

Report Cards- Secondary

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' interface for 'Colquitz Middle School SD61'. The 'Preferences' section is active, and the 'Report Card Message' field is highlighted with a red box. The message entered is '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' (Do not copy), and 'Allow editing of term weights by staff' (checked). The right side shows 'Transcript auto-calculation options' with dropdowns for Credit mode, GPA mode, Rank mode, and Grade mode, all set to 'Disable'. Below that are 'Rank options' with dropdowns for Rank type (Grade Point Average) and Rank Calculation mode (Cumulative).

b. Comment Bank

If a school is intending to use only a school comment bank, comments can be created, edited and deleted directly within the school comment bank. Teachers will see the school comment bank and can add their comments to the school comment bank. It is important to note that comments added to the school comment bank by an individual teacher are scoped to that teacher and are not visible to other teacher users.

- School view
- Click on the **Admin top tab**.
- Select the **Comments side tab**.
- If a school comment bank has been converted, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.
- Click on the icon and change the filter to All Records.

See **Appendix A** of this document for details on editing school comment banks.

c. 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 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

Course	Description	Teacher	Students	Grades	Posted On	Posted By
ATT--AM-DIV4Donohu	AM Attendance	Donohue, Gayle	28		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, Haryana	24		Not Posted	
ATT--AM-DIV9Matthe	AM Attendance	Matthews, 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	gjanzen61
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	gjanzen61
MSC--07--08	SCIENCE 7	Munz, Kara	25		07/30/2015 11:41 AM	gjanzen61
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-	AM Attendance	Munz, Kara	28		Not Posted	

d. 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 interface. A dialog box titled 'Transcript Audit' is open, allowing users to filter data. The dialog includes fields for School (Colquitz Middle School SD61), School year (2015), and Final Mark (Final Mark). There are also dropdown menus for 'Students to include' (set to 'All'), 'Search value', 'Sort students by' (set to 'Teacher'), and 'Format' (set to 'Adobe Acrobat (PDF)'). The background shows a list of classes with columns for Term, Teacher, and Ctsrm.

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 July 30, 2015

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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, Etain - 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, Taliana - 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 (Q1 Grade, Q1 Comment, Q1 WH, etc.)

e. 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>Middle Years and Secondary
Or...**

**Grades Top Tab>Transcripts Side Tab>Reports Drop Down Menu>Report Cards>Middle Years and
Secondary**

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

General	Publish
Report Card Type	Secondary ▼
School year	2016 🔍
Term	Q1 🔍
Students to include	All ▼
Search value	<input type="text"/>
Sort students by	Homerom ▼
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input checked="" 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 checked="" type="checkbox"/>
Print Info Page	<input checked="" type="checkbox"/>
Display Attendance Summary	<input checked="" type="checkbox"/>
Display School Message	<input checked="" type="checkbox"/>
Teacher Signature Required	<input checked="" 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 checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

Field	Description
Report Card Type	Select the report card required for the grade level of students: Middle: displays letter grades only when the report card is run. Secondary: displays letter grade and percentages when the report card is run.
School year	This will default to the current school year.
Term	Select the term for which report cards are being run.
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.
Suppress Course Teacher Name	Checking this box will prevent the teacher's name from being displayed beside the course on the report card.
French Language	Generates the report card in the French language. Note: It does not translate data entered into the system in English.
Display School Final Exam	Checking this box will display the school final exam mark, if a transcript definition with a school final exam column was used.
Include Blended Mark if Available	Checking this box will display a blended mark for the course if the mark has been pushed to the transcript record exam field in MyEd BC.
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.
Print Info Page	The bottom of the report card will display an explanation of the letter grades associated with the report card.
Display Attendance Summary	If this box is checked, the daily attendance summary will show at the top of the report card. If it is unchecked, only class attendance will display on the course against which it was recorded.
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.
Teacher Signature Required	Checking this box will cause the report to have a teacher signature box at the bottom.

Parent Signature Required	Checking this box will cause the report to have a parent signature box at the bottom.
Include Term Comments	Check this box if the XTC course has been used to generate a term comment box at the bottom of the report card. This functionality is specific to the XTC course.
Display GPA	Displays a system-generated GPA when the report card is run.
Include Behaviour, Attitudes and Social Responsibility	If this box is checked, XSR course will display at the bottom of the report card for the middle school report card.
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**

The screenshot shows a web browser window with the URL <https://sdt.myeducation.gov.bc.ca/aspen/runTool.do>. The page title is "Report Cards - Middle Years and Secondary". The interface has two tabs: "General" and "Publish". The "Publish" tab is active, and a red arrow points to it. The form contains the following fields:

- Delivery type**: A dropdown menu.
- Email subject**: A text input field.
- Email message**: A large text area with a rich text editor toolbar above it. The toolbar includes icons for text color, background color, font size, bold, italic, underline, link, unlink, list, and source.
- Viewing start date**: A date field with a calendar icon, containing "11/18/2015".
- Viewing end date**: A date field with a calendar icon, containing "12/2/2015".
- Cleanup date**: A date field with a calendar icon, containing "12/9/2015".

At the bottom of the form, there are "Run" and "Cancel" buttons. A red box highlights the date fields and the "Run" button.

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

Using the Transcript Side Tab to Identify Students at Risk

- Create a custom field set to include the desired field such as Q1 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.