

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

BTA Colleagues,

Secondary Colleagues who would like to access MyEd BC in order to determine the composition of the students enrolled in your classes, please follow the instructions below.

Elementary colleagues that require verification of their class composition can check with their school secretary or resource/LSS teacher.

Regards,

Frank, Leanne, Daniel

1. Go to My Ed BC www.myeducation.gov.bc.ca/aspden/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.