MyEd Manual

BRITISH COLUMBIA | MyEducationBC

Year End Digital Reporting

1. Log in to MyEd (Ctrl-Alt-M)

https://www.myeducation.gov.bc.ca/aspen/logon.do

MyEducation BC Prod 19

Login ID
kevinsturt28

Password

I forgot my password

Log On

2. From the "Pages" Top tab, select a subject and "Grades" 🖼 icon

FMTHF05-RB09 - MATHÉ...
FMTHF06-DR-RB09 - MA...
FSCF-05-RB09 - SCIEN...
FSCF-06-DR-RB09 - SC...   grades for Science
FSCHF05-RB09 - SCIEN...
FSCHF06-DR-RB09 - SC...
MEN--05-RB09 - ENGLI...
MEN--06-RB09 - ENGLI...   term comments
XTC--05-RB09 - TERM ...
XTC--06-RB09 - TERM ...

Tip
I suggest creating comments in MS Word as back-up and for ease of word processing and spell-checking

3. Term grade can be defaulted to Proficient (PRF) (Ctrl-D to fill down) and make changes for individual students. For Intermediates, insert letter grades for Final

letter grades: intermediate/ scale for primary

performance scale:

emerging=EMG

developing=DEV

proficient=PRF

extending=EXT

Name	YOG	Term Grade	Com	Final
▬▬▬▬	2026	PRF	📝	B
▬▬▬▬	2026	PRF	📝	B
▬▬▬▬	2026	PRF	📝	B
▬▬▬▬	2026	PRF	📝	B
▬▬▬▬	2026	PRF	📝	B

Ctrl-L (look-up) to Check codes

click to type (or copy & paste) subject comments

4. Save changes by Clicking "Post Grades..."
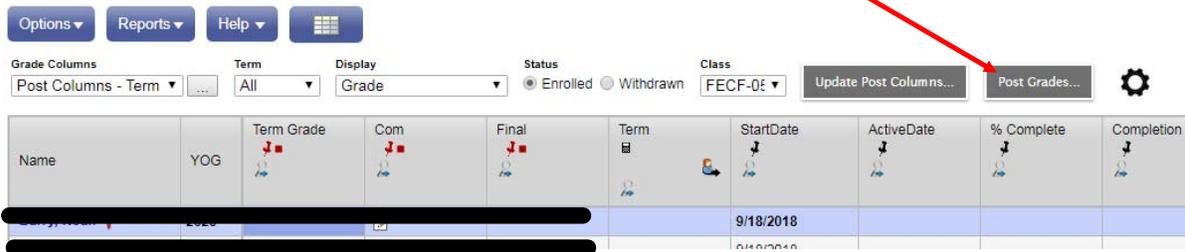
5. To return to course choices, click top tab "Pages" or "Class List" bread crumb
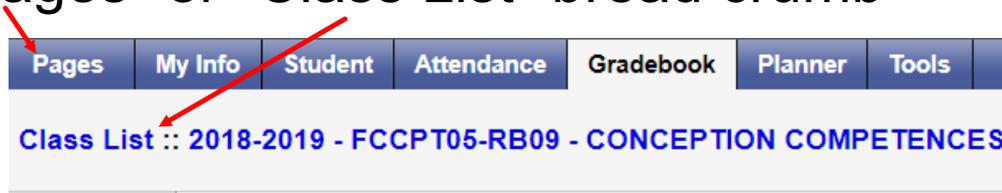
6. When all insertions for subjects are complete, inform principal that reports are ready or print a copy: Select top tab "Student." From the Reports menu, select "Report Cards" and K-9 Single Term Report

"Student"

"Reports"

Reports: K-9 single term

Some useful tips when using MyEd for Reporting

- Type **comments in MS Word for spelling and grammar checking purposes** and cumulative to subsequent terms. Copy (Ctrl-C) and paste (Ctrl-V) into comment boxes when ready to insert comments into MyEd.

  - Comments should describe: 1) what the student is able to do; 2) areas in which the student requires further attention or development; and 3) ways of supporting the student in his/her learning.

  - To describe what has been covered during the term, there is the option of 1) creating a separate letter to parents or 2) using subject comment box (*and copied to all students, Ctrl-D*). If the latter is used, comments can be tailored to each specific child in the term comment box.

  - Comments are best framed starting with a focus on strengths, areas needing improvement, strategies to help address those needs, and concluding with an encouraging message.

- Default performance scale to "*Proficient*" (**PRF**) and use ***Ctrl-D*** to copy down to all students. Make individual changes as needed. Ctrl-D is also useful when the comment is the same or similar for all students (be aware of the need to check over for accuracy for each student (he/she changes, etc.))

- "*Post grades*" saves changes.

- Create a report to check over formatting: *Gradebook* top tab … select *Reports – Report Cards.* This will create a pdf file for you to review and/or print. New this year is a **single-term** reporting that gets overwritten each term (e.g., overwrite 1st term (December) with 2nd term (March) or 3rd term (June) reporting).
- Year-end reporting needs to report on all subject areas and include a self-assessment of the core competencies (see core competency page: https://bcnewcurriculum.weebly.com/core-competencies.html for more info and templates)

7. Options for printing:

MyEducation BC: Report Cards - K-9 Single Term - Google Chrome

https://www.myeducation.gov.bc.ca/aspen/runTool.do

Report Cards - K-9 Single Term

| Student Selection/Sort | Student Course Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters** |

Last tab:

Options for printing are found here

Display Student Legal Name Instead Of Usual Name	☐
Display Final	☑
Display Descriptor Key	☑
Display School Message	☐
Print Double-Sided	☑
Print On Legal Paper	☑
Print Using French Language	☐
Display Class Teacher Name	☑
Include the Current School Course ONLY	☑
Exclude Grade 10-12 level courses	☑
Include only My Courses	☐
Display Student Self Assessment	☑
Display Teacher Overall Comment	☐
Display Student Homeroom Number	☑
Display Homeroom Teacher Name	☑
Display Box For Principal Signature	☑
Display Attendance	Daily Attendance ▼
Display Attachments With Report Message	☐

Option to not include final letter grade

School message might not be a good fit for the digital pilot

Legal sized works best

Run   **Cancel**

Run when ready to print