

Online Course Selection Gr 8-11



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

Username: Pupil # found on your grade 8-11 GoCard

Password:

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 URL [myeducation.gov.bc.ca/aspn/ogon.do](https://www.myeducation.gov.bc.ca/aspn/ogon.do) in the address bar. The page title is "MyEducation BC Prod". The login form contains the following elements:

- Login ID:** A text input field with a "Request an account" link below it.
- Password:** A text input field with an "I forgot my password" link below it.
- Log On:** A button with a right-pointing arrow.

Red annotations on the screenshot indicate the following steps:

1. URL Pasted here (pointing to the address bar)
2. Type Username (MyED student number) here: eg. 9999999 (pointing to the Login ID field)
3. Type the password you were given in your email: eg. gyro205LIFE (pointing to the Password field)
4. Select Log On (pointing to the Log On button)

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.

Online Course Selection Gr 8-11



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.

Online Course Selection Gr 8-11



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.

Delta 2020-2021
Last name, First name

Pages: My Info, Academics, Groups, Calendar, Locker

Welcome to MyEducation BC PRODUCTION

One Student.
One Record.
All of British Columbia.

Recent Activity (Last 30 days)

Search: [] Attendance Grades

- 01/27/2021 - Attendance (Tardy) Class: AM Attendance Period: AM
- 01/20/2021 - Attendance (Tardy) Class: AM Attendance Period: AM

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

System Maintenance & Announcements

Welcome to MyEducation BC PRODUCTION

Production Infrastructure Upgrade to Azure Completed Successfully
Please ensure that District FTP clients, and third party vendors, are now pointing to the new environment to retrieve scheduled jobs. Detailed instructions are located on the L1 information station.

Weekly Maintenance Windows - Outages may be required

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.

Delta 2020-2021
Last Name, First Name

Pages: **My Info**, Academics, Groups, Calendar, Locker

Welcome to MyEducation BC PRODUCTION

Click here

Step 7: Select the Requests side tab.

Delta 2020-2021
Lastname, Firstname

Pages: My Info, Academics, Groups, Calendar, Locker

My Record

My Details

Options: Reports, Help

Transcript: [Cancel] Default Template

Current Schedule: Demographics, Addresses, Photo

Legal first name	Firstname	School > Name	Chalmers Elementary
Legal middle name	Middlename	Next School > Name	Burnsview Secondary
Legal last name	Lastname	Year of graduation	2026
Suffix		Grade level	07
Pupil #	9999999	Parking Space	
Personal Education Number	889889889	License Plate #	
Homeroom	999		

Requests

Select here to access your course requests

Online Course Selection Gr 8-11



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

Delta 2020-2021
Lastname, Firstname ▾ Log Off

Pages My Info Academics Groups Calendar Locker

Requests

My Details

Transcript

Current Schedule

Contacts

Attendance

Assessments

Notifications

Requests

Requests Details

Graduation Progress

Options ▾ Reports ▾ Help ▾

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](#)

1. Click on the **Select** button to choose courses in each Subject area.
2. Students **MUST** select a minimum of 8 courses.
3. All **Required Courses** have been pre-selected for Grade 8 students, except Math.
4. Select one Mathematics course (required).
5. Click on the **Select** button beside **Explorations** to choose your Grade 8 electives (required).
6. Click on the **Select** button beside **Academics** to choose an academy program (only if interested).
7. Students requiring Learning Support (ELL, Strategies, Gradquest, Modified Academics or Supportive Learning) will be hand timetabled by counselors.
8. 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 style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div> <p style="font-size: 0.8em; margin: 5px 0;">Required Courses</p> <div style="border: 2px solid red; padding: 2px; width: fit-content; margin: 5px auto;"> Select this to open your choices for the grade 8 explorations </div> <div style="border: 2px solid red; border-radius: 50%; padding: 2px; width: 20px; height: 20px; margin: 5px auto; display: flex; align-items: center; justify-content: center;"> Select... </div> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div>		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
	Explorations				
	Outside the Timetable				
	Academies				

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 style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div> <p style="font-size: 0.8em; margin: 5px 0;">Required Courses</p> <div style="border: 2px solid red; padding: 2px; width: fit-content; margin: 5px auto;"> Select this to open your choices for the grade 8 explorations </div> <div style="border: 2px solid red; border-radius: 50%; padding: 2px; width: 20px; height: 20px; margin: 5px auto; display: flex; align-items: center; justify-content: center;"> Select... </div> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div>		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
	Explorations				
	Outside the Timetable				
	Academies				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px auto;">Select...</div>	Student Services				

Notes for counsellor

Online Course Selection Gr 8-11



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						
							<input type="button" value="Select All"/> 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			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>							

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.

