



**Central Okanagan  
Public Schools**  
Together We Learn

# School Information

V 2.0 September 2020

View this information online:

<http://myedbc.sd23.bc.ca/>

## **Software Support**

250-469-6453

[software.support@sd23.bc.ca](mailto:software.support@sd23.bc.ca)

Jacki Stabb

Crystal Drachenberg

Ingrid Stovicek

Debora Garciacoe





# Table of Contents


- 1.0 MYEDUCATION BC REMINDERS ..... 3**
  - 1.1 Student Demographics ..... 3**
  - 1.2 Withdrawing Students ..... 3**
    - 1.2.1 Withdrawing Designated Students..... 3
    - 1.2.2 Withdrawing Students and Shared Contacts..... 3
  - 1.3 Elementary Report Card Guidelines (see Appendix 1) ..... 4**
  
- 2.0 TOCS AND TEACHER CANDIDATES ..... 4**
  - 2.1 TOC and Teacher Candidate Accounts ..... 4**
  - 2.2 TOCs with Part time Teaching Contracts..... 4**
  - 2.3 Teacher Candidate Accounts ..... 5**
  - 2.4 TOC Mover ..... 5**
  
- 3.0 GUEST WIRELESS ACCESS..... 5**
  
- 4.0 GOOGLE ACCOUNT..... 5**
  
- 5.0 FILE TRACKER ..... 5**
  
- 6.0 MINISTRY STANDARDS, PROCEDURES, AND POLICIES ..... 6**
  
- 7.0 SCHOOL MESSENGER AND SAFE ARRIVAL ..... 6**
  - 7.1 School Messenger ..... 6
  - 7.2 Safe Arrival..... 6
  
- APPENDIX 1 ELEMENTARY REPORT CARD GUIDELINES..... 7**

# 1.0 MyEducation BC Reminders

## 1.1 Student Demographics

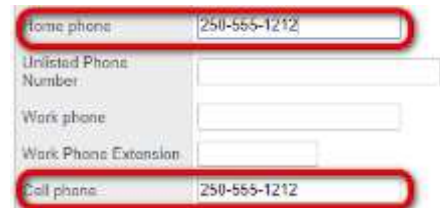
1. You must enter information in both the legal name fields and the usual name fields. Otherwise, searching on a Usual Last or Usual First name will return inaccurate results




	School View > Student tt > Filter = Primary Active Students > Field Set = 1701 Fields Click <b>Usual Name</b> column header TWO times. Empty fields will display at the top.
---	---

\*\* This applies to Staff Records as well

2. The Home phone field **MUST** be populated for every student in your school. If the family only has a cell phone number, you must populate the Home phone field with the cell phone number information.  
**\*This information is critical to the extract from MyEd BC into the Safe Arrival Absence Reporting system.**



	School View > Student tt > Filter = Primary Active Students > Field Set = Default Click <b>HomePhone</b> column header TWO times. Empty fields will display at the top.
---	--

## 1.2 Withdrawing Students

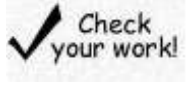



### 1.2.1 Withdrawing Designated Students

When withdrawing a Designated student enrolled in the Student Services Module (IEP), DO NOT check the box to "Keep student in special education" (at the right)



### 1.2.2 Withdrawing Students and Shared Contacts

When withdrawing a student (out of the District), you **MUST** break the link between the student and Shared Contacts.

	School View > Student tt > Select the student > Contacts st > Details sst (or click the # for the contact) Scroll through the Contacts for the student using the navigation arrows  . If you see a  (not a  ) click Options > Delete (this will delete the Shared Contact but not the record for the contract.)
---	---

## 1.3 Elementary Report Card Guidelines (see Appendix 1)

Initial Course Catalogue Set Up (September):

English

Grade	Task	Comment
KF - Gr 5	MADST and MCE – Do not bring down course codes	These courses only require a comment in the XTC (course) <b>FINAL</b> Term Comment (TC)
Grade 6 - 9	MADST and MCE	Require a LG (letter grade) and a TC (Term Comment)
KF - Gr 9	MPHE ( Daily Physical Activity)	No separate comment is needed

French

Grade	Task	Comment
KF - Gr 5	FCCPTand FECF – Do not bring down course codes	These courses only require a comment in the XTC (course) <b>FINAL</b> Term Comment (TC)
Grade 6 - 9	FCCPT and FECF	Require a LG (letter grade) and a TC (Term Comment)
KF - Gr 9	MPHE ( Daily Physical Activity)	No separate comment is needed

## 2.0 TOCs and Teacher Candidates

### 2.1 TOC and Teacher Candidate Accounts

TOCs and Teacher Candidates (student teachers) should all have MyEd BC in order to access the student information system.

If they do not have a MyEd BC login, they must log into the [SD23 Dashboard](#) using their network credentials, click the MyEd BC tile and then the MyEdBC Training tile (shown at the right). Successful completion of this training will signal Software Support to create their account and email credentials to the TOC.



### 2.2 TOCs with Part time Teaching Contracts

TOCs who also have a teaching contract will require two (2) separate MyEd BC accounts:

Contract position: firstname.lastname

TOC position: toc.initiallastname

If you are unable to find a TOC in the Staff Roster to assign the TOC to your school for the day, this may be the case.

Check/confirm with the TOC and call Software Support if this is the case and we will create the account as required.

## 2.3 Teacher Candidate Accounts

A reminder that login credentials should NEVER be shared for any software or gateway in the SD23 organization.

Teachers who are sponsoring a Teacher Candidate should ensure the Candidate receives the MyEd BC training available in the [SD23 Dashboard](#)

## 2.4 TOC Mover

When a TOC is on assignment at any school, using the TOC Mover tool gives the TOC access to printing and other resources while on assignment.

All TOCs should be assigned using this tool:

Go to the [SD23 Dashboard](#) and choose Clerical Tools tile and then select the TOC Mover tile (at the right) and follow the instructions to complete the form



## 3.0 Guest Wireless Access

Access to SD23 Wi-Fi is available through the SD23 Guest Network. Log in instructions can be found by logging into the [SD23 Dashboard](#) and choosing the "My23 Portal" tile (at the right), clicking on Help Yourself and Guest Accounts. The [Guest Wireless 101](#) document contains detailed instructions.



<b>Non-refreshed Schools</b>	<b>Newly refreshed schools</b>	<b>Call the HELPDESK if you are having difficulty logging in. 250-469-6450 or Ext 3016</b>
Network = SD23-Guest	Network = SD23 Guest	
Password = guestkey	No password required	

## 4.0 Google Account

Every SD23 staff member has an @learn.sd23.bc.ca Google Account. Using a Google Account will give you access to your bookmarks, extensions, add-ons, and everything else Google associated with your profile every time you log into Google from anywhere. Instructions for all Staff can be found by logging into the [SD23 Dashboard](#) and choosing the GSuite Tools tile and the Staff Accounts tile (at the right)



## 5.0 File Tracker

The District process for student file requests:

Request From	Action
Within District	Send the student file
Out of District but within BC	Send the student file
Out of BC	Scan and send the student file electronically

These requests and transfers should be recorded using the [FILE TRACKER](#) tool ([www.filetracker.sd23.bc.ca](http://www.filetracker.sd23.bc.ca)).

## 6.0 Ministry Standards, Procedures, and Policies

The Ministry of Education dictates the business rules and policies for accepted standard practices. These resources have been posted for easy reference at: the [My Ed BC Information](#) site.

1. [MyEd BC Standards Manual](#)
2. [BC Graduation Program HANDBOOK OF PROCEDURES](#)
3. [BC Graduation Program POLICY GUIDE](#)

## 7.0 School Messenger and Safe Arrival

### 7.1 School Messenger

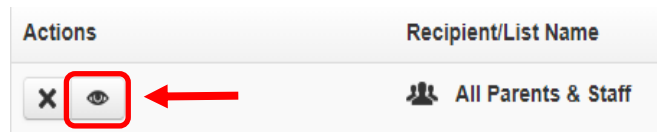
School Messenger is used by the schools to communicate with parents. Information, instructional videos, and other resources can be found in the [SD23 Dashboard](#). Click the School Messenger tile (at the right).



The following fields must contain information in MyEd BC in order for School Messenger to operate properly:

Student Legal Name  
 Home Phone number  
 Contact Type = Regular Contact (numbers 1 and 2 only)  
 Email address for Regular Contact (numbers 1 and 2 only)

NOTE: There is a known issue in School Messenger when sending out broadcast messages. Once you have selected your recipients for a message the Count **DOES NOT UPDATE** but remains at "0". To see the number of recipients for the message you must click the EYE Icon to Preview the List.



**NOTE:** Schools are responsible for supporting parents and guardians with School Messenger and Safe Arrival. **Do NOT give the number for Software Support to parents and guardians.**

### 7.2 Safe Arrival

Safe Arrival is now used as the Absence Reporting System. Resources and information for Safe Arrival can be found in the [SD23 Dashboard](#). Click the School Messenger tile and the Resources tile (at the right).



# Appendix 1 Elementary Report Card Guidelines

## Central Okanagan Public Schools Report Card Guidelines - English/French

Revised: 11/2/2018

PRIMARY - Kindergarten - Grade 3			INTERMEDIATE - Grades 4-9		
Course Code	Subject Areas	MyEdBC Grade Column	Course Code	Subject Areas	MyEdBC Grade Column
<b>English</b>			<b>English</b>		
MEN	English	PS + TC	MEN	English Language Arts	LG + TC
MMA	Math	PS + TC	MMA	Mathematics	LG + TC
MSC	Science	PS + TC	MSC	Science	LG + TC
MSS	Social Studies	PS + TC	MSS	Social Studies	LG + TC
MPHE	Physical & Health Education	PS + TC	MPHE	Physical & Health Education	LG + TC
MAE	Arts Education	PS + TC	MAE	Arts Education	LG + TC
MADST	Applied Design Skills and Technology	Comment in Final TC only	MCE (Gr 4 & 5)	Career Education	Comment in Final TC
MCE	Career Education	Comment in Final TC only	MADST (Gr 4 & 5)	Applied Design, Skills & Technology	Comment in Final TC
---	Daily Physical Activity (in PHE)	No separate comment needed	MFR (Gr 5 - 8)	Core French	LG + TC
			MCE (Gr 6 - 9)	Career Education	LG + TC
			MADST (Gr 6 - 9)	Applied Design, Skills & Technology	LG + TC
			---	Daily Physical Activity (in PHE)	No separate comment needed
<b>French</b>			<b>French</b>		
FMTHF	Mathématiques	PS + TC	MEN	English Language Arts	LG + TC
FSCF	Sciences	PS + TC	FMTHF	Mathématiques	LG + TC
FSCHF	Sciences Humaines	PS + TC	FSCF	Sciences	LG + TC
FEPSF	Éducation Physique et Santé	PS + TC	FSCHF	Sciences Humaines	LG + TC
FEAF	Éducation Artistique	PS + TC	FEPSF	Éducation Physique et Santé	LG + TC
FFRAL	Français langue seconde – immersion	PS + TC	FEAF	Éducation Artistique	LG + TC
---	Daily Physical Activity (in PHE)	No separate comment needed	FFRAL	Français langue seconde – immersion	LG + TC
			FECE (Gr 4 & 5)	Éducation à la Carrière	Comment in Final TC
			FCCPT (Gr 4 & 5)	Conception Compétences Pratiques et Technologies	Comment in Final TC
			FECE (Gr 6 - 9)	Éducation à la Carrière	LG + TC
			FCCPT (Gr 6 - 9)	Conception Compétences Pratiques et Technologies	LG + TC
			---	Daily Physical Activity (in PHE)	No separate comment needed

Legend: PS = Performance Scale, LG = Letter Grade, TC = Term Comment