

Instructions for accessing Report Cards and Schedules in My Class

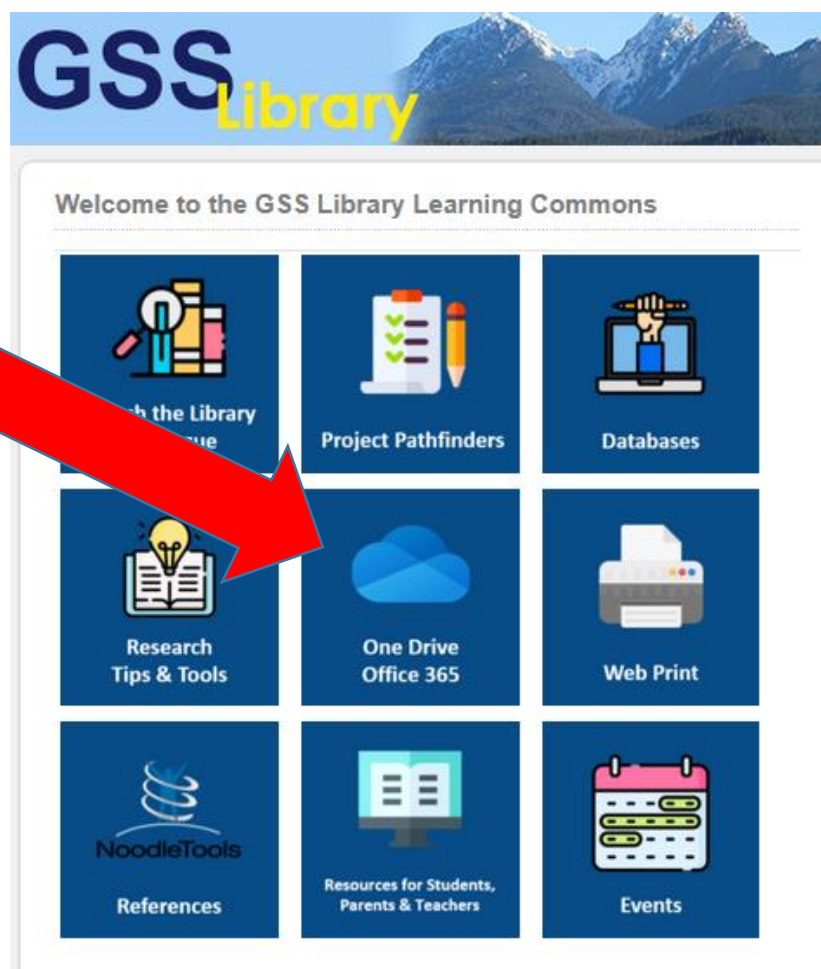
Accessing your email to get your My Class Password

Use **Firefox, Chrome or Safari**. NOT Edge or Explorer

Go to gss.sd42.ca

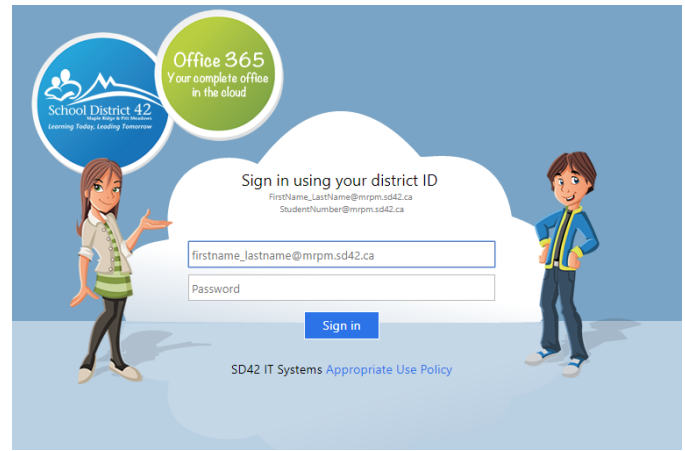
Click on the [Library Link](#)

Click on One Drive Office 365



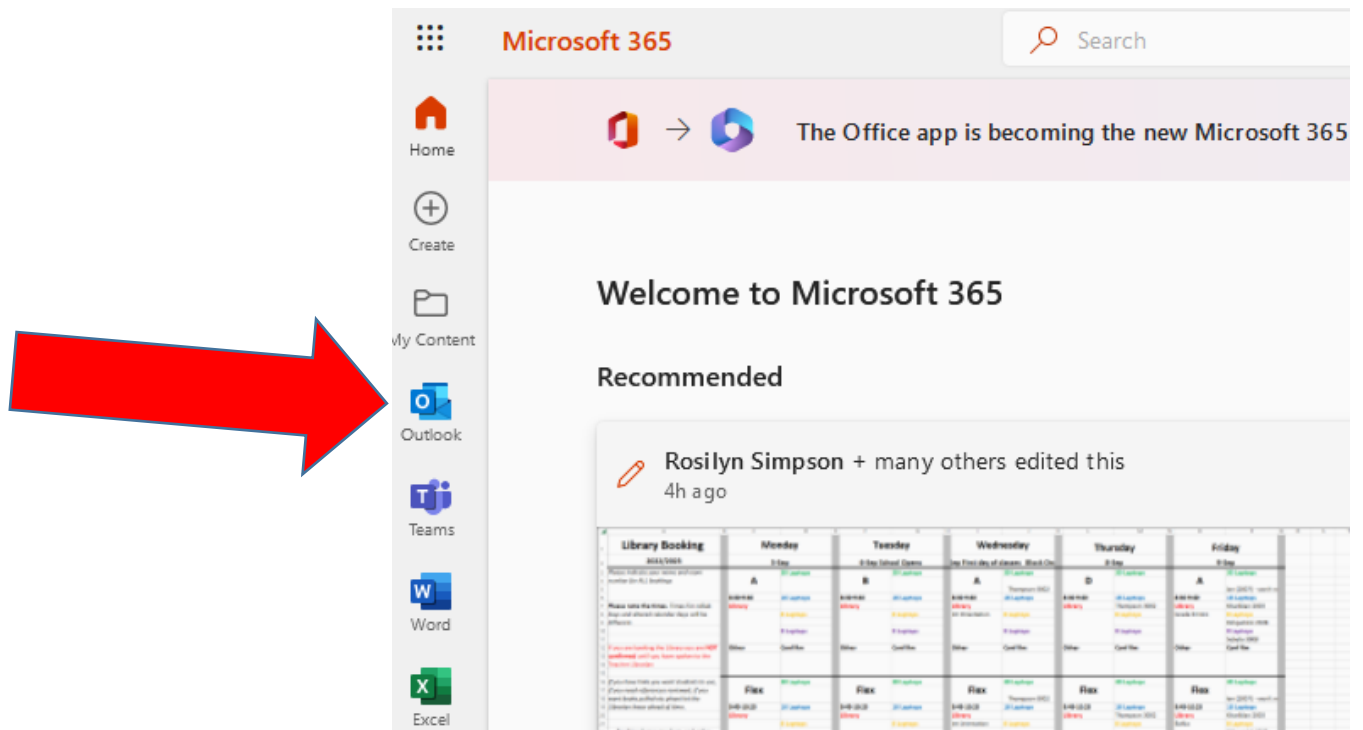
Login to Office 365 using your Student Number and School Password The @mrpm.sd42.ca fills in automatically.

(if your login does not work please see Mr. Thomson in the Library before or after school)



Once signed in click on Outlook (on the left side)

This may look a little different on your account.



There should be an E mail from MyClass - open the E mail to get your Username and Password for MyClass.

If there is no email from MyClass then:

Using Outlook send an email to:

MyClass@sd42.ca

Ask for a Username and Password:
Include your first name and last name, your GSS student number and Garibaldi Secondary.

Opening My Class to see your Report Card or to see Your Schedule

Open a new tab

Go to the Library Webpage

Right side Popular Pathfinders MyClass



The screenshot shows a library webpage with a grid of service icons on the left and a list of popular pathfinders on the right. A large red arrow points from the 'Events' icon in the grid to the 'MyClass' link in the pathfinders list.

Project Pathfinders Databases

One Drive Office 365 Web Print

Resources for Students, Parents & Teachers Events

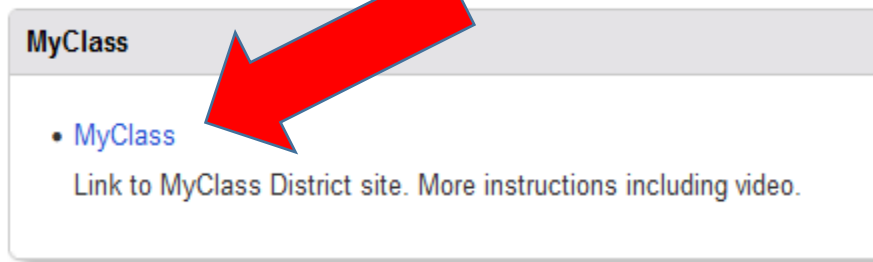
Popular Pathfinders

- > 3 Professional Learning Community
- > 4 Moodle
- > 5 Flex Booking (Teachers)
- > 1 IB DP Timetable – 2022/23
- > 2 IB DP Day X -Y Calendar – 2022/23
- > 3 IB DP Flex Schedule – 2022/23
- > 4 IB DP Assessment Sch
- > Class of 2022 Extended Essays
- > Francais – Scholastic
- > IB Art
- > IB Biology 12
- > IB CAS
- > IB Chemistry
- > IB Citation Guidelines
- > IB Computer Science
- > IB English
- > IB Extended Essay
- > IB French
- > IB History
- > IB ManageBac
- > IB Math Exploration
- > IB MYP Personal Project
- > IB Uploads
- > Languages
- > My Blueprint
- > MyClass
- > Provincial Assessments
- > Socials Current Events

If you logged into MyClass last year
(current grade 11s and 12s) your Password might be your old school Password with a capital G - example Gss.1234

Click on the link to MyClass

My Class: Home



The screenshot shows a navigation menu with a grey header labeled 'MyClass'. Below the header, there is a link labeled 'MyClass' with a red arrow pointing to it. Below the link, there is a description: 'Link to MyClass District site. More instructions including video.'

MyClass

- MyClass

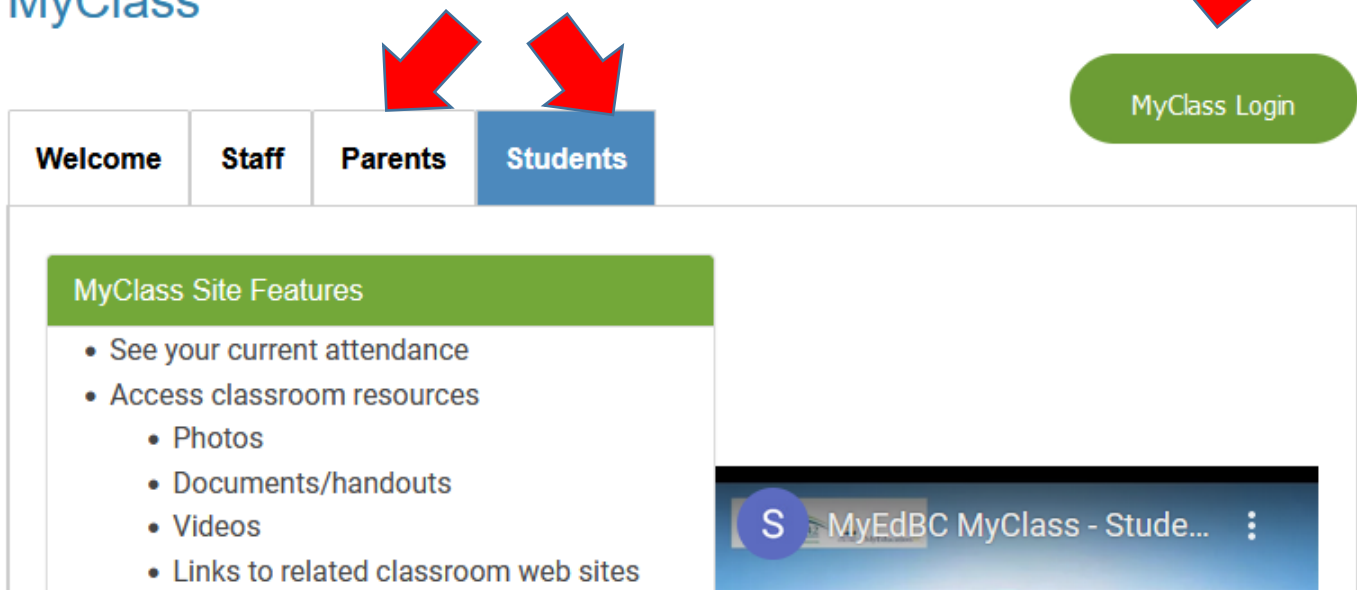
Link to MyClass District site. More instructions including video.

Once on MyClass login page

Click on Students or Parents

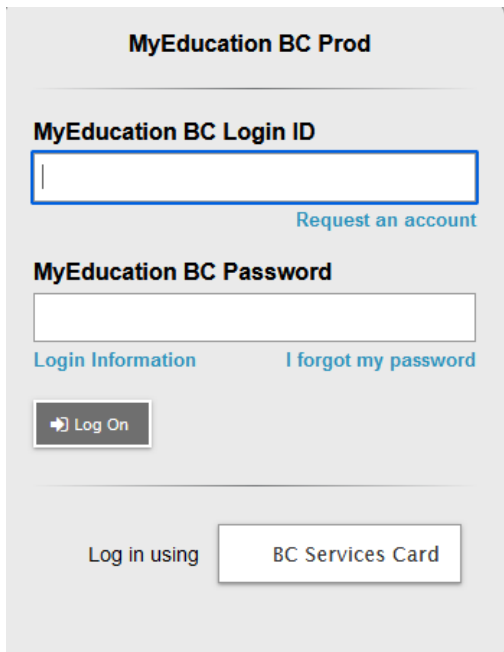
Click “Log in” the **green** button top right corner

MyClass



The screenshot shows the MyClass website interface. At the top, there is a navigation bar with four tabs: 'Welcome', 'Staff', 'Parents', and 'Students'. The 'Students' tab is highlighted in blue. Two red arrows point to the 'Parents' and 'Students' tabs. To the right of the navigation bar is a green button labeled 'MyClass Login', with a large red arrow pointing down to it. Below the navigation bar, there is a section titled 'MyClass Site Features' with a list of features: 'See your current attendance', 'Access classroom resources' (with sub-items: 'Photos', 'Documents/handouts', 'Videos'), and 'Links to related classroom web sites'. At the bottom right, there is a browser tab titled 'MyEdBC MyClass - Stude...' with a blue 'S' icon.

Log in using your username and password from the E mail in the previous tab



The image shows the login page for MyEducation BC Prod. It features a header with the text "MyEducation BC Prod". Below the header, there is a section for "MyEducation BC Login ID" with a text input field and a "Request an account" link. Underneath is the "MyEducation BC Password" section with another text input field, a "Login Information" link, and a "I forgot my password" link. A "Log On" button is located below the password field. At the bottom, there is a "Log in using" label and a "BC Services Card" button.

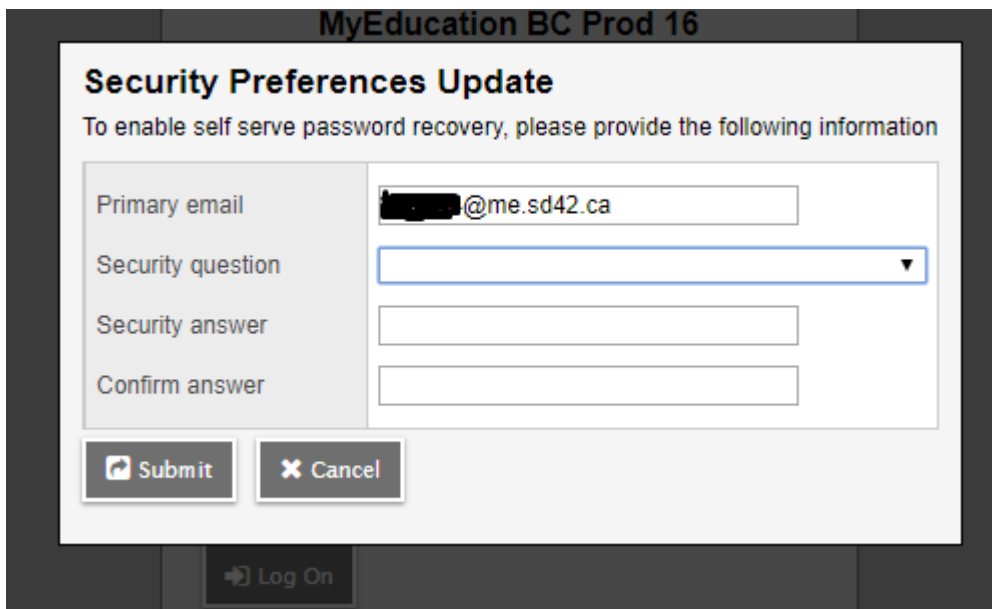
If you logged into MyClass last year

(current grade 11s and 12s) your Password should be your old school Password with a capital G - example Gss.1234

If you try to logon with the wrong password it will lock you out after **3 tries**. Wait 24 hours and try again or email: MyClass@sd42.ca and request a reset. Include Name, Student #, School and the Email you use.

The first time you will be directed to change your password (this will be your MyClass password) (You might want to make it easy and use yyyy.mm.dd.FI similar to your school password but with a capital First Initial)

Then you will have to complete the Security Preference Update



The image shows the "Security Preferences Update" form within the MyEducation BC Prod 16 interface. The form title is "Security Preferences Update" and it includes the instruction: "To enable self serve password recovery, please provide the following information". The form contains four input fields: "Primary email" (with a masked email address ending in @me.sd42.ca), "Security question" (a dropdown menu), "Security answer" (a text input field), and "Confirm answer" (a text input field). At the bottom of the form are "Submit" and "Cancel" buttons. Below the form, there is a "Log On" button.

Once you click Submit MyClass will open.

If you are looking for your report card.

At the right side under **Published Reports** click on **Report Card**. If there is more than one click and view both. Your reports will only show here for a short time. If you want to see your marks for completed courses scroll down.



The screenshot shows the MyEducation BC PRODUCTION interface. At the top, there are navigation tabs: My Info, Academics, Groups, Calendar, and Locker. Below this is a welcome message: "Welcome to MyEducation BC PRODUCTION". The main header features the British Columbia logo and the text "MyEducationBC" along with the slogan "One Student. One Record. All of British Columbia." and a collage of students. The interface is divided into two main sections: "Recent Activity" and "Published Reports".

Recent Activity (Last 30 days):

- Search: []
- 03/07/2019 - Term Grades Posted (BA PSYCHOLOGY 12) Teacher: Hanlon, M
- 03/07/2019 - Term Grades Posted (BA PSYCHOLOGY 12) Teacher: Hanlon, M
- 03/07/2019 - Term Grades Posted (BA PEER TUTORING 12) Teacher: Gibbs, J
- 03/07/2019 - Term Grades Posted (PHYSICAL EDUCATION 12) Teacher: Gibbs, J
- 03/07/2019 - Term Grades Posted (PHYSICAL EDUCATION 12) Teacher: Gibbs, J
- 03/07/2019 - Term Grades Posted (FRENCH 12) Teacher: Hamon, A
- 03/07/2019 - Term Grades Posted (FRENCH 12) Teacher: Hamon, A
- 03/07/2019 - Term Grades Posted (ENGLISH 12) Teacher: Richardson, L
- 03/07/2019 - Term Grades Posted (ENGLISH 12) Teacher: Richardson, L
- 03/07/2019 - Term Grades Posted (CHEMISTRY 12) Teacher: Bahia, H
- 03/07/2019 - Term Grades Posted (CHEMISTRY 12) Teacher: Bahia, H

Published Reports table:

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary	44 KB 3/7/2019 11:20 AM	Baxter, Natalie	Report card

[1 - 1 of 1]

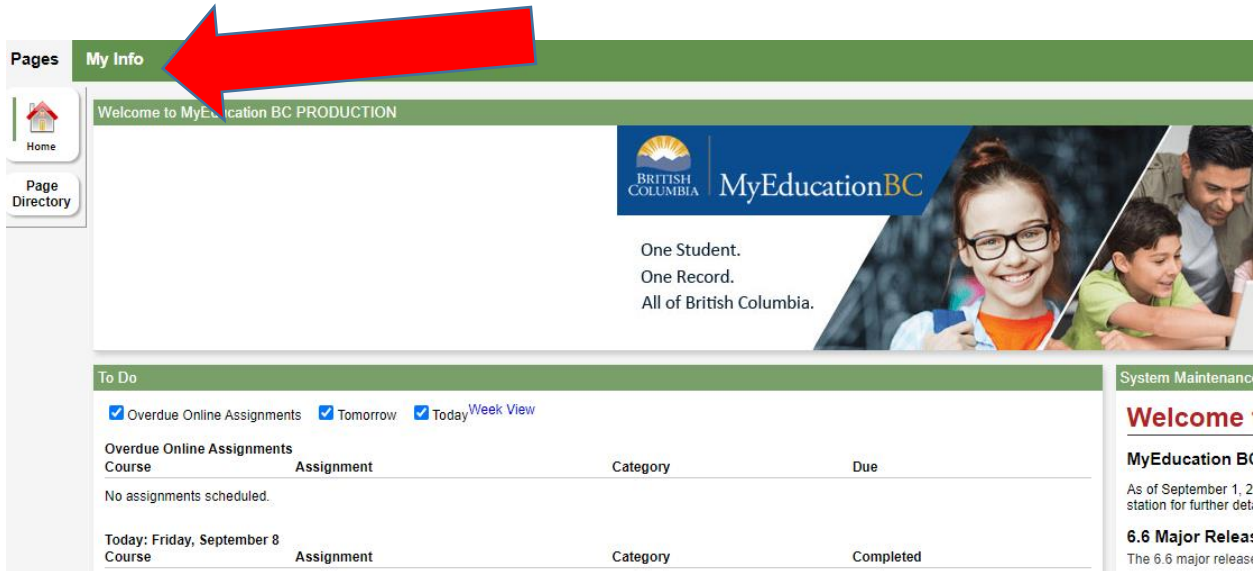
System Maintenance & Announcements

Welcome to MyEducation BC PRODUCTION

Please be advised that the **5.9 Major Release Upgrade** completed successfully and the **MyEducation BC Production envirc**. All user accounts and scheduled jobs have been enabled. Release Notes can be found at [Help > Release Notes > MyEducation BC Student Information](#)

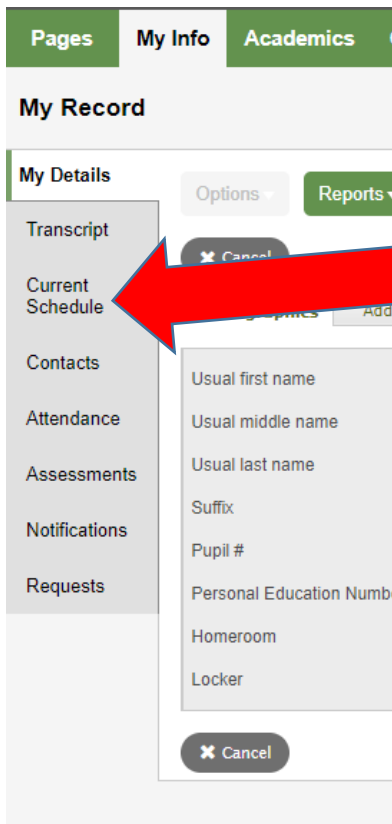
To find your schedule

Click on My Info



The screenshot shows the MyEducationBC homepage. At the top, there is a navigation bar with a 'Pages' menu containing 'My Info', 'Home', and 'Page Directory'. A large red arrow points to the 'My Info' tab. Below the navigation bar, there is a welcome message: 'Welcome to MyEducation BC PRODUCTION'. To the right, there is a banner for 'MyEducationBC' with the text 'One Student. One Record. All of British Columbia.' and an image of a smiling girl with glasses. Below the banner, there is a 'To Do' section with a table of overdue online assignments. The table has columns for 'Course', 'Assignment', 'Category', and 'Due'. Below the table, there is a 'System Maintenance' section with a 'Welcome' message and a '6.6 Major Release' announcement.

Under My Details click on Current Schedule



The screenshot shows the 'My Details' menu in the MyEducationBC interface. The menu is open, showing a list of options: 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', 'Notifications', and 'Requests'. A red arrow points to the 'Current Schedule' option. To the right of the menu, there is a form with fields for 'Usual first name', 'Usual middle name', 'Usual last name', 'Suffix', 'Pupil #', 'Personal Education Number', 'Homeroom', and 'Locker'. There are 'Options' and 'Reports' buttons at the top of the menu, and a 'Cancel' button at the bottom.

You should get this

Note the classes under Day 1 and Day 2 are in block order

Pages My Info Academics Group Calendar Locker

Current schedule

My Details Options Report Help

Transcript << List view

Current Schedule Details Time D1

	DAY 1	D2 - DAY 2	D3 - DAY 3	D4 - DAY 4
1-P1 A	MFR--12-01 FRENCH 12 Harmon, Andria 2010	E REER LIFE CONNECTIONS MCLC-12-01 Lemieux, Pauline 2201	MFOM-11-02 FOUNDATIONS OF MATHEMATICS 11 Toews, Natasha 2043	MLST-12-02 LAW STUDIES 12 Kuszak, Jenn 2035
2-P2 B	MFOM-11-02 FOUNDATIONS OF MATHEMATICS 11 Toews, Natasha 2043	F MLST-12-02 LAW STUDIES 12 Kuszak, Jenn 2035	MFR--12-01 FRENCH 12 Harmon, Andria 2010	MCLC-12-01 CAREER LIFE CONNECTIONS Lemieux, Pauline 2201
3-P3 C	MDFT-12-01 DRAMA: FILM & TELEVISION 12 Hanlon, Michael 3003	G MENFP12-04 SH FIRST PEOPLES 12 Elke, Ramona 2008	MDRM-12-01 DRAMA 12 Miller, Sharmila 2027	MATPH12-01 ANATOMY AND PHYSIOLOGY 12 Cowie, Yuri 2005
4-P4 D	MDRM-12-01 DRAMA 12 Miller, Sharmila 2027	H MATPH12-01 MY AND PHYSIOLOGY 12 Cowie, Yuri 2005	MDFT-12-01 DRAMA: FILM & TELEVISION 12 Hanlon, Michael 3003	MENFP12-04 ENGLISH FIRST PEOPLES 12 Elke, Ramona 2008

If you want to see all the courses you are enrolled in. This includes out of timetable course.
Click on Academics.

Pages My Info Academics Group

Classes

Details Options Reports Help Search on Term

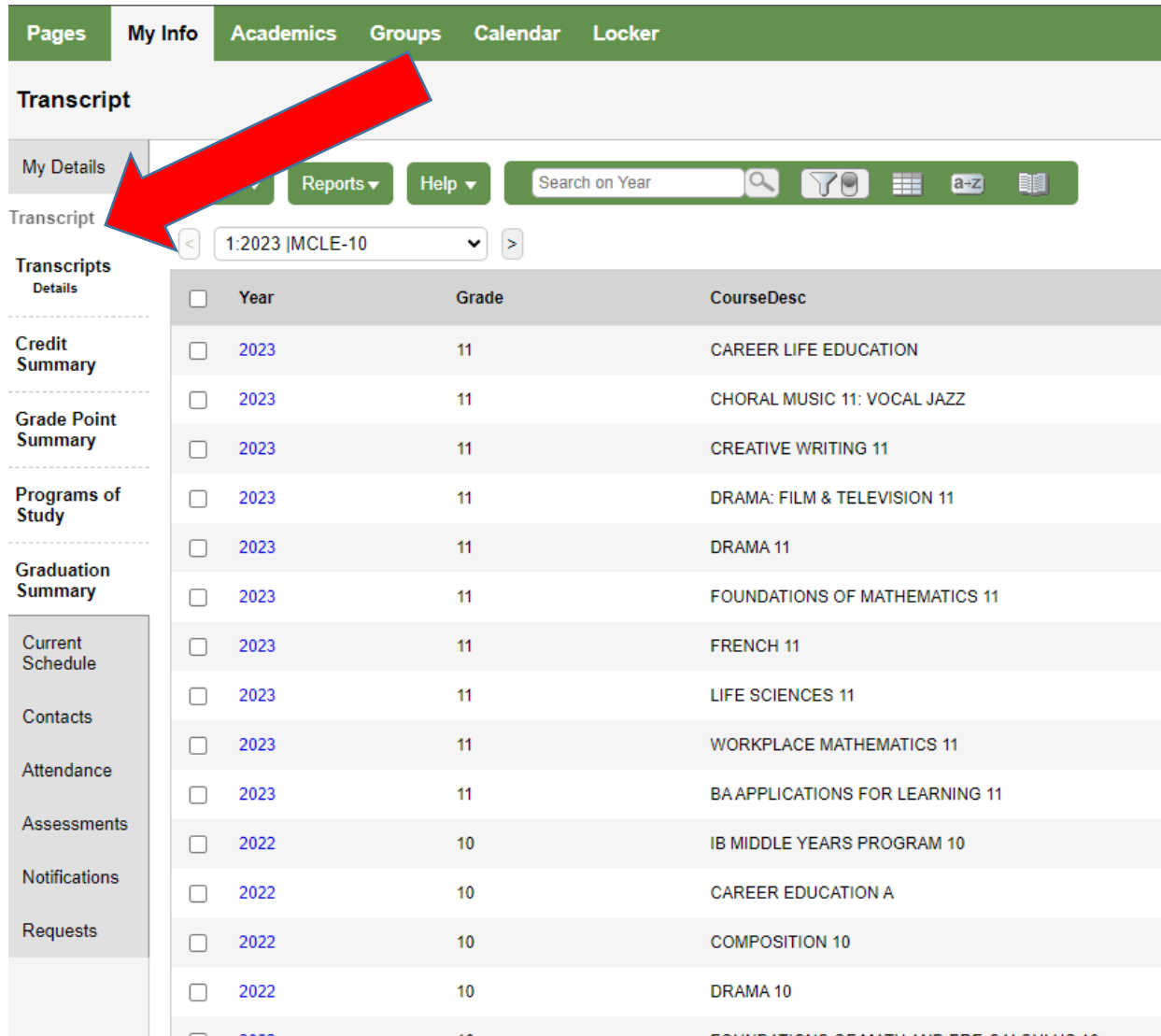
Assignments

Attendance

- Description
- FRENCH 12
- FOUNDATIONS OF MATHEMATICS 11
- DRAMA: FILM & TELEVISION 12
- DRAMA 12
- CHORAL MUSIC 12: VOCAL JAZZ
- DANCE 12: CHOREOGRAPHY ACADEMY
- THEATRE COMPANY 12
- CONTEMPORARY MUSIC 12
- MUSICAL THEATRE 12
- BALINK CREW 11
- BA APPLICATIONS FOR LEARNING 12
- CAREER LIFE CONNECTIONS
- LAW STUDIES 12
- ENGLISH FIRST PEOPLES 12
- ANATOMY AND PHYSIOLOGY 12

If you want to see your marks from complete course.

Click on **My Info** and then click on **Transcript**. This shows your completed courses and the marks are off the screen to the right.



The screenshot shows a student portal interface. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below this is a 'Transcript' section. On the left, there is a sidebar with various options: My Details, Reports, Help, Search on Year, and a list of transcript-related options: Transcripts, Details, Credit Summary, Grade Point Summary, Programs of Study, Graduation Summary, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. A red arrow points to the 'Transcript' link in the sidebar. The main content area shows a table of completed courses with columns for Year, Grade, and CourseDesc. The table is filtered for the year 2023 and course ID JMCLE-10. The table lists 14 courses, including Career Life Education, Choral Music 11: Vocal Jazz, Creative Writing 11, Drama: Film & Television 11, Drama 11, Foundations of Mathematics 11, French 11, Life Sciences 11, Workplace Mathematics 11, BA Applications for Learning 11, IB Middle Years Program 10, Career Education A, Composition 10, Drama 10, and Foundations of Math and Pre-Calculus 10.

<input type="checkbox"/>	Year	Grade	CourseDesc
<input type="checkbox"/>	2023	11	CAREER LIFE EDUCATION
<input type="checkbox"/>	2023	11	CHORAL MUSIC 11: VOCAL JAZZ
<input type="checkbox"/>	2023	11	CREATIVE WRITING 11
<input type="checkbox"/>	2023	11	DRAMA: FILM & TELEVISION 11
<input type="checkbox"/>	2023	11	DRAMA 11
<input type="checkbox"/>	2023	11	FOUNDATIONS OF MATHEMATICS 11
<input type="checkbox"/>	2023	11	FRENCH 11
<input type="checkbox"/>	2023	11	LIFE SCIENCES 11
<input type="checkbox"/>	2023	11	WORKPLACE MATHEMATICS 11
<input type="checkbox"/>	2023	11	BA APPLICATIONS FOR LEARNING 11
<input type="checkbox"/>	2022	10	IB MIDDLE YEARS PROGRAM 10
<input type="checkbox"/>	2022	10	CAREER EDUCATION A
<input type="checkbox"/>	2022	10	COMPOSITION 10
<input type="checkbox"/>	2022	10	DRAMA 10
<input type="checkbox"/>	2022	10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10