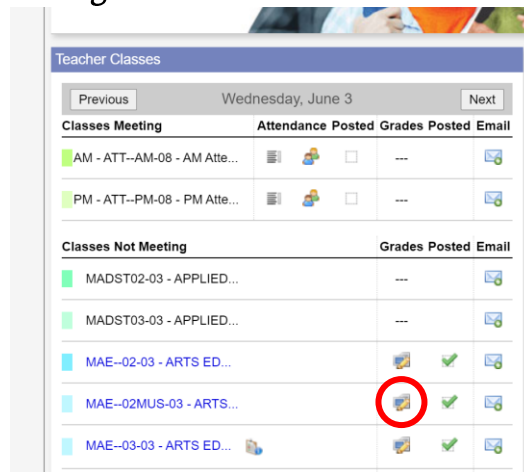# K-8 REPORT CARDS

Instructions for Teachers

The Scores (report card) window can be accessed from TWO locations in MyEd BC.

Teacher Class Widget

This is located on the landing page when first logging into MyEd BC. Click on the **Grades** icon 🖼 for the subject you are entering marks for. This is found under the Teacher Classes just to the *right* of the course itself.

Gradebook Top-Tab > Scores Side-Tab
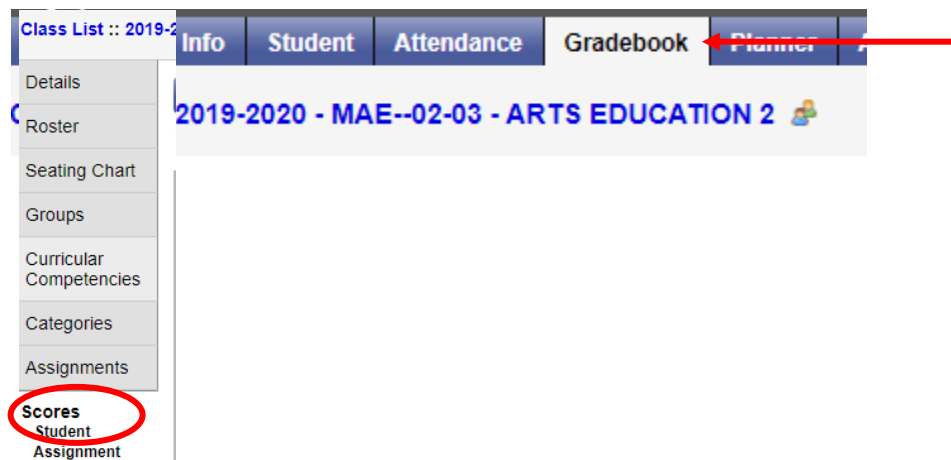
Entering Scores

1. Using the drop-down menus for each of these, select the following:
   a. **Grade columns = Post columns - Term**
   b. **Term =(Current reporting term)**
   c. **Display = GRADE**

2. **K-7** - Enter a term *proficiency scale mark* (EMG, DEV, PRF, EXT) under **Term 2 OR Final Grade (depending on reporting period)**. Use your arrow keys or the enter key to move to the next student on the list.

   View the four levels of the BC Performance Standards at the end of this document.

   *Pressing **CTRL L** will "look up" the available options for these marks.*

   NOTE: Itinerant or specialty teachers who have access to MyEd classes will be able to enter marks for their subjects (music, etc)
   *If you do not have access, please ask the school secretary to grant you access.**

3. **Grade 8** – Enter a *letter grade* under **the current term.** Use your arrow keys or the enter key to move to the next student on the list.

   The cell will flash yellow – this is the program autosaving as information is being entered.

   *If you want to have the same mark for all students, fill in the first box and then hit **CTRL D** to fill in all the others.*

4. Click on the Comment Icon 🖊️ to enter a comment *for this course*.

If you want to make a generic comment for all students, (ie copying and pasting the curriculum competencies covered in this course) fill in the first box and then enter CTRL D to fill in all the others.

Do this before you make personalized comments, or this will wipe out what you have already written!

You can copy and paste comments from a Word Document BUT the browser you use will make a difference how you do this.

Keyboard method: CTRL C (copy) > CTRL V (paste) – if you have the option – paste as PLAIN TEXT.

Mouse Method: Right Click>Copy THEN Right Click >Paste –if you have the option, paste as PLAIN TEXT.

5. Use the "spell check function" ![abc] (if desired) to check spelling before exiting the window.
6. To navigate to the next student from this screen, click on the **"Save>"** icon.
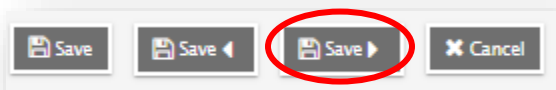
NOTE: Be sure to enter COURSE COMMENTS for EACH subject being taught.
(These are required according to the SD72 Assessment Framework sent out by Phil in October).

When you have completed entering your Term marks, your Final marks and comments for this course, you are ready to **Post Grades**. This process sends it to the office as the final step.
Note: Grades can be "reposted" at any time. Any changes made to marks entered here requires a "repost" so that the office receives the changes.

7. Do this by, clicking on the **Post Grades** button.
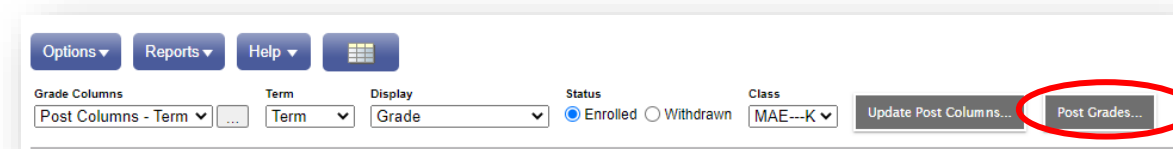
Note: if you cannot see the Post Grades Button, notify the office – some set up needs to be done!

8. In this pop-up box, **Grades Term** = *Current Term (Tri 2, etc)* and **Grades to Post** = *Term grades for all students.* Click **OK.**

The push pins located at the top of each column will turn from green to red. This demonstrates it has successfully been posted.

A check mark will also appear on the main screen beside the course indicating success scores posting.

Navigate to your next subject by:

A. Clicking on the **Class** drop down box and selecting your next subject
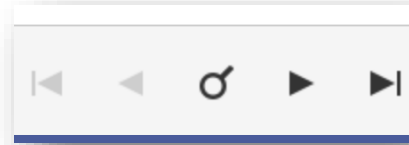
OR

B. Using the navigation arrows located on the top right of screen.

**THIS PROCESS MUST BE REPEATED FOR EACH CURRICULAR AREA UNTIL THEY ARE ALL POSTED.**

Teacher Overall Comment - Elementary

Although you are to enter comments for each student *for each course* you might want to enter a comment reflecting the term in general. This might be specific to each student OR provide general information on what has occurred in the class over the year. This comment is displayed at the very top of the printed report card.

Teacher Overall Comment

This is the overall Term Comment (XTC--TERM COMMENT)

You access this by selecting the "XTC" course from your course list.

XTC---K-01

XTC---K-01 - TERM CO...
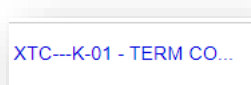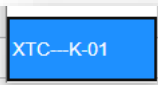
The only column available here is the Comment option. Follow the directions above on entering comments here.

Printing Verification Sheets

Once you have completed entering in all of your marks and comments, you may want to print off a hard copy of your completed marks.

There are **THREE** different methods to do this depending on what you'd like to be able to view.

Report Card View – this is what the parents see when the report card is printed
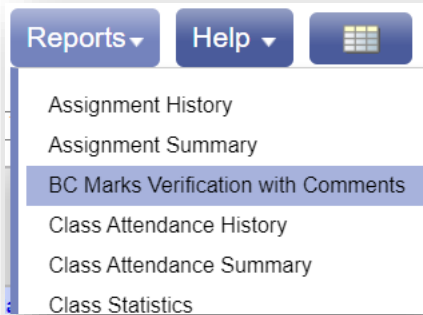
Marks and Comments Broken Down PER STUDENT.

Student Top-Tab > Reports > Report Cards > Report Card K-9 Three Term

Marks Verification With Comments

Marks and comments broken down PER COURSE for each student

Gradebook Top-Tab > Scores Side-Tab > Reports > BC Marks with Verification Comments.

This will print off ALL of your classes (subjects) with the term mark, final mark, and comments for each student.

Department:											
Course:	MAE---K-01 ARTS EDUCATION										
Grading Term:	Term										
Schedule:											

Name	YOG	Term Grade	Final								
	2032	PR	PR								
This is the course comment.											

Gradebook Sheet

This will create a spreadsheet of MARKS ONLY PER COURSE for each student.

Gradebook Top-Tab > Scores Side-Tab > Reports > Gradebook Sheet

BC Performance Standards

Proficiency Scale

All of the K-7 courses are graded using Performance Standards as follows:

EMERGING (EMG): An initial understanding of the concepts and competencies relevant to the expected learning.

DEVELOPING (DEV): A partial understanding of the concepts and competencies relevant to the expected learning.

PROFICIENT (PRF): A complete understanding of the concepts and competencies relevant to the expected learning.

EXTENDING (EXT): A sophisticated understanding of the concepts and competencies relevant to the expected learning.

Provincial Letter Grades Order

Grade 8 students will be receiving letter grades

A = The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade.

B = The student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade.

A	86 - 100
B	73 - 85
C+	67 - 72
C	60 - 66
C-	50 - 59
F	0 - 49

C+ = The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.

C = The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.

C- = The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.