



ÉCOLE SECONDAIRE BELMONT SECONDARY SCHOOL

3041 Langford Lake Road Victoria, BC V9B 0L9 Canada

Tel (250) 478-5501 Fax (250) 478-2879

November 20th

Dear Belmont students and families,

Individualized Login Info: Student Number
Password: Formulated

As the mid-term is upon us, we will be **“publishing”** our first report cards for this year on Wednesday, November 21st. We are very excited that students and parents will now be able to view, download, and save their reports. On Tuesday, November 20th, students will receive a temporary password in their block A class for the *My Educational BC Student Portal*. Their student number (not PEN), along with their password, will allow them to view their report cards, recent attendance history, and parent/emergency contact information. **You must use a desktop or laptop computer to activate your user account for the first time.**

1. Go to <https://www.myeducation.gov.bc.ca/asp/en/logon.do>
2. Use your child’s student number as the username, along with the password they will receive on this letter in their block A on Tuesday, November 20th. Students should already know their student numbers.
3. You will be prompted to change your password and create your security preferences (recovery email in the case that you forget your password, security question and answer).
4. The screen below will appear.

Filename	Date/Uploaded	Creator	Description
Report Card - Middle Years and Secondary	2/1/18 11:02:15 10:45 AM	(1 - 1 of 1)	Report card to

Search	Attendee	Period	Grades
10242015 - Absence (Absent) Class:		Period: 1	
10242015 - Absence (Absent)			

Assignment	Category	Due
No assignments scheduled.		
Today: Friday, November 9	Assignment	Completed

- Click on the pdf file (Report Card) on the right hand side under **published reports** to download and view the report card.
 - On the left, under **recent activity**, you are able to view information about any recent absences.
 - The **My Info** top tab allows you to view demographic information, current schedule and contacts. Please note that the **Assessments, Notifications and Request** tabs are **not yet currently in use**.
 - The other top tabs are not yet in use in our school.
5. We have uploaded these instructions to our website homepage as well as on our school app under Information. If you have any questions, please contact the school.
 6. For information as to why we are changing our reporting practices, please see the back of this letter. In addition is some more details for you to consider.



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Details to consider:

- The “published” Report Cards will not be available until 12pm on November 21.
- Published report cards will be available to view from November 21st until December 12 at which time the “window” will close. This allows us to prepare for final report cards at the end of semester 1.
- Rather than calling the office about any questions, please check the home page of our website first.
- We will also be emailing these instructions home for families.

Why the change in reporting practices? Below are some of the reasons why as a District we are moving to reporting through MyEd’s student portal:

- Efficient and accessible for students and families.
- Support communication between students and parents by using the student portal.
- A new means to communicate student learning (CSL).
- Environmentally friendly and enable digital copies to be saved by students and families as PDFs.
- Ensure consistent access and delivery from anywhere with web access.
- An opportunity for families to double check demographic/ contact info.
- To enable families to review their child’s attendance at their convenience.