

Summative Elementary Student Reporting in MyEdBC

By Student

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.

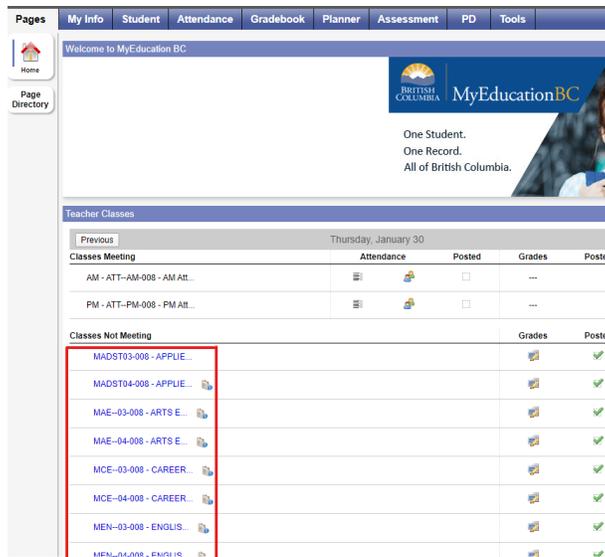
Please Note:

- The Summative Data reporting (BC Performance Standards Data) remains a Parent Portal task that must be completed by all teachers.
- The Standard Reporting Provincial Scale 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:



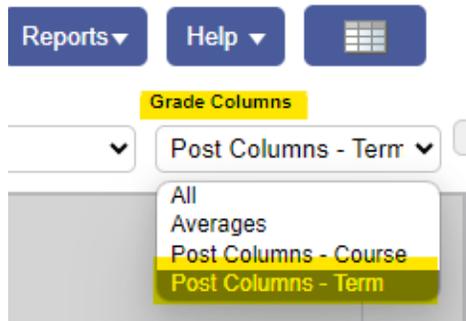
Each subject is a quick link that will re-direct you to the “Gradebook” top tab, or you can click on the Gradebook Top Tab to manually direct yourself to where you report on student learning.

There are two ways in which you can enter final 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*. The following information is how to Report by Student. If you wish to Report by Subject, please see the document “Summative Elementary Student Learning by Subject”.

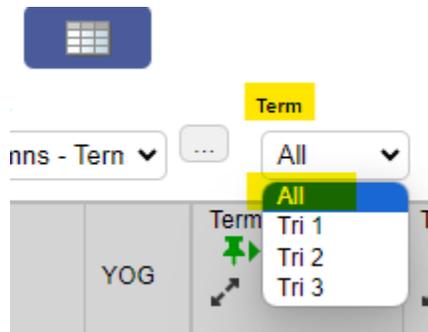
Reporting by Student

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**.



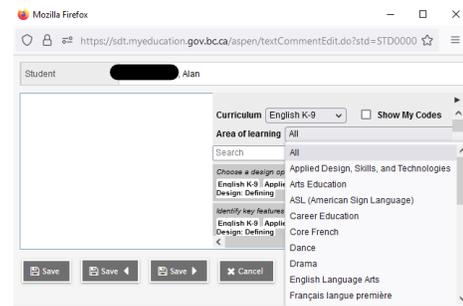
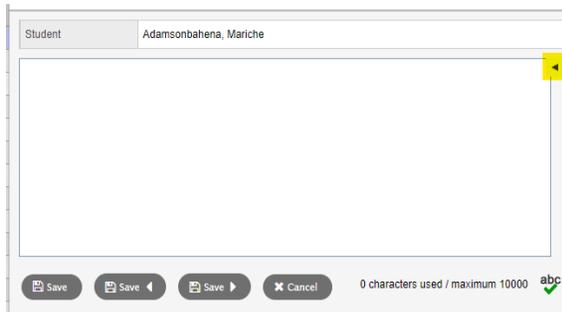
1. Click on the **Term** drop down menu and choose **All**.



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

Provincial Assessment Scale:
EMG – Emerging
DEV – Developing
PRF – Proficient
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- 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.

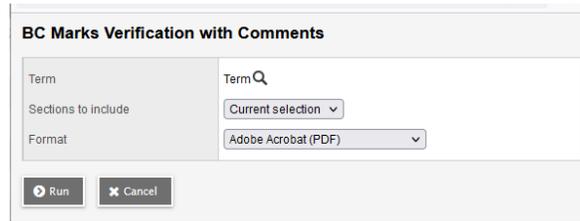


- Click into the **Final** column and enter the same mark as the **Term 3 Mark** column. The  symbol indicates Final grade is manually entered. It does **not** indicate an error.
- Do not enter anything into the last **Term** column
- If a cell is **YELLOW**, do not leave the screen. Data is still saving, and you will lose your entry if you exit the screen. YOU MUST WAIT UNTIL THERE IS NO **YELLOW HIGHLIGHTING** ON YOUR SCREEN.**
- 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
- Using the record navigator in the upper right of your screen, move to the next subject
 
- Repeat steps 1-8, for the same student in the next subject area, until you have completed all subjects for that student.
- Return to the first subject to repeat the entire process for the next student.
 
- 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.
- 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.

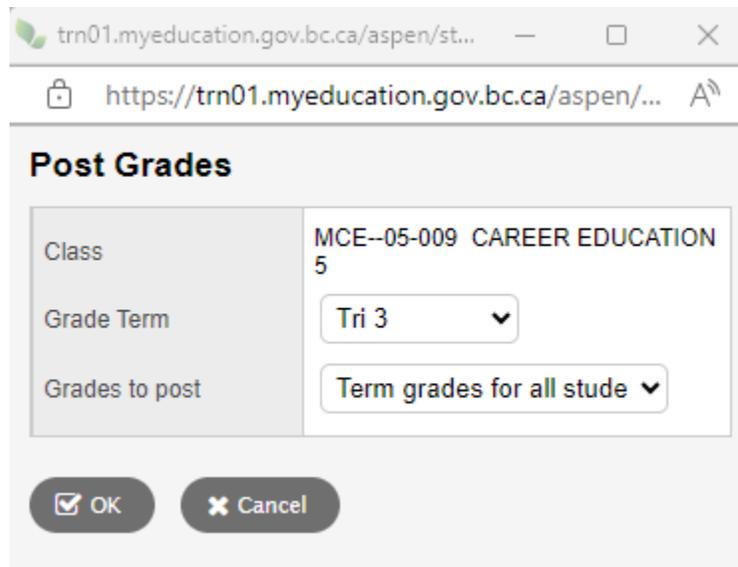
To Post Grades:

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

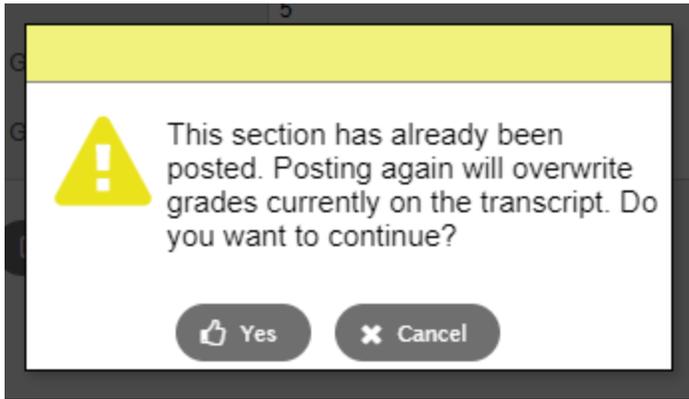
From Gradebook Top Tab, Scores Side Tab, click on Post Grades button.



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.

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
 - c. Print
 - d. Fill in the document, by hand, with student assessments using the Provincial scale

How to Create a 1-Page Marks Page for Your Class (BC Homeroom List with grid)

Navigate to the **Student** Top Tab >click on **Reports**>BC Homeroom List w. Grid. A pop-up window appears allowing you to free-form type into each column: (Type all 8 subject areas alphabetically in the boxes and click on the **Run** button)

BC Homeroom List w. Grid

School: Edith McDermott Elementary SD42

Column One Label: ADST

Column Two Label: Art

Column Three Label: Career Ed

Column Four Label: English

Column Five Label: Math

Column Six Label: PE

Column Seven Label: Science

Column Eight Label: Soc. St.

Column Nine Label:

Column Ten Label:

Students to include: Current selection

Students to include:

Sort results by: Grade

Format: Adobe Acrobat (PDF)

Edith McDermott Elementary SD42

BC Homeroom List with Grid 31/01/2020 10.27 AM

Student Name	Grade	ADST	Art	Career Ed	English	Math	PE	Science	Soc. St.
endian	03								
an	03								
ura	03								
alia	03								
	03								
abrina	03								
mond	03								
Kaden	03								
illa	03								
ih	03								
ony	03								
izmyne	03								
Sebby	04								
vis	04								
ee	04								
a	04								
ssia	04								
ny, Delmar	04								
onneli, Cohen	04								
ib	04								
shua	04								
ebe	04								

This report gives you the opportunity to have a paper copy with student's assessment for each subject and, once you have manually added the assessment to each student, the ability to easily report by subject area in MyEdBC by now entering down the columns.

BC Homeroom List with Grid **Edith McDermott Elementary SD42**
31/01/2020 10.27 AM

		ADST	Art	Career Ed	English	Math	PE	Science	Soc. St.		
Grade	03										
Abraham	03	PRE	DEV	PRE	EMG	DEV	PRE	DEV	EXT		
Alan	03	DEV	DEV	PRE	PRE	EMG	PRE	EMG	PRE		
Aura	03	EXT	EXT	EXT	EXT	PRE	EXT	PRE	PRE		
Aria	03	DEV	DEV	DEV	DEV	EMG	PRE	EMG	EMG		
	03	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
Abrina	03	EXT	PRE	EXT	EXT	PRE	DEV	PRE	EXT		
Armond	03	EMG	EMG	DEV	EMG	EMG	EMG	DEV	DEV		
Kaden	03	PRE	PRE	DEV	PRE	EXT	PRE	EXT	DEV		
Aria	03	EXT	PRE	PRE	EXT	PRE	PRE	EXT	DEV		
Ath	03	PRE	PRE	PRE	PRE	PRE	PRE	EXT	PRE		
Arny	03	DEV	DEV	DEV	DEV	DEV	DEV	DEV	DEV		
Azmyne	03	PRE	EXT	EXT	EXT	EXT	PRE	PRE	EXT		