



# Student Portal Document



## Version History

Version	Date	Description

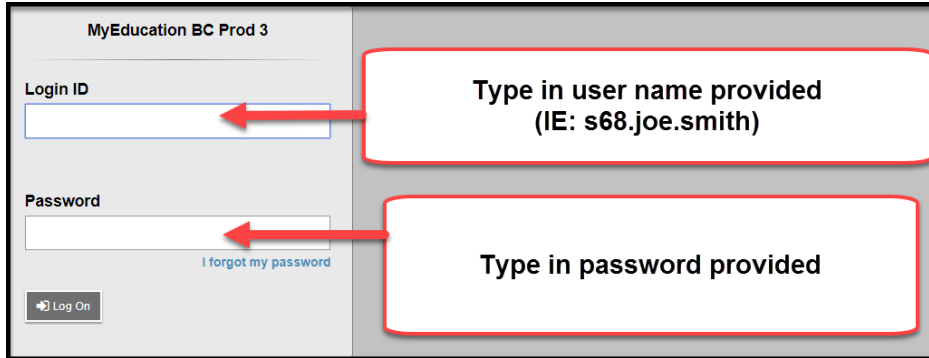


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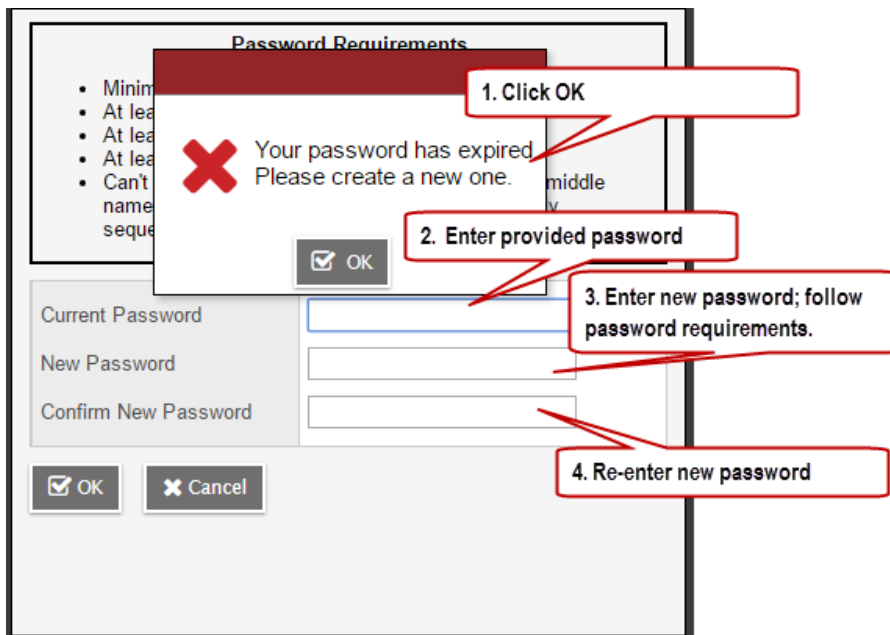
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## Logging into MyEd Student Portal

### Login into MyEd:



### First Time Log In: You will be Prompted to Change your Provided Password



When choosing a new password, please refer to the following guidelines:

- Password must be a minimum of eight characters
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Cannot contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers.

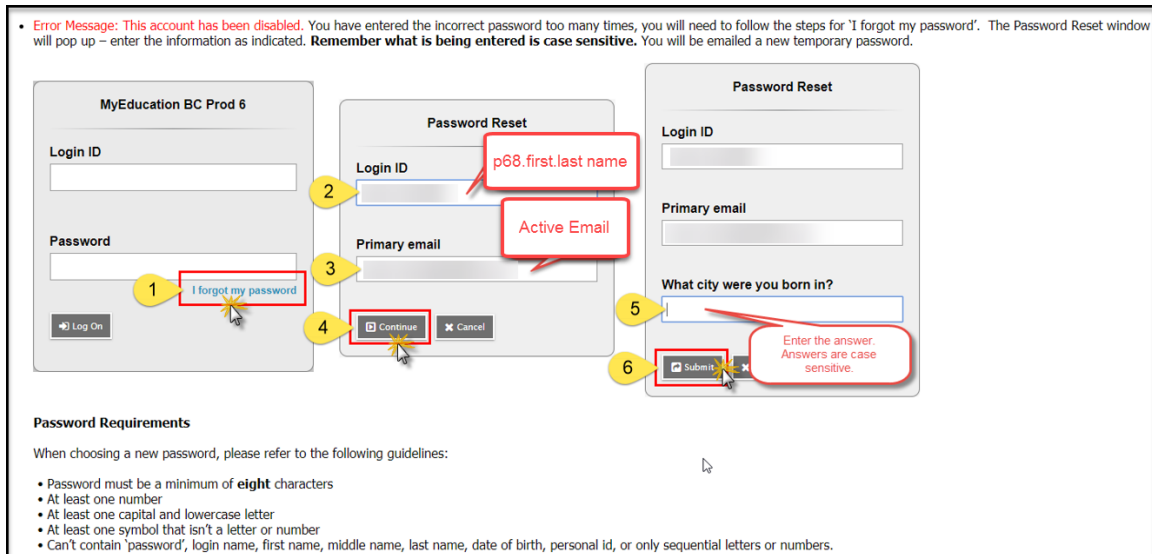
**Complete password reset question**

**NOTE:** This will allow the software to email you a new password when you click on ‘I forgot my password’ link on the login screen.



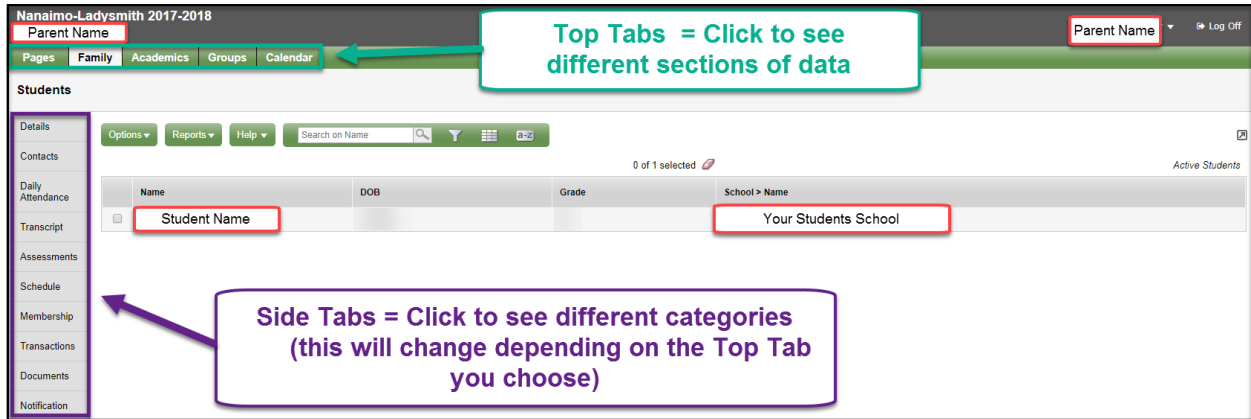
**I Forgot My Password**

Before emailing or calling your student(s) school for a new password try clicking ‘I Forgot My Password’ and follow the steps below.



## How to Navigate in MyEd

### Tabs:

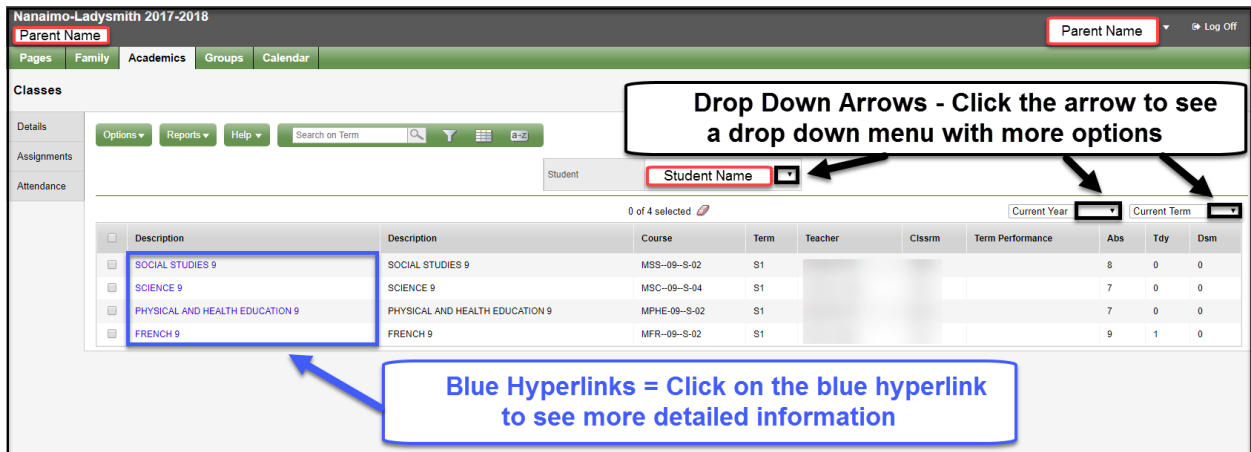


**Top Tabs = Click to see different sections of data**

**Side Tabs = Click to see different categories (this will change depending on the Top Tab you choose)**

The screenshot shows the 'Students' section of the MyEd portal. At the top, there are navigation tabs: 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. A callout box points to these tabs with the text 'Top Tabs = Click to see different sections of data'. On the left side, there is a vertical menu with various options: 'Details', 'Contacts', 'Daily Attendance', 'Transcript', 'Assessments', 'Schedule', 'Membership', 'Transactions', 'Documents', and 'Notification'. A callout box points to this menu with the text 'Side Tabs = Click to see different categories (this will change depending on the Top Tab you choose)'. The main content area shows a table with columns for 'Name', 'DOB', 'Grade', and 'School > Name'. A callout box points to the 'Name' column with the text 'Student Name' and another callout box points to the 'School > Name' column with the text 'Your Students School'.

### Hyperlinks and Drop Down Arrows:

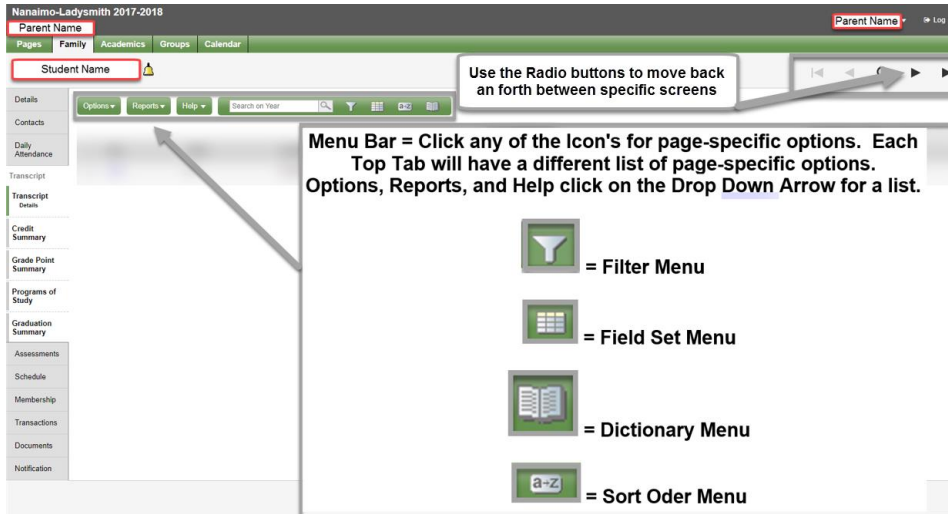


**Drop Down Arrows - Click the arrow to see a drop down menu with more options**

**Blue Hyperlinks = Click on the blue hyperlink to see more detailed information**





The screenshot shows the 'Classes' section of the MyEd portal. At the top, there are navigation tabs: 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. A callout box points to the 'Academics' tab with the text 'Drop Down Arrows - Click the arrow to see a drop down menu with more options'. The main content area shows a table with columns for 'Description', 'Description', 'Course', 'Term', 'Teacher', 'Classrm', 'Term Performance', 'Abs', 'Tdy', and 'Dsm'. A callout box points to the 'Description' column with the text 'Blue Hyperlinks = Click on the blue hyperlink to see more detailed information'. The table lists four classes: 'SOCIAL STUDIES 9', 'SCIENCE 9', 'PHYSICAL AND HEALTH EDUCATION 9', and 'FRENCH 9'. There are also callouts for 'Student Name' and 'Current Year' and 'Current Term' drop-down menus.

## Icon Definitions:



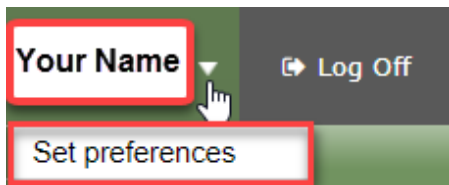
Use the Radio buttons to move back and forth between specific screens

**Menu Bar =** Click any of the Icon's for page-specific options. Each Top Tab will have a different list of page-specific options. Options, Reports, and Help click on the Drop Down Arrow for a list.

-  = Filter Menu
-  = Field Set Menu
-  = Dictionary Menu
-  = Sort Oder Menu

## Set Preferences

Click the drop down arrow next to the student name in the top right hand corner.

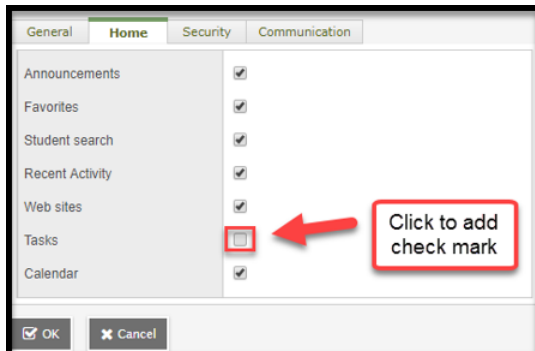


## General (Top Tab)

The general tab is already set up for you.

## Home (Top Tab) - Very Important

Make sure the Tasks box has a check mark in order to see the tasks area on your Pages tab.



## Pages (Top Tab) – Items Visible Will Vary from Teacher to Teacher

The Pages screen will display a number of sections and quick view

- Announcements
- Welcome information
- Recent Activity
- To Do
- Group Resources
- Task
- Published Reports

## Page Directory (Side Tab)

You can create Groups to share information with others such as a Sports team or Yearbook. You can create a Page for your group that you can add web pages that are accessible from the Page (side tab)

1. Click PagesDirectory.
2. Find the Page you want to add to your personal Pages screen.
3. Click ADD.

## My Info (Top Tab) - Items Visible Will Vary from Teacher to Teacher

### My Details (Side Tab)

1. Demographics tab shows your information.
2. Addresses tab shows your address information.
3. Photo Tab show your school photo.

### Transcript (Side Tab)

Shows the courses the student is enrolled in as well as the Final Marks and Credits the student has receive.

1. Click the book.
2. Click ALL.
3. Click the Filter.
4. Click All Records.

This will show all the Courses the student has been in. Click the **Blue** hyperlink in the Year column for more details.

### Credit Summary (Side Tab)

Shows a total of the student's credits. Also breaks down credits per grade

### Grade Point Summary (Side Tab)

Shows a total of the student's credits by semester and term. Click the drop down to select the semester or term.



**Programs of Study (Side Tab)**

Will show French Programs, Aboriginal Education, and Immersion

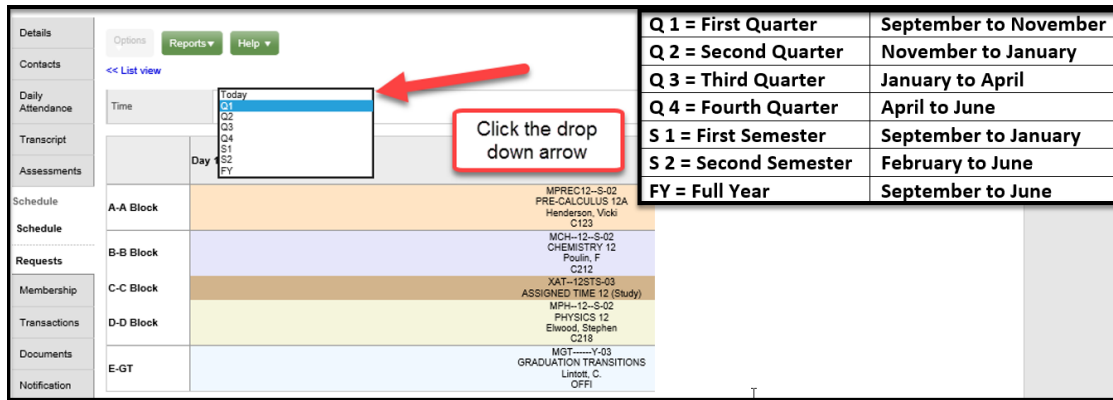
**Graduation Summary (Side Tab) - Allow 3 Weeks after a Semester has Ended for Accurate Marks**

Will provide you a breakdown of the progress towards graduation. Completed Status will show if any courses are missing or complete

**Current Schedules (Side Tab)**

Shows the students current schedule and upcoming schedule. Click the 'Time' drop down arrow to choose different schedules. You can change the view by clicking on the **blue** hyperlink 'List View' to see the 'Matrix View'.

*List View:*



<b>Q 1 = First Quarter</b>	<b>September to November</b>
<b>Q 2 = Second Quarter</b>	<b>November to January</b>
<b>Q 3 = Third Quarter</b>	<b>January to April</b>
<b>Q 4 = Fourth Quarter</b>	<b>April to June</b>
<b>S 1 = First Semester</b>	<b>September to January</b>
<b>S 2 = Second Semester</b>	<b>February to June</b>
<b>FY = Full Year</b>	<b>September to June</b>

*Matrix View:*

Matrix view >>

<input type="checkbox"/>	Course	Description	GrdLvl	Term ▲	Clssrm	Teacher
<input type="checkbox"/>	YLE--1A--S-01	BA ENGLISH LANGUAGE DEVELOPMENT 11	11	S1	B102A	Teachers name will appear for each class
<input type="checkbox"/>	MSC--10--S-03	SCIENCE 10	10	S1	F117	
<input type="checkbox"/>	MVAG-10--S-01	VISUAL ARTS 10: GENERAL	10	S1	B107	
<input type="checkbox"/>	MPE--11--S-01	PHYSICAL EDUCATION 11	11	S1	Gym 1	
<input type="checkbox"/>	MEN--10--S-01	ENGLISH 10	10	S2	C205	
<input type="checkbox"/>	MSS--10--S-03	SOCIAL STUDIES 10	10	S2	PT02	
<input type="checkbox"/>	XAT--10DLS-03	ASSIGNED TIME 10 (DL Support)	10	S2	B114	
<input type="checkbox"/>	MFMP-10--S-05	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	10	S2	C125	

## Assessments (Side Tab)

Shows Provincial Exam information. Click the [blue](#) hyperlink to display more information.

## Notification (Side Tab)

Displays any Notifications sent out by the school or teacher.

## Requests (Side Tab) – Will Appear after Online Course Selection

Students will see courses they have selected and requested. This is where you will also do your next school year course selection.

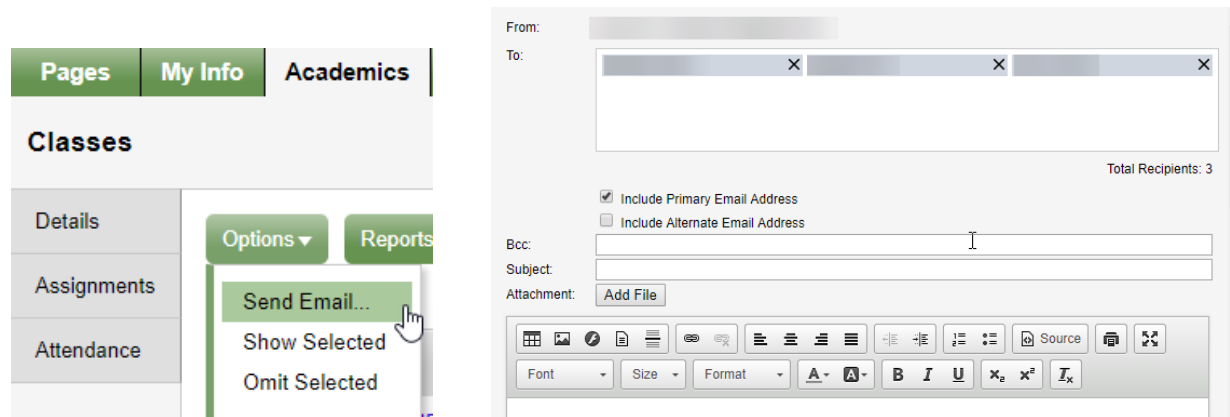
## Graduation Progress (Side Tab)

Will provide you a breakdown of the progress towards graduation. Completed Status will show if any courses are missing or complete.

## Academics (Top Tab) – Items Visible Will Vary from Teacher to Teacher

### To Email with Teachers:

Click the Options icon and click Send Email. A window will appear with all of your current teachers. You are able to click the black X to delete teachers from the email. You can Add Files to the email for submitting assignments.



Click the Filter to see an overview of all your course(s). Semester 1, Semester 2, and Full Year. Click the Filter and Click all Records.

## Details (Side Tab)

Give you a breakdown of each course. Use the Radio button to move back and forth between courses.

## Assignments (Side Tab)

Will show you information on assignments per class. Use the Radio button to move back and forth between courses.



## More Resources

Click the Help Menu for the following options:

- Online Help
- Release Notes – Hover over black arrow for more options
- User Guides - Hover over black arrow for more options
- Quick Reference Cards - Hover over black arrow for more options
- Videos & Training Tools - Hover over black arrow for more options

