Some of the features are only functional when a teacher uses MyEd BC as a tool for their course. Note that teachers may be using alternative methods to communicate student learning.

1. **Log Off** button
2. Click to **Set Preferences**: e.g.
   - Default Locale
   - Primary email
   - Security question
   - Password
3. Click on the **Pages** top tab
4. **Course specific Pages**
5. **Announcements** from the Service Provider
6. **Recent Activity** for student Attendance and Grade information
7. **Published Reports** (e.g. Report Cards)
8. **To Do** agenda for course assignments should a teacher choose to make assignments visible in the Portal
9. **Group Resources** made available by the Service Provider
10. Click on the **My Info** top tab
11. Click on the **My Details** side tab to see demographic, address, and photo information on record
12. Click on the **Current Schedule** side tab to see the current student schedule.
13. Click on the **Contacts** side tab to see the contact information on record.

14. Click on the **Attendance** side tab to see daily attendance information (updated nightly).
15. Click on the **Requests** side tab to see the course requests for next year.

16. Click on the **Academics** top tab to see a summary of courses currently being taken.

17. Click on a **Description hyperlink** to see details of a course.
18. **Class attendance summary**
19. **Category names** should the teacher use the MyEd Gradebook to maintain assessment records
20. **Percentage weight** of the categories should a teacher use category weighting for end term mark calculations
21. **Average of a category** if a teacher has made the assignments visible to the Portal
22. **Posted end term grade**

23. Click on the **Assignments** side tab
24. **Assignment details** should a teacher choose to make the assignments visible on the Portal
25. Click on the **Attendance** side tab
26. **Class attendance details**

27. Click on the **Calendar** top tab
28. Click on the **sub top tabs** to see different calendar views of **assignment dates** that the teacher has made visible to the Portal
29. Click on the **Locker** top tab
30. Files that a student has uploaded to the **personal cloud storage space** in the **Portal**