

Printing an Entire School's Report Cards

1. Click **Grades** top tab
2. Click **Transcripts** side tab
3. Click **Reports**, then **Report Cards**, then select the appropriate report card type.

The screenshot shows a software interface with a 'Reports' menu open. The menu items include: Credit Summary, Grade Distribution, Honor Roll, Other Jurisdiction, Qualification List, Qualification List By Teacher, Qualification List Grades, Report Cards, School Transcript, Transcript Audit, Transcript Drop/Add List, Transcript Label, Quick Chart, Quick Report, and My Job Queue... The 'Report Cards' option is selected, showing a sub-menu with 'Report Cards - Kindergarten, Primary, Intermediate' and 'Report Cards - Middle Years and Secondary'. Below the menu is a table with columns: Pupil #, Year, Grade, and SchoolCourse > C.

Pupil #	Year	Grade	SchoolCourse > C
650567	2015	11	MPH-11
282473	2015	11	MPLAN10
1446957	2015	12	MAWM-11
1449970	2015	12	MPH-11
457681	2015	12	MPLAN10
1464292	2015	12	MBI-12

Things to watch for:

School Year: 2015 means 2014/2015 school year

Term: Q2: The software auto edetects the date and will select the quarter in which you are working in, not the quarter you just completed.

a. Middle Years & Secondary Report Card Options

The screenshot shows a web browser window titled "MyEducation BC: Report Cards - Middle Years and Secondary - Mozilla Firefox". The address bar shows the URL "https://www.myeducation.gov.bc.ca/asp/runTool.do". The main content area is titled "Report Cards - Middle Years and Secondary" and contains a list of options for generating report cards. The options are organized into two columns. The left column lists the options, and the right column shows the selected values or checkboxes. At the bottom of the form are "Run" and "Cancel" buttons.

Option	Value/Status
Report Card Type	Middle
School year	2015
Term	Q2
Students to include	All
Search value	
Sort students by	Name
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input type="checkbox"/>
First Name Format	Preferred
Last Name Format	Usual
Suppress Course Teacher Name	<input type="checkbox"/>
French Language	<input type="checkbox"/>
Display School Final Exam	<input type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Print Info Page	<input type="checkbox"/>
Display Attendance Summary	<input type="checkbox"/>
Display School Message	<input checked="" type="checkbox"/>
Teacher Signature Required	<input type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Include Term Comments	<input checked="" type="checkbox"/>
Display GPA	<input type="checkbox"/>
Include Behaviour, Attitudes and Social Responsibility	<input type="checkbox"/>
Print on Legal Size Paper	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF)

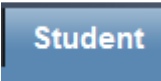

b. Kindergarten, Primary, Intermediate

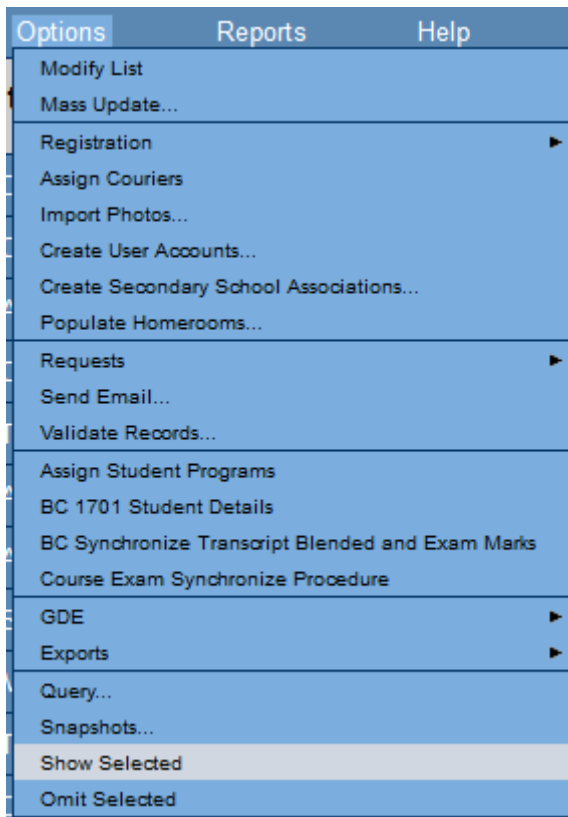
The screenshot shows a web browser window titled "MyEducation BC: Report Cards - Kindergarten, Primary, Intermediate - Mozilla Firefox". The address bar contains the URL: <https://sdt.myeducation.gov.bc.ca/aspen/runTool.do?oid=RPT0000000R0NL&toolClass=com.follett.fsc.cc>. The main heading is "Report Cards - Kindergarten, Primary, Intermediate".

Report Card Type	Kindergarten
School year	2015
Term	Tri 2
Students to include	All
Search value	
Sort students by	Name
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input type="checkbox"/>
First Name Format	Preferred
Last Name Format	Usual
Display School Message	<input checked="" type="checkbox"/>
Parent Signature Required	<input checked="" type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input type="checkbox"/>
Print Performance Scale	<input checked="" type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF)

At the bottom of the form are two buttons: "Run" and "Cancel".

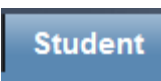

Printing Report Cards for Selected Students

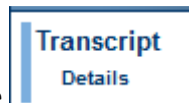
1. Click  top tab
2. Search for the students you wish to print report cards for and click the  next to the student's name
3. Click **Options**, then **show selected**.

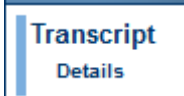


4. Now follow the process starting at step 3 from [Printing an Entire School's Report Cards](#)

Printing a Report Card for a Single Student

1. Click  top tab
2. Search for the student you wish to print report card for and click the  next to the student's name



3. Click the  side tab
4. Now follow the process starting at step 3 from **Printing an Entire School's Report Cards**