

ELEMENTARY/MIDDLE REPORT CARDS - SCHOOL VIEW

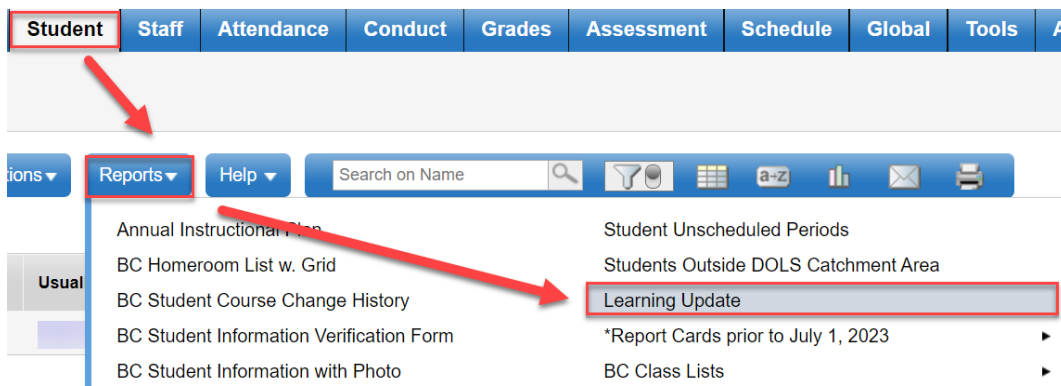
ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

NAVIGATING

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

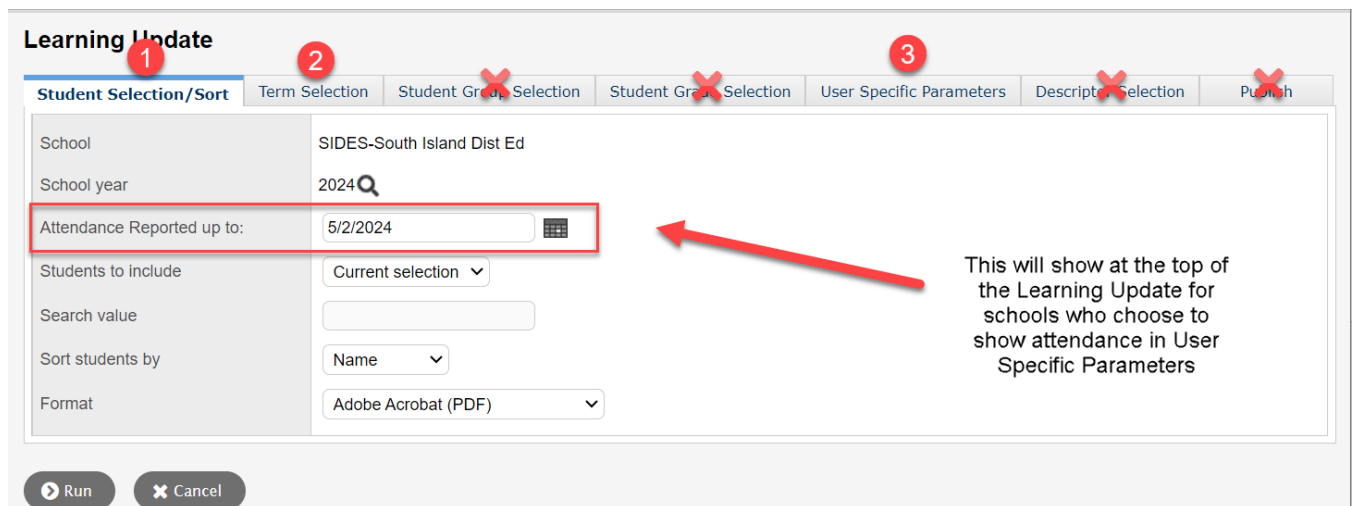
PRINTING STUDENT REPORT CARDS

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

Learning Update

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

Instruction: Select one or more terms. If none are selected the report will show the latest term marks and comments only.
Term 1 includes (Tri 1, Q1, Single Term)
Term 2 includes (Tri 2, Q2, Single Term)
Term 3 includes (Tri 3, Q3, Single Term)
Term 4 includes (Q4, Single Term)

Display Term 1 Marks and Comments

Display Term 2 Marks and Comments

Display Term 3 Marks and Comments

Display Term 4 Marks and Comments

Run Cancel

3. User Specific Parameters

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

Settings for printing Learning Updates for Brightspace

Learning Update

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

Student name to be printed: 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):

Run Cancel

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

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	<input type="checkbox"/>
Display Final	Display below term mark <input type="button" value="v"/> Choose this option every term
Display Programs/Plans	Top <input type="button" value="v"/>
Display School Message	<input checked="" type="checkbox"/> Must be selected to show Core Competencies message
Display Course Summary	<input checked="" type="checkbox"/>
Display Course Dates	<input type="checkbox"/>
Print Double-Sided	<input checked="" type="checkbox"/>
Print On Legal Paper	<input type="checkbox"/>
Print Using French Language	<input type="checkbox"/>
Display Class Teacher Name	<input checked="" type="checkbox"/>
Display Current School Course ONLY	<input checked="" type="checkbox"/>
Display Student Self Assessment	<input type="checkbox"/>
Display Teacher Overall Comment	<input checked="" type="checkbox"/>
Display Student Homeroom Number	<input checked="" type="checkbox"/>
Display Homeroom Teacher Name	<input checked="" type="checkbox"/>
Display Box For Principal Signature	<input checked="" type="checkbox"/>
Display Box For Teacher Signature	<input checked="" type="checkbox"/>
Display Box For Parent Signature	<input type="checkbox"/>
Display Attendance	Daily Attendance <input type="button" value="v"/>
Display Attachments With Report Message	<input type="checkbox"/>
Display Back Page	<input checked="" type="checkbox"/>
Display Student Photo	<input checked="" type="checkbox"/>
Display Proficiency Label (Term / Final)	<input checked="" type="checkbox"/>

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