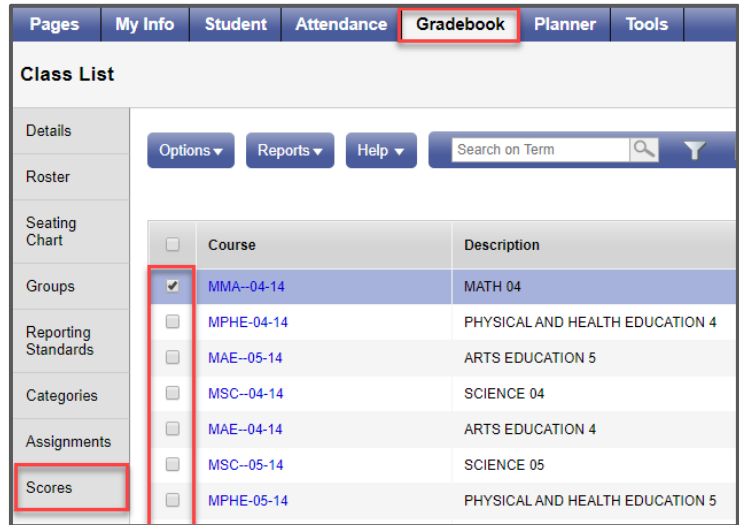
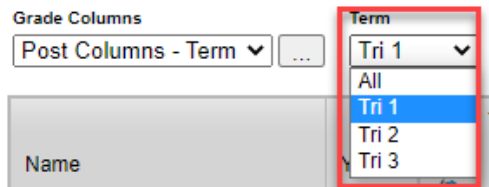


ELEMENTARY/MIDDLE REPORT CARDS – STAFF VIEW

ENTERING ASSESSMENTS AND COMMENTS FOR REPORT CARDS

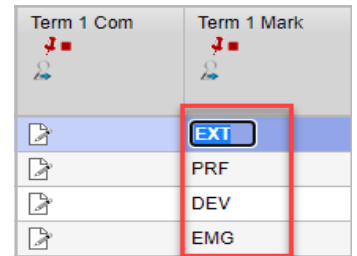
NAVIGATING

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



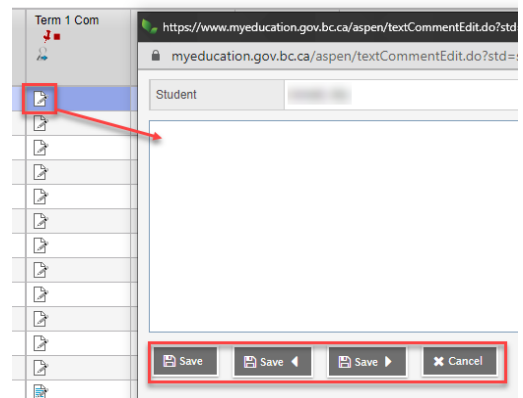
ENTERING ASSESSMENTS

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



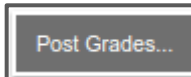
ENTERING COMMENTS

- 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



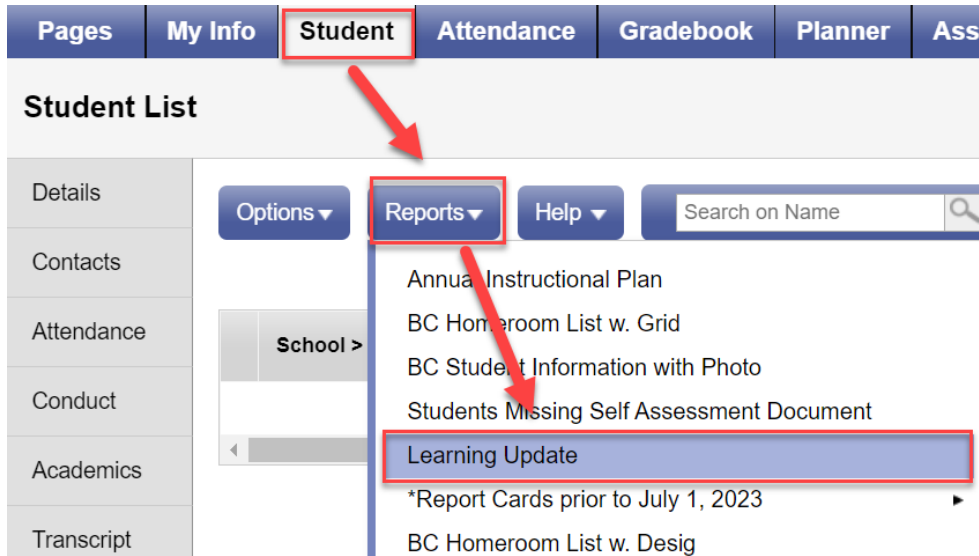
POST GRADES

- 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

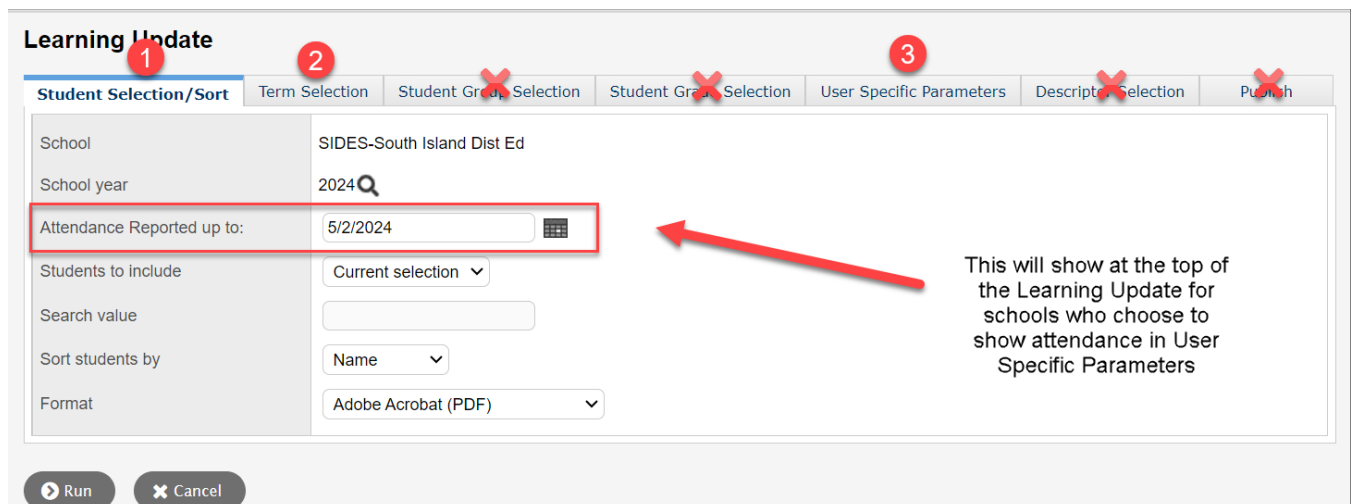
Student Top Tab > Reports > Reports Cards > **Learning Update**



LEARNING UPDATE PRINTING SETTINGS

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

- Set attendance date provided by the office



2. Term Selection TAB

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

The screenshot shows the 'Learning Update' interface with the 'Term Selection' tab active. The interface has a top navigation bar with tabs: 'Student Selection/Sort', 'Term Selection', 'Student Group Selection', 'Student Grade Selection', 'User Specific Parameters', 'Descriptor Selection', and 'Publish'. The 'Term Selection' tab is highlighted with a red circle '2'. The 'Student Selection/Sort' tab is highlighted with a red circle '1'. The 'User Specific Parameters' tab is highlighted with a red circle '3'. The 'Student Group Selection', 'Student Grade Selection', 'Descriptor Selection', and 'Publish' tabs are marked with a red 'X'. The main content area contains 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

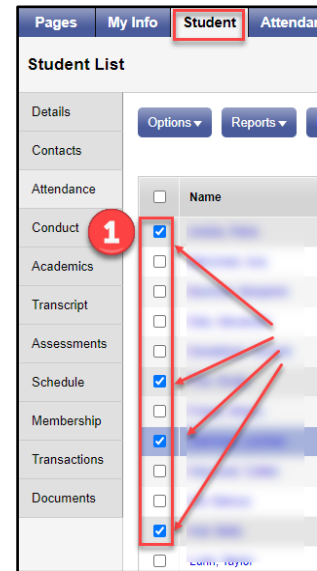
- a. These settings must be checked each time you run Report Cards
- b. Click Run

The screenshot shows the 'Learning Update' interface with the 'User Specific Parameters' tab active. The interface has a top navigation bar with tabs: 'Student Selection/Sort', 'Term Selection', 'Student Group Selection', 'Student Grade Selection', 'User Specific Parameters', 'Descriptor Selection', and 'Publish'. The 'User Specific Parameters' tab is highlighted with a red circle '3'. The 'Student Selection/Sort' tab is highlighted with a red circle '1'. The 'Term Selection' tab is highlighted with a red circle '2'. The 'Student Group Selection', 'Student Grade Selection', 'Descriptor Selection', and 'Publish' tabs are marked with a red 'X'. The main content area contains a list of settings with checkboxes and dropdown menus. Red arrows point to specific settings with annotations: 'Choose this option every term' points to 'Display below term mark' (dropdown set to 'below term mark'); 'Must be selected to show Core Competencies message' points to 'Display School Message' (checkbox checked); 'Run the Learning Updates with these settings every time you create them in every term of the year' points to a box containing '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', and 'Display Box For Parent Signature' (all checkboxes checked); 'Tick ONLY when printing paper copies. DO NOT tick when printing digital copies' points to 'Print Double-Sided' (checkbox checked). Other settings include 'Display Student Legal Name Instead Of Usual Name' (checkbox), 'Display Final' (dropdown set to 'below term mark'), 'Display Programs/Plans' (dropdown set to 'Top'), 'Display Course Summary' (checkbox checked), 'Display Course Dates' (checkbox), 'Print On Legal Paper' (checkbox), 'Print Using French Language' (checkbox), 'Display Current School Course ONLY' (checkbox checked), 'Display Student Homeroom Number' (checkbox checked), 'Display Homeroom Teacher Name' (checkbox checked), 'Display Box For Principal Signature' (checkbox checked), 'Display Box For Teacher Signature' (checkbox checked), 'Display Box For Parent Signature' (checkbox), 'Display Attendance' (dropdown set to 'Daily Attendance'), 'Display Attachments With Report Message' (checkbox), 'Display Back Page' (checkbox checked), 'Display Student Photo' (checkbox checked), and 'Display Proficiency Label (Term / Final)' (checkbox checked). 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



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

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

