

SIDES REPORT CARDS - SCHOOL VIEW

ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

NAVIGATING

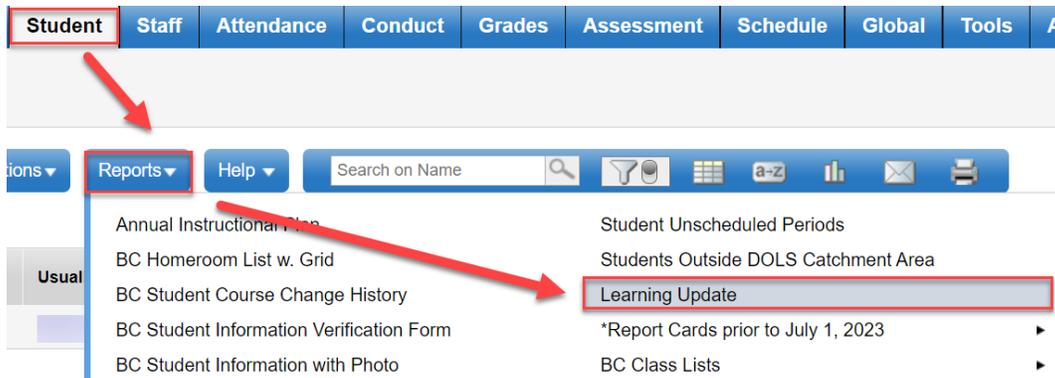
Create separate sets of report cards for the following grade groups to show the correct assessment descriptor.

- K-8 Students
- Grade 9s
- Grade 10-12

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

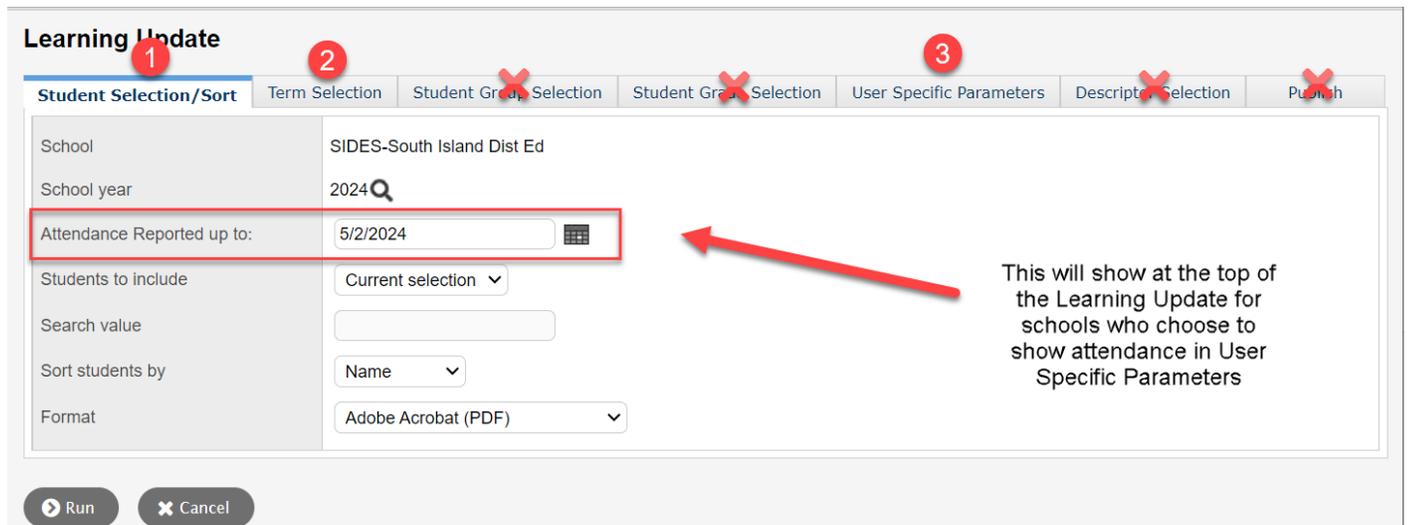
PRINTING STUDENT REPORT CARDS

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



LEARNING UPDATE PRINTING STEPS K-12

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



2. Term Selection TAB

- a. For Elementary and Middle choose either Term 1, 2, or 3
- b. For Secondary choose either Term 1, 2, 3, or 4.

Learning Update

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

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 Choose this option every term

Display Programs/Plans

Display School Message Must be selected to show Core Competencies 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 Deselect if printing for all schools (ILC always deselect)

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

Run Cancel

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