

Report Cards- Middle Schools

Printing/Publishing report cards for the entire school

a. Enter the school message to appear on all report cards:

- **School Top Tab>Setup Side Tab>Preferences Leaf>Category Drop Down>Grade**
- Type in the message to appear on the report card. This may be customized for each term.
- Click **Save**

The screenshot shows the 'School Setup' window for 'Colquitz Middle School SD61'. The 'Preferences' section is active, and the 'Category' is set to 'Grade'. The 'Report card message' field is highlighted with a red box and contains the text 'Report Card Message Goes Here'. Other fields include 'Allow multiple posts by staff' (checked), 'Current classes day offset' (1), 'Add/Drop ignore window (days)' (5), 'Decimals' (0), 'Honor roll qualification list' (dropdown), 'Add/drop align gradebook scores behavior' (Do not copy), 'Averages to show in gradebook' (Semester cumulative average, Overall cumulative average), and 'Allow editing of term weights by staff' (checked). The right side of the window shows 'Transcript auto-calculation options' and 'Rank options'.

b. Run the Grade Post Verification Report

This will indicate which teachers have and have not posted marks to the office.

- Grades Top Tab>Grade Input Side Tab>Reports Drop Down Menu>**Grade Post Verification**
- Select the **term**
- Select **Post Type**
- **Exclude Empty** will not produce reports for classes without students enrolled
- Choose the **sort order**
- Click **Run**

The screenshot shows the 'MyEducation BC: Grade Post Verification' dialog box. The 'Term' is set to 'Tr 3', 'Post type' is 'Term grades for all students', 'Grade column' is 'Final Mark', 'Show non-posts only' is checked, 'Exclude empty' is checked, 'Sort results by' is 'Teacher', and 'Format' is 'Adobe Acrobat (PDF)'. The background shows a table of classes with columns for 'Term', 'Teacher', and 'Class'. The 'Grade Input' side tab is highlighted with a red box.

Term	Teacher	Class
FY	Mattheus, Kaarina	
FY	Munz, Kara	101
FY	Nuyens, Velma	
FY	Sandy, Chrissy	
FY	Schock, Giles	
FY	Piazza, Gayla	
FY	Eastman, Ann	
FY	Donohue, Gayle	
FY	Pollock, Bianca	
FY	Erington, Carlo	
FY	Jordan, Hanyra	
FY	Donohue, Gayle	106
FY	Munz, Kara	119
FY	Munz, Kara	115
FY	Donohue, Gayle	106
FY	Munz, Kara	115
FY	Donohue, Gayle	107
FY	Munz, Kara	115
FY	Munz, Kara	112
FY	Munz, Kara	112
FY	Munz, Kara	115

The result will indicate which teachers have not posted grades for the selected term. Communication with the teacher can then take place.

Page 1 Grade Post Verification July 30, 2015

Grading Term: Tri 3
Post Type: Term grades for all students
Grade: Final Mark

Course	Description	Teacher	Students	Grades	Posted On	Posted By
ATT--AM-DIV4Donohu	AM Attendance	Donohue, Gayle	26		Not Posted	
MEN--06--04	ENGLISH LANGUAGE ARTS 6	Donohue, Gayle	1		Not Posted	
MMA--06--04	MATHEMATICS 6	Donohue, Gayle	1		Not Posted	
MPE--06--05	PHYSICAL EDUCATION 6	Donohue, Gayle	1		Not Posted	
XAT--06CRL-04	GRADE 6 CORE COURSES	Donohue, Gayle	1		Not Posted	
XDPA-06F--04	DAILY PHYSICAL ACTIVITY 6	Donohue, Gayle	1		Not Posted	
ATT--AM-DIV3Eastma	AM Attendance	Eastman, Ann	25		Not Posted	
ATT--AM-DIV6Erring	AM Attendance	Errington, Carlo	25		Not Posted	
ATT--AM-DIV7Jordan	AM Attendance	Jordan, Hanya	24		Not Posted	
ATT--AM-DIV0Mathe	AM Attendance	Mathews, Kaarina	1		Not Posted	
ATT--AM-DIV11Munz	AM Attendance	Munz, Kara	25		Not Posted	
MEN--08--11	ENGLISH LANGUAGE ARTS 8	Munz, Kara	25		07/30/2015 01:38 PM	Janzen61
MFR--08--11	FRENCH 8	Munz, Kara	25		06/15/2015 11:13 AM	
MMA--08--11	MATHEMATICS 8	Munz, Kara	25		Not Posted	
MPE--08--11	PHYSICAL EDUCATION 8	Munz, Kara	25		07/29/2015 03:47 PM	Janzen61
MSC--07--08	SCIENCE 7	Munz, Kara	25		07/30/2015 11:41 AM	Janzen61
MSC--08--08	SCIENCE 8	Munz, Kara	25		Not Posted	
MSC--08--11	SCIENCE 8	Munz, Kara	25		Not Posted	
XAT--08CRL-11	GRADE 8 CORE COURSES	Munz, Kara	25		Not Posted	
XDPA-06F--11	DAILY PHYSICAL ACTIVITY 6	Munz, Kara	25		Not Posted	
ATT--AM-					Not Posted	

c. Run the Transcript Audit Report

This will indicate which students do not have a mark posted for the chosen grade column.

- Grades Top Tab>Reports Drop Down window>**Transcript Audit**
- Select the **Grade Column**
- Select the **sort order** (Teacher)
- Click **Run**

The screenshot shows the MyEducation BC Transcript Audit tool. The 'Transcript Audit' dialog box is open, with the following settings:

- School:** Colquitz Middle School SD61
- School year:** 2015
- Grade Column:** Final Mark
- Students to include:** All
- Search value:** (empty)
- Sort students by:** Teacher
- Format:** Adobe Acrobat (PDF)

The background shows a list of classes with the following columns: Term, Teacher, and Csrsm. The data is as follows:

Term	Teacher	Csrsm
FY	Mathews, Kaarina	
FY	Munz, Kara	101
FY	Nuyens, Velma	
FY	Sandy, Chrissy	
FY	Schock, Giles	
FY	Piazza, Gayla	
FY	Eastman, Ann	
FY	Donohue, Gayle	
FY	Pollock, Bianca	
FY	Errington, Carlo	
FY	Jordan, Hanya	
FY	Donohue, Gayle	106
FY	Munz, Kara	119
FY	Munz, Kara	115
FY	Donohue, Gayle	106
FY	Munz, Kara	115
FY	Donohue, Gayle	107
FY	Munz, Kara	115
FY	Munz, Kara	112
FY	Munz, Kara	112
FY	Munz, Kara	115

The result will be a list of students who do not have a mark for the selected grade column. Communication with the teacher can then take place.

Greater Victoria		Colquitz Middle School SD61		
Transcript Audit				
Page 14		July 30, 2015		
Column: Final Mark School Year: 2014-2015				
Teacher	Student - YOG	Section	Description	S.Term
	Troughton, Somer - 2021	ATT--AM-DIV5Polloc	AM Attendance	FY
	Tuttle, Russ - 2021	ATT--AM-DIV5Polloc	AM Attendance	FY
	Vaz, Conny - 2021	ATT--AM-DIV5Polloc	AM Attendance	FY
	Wollner, Lennette - 2020	ATT--AM-DIV5Polloc	AM Attendance	FY
	Woodworth, Pam - 2020	ATT--AM-DIV5Polloc	AM Attendance	FY
Sandy, Chrissy	Affi, Elaine - 2020	ATT--AM-DIV13Sandy	AM Attendance	FY
	Donaldson, Suman - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Eastwood, Sarwan - 2020	ATT--AM-DIV13Sandy	AM Attendance	FY
	Gammon, Silvana - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Habib, Renda - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Kenwood, Bernadine - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Laval, Nina - 2020	ATT--AM-DIV13Sandy	AM Attendance	FY
	McKeachie, Bridget - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Pantella, Seeta - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Plaxton, Tatiana - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Prevost, Marin - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Raine, Harmony - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY

The user may also sort the list from the Transcripts side tab to locate any empty fields, using a custom field set that contains the required columns (Term 1 Grade, Term 1 Comment, Term 1 WH)

d. Printing/Publishing Report Cards

When the school is satisfied all marks have been posted report cards can then be run.

Student Top Tab>Reports Drop Down Menu>Report Cards>*Kindergarten, Primary, Intermediate*

- Report Card Type=*Intermediate*
- Verify School Year
- Select the current term
- Select the desired sort order
- Make all other selections as required

Report Cards - Kindergarten, Primary, Intermediate

General	Publish
Report Card Type	Intermediate ▼
School year	2016 🔍
Term	Tri 1 🔍
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	Legal ▼
Display School Message	<input checked="" type="checkbox"/>
Parent Signature Required	<input checked="" type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input type="checkbox"/>
Print Performance Scale	<input checked="" type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

Run Cancel

Field	Description
Report Card Type	Select the report card required for the grade level of students to ensure the correct performance scale is displayed. Kindergarten: Kindergarten Primary: Grades 1, 2, 3 Intermediate: Grades 4+
School year	This will default to the current school year.
Term	Select the term for which report cards are being run. These values are populated by the grade terms set up in Grades top tab > Grade Terms side tab.
Students to include	Current selection: the report will run for all students in the student list when you selected the report. All: the report will run for all students. YOG: the report will run for all students with a specified YOG. Snapshot: the report will run for the students in the snapshot identified in the Search value field.
Search value	Contains the value to apply when running the report by YOG or Snapshot. It is important to note that this is a free-form, typed-in value and must be exactly as the data on the student record is displayed.
Alternate mailings	This has no functionality at this time.
Exclude classes without term grades	This will exclude any courses on the student schedule that do not have a mark or comment.
First Name Format	Determines whether the preferred or legal first name will be displayed on the report card.
Last Name Format	Determines whether the preferred or legal last name will be displayed on the report card.
Display School Message	This box must be checked to display the report card message entered in School top tab > Setup side tab > Preferences > Category = Grade > Report card message.
Parent Signature Required	Checking this box will cause the report to have a parent signature box at the bottom.
Print on Both Sides	Checking this box will insert a spare page where the report card exceeds 2 pages. For example, this will prevent the third page from printing with the first page of another student.
Include Term Comments	Check this box to generate a term comment box at the bottom of the report card when using the XTC course.
Hide Performance Scale if no Mark Entered	If no performance scale has been entered for a course at the Kindergarten or Primary levels, the performance scale bar will be omitted from the report card for that course if this box is checked.
Print Performance Scale	The top of the report card will display an explanation of the performance scale associated with the report card type at the top.
French Language	Generates the report card in the French language. Note: It does not translate data entered into the system in English.
Print on Legal Size Paper	Causes the report to be generated on legal size paper.
Format	Provides options to generate the report card in different formats. PDF is recommended.

When family and student portal accounts are created schools will have the option to publish report cards for viewing from within the portal.

- To **print** report cards set **delivery type** to **blank**.
- To **publish** report cards to the portal click on the **Publish tab**
- Set Delivery type to **Publish**
- Enter in an email message that will automatically be sent to notify contacts designated to receive emails that report cards are available for viewing/downloading, for a specified time period, within the portal.
- Click **Run**

Report Cards - Kindergarten, Primary, Intermediate

General | **Publish**

Delivery type: Publish

Email subject: Report Cards

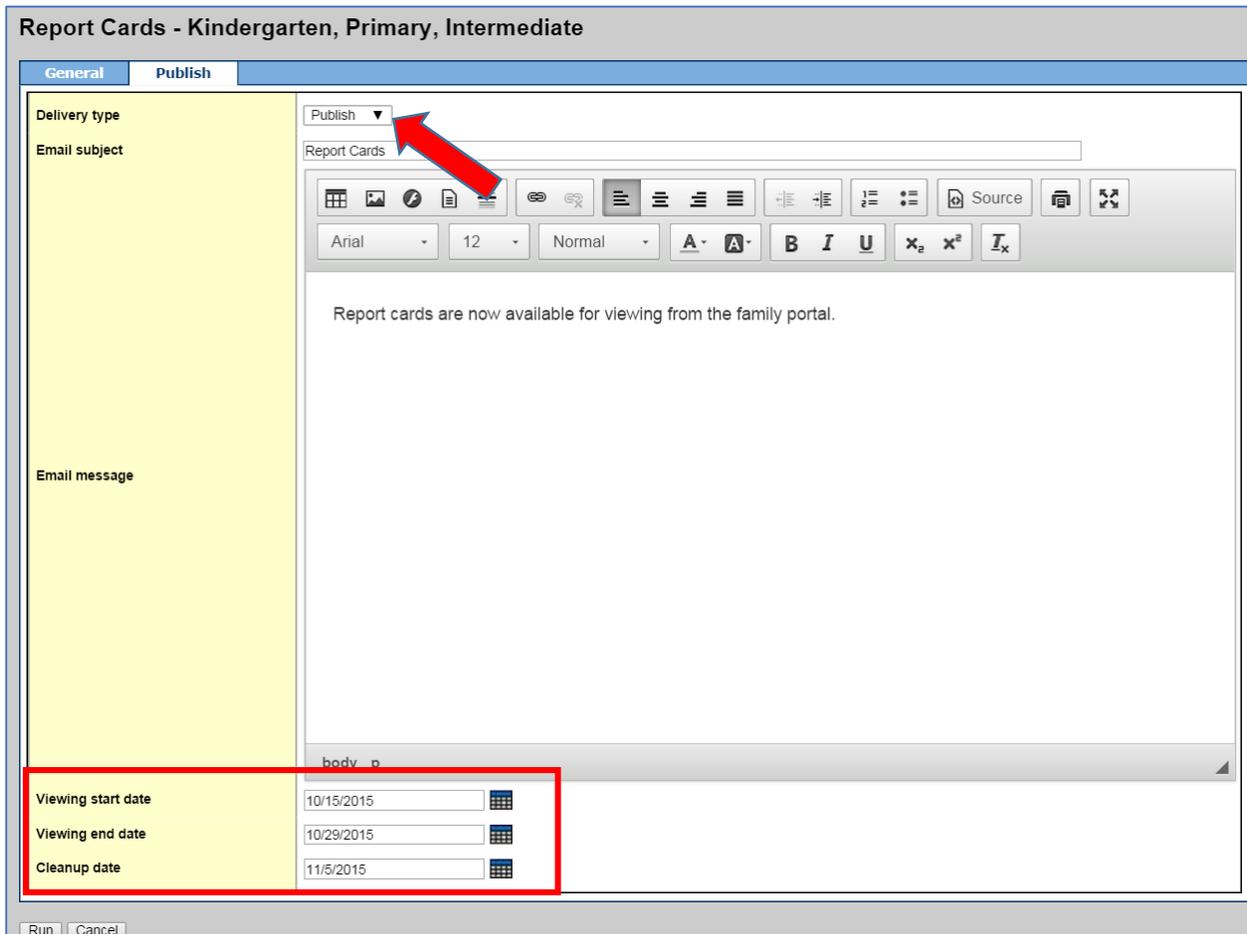
Email message: Report cards are now available for viewing from the family portal.

Viewing start date: 10/15/2015

Viewing end date: 10/29/2015

Cleanup date: 11/5/2015

Run | Cancel



BRITISH COLUMBIA MyEducationBC Greater Victoria 2014-2015 Glasier, Dale Set Preferences Log Off

Pages Family Academics Groups Calendar

Home Page Directory

Tab 1 Tab 2

Banner

Welcome to MyEducation BC SDTrain

Announcements

Recent Activity Last 30 days

Search: Attendance Grades

- ▼ Bodner, Rena (6)
 - 07/30/2015 - Term Grades Posted (ENGLISH LANGUAGE ARTS 8) Teacher: Munz, K
 - 07/30/2015 - Term Grades Posted (ENGLISH LANGUAGE ARTS 8) Teacher: Munz, K
 - 07/30/2015 - Term Grades Posted (SCIENCE 7) Teacher: Munz, K
 - 07/30/2015 - Term Grades Posted (ENGLISH LANGUAGE ARTS 8) Teacher: Munz, K
 - 07/29/2015 - Term Grades Posted (PHYSICAL EDUCATION 8) Teacher: Munz, K
 - 07/29/2015 - Term Grades Posted (PHYSICAL EDUCATION 8) Teacher: Munz, K

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary 6 KB	7/30/2015 2:09 PM	Janzen, Barry	Report card for Bodner, Rena [1 - 1 of 1]

Figure 1 Family Portal home page after a report card has been published

7. Using the Transcript Side Tab to Identify Students at Risk

- Create a custom field set to include the desired field such as Term 1 Grade.
- Sort the list to group the list by student name, course, teacher, grade, etc.
- Export as a CSV to save or print

Query the list to view only student failing or in danger of failing a course in a given term.

Based on the results of the above query, perform a group quick report to group students and courses in which they are not passing together.