



**2016/2017 Elementary Report Cards – Information for School Principals and vice-Principals**

1. Teacher preparing report cards: grade input  
The software has been enabled to allow teachers to start working on report cards in MyEducation BC  
Note: There is no automated way to move data from **FreshGrades** into MyEducation BC.
2. Check students -- have your school secretary ensure:
  - a. Students are in the correct division
  - b. Students are in the correct non-grade and grade specific courses (see list below)
3. Teacher support documents for writing report cards.  
<http://myed73.sd73.bc.ca/mod/folder/view.php?id=3> and more specifically: [SD73 - Report Cards - Basics.pdf](#)
4. Elementary Courses Checklist  
Ensure your teaching staff can view the courses in the lists (I, II, III) below.  
**This includes: classroom teachers, job sharing teachers and prep teachers.**

I. Non-Grade Specific Courses This is the opening paragraph and the Student Self-Assessment of Core Competencies.	
Course Code	Description (each division will have one of these)
ATT--AM-SR	Social Responsibility and Work Habits
ATT--AM-SSA	Student Self Assessment of Core Competencies (Term 1 - generic district comment already inserted and posted) Teachers can ignore this box until term 3
II. Grade Specific Courses There will be a course of each type per grade per division (except for French)	
MADST	Applied Design Skills and Technologies (Term 1 - generic district comment already inserted and posted)
MAE	Arts Education
MCE	Career Education (Term 1 - generic district comment already inserted and posted)
MEN	English Language Arts
MMA	Mathematics
MPHE	Physical and Health Education
MSC	Science
MSS	Social Studies
MFR / XLDC04	French



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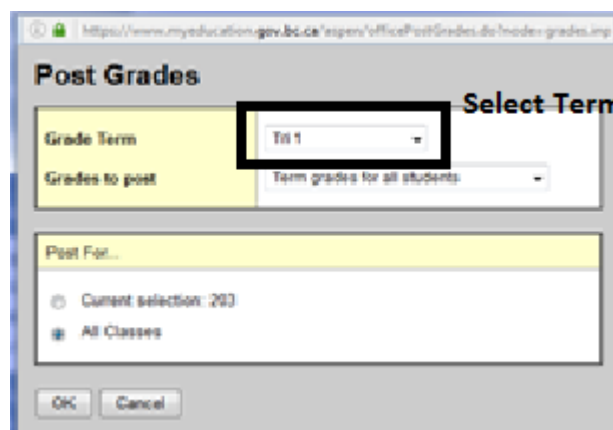
III. School Specific Courses  
There may be a course of each type per grade per division

MJA	Japanese - Raft River
MSWP & XAT	Secwepemctsin - Haldane, Marion Schilling, Arthur Hatton
MAE	Fine Arts Rotation (Dance, Drama, Music) --Kamloops School of the Arts

- 5. Resource Rooms -- If you have a resource room at your school, please check with your resource room teacher to see if they have “enough” IEP Goal Boxes they will need to complete their students’ report cards.
- 6. Just prior to printing report cards for your school, confirm that teachers have posted all of their grades for all of the courses that they are teaching. Otherwise, some information may be missed on the report card.

If you want to post grades for your entire school, do this:

- a. Click **Grades** Top Tab
- b. Click **Grade Input** Side Tab
- c. Click **Options**, then **Post Grades**
- d. Complete the window as shown, click **OK**



- 7. Printing Report Cards -- support document:  
[http://myed73.sd73.bc.ca/pluginfile.php/38/mod\\_folder/content/0/Report%20Cards/SD73%20-%20Printing%20One%20or%20Some%20Report%20Cards%20Centrally.pdf?forcedownload=1](http://myed73.sd73.bc.ca/pluginfile.php/38/mod_folder/content/0/Report%20Cards/SD73%20-%20Printing%20One%20or%20Some%20Report%20Cards%20Centrally.pdf?forcedownload=1)
- 8. Use the tables (I, II, III) above to “audit” student report cards, so that a course is not accidentally omitted.
- 9. If you have “incorrect” teacher names appearing on the report card, it is because you have a part-time teacher from another school on your “staff list.”  
[http://myed73.sd73.bc.ca/pluginfile.php/38/mod\\_folder/content/0/Report%20Cards/SD73%20-%20Primary%20Teachers%20at%20Elementary%20Schools.pdf?forcedownload=1](http://myed73.sd73.bc.ca/pluginfile.php/38/mod_folder/content/0/Report%20Cards/SD73%20-%20Primary%20Teachers%20at%20Elementary%20Schools.pdf?forcedownload=1)

As always, if you need support, email: Siobhan or Brad