

# MyEd BC User Guide: Report Cards

(This report card is NOT for K-3 classes not working with the pilot, or for grade 9's)

## Three Term Report Card

\*The three term report card allows teachers to see the previous terms without having to overwrite scores and comments. The parents and students will still only see the current term grade.


\*Teachers on the pilot will only be using gradebook for the final grade in June.

\*Teachers who teach a split 3 and 4 class (not on the pilot) will have to use the old report card for their grade 3s and this new 3 Term report card for their grade 4s.

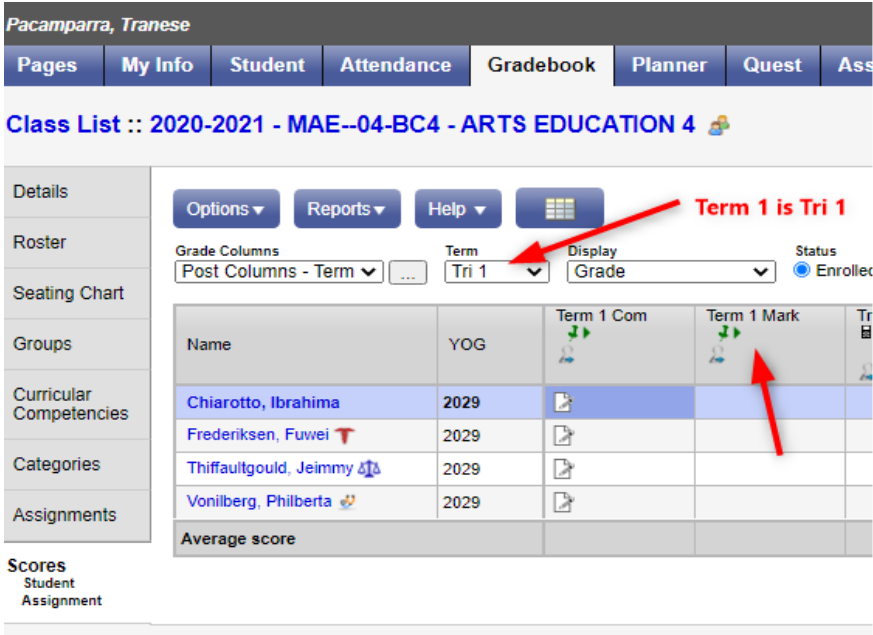
### ENTERING GRADES AND COMMENTS

Log into MyEd by selecting MyEd from the SD28 home page or by pressing Ctrl-Alt-M on any school district computer.

**It is very important, if you are selecting the MyEd link from the SD28 home page, that you click on "MyEd (Production)", not "SDtest Environment (read only)". The test environment is not the live production and it refreshes every month.**

Once you log on, click on Gradebook top tab, then Scores side tab on the Left (or click on the Grades icon on the Pages tab.) 

Here you will see the current term you are reporting in:



Name	YOG	Term 1 Com	Term 1 Mark	Tr
Chiarotto, Ibrahima	2029			
Frederiksen, Fuwei	2029			
Thiffaultgould, Jemmy	2029			
Vonilberg, Philberta	2029			
Average score				


When you enter your grades and comments for second and third report card, you will be able to see the previous terms you have entered, without having to overwrite them.


**\*\*The report card to parents will still have the current grade only.**

To see all three terms, select "All" under the Term drop down menu:

The screenshot shows a software interface for entering report card data. At the top, there are navigation buttons for 'Options', 'Reports', and 'Help'. Below these are several dropdown menus: 'Grade Columns' (set to 'Post Columns - Term'), 'Term' (set to 'All'), 'Display' (set to 'Grade'), and 'Status' (set to 'Enrolled'). A 'Class' dropdown is set to 'MAE--04'. A 'Post Columns' button is also visible. Below the navigation is a table with the following columns: Name, YOG, Term 1 Com, Term 1 Mark, Term 2 Com, Term 2 Mark, Term 3 Com, and Term 3 Mark. The table contains four rows of student data: Chiarotto, Ibrahima; Frederiksen, Fuwei; Thiffaultgould, Jemmy; and Vonilberg, Philberta. The 'Term 1, 2, 3' label is highlighted in red in the Term 1 Mark column. A red arrow points to the 'Term' dropdown menu, and another red arrow points to the 'Term 1, 2, 3' label.

If the Term Comment and Term Mark pin is **green**,  it means you are ready to enter comments and grades, and it has not yet been posted.

If it is **red**,  it means the grades and comments have already been posted. You may post again if needed.

If it is **black**,  it means you cannot enter a grade or comment until that term has arrived.

**\*\*Tip-** If you enter a mark into the first student, you can press Ctrl+D to copy it all the way down. Same for comments. **\*\***

**Don't forget to Post Grades when you are ready.**

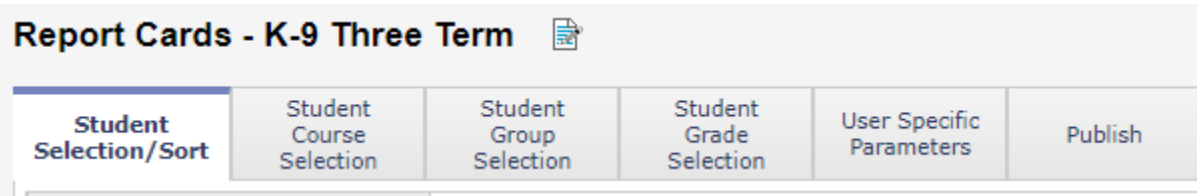
### PRINTING 3-TERM REPORT CARDS

Once you are finished entering **and posting** all your grades for a term, you can print them.

Student Top Tab, Reports, K-9 Three Term

The screenshot shows the 'Reports' dropdown menu in the software interface. The menu is open, showing several options: 'BC Homeroom List w. Grid', 'BC Student Information with Photo', 'Report Cards', 'BC Homeroom List w. Desig', 'Quick Chart', 'Quick Report', and 'My Job Queue...'. The 'Report Cards' option is highlighted, and a sub-menu is open, showing options for printing report cards: 'Report Cards - K-9 Single Term', 'Report Cards - K-9 Three Term', 'Report Cards - Kindergarten, Primary, Intermediate', and 'Report Cards - Middle Years and Secondary'. The 'Report Cards - K-9 Three Term' option is highlighted. A search bar at the top of the menu contains the text 'Search on Name'. A status bar at the top right of the menu shows '0 of 22 selected'.

Tabs:



### Student Selection/Sort

Select the Schedule Term and current Term you are reporting for.

*\*For QJS Grade 8s: Term 1: Select FY, S1, R1 and R1. Term 2: Select FY, S1, S2, R3 and R4. Term 3: You may decide to select all terms (FY, S1, S2, R1-R6) for the final report card summary.*

### Student Grade Selection

End grade = KF if including Kindergarten

### User Specific Parameters

**Uncheck** Display Final (only use this for the final report card)

**Uncheck** Class Teacher name (For Elementary only, unless you have different teachers for different classes in Elementary).

**Check** Display Box for Principal Signature (if desired)

*(Check Print on legal paper if desired)*

*(Check Display Box for Teacher Signature if desired by Principal)*

### Hit Run

**\*\*The report card will display a box under the School Message that says "Student Plans and Programs". The Individual Education Plan box will have a checkmark if the student has an IEP.**

**All Grade 9 classes and all K-3 classes NOT in the pilot program will continue using the same report card as last year: K-9 Single Term.**