A Step-by-Step Guide on
How to Find the Designation for Your Students

1. Go to **My Ed BC www.myeducation.gov.bc.ca/aspen/logon.do**

2. Go Into > **GRADE BOOK**

3. Select Class > [X] **CLASS**

4. Go to **REPORTS** tab @ top of page

5. Choose **SCHEDULING REPORTS**

6. Choose **BC CLASS LISTS WITH DESIGN**

7. Choose **RUN** at bottom of the page

8. Pop-up - Document can be reviewed with a column for designations.