MyClass Student Guide

Welcome to the MyEducation BC MyClass,

Here are just a few things that you can do in this program:
- Check your attendance
- Look at your current and previous marks, assignments, due dates and feedback (if your teacher uses the Gradebook).

Getting Started:

Your log in ID is your student number. A password should have been e-mailed to you on your SD42 email address.

Go to the MyClass page to login or to SD42 to connect to MyEducation BC.

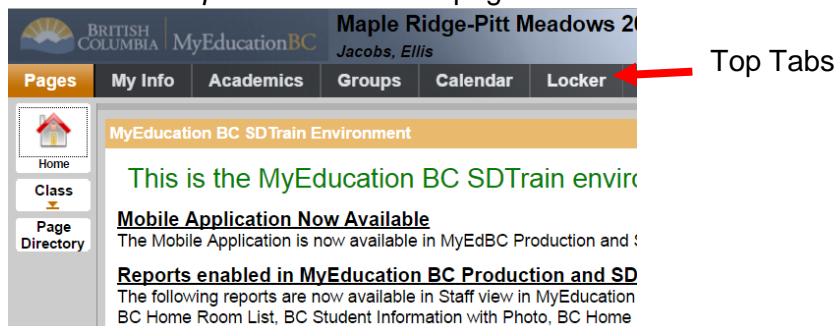Log in and you will be prompted to change your password.

The first thing you want to do is set your preferences (located in the top right hand corner).

Set Preferences

Change *default locale* to US. For the next tab, **Security,** add a security question and the answer. This is so that you can reset your password if necessary. Click **Ok.**

Navigation

There are 5 *TopTabs* on the main page.

The **Pages** top tab is where you see the main screen and where you will be able to access any web pages that you are a member of. Click on **Page Directory** to check for pages.

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Also on the **Pages** tab, you will find your **To Do Widget** to display upcoming assignments.

Tomorrow: Thursday, April 7

Course	Assignment	Category	Completed
SCIENCE 9	Volcanos 📄 ⬆ Please see the attached criteria for your Volcano Inquiry.	Projects	☐

Link to Assignment Details

Click to download any documents that your teacher has provided (e.g. notes, criteria)

Click on the arrow to upload your assignment to you teacher

My Info Top Tab

My Details shows the basic information about your child.

Transcript has class marks from the current and previous years.

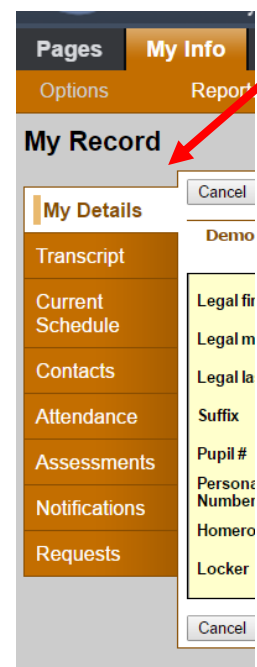**Current Schedule** gives information on the secondary student's timetable.

Contacts shows who is listed as the emergency contacts.

Attendance Lists absences and lates with the reason (if it was supplied to the office).

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.

Notifications allows you to download the app and receive notifications on your phone

Requests View your current course requests.

Pages	My Info
Options	Report

My Record

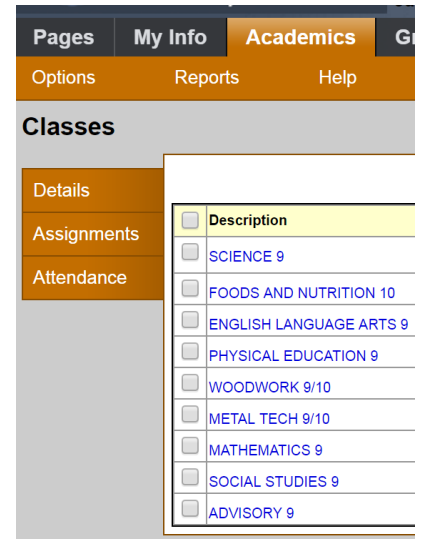| My Details	Cancel
	Demo
Transcript	
Current Schedule	Legal fir
	Legal m
Contacts	Legal la
Attendance	Suffix
Assessments	Pupil #
Notifications	Persona Number
	Homero
Requests	Locker
	Cancel

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The Academics Top Tab

Here you can view your courses, attendance and marks.

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 for that course.

Assignments gives you information about each assignment and your mark with feedback. Click on the dropdown menu in the middle top and change it to <u>All</u>.

Attendance for high school students, shows the attendance for that particular class.

| Pages | My Info | **Academics** | G |
| Options | Reports | Help | |

Classes

| Details |
| Assignments |
| Attendance |

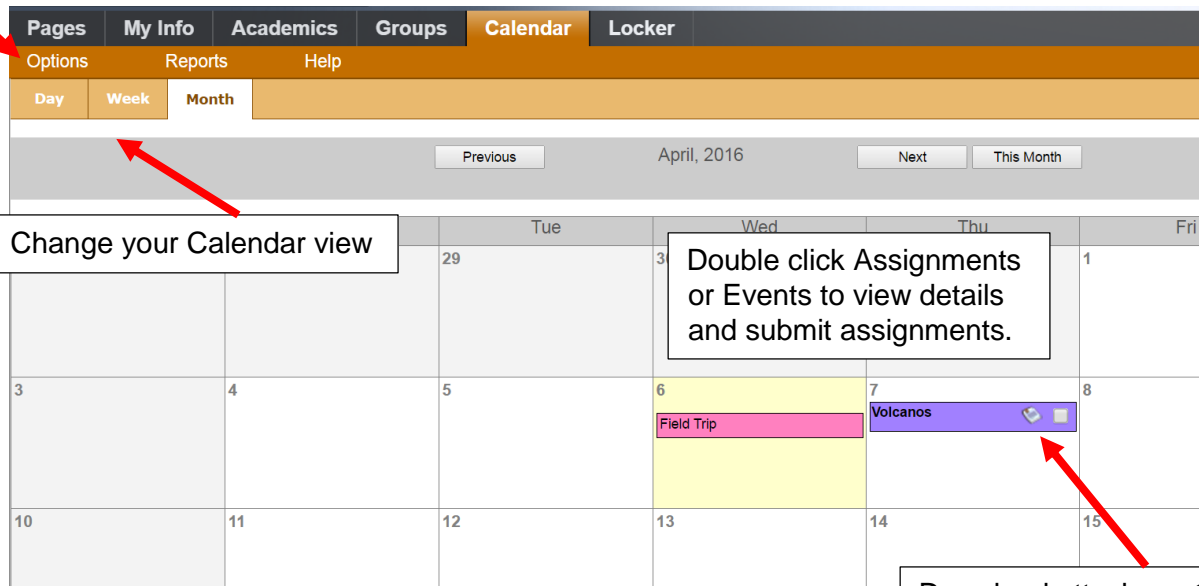|	**Description**
☐	SCIENCE 9
☐	FOODS AND NUTRITION 10
☐	ENGLISH LANGUAGE ARTS 9
☐	PHYSICAL EDUCATION 9
☐	WOODWORK 9/10
☐	METAL TECH 9/10
☐	MATHEMATICS 9
☐	SOCIAL STUDIES 9
☐	ADVISORY 9

Groups Top Tab

Here you can view all groups that you are a member of.

Calendar Top Tab

The calendar is an excellent tool for managing assignments and events.

Use Options > Calendar Settings to change the colours of your courses

Pages	My Info	Academics	Groups	**Calendar**	Locker
Options	Reports	Help			
Day	Week	Month			

Previous | April, 2016 | Next | This Month

Change your Calendar view

Double click Assignments or Events to view details and submit assignments.

	Tue	Wed	Thu	Fri
	29	30		1
3	4	5	6 Field Trip	7 Volcanos	8
10	11	12	13	14	15

Download attachments from your teachers (e.g. notes or criteria)

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Locker Top Tab

Here you can upload and store documents. Go to **Options** and select **Add** to upload.