



# 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**

The screenshot shows the MyEd BC Gradebook interface for the class "2023-2024 - MEN--04-007 - ENGLISH LANGUAGE ARTS 4". The interface includes a navigation menu with "Pages", "My Info", "Student", "Attendance", "Gradebook", "Planner", and "Tools". The "Gradebook" tab is active. Below the navigation, there are filters for "Students" (All), "Grade Columns" (Post Columns - Term), "Term" (Tri 3), and "Display" (Grade). The main table displays student scores for Term 3. The "Final" column is highlighted with a red box. The table data is as follows:

Name	YOG	Term 3 Mark	Term 3 Com	Final
	2032	PRF		PRF
	2032	DEV		DEV
	2032	EMG		EMG
	2032	DEV		DEV
	2032	DEV		DEV
	2032	PRF		PRF
	2032	EMG		EMG
	2032	DEV		DEV
	2032	PRF		PRF
Average 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**

The screenshot shows the Gradebook TT interface. At the top, there are navigation tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, and Tools. Below this is the header 'Class List :: 2023-2024 - MEN--04-007 - ENGLISH LANGUAGE ARTS 4'. On the left is a sidebar with various options like Details, Roster, Seating Chart, Groups, Curricular Competencies, Categories, Assignments, Scores, Student, and Assignment. The main area shows a grid with columns for 'Term' (Tri 3) and 'Display' (Grade). A context menu is open over the grid, listing various actions. The 'Post Grades...' option is highlighted in blue.

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

The screenshot shows a web browser window with the URL 'https://sdt.myeducation.gov.bc.ca/aspen/staffPostG...'. The main content is a 'Post Grades' form. It has three fields: 'Class' with the value 'MEN--04-007 ENGLISH LANGUAGE ARTS 4', 'Grade Term' with a dropdown menu set to 'Tri 3', and 'Grades to post' with a dropdown menu set to 'Term grades for all stude'. At the bottom of the form are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with an 'X' icon). A blue arrow points to the 'OK' button.

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**

Options Reports Help

Students: All Grade Columns: Post Columns Term: Tri 3 Display: Grade

Name	YOG	Term 3 Mark	Term 3 Com	Final
	2032	PRF		PRF
	2032	DEV		DEV
	2032	EMG		EMG
	2032	DEV		DEV
	2032	DEV		DEV
	2032	PRF		PRF
	2032	EMG		EMG

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 My Info Student Attendance Gradebook Planner Tools

**Student List**

Details Options Reports Help Search on Name

- Annual Instructional Plan
- BC Homeroom List w. Grid
- BC Student Information with Photo
- Students Missing Self Assessment Document
- Learning Update**
- \*Report Cards prior to July 1, 2023
- BC Homeroom List w. Desig
- Quick Chart
- Quick Report
- My Job Queue...

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

**Learning Update**

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

School: Albion Elementary SD42

School year: 2024

Attendance Reported up to: 6/6/2024

Students to include: Current selection

Search value:

Sort students by: Name

Format: Adobe Acrobat (PDF)

Run Cancel

**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:

## Learning 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	Top				
Display School Message	<input checked="" type="checkbox"/>				
Display Course Summary	<input checked="" type="checkbox"/>				
Display Course Dates	<input type="checkbox"/>				
Print Double-Sided	<input checked="" type="checkbox"/>				
Print On Legal Paper	<input type="checkbox"/>				
Print Using French Language	<input type="checkbox"/>				
Display Class Teacher Name	<input checked="" type="checkbox"/>				
Display Current School Course ONLY	<input checked="" type="checkbox"/>				
Include only My Courses	<input type="checkbox"/>				
Display Student Self Assessment	<input type="checkbox"/>				
Display Teacher Overall Comment	<input checked="" type="checkbox"/>				
Display Student Homeroom Number	<input type="checkbox"/>				
Display Homeroom Teacher Name	<input type="checkbox"/>				
Display Box For Principal Signature	<input type="checkbox"/>				
Display Box For Teacher Signature	<input type="checkbox"/>				
Display Box For Parent Signature	<input type="checkbox"/>				
Display Attendance	ATT AM/PM Attendance				
Display Attachments With Report Message	<input type="checkbox"/>				
Display Back Page	<input checked="" type="checkbox"/>				
Display Student Photo	<input type="checkbox"/>				
Display Proficiency Label (Term / Final)	<input checked="" type="checkbox"/>				



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.