# 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.
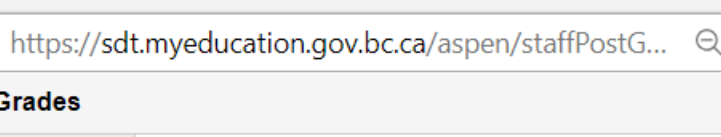
***Staff View > Gradebook TT > Scores ST***



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***



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



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.



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

***Staff View > Student TT > Reports > Learning Update***

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



**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.
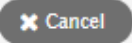
**Student Selection Tab**: Can be skipped

**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 | ☑ |
| Display Course Summary | ☑ |
| Display Course Dates | ☐ |
| Print Double-Sided | ☑ |
| Print On Legal Paper | ☐ |
| Print Using French Language | ☐ |
| Display Class Teacher Name | ☐ |
| Display Current School Course ONLY | ☑ |
| 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) | ☑ |

❯ 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.