

# Elementary Report Card Management in MyEducationBC

## Step 1: Logging In

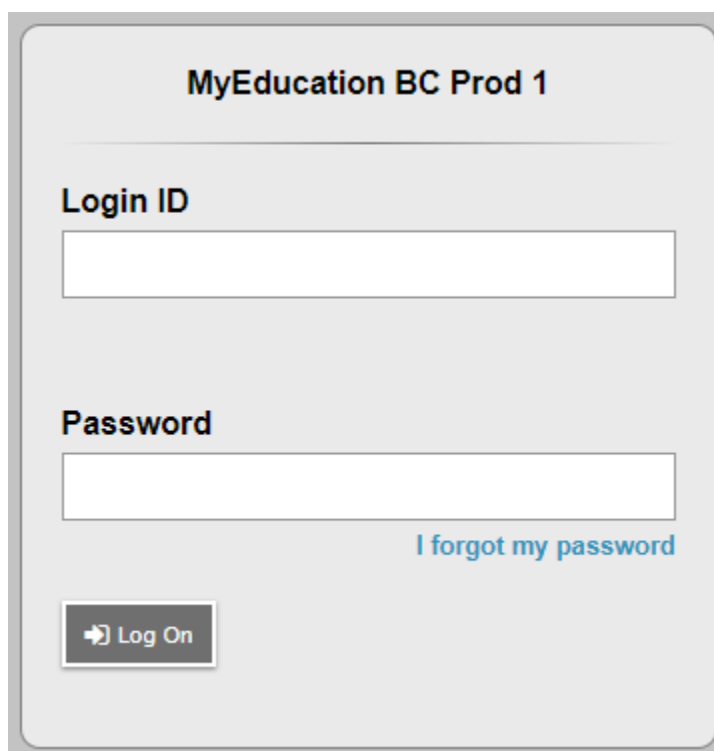
A. Click the MyED link on your school site top bar



or type in your browser address bar.

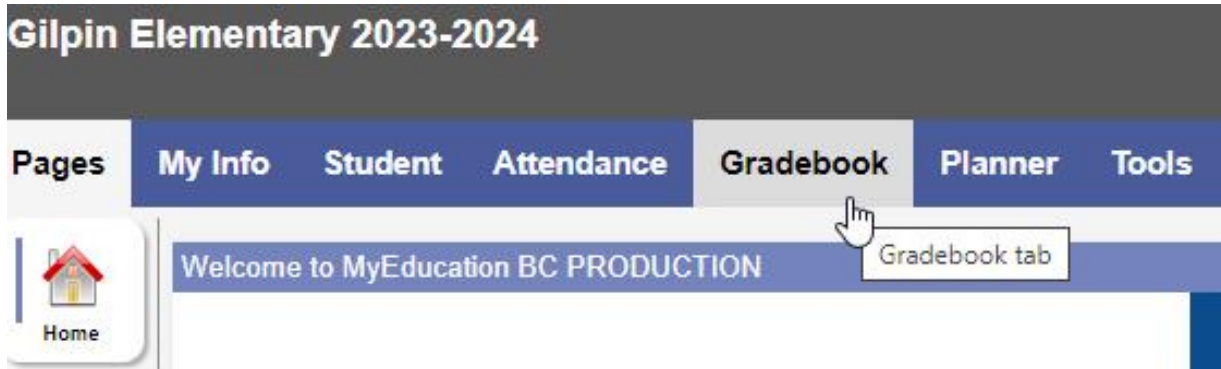


B. Login using your e+employeeID and MyED password

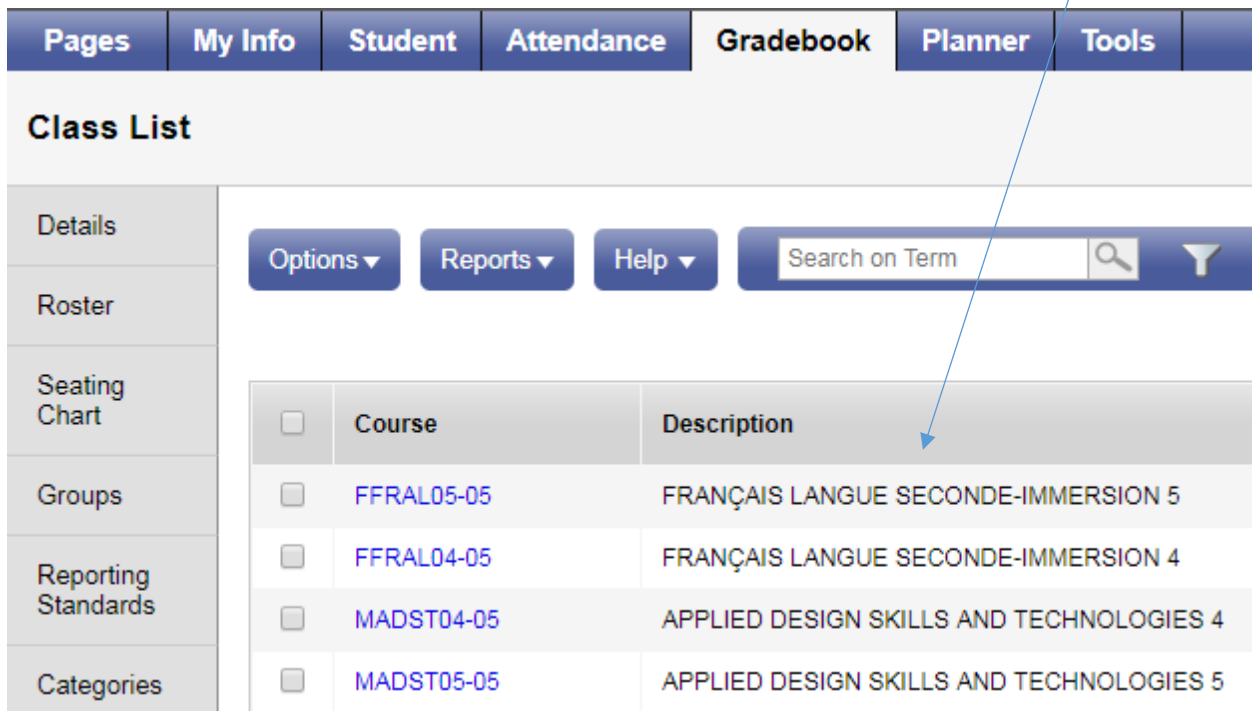
A login form titled "MyEducation BC Prod 1". It features two input fields: "Login ID" and "Password". Below the password field is a blue link that says "I forgot my password". At the bottom left of the form is a "Log On" button with a right-pointing arrow icon.

## Step 2: Navigating Gradebook

A. Click on the Gradebook Tab on the Top Menu



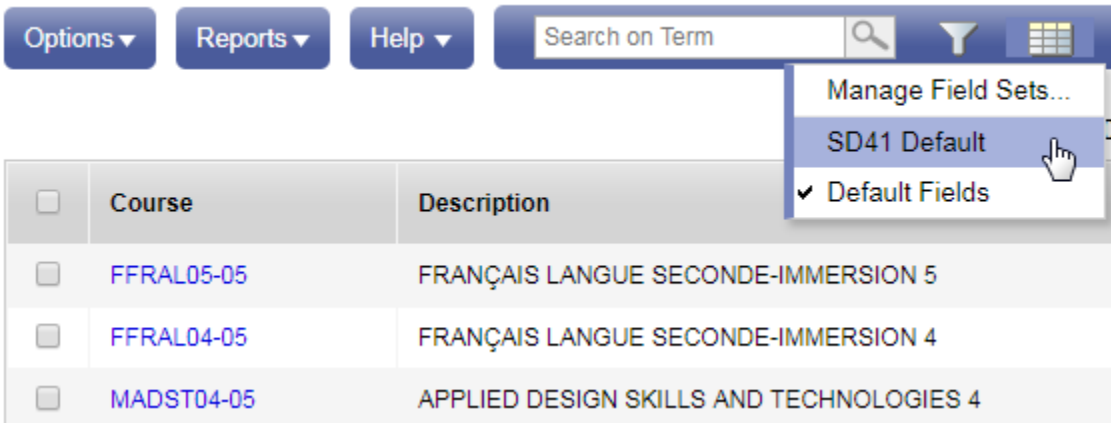
B. In the Main Window you will see a list of all the areas you can provide a grade and comment on. They are organized in Courses.



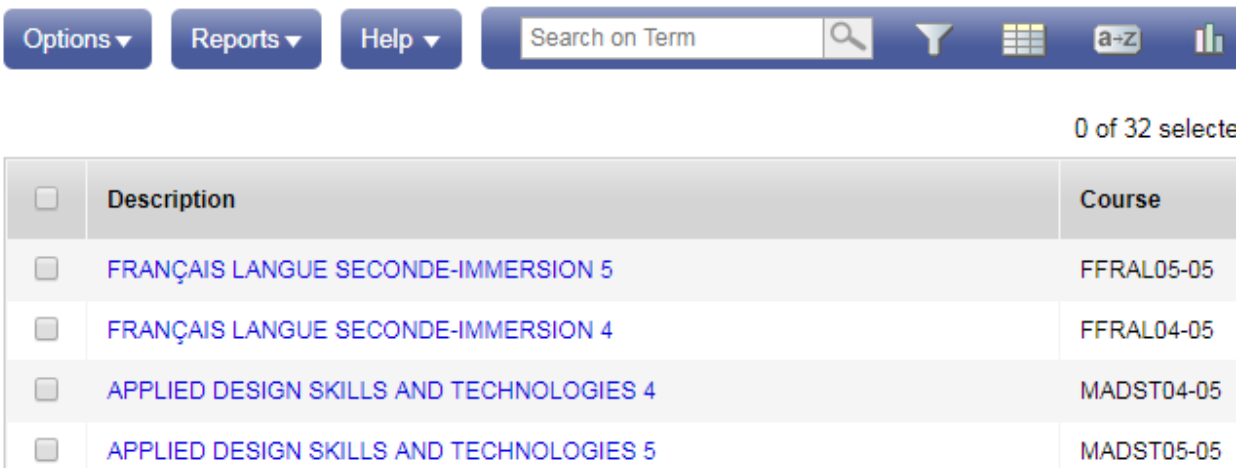
C. We are going to adjust the arrangement of those courses. Just above the courses you will see a symbol call field set menu.



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








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




### Step 3: Navigating to Grade and Comment Box by Course


A. The simplest way to get to the grade and comment box for term reporting is by clicking on the computer gradebook icon or the far right next to the name of the course

<input type="checkbox"/>	Course	Description	Classrm	Schedule	Term	Weighting	Gradebook
<input type="checkbox"/>	MMA--06-01	MATHEMATICS 6			FY	Categories only	 ←
<input type="checkbox"/>	MSC--06-01	SCIENCE 6			FY	Categories only	
<input type="checkbox"/>	XAT--06PGS-01	PROGRESS AND GROWTH OF STUDENT AS A LEARNER 6			FY	Categories only	
<input type="checkbox"/>	MPHE-06-01	PHYSICAL AND HEALTH EDUCATION 6			FY	Categories only	
<input type="checkbox"/>	MPHE-07-01	PHYSICAL AND HEALTH EDUCATION 7			FY	Categories only	



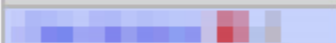



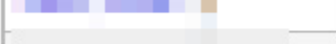

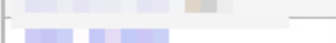





In this example, I'm clicking the computer gradebook icon on the far right of MATHEMATICS 6.

**Class List :: 2023-2024 - MMA--06-01 - MATHEMATICS 6** 

Details  
Roster  
Seating Chart  
Groups  
Curricular Competencies  
Categories  
Assignments  
Scores  
Student  
Assignment

Options ▾ Reports ▾ Help ▾ 

Students: All ▾ Grade Columns: Post Columns - Term ▾ Term: Tri 1 ▾

Name	YOG	Term 1 Mark 	Term 1 Com 
	2030	<input type="text"/>	
	2030		
	2030		
	2030		
	2030		
	2030		

**B.** Another way to get to the grade and comment boxes with the first course on your list, is to click on the **Scores** button on the side tab.

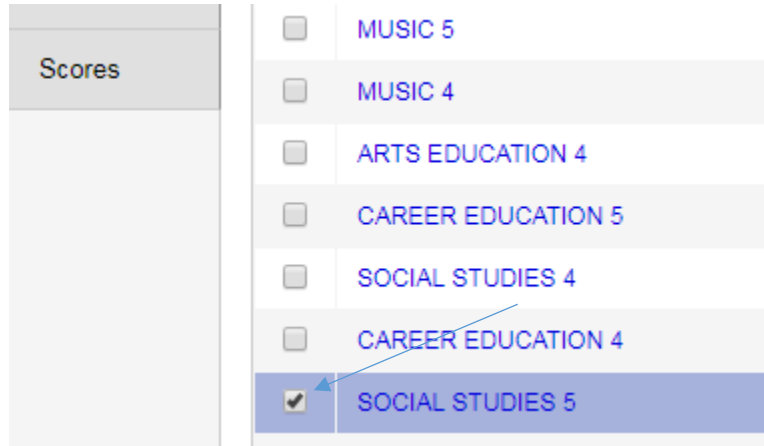
First course on your list

Click the **Scores** button on the side tab

**Class List :: 2018-2019 - FFRAL05-05 - FRANÇAIS LANGUE SECONDI**

Name	YOG	Term Grade	Com
[Redacted]	2026		[Icon]
[Redacted]	2026		[Icon]
[Redacted]	2026		[Icon]
[Redacted]	2026		[Icon]
[Redacted]	2026		[Icon]
[Redacted]	2026		[Icon]

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



Click the checkbox next to course

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

Options ▾ Reports ▾ Help ▾

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

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

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

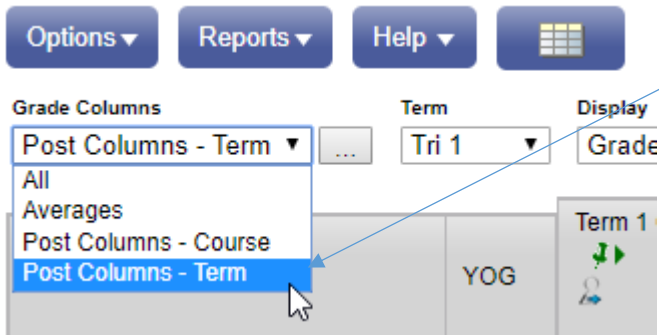
Pages My Info Student Attendance **Gradebook** Planner

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

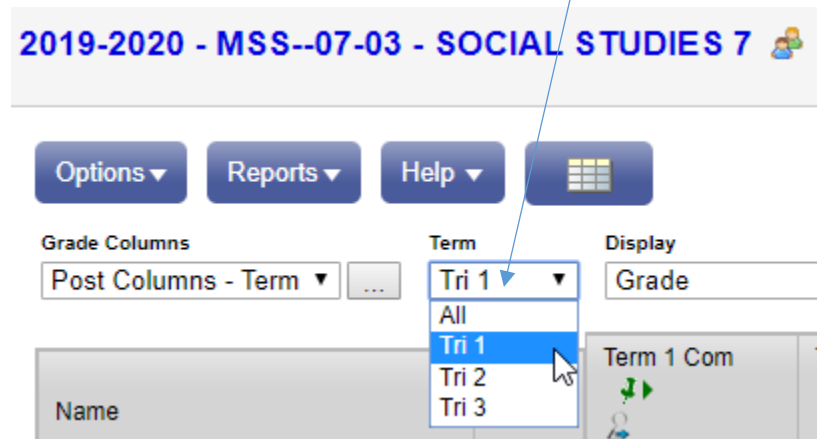
## **Step 4: Preparing Grades & Comments**

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

Students: All | Grade Columns: Post Columns - Tern | Term: Tri 1

Name	YOG	Term 1 Mark	Term 1 Com
[blurred]	2030	<input type="text"/>	[icon]
[blurred]	2030		[icon]
[blurred]	2030		[icon]
[blurred]	2030		[icon]

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

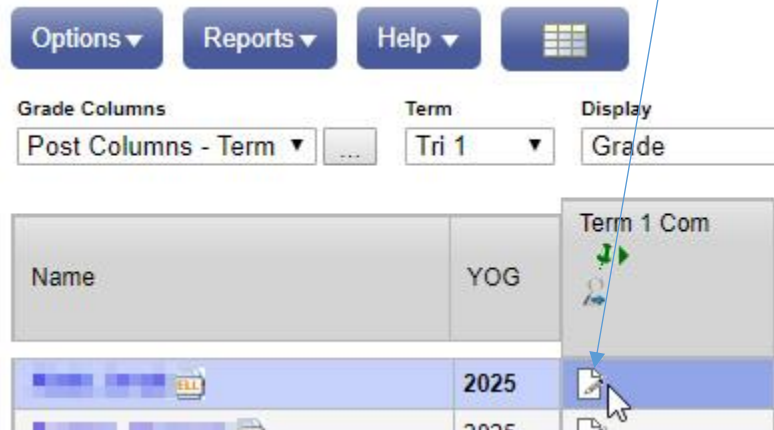
The grade you entered is not valid in grade scale "EMG-DEV-PRF-EXT".

Name	YOG	Term 1 Com	Term 1 Mark
[blurred]	2025	[icon]	NYM
[blurred]	2025	[icon]	<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



myeducation.gov.bc.ca/aspen/textCommentEdit.do?std=stdX2001426768&colClass=GCD000...

Student

0 characters used / maximum 10000 abc ✓

Save Save ◀ Save ▶ Cancel

**B. Add comments in by:**

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

myeducation.gov.bc.ca/aspen/textCommentEdit.do?std=stdX2001426768&colClass=GCD000...

Student [blurred]

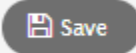
Your performance in Social Studies this term has been commendable. You have consistently shown a strong interest in the subject and have actively engaged in class discussions and activities. Your ability to grasp complex historical concepts and apply them to real-world situations is impressive.

Save Save < Save > Cancel 295 characters used / maximum 10000 abc

**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 10000 character limit for each box.

**D. Save. Save. Save.** Any work not saved will be lost.

Use either the Click on the **Save** button 

**Save and Go Back** button 

or the **Save and Go Forward** button. 

*Note: Clicking the Save button will close the comment box, confirming it is saved.*

**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

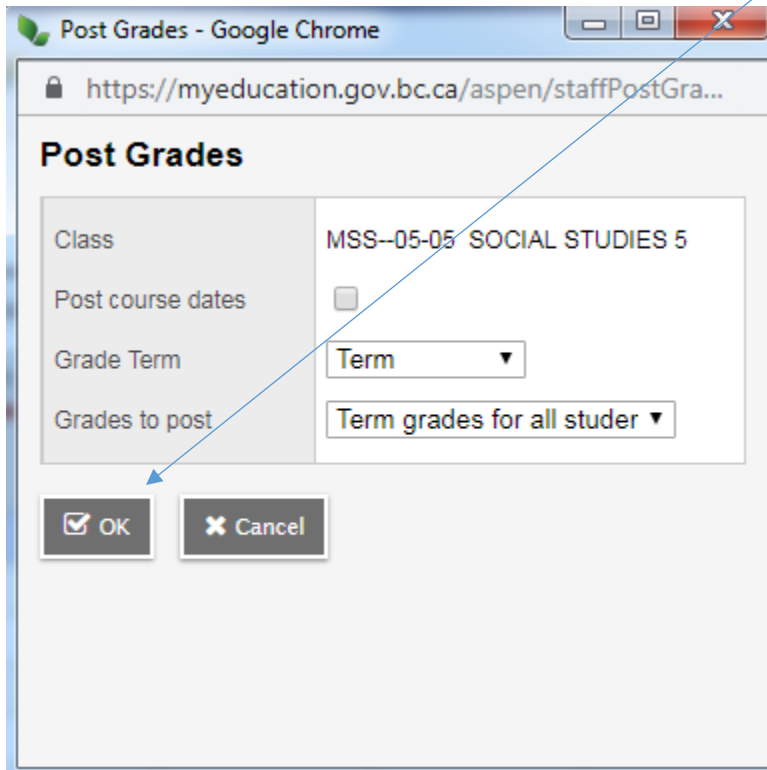
## **Step 7: Posting**

**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

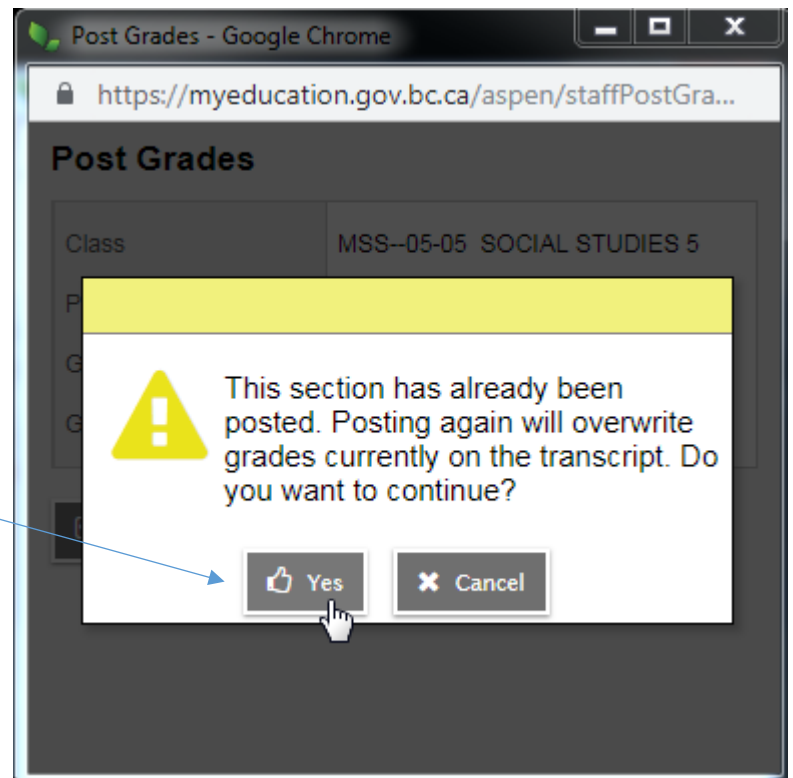
The screenshot shows a software interface with several controls at the top: 'Grade Columns' (Post Columns - Term), 'Term' (Tri 1), 'Display' (Grade), 'Status' (Enrolled/Withdrawn), and 'Class' (MSS--07). Below these are two buttons: 'Update Post Columns...' and 'Post Grades...'. A blue arrow points from the text above to the 'Post Grades...' button. Below the buttons is a table with columns for 'Name', 'YOG', 'Term 1 Com', 'Term 1 Mark', and 'Tri 1'. The 'Term 1 Com' and 'Term 1 Mark' columns contain icons for editing and printing.

After Clicking on the Post Grades button, click OK.



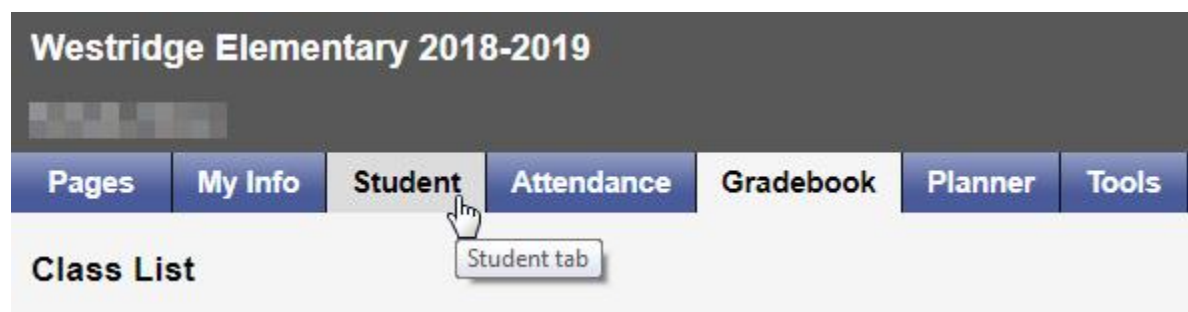
A Warning will prompt you to confirm that you understand that the changes you made will overwrite the previously posted content.

Click **Yes** to continue.

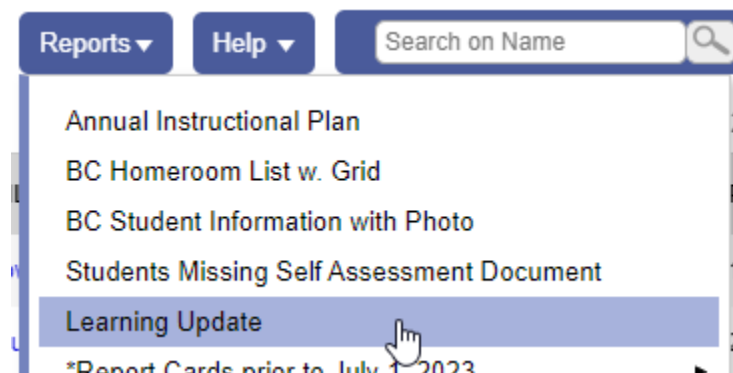


## **Step 8: Generating a Print Preview of the Report Card**

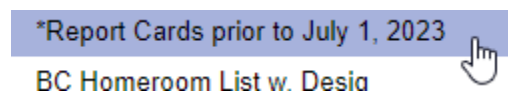
A. To generate a PDF of the student report cards for Preview or Print purposes, click on the Student top tab.



B. In the Student's section, click on the Reports dropdown and select Report cards > **Learning Update \***  
(\*This is new from last year)



Important Note: DO NOT use the Report Cards prior to July 1, 2023 option.



C. In the **Report Cards – Learning Update** pop up, for a quick report card setup, go to the User Specific Parameters tab

**Learning Update**

Student Selection/Sort | Term Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters** | Descriptor Selection

School	Gilpin Elementary
School year	2024
Students to include	Current selection
Search value	
Sort students by	Name
Format	Adobe Acrobat (PDF)

Run Cancel

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

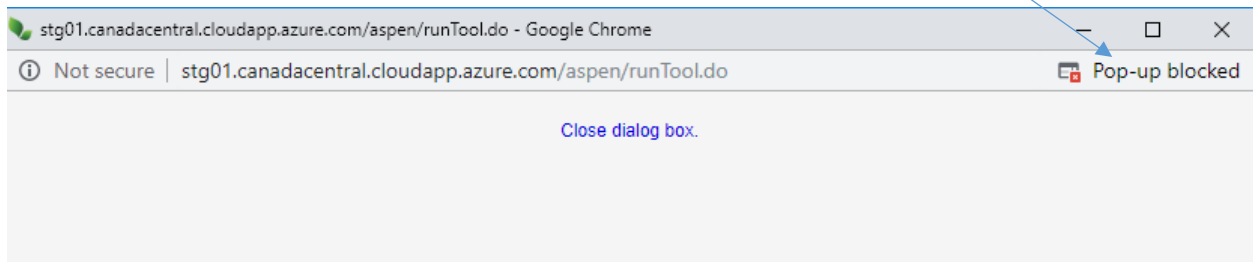
**Learning Update**

Student Selection/Sort | Term Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters** | Descriptor Selection

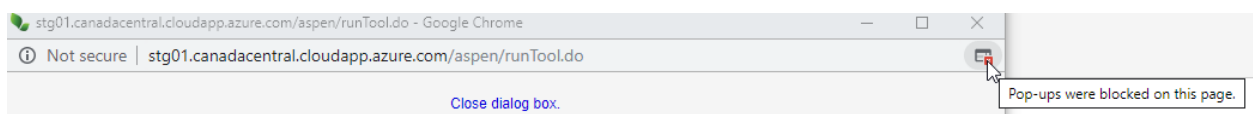
Display Student Legal Name Instead Of Usual Name	<input type="checkbox"/>
Display Final	Do not display <input type="button" value="v"/> Only required to be adjusted in Third Term
Display Programs/Plans	Top <input type="button" value="v"/>
Display School Message	<input checked="" type="checkbox"/>
Display Course Summary	<input 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 because we choose to display the Homeroom Teacher name
Display Current School Course ONLY	<input type="checkbox"/>
Include only My Courses	<input type="checkbox"/>
Display Student Self Assessment	<input checked="" type="checkbox"/>
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 type="checkbox"/>
Display Box For Teacher Signature	<input type="checkbox"/>
Display Attendance	Daily Attendance <input type="button" value="v"/>
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"/>

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 11)***

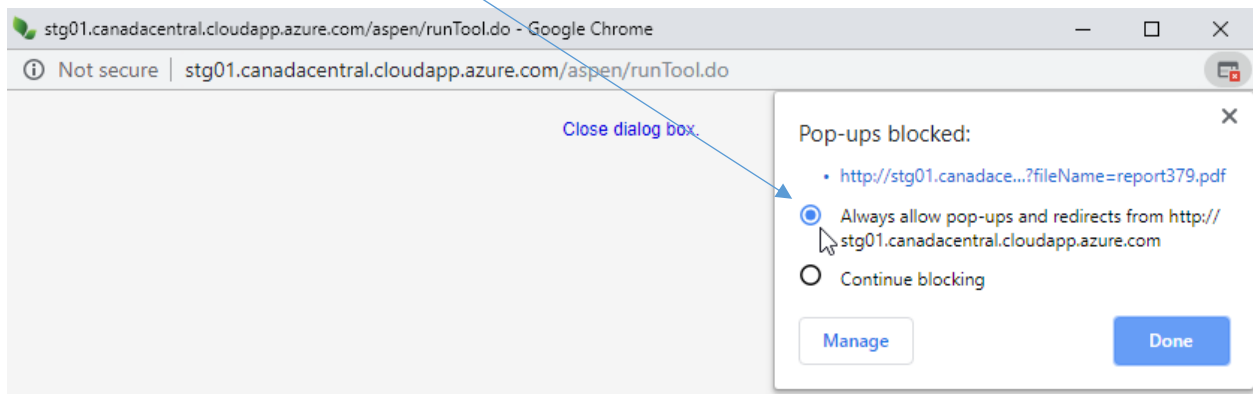
If you see an issue like the picture below with Pop-Up Blockers using the Chrome Browser (or others)...



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.