

Reporting Document Publish to Brightspace Process

Overview of Reporting Publish Process:

1. Teachers “Post” their grades in MyEd
2. Principals validate the posted grades
3. School Clerical generates the Learning Update PDFs in MyEd using specific settings
4. School Clerical uses the Splitter website to split and publish the PDFs to Brightspace.
5. Students and Parent/Guardians can view the reports through each student’s reporting courses in Brightspace

What is the Splitter Website?

The splitter website is a tool usable by School Clerical and PVP that automates the process of uploading student reports to Brightspace.

The splitter website has 4 main steps: Upload, Validate, Split, Publish.

Upload:

School Clerical Upload the MyEd generated report to the splitter website

Validate:

During the report generation process in MyEd, certain “options” are required to be “ticked” or “unticked”. The splitter website validates (as much as it can) that the generated reports conform to these requirements.

Split:

MyEd generates giant multi-page reports which need to be split into individual files, one for each student. The splitter website splits the reports.

Publish:

All Students and Parents/Guardians have access to Brightspace. Because of this, the splitter website publishes student reports to their “Reporting” course in Brightspace so that the student and parents/guardians can access it online.

Login to the splitter website here. Each step has detailed instructions to walk you through the process:

<https://splitter.saanichschools.ca/>

Resources For Generating Reports in MyEd on The Hub:

- [Elementary Middle Report Cards \(school view\)](#)
- [Secondary Report Cards \(school view\)](#)
- [SIDES Report Cards \(school view\)](#)
- [Troubleshooting Learning Update Issues](#)
- [Running Student Schedules for distribution on Brightspace](#)
- [Grade Status Update Generation](#)
- [Parent Guardian Brightspace Accounts from MyEd Student Records](#)

Possible Issues with the Splitter Website and Publishing:

The splitter website is still in active development and may have problems. If you encounter an unknown error that is not explained in the “instructions” page (<https://splitter.saanichschools.ca/instructions>), please fallback to the previous method of publishing reports to Brightspace:

Overview of Previous Reporting Publish Process:

1. Teachers “Post” their grades in MyEd
2. Principals validate the posted grades
3. School Clerical generates the Learning Update PDFs in MyEd using specific settings
4. School Clerical saves the Learning Updates to their school S:\ drive MyEd folder ("S:\<schoolname> - MyEd_To SBO"), and sends helpdesk (helpdesk@saanichschools.ca) a ticket notifying them
5. Helpdesk splits the Learning Updates into individual files, then publishes them to Brightspace
6. Students and Parent/Guardians can view the reports through each of their reporting courses in Brightspace