Report Card Suggestions

1. To find the MyED BC website please go to the **myed73.sd73.bc.ca** website and click on the green words that link to the **MyED BC Production** website.

2. Consider clearing your computers cache before you start writing report cards:
   http://myed73.sd73.bc.ca/pluginfile.php/19/mod_forum/attachment/158/Clearing%20Cache.pdf

3. Consider creating a draft of your report shell in a google doc or office 365. Do not put any special characters, fonts, **bold**, or <u>underline</u>, or special spacing characters like: [tab] or "soft" carriage return [enter].

4. Copy and paste each comment into the respective courses.

5. Post the grades for each course so that the school office can rough print a draft copy of your report card.

   a. Send email off to the MyED BC team (myed73@sd73.bc.ca) for support as needed.

6. In one course, fill the comment down to all students (adding in the "x"s)

7. Post the grades for the course.

   a. Do another rough print of the report card to make sure this course shows up they way you want it to

8. Go back to step 4 and do another course.

Please refer to the learning video series (3 videos) to support creating your report card shell, (MySD73 -->Schools --> Resources --> Communicating Student Learning)