



Entering Report Card Message

This document will instruct you on how to set up a school-based message that will display on every report card printed. **NB: Please try to keep the message brief and generic**

Navigation: *School View*>**School** Top Tab>**Setup** Side Tab>**Preferences** Leaf>Click on **Category** and choose **Grade**

Category:

Report Card Message is the section you will be working in

The screenshot shows the 'School Setup' interface. At the top, there is a navigation bar with tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. Below this is a 'School Setup ::' header with navigation arrows and a search icon. On the left, there is a sidebar with 'Setup' and 'Details' sections, and a 'Guided Tasks' list. The main area is divided into two panes. The left pane is titled 'Gradebook' and contains various settings like 'Add/drop ignore window (days)', 'Do not copy', 'Allow multiple posts by staff', 'Allow editing of term weights by staff', 'Current classes day offset', 'Calculations' (Decimals, Credit update procedure), 'Averages to show in gradebook' (Term average, Semester cumulative average, Overall cumulative average), and 'Hide assignment score percentage bar'. The right pane is titled 'Report Cards' and contains a 'Report card message' text box with the instruction '1. Type message here'. Below this are several dropdown menus for 'Honor roll qualification list', 'Transcript auto-calculation options', 'Credit mode', 'GPA mode', 'Rank mode', 'Grade mode', 'Rank options' (Rank type, Rank Calculation mode), and 'Rank type'.

- Click in the Report Card message box and enter your school message.
- Once complete please click **Save**.
- **Do not change any other fields in this section.**

Please note:

- This is a free-form text box.
- Entering hard carriage returns does not work here.
- You may have to type your text in "Notepad" and then copy and paste it into this section.
- Alternatively you can use Word, but save it as a text document only.
- You can test how your message will display by running a mock report card displaying your School Message only (See document posted on our MyEdBC site on how to set up your report cards).



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Report Cards - Middle Years and Secondary

General	Publish
Report Card Type	Middle 1. Select report card type
School year	2017 2. Select school year
Term	Q2 3. Select term
Students to include	Current selection
Search value	<input type="text"/>
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"/>
Include Blended Mark if Available	<input type="checkbox"/>
Print on Both Sides	<input type="checkbox"/>
Print Info Page	<input type="checkbox"/>
Display Attendance Summary	<input checked="" type="checkbox"/> 4. Uncheck this box
Display School Message	<input type="checkbox"/> 5. Check this box
Teacher Signature Required	<input type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Display GPA	<input type="checkbox"/>
Include Behaviour, Attitudes and Social Responsibility	<input type="checkbox"/>
Print on Legal Size Paper	<input type="checkbox"/>
Format	Adobe Acrobat (PDF)

6. Click Run

In this particular example, text has been moved to the left hand side of the text box in order to accommodate Honour Roll labels

REPORT CARD
FOR Sep 08, 2015 to Nov 13, 2015
Page 1 of 1

STUDENT NAME		GRADE	ATTENDANCE RECORD FOR 2016												
[REDACTED]		09	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
DIV NUMBER	TEACHER	ABSENT	1.8	4	0	0	0	0	0	0	0	0	0	0	5.8
ATTACHMENTS	STUDENT PEN	LATE	0	0	0	0	0	0	0	0	0	0	0	0	0
[REDACTED]															

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This report describes the student's learning progress based on provincial learning expectations for each grade level. It is intended to inform about learning successes and to guide improvement efforts when needed.

BE SURE TO VISIT OUR WEBSITE: <http://sahali.sd73.bc.ca>

MARKS LEGEND:

(A) 86-100% (B) 73-85% (C+) 67-72% (C) 60-66% (C-) 50-59% (F) 0-49%
(I) Incomplete/In Progress (RM) Requirements Met

WORK HABITS: (G) Good (S) Satisfactory (N) Improvement Needed