



MyEducationBC

Using the Mobile Interface for MyEducation BC

April 2019 v1.1

Version History

Version	Date	Description
1.0	16 Jun 2015	Initial Document
1.1	26 Apr 2019	Added hyperlinks to Table of Contents

Confidentiality

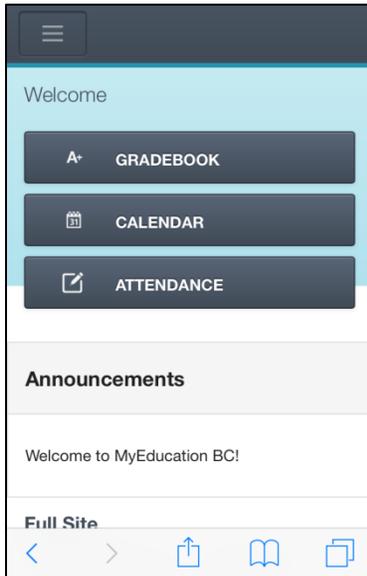
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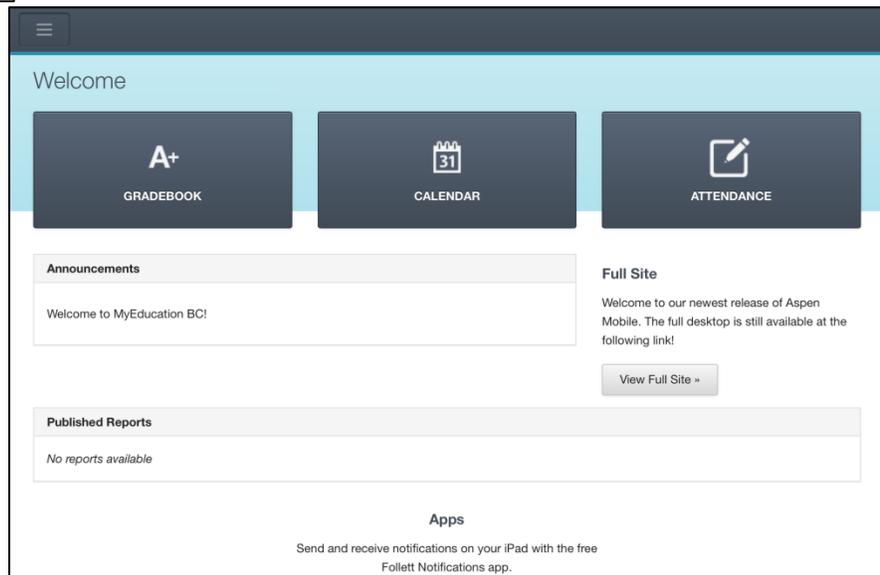
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1.0 Mobile Interface

The MyEducation BC Mobile Interface is a pared-down version of the full MyEducation BC website. It will be the default view whenever you go to the URL from your iOS or Android-based smartphone or tablet device.



Smartphone view



Tablet view

Note: You can also access the mobile interface on your desktop computer. Type in the URL <https://www.myeducation.gov.bc.ca/aspenn/loqon.do?mobile=1> to access the mobile version of MyEd. Make your browser narrower to display a smartphone look and wider to simulate a tablet display.

Much like the full interface, each Security Role will have access to different areas of the application. Because the Mobile Interface is pared down, you will not have access to every part of the application.

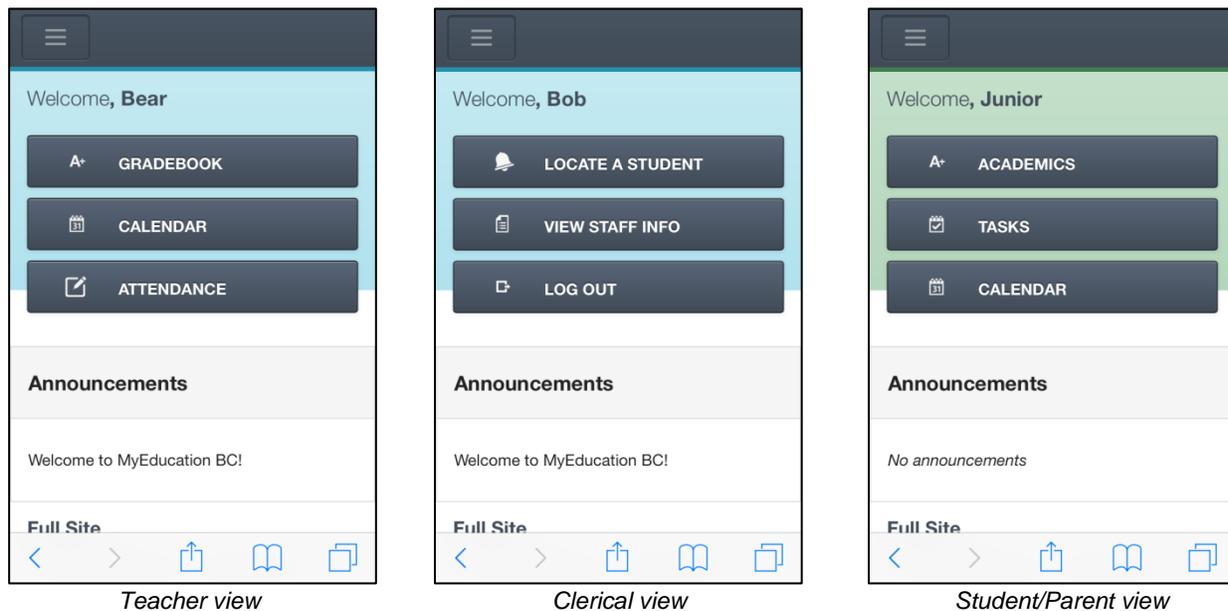
If you wish to access a certain school or view, you will have to make that the default for your User Account. Go to the **Set Preferences** menu item in the **Settings Bar** on a desktop computer and set your default school. The next time you log into MyEducation BC, it will go to that school.

If a TOC has access to all schools, anyone with a Clerical role can go in and set that preference for the TOC when they are covering the school. When a Clerical user goes to the **Staff** view, and clicks the **Select Teacher** menu item, they are able to set the preferences for that User Account, and can then set the Default School for that user.

2.0 Home Page

Once you have logged in, this will be the entrance to the application. You can choose from the 3 main choices provided, or you can use the icon with three horizontal lines at the top to see other menu choices.

The choices you will have access to will depend on the security role you have been assigned, and the school you are accessing.



If you have a User Account with multiple Security Roles attached, only one role will be used. If you wish to switch roles (for example, from **Teacher** view to **Parent** view, you will need to switch to the **Desktop** interface on the mobile device.

3.0 Using the Mobile Interface as a Teacher

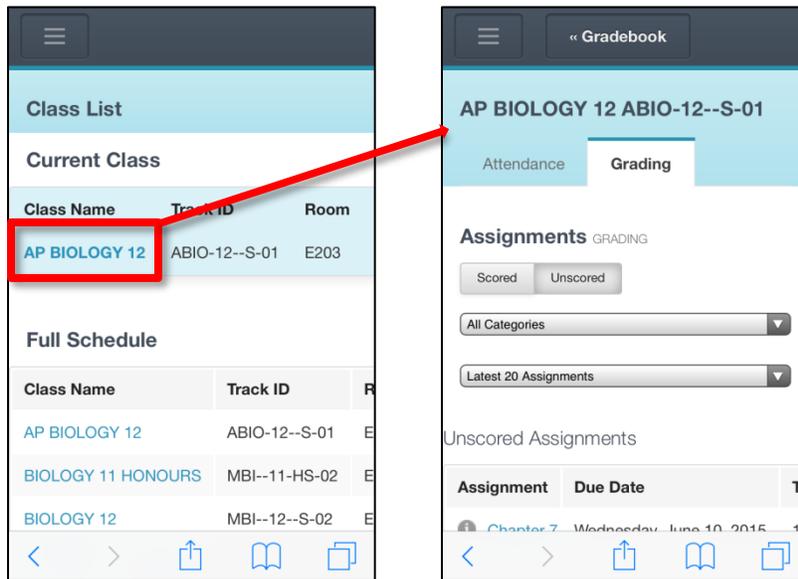
The teacher role is the ideal application of the mobile interface. It allows a user with the Teacher security role the ability to look at their class rosters, take and post class attendance, submit marks for assignments in the gradebook, look at their calendar of assignments in a day, week and month format, access their groups and pages, and view their own demographic information.

3.1 Gradebook Screen

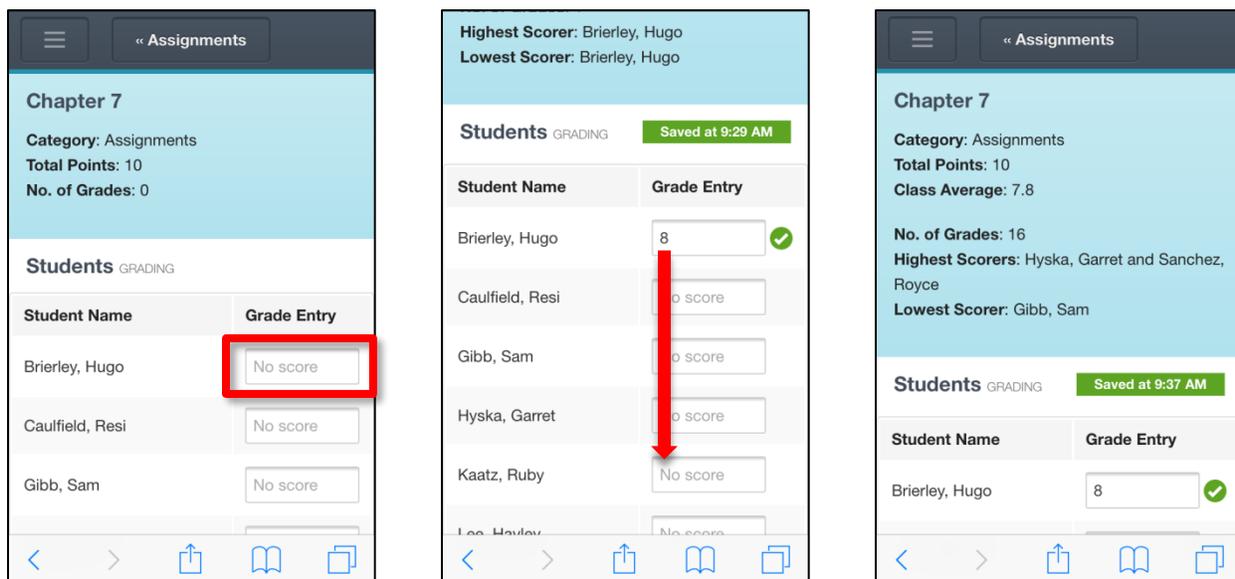
If you click the Gradebook menu button, you will see a list of your classes, with the current class (based on your school's Bell Schedule) at the top of the list to choose.

Clicking on a class will take you to the Assignments portion of the class gradebook. You can also quickly switch to attendance if you need to, once you have gone into the individual class, by clicking the **Attendance** tab at the top of the screen.

From inside the section, you will see a list of assignments to choose from. You can choose between your scored and unscored assignments, browse by Categories as you have set them up, and if you would like to see all assignments for that class, all for the current term, or the last 20 assignments.

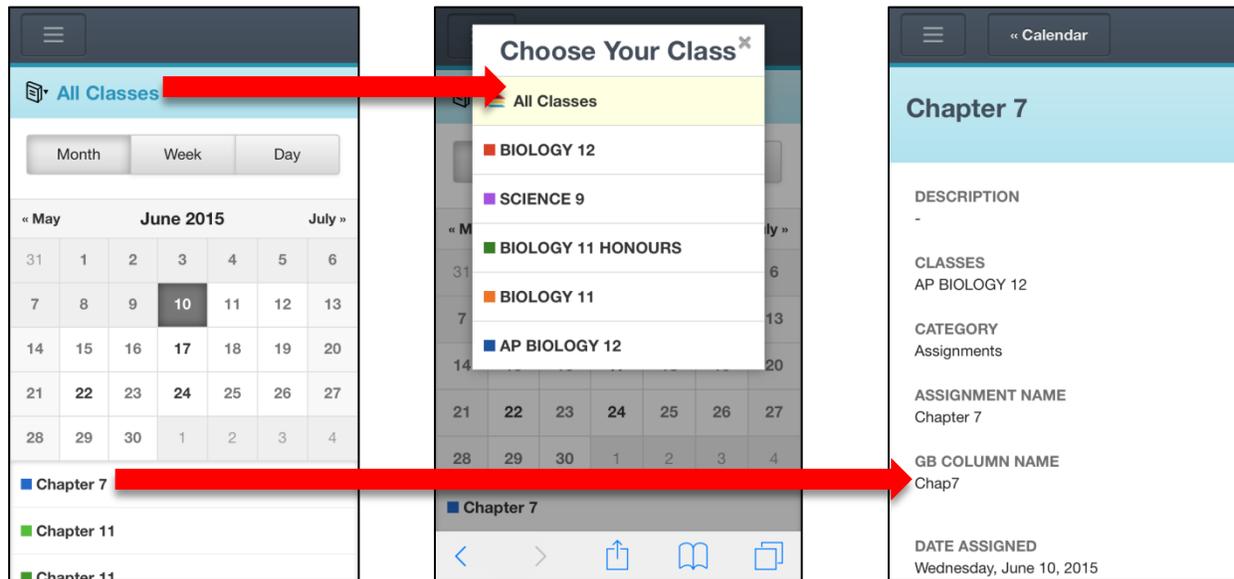


When you choose an assignment to grade, you can fill in marks for each assignment. The system will adjust to indicate the statistics for this assignment with each mark you enter: Highest and Lowest scorer in the assignment, Class Average, and number of grades. The information will automatically save after you have entered in a mark, and a green checkmark will appear to let you know that the information has been recorded and saved within MyEd.



3.2 Calendar Screen

Calendar is the mobile equivalent of the *Planner* top tab in the desktop version of the Staff view. You are able to choose Month, Week or Day filters, and can show all classes or individual classes. Clicking an assignment in your calendar will bring up the information for that assignment for you to read.



This functionality will display only what currently is in a teacher’s planner. There is no functionality in the mobile interface to add new or modify existing information.

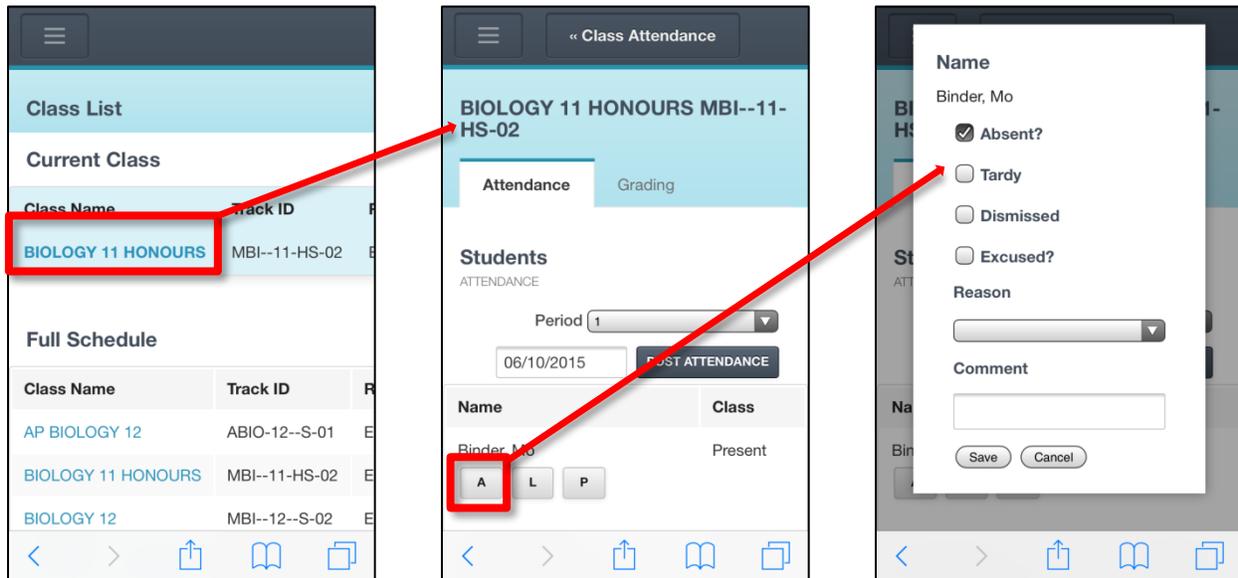
3.3 Attendance Screen

Class Attendance (there is no way to do Daily Attendance in the Mobile App. The way around this is to set your elementary school to use Period as the classroom input type, and use the ATT—AM and ATT—PM courses to take your attendance).

Clicking the Class Attendance link from either the menu or the “Homepage” will take you to a list of your classes. Like in the Gradebook top tab, the “Current Class” based on your school’s Bell Schedule will be at the top.

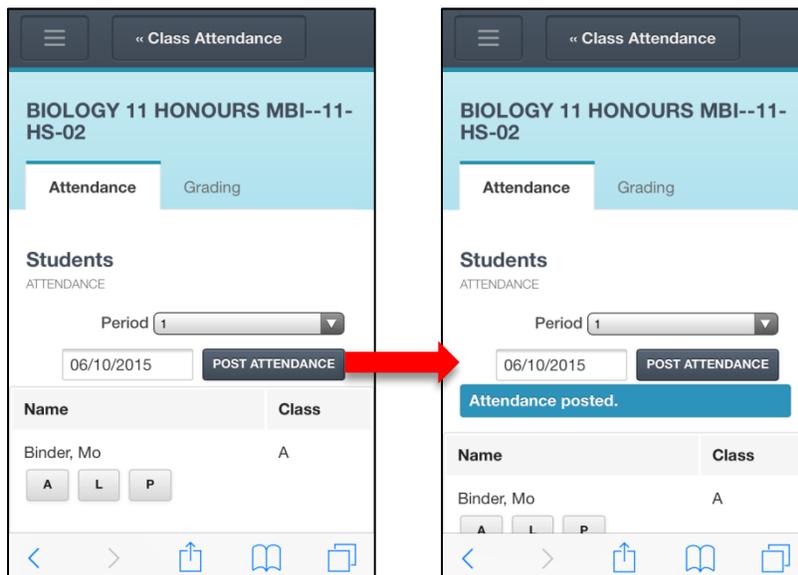
Clicking the course name will take you to the roster of students for that class, with the same buttons that you have in the desktop version of the Staff view. You can see what the class attendance record currently is for this student, based on what the office may have previously put in, etc.

If pop-ups are enabled in your school's *Class Attendance* preferences, you will see a pop-up when a button is pressed:



The button you pressed will already have the corresponding checkbox marked on the pop-up, and you can put in whether the student has an excuse, what the reason may be (both if known) and a comment.

Clicking save, or if popups are not enabled for staff, will show that the student's attendance record is now A for Absent. You can then click the *Post Attendance* button to send this to the office. Once the *Post Attendance* button is pressed, you will see an indicator that the attendance has been posted.



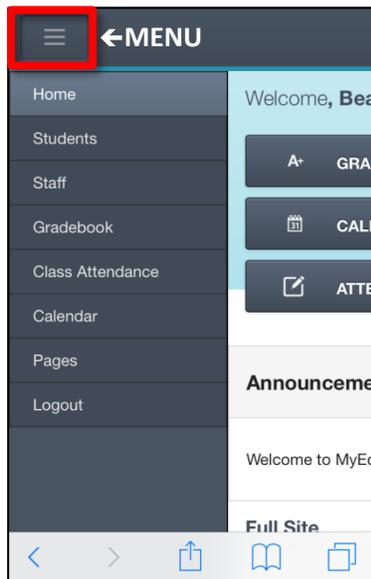
Once posted, you will see this in the office view, or desktop version of the staff view, along with what time the attendance was posted. There is no indicator what time it was posted in the mobile version, so you will not know if this was something you posted originally or newly if you decide to update the attendance.

4.0 Using the Mobile Interface for Clerical Staff

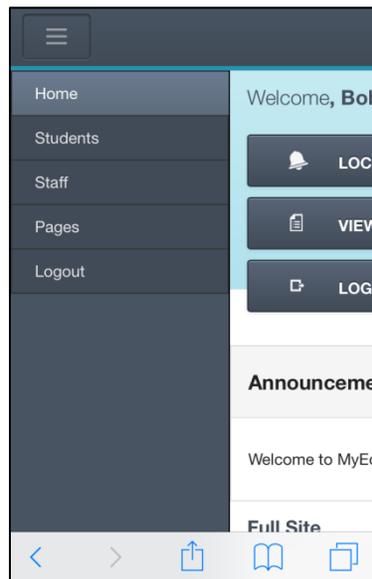
The clerical role is another role well-suited for the mobile interface. It allows a user with the various clerical security roles the ability to view student information including contacts and related students, view existing TOC assignments for teachers, view all Staff demographics and access the groups and pages section of the school.

5.0 Other Menu Items – Teacher and Clerical

If you click the menu icon at the top left, you can see what other items you can access with the Mobile view of the application.



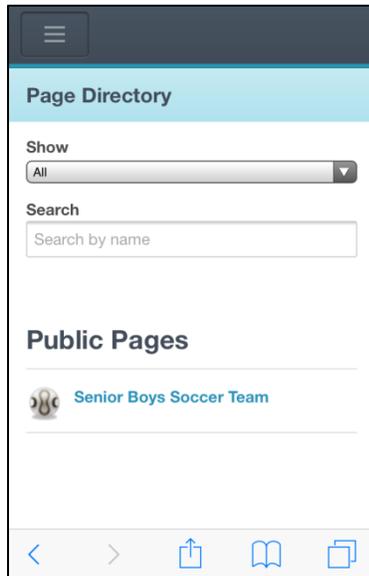
Teacher view



Clerical view

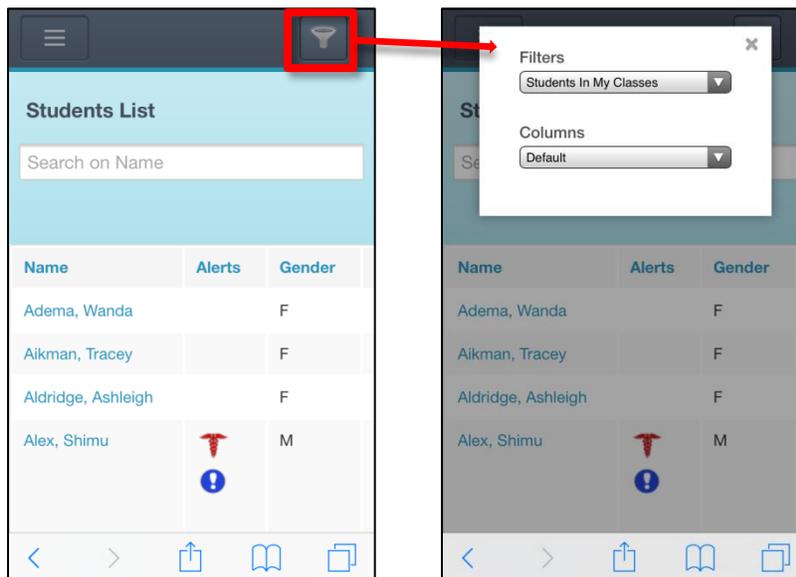
5.1 Pages Screen

The **Pages** screen shows you your own pages where you are a member or administrator of a Group. You can scroll down the screen to view the lists you are a member of, or use the pull down menu to select which Page you would like to view.



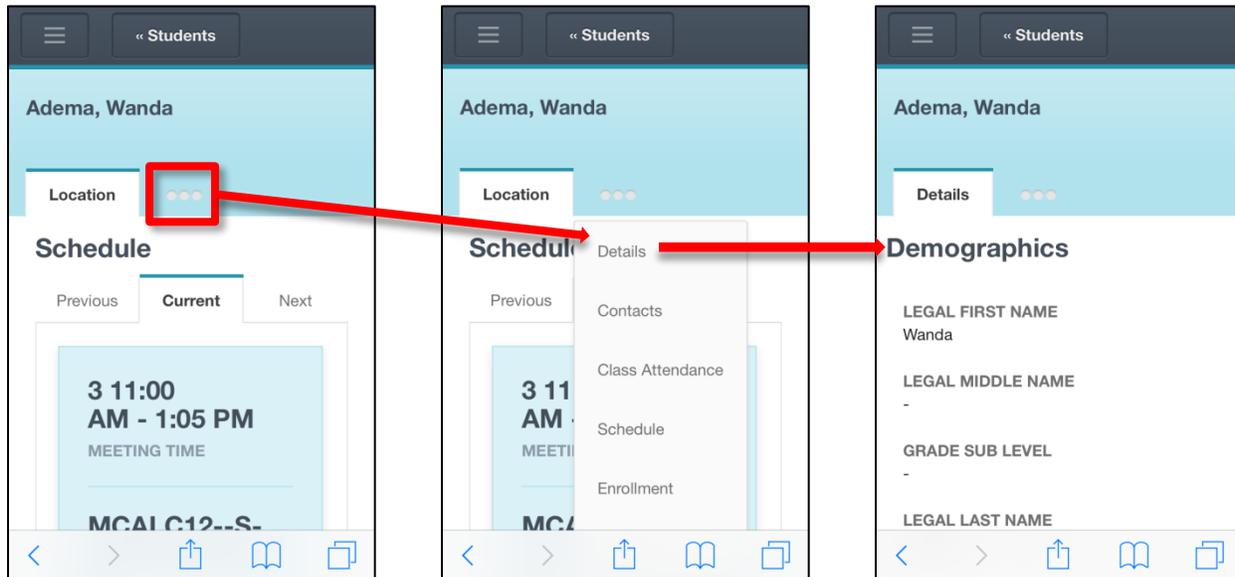
5.2 Students Screen

Students tab would give you a list of all the students in your section rosters. You can choose filters and field sets (called columns in the mobile view) by clicking the filter icon at the top right.



Note: the filters and field sets will be the same ones you have in your desktop view. The order will be alphabetical, with the default being the one at the top of each list.

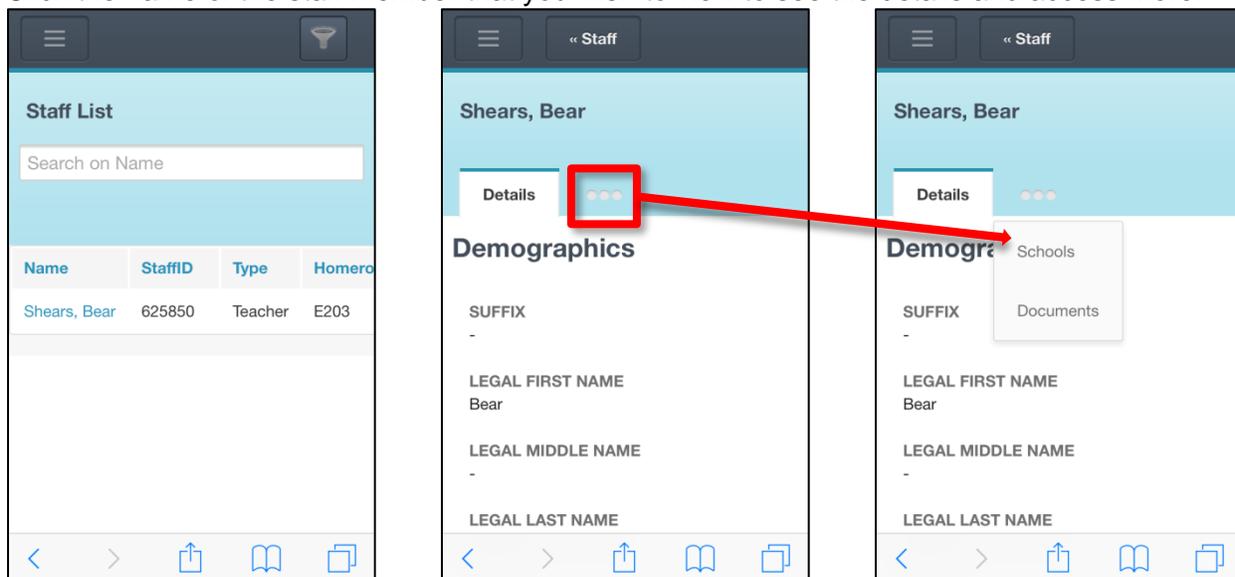
You can see details of the students by clicking their blue, hyperlinked name. The default will display their location, similar to clicking the QuickStatus icon in the Desktop view. From here, you can view other details about the student, such as Student details, contact information, their Class Attendance, Schedule, Enrollment details and Journal information, using the pulldown menu:



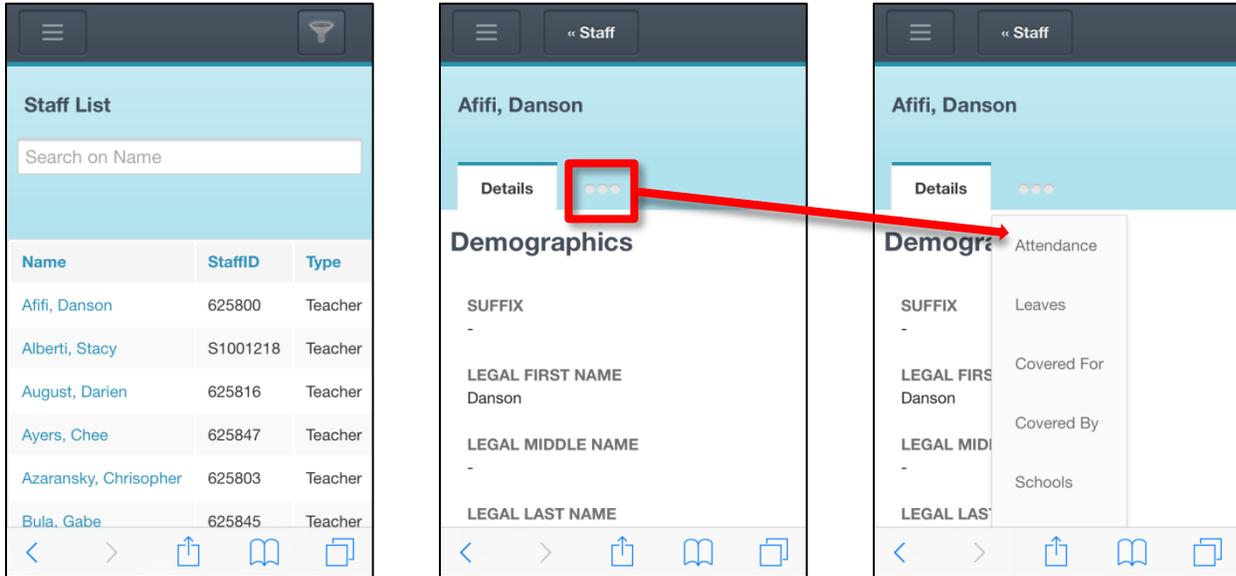
5.3 Staff Screen

Staff will take you to your own demographics when you have the teacher role. If you are using a clerical role or school administrator role, you would see all the staff at your school, and be able to see their demographics as well as assign TOCs.

Click the name of the staff member that you wish to view to see the details and access more.



Teacher view



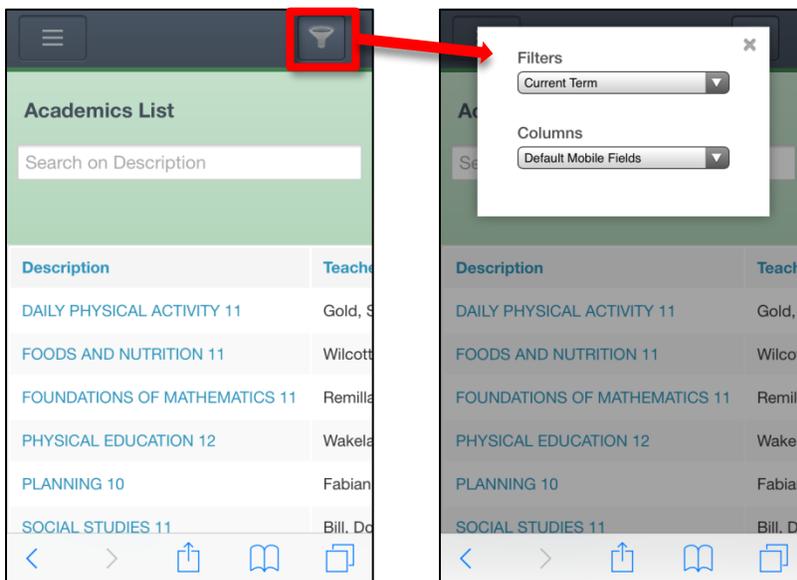
Clerical view

6.0 Using the Mobile Interface for Students and Parents

Both Students and Parents can use the Mobile interface to access information about future and past assignments, see marks, access what tasks are upcoming on a calendar or in list format and access the groups and pages that they have access to.

6.1 Academics Screen

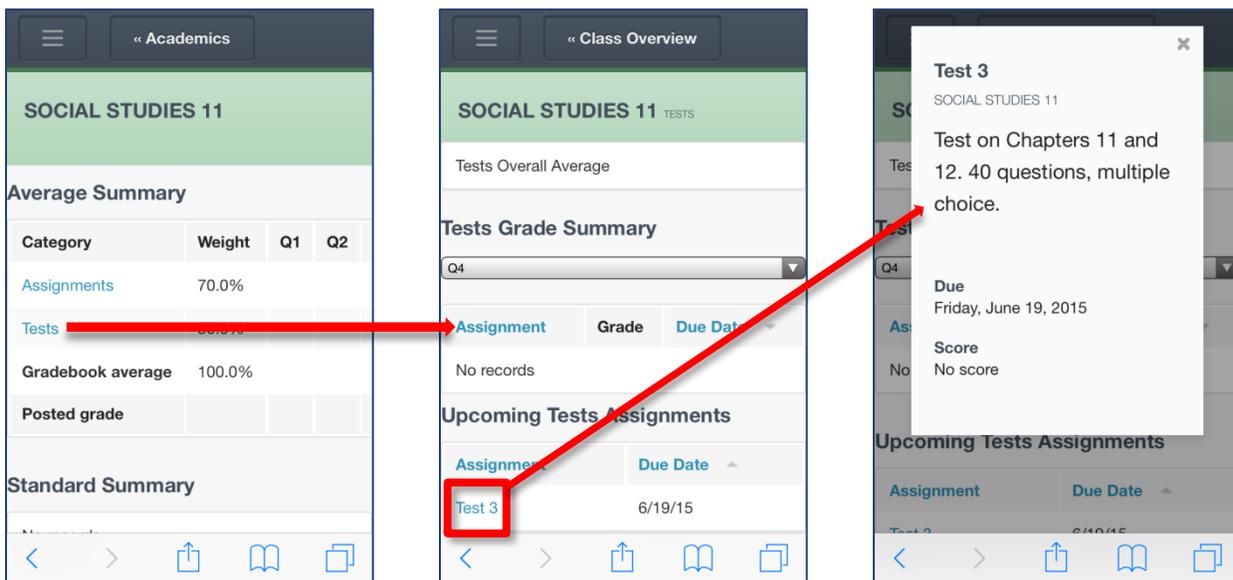
The Academics screen will display a list of classes that the student is taking. From the Filters and Field Sets menu, you can change for past terms or present terms, and fields from the Desktop fields and a pared-down mobile field set.



Scrolling over to the right, you can also see the current term average for the student. This will depend on whether the assignments are marked as *public*, or if they are *public no grades* or *private*. In the latter two examples, the current term average may not match what the teacher has in their gradebook. See the Fujitsu documentation on **Portal vs Staff Views** for more information.

DAILY PHYSICAL ACTIVITY 11	Gold, Shaopeng	
FOODS AND NUTRITION 11	Wilcott, Donnelle	
FOUNDATIONS OF MATHEMATICS 11	Remillard, Amardeep	
PHYSICAL EDUCATION 12	Wakelam, Theodore	
PLANNING 10	Fabian, Rita	
SOCIAL STUDIES 11	Bill, Dodie	84.0 B

Clicking on one of the classes that your student is taking will give you a list of the categories that the teacher has set up for this class. In our example, there are the categories *Assignments* and *Tests*. Clicking one of these will tell you the past and upcoming assignments/tests for that category. If you click an individual assignment or test, it will bring up the details that were spelled out in the actual assignment in the Gradebook. The details displayed will be defined in the assignment itself, under the **Portal Description** sub-top tab.

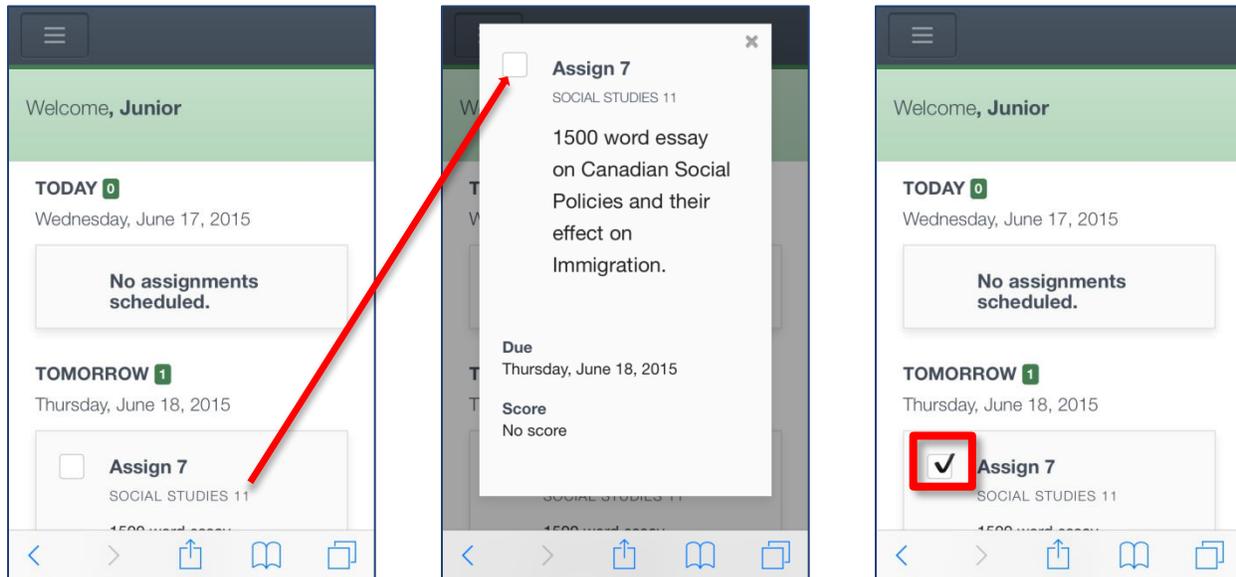


Note: These screens are informational only. You are unable to upload assignments or otherwise interact with teachers or class using the mobile interface, however if you switch to the Full Site interface, you would have the full functionality that your mobile device allows.

6.2 Tasks Screen

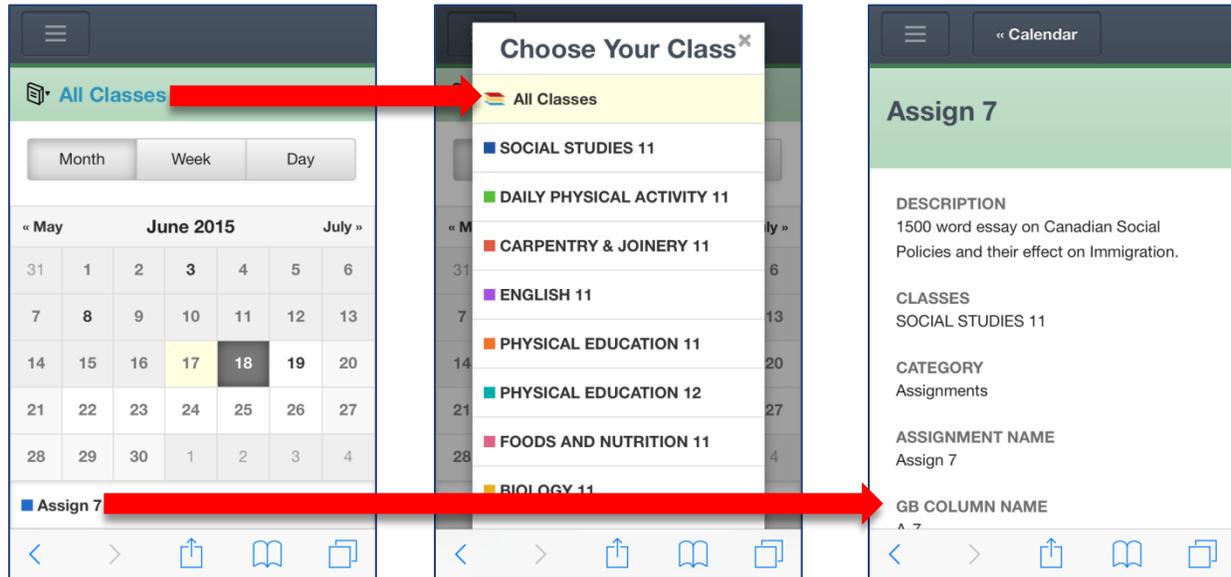
The Tasks screen can be accessed in the Student view from the home page by clicking the corresponding button, or else by selecting the Other menu and choosing Tasks.

From here, you can see which assignments are due today and tomorrow, similar to the **To Do** widget on the **Pages** tab in the Desktop view. Clicking the assignment will bring up the details, the same as you see in the details from the Academics screen. You can mark an assignment as complete by checking the box beside the name of the assignment, but this is strictly informational, and has no functionality besides letting yourself know (and whatever contacts have access to this student's information) that you have finished.



6.3 Calendar Screen

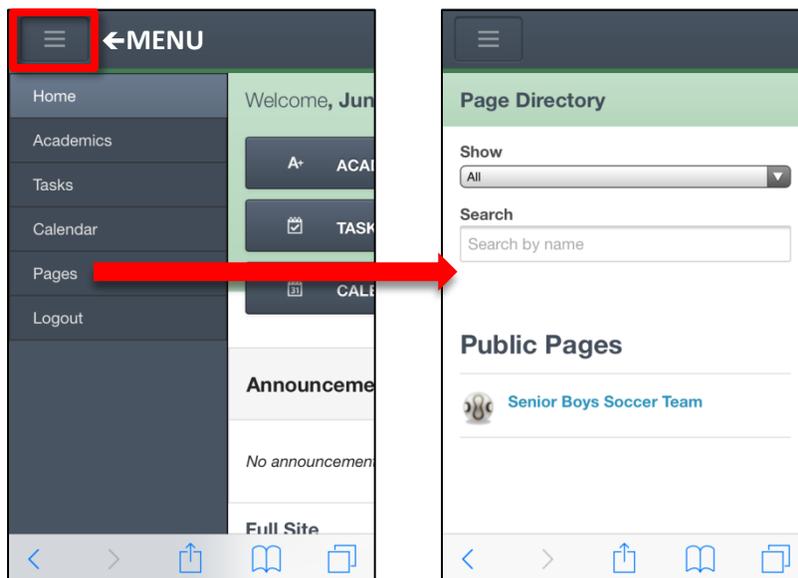
Calendar is the mobile equivalent of the *Calendar* top tab in the desktop version of the student/parent views. You are able to choose Month, Week or Day filters, and can show all classes or individual classes. Clicking an assignment in your calendar will bring up the information for that assignment for you to read.



This functionality will display only what currently is in a student's calendar. There is no functionality in the mobile interface to add new or modify existing information.

6.4 Pages Screen

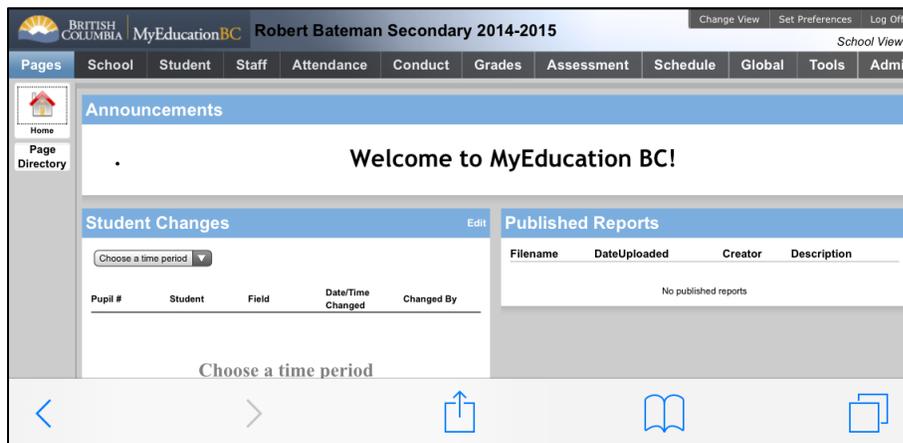
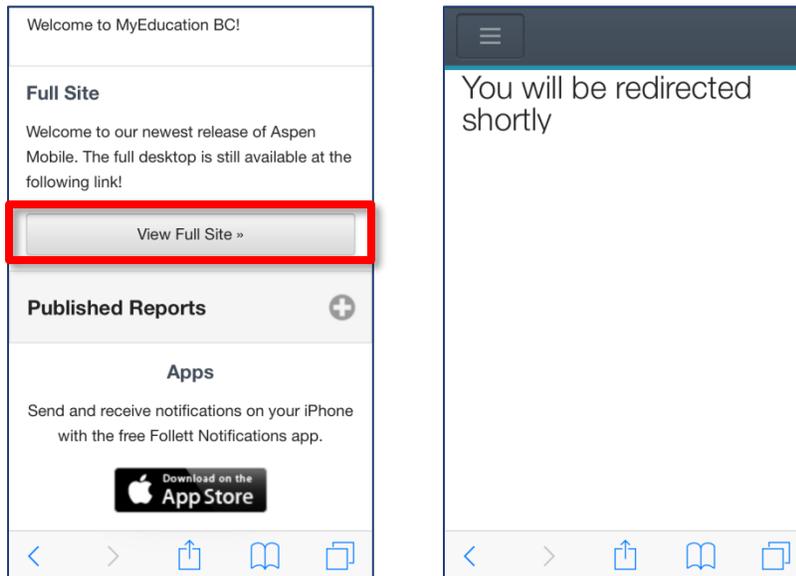
The **Pages** screen shows you your own pages where you are a member of a Group. You can scroll down the screen to view the lists you are a member of, or use the pull down menu to select which Page you would like to view.



7.0 Other Ways to Use MyEducation BC On a Mobile Device

7.1 Full Site

The full functionality of MyEducation BC is available on a mobile device by switching to the Full Site interface. From the Home Page, scroll down and click the **View Full Site** button.



From the Full Site interface, you can use MyEducation BC will the same functionality as if you were using your laptop or desktop. There are limitations based on the medium: you cannot use the CTRL-F functionality because of the lack of the physical keyboard, for example. You should have the majority of functions including adding new staff, enrolling students and everything based on your security role.

From the Full Site interface, you are able to switch views, set preferences, manage filters, field sets and sorts and access different schools or staff members if your security role permits.