Elementary Report Card Management in MyEducationBC

Step 1: Logging In

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

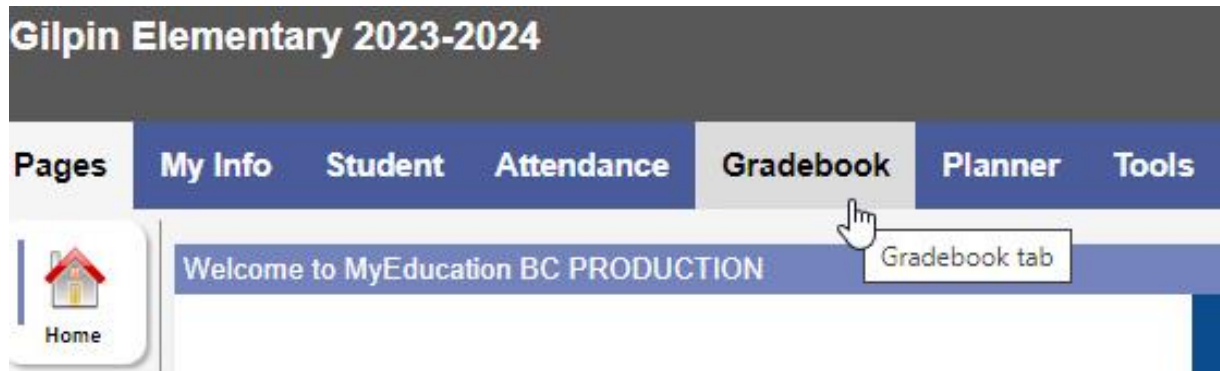or type in your browser address bar.

https:// **myeducation.gov.bc.ca/aspen/home.do**

B. Login using your e+employeeID and MyED password

MyEducation BC Prod 1

Login ID

Password

I forgot my password

Log On

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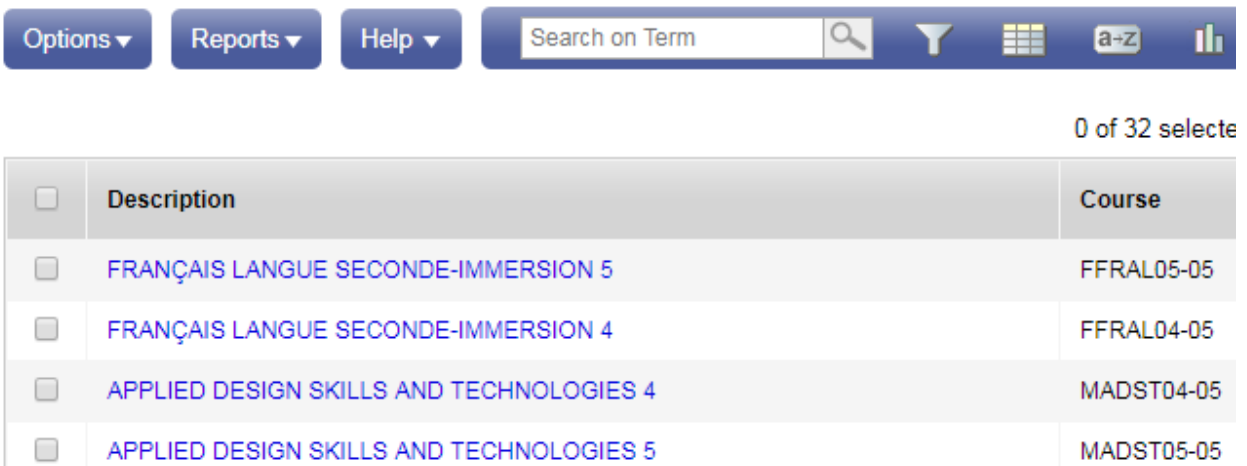
C. We are going to adjust the arrangement of those courses. Just above the courses you will see a symbol call field set menu.

Click on the field set menu symbol and put a check next to SD41 Default
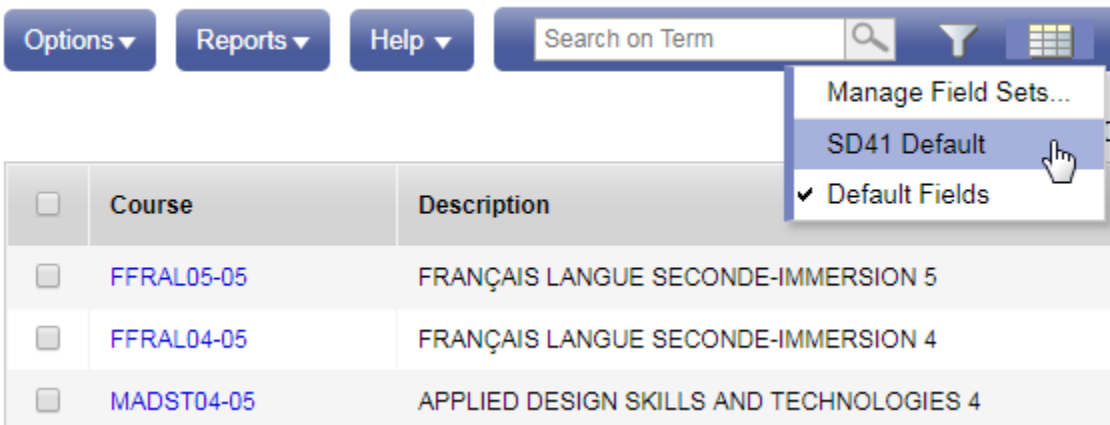
This will result in switching the first column to the course name rather than the course code.

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

	Course	Description	Clssrm	Schedule	Term	Weighting	Gradebook
☐	MMA--06-01	MATHEMATICS 6			FY	Categories only	🗎 ←
☐	MSC--06-01	SCIENCE 6			FY	Categories only	🗎
☐	XAT--06PGS-01	PROGRESS AND GROWTH OF STUDENT AS A LEARNER 6			FY	Categories only	🗎
☐	MPHE-06-01	PHYSICAL AND HEALTH EDUCATION 6			FY	Categories only	🗎
☐	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	Options ▾	Reports ▾	Help ▾	▦

Details
Roster
Seating Chart
Groups
Curricular Competencies
Categories
Assignments

Scores
  Student
  Assignment
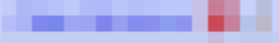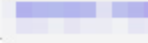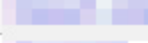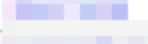
Students	Grade Columns		Term
All ⌄	Post Columns - Tern ⌄	...	Tri 1 ⌄

Name	YOG	Term 1 Mark 📌▸ ↙	Term 1 Com 📌▸ ↙
▓▓▓▓▓▓ 🟥	2030	⬭	🗎
▓▓▓	2030		🗎
▓▓▓ ▪	2030		🗎
▓▓▓▓	2030		🗎
▪ ▪	2030		🗎
▓▓▓	2030		🗎
▓▓	2030		🗎
	2030		🗎

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

<u>First course</u> on your list

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

Class List

| Details |
| Roster |
| Seating Chart |
| Groups |
| Reporting Standards |
| Categories |
| Assignments |
| Scores |

Options ▼   Reports ▼   Help ▼   Search on Terr

	Description
☐	FRANÇAIS LANGUE SECONDE-IMMERSION 5
☐	FRANÇAIS LANGUE SECONDE-IMMERSION 4
☐	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4
☐	APPLIED DESIGN SKILLS AND TECHNOLOGIES 5
☐	ARTS EDUCATION 5
☐	MUSIC 5
☐	MUSIC 4

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

| Details |
| Roster |
| Seating Chart |
| Groups |
| Reporting Standards |
| Categories |
| Assignments |
| **Scores** |

Options ▼   Reports ▼   Help ▼

View: ⦿ Traditional ◯ Standards
Grade Columns: Post Columns - Term ▼ [...]
Term: Term ▼
Di

Name	YOG	Term Grade	Com
	2026		📝
	2026		📝
	2026		📝
	2026		📝
	2026		📝
	2026		📝

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

Scores	☐ MUSIC 5
	☐ MUSIC 4
	☐ ARTS EDUCATION 4
	☐ CAREER EDUCATION 5
	☐ SOCIAL STUDIES 4
	☐ CAREER EDUCATION 4
	☑ SOCIAL STUDIES 5

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

		Options ▾	Reports ▾	Help ▾	▦

Details				

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	🖉		

Side tabs: Details, Roster, Seating Chart, Groups, Reporting Standards, Categories, Assignments

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**
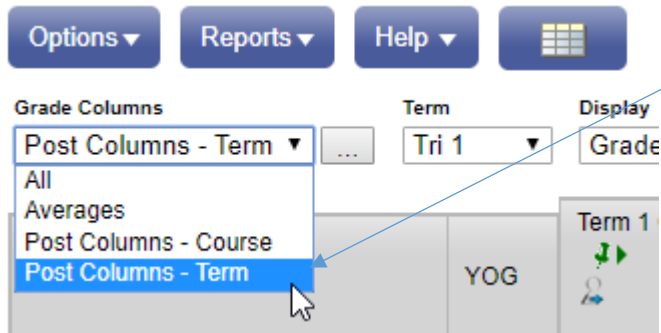
2. The Term dropdown is set to **Tri 1** (Tri 1 stands for Trimester 1 or Term 1)
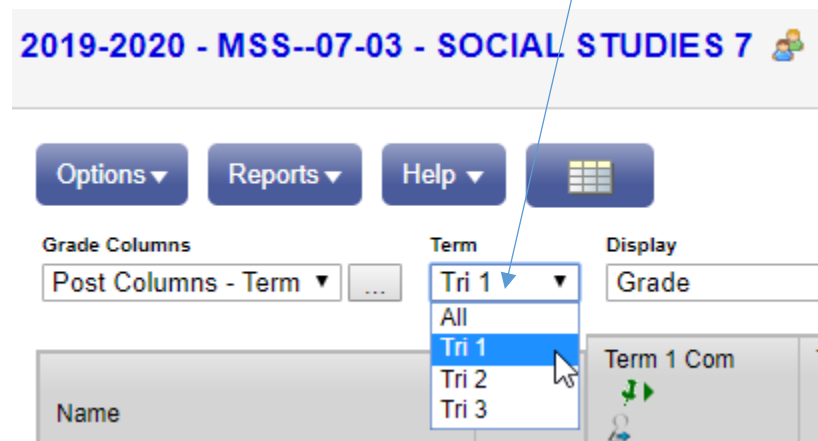
Important Note: Choosing the correct Term for reporting is important. You no longer have to delete comments and grades from the previous term.
- Tri 2 stands for Trimester 2 or Term 2 and Tri 3 stands for Trimester 3 or Term3
- The choice 'All' will show all three terms at the same time.

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		Grade Columns			Term	
All	▾	Post Columns - Tern ▾	...		Tri 1	▾

Name	YOG	Term 1 Mark 📌▶ ↗	Term 1 Com 📌▶ ↗
▇▇▇ ▇▇ ▇	2030	⬭	🗋
▇ ▇	2030		🗋
▇▇▇▇	2030		🗋
▇▇▇ ▇	2030		🗋

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".

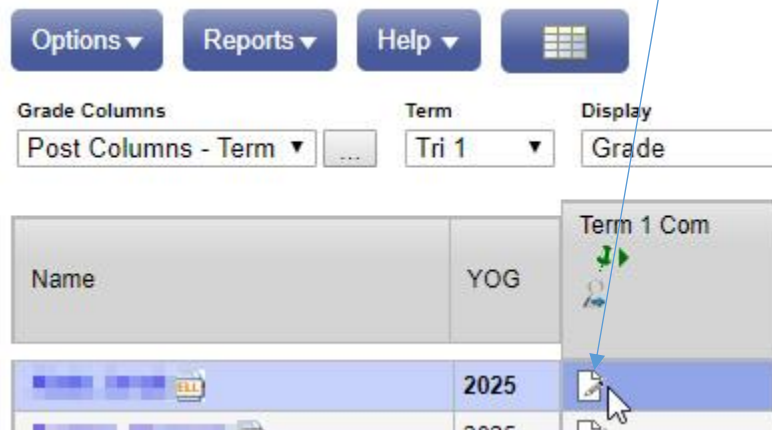| Name	YOG	Term 1 Com 📌▶	Term 1 Mark 📌▶
▇▇ ▇▇ ELL	2025	🗋	NYM
▇▇▇ ▇▇ ELL	2025	🗋	

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

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

Student	

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

Save and Go Back button   💾 Save ◀

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

Note: Clicking the Save button will <u>close the comment box</u>, confirming it is saved.
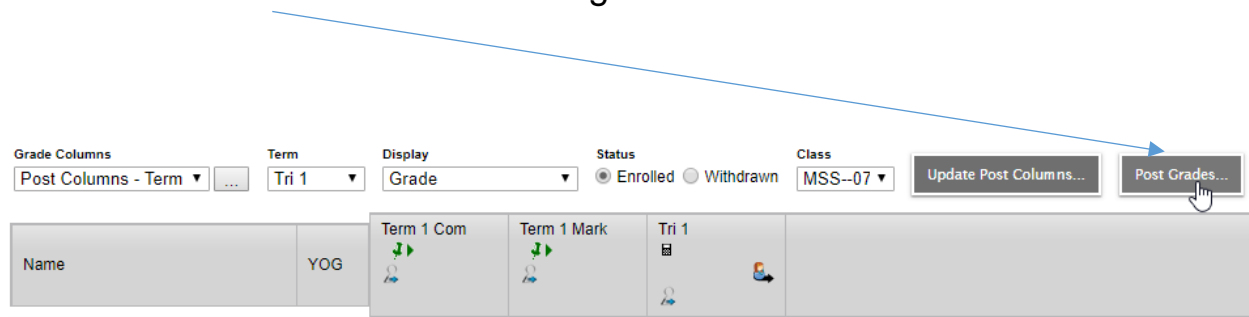
E. A comment box with saved content will show light blue lines inside the paper/pencil icon. To re-edit the comment click on the icon again.

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

Grade Columns	Term	Display	Status	Class		
Post Columns - Term ▼ ...	Tri 1 ▼	Grade ▼	● Enrolled ○ Withdrawn	MSS--07 ▼	Update Post Columns...	Post Grades...

Name	YOG	Term 1 Com	Term 1 Mark	Tri 1	

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.

This section has already been posted. Posting again will overwrite grades currently on the transcript. Do you want 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.
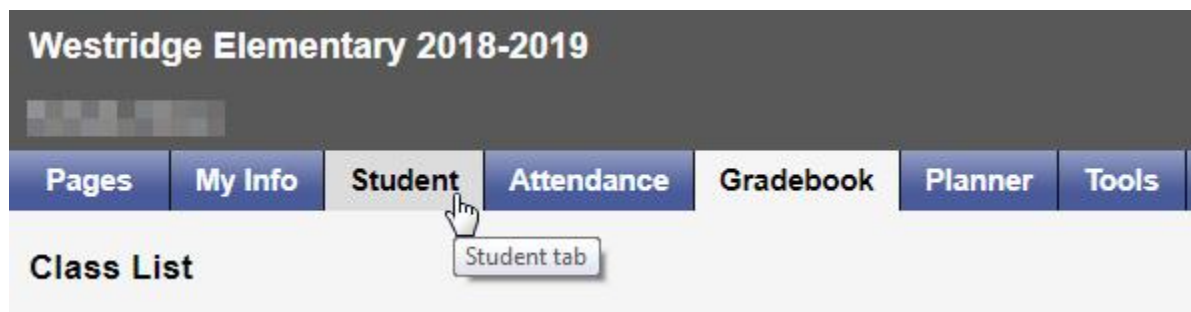
B. In the Student's section, click on the Reports dropdown and select Report cards > **Learning Update** *
(*This is new from last year)

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

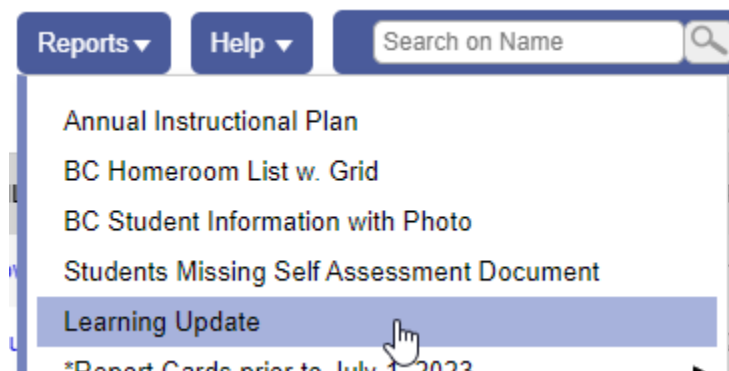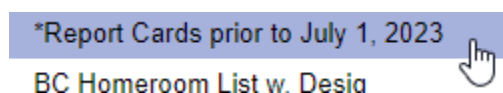**C.** In the **Report Cards – Learning Update** pop up, for a quick report card setup, go to the User Specific Parameters tab

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	☐
Display Final	[Do not display ▾] **Only required to be adjusted in Third Term**
Display Programs/Plans	[Top ▾]
Display School Message	☑
Display Course Summary	☐
Print Double-Sided	☑
Print On Legal Paper	☑
Print Using French Language	☐
Display Class Teacher Name	☐ **Not necessary because we choose to display the Homeroom Teacher name**
Display Current School Course ONLY	☐
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	☑
Display Student Photo	☑
Display Proficiency Label (Term / Final)	☑

[▶ 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 11)*
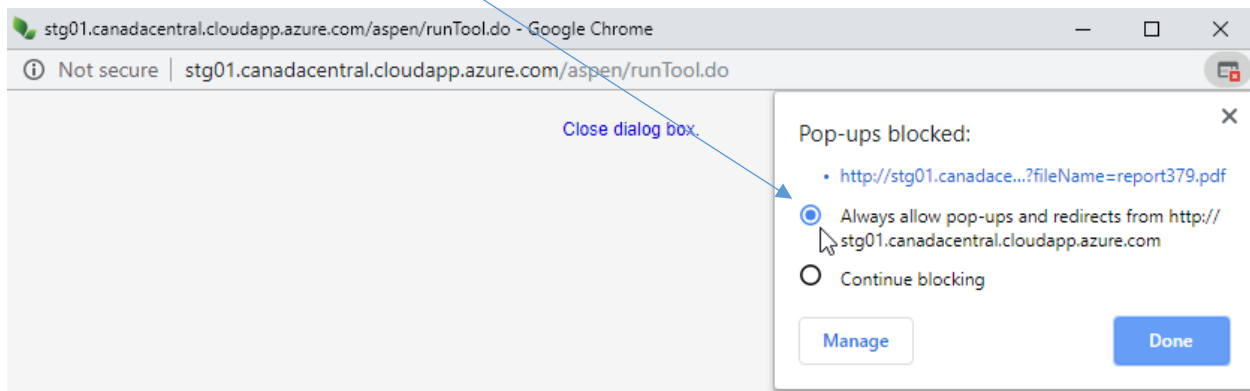
If you see an issue like the picture below with Pop-Up Blockers using the Chrome Browser (or others)…
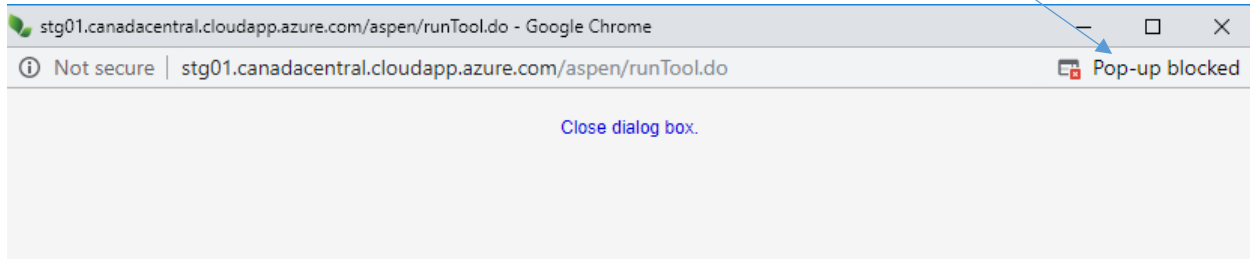
Click on the Pop-Up blocker icon
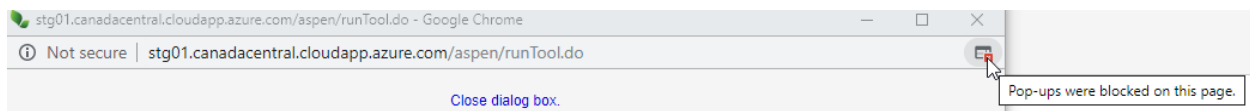
Then select the radio button to Always allow pop-ups from this source. Then click done

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