

SECONDARY REPORT CARDS - SCHOOL VIEW

ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

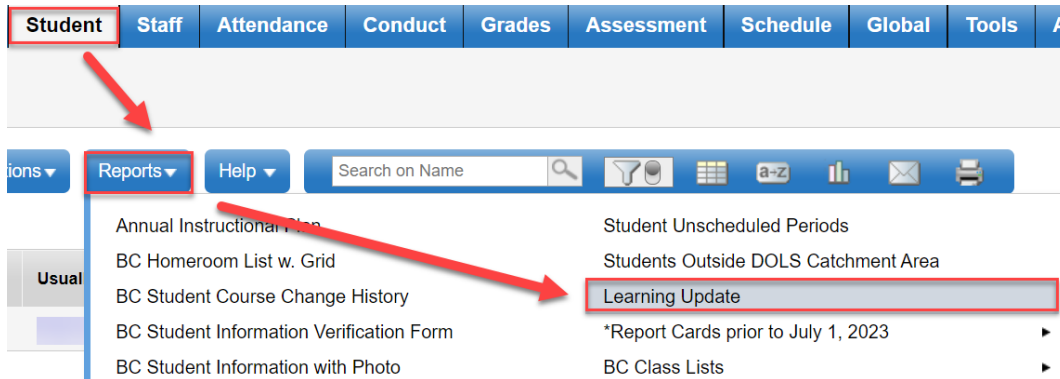
NAVIGATING

You will want to create a set of report cards for Grade 9s separately from Grade 10-12 to show the correct assessment descriptor

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

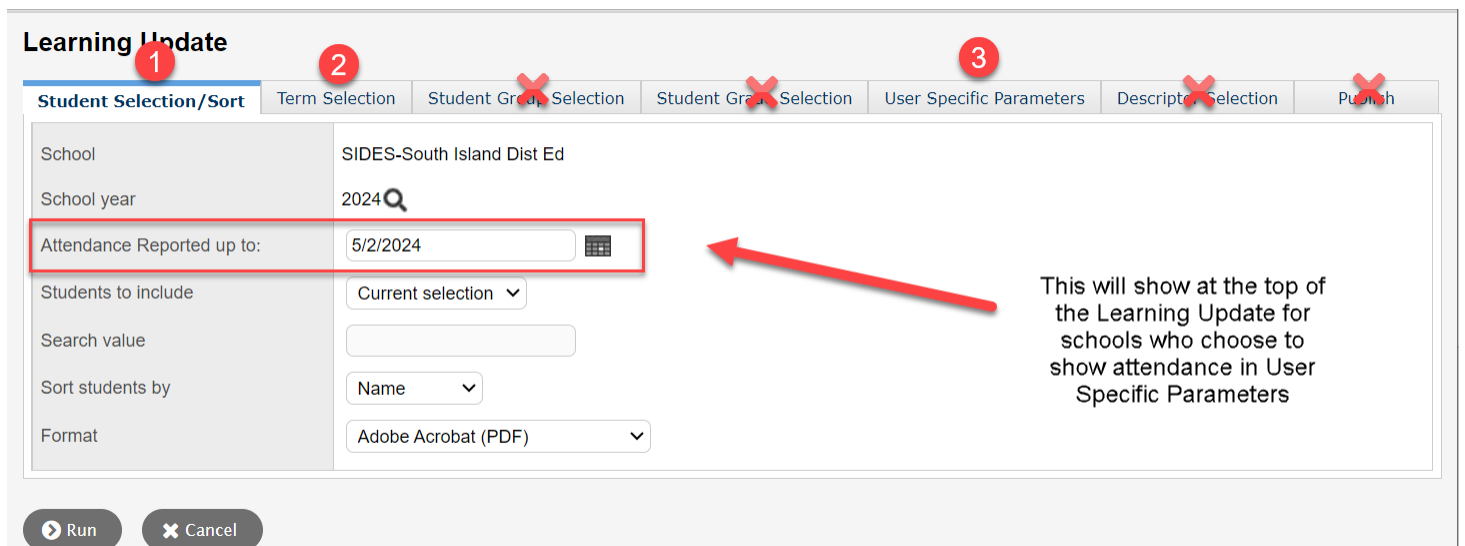
PRINTING STUDENT REPORT CARDS

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, 3, or 4

The screenshot shows the 'Learning Update' interface with the 'Term Selection' tab active. The interface includes a navigation bar with tabs: Student Selection/Sort, Term Selection (highlighted with a red circle '2'), Student Group Selection, Student Grade Selection, User Specific Parameters (highlighted with a red circle '3'), Descriptor Selection, and Publish. Below the navigation bar is an instruction box: '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)'. Below the instruction are four checkboxes: 'Display Term 1 Marks and Comments', 'Display Term 2 Marks and Comments', 'Display Term 3 Marks and Comments', and 'Display Term 4 Marks and Comments'. At the bottom are 'Run' and 'Cancel' buttons.

3. User Specific Parameters

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

The screenshot shows the 'Learning Update' interface with the 'User Specific Parameters' tab active. The interface includes a navigation bar with tabs: Student Selection/Sort, Term Selection, Student Group Selection, Student Grade Selection, User Specific Parameters (highlighted), Descriptor Selection, and Publish. Below the navigation bar is a list of settings with checkboxes and dropdown menus. Red arrows point to specific settings with annotations: 'Display below term mark' (dropdown set to 'Top', annotation: 'Choose this option every term'), 'Display School Message' (checkbox checked, annotation: 'Must be selected to show Core Competencies message'), 'Display Current School Course ONLY' (checkbox checked, annotation: 'Deselect if printing for all schools (ILC always deselect)'), 'Display Student Photo' (checkbox checked, annotation: 'Tick ONLY when printing paper copies. DO NOT tick when printing digital copies'), and 'Display Attachments With Report Message' (checkbox checked, annotation: 'Run the Learning Updates with these settings every time you create them in every term of the year'). At the bottom are 'Run' and 'Cancel' buttons.