ELEMENTARY/MIDDLE REPORT CARDS - SCHOOL VIEW
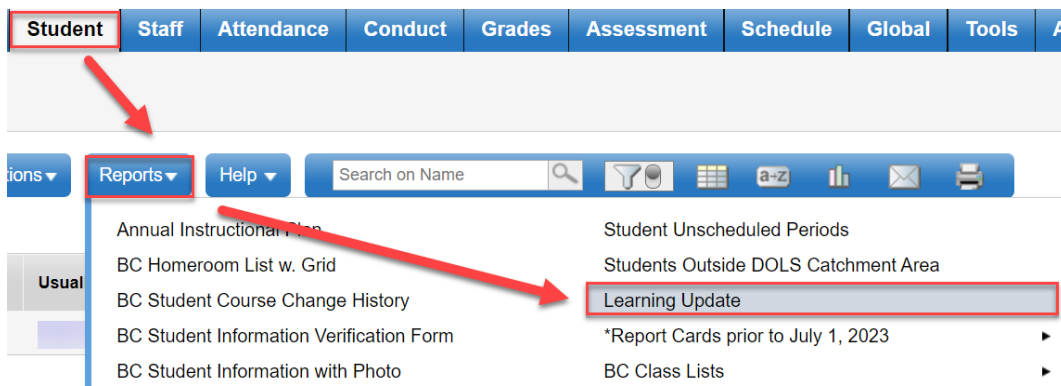
ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

NAVIGATING

1. Login to MyEducation BC
2. Choose Student Top Tab
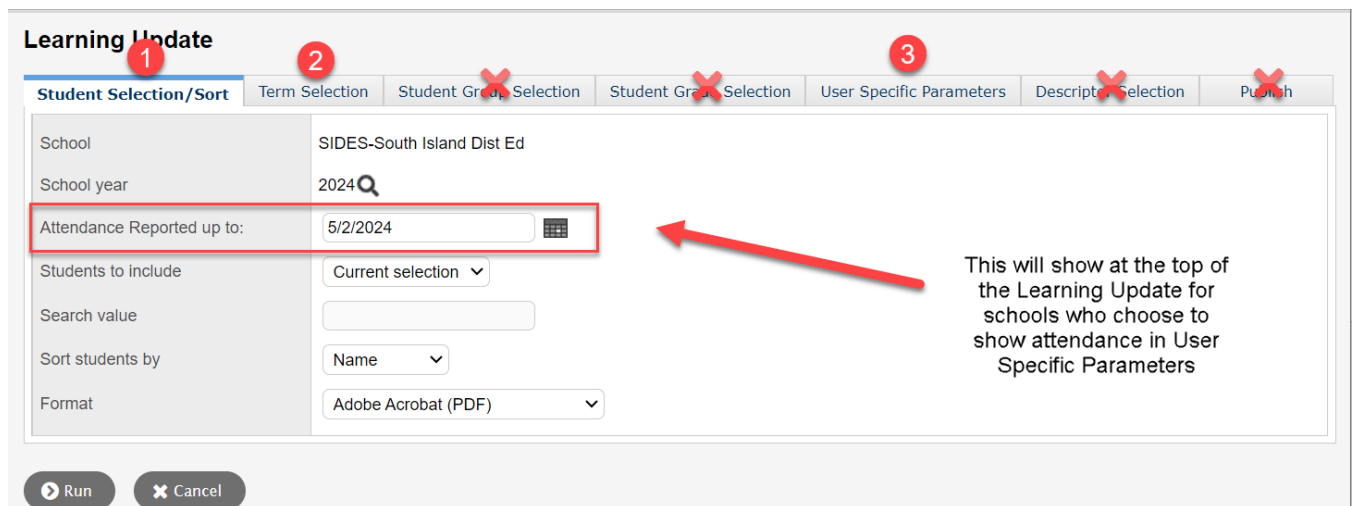3. Filter students by grade
4. Reports > Learning Update

PRINTING STUDENT REPORT CARDS

Student Top Tab > Reports > Reports Cards > **Learning Update**

LEARNING UPDATE PRINTING SETTINGS

1. Student Selection/Sort TAB – LEAVE Settings as shown

2. Term Selection TAB

   a. Choose either Term 1, 2, or 3

3. User Specific Parameters

   a. These settings must be checked each time you run Report Cards

Settings for printing Learning Updates for Brightspace

Settings for printing Learning updates not for Brightspace.

Learning Update

1 2 3

Student Selection/Sort | Term Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters** | Descriptor Selection | Publish

Display Student Legal Name Instead Of Usual Name	☐
Display Final	Display below term mark ▾
Display Programs/Plans	Top ▾
Display School Message	☑
Display Course Summary	☑
Display Course Dates	☐
Print Double-Sided	☑
Print On Legal Paper	☐
Print Using French Language	☐
Display Class Teacher Name	☑
Display Current School Course ONLY	☑
Display Student Self Assessment	☐
Display Teacher Overall Comment	☑
Display Student Homeroom Number	☑
Display Homeroom Teacher Name	☑
Display Box For Principal Signature	☑
Display Box For Teacher Signature	☑
Display Box For Parent Signature	☐
Display Attendance	Daily Attendance ▾
Display Attachments With Report Message	☐
Display Back Page	☑
Display Student Photo	☑
Display Proficiency Label (Term / Final)	☑

Choose this option every term

Must be selected to show Core Competencies message

Run the Learning Updates with these settings every time you create them in every term of the year

Tick ONLY when printing paper copies. DO NOT tick when printing digital copies

⊙ Run   ✖ Cancel