



On their Own

1. MyEd BC Webpage documentation at <http://myed73.sd73.bc.ca/>
2. Online Help in MyEd BC
 - a. Search for help on specific functionality
 - b. Release Notes
 - c. User Guides
 - d. Quick Reference Cards
 - e. Video and Training Tools

Within their School

3. Teachers can contact their administrator or secretary for basic support (navigation, attendance, printing reports, accessing demographics).
4. Teachers can contact the Lead Teachers in your school.
 - a. The District MyEd BC Trainers have just finished training 1-3 Lead Teachers for each school in the district this week.
 - b. Arrange to meet with them during an agreeable time (after school, prep time, etc).
5. Lead teachers can work with their administrators to present during a staff meeting or during a Pro D day.
6. Lead teachers can arrange for District MyEd BC Trainers to attend a staff meeting or Pro D day at the school.
7. Lead teachers can also work with their administrators to request TTOC time to visit classrooms to support/train teachers or to free up teachers to come and get support.

Within the District

8. Contact the District MyEd BC Trainers Brad Epp or Siobhan Lane at (778) 471-6061 or bepp@sd73.bcc.a or slane@sd73.bc.ca to either:
 - a. Ask questions
 - b. Report problems
 - c. Arrange to meet for training/support
9. Attend Drop in Sessions as advertised (usually around report card times).
10. Attend Training/Supports sessions as advertised during District Pro D days.



11. Teachers interested in using the **MyEd BC ePortfolios** can work with their administrators to arrange for the District MyEd BC Trainers to visit their school for training and/or support.
 - a. Meet with the District trainers to see a demonstration and receive training (TTOC time is available for this)
 - b. Have the trainers attend their class to get them started in using the ePortfolios

12. IEPs and Student Services in MyEd BC
 - a. TTOC time is provided for any teachers that are writing IEPs to attend a refresher session at the start of each school year.
 - b. TTOC time is also provided for any teachers that have never written IEPs to attend group training sessions early in the school year.
 - c. TTOC time is also provided throughout the year for any teacher that needs either an individual refresher or full training, but was hired after the planned training sessions.