
Sardis Secondary MyEd BC Student Manual

How to Log-in:

1. Open your internet browser and go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. Enter your username (student number)
3. Enter the default password (Sept\$2017), and click on **okay**.
4. The first time you log-in you will be prompted to enter an email address and change your password.
 - a. Please enter your primary email account as this account will be used to send communication from the school.
 - b. Your password must contain special characters; you can click on the blue text “click to view” to see the specific requirements for the password

Checking Your Timetable

1. Go into My Info and then click on Current Schedule.

Checking Your Grades

1. Click the **Academics** top-tab.
 - a. Your classes will be listed in this window. The most recent grade in each course, for the current term will be in the blue highlighted area. (In the example shown below the grade is for term 4 (Q4 = quarter 4).
 - b. Marks will only be shown for courses where the teacher has chosen to make the mark visible.
 - c. If the grade is not visible and you would like to know how you are doing in that course, please see your teacher.

<input type="checkbox"/>	Description	Description	Course	Term	Teacher	Clssrm	Current Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	WORK EXPERIENCE 12A	WORK EXPERIENCE 12A	MWEX-2A-97	FY	Long, Jen	B222		2	0	0
<input type="checkbox"/>	FOODS AND NUTRITION 11	FOODS AND NUTRITION 11	MFDN-11-23	S2	Rahnborn, Kelly	E101	Q4 96.0 A	1	0	0
<input type="checkbox"/>	SOCIAL STUDIES 11	SOCIAL STUDIES 11	MSS--11-23	S2	Wieler, Gary	C119		1	0	0
<input type="checkbox"/>	CHEMISTRY 11	CHEMISTRY 11	MCH--11-21	S2	Ego, Lisa	C222	Q4 77.2 B	1	0	0
<input type="checkbox"/>	ENGLISH 12	ENGLISH 12	MEN--12-24	S2	McDowell, Jason	PT#3		1	0	0

2. For more detailed information on the mark displayed, click on the name of the class in the list and then click on the **Assignments** side-tab.
 - a. The assignments will be shown in a list, with percentages for each one listed.
 - b. If the teacher has included written feedback for the assignment in the program, these comments will be shown in the far right-hand column.
3. To go back and view the detailed mark for another class, click on the blue “Classes” link under the options menu in the top left-hand corner of the screen.

Questions?

For questions or concerns, please email sardis_secondary@sd33.bc.ca and someone will get back to you promptly.