



# ÉCOLE SECONDAIRE BELMONT SECONDARY SCHOOL

3041 Langford Lake Road Victoria, BC V9B 0L9 Canada

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

November 20<sup>th</sup>

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 21<sup>st</sup>. We are very excited that students and parents will now be able to view, download, and save their reports. On Tuesday, November 20<sup>th</sup>, 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 20<sup>th</sup>. 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.

The screenshot displays the MyEducation BC Student Portal interface. At the top, there is a navigation menu with tabs for 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. Below the menu, the main content area is divided into several sections. On the left, there is a 'Recent Activity' section with a search bar and a list of activities. On the right, there is a 'Published Reports' section with a table of reports. A red arrow points to a 'Report Card' link in this section. Below the reports, there are sections for 'System Maintenance & Announcements' and 'Protecting Personal Information'.

- 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 21<sup>st</sup> 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.