

# MyEducation BC

## Elementary Report Cards

### 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

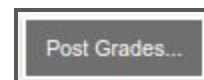
- Click in the Term Mark cell for the student and enter the assessment EMG, DEV, PRF, EXT
- All entries are autosaved
- Ctrl + D to Fill Down an assessment or empty space from your cursor location

#### 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

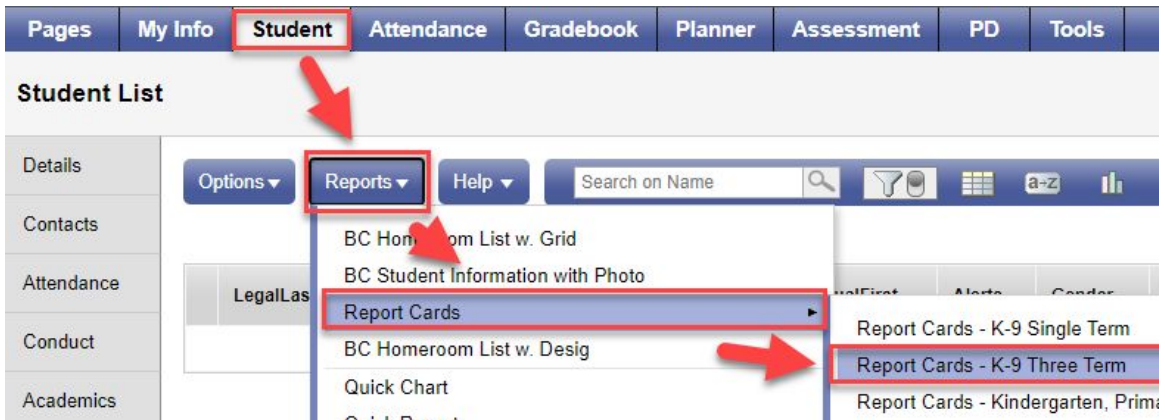
#### Post Grades

- 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



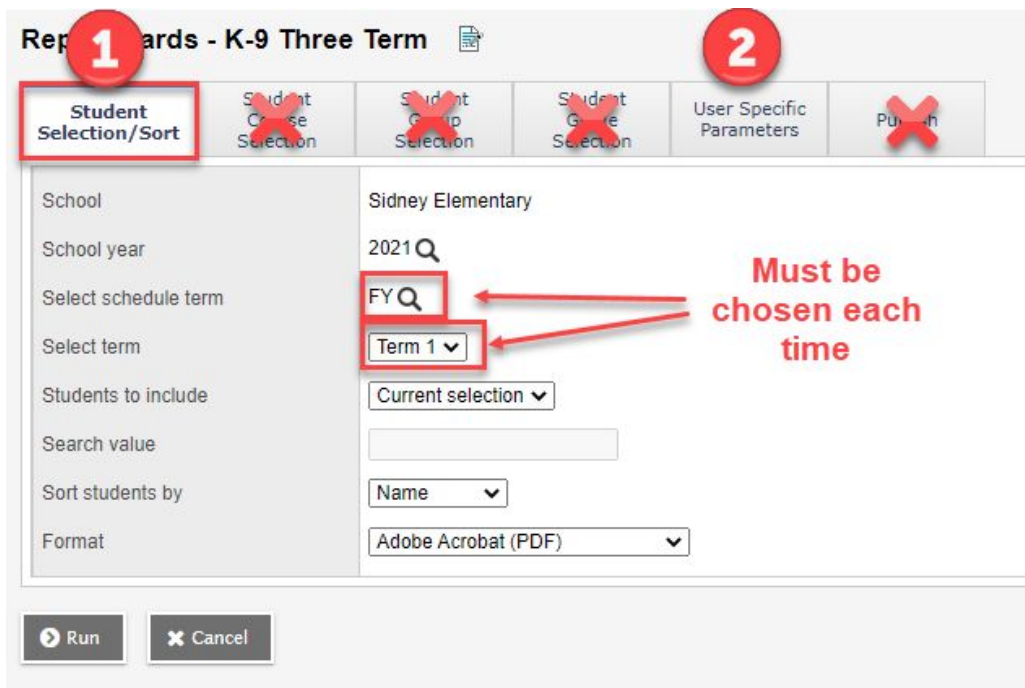
# Printing All Student Report Cards

Student Top Tab > Reports > Reports Cards > Report Cards - K-9 Three Term



## Report Card Printing Settings

1. Student Selection/Sort TAB
  - a. Select the Schedule Term = FY
  - b. Select Term: Term 1, 2, or 3
  - c. Click User Specific Parameters TAB (all other tabs should be ignored)



## 2. User Specific Parameters

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

Report Cards - K-9 Three Term

1 Student Selection/Sort 2 User Specific Parameters

Display Student Legal Name Instead Of Usual Name

Display Final

Display Descriptor Key

Display School Message

Print Double-Sided

Print On Legal Paper

Print Using French Language

Display Class Teacher Name

Include the Current School Course ONLY

Exclude Grade 10-12 level courses

Include only My Courses

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 Attendance  Daily Attendance

Display Attachments With Report Message

Display Back Page

Only in Staff View

These Settings must be changed and checked each time reports are printed

Run Cancel

## 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

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

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

Pages My Info Student Attendance

Student List

Details Options Reports

Contacts

Attendance

Conduct  Name

Academics

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Search on Name

Manage Filters...

Students in My Classes

Students in My Homerooms

Course-Section=?

Designated Students - Classes

Designated Students - Homerooms

Custom Selection