

MYEDUCATION STUDENT PORTAL – VIEWING TRANSCRIPTS

Please note posted report cards expire in July at the end of each school year but students and parents can access previous years marks through the student transcript tab.

- Log on to <https://myeducation.gov.bc.ca/aspen/logon.do> and select the “My Info” top tab on your toolbar and select “Transcript” on the left-hand side tab.

The screenshot shows the My Education Student Portal interface. At the top, there is a green navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. The 'My Info' tab is selected. Below this bar, there is a 'My Record' section. On the left side of this section, there is a vertical menu with options: My Details, Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. The 'Transcript' option is selected, and a green arrow points to it. In the main content area, there are buttons for 'Options', 'Reports', and 'Help'. Below these buttons, there is a 'Demographics' tab selected, showing fields for Legal first name, Legal middle name, Legal last name, Suffix, Pupil #, Personal Education Number, Homeroom, and Locker. On the right side, there are fields for School > Name (Edward Milne Community School), Next School > Name (Edward Milne Community School), Year of graduation, Grade level, Parking Space, and License Plate #. A green arrow points to the 'My Info' tab in the top navigation bar.

- IMPORTANT: Change the “Dictionary Menu”  to “All” in order to view all records. Set the “Filter”  to “All Records” or “Current Year” depending on what you’d like to see.

The screenshot shows a close-up of the transcript viewing interface. At the top, there are buttons for 'Options', 'Reports', and 'Help'. Below these buttons, there is a search bar with the text 'Search on Year'. To the right of the search bar, there is a 'Filter' icon (a funnel) and a 'Dictionary Menu' icon (a book). A green arrow points to the 'Dictionary Menu' icon, and another green arrow points to the 'Filter' icon. The 'Dictionary Menu' is set to 'All' and the 'Filter' is set to 'All Records'. Below the search bar, there is a table with columns for 'Year', 'Grade', and 'Desc'. The table is currently empty, and the text 'No matching records' is displayed at the bottom. A green arrow points to the 'All Records' option in the filter dropdown.

Marks from current courses won't show up until final mark has been entered.