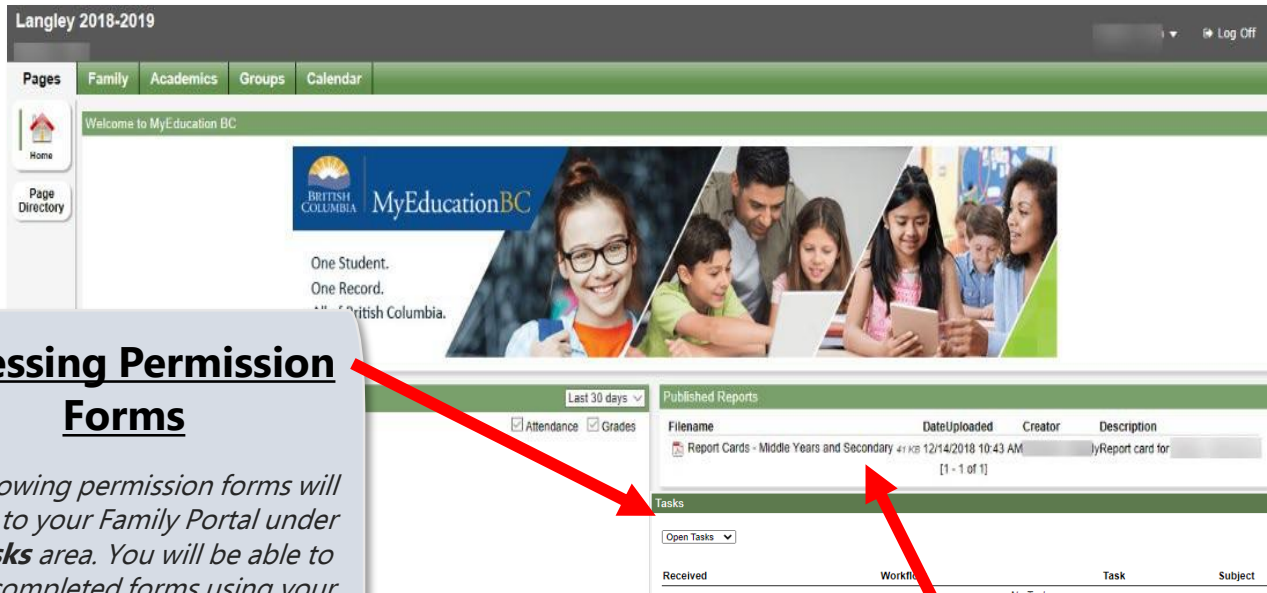


Family Portal Basic Navigation

Pages top tab

You will land on the Pages top tab every time you log in.

There may be notices about upcoming system outages and other information from the Provincial service provider.



Accessing Permission Forms

The following permission forms will be sent to your Family Portal under the **Tasks** area. You will be able to return completed forms using your Family Portal.

- Field Trip
- Email & Internet Access
- Release Info to PAC
- Release of Photo

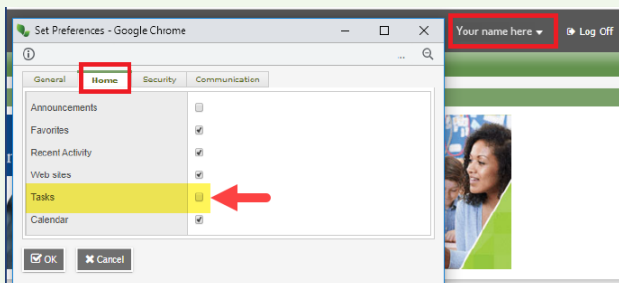
Accessing Report Cards?



Published Report Cards are only available for the certain period of time. **We recommend saving a copy of the PDF for future reference.** All current and previous class marks will be on Transcript side tab. (See next page for more details)

When a report card is published to the portal, it will appear under the **Published Reports** heading as a hyperlinked PDF document. You will receive an email that it has been published to the portal.

Important step to see permission forms (only needs to be done once)



Enable **Task** Widget on Home Screen

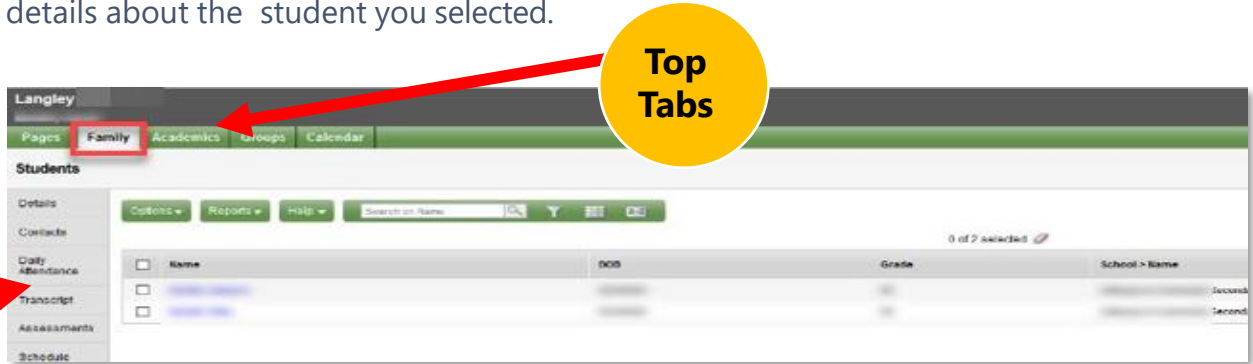
1. Click on your name on the top right of the screen
2. Click **Set Preference** option
3. Click **Home** tab
4. Select **Tasks** check box
5. Click **Ok**



Family Portal Basic Navigation

Family top tab

This tab contains your child’s demographic details. Each Side Tab contains specific information. If you have more than one child, you see all your RSS children in the Family top tab and it will allow you to select which of your children you are viewing. If you don’t see some of your RSS children, please contact the school. Using the checkbox beside the student name, click on the available side tabs to see details about the student you selected.



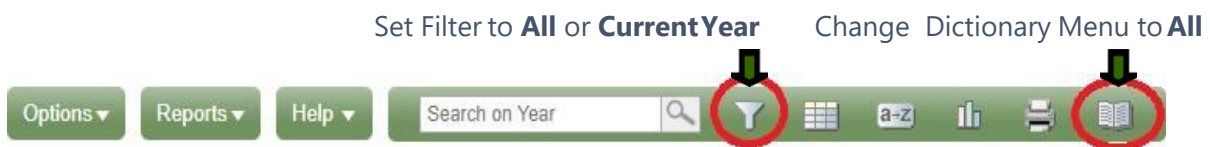
Side tabs

Details - shows basic information including demographics, physical and mailing addresses, and the most recent photo of your child.

Contacts - shows the parent/guardian(s) and emergency contacts. Please check this and inform the school of any changes.

Daily Attendance - shows daily attendance records. For specific course attendance for a secondary student see the Academics Top Tab > Attendance Side Tab.

Transcript – includes class marks from current and previous years



! Set the **Filter** to **All records** or **Current Year** depending on what you’d like to see. Change the **Dictionary Menu** to **All** in order to view all records.

Assessments - currently contains provincial assessments like FSA or Provincial Assessments for Numeracy and Literacy

Schedule - shows your child’s current courses. There are two ways to view the schedule: List View and Matrix View. You can toggle between the two views using the <<List view and Matrix view>> options at the top left of the screen.

Requests - contains Course Requests for the next school year and a Graduation Progress summary.

Membership - shows your child’s enrollment history as well as the Schools they may be cross-enrolled to. The Programs sub side tab also displays any programs.

Transactions—Not currently used

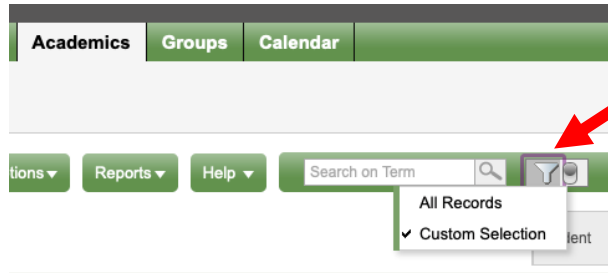
Documents—may include documents.



Family Portal Basic Navigation

Academics top tab

This tab will allow you to select a course (using the checkbox beside the course) then click on the available side tabs to see details about the course you selected.



Current courses will automatically show here.
To see all courses, click on the filter and select "All Records"

Side tabs

Assignments - may provide assignment and assessment information.

Attendance - provides attendance information for the selected class.

Once you have selected a course and clicked on a Side Tab you can use the navigation arrows in the top right corner to switch between courses that are in the list.

Navigation Buttons make it easy to move back and forth through records.



Please note: marks provided here may not be a full picture of a student's achievement and may not relate to their report card mark.

Calendars top tab

If a teacher is using the Gradebook in MyEducation BC the calendar will include some information about when assignments were assigned and due.

Options drop down menu

You can send your child's teachers an email by clicking on the Options drop down menu and selecting "Send Email..."
Notice it automatically selects all current teachers, but you can remove recipients easily.

