



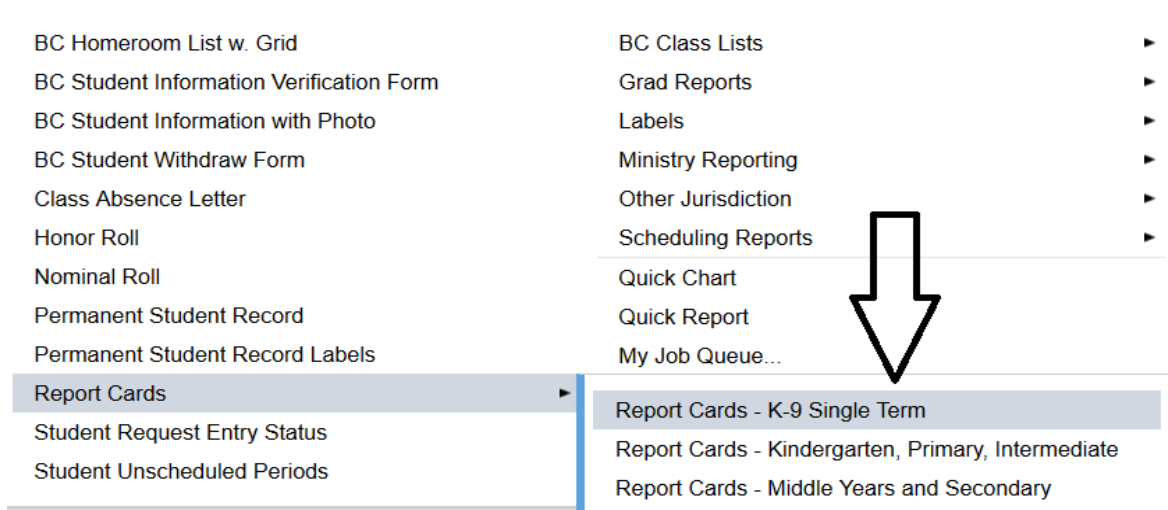
Printing Single Term Report Cards

It is possible to print all courses (eg. June) or to print one (or more) course(s) (eg the core courses in January) with the single term report card.

Whoever is showing on your screen will print. Note that all grades are printed the exact same way. This means that a K/1 or a 3 /4 can be printed at once.

Step 1: Isolate the students on the screen that you wish to print a report card for – this is no different from before

Step 2: Click on Reports – Report Cards - Report Cards K-9 Single Term



This brings up a pop up window with a number of tabs that have options. We'll go through each one.

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
School	Arthur Hatton Elementary				
School year	2019				
Select schedule term	[Search icon]				
Students to include	Current selection				
Search value	[Input field]				
Sort students by	Name				
Format	Adobe Acrobat (PDF)				

[Run] [Cancel]



Printing Single Term Report Cards

Student Selection Sort (tab 1)

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
School	Arthur Hatton Elementary				
School year	2019				
Select schedule term	<input type="text"/> ← Only use this if you are selecting one or some courses. No need to use if selecting all to print				
Students to include	<input type="text" value="Current selection"/> ← these are the students that you have showing on the screen - you can also choose 'All' 'Snapshot' or 'Homeroom'				
Search value	<input type="text"/>				
Sort students by	<input type="text" value="Name"/>				
Format	<input type="text" value="Adobe Acrobat (PDF)"/>				

Student Course Selection (tab 2)

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
Instruction	Select one or more classes. You must select a schedule term first before selecting classes. The report will run for ALL students in the selected class. If none are selected, the default is all classes for the year/schedule term.				
Class					

This tab is only used if you are printing one or some courses - no need to do anything here for printing all courses.






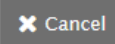
Printing Single Term Report Cards


Student Group Selection (tab 3)

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
------------------------	--------------------------	--------------------------------	-------------------------	--------------------------	---------

Select one or more student groups  



Currently only the Aboriginal students are in a group unless more groups have been set up in your school. This means you could print just your Aboriginal students.

Student Grade Selection (tab 4)

MyEducation BC: Report Cards - K-9 Single Term - Mozilla Firefox


https://www.myeducation.gov.bc.ca/aspen/runTool.do 120%

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
------------------------	--------------------------	-------------------------	--------------------------------	--------------------------	---------

Start grade

End grade



You could choose to print entire grade levels at one time.

User Specific Parameters (tab 5) – see next page for screenshot



Printing Single Term Report Cards

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
				<input checked="" type="checkbox"/> check for legal, uncheck for usual	
Display Student Legal Name Instead Of Usual Name				<input checked="" type="checkbox"/> check	
Display Final				<input checked="" type="checkbox"/> not currently working - leave checked	
Display Descriptor Key				<input checked="" type="checkbox"/> if you have written a school message, you must check for it to show	
Display School Message				<input checked="" type="checkbox"/> check	
Print Double-Sided				<input checked="" type="checkbox"/> check	
Print On Legal Paper				<input type="checkbox"/> leave unchecked	
Print Using French Language				<input checked="" type="checkbox"/> check	
Display Class Teacher Name				<input checked="" type="checkbox"/> check	
Include the Current School Course ONLY				<input checked="" type="checkbox"/> check	
Exclude Grade 10-12 level courses				<input checked="" type="checkbox"/> check	
Display Student Self Assessment				<input type="checkbox"/> uncheck	
Display Teacher Overall Comment				<input type="checkbox"/> uncheck	
Display Student Homeroom Number				<input checked="" type="checkbox"/> check	
Display Homeroom Teacher Name				<input checked="" type="checkbox"/> check	
Display Box For Principal Signature				<input checked="" type="checkbox"/> check	
Display Attendance				Daily Attendance <input type="text"/> leave on default	
Display Attachments With Report Message				<input type="checkbox"/> if checked, will display a message saying there are attachments	

Publish (tab 6) – this is for schools who wish to publish report cards to the parent portal. Please contact your MyEd team if you want to set this up.