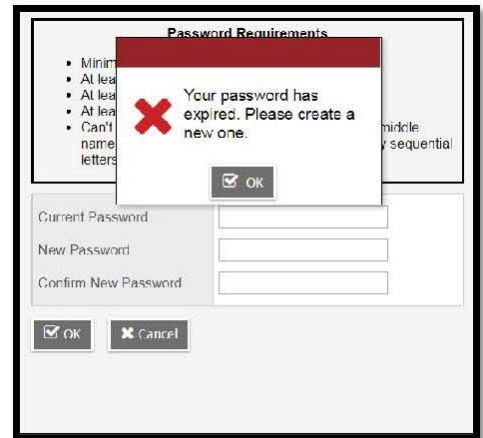


G.W. Graham MyEd BC Parent Manual

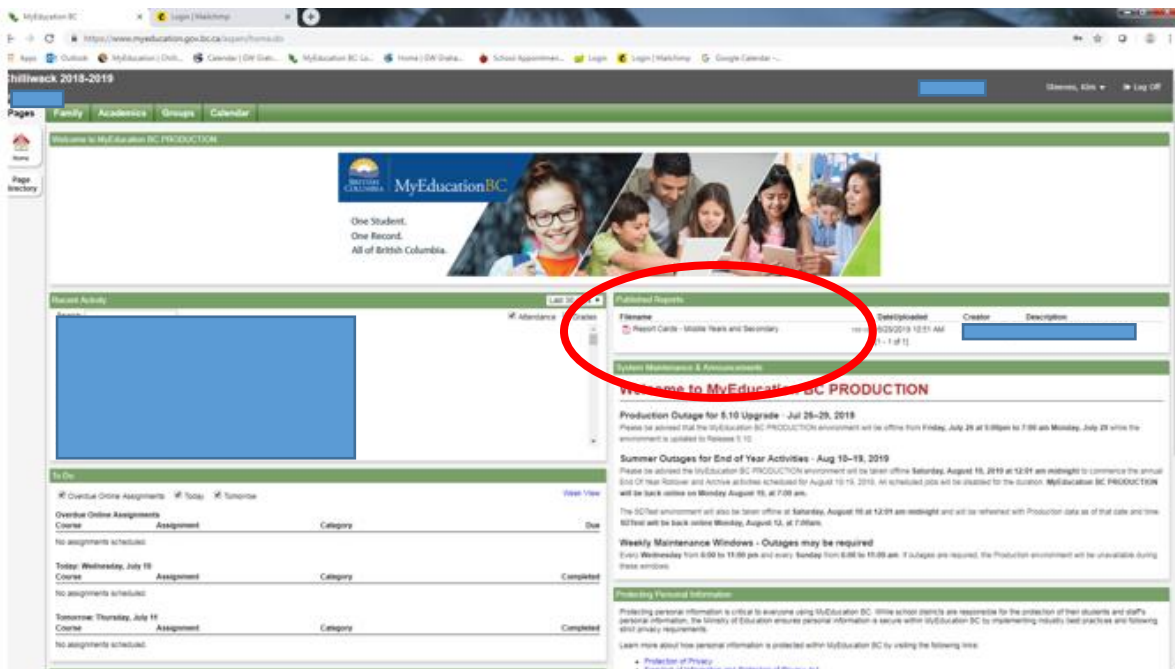
How to Log-in to Parent's portal:

1. Open your internet browser and go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. **Login ID** - Enter your name (not your student's) as your username (**33parentfirstname_parentlastname**).
3. **Password** - if you have asked for a password reset, your password will have been emailed to you. If you are new to G.W. Graham your password will be Gwg\$2023.
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.
 - c. **Please note that the first time you log in it should be from a computer, not a phone.**



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.



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	Classrm	Current Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	WORK EXPERIENCE 12A	WORK EXPERIENCE 12A	MWEX-2A-97	FY	Long, Jen	B222		2	0	0
<input type="checkbox"/>	FOODS AND NUTRITION 11	FOODS AND NUTRITION 11	MFDN-11-23	S2	Rahnborn, Kelly	E101	Q4 96.0 A	1	0	0
<input type="checkbox"/>	SOCIAL STUDIES 11	SOCIAL STUDIES 11	MSS--11-23	S2	Wieler, Gary	C119		1	0	0
<input type="checkbox"/>	CHEMISTRY 11	CHEMISTRY 11	MCH--11-21	S2	Ego, Lisa	C222	Q4 77.2 B	1	0	0
<input type="checkbox"/>	ENGLISH 12	ENGLISH 12	MEN--12-24	S2	McDowell, Jason	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.