
Mount Slesse Middle School MyEd BC Parent Manual

How to Log-in:

1. Open your internet browser and go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. Enter your **username** (user>login:) that was provided to you from the school
3. Enter the default password “**Sept\$2016**”, and click on **OK**.
4. You will be prompted to enter an email address and change your password.
 - a. Please enter your primary email account 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

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Current Password: [masked]
New Password: [masked]
Confirm New Password: [masked]

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.
 - c. If the grade is not visible and you would like to know how your child is doing in that course, please contact the teacher directly.

<input type="checkbox"/>	Description	Description	Course	Term
<input type="checkbox"/>	SCIENCE 8	SCIENCE 8	MSC--08-06	FY
<input type="checkbox"/>	ENGLISH 08	ENGLISH 08	MEN--08-06	FY
<input type="checkbox"/>	PHYSICAL AND HEALTH EDUCATION 8	PHYSICAL AND HEALTH EDUCATION 8	MPHE-08-06	FY

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 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 gareth_clarke@sd33.bc.ca.