



LEARNING UPDATE PROCESS

Elementary Administrators

Abstract

This document outlines the process for collecting, verifying, and reporting student assessment data for the third term in MyEducation BC

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Revisions

Date	Author	Version	Changes
Jan 01 2024	IT Team	0.1	Initial Version

1 | Process Overview

Creating a learning update in MyEducation BC requires the following processes to be completed.

1.1 | Preparing for staff to enter assessments – Elementary Marks Preparation (preparing grade input sheets):

School office	Verifies and updates that parents have access to MyClass (valid contact information and accounts)
School Office	Preparing grade terms (the start and end date for the final reporting period)
School Office	Identifying subjects to be assessed on learning updates
School Office	Assigning subjects to be taught for each division and assigning teachers and students to the subjects
School Office	Creating a grade input sheet for teachers to enter final assessments ** a date range for when assessments can be entered is set here. This is not a one time task – if new classes/subjects are added this process needs to be re-run in order for assessment entry columns to appear for teachers.

1.2 | The learning update process:

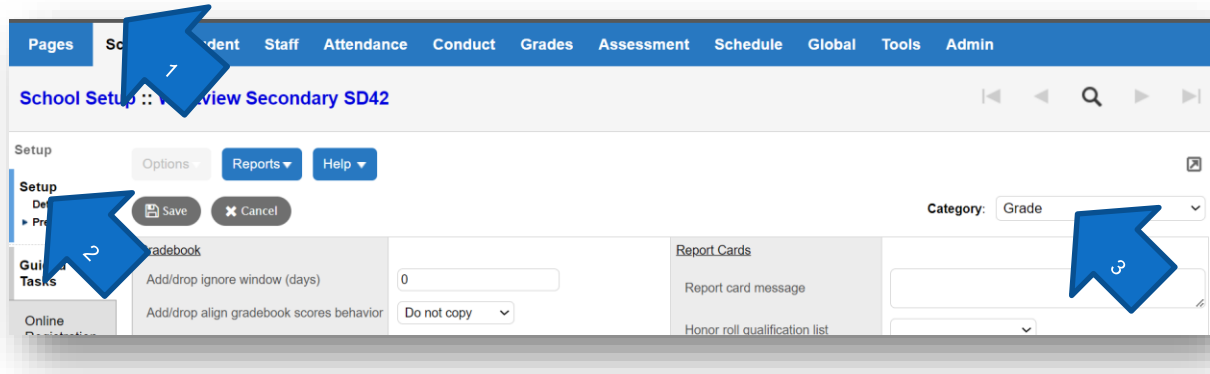
School Office	Verify/update the school message on the report card Verify the Grade POST controls (dates assessments can be entered)
Teachers	Assessment of students and entry of assessments by teachers
Teachers	Confirmation of entries by teachers (POSTING assessments)
Administration	Verification that assessment entry is completed
Administration	Creating of student learning updates
Administration	Verifying the learning updates are accurate and complete
Administration	Publishing learning updates to MyClass

2 | Verify setup is complete for assessment entry

2.1 | School Message

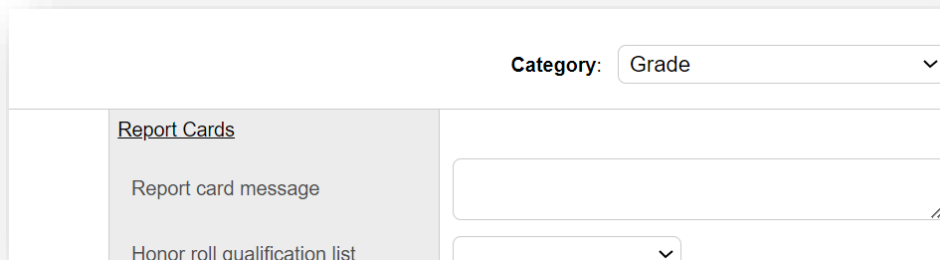
School View>School>Setup>Preferences

Category: Grade



The screenshot shows the 'School Setup' interface for 'View Secondary SD42'. The 'Setup' tab is selected. On the left, there are links for 'Setup', 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. The main area is divided into sections: 'Gradebook' with options for 'Add/drop ignore window (days)' (set to 0) and 'Add/drop align gradebook scores behavior' (set to 'Do not copy'); 'Report Cards' with a 'Report card message' text area and an 'Honor roll qualification list' dropdown. A 'Category: Grade' dropdown is on the right. Blue arrows are numbered 1, 2, and 3, pointing to the 'Setup' tab, the 'Save' button, and the 'Category: Grade' dropdown respectively.

Report Card Message: This message shows on the top of every learning update and should be reviewed before reports are published. This message can be left blank.



This is a close-up of the 'Report Cards' section. It shows the 'Category' dropdown set to 'Grade'. Below it, the 'Report card message' is an empty text area, and the 'Honor roll qualification list' is an empty dropdown menu.

2.2 | Dates for assessment entry

Grades>Grade Post Controls

Verify that the date range for the current term will allow staff to enter assessments and post. Staff will not be able to post marks prior to the start date or after the end date.

Dates can be modified and updated as desired.

GradeTerm > ID	Summary	StartDate	EndDate
☐ Tri 3	Term grades for all students	9/5/2023	6/28/2024

3 | Documentation for teaching staff

- Resources for teaching staff can be found on the district support site : [Summative Elementary Student Learning – Full Manual](#)

4 | Verifying assessments have been entered

Staff will be able to enter assessment data for students assigned to them. In order to identify which staff have entered and POSTED assessments (and who have not) :

Grades>Grade Input>Reports> Grade Post Verification

Grade Post Verification

Term	Tri 3
Post type	Term grades for all students
Grade column	Final
Group by class	☒
Omit courses marked as 'hide from grade input'	☒
Show non-posts only	☒
Exclude empty	☐
Sort results by	Teacher
Format	Adobe Acrobat (PDF)

Run

Cancel

This report will identify which teachers have not yet completed their assessment entry. It is possible for teachers to enter assessments and not SAVE or POST their assessments. Only POSTED assessments will appear on a learning update for a student. Once an assessment is posted a transcript record is created for a student.

Verify that all assessments have been posted to ensure no values entered are missed on the learning update and that all assessments will be saved in the students transcript data.

5 | Verifying assessments are accurate

To view assessments, comments and final assessments entered data can be viewed on the screen:

Grades>Transcripts

Filter = SD42 Elementary Current Assessments

Dictionary Menu = ALL

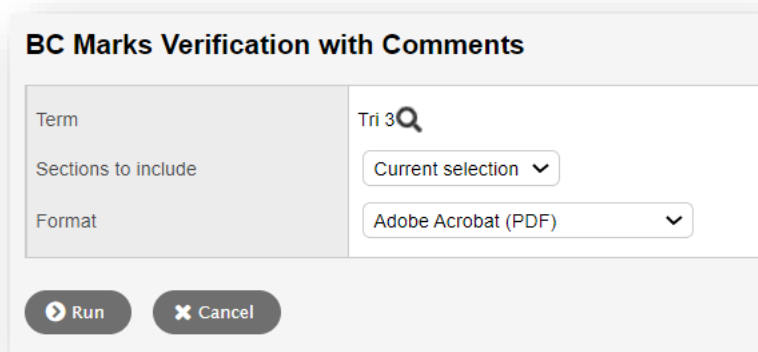
Field Set = Elementary Standards Based Mark Verification

OR the **BC Marks Verification with Comments** report can be created in the STAFF view

Staff View

Select Teacher

Gradebook>Reports>BC Marks Verification with Comments



The screenshot shows a window titled "BC Marks Verification with Comments". It contains a form with the following fields:

- Term:** A dropdown menu currently showing "Tri 3".
- Sections to include:** A dropdown menu currently showing "Current selection".
- Format:** A dropdown menu currently showing "Adobe Acrobat (PDF)".

At the bottom of the window, there are two buttons: "Run" (with a play icon) and "Cancel" (with an 'X' icon).

OR learning updates can be created and reviewed in the format parents will receive the information:

School View

Student>Reports>Learning Update

6 | Verify that PR card data has been completed

Once marks have been posted by staff and before learning updates are created the entry of FINAL mark needs to be verified. Transcript records store the term 3 assessment, a comment and the final mark for the subject. If a final mark has not been entered the transcript record will not be saved for the student permanent record.

To verify that all final marks have been entered view student transcript data:

Grades>Transcripts

Filter = SD42 Final Mark is Empty

Field Set = Elementary Standards Based Mark Verification

When all final marks have been entered this screen should display NO records

7 | Publish Learning Updates

Before you publish run the learning updates report and verify the format is as you desire.

- Text for email to send to parents who will be able to see published learning updates
- A date range for when learning updates will be available in MyClass
- Make a note or screen shot of the parameters entered when you ran the learning updates report.

When learning updates are published email will be sent to parents/guardians/contacts to inform them that a learning updated has been added to MyClass. The report will appear in the PUBLISHED reports area on the landing page where parents log into MyClass.

Published reports will be available for review for the dates selected when reports are published, there is a start date for viewing, an end date for viewing and a date when the learning update document will be removed from MyClass.

Note: You may wish to publish for a short period of time (a few days or a week) for your first publish of reports to allow corrections to be added and a re-published version of learning updates can be created once corrections are made.

Student>Reports>Learning Update

Below are suggested User Specific Parameters:

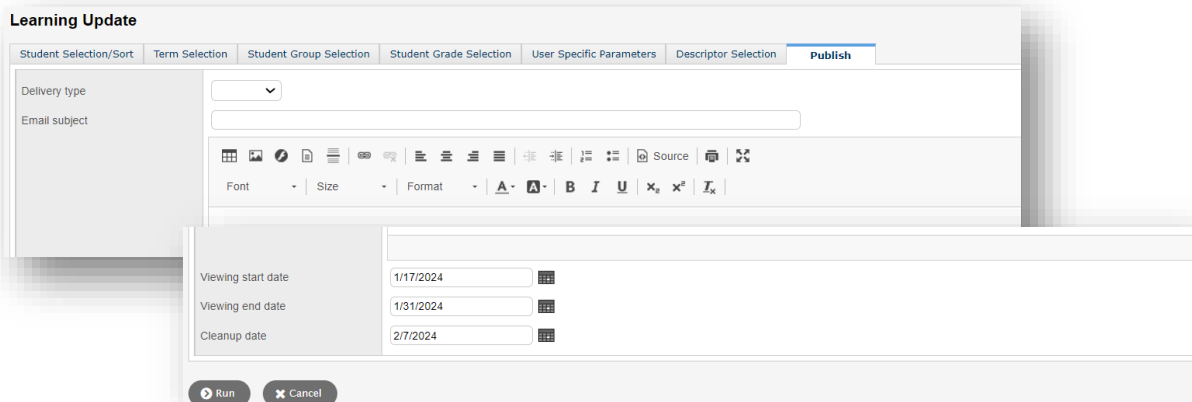
Learning Update

Student Selection/Sort
Term Selection
Student Group Selection
Student Grade Selection
User Specific Parameters
Descriptor Selection
Publish

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	Daily Attendance
Display Attachments With Report Message	☐
Display Back Page	☒
Display Student Photo	☐
Display Proficiency Label (Term / Final)	☒

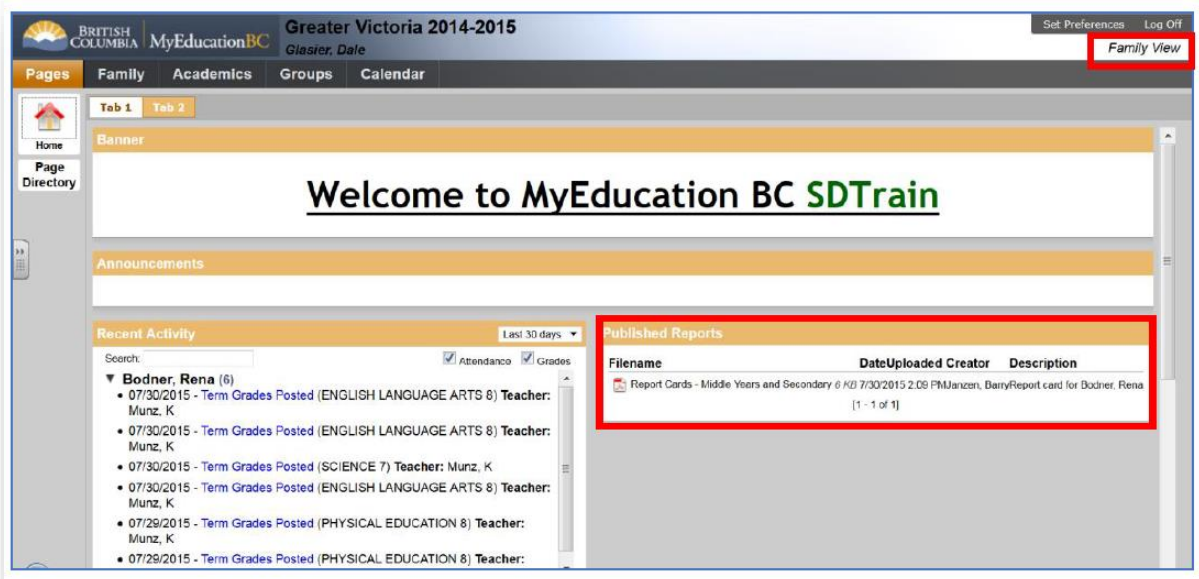
Run
Cancel

Run the report but add information on the PUBLISH tab to publish the learning updates to MyClass.



Field	Description
Delivery Type	Options: <i>Blank, Publish, Preview</i> Publish will send a notification email and publish to Family and Student Portal Preview - Previewing a report does everything except send a notification email and put the report into the Published Reports widget in the Portal . In other words, previewing a report creates a sneak preview of the published report and its details.
Email subject	Subject line for email being sent to parent portal
Email message	Message being sent to parent portal through an email.
Viewing start date	Date report card will be available on Family Portal
Viewing end date	Date report card will no longer be available on Family Portal
Cleanup date	Date the publish job will be removed

8 | What a parent will see in MyClass



9 | View log of published reports downloaded and viewed

Admin>Logs>Published Logs

View a list of published reports for the current day or change the filter to see all published reports for the week or school year.

Students>Options>Exports>Published Reports Export

The data included in the export file created will identify students whose learning updates were posted to the MyClass portal and that have been downloaded and viewed.

10 | Other Reports

10.1 | Grades Distribution Report

Grades>Transcripts>Reports>Grades Distribution