

Elementary Report Card Management in MyEducationBC

Step 1: Logging In

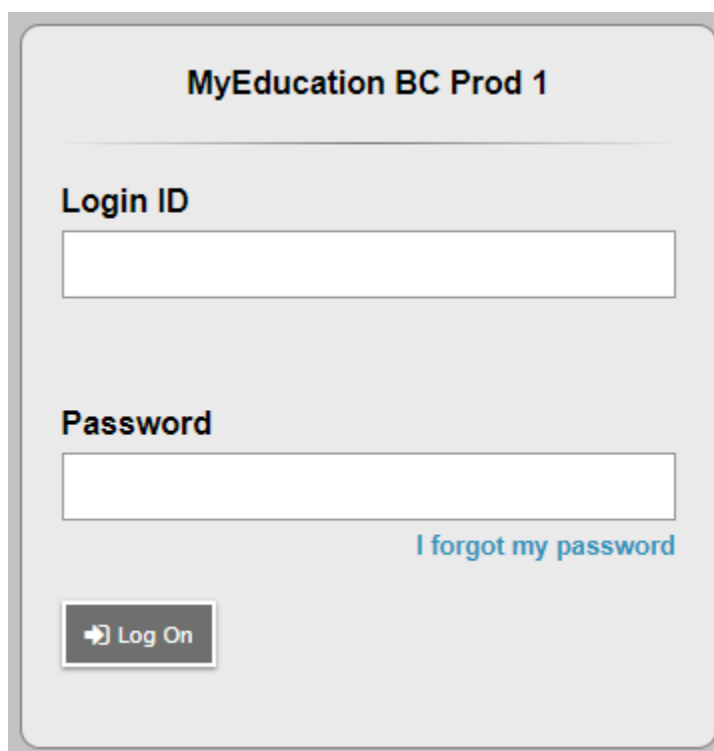
A. Click the MyED link on your school site top bar



or type in your browser address bar.

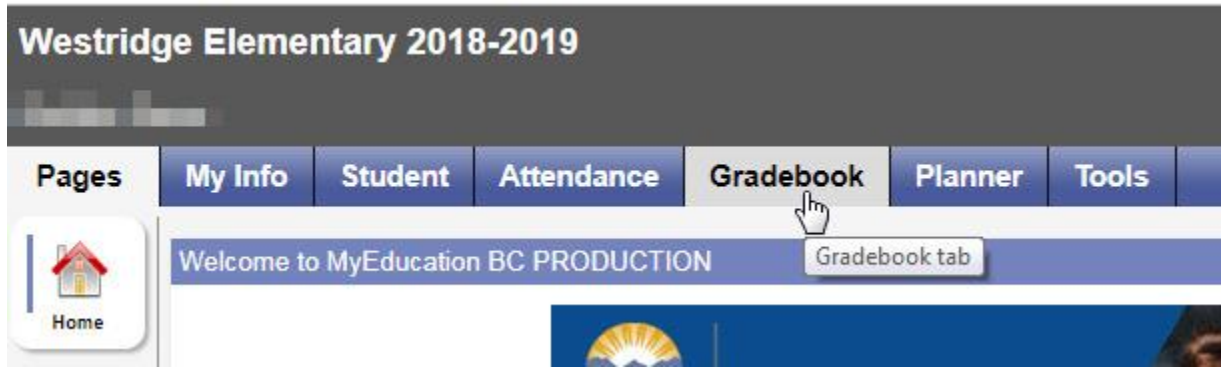


B. Login using your e+employeeID and password

A login form titled 'MyEducation BC Prod 1'. It features two input fields: 'Login ID' and 'Password'. Below the password field is a blue link that says 'I forgot my password'. At the bottom left is a 'Log On' button with a right-pointing arrow icon.

Step 2: Navigating Gradebook

A. Click on the Gradebook Tab on the Top Menu



B. In the Main Window you will see a list of all the areas you can comment on. They are organized in Courses.

Pages My Info Student Attendance **Gradebook** Planner Tools

Class List

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Options Reports Help Search on Term

<input type="checkbox"/>	Course	Description
<input type="checkbox"/>	FFRAL05-05	FRANÇAIS LANGUE SECONDE-IMMERSION 5
<input type="checkbox"/>	FFRAL04-05	FRANÇAIS LANGUE SECONDE-IMMERSION 4
<input type="checkbox"/>	MADST04-05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4
<input type="checkbox"/>	MADST05-05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 5

C. We are going to adjust the arrangement of those courses. Just above the courses you will see a symbol call field set menu.



Click on the field set menu symbol and put a check next to SD41 Default

Options ▾ Reports ▾ Help ▾ Search on Term 🔍

Manage Field Sets...
 SD41 Default
 ✓ Default Fields

<input type="checkbox"/>	Course	Description
<input type="checkbox"/>	FFRAL05-05	FRANÇAIS LANGUE SECONDE-IMMERSION 5
<input type="checkbox"/>	FFRAL04-05	FRANÇAIS LANGUE SECONDE-IMMERSION 4
<input type="checkbox"/>	MADST04-05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4

This will result in switching the first column to the name of the comment box rather than the course code.

Options ▾ Reports ▾ Help ▾ Search on Term 🔍

0 of 32 selecte

<input type="checkbox"/>	Description	Course
<input type="checkbox"/>	FRANÇAIS LANGUE SECONDE-IMMERSION 5	FFRAL05-05
<input type="checkbox"/>	FRANÇAIS LANGUE SECONDE-IMMERSION 4	FFRAL04-05
<input type="checkbox"/>	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4	MADST04-05
<input type="checkbox"/>	APPLIED DESIGN SKILLS AND TECHNOLOGIES 5	MADST05-05

B. To get to the comment boxes for a specific course on your list, put a check beside the course and then click on the Scores button on the side tab.

A screenshot of a course selection interface. On the left is a vertical tab labeled 'Scores'. On the right is a list of courses, each with a checkbox: MUSIC 5, MUSIC 4, ARTS EDUCATION 4, CAREER EDUCATION 5, SOCIAL STUDIES 4, CAREER EDUCATION 4, and SOCIAL STUDIES 5. The 'SOCIAL STUDIES 5' row is highlighted in blue and has its checkbox checked.

Click the checkbox next to course



Class List :: 2018-2019 - MSS--05-05 - SOCIAL STUDIES 5

Options ▾ Reports ▾ Help ▾ [Grid Icon]

Grade Columns: Post Columns - Term ▾ ... Term: Tri 1 ▾ Display: Grade ▾ Status: Enrolled Wit

Name	YOG	Term 1 Com	Term 1 Mark	Tri 1
[Name]	2025			
[Name]	2025			
[Name]	2025			
[Name]	2025			
[Name]	2025			

C. To get back to the main course list click on Gradebook Top tab again or the Class List link

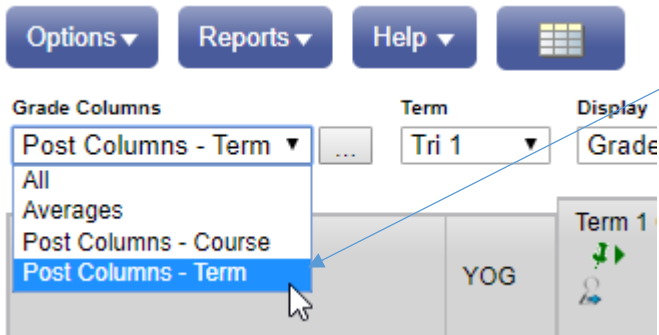
Pages My Info Student Attendance **Gradebook** Planner

Class List :: 2018-2019 - MSS--04-05 - SOCIAL STUDIES 4

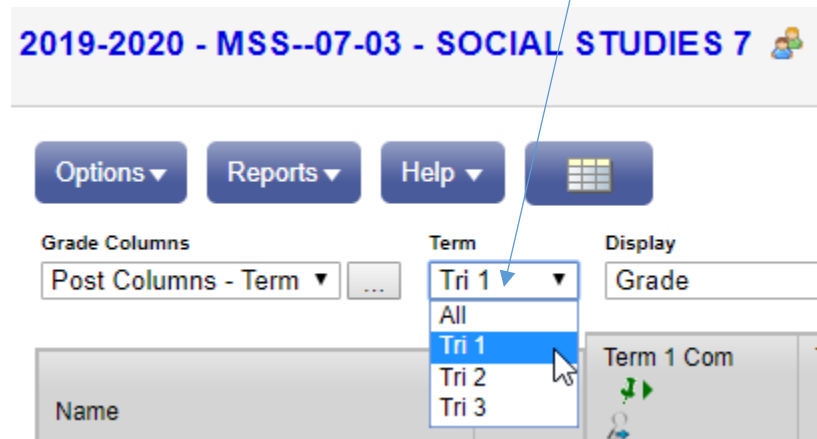
Step 4: Preparing Grades & Comments

A. In the course -- Scores, make sure the following two settings are correct.

1. The Grade Columns dropdown is set to **Post Columns - Term**



2. The Term dropdown is set to **Tri 1** (Tri 1 stands for Trimester 1 or Term 1)



Important Note: Choosing the correct Term for reporting is important. You no longer have to delete comments and grades from the previous term.

- *Tri 2 stands for Trimester 2 or Term 2 and Tri 3 stands for Trimester 3 or Term3*
- *The choice 'All' will show all three terms at the same time.*

Step 5: Adding Grades

A. Across from the student name under Term 1 Mark you can manually enter the following Performance Scales.

EMG, DEV, PRF, EXT

or by Grade

A, B, C+, C, C-, I, F, NM

Grade Columns: Post Columns - Term ... Term: Tri 1 Display: Grade Status: Enro

Name	YOG	Term 1 Com	Term 1 Mark
	2025		<input type="text" value="I"/>
	2025		
	2025		

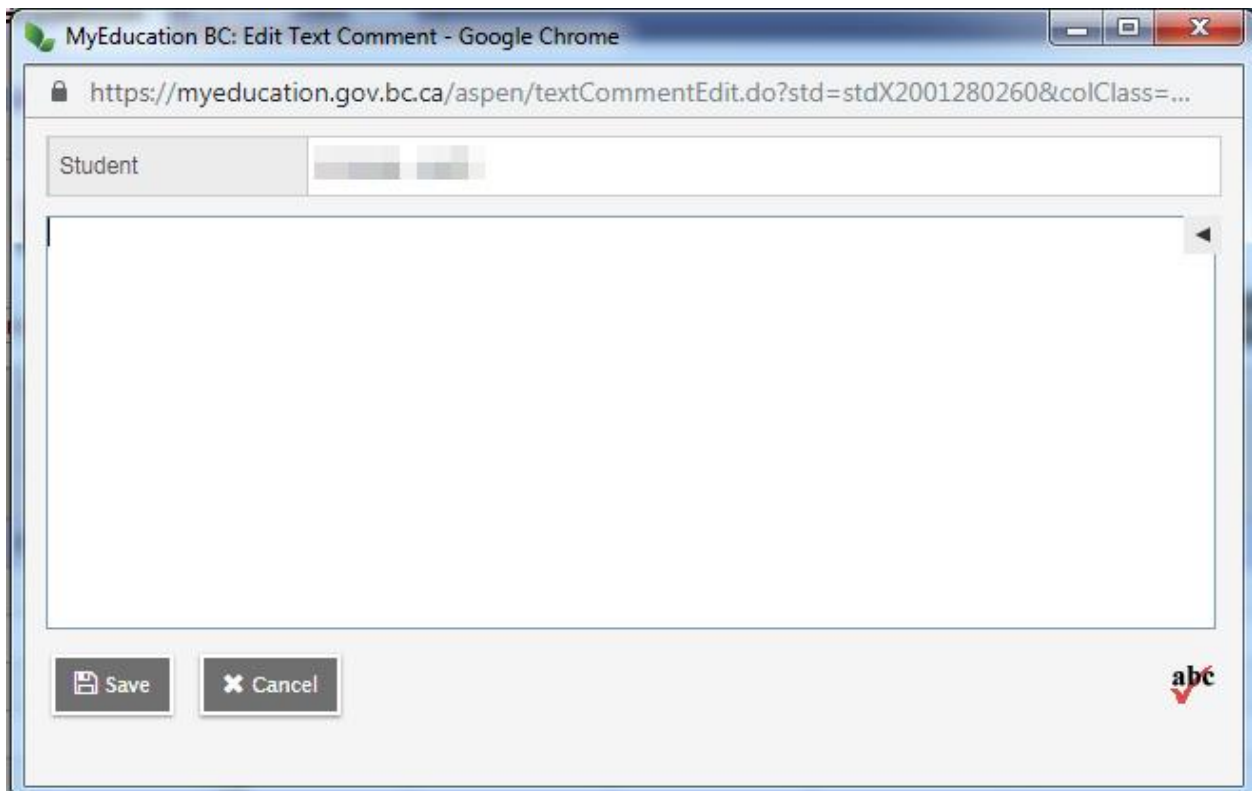
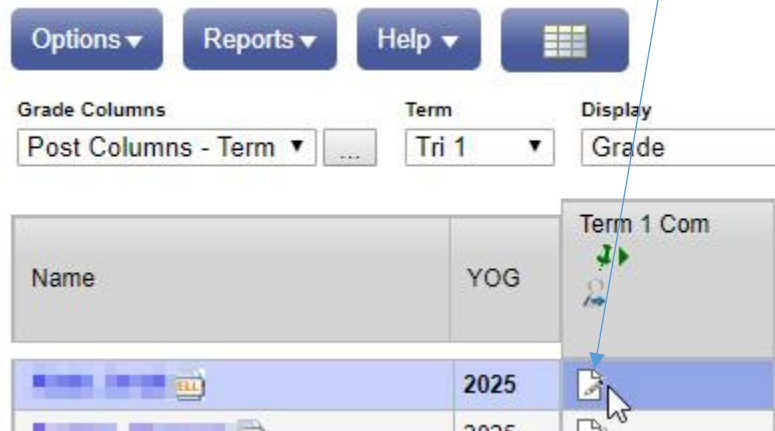
B. If you make an error the box will turn light red.

The grade you entered is not valid in grade scale "EMG-DEV-PRF-EXT".

Name	YOG	Term 1 Com	Term 1 Mark
	2025		NYM
	2025		<input type="text"/>

Step 6: Adding Comments

A. To add a comment for a student in the course, click on the **paper/pencil** icon in the Term 1 Com Column across from the student



B. Add comments in by:

1. Directly typing them
2. Copy and Pasting them from another application
3. Using a Comment Bank







C. Some general guidelines:

1. Do not use circular or fancy bullets, just use 'dashes' for bulleted lists
2. Stay with simple formatting (no bold, italics etc.)
3. There is a 2000 character + spaces limit for each box.

D. Save. Save. Save. Click on the Save button below to save.

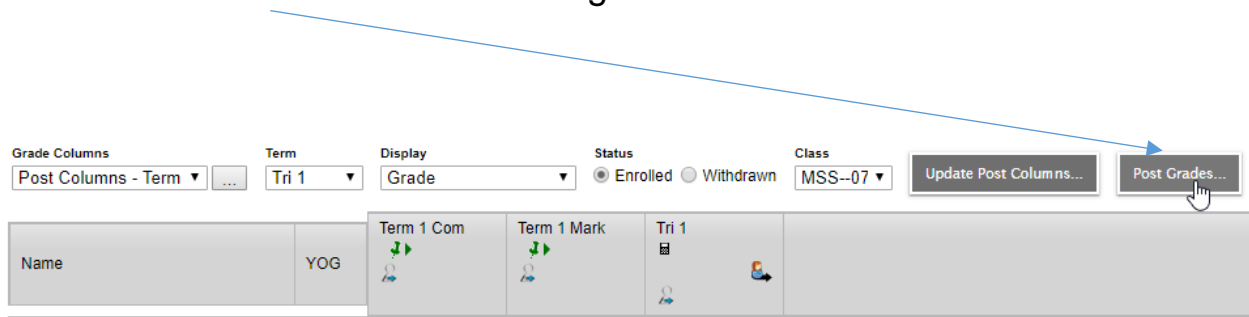
E. A comment box with saved content will show light blue lines inside the paper/pencil icon. To re-edit the comment click on the icon again.

Term 1 Com 	Term 1 Mark 
	PRF
	

Step 7: Posting

A. After you've completed any work in a course, an important step is to click on the Post Grades button, which will allow you to access that content for previewing or printing reports.

The Post Grades Button is on the right side of the Main Area



The screenshot shows the course interface with the following elements:

- Grade Columns:** Post Columns - Term
- Term:** Tri 1
- Display:** Grade
- Status:** Enrolled Withdrawn
- Class:** MSS--07
- Buttons:** Update Post Columns..., Post Grades...
- Table Headers:** Name, YOG, Term 1 Com, Term 1 Mark, Tri 1

A blue arrow points from the text above to the 'Post Grades...' button.

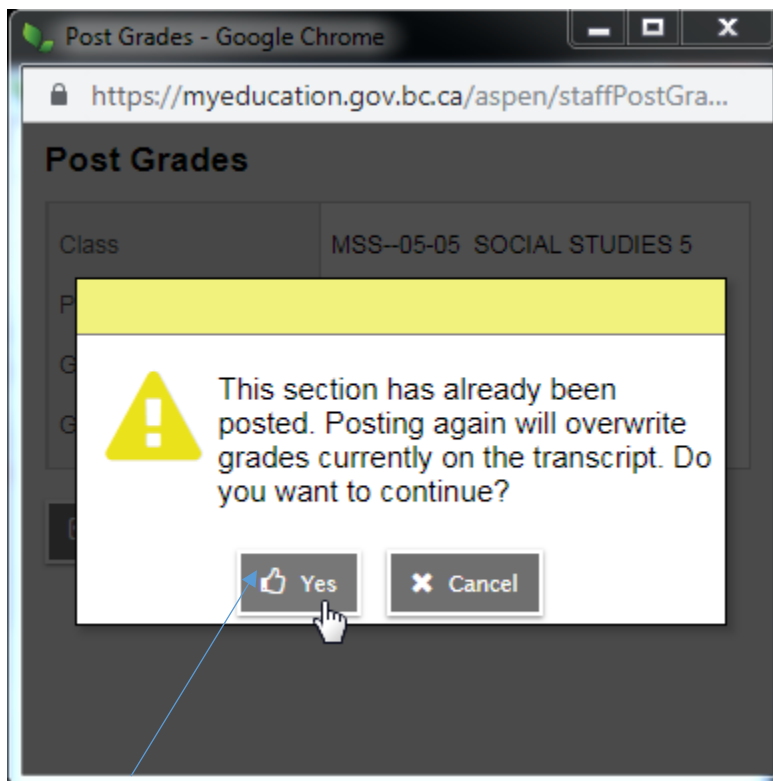
After Clicking on the Post Grades button, click OK.

The screenshot shows a web browser window titled "Post Grades - Google Chrome" with the URL "https://myeducation.gov.bc.ca/aspn/staffPostGra...". The main content area is titled "Post Grades" and contains a form with the following fields:

- Class:** MSS-05-05 SOCIAL STUDIES 5
- Post course dates:**
- Grade Term:** Term (dropdown menu)
- Grades to post:** Term grades for all studer (dropdown menu)

At the bottom of the form are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon). A blue arrow originates from the text "After Clicking on the Post Grades button, click OK." and points directly to the "OK" button.

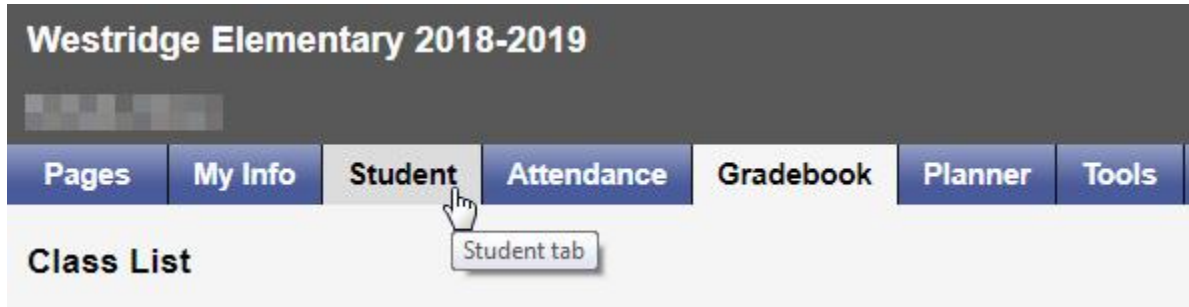
A Warning will prompt you to confirm that you understand that the changes you made will overwrite the previously posted content.



Click **Yes** to continue.

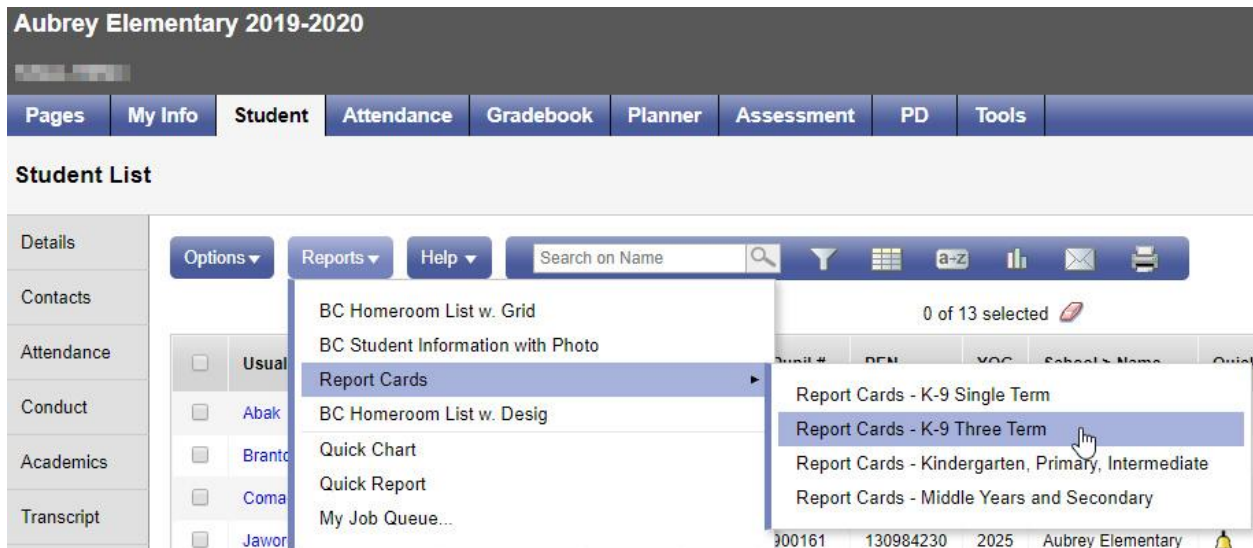
Step 8: Generating a Print Preview of the Report Card

A. To generate a PDF of the student report cards for Preview or Print purposes, click on the Student top tab.



B. In the Student's section, click on the Reports dropdown and select Report cards > **Report Cards – K-9 Three Term ***

Important Note: DO NOT use the K-9 Single Term report card, it does not contain the modifications requested by Burnaby.



C. In the Report Cards – K-9 Three Term pop up, there are 2 steps

Report Cards - K-9 Three Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
School	Aubrey Elementary				
School year	2020				
Select schedule term	Q				
Select term	Term 1				
Students to include	Current selection				
Search value					
Sort students by	Name				
Format	Adobe Acrobat (PDF)				

1. On the first tab – Student Selection/Sort, **click on Select schedule term magnifying glass**

Student Selection/Sort

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection
School	Westridge Elementary		
School year	2019		
Select schedule term	Q		
Students to include	Select from a pick list.		


In the next pop up, click the checkmark beside 2019-2020 and **click OK**




Select All 1 of 1 selected

	Name	Code	Name
<input checked="" type="checkbox"/>	2019-2020 Active Schedule	FY	FY

OK Cancel

2. On the first tab, next to Select term, choose the Reporting Period Term

Report Cards - K-9 Three Term 

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection
School	Aubrey Elementary		
School year	2020 		
Select schedule term	FY 		
Select term	<div style="border: 1px solid black; padding: 2px;">Term 1 ▾ Term 1 Term 2  Term 3</div>		
Students to include	<div style="border: 1px solid black; padding: 2px;">lection ▾</div>		
Search value	<input type="text"/>		

3. On the tab – User Specific Parameters, match the checklist below to your screen.

Report Cards - K-9 Three Term

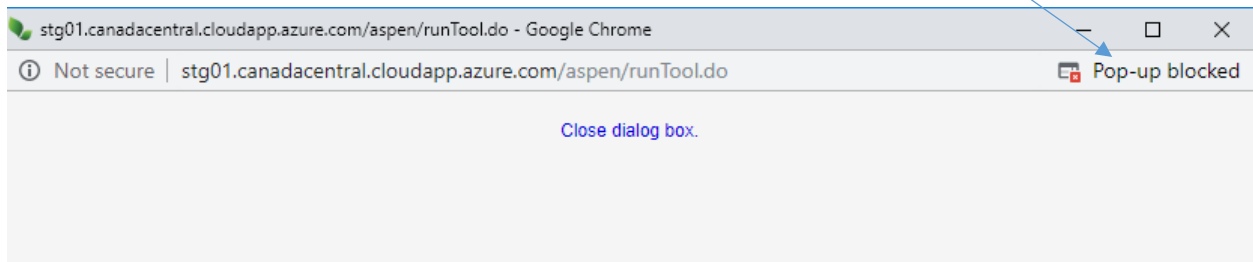
Student Selection/Sort | Student Course Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters**

Display Student Legal Name Instead Of Usual Name	<input type="checkbox"/>	
Display Final	Do not display	Display in Term 3
Display Descriptor Key	Do Not Display	Not required
Display Programs/Plans	Top	
Display School Message	<input checked="" type="checkbox"/>	
Print Double-Sided	<input checked="" type="checkbox"/>	
Print On Legal Paper	<input checked="" type="checkbox"/>	
Print Using French Language	<input type="checkbox"/>	
Display Class Teacher Name	<input type="checkbox"/>	Not necessary as we choose to display Homeroom Teacher
Include the Current School Course ONLY	<input checked="" type="checkbox"/>	
Exclude Grade 10-12 level courses	<input checked="" type="checkbox"/>	
Include only My Courses	<input type="checkbox"/>	
Display Student Self Assessment	<input type="checkbox"/>	Required in Term 3. Optional in Term 1 and 2.
Display Teacher Overall Comment	<input 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	
Display Attachments With Report Message	<input type="checkbox"/>	
Display Back Page	<input checked="" type="checkbox"/>	
Display Student Photo	<input checked="" type="checkbox"/>	
Display Proficiency Label (Term / Final)	<input checked="" type="checkbox"/>	

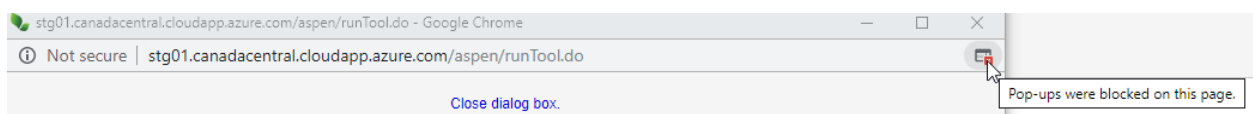
Run Cancel

Click Run to generate the report card PDFs for the whole class. ***If any commented courses do not show up it may be because they were not Posted yet. (see step 7 – Posting on page 10)***

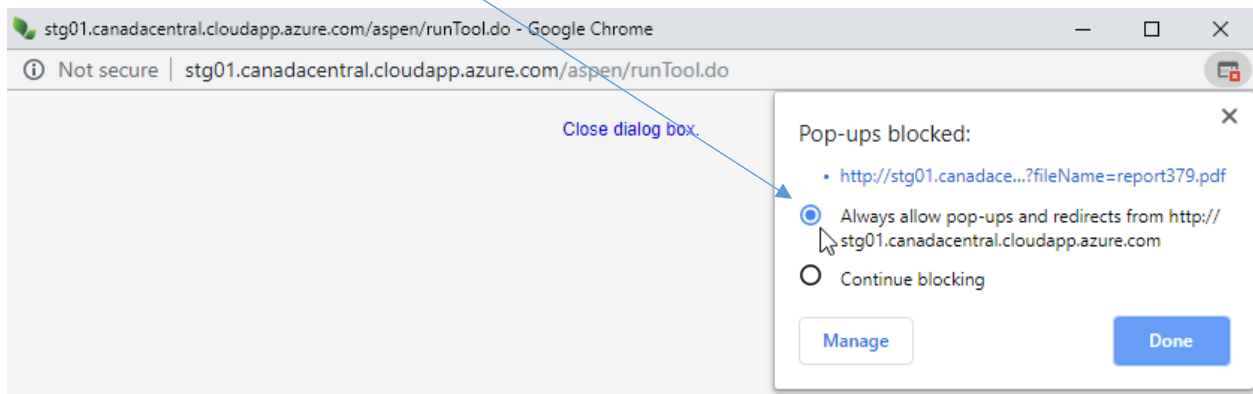
If you see an issue like the picture below with Pop-Up Blockers using the Chrome Browser (or others)...



Click on the Pop-Up blocker icon



Then select the radio button to Always allow pop-ups from this source. Then click done



Redo the steps to generate the report card and PDF Report card window will open correctly.