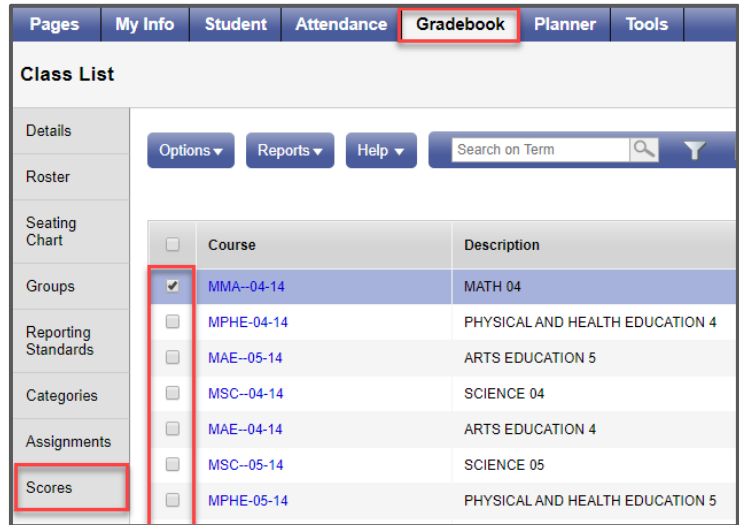
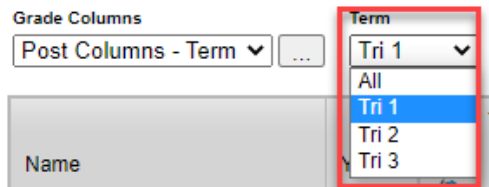


ELEMENTARY/MIDDLE REPORT CARDS – STAFF VIEW

ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

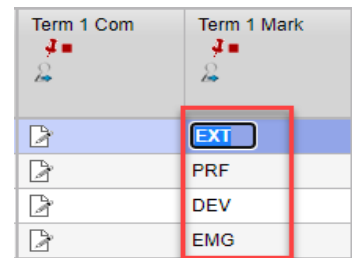
NAVIGATING

1. Login to MyEducation BC
2. Choose Gradebook Top Tab
3. Select a Curricular Area
4. Choose Scores Side Tab
5. Ensure the Correct Term is chosen



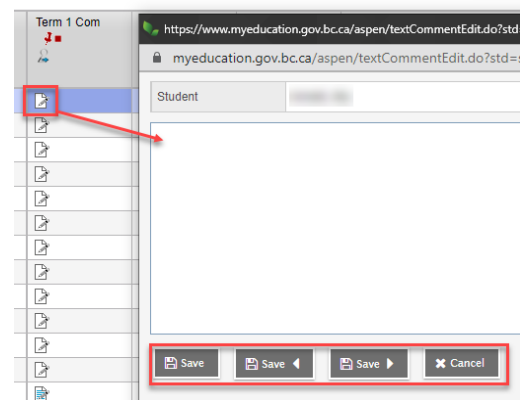
ENTERING ASSESSMENTS

1. Click in the Term Mark cell for the student and enter the assessment EMG, DEV, PRF, EXT
2. All entries are autosaved (wait for yellow on screen to disappear before continuing)
3. Ctrl + D to Fill Down an assessment or empty space from your cursor location



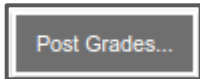
ENTERING COMMENTS

- Click the Comment icon beside the student to open the Comment entry window.
- Type or Paste comment from another source
- Save or Save > and move to the next student
- Ctrl + D to Fill Down a comment or empty comment from your cursor location



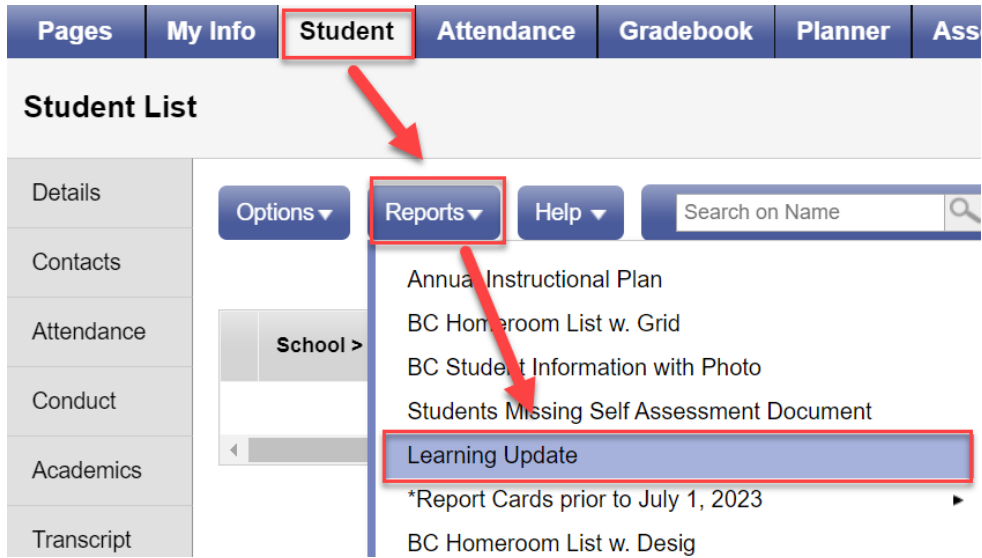
POST GRADES

- Once Assessments and Comments are entered.
- Click Post Grades
- **IF any changes are made** Post Grades must be clicked again
- Only Posted Grades and Comments will appear on the Report Card



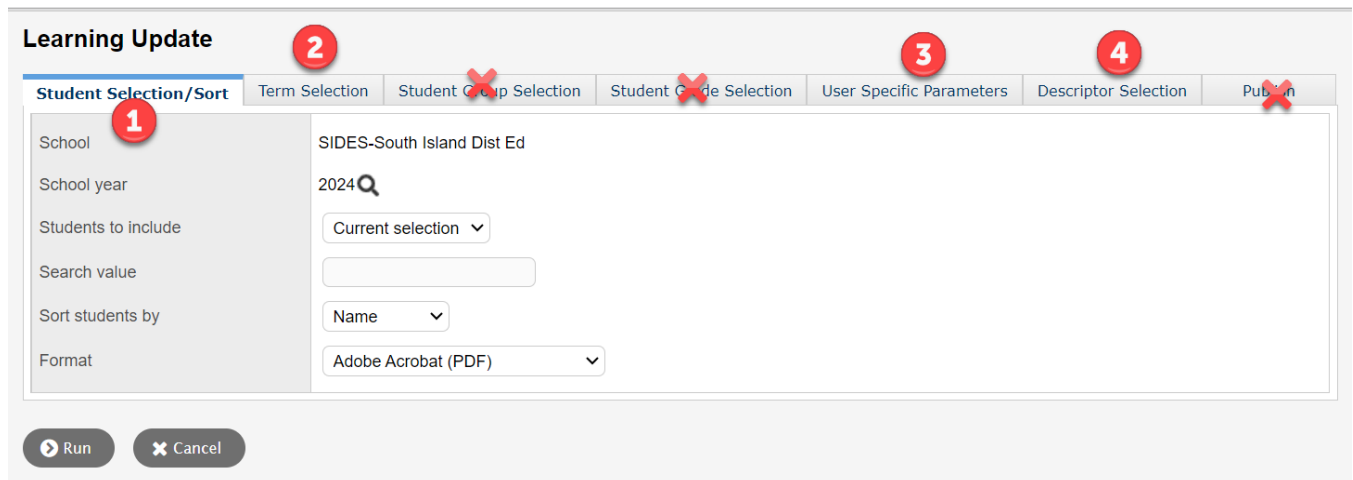
PRINTING ALL STUDENT REPORT CARDS

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

The screenshot shows the 'Learning Update' dialog box with the 'Term Selection' tab active. The 'Student Selection/Sort' tab is marked with a red '1', 'Term Selection' with a red '2', 'Student Group Selection' with a red 'X', 'Student Grade Selection' with a red 'X', 'User Specific Parameters' with a red '3', 'Descriptor Selection' with a red '4', and 'Publish' with a red 'X'. The 'Instruction' field contains the text: '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 this 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
- b. Click Run

The screenshot shows the 'Learning Update' dialog box with the 'User Specific Parameters' tab active. The 'Student Selection/Sort' tab is marked with a red '1', 'Term Selection' with a red '2', 'Student Group Selection' with a red 'X', 'Student Grade Selection' with a red 'X', 'User Specific Parameters' with a red '3', 'Descriptor Selection' with a red '4', and 'Publish' with a red 'X'. The settings are as follows:

Display Student Legal Name Instead Of Usual Name	<input type="checkbox"/>
Display Final	Display below term mark <input type="button" value="v"/>
Display Programs/Plans	Top <input type="button" value="v"/>
Display School Message	<input checked="" type="checkbox"/>
Display Course Summary	<input checked="" 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 type="checkbox"/>
Include only My Courses	<input 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 Attendance	Daily Attendance <input type="button" value="v"/>
Display Attachments With Report Message	<input type="checkbox"/>
Display Back Page	<input type="checkbox"/>
Display Student Photo	<input checked="" type="checkbox"/>
Display Proficiency Label (Term / Final)	<input checked="" type="checkbox"/>

Annotations:

- Red arrow pointing to 'Display below term mark': Choose this option every Term
- Red arrow pointing to 'Display School Message': Must be selected to show Core Competencies message in School Message
- Red arrow pointing to 'Print Double-Sided': Tick when printing to paper. Do not tick when printing digital copies
- Red arrow pointing to 'Include only My Courses': This only shows in Staff View

A red-bordered box contains the text: 'Run the Learning Update with these settings every time you create them in every term of the year'.

At the bottom are 'Run' and 'Cancel' buttons.

3. Descriptor Selector

- This will print a Descriptor in English for the Proficiency Scale

The screenshot shows the 'Learning Update' window with the 'Descriptor Selection' tab active. The 'Descriptor Selection' tab is highlighted with a red box and a red circle with the number '3'. The 'Display Descriptor' dropdown is set to 'Bottom' (circled with a red '1'). The 'K-9 English Descriptor' checkbox is checked (circled with a red '2'). A red text overlay reads: 'Use this descriptor for all Elementary/Middle Report Cards'. At the bottom are 'Run' and 'Cancel' buttons.

PRINTING A SELECTION OF STUDENTS REPORT CARDS

In some cases, you may want to print less than a class set of reports

1. Student Top Tab > Select the students you want to Print
2. Options > Show Selected
3. Complete Printing Steps above

The screenshot shows the 'Student List' interface with the 'Student' tab selected. A red box highlights the 'Conduct' column, and a red circle with the number '1' is placed over the first checked checkbox. Red arrows point from the checked checkboxes to the right side of the interface.

To return to the full student list in Student Top Tab after Printing

1. Click the Filter icon
2. Choose Students in My Classes

The screenshot shows a filter dropdown menu with a search bar at the top. The 'Students in My Classes' option is highlighted with a red box. A red arrow points to the filter icon in the top right corner of the menu.