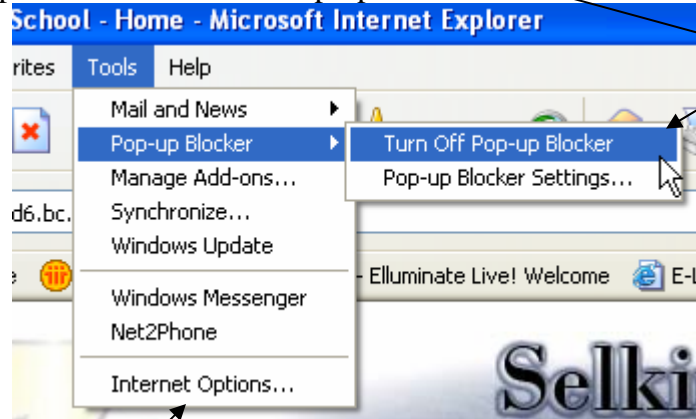


TA/Gradebook – Getting Started & Initial Setup

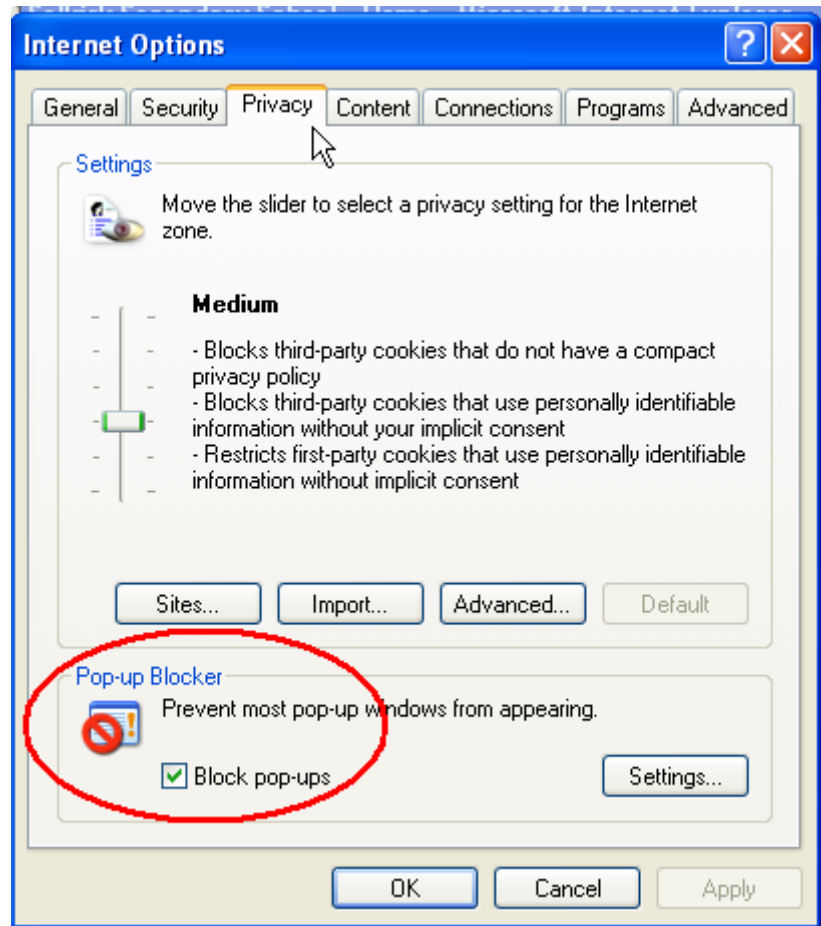
- Make sure **all** pop-up blockers are turned off. If you are savvy to this stuff you can “allow” the BCeSIS site without turning off all blockers. Google bars and others all have their own blockers! From Internet Explorer select:
Tools > Pop-up Blocker > Turn Off Pop-up Blocker



OR: Tools > Internet Options

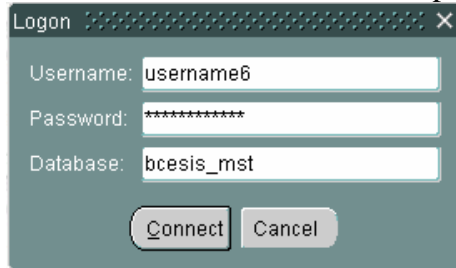
Click on the Privacy tab and remove the “check” from Block Pop-ups.

Close your browser and reopen for changes to take effect.

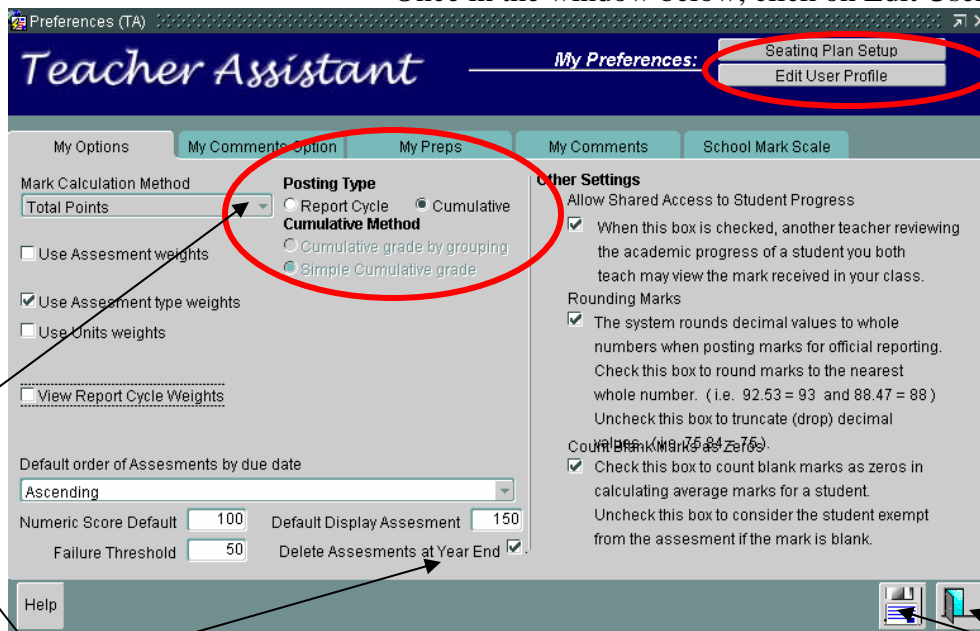


Logging on to BCeSIS - www.isw-bc.ca

- To log on to the Teacher Assistant, go to the ISW site: www.isw-bc.ca
Once there, at the left side of the page click on the link: Login to **BCeSIS**



- The first time logging on you will be prompted to install the JInitiator. This may take a little while; just follow the prompts. When the message comes up to install the Active X controller, do so.
- Things to remember:
 - Username ends with 6
 - Database is: bcesis_mst
 - 3 failed log-in attempts will lock you out for @ 20 minutes
- To change your password:
 - Remember passwords must be: 8 – 14 characters, contain a digit: 0-9, and contain a special character: \$ # _
 - Access the “My Preferences” window of two ways –
 - First: from the menu bar select: Action > My Preferences
 - Or: choose: Setup Options > Preferences
 - Once in the window below, click on Edit User Profile.



Extremely Important!

- Make sure that once in My Preferences>My Options, you **make the same selections as viewed above especially Posting Type**, then click the “save” icon (the disk).
- Remember when going back a screen or to log off, use the “door”.
- Make sure that there is a check in the Delete Assignments at Year End box.