Teacher Tips for Single Term Report Cards

This is for teachers who are a part of the reporting pilot and are doing a report card in MyEdBC.

You access the report card courses the exact same way: Either from the Pages top tab and then clicking on the computer icon OR from the Gradebook top tab, choose your course, Scores side tab. Whichever method you have used in the past still applies.

*NOTE that if you are in a school that has done single term before, you will need to overwrite the previous information for the June report card.

1) You should now have a list of students. Check to make sure that your grade columns dropdown is on 'Post Columns – Term' and that your Term dropdown is on 'Term'. **Do not have your Term dropdown on 'All'**
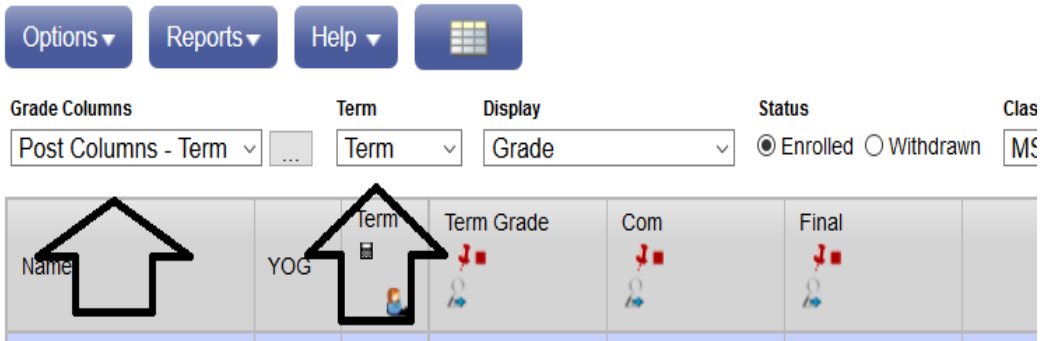
2) IF this is a comment only course, enter your information…. Post Grades
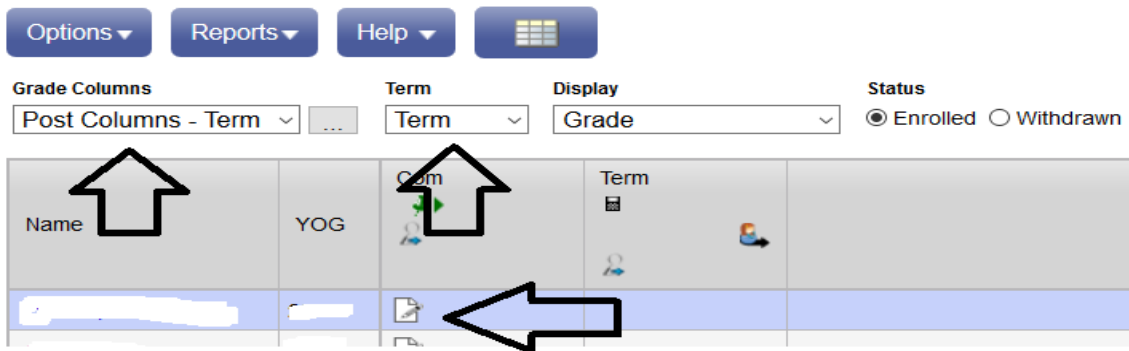
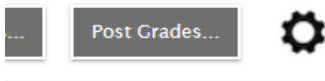**Teacher Tips for Single Term Report Cards**

3) IF this is a course that needs a proficiency scale, you enter your information in the comment box and, if it is the June report, you will enter **EMG**, **DEV**, **PRF**, or **EXT** in both the 'term grade' and the 'final' columns. This will be a change for primary teachers who are used to only putting in a term grade.

Post Grades

Printing should be done centrally as there are a number of different parameters from which to choose. Printing information will be sent to each admin/clerical for the school sites that are participating.