

# Summative Student Reporting in MyEdBC

## Elementary Teachers

Reporting student learning through MyEdBC is a move towards the goal of “One Student, one record, for all of BC” along with eliminating the need to staple paper reports cards to the physical copy of a student’s Permanent Student Record (PR card) every June. Final marks (June Report Card) are reported in each subject area for each student every year in MyEdBC thus keeping the Permanent Student Record purely electronic. There are no changes to term one and term two student inclusive conferences.

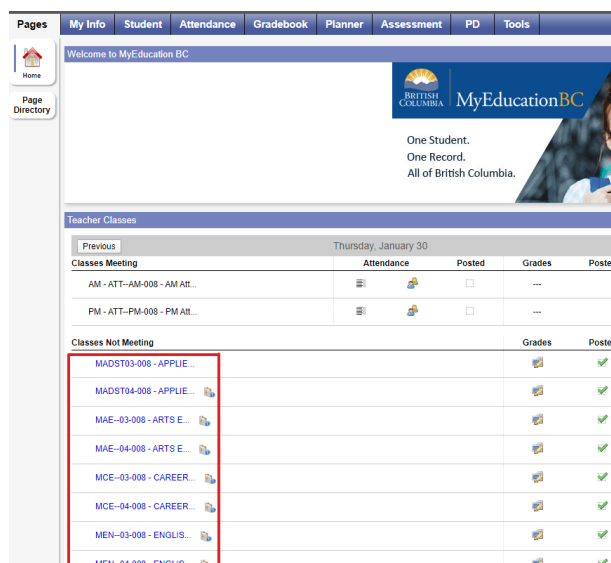
### Please Note:

- The Summative Data reporting remains a Parent Portal task that must be completed by all teachers
- The Standard Reporting Provincial Scale is being used by the pilot reporting teachers and will be the scale used for Summative Student Reporting in MyEdBC. This aligns with Provincial direction and the Secondary Numeracy & Literacy Assessments.

**Provincial Assessment Scale:**  
EMG – Emerging  
DEV – Developing  
PRF – Proficient  
EXT – Extending

### MyEdBC Landing Page

Your landing page, when you first log into MyEdBC, has additional information now that contains all the subject areas taught, for each grade level that you teach:



Teacher Classes					
Previous Thursday, January 30					
Classes Meeting	Attendance	Meeting	Posted	Grades	Posted
AM - ATT--AM-008 - AM ART...				---	
PM - ATT--PM-008 - PM ART...				---	
Classes Not Meeting				Grades	Posted
MADST03-008 - APPLIE...					✓
MADST04-008 - APPLIE...					✓
MAE-03-008 - ARTS E...					✓
MAE-04-008 - ARTS E...					✓
MCE-03-008 - CAREER...					✓
MCE-04-008 - CAREER...					✓
MEN-03-008 - ENGLIS...					✓
MEN-04-008 - ENGLIS...					✓

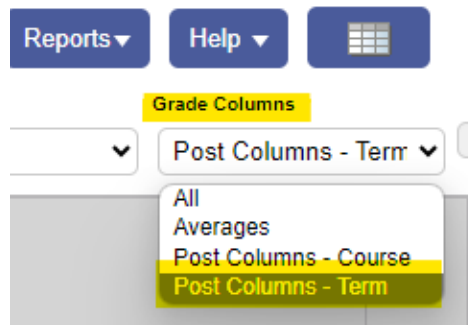
Each subject is a quick link that will re-direct you to the “Gradebook” top tab, or you can click on the Gradebook Top Tab to manually direct yourself to where you report on student learning.

There are two ways in which you can enter marks into the MyEdBC gradebook. You may follow the traditional method of *Report by Student* that you have predominantly used in the past OR using the printed BC Homeroom List with grid report, you may wish to *Report by Subject*. Both options are presented, with step by step instructions, on the following pages.

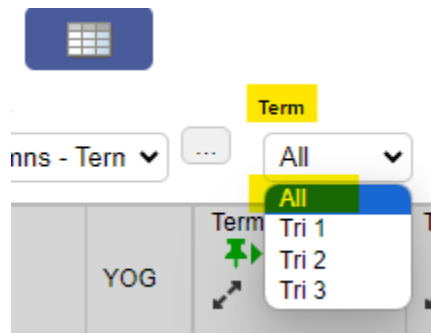
# Reporting by Student

To complete the summative report by student:

1. Click the **Gradebook** Top Tab
2. Click on the **Course** header to sort the subjects alphabetically
3. If you teach a multi-graded class, select the same grade level courses, and then click on the **Options** button and show selected
4. Click on the **Scores** Side Tab
5. Click on the **Grade Columns** drop down menu and choose **Post Columns – Term**.



1. Click on the **Term** drop down menu and choose **All**.

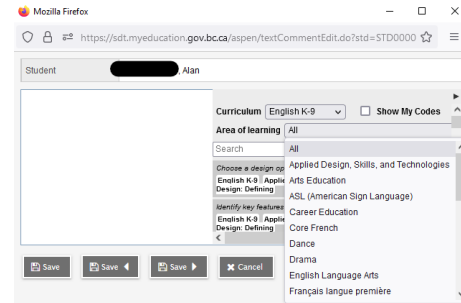
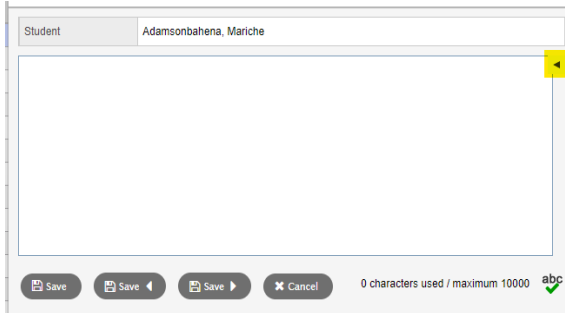



6. Click into the **Term 3 Mark** column for the first student and enter your assessment using the provincial scale


**Provincial Assessment Scale:**  
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DEV – Developing  
PRF – Proficient  
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7. Click into the **Term 3 Com** column and enter a comment. Or use the sideways arrow on the right side of the Comment Box to access the Comment Bank. Use the Dropdowns to choose the

appropriate information and click on the comment to move it into the Comment box. All information in the comment box can be edited. Click on the **Save** button. If you want to add a summative comment, ensure that you add it to the Comment box for the Social Studies subject, as this is the last subject printed on the student's report card.



8. Click into the **Final** column and enter the same mark as the **Term 3 Mark** column. The  symbol indicates Final grade is manually entered. It does **not** indicate an error.
9. Do not enter anything into the last **Term** column
10. **If a cell is **YELLOW**, do not leave the screen. Data is still saving, and you will lose your entry if you exit the screen. YOU MUST WAIT UNTIL THERE IS NO **YELLOW HIGHLIGHTING ON YOUR SCREEN.****
11. If the Pop-up does not appear, you must change your Settings to allow Pop-ups:
  - Chrome – Settings> Advanced> Privacy and Security> Site Settings> Pop-ups> Allow
  - Edge - Settings> Cookies and Site Permissions > All permissions> Pop-ups> Allow
12. Using the record navigator in the upper right of your screen, move to the next subject
 

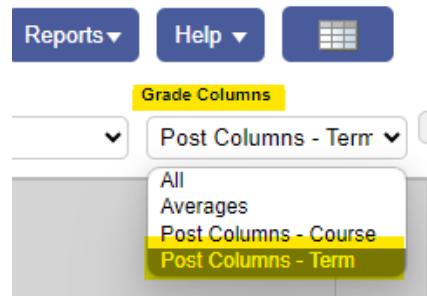

13. Repeat steps 1-8, for the same student in the next subject area, until you have completed all subjects for that student.
14. Return to the first subject to repeat the entire process for the next student.
 


15. If you teach a multi-graded class, click on the **Gradebook** Top Tab, then use your filter  and choose **Current Classes**. Repeat the above for the next grade level.
16. When all Term Grade, Com, and Final columns have been entered for each student/subject, you are finished.

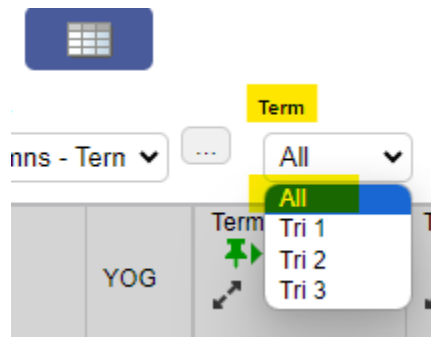
# Reporting by Subject

To complete the summative report by subject:

1. Click the **Gradebook** Top Tab
2. Click on the **Course** header to sort the subjects alphabetically
3. If you teach a multi-graded class, select the same grade level courses, and then click on the **Options** button and show selected
4. Click on the **Scores** Side Tab
5. Click on the **Grade Columns** drop down menu and choose **Post Columns – Term**.




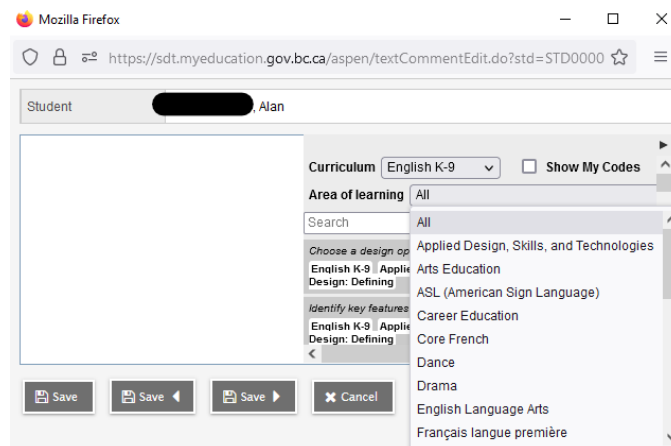
6. Click on the **Term** drop down menu and choose **All**.





7. Click into the **Term 3 Mark** column for the first student and enter your assessment using the provincial scale.

**Provincial Assessment Scale:**  
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8. You may wish to observe what assessment the majority of the students will receive and enter that provincial scale into the first student's **Term 3 Mark** column. Then hold down the **CTRL key**, then press **"D"** on your keyboard which will autofill the same assessment for all students.
9. Manually change the individual students' **Term 3 Mark** for those whom you have determined require a different assessment than the rest of the class.
10. Repeat steps 5 through 8 for the **Final** column, ensuring that both the **Term 3 Mark** and **Final** column match. The  symbol indicates Final grade is manually entered. It does **not** indicate an error.
11. Enter a comment for the first student in the **Term 3 Com** column. Click **Save**. You may use the CTRL + D feature to copy the same comment to all students. If you want to add a summative comment, ensure that you add it to the Comment box for the Social Studies subject, as this is the last subject printed on the student's report card. Do not enter anything into the **Term** column.

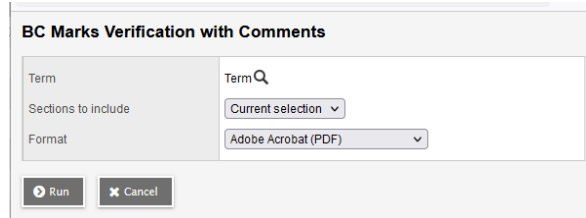


12. **If a cell is **YELLOW**, do not leave the screen. Data is still saving and you will lose your entry if you exit the screen. YOU MUST WAIT UNTIL THERE IS NO **YELLOW HIGHLIGHTING** ON YOUR SCREEN.**
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 Chrome – Settings> Advanced> Privacy and Security> Site Settings> Pop-ups> Allow  
 Edge - Settings> Cookies and Site Permissions > All permissions> Pop-ups> Allow
14. Using the record navigator in the upper right of your screen, move to the next subject  

15. Repeat steps 1-10 until you have completed assessing for all subjects.
16. If you teach a multi-graded class, click on the **Gradebook** Top Tab, then use your filter  and choose **Current Classes**. Repeat the above for the next grade level.
17. When all Term Grade, Com, and Final columns have been entered for each student/subject, you are finished.

## Printing of Confirmation Reports

Once you have entered all data classes, you can run a **Mark Verification with Comments** report to print off and review.

1. **Gradebook** Top Tab, **Reports**, **BC Marks Verification with Comments**. The pop up will show the following:



2. Click on **Run**.
3. The report will show on your screen and you can either review there or Ctrl P (Cmnd P for Mac) will allow you to send to a printer or save as a PDF.
4. Edits can be made in the class information if required.

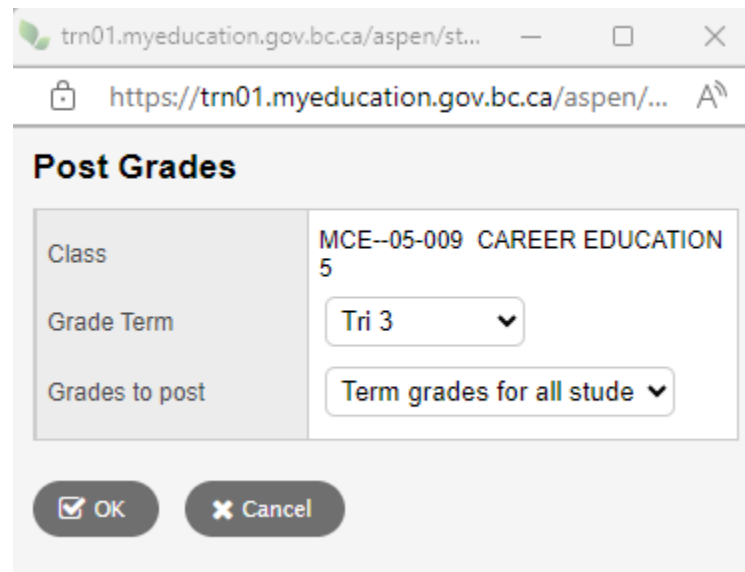
## To Post Grades:

Grades must be posted in order for them to show up on the Report Cards:

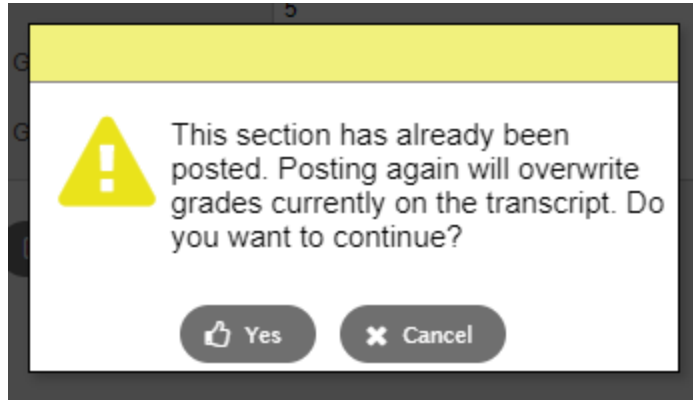
From Gradebook Top Tab, Scores Side Tab, click on Post Grades button.



This will bring up a Pop-up that shows the name of the class, the Grade Term and Grades to Post. Click OK.



If you have already posted Grades once, you will receive this Pop-up:



Click on Yes. Posting Grades may be repeated as many times as needed prior to Report Cards being published. This will overwrite any grades that you have changed. Any grades that were not changed will not change by posting again.

## Gradebook Top Tab

The Gradebook Top Tab, as with any other navigational tab in MyEdBC, provides you with a variety of side tab options. The side tabs always correlate to their corresponding top tab. Therefore, the side tabs visible when you click on the Gradebook Top Tab, are about the subject areas you teach.

Course	Description
MADST03-008	APPLIED DESIGN SKILLS AND TECHNOLOGIES 3
MADST04-008	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4
MAE--03-008	ARTS EDUCATION 3
MAE--04-008	ARTS EDUCATION 4
MCE--03-008	CAREER EDUCATION 3
MCE--04-008	CAREER EDUCATION 4
MEN--03-008	ENGLISH LANGUAGE ARTS 3
MEN--04-008	ENGLISH LANGUAGE ARTS 4
MMA--03-008	MATHEMATICS 3
MMA--04-008	MATHEMATICS 4
MPE--03-008	PHYSICAL AND HEALTH EDUCATION 3



Image 2: Sort the subjects alphabetically by clicking on the “Course” header

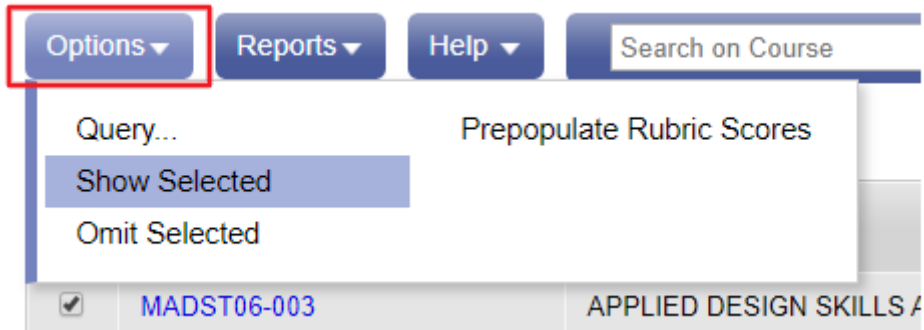
The screenshot shows a web interface for a 'Class List'. At the top, there are navigation tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools. Below the tabs is a 'Class List' section with a sidebar on the left containing options like Details, Roster, Seating Chart, Groups, Reporting Standards, Categories, Assignments, and Scores. The main area contains a table with columns 'Course' and 'Description'. The 'Course' header is highlighted with a red box. Below the header, several rows of courses are listed, including MADST03-014, MAE--03-014, MCE--03-014, MEN--03-014, MMA--03-014, MPHE-03-014, MSC--03-014, and MSS--03-014. A search bar and various icons are located above the table.

## Teaching a multi-graded class

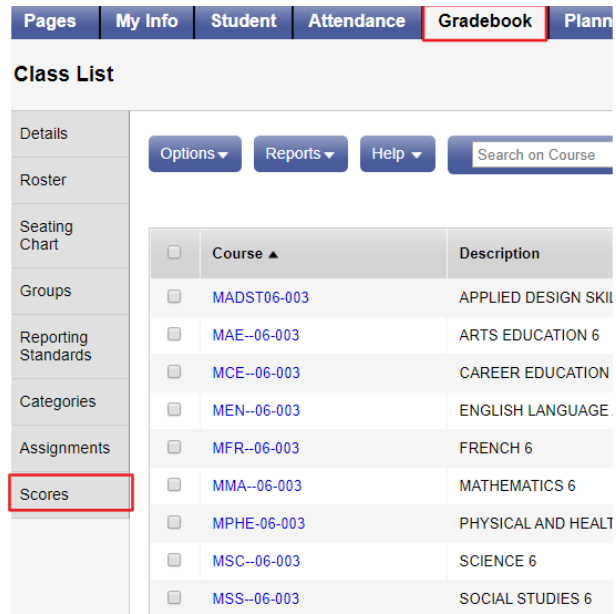
Select all subject areas from the same grade level

<input type="checkbox"/>	Course ▲	Description
<input checked="" type="checkbox"/>	MADST06-003	APPLIED DESIGN SKILLS AND TECHNOLOGIES 6
<input type="checkbox"/>	MADST07-003	APPLIED DESIGN SKILLS AND TECHNOLOGIES 7
<input checked="" type="checkbox"/>	MAE--06-003 <span style="background-color: yellow;">Grade Level</span>	ARTS EDUCATION 6
<input type="checkbox"/>	MAE--07-003	ARTS EDUCATION 7
<input checked="" type="checkbox"/>	MCE--06-003 <span style="background-color: yellow;">Division</span>	CAREER EDUCATION 6
<input type="checkbox"/>	MCE--07-003	CAREER EDUCATION 7
<input checked="" type="checkbox"/>	MEN--06-003	ENGLISH LANGUAGE ARTS 6
<input type="checkbox"/>	MEN--07-003	ENGLISH LANGUAGE ARTS 7
<input checked="" type="checkbox"/>	MFR--06-003	FRENCH 6
<input type="checkbox"/>	MFR--07-003	FRENCH 7
<input checked="" type="checkbox"/>	MMA--06-003	MATHEMATICS 6
<input type="checkbox"/>	MMA--07-003	MATHEMATICS 7
<input checked="" type="checkbox"/>	MPHE-06-003	PHYSICAL AND HEALTH EDUCATION 6
<input type="checkbox"/>	MPHE-07-003	PHYSICAL AND HEALTH EDUCATION 7
<input checked="" type="checkbox"/>	MSC--06-003	SCIENCE 6
<input type="checkbox"/>	MSC--07-003	SCIENCE 7
<input checked="" type="checkbox"/>	MSS--06-003	SOCIAL STUDIES 6
<input type="checkbox"/>	MSS--07-003	SOCIAL STUDIES 7

Click **Options** > Show Selected



Click on the **Scores** Side Tab



## Entering the Reporting Standards in MyEdBC

The Provincial Assessment Scale will be used for Summative Student Reporting in June.

### Provincial Assessment Scale:

EMG – Emerging  
DEV – Developing  
PRF – Proficient  
EXT – Extending

The **Scores** Side Tab displays the roster of students for each subject you teach, along with 4 available columns for entry:







- Column (1): Term Grade
- Column (2): Com (Comments)
- Column (3): Final
- Column (4): Term (left blank)

The Term Grade column (1) and Final column (3) work in tandem and are not indicative of two separate grades. **Enter the same reporting standard in both columns** as this is functional for printing the report card and reporting on the electronic PSR card only. **Ignore the “term” column (4) all together.** That column is not used at the Elementary level.

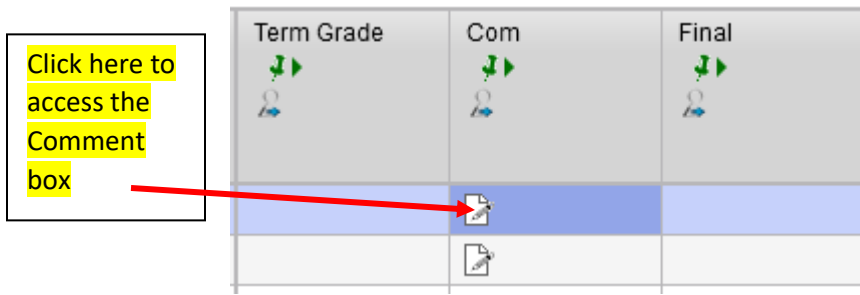
## 0 - MADST01-020 - APPLIED DESIGN SKILLS AND TECHNOLOGIES 1

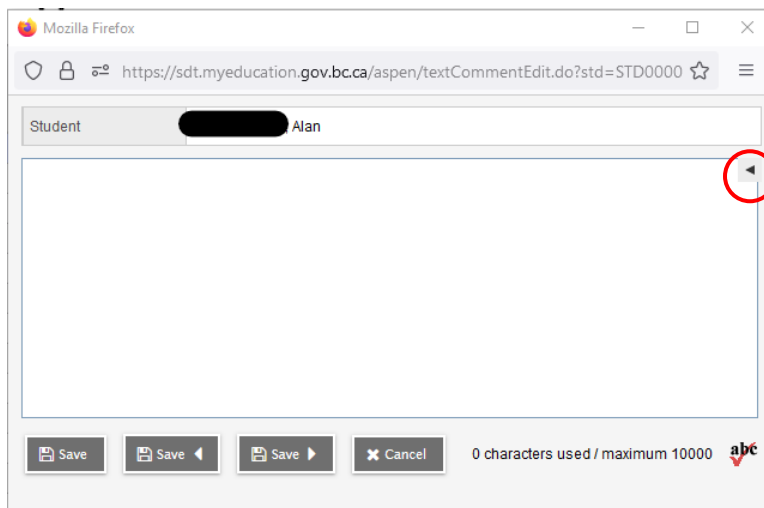
18  
mns - Term ▾ ... Term ▾ Display Grade ▾ Status  Enrolled  Withdrawn Class MADSTC ▾ 

	YOG	Term Grade  (1)	Com  (2)	Final  (3)	Term  (4)	
ny	2031	PRF		PRF 		

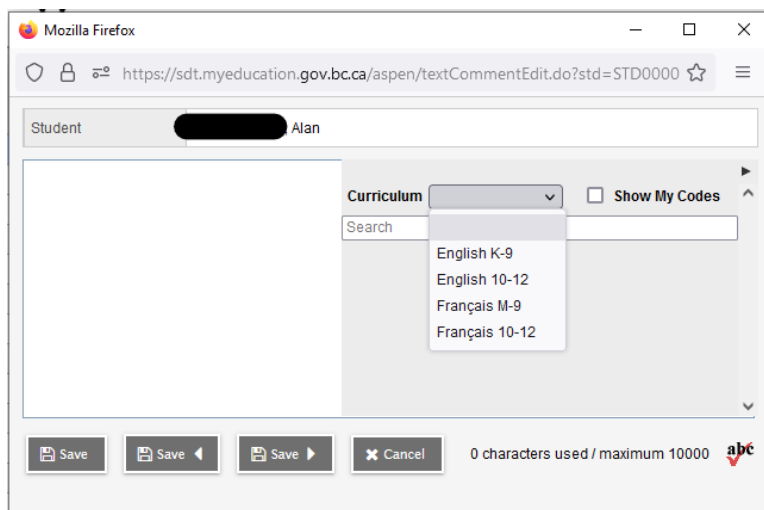
Column 2: Com



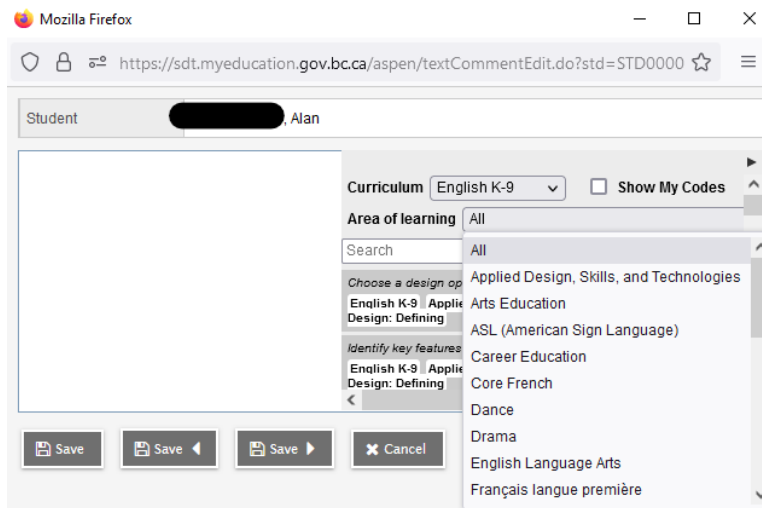
From inside the Comment box, click on the right side arrow to access the Comment Bank



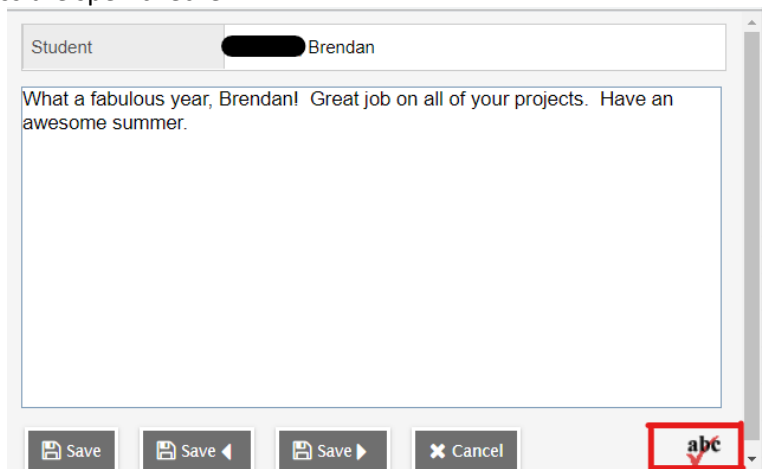
Use the Curriculum Dropdown to choose the appropriate Comment Bank

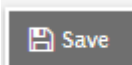
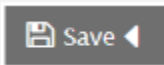
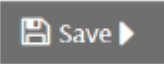


Use the Area of Learning Dropdown to select the appropriate subject



All data that is entered into the Comment box is editable. Click on the letters, “abc” in the bottom right hand corner, to access the spell-checker.



- Make sure to save your comment or it will disappear. The  icon will save your comment and return you to the class list
- The  will save your comment and direct you to the previous student’s comment
- The  will save your comment and direct you to the next student’s comment

## Optional Instructions:

### Creating a Class List with Subjects Sheet to Ease with Mark Entry

1. Print the BC Homeroom List with grid
  - a. Assign a subject (alphabetically) to each column heading
  - b. Sort by grade





Sample Report Card:

November 7, 2022

Keturah Griebler (DIV.03)



Communicating Student Learning  
2022-2023

**Keturah Griebler**

PEN: 147773600

Current Grade 07

Kyungin Viziashenden

Albion Elementary SD42  
2803 East 37th Street St  
Cilliwack, BC  
V2Z 1L3  
604-817-1118

<b>APPLIED DESIGN SKILLS AND TECHNOLOGIES 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/adst/6">https://curriculum.gov.bc.ca/curriculum/adst/6</a>	<b>PROFICIENT</b>
This student is amazing. Final: PROFICIENT	
<b>ARTS EDUCATION 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/arts-education/6">https://curriculum.gov.bc.ca/curriculum/arts-education/6</a>	<b>PROFICIENT</b>
asdfasdf Final: PROFICIENT	
<b>CAREER EDUCATION 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/career-education/6">https://curriculum.gov.bc.ca/curriculum/career-education/6</a>	<b>PROFICIENT</b>
asdfasfdas Final: PROFICIENT	
<b>ENGLISH LANGUAGE ARTS 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/english-language-arts/6">https://curriculum.gov.bc.ca/curriculum/english-language-arts/6</a>	<b>PROFICIENT</b>
This is a great report card. Final: PROFICIENT	
<b>FRENCH 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/fr/curriculum/core-french/6">https://curriculum.gov.bc.ca/fr/curriculum/core-french/6</a>	<b>PROFICIENT</b>
asdfasdfs Final: PROFICIENT	
<b>MATHEMATICS 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/mathematics/6">https://curriculum.gov.bc.ca/curriculum/mathematics/6</a>	<b>PROFICIENT</b>
asdfasdf Final: PROFICIENT	



<b>PHYSICAL AND HEALTH EDUCATION 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/physical-health-education/6">https://curriculum.gov.bc.ca/curriculum/physical-health-education/6</a>	<b>PROFICIENT</b>
asdfasdf Final: PROFICIENT	
<b>SCIENCE 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/science/6">https://curriculum.gov.bc.ca/curriculum/science/6</a>	<b>PROFICIENT</b>
asdfasdf Final: PROFICIENT	
<b>SOCIAL STUDIES 6</b> Kyungin Viziashenden <a href="https://curriculum.gov.bc.ca/curriculum/social-studies/6">https://curriculum.gov.bc.ca/curriculum/social-studies/6</a>	<b>PROFICIENT</b>
asdfasdf Final: PROFICIENT	

	ATTENDANCE RECORD FOR 2023												
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
ABSENT	8.5	0	0	0	0	0	0	0	0	0	0	0	8.5
LATE	0	0	0	0	0	0	0	0	0	0	0	0	0