

PRINTING LEARNING UPDATE FOR STUDENT FILES ELMENTARY TEACHERS

This document is intended for elementary teachers to print the learning update for their students that need to be added to the student files.

First ensure that Final column has a grade/mark for all the courses the teacher is teaching.

Staff View > Gradebook TT > Scores ST

Pages	My Info	Student	Attendance	Gradeboo	k Planner	Tools
Class Lis	st :: 2023	-2024 - ME	EN04-007	- ENGLISH L	ANGUAGE	ARTS 4 🍰
Details	O	ptions 🗸 🛛 R	eports 🗸 🛛 H	elp 👻		
Roster	Stud	lents	Grade	Columns	Term	Display
Seating Cha	art	I	✓ Pos	t Columns - Tern	▼ … Tri :	
Groups	Na	ame	YOG	Term 3 Mark	Term 3 Com	Final
Curricular Competenc	ies		2032	PRF		PRF o
Categories			2032	DEV	2	DEV 🛇
Categories		2032	EMG	2	EMG 🛇	
Assignment	s		2032	DEV	2	DEV 🛇
Scores			2032	DEV	2	DEV 🛇
Student	-		2032	PRF	2	PRF 🛛
Assignment			2032	EMG	2	EMG 🛇
			2032	DEV	2	DEV 😒
			2032	PRF	2	PRF 🛇
	Av	erage score				

Once the grade/marks have been entered for all the courses, the teacher will be required to post the grades which creates a transcript record in MyEd BC. The learning update shows the grades/marks once the transcript record has been created. Therefore it is important to post grades for the learning update to work.

For each course, the teacher will post grade:

Staff View > Gradebook TT > Scores ST > Options > Post Grades

Student Pages My Info Attendance Gradebook Planner Tools Class List :: 2023-2024 - MEN--04-007 - ENGLISH LANGUAGE ARTS 4 🆽 Details Options -Reports -Help 👻 Roster Term Display Add Assignment... (Ctrl+A) nns - Tern 🗸 📖 Tri 3 Grade ~ Edit Remarks (Ctrl+M) Seating Chart 3 Mark Term 3 Com Exempt Current Cell (Ctrl+E) Final Groups ₽ ∓≻ Fill-Down Values (Ctrl+D) ~ 2 Lookup (Ctrl+L) Curricular Competencies MYP Grade Calculation PRF 🛇 Post Grades... 2 DEV 🛇 Categories Prepopulate Rubric Scores R EMG 🛇 Assignments Remove Footnote (Ctrl+Shift+L) 2 DEV 🛇 Revert Current Cell (Ctrl+K) Z DEV 🛇 Scores Update Post Columns... B Student PRF S Assignment -----

This will bring Post Grades pop up. Please note the following:

Class - Identifies the course for which grades are to be posted

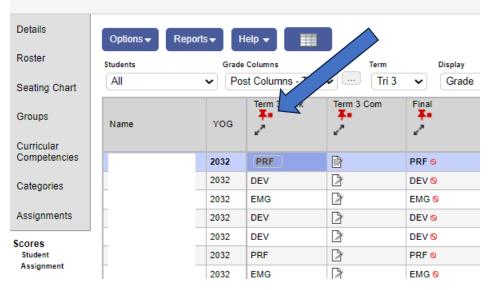
Grade Term - Identifies the Term for which grades are to be posted.

Grades to Post - Term Grades for all students

🍡 sdt.n	nyeducation.gov.bc.ca/aspen/staffPostGrades.do? —		\times
ĉ	https://sdt.myeducation.gov.bc.ca/aspen/staffPostG	Q	A
Post G	rades		
Class Grade Te Grades t			

Once the information in the pop up is verified, click **OK**.

This will change the color of the pushpins in the Term 3 Mark, Term 3 Comment and Final Columns. Before they were **green** but after posting grades, they will become **red**, which means grades have been posted.



Class List :: 2023-2024 - MEN--04-007 - ENGLISH LANGUAGE ARTS 4 🍰

Once grades have been posted for all the courses, it is time to run the learning update.

Staff View > Student TT > Reports > Learning Update

Pages N	ly Info	Stude	nt Atten	dance	Gradebook	Planner	Tools	
Student Lis	st							
Details	Opti	ions 🔻	Reports 🔻	Help	Search	on Name	0	
Contacts			Annual I	nstruction	al Plan			
Attendance		Name	BC Homeroom List w. Grid					
Transcript			BC Student Information with Photo Students Missing Self Assessment Document					
Assessments			Learning		Jell Assessmen	t Document	î	
Assessments			ĭ		or to July 1, 202	3	•	
Schedule			BC Hom	eroom Lis	t w. Desig			
Membership			Quick Ch	nart			5	
			Quick Re	eport			- 1	
Transactions			My Job (Queue				

This will open Learning Update pop up that has multiple tabs:

earning Update						-
Student Selection/Sort Term Se		Student Group Selection	Student Grade Selection	User Specific Parameters	Descriptor Selec	tion
School	Albion	Elementary SD42				
School year	2024	2				
Attendance Reported up to:	6/6/2	024				
Students to include	Curr	ent selection 🖌				
Search value						
Sort students by	Nam	e 🗸				
Format	Adol	e Acrobat (PDF)	•			

Student Selection/Sort Tab: To select specific students (snapshot) or all students for whom learning update needs to be created. Keep this setting as is if the teacher needs to run the learning update for all students.

Term Selection Tab: To select the term for which you need to run the learning update. If no term is selected, the report card will show the latest term marks and comments only.

Student Selection Tab: Can be skipped

Student Grade Selection: Can be skipped

User Specific Parameters: Please ensure the following setting has been made, each time teacher runs the learning update:

https://sdt.myeducation	- • •				
arning Update					
Student Selection/Sort Term Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Descriptor Selection	
Student name to be printed	Legal Name 🖌				
Display Final	Display below term mark	~			
Display Programs/Plans	Тор 🗸				
Display School Message					
Display Course Summary					
Display Course Dates					
Print Double-Sided					
Print On Legal Paper					
Print Using French Language	0				
Display Class 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 Box For Parent Signature					
Display Attendance	ATT AM/PM Attendance	~			
Display Attachments With Report Message					
Display Back Page					
Display Student Photo					
Display Proficiency Label (Term / Final)					

Once the setting have been made, click Run

This will open another pop up with all the student's learning updates as PDF file. Teacher can now save it to their computer and print.