Parents and guardians can review the information in the system to ensure it is accurate. If there are errors in the information, please contact the school.

Name
Oshust, Stella

II. CONTACTS SIDE TAB

Contains information on parent/guardian contacts, as well as emergency contacts and other contact information provided by the parent or guardian.



III. DAILY ATTENDANCE SIDE TAB

Displays overall daily value for student absences. Specific class absences are not displayed here and must be viewed in the Recent Activity block on the Pages top tab. (May not be visible at this time)

IV. TRANSCRIPT SIDE-TAB

Sub-side tab within this area displays information on the areas that are required for high school student to meet graduation requirements of their selected graduation program.

V. ASSESSMENT SIDE TAB

Assessment information (may not be visible at this time)

VI. SCHEDULE SIDE TAB

Displays the classes the selected student is scheduled into for the current year. This may be viewed as a “matrix” view or a “list” view that can be changed by clicking the small blue hyperlink in the upper left corner.

“List view” displays all courses for the school year. “Matrix view” displays current block rotation

Matrix view >>

0 of 7 selected

<input type="checkbox"/>	Course	Description	Schedule	Term
<input type="checkbox"/>	MPE--12-03	PHYSICAL EDUCATION 12	1(1-2)	S2
<input type="checkbox"/>	MAF--12-04	ART FOUNDATIONS 12	2(1-2)	S2
<input type="checkbox"/>	MPH--11-01	PHYSICS 11	3(1-2)	S2
<input type="checkbox"/>	MBI--12---HSC-01	BIOLOGY 12- HEALTH SCIENCES	4(1-2)	S1
<input type="checkbox"/>	MPREC12---HSC-01	PRE-CALCULUS 12- HEALTH SCIENCES	4(1-2)	S1
<input type="checkbox"/>	MEN--12-03	ENGLISH 12	4(1-2)	S2
<input type="checkbox"/>	MCH--12---HSC-01	CHEMISTRY 12- HEALTH SCIENCES	6(1-2)	S1

VII. MEMBERSHIP SIDE TAB

Displays the enrollment history for the student, showing schools they have attended.

- Enrollment sub-side tab



- **Schools sub-side tab** within this area will show if the student is attending additional schools for courses.
- **Programs sub-side tab**
- **Groups sub-side tab**
- **School Choices sub-side tab**
- **Waiting Lists sub-side tab**

VIII. DOCUMENTS SIDE TAB

Parents view student IEPs, if applicable to their children. (May not be visible at this time)

IX. TRANSACTIONS SIDE TAB

Not applicable for Schools in School District 5 (Southeast Kootenay)

X. NOTIFICATIONS SIDE TAB

May not be visible at this time

3.0 ACADEMICS TOP TAB

Gradebook information is found here.

I. DETAILS SIDE TAB

Shows a summary of Attendance and Grades

II. ASSIGNMENTS SIDE TAB

Drop down items filter the visible assignments

III. ATTENDANCE

Displays a list of class-based attendance for the section

4.0 GROUPS TOP TAB

I. DETAILS

Basic details on a group

II. EVENTS



List of events for the group

5.0 CALENDAR TOP TAB

Displays a calendar of events and assignments