

Printing/Publishing Report Cards

1. Student Top Tab
 - a. Select a group of students using a filter (Grade level=?)
 - b. Reports > Learning Update
 - c. Tab 1 **Student Selection/Sort**

Learning Update

Student Selection/Sort	Student Group Selection	Student Grade Selection	User Specific Parameters	Descriptor Selection	Publish
School	South Kamloops Secondary				
School year	2024 <input type="text"/>				
Students to include	Current selection <input type="text"/>				
Search value	<input type="text"/>				
Sort students by	Name <input type="text"/>				
Format	Name (PDF) <input type="text"/>				

Sort students by dropdown menu:

- Name
- Homeroom
- Teacher
- Grade level
- Pupil #

You can change the sort order here

- d. Tab 2 **Student Group Selection**
Make no changes.
- e. Tab 3 **Student Grade Selection**
Make no changes.

See next page

f. **Tab 4 User Specific Parameters**

Learning Update

Student Selection/Sort	Student Group Selection	Student Grade Selection	User Specific Parameters	Descriptor Se
Display Student Legal Name Instead Of Usual Name			<input type="checkbox"/>	
Display Final			Display below term mark ▾	
Display Programs/Plans			Top ▾	
Display School Message			<input checked="" type="checkbox"/>	
Display Course Summary			<input type="checkbox"/>	
Print Double-Sided			<input type="checkbox"/> School Choice	
Print On Legal Paper			<input type="checkbox"/> School Choice	
Print Using French Language			<input type="checkbox"/>	
Display Class Teacher Name			<input checked="" type="checkbox"/>	
Display Current School Course ONLY			<input type="checkbox"/> School Choice	
Display Student Self Assessment			<input type="checkbox"/>	
Display Teacher Overall Comment			<input type="checkbox"/>	
Display Student Homeroom Number			<input type="checkbox"/>	
Display Homeroom Teacher Name			<input type="checkbox"/>	
Display Box For Principal Signature			<input checked="" type="checkbox"/>	
Display Box For Teacher Signature			<input type="checkbox"/>	
Display Attendance			ATT AM/PM Attendance ▾ Or 'Class' if 8 - 12	
Display Attachments With Report Message			<input type="checkbox"/>	
Display Back Page			<input checked="" type="checkbox"/> K-9 Only	
Display Student Photo			<input checked="" type="checkbox"/> School Choice	
Display Proficiency Label (Term / Final)			<input checked="" type="checkbox"/>	

g. **Tab 5 Descriptor Selection**






Click the appropriate check box

Learning Update

Student Selection/Sort	Student Group Selection	Student Grade Selection	User Specific Parameters	Descriptor Selection	Publish
Display Descriptor				Bottom ▾	
K-9 English Descriptor				<input type="checkbox"/>	
K-9 French Descriptor				<input type="checkbox"/>	
10-12 English Descriptor				<input type="checkbox"/>	
10-12 French Descriptor				<input type="checkbox"/>	

h. Click **RUN** to Generate a PDF of Learning Updates to be downloaded and printed.

i. Tab 6 Publish

Student Selection/Sort	Student Group Selection	Student Grade Selection	User Specific Parameters	Descriptor Selection	Publish
Delivery type	Publish ▾				
Email subject	Term: Q1 Learning Update Grade X				
Email message					
	<p>Dear Student, Parent / Guardian,</p> <p>Your Q1 Learning Update (report card) has been published to your MyEducation BC Account.</p> <p>The report card will be placed in the Published Reports box for you to download until</p> <p>If you need assistance logging into MyEducation BC, please call the school (XXX) - XXX - XXXX</p> 				
Viewing start date	24/10/2023 				
Viewing end date	07/11/2023 				
Cleanup date	14/11/2023 				
	End of school year				

Click **RUN** to Publish