



Printing Multi Term Report Cards - Elementary

In School view (or Staff view),

1. Click on the **Student Top Tab**
 2. Select the student(s) you wish to print a report card for by clicking the check box next to the students' name
 3. Click **Options** then **Show Selected**
 4. Click **Reports > Report Cards > Report Cards – Multi Term**
- For printing, there are 2 tabs to complete.

a. Tab 1 – Student Selection Sort

The screenshot shows the 'Report Cards - Multi Term' interface. The 'Student Selection/Sort' tab is active. The search filters are: School: Arthur Hatton Elementary; School year: 2022; Select schedule term: [Search]; Select grade term: Tr. 1; Students to include: Current selection; Search value: [Search]; Sort students by: Name; Format: Adobe Acrobat (PDF). There are 'Run' and 'Cancel' buttons at the bottom.

b. Tab 5 – User Specific Parameters (school/district settings)

The screenshot shows the 'Report Cards - Multi Term' interface with the 'User Specific Parameters' tab selected. The settings are as follows:

Setting	Value/Status
Display Student Legal Name Instead Of Usual Name	<input type="checkbox"/> school decision
Display Final	Do not display leave it for now
Display Programs/Plans	Top this will put an IEP checkbox
Display Descriptor Key	Top more information coming
Display School Message	<input checked="" type="checkbox"/> school decision (we can support you)
Print Double-Sided	<input checked="" type="checkbox"/> school decision but we recommend always checking
Print On Legal Paper	<input type="checkbox"/> check
Print Using French Language	<input type="checkbox"/>
Display Class Teacher Name	<input checked="" type="checkbox"/>
Include the Current School Course ONLY	<input checked="" type="checkbox"/>
Exclude Grades K-9 level courses	<input checked="" type="checkbox"/> MUST BE UNCHECKED
Display Student Self Assessment	<input checked="" type="checkbox"/> unchecked
Display Teacher Overall Comment	<input checked="" type="checkbox"/> unchecked
Display Student Homeroom Number	<input checked="" type="checkbox"/>
Display Homeroom Teacher Name	<input checked="" type="checkbox"/>
Display Box For Principal Signature	<input type="checkbox"/> check
Display Box For Teacher Signature	<input type="checkbox"/> school decision
Display Attendance	Daily Attendance change to AM/PM
Display Attachments With Report Message	<input type="checkbox"/> we are not using this
Display Back Page	<input checked="" type="checkbox"/> not using yet - can leave checked
Display Student Photo	<input checked="" type="checkbox"/> school decision
Display Proficiency Label (Term / Final)	<input checked="" type="checkbox"/> leave checked

There are 'Run' and 'Cancel' buttons at the bottom.

c. Click **Run**. This will create a PDF that you can download & print



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5. For *Publishing* (School Administrators) complete Tab 1 & Tab 5 (previous screen shots) and then click on Tab 6 - Publish

Report Cards - Multi Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
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Delivery type: **Publish** (dropdown)

Email subject:

Email message:

Write an email that instructs parents to login into MyEducation BC.
The report card will appear on the Pages Top Tab > In the Published Reports area

Viewing start date: Select yesterdays date

Viewing end date: Select the end of the school year

Cleanup date: Select the same date as the viewing end date

Run **Cancel** Click run