

SECONDARY REPORT CARDS - SCHOOL VIEW

ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

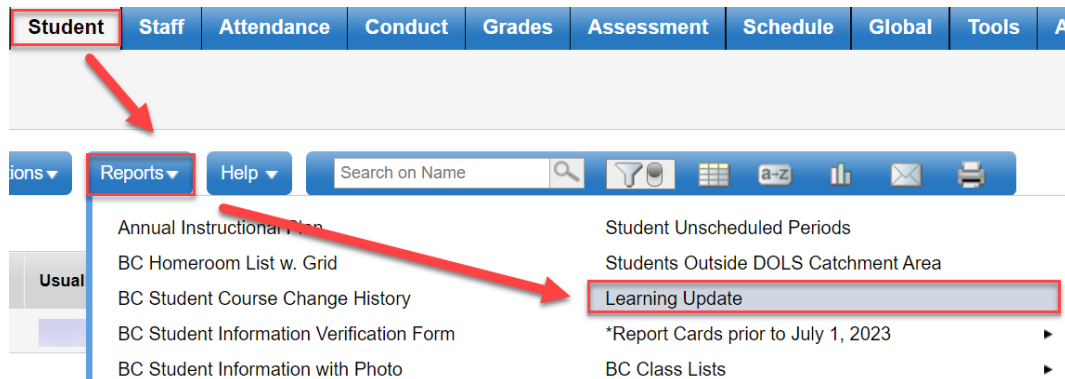
NAVIGATING

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

The screenshot shows the 'Learning Update' printing settings form. The form has a title bar 'Learning Update' and a tabbed interface. The 'Student Selection/Sort' tab is selected and highlighted with a red circle labeled '1'. The other tabs are 'Term Selection', 'Student Group Selection', 'Student Grade Selection', 'User Specific Parameters', 'Descriptor Selection', and 'Printish'. The 'Student Selection/Sort' tab contains the following settings: School (SIDES-South Island Dist Ed), School year (2024), Students to include (Current selection), Search value (empty field), Sort students by (Name), and Format (Adobe Acrobat (PDF)). The 'Student Group Selection' and 'Student Grade Selection' tabs are marked with a red 'X'. The 'User Specific Parameters' tab is marked with a red circle labeled '3'. The 'Descriptor Selection' and 'Printish' tabs are marked with a red 'X'. At the bottom of the form, there are two buttons: 'Run' and 'Cancel'.

2. Term Selection TAB

- a. Choose either Term 1, 2, 3, or 4

Learning Update

1 2 3

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

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 Programs/Plans

Display School Message ☒

Display Course Summary ☒

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

Display Attachments With Report Message ☐

Display Back Page ☐

Display Student Photo ☒

Display Proficiency Label (Term / Final) ☒

Must be selected to show Core Competencies message

Tick when printing for paper copies. Do not tick when printing digital copies

Deselect if printing for all schools a student is attending (ILC always deselect)

Tick when printing for paper copy to share with student/family

Run Cancel