

Using MyEducationBC as a TTOC in SD19

STARTING JANUARY 30 2026

New MyEducationBC Login Process

Now connected to your SD19 Microsoft 365 Account
No More Changing Passwords Every 90 Days!

- 1** Start your MyEdBC Login via Staff Portal using the **STAFF LOGIN** link from any district website
- 2** Use the **LOG IN WITH BC SERVICES CARD** or **SCHOOL DISTRICT SSO** button
- 3** Select **REVELSTOKE** from the dropdown menu and then use the **LOG IN** button
- 4** Enter your SD19 Microsoft 365 username (don't forget the @sd19.bc.ca) and password and then use **SIGN IN**
- 5** If requested, complete the Microsoft Authenticator question to complete log in

Any Questions? Please Contact Michael!

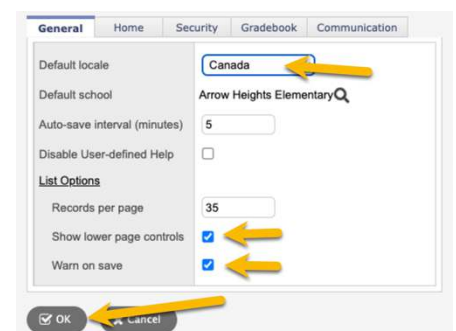
Part Two: Setting Your MyEducationBC Preferences

You will only need to set your preferences once and they will be maintained.

1. In the top right corner of MyEducationBC, click on your name and then select **SET PREFERENCES**.



2. Change **only** the following items:
 - a. Set the "locale" to **CANADA**
 - b. Enable the checkbox show "lower page controls"
 - c. Enable the checkbox "warn on save"
 - d. Click **OK**



Part Three: Navigation in MyEducation BC

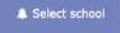
1. When navigating within the MyEducationBC environment, use the navigation features in the software to navigate. Do not use the browser navigation (e.g. forward and back) buttons in MyEducationBC.

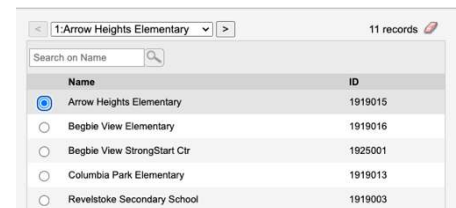


2. Make sure to allow “pop-ups” for MyEducationBC – you will need to do this on each computer and web browser you use. Look in the web browser address bar for the icon to click and ensure that pop-ups are turned on.


Part Four: Selecting Your Worksite in MyEducationBC

As a TTOC you can view all of the schools in the district in MyEducationBC. You cannot do any work in the system until you select the school you are working at.

1. In the top right corner of MyEducationBC, click on  Select school
2. A pop up will open, use it to select your worksite - any sites labelled as “ZZ” are no longer active SD19 school sites.
3. **Important Note:** If you cannot select your school worksite or teacher you are TTOCing for, please see the school secretary.



Part Five: Taking Attendance in MyEducationBC

1. Click on the **PAGES** top tab in MyEducationBC
2. In the Teacher Classes section of MyEducationBC, click the attendance icon  to view the appropriate class attendance. Please note that at SD19 elementary schools you will only see 2 classes for attendance (either AM or PM attendance). At RSS, you will see all of the classes that you are covering for the teacher that is away.



3. Click **A** if student is absent, click **L** if the student is late, click **AE** if you know the student is absent but excused by the parent – in the popup screen provide additional information on the reason for the excused absence – it really helps our secretaries. 😊 If a student is accidentally noted as away or late, click the **P** button to show them as present.

Arrow Heights Elementary 2024-2025
TTOC Test 1, TTOC Test 1

Staff view Select school Select teacher i1sd19lastname,i1sd19firstname Log Off

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools

Class Attendance :: 2024-2025 - ATT--AM-002 - AM Attendance

Class
Input
Seating Chart
Trends

Options Reports Help

Period AM

Post


Attendance for: 11/22/2024

Name	YOG	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
Almahmees, Habibah	2036	Δ L ΔE P	Present	Present	Present
Amit, Crstean	2035	Δ L ΔE P	A*	Present	Present
Barralesmunoz, Glenn	2035	Δ L ΔE P	L*	Present	Present
Cappallo, Dhilan	2036	Δ L ΔE P	Present	Present	Present
Carimiljones, Izabelpatricia	2036	Δ L ΔE P	A-E* [Vacation]	Present	Present
Doolina, Ami	2036	A L AE P	Present	Present	Present

4. After completing the class attendance, click the **POST** button. Attendance is only recorded *AFTER* the **POST** button is clicked.

Important Note: If there is a change in attendance after attendance has been posted, please let the office / secretary know so that they can change the students attendance record in MyEducationBC.

5. Click on the **PAGES** top tab in MyEducationBC

6. In the Teacher Classes section of MyEducationBC, click the attendance icon  to take attendance for another class. Classes that have had attendance posted will have a checkbox in the POSTED column.

Teacher Classes

Previous Friday, November 22 Next

Classes Meeting	Attendance	Posted	Grades	Email
8:30 AM AM - ATT--AM-002 - AM Att...		<input checked="" type="checkbox"/>	---	
12:50 PM PM - ATT--PM-002 - PM Att...		<input type="checkbox"/>	---	

Part Six: Helpful TTOC Features in MyEducationBC

Viewing / Printing Class List

Quickly view or print a class list by clicking the **ATTENDANCE** top tab and then selecting **REPORTS** and finally **BC CLASS LIST w. GRID**

Arrow Heights Elementary 2024-2025
TTOC Test 1, TTOC Test 1

Pages My Info Student Attendance Gra

Class Attendance


Class
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Options Reports Help

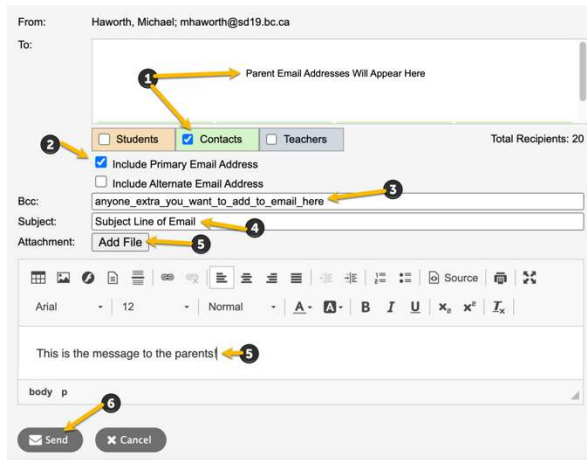
BC Class List w. Grid
Quick Chart
Quick Report
My Job Queue...

Cours
 MADS

Emailing Parents / Guardians / Caregivers


There are a few different locations to select to send email to parents. The easiest location is the PAGES top tab and in the Teacher Classes section, click the  email icon.

Teacher Classes				
Previous		Friday, November 22		Next
Classes Meeting	Attendance	Posted	Grades	Email
 8:30 AM AM - ATT-AM-002 - AM Att...	 	<input type="checkbox"/>	---	
 12:50 PM PM - ATT-PM-002 - PM Att...	 	<input type="checkbox"/>	---	








The screenshot shows an email creation window with the following elements:

- 1:** A box labeled "Parent Email Addresses Will Appear Here" with a list of email addresses.
- 2:** Radio buttons for "Students", "Contacts" (selected), and "Teachers".
- 3:** Checkboxes for "Include Primary Email Address" (checked) and "Include Alternate Email Address".
- 4:** A text field for "Bcc:" containing "anyone_extra_you_want_to_add_to_email_here".
- 5:** A text field for "Subject:" containing "Subject Line of Email".
- 6:** A "Send" button.

After clicking the email  icon, you will be presented with the email creation / sending pop-up window. Check all the items to ensure that they are correct. If you need to email specific parents (e.g. not the entire class), you can remove specific parent email addresses from the list at the top of the email. *Everyone receiving the email is **always** blind carbon copied!*

Important Checks Before Emailing Parents

- **CONTACTS** checkbox is enabled
- **INCLUDE PRIMARY EMAIL ADDRESS** only is enabled
- Include clear subject line and any needed attachments
- Confirmation message will appear after clicking **SEND**

Topic	Good Practice for a Successful School Year	Why is this important?
Standards 	FOIPPA Standards Review FOIPPA policy and practices to safeguard student information. When setting up new users or reviewing existing user access: <ul style="list-style-type: none"> • Avoid or minimize use of all-inclusive security roles. All users should: <ul style="list-style-type: none"> • Lock their computer when stepping away from it for <i>any</i> length of time. • Keep passwords secure; do not share them with another user, or record them where they could easily be found. 	Ensuring that student and other sensitive information is safe from purposeful or unintentional exposure is everyone's responsibility. Establishing and maintaining good daily practices will prevent serious potential security and privacy risks for MyEducation BC, including: <ul style="list-style-type: none"> • Data corruption • Loss of data • Exposure of sensitive personal information
Access 	Logging Off Use the Log Off button in the menu bar when exiting the system. 	This ensures your session is properly closed, contributing to system security and optimizing system resources.
Access 	Do not share log-in credentials! <i>Never share your login ID and password with another user.</i> Each user is required to have unique log-in credentials so that they will only be able to access information to which they are entitled.	This is important to ensuring data security and integrity. Each user is responsible for the activity in the system that takes place using their log-in credentials.
Data Integrity 	Pop-Up Windows and Warnings Stop and read these! Understand what they are saying before proceeding. Cancel the process if you are not sure.	MyEducation BC has a great deal of flexibility and functionality for updating multiple records at one time. Failing to read these warnings and understand exactly what will happen if you continue can lead to time-consuming manual data corrections.