

Online Course Selection Grade 7s



Course requests will be done in MyED BC. This document outlines the steps you will need to follow in order to complete the online course requests. The options offered will vary, depending on your grade but the process for selecting courses is the same.

Logging Onto MyED BC

Step 1: Check your Deltalearns account. You should have received an email from sysadmin@myeducation.gov.bc.ca. This email will contain the URL to MyED BC, your Login ID and your password for the first time you login to MyED BC.

Sample Email Message:

A MyEducation user account has been created for you:

Log in to <https://www.myeducation.gov.bc.ca/aspen> using the user name and password supplied.

Username: 99999999 (example only)

Password: gyro205LIFE (example only)

Step 2: Click on the URL or copy and paste it into an internet browser. It should take you to a screen that looks like this:

The screenshot shows a web browser window with the address bar displaying [myeducation.gov.bc.ca/aspen/logon.do](https://www.myeducation.gov.bc.ca/aspen/logon.do). A red box labeled '1' points to the URL in the address bar with the text 'URL Pasted here'. The page header includes the British Columbia logo and 'MyEducationBC'. The main content area is titled 'MyEducation BC Prod' and contains a login form. The form has two input fields: 'Login ID' and 'Password'. A red box labeled '2' points to the 'Login ID' field with the text 'Type Username (MyED student number) here: eg. 99999999'. A red box labeled '3' points to the 'Password' field with the text 'Type the password you were given in your email: eg. gyro205LIFE'. Below the password field is a link that says 'I forgot my password'. At the bottom of the form is a 'Log On' button. A red box labeled '4' points to the button with the text 'Select Log On'.

1. URL Copied and pasted into the browser.
2. Type or copy and paste the Username from your email into here.
3. Type or copy and paste the password from your email into here.
4. Select the Log On button.

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Step 3: You may be prompted to create a new password. The following screen will appear.

1. Select the OK button.
2. Type or copy and paste your initial password into the Current Password box.
3. Type your new password into the New Password box.
4. Re-type your new password into the Confirm New Password Box.

MyED BC has some specific rules regarding your new password:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Once you have created your new password select OK.

Step 4: Select and answer the security question.

Select the submit button.

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Completing the Course Requests

Step 5: This is the landing page for MyED BC. Your name should appear in the top left hand corner, and it should appear in the top right hand corner.

Next year, you will see your report cards published in the “Published Reports” box.

Step 6: Click on the My Info Top Tab underneath your name.

Step 7: Select the Requests side tab.

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Step 8: Read through the instructions at the top of the page.

Delta 2020-2021

Lastname, Firstname

Lastname, Firstname

Log Off

PagesMy InfoAcademicsGroupsCalendarLocker

Requests

My Details

Transcript

Current Schedule

Contacts

Attendance

Assessments

Notifications

Requests

Requests Details

Graduation Progress

Options▼Reports▼Help▼Search on CrsNo

<< Exit entry mode

2021-2022 - Requests: 8 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

Instructions

GRADE 8 STANDARD COURSE SELECTION

(Current Grade 7 Students)

Course Information can be found in the [Course Program Guide](#)

- Click on the **Select** button to choose courses in each Subject area.
- Students **MUST** select a minimum of 8 courses.
- All **Required Courses** have been pre-selected for Grade 8 students, except Math.
- Select one Mathematics course (required).
- Click on the **Select** button beside **Explorations** to choose your Grade 8 electives (required).
- Click on the **Select** button beside **Academics** to choose an academy program (only if interested).
- Students requiring Learning Support (ELL, Strategies, Gradquest, Modified Academics or Supportive Learning) will be hand timetabled by counselors.
- Remember to click **OK** to confirm selections within a Subject Area and click **POST** to confirm ALL selections before exiting.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<div>Select...</div> <div>Select this to open your choices for the grade 8 explorations</div>	Required Courses	MFR--08	FRENCH 8	N	0.0
		MEN--08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC--08	SCIENCE 8	N	0.0
		MSS--08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA--08	MATHEMATICS 8	N	0.0
<div>Select...</div>	Explorations				
<div>Select...</div>	Outside the Timetable				
<div>Select...</div>	Academics				

Step 9: Scroll down to the portion of the page where you can select your requests.

Each school has set up the requests to meet their scheduling needs. In the sample below, your required courses are already selected for you. Click on the select button to open your choices.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<div>Select...</div> <div>Select this to open your choices for the grade 8 explorations</div>	Required Courses	MFR--08	FRENCH 8	N	0.0
		MEN--08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC--08	SCIENCE 8	N	0.0
		MSS--08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA--08	MATHEMATICS 8	N	0.0
<div>Select...</div>	Explorations				
<div>Select...</div>	Outside the Timetable				
<div>Select...</div>	Academics				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<div>Select...</div>	Student Services				

Notes for counsellor

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Step 10: Select the courses by checking the box beside the course name. Select OK.

Subject area	Explorations						
Instructions	Select > Explorations 8A AND 8B OR Select > Instrumental Music 8 - Concert Band AND Explorations 8B						

2 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MADGE08EXA	ADST 8 - General Explorations 8A	Regular	0.0		
<input checked="" type="checkbox"/>	MADGE08EXB	ADST 8 - General Explorations 8B	Regular	0.0		
<input type="checkbox"/>	MMU--08-BA	Instrumental Music 8 (Concert Band)	Regular	0.0		

These courses you picked now will show up on the main request page.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Required Courses	MFR--08	FRENCH 8	N	0.0
		MEN--08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC--08	SCIENCE 8	N	0.0
		MSS--08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA--08	MATHEMATICS 8	N	0.0
<input type="button" value="Select..."/>	Explorations	MADGE08EXA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE08EXB	ADST 8 - General Explorations (Modules)	N	0.0
<input type="button" value="Select..."/>	Outside the Timetable				
<input type="button" value="Select..."/>	Academies				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Student Services				

Please ensure that you scroll through or tab through **ALL** of the courses available to you in each subject area. In some grades there are over 40 courses to pick from. See image below.

Please ensure that your total **Requests # primary; # alternate** match the recommended total on the welcome screen. Nearly all students should **at least** have 8 primary and 3 alternate requests

2021-2022 - Requests: 8 primary, 3 alternate

Once you are finished your course selections, you can press the POST button. If you forget to select the POST button, your requests will still be in the system but they will not get forwarded to build you a schedule for September.

