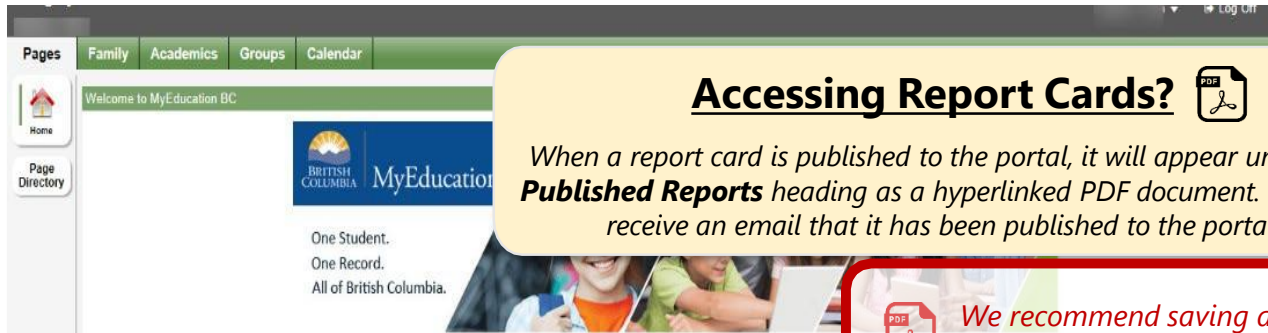


# Family Portal Basic Navigation

## Pages top tab

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

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



## Accessing Permission Forms?

*In the future, the following permission forms will be sent to your Family Portal under the **Tasks** to review and provide responses to the requested permission via your Family Portal.*

- Email & Auto Dialer Calls
- Field Trip
- Internet Access
- Release Info to PAC
- Release of Photo
- Walk from Home



## Family top tab – See next page

## 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.

### 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 level and they 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.

# 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 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 children, please see FAQ page. Using the checkbox beside the student name, click on the available side tabs to see details about the student you selected.



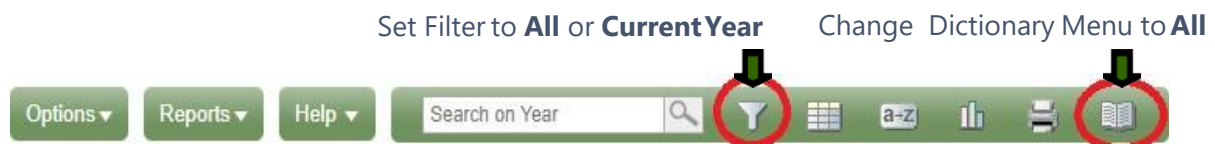
## Side tabs

**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 Elementary schools a morning or an afternoon absence is a 0.5 day absence. For secondary or course-based attendance schools daily attendance will be a calculation based on number of enrolled courses. 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 Exams.

**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**—may include fees information if your school uses this function in MyEducation BC

**Documents**—may include documents.