Summative Elementary Student Reporting in MyEdBC
By Subject

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.
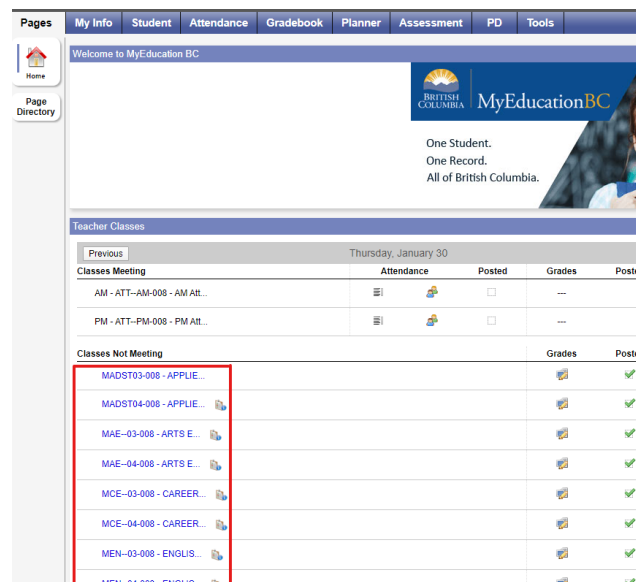
Please Note:

- 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

You must log into MyEd using either Chrome or Edge Browser. Do not use Internet Explorer. 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:
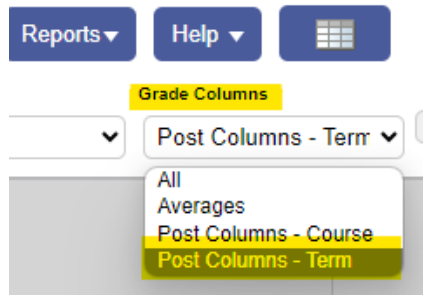

Each subject is a quick link that will re-direct you to the "Gradebook" top tab, or you can click on the Gradebook Top Tab to manually direct yourself to where you report on student learning.

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 Subject. If you wish to Report by Student, please see the document "Summative Elementary Student Learning by Student".
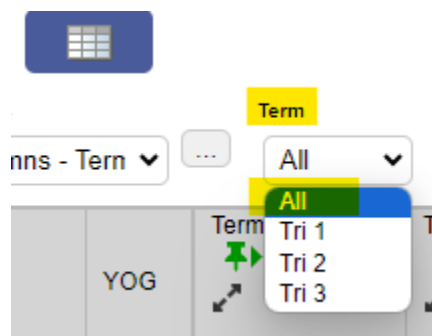
Reporting by Subject

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.

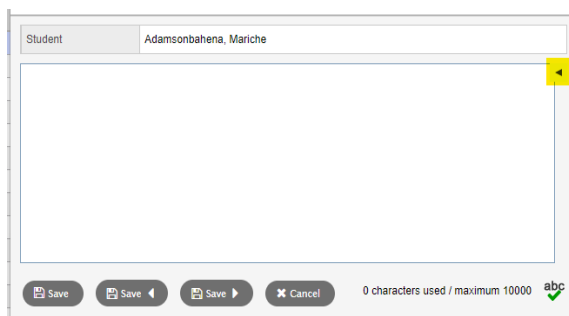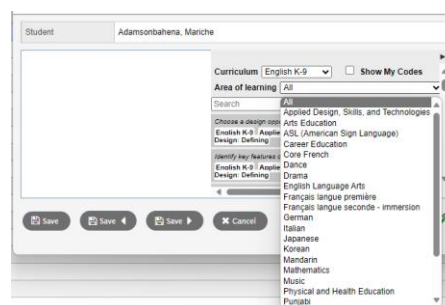
6. Click on the Term drop down menu and choose All.

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 wish to enter your own comment or use the Comment Bank by clicking on the side arrow and then use the drop down boxes.

12. 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.

13. **If a cell is <mark>YELLOW</mark>, 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 <mark>YELLOW HIGHLIGHTING</mark> ON YOUR SCREEN.**

14. 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

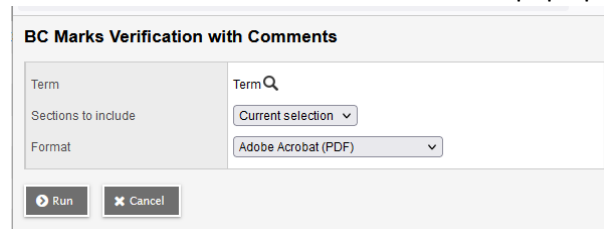15. Using the record navigator in the upper right of your screen, move to the next subject

16. Repeat steps 1-10 until you have completed assessing for all subjects.

17. 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.

18. 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.
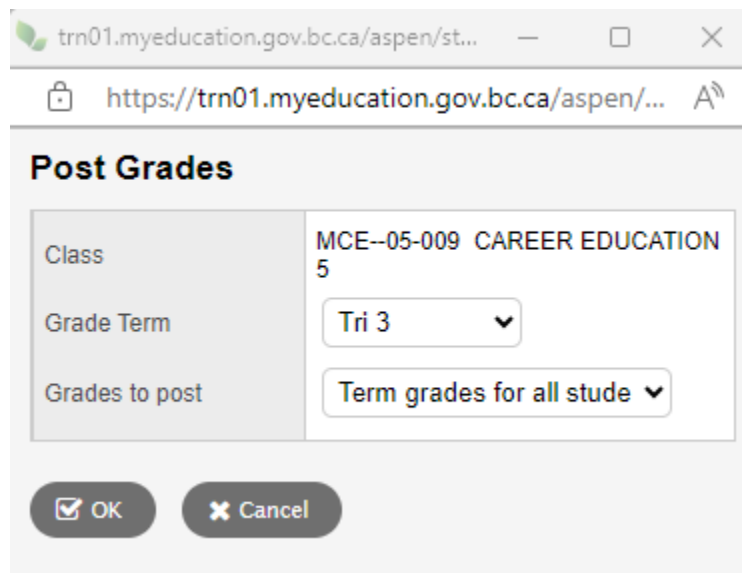4. Edits can be made in the class information if required.

To Post Grades:

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

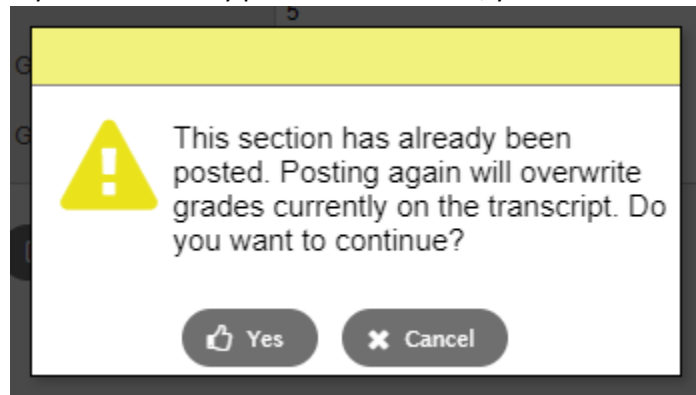From Gradebook Top Tab, Scores Side Tab, click on Post Grades button.

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:

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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)

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.

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e	Grade	ADST	Art	Career Ed	English	Math	PE	Science	Soc. St.		
endan	03	PRF	DEV	PRF	EMG	DEV	PRF	DEV	EXT		
an	03	DEV	DEV	PRF	PRF	EMG	PRF	EMG	PRF		
ura	03	EXT	EXT	EXT	EXT	PRF	EXT	PRF	PRF		
aia	03	DEV	DEV	DEV	DEV	EMG	PRF	EMG	EMG		
	03	PRF	PRF	PRF	PRF	PRF	PRF	PRF	PRF		
abrina	03	EXT	PRF	EXT	EXT	PRF	DEV	PRF	EXT		
mond	03	EMG	EMG	DEV	EMG	EMG	EMG	DEV	DEV		
Kaden	03	PRE	PRF	DEV	PRT	EXT	PRF	EXT	DEV		
elia	03	EXT	PRF	PRF	EXT	PRF	RRF	EXT	DEV		
h	03	PRF	PRF	PRF	PRF	PRF	PRF	EXT	PRF		
ony	03	DEV	DEV	DEV	DEV	DEV	DEV	DEV	DEV		
zmyne	03	PRF	EXT	EXT	EXT	EXT	PRF	PRF	EXT		
abb	0										

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