

BROCK MIDDLE SCHOOL

HOW TO CHECK MISSING WORK ON THE STUDENT PORTAL (MyEdBC)

Go to the portal login site at: <https://www.myeducation.gov.bc.ca/aspden/logon.do>

STEP 1: Login with username and password.

Every student has a username and password, and every parent can get a username and password to access their child's portal. Parents who need to set up a password should call the school at: (250) 376-1232 and speak to one of the office staff.

STEP 2: Click "Academics" at the top of the page.

STEP 3: Choose a subject from the list on the bottom half of the page, and click on the blue subject name (i.e. **MATH, ENGLISH, SCIENCE, SOCIAL STUDIES**, ETC) *

** If this list does not appear after clicking "Academics", click "**Classes**" in the top left corner. The list will appear in the bottom half of the page.*

STEP 4: Once you have chosen your subject, click "**Assignments**" (on the left side).

STEP 5: Check that you are looking at the correct term. (Near the middle of the middle of the page you will see a drop down menu with **Q1 Q2 Q3** or **Q4**. Please select the term for which you are checking for missing assignments (some students may be missing assignments for more than one term).

STEP 6: The list of assignments for that term will be on the bottom right of the screen, if a student is missing an assignment, it will read: "**P**".

If an item shows as "**ng (Exempt)**", IT HAS BEEN SUBMITTED, but it has not been marked (or the mark has not been entered yet). If this is what you see, your student has completed the assignment and handed it in.

If an item shows "**ex (Exempt)**", your student is excused from completing this assignment (meaning their understanding of this topic has been evaluated in some other way).

STEP 7: Go back to **STEP 2**, and repeat the process for your student's other subjects.



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