



2016/2017 Elementary Schools - Term 1 Report Cards

Audience: School Principals and Vice-Principals at Elementary Schools

1. Teacher preparing report cards: MyEducation BC > Teacher View > Grade Input
The MyEducation BC software has been enabled to allow teachers to begin working on report cards. Teachers have access to enter, write and/or correct Term 1 report cards until December 16.
Note: There is no automated means to move data from external gradebooks or ePortfolio applications (eg **FreshGrades**) into MyEducation BC.
2. Verify students in MyEducation BC-- have your school secretary ensure :
 - a. Students are in their correct homeroom/division
 - b. Students are in their correct non-grade and grade specific courses (see list below)
3. Teacher support documents for writing report cards are located here:
[MyEd73 > Folders > Teachers](#) 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 There will be a course of each type per division	
Course Code	Description
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) Teachers can ignore this box until term 3.
MAE	Arts Education
MCE	Career Education (Term 1 - generic district comment already inserted and posted) Teachers can ignore this box until term 3.
MEN	English Language Arts
MMA	Mathematics
MPHE	Physical and Health Education
MSC	Science
MSS	Social Studies
MFR / XLDC04	French



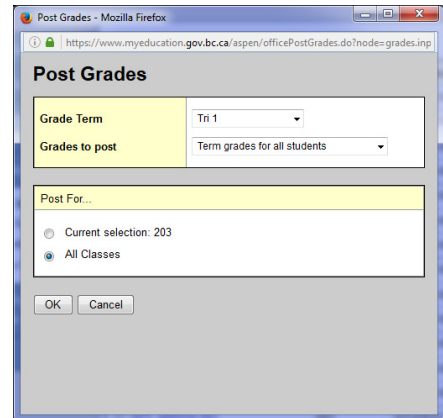
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III.	School Specific Courses There may be a course of each type per grade per division
MJA	Japanese - Raft River
MSWP & XAT	Secwepemctsin - Haldane, Marion Schilling, Arthur Hatton
MAE	Fine Arts Rotation (Dance, Drama, Music) --Kamloops School of the Arts

- Resource Rooms -- If you have a resource room at your school, please verify with your resource room teacher that they have "enough" IEP Goal Boxes in MyEducation BC to complete each of their students' report cards.
- Just prior to printing Term 1 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:

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



- Printing Report Cards – school admin support document: [SD73 Printing One or Some Report Cards Centrally](#)
- Use the tables (I, II, III) above to "audit" student report cards, so that a course is not accidentally omitted.
- If you have "incorrect" teacher names appearing on the report card, it most likely that you a part-time teacher from another school in you MyEducation BC "staff list." [SD73 Primary Teachers at Elementary Schools.pdf](#)

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