



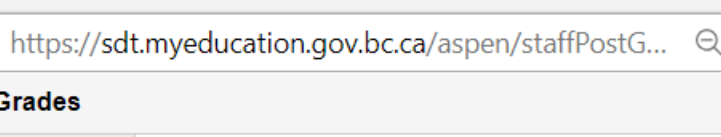
Staff View > Gradebook TT > Scores ST

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.

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

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

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



The screenshot shows a web browser window with the URL [https://sdt.myeducation.gov.bc.ca/aspen/staffPostGrades.do...](https://sdt.myeducation.gov.bc.ca/aspen/staffPostGrades.do?...). The page title is "Post Grades". The form contains the following fields:

- Class:** MEN--04-007 ENGLISH LANGUAGE ARTS 4
- Grade Term:** Tri 3 (dropdown menu)
- Grades to post:** Term grades for all students (dropdown menu)

At the bottom of the form, there 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

Details
Roster
Seating Chart
Groups
Curricular Competencies
Categories
Assignments
Scores
Student
Assignment

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
Contacts
Attendance
Transcript
Assessments
Schedule
Membership
Transactions

Options Reports Help

☐ 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.


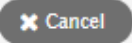
Student Selection Tab: Can be skipped


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
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 type="checkbox"/>
Display Current School Course ONLY				<input checked="" 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 checked="" 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"/>

 Run  Cancel



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.