
G.W. Graham MyEd BC Parent Manual

How to Log-in to Parent's portal:

1. Open your internet browser and go to <https://www.myeducation.gov.bc.ca/asp/en/logon.do>
2. **Login ID** - Enter your name (not your student's) as your username (**33firstname_lastname**).
3. **Password** - **if you have asked for a password reset, your password will have been emailed to you.** Click on **okay**. If you are new to G W Graham your password will be Sept\$2021.
4. You will be prompted to enter an email address and change your password.
 - a. Please enter your primary email account that we have on file at G W Graham, as this account will be used to send communication from the school.
 - b. Your password must contain special characters; you can click on the blue text "click to view" to see the specific requirements for the password.

Where to find your Student Report Cards

Once report cards are posted, you will receive an email advising that you can login to see your students "Published Report Card" which will be located on the front screen, in the middle of the page (see example below). Report cards will remain "published" for the entire school year, after which they will be removed.

The screenshot shows the MyEducation BC parent portal interface. The browser address bar displays <https://www.myeducation.gov.bc.ca/asp/en/home.do>. The page title is "Millweek 2018-2019". The navigation menu includes "Family", "Academics", "Groups", and "Calendar". The main content area features a banner for "MyEducationBC" with the slogan "One Student. One Record. All of British Columbia." Below the banner, there are sections for "Recent Activity", "Published Reports", and "To Do". The "Published Reports" section is highlighted with a red circle and contains a table with the following data:

Filename	Date/Time	Creator	Description
Report Cards - Middle Years and Secondary	5/26/2019 10:51 AM	[Redacted]	[Redacted]

Below the table, there are sections for "System Maintenance & Account activity" and "Production Outage for 5.10 Upgrade - Jul 26-29, 2019". The "Production Outage" section states: "Please be advised that the MyEducation BC PRODUCTION environment will be offline from Friday, July 26 at 9:00pm to 7:00 am Monday, July 29 while the environment is updated to Release 5.10." The "Summer Outages for End of Year Activities - Aug 10-19, 2019" section states: "Please be advised the MyEducation BC PRODUCTION environment will be taken offline Saturday, August 10, 2019 at 12:01 am midnight to commence the annual End Of Year Review and Archive activities scheduled for August 10-19, 2019. All scheduled jobs will be disabled for the duration. MyEducation BC PRODUCTION will be back online on Monday August 13, at 7:00 am." The "Weekly Maintenance Windows - Outages may be required" section states: "Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows." The "Protecting Personal Information" section states: "Protecting personal information is critical to everyone using MyEducation BC. While school districts are responsible for the protection of their students and staff's personal information, the Ministry of Education ensures personal information is secure within MyEducation BC by implementing industry best practices and following 82U privacy requirements. Learn more about how personal information is protected within MyEducation BC by visiting the following links: Protection of Privacy, Freedom of Information and Protection of Privacy Act."

Checking Student Grades

1. Click the **Academics** top-tab.
 - a. Your child’s classes will be listed in this window. The most recent grade in each course, for the current term will be in the blue highlighted area. (In the example shown below the grade is for term 4 (Q4 = quarter 4).
 - b. Marks will only be shown for courses where the teacher has chosen to make the mark visible.

<input type="checkbox"/>	Description	Description	Course	Term	Teacher	Classm	Current Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	WORK EXPERIENCE 12A	WORK EXPERIENCE 12A	MWEX-2A-97	FY		B222		2	0	0
<input type="checkbox"/>	FOODS AND NUTRITION 11	FOODS AND NUTRITION 11	MFDN-11-23	S2		E101	Q4 96.0 A	1	0	0
<input type="checkbox"/>	SOCIAL STUDIES 11	SOCIAL STUDIES 11	MSS--11-23	S2		C119		1	0	0
<input type="checkbox"/>	CHEMISTRY 11	CHEMISTRY 11	MCH--11-21	S2		C222	Q4 77.2 B	1	0	0
<input type="checkbox"/>	ENGLISH 12	ENGLISH 12	MEN--12-24	S2		PT#3		1	0	0

2. For more detailed information on the mark displayed, click on the name of the class in the list and then click on the **Assignments** side-tab.
 - a. The assignments will be shown in a list, with percentages for each one listed.
 - b. If the teacher has included written feedback in the program, rather than on the assignment, these comments will be shown in the far right-hand column.
3. To go back and view the detailed mark for another class, click on the blue “Classes” link under the options menu in the top left-hand corner of the screen.

Checking Student Attendance History

1. Click the **Academics** top-tab.
 - a. Your child’s classes will be listed in this window. The attendance for each block is shown in the far right-hand side of the list.
2. For more detailed attendance information, click on the specific class you are interested in and then the **attendance** side-tab on left side of the screen.
 - a. You should now see all absences from this course.
 - b. Here are the codes you might see:

Code:	Meaning:
A-E	Absent Excused
A	Absent Unexcused
L-E	Late Excused
L	Late Unexcused
D-E	Dismissed Excused (used when a student leaves/returns partway through a class)

3. To go back and view the detailed attendance for another class, click on the blue “Classes” link under the options menu in the top left-hand corner of the screen.

Questions?

For questions or concerns, please email gwg@sd33.bc.ca and someone will get back to you promptly.