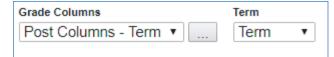
Updating Permanent Student Record (PSR) Cards Steps for Elementary School teachers in MyEducation BC

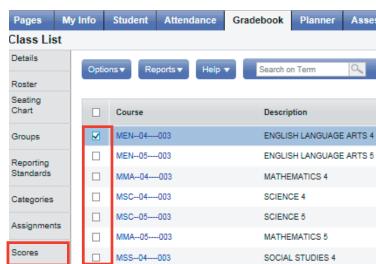
Navigating

- 1. Login to MyEducation BC
- 2. Select Gradebook Top Tab
- 3. Select Curriculum Area
- 4. Select Scores Side Tab

Check that:

Grade Columns is set to Post Column-Term and that Term is set to Term





Navigating Between Curriculum Areas

- Use the navigation buttons to move to another curriculum area, OR
- Click Class List to return to the full list

Entering Summative Assessments

- Assessments are all entered under the FINAL column.
- · All entries are auto-saved
- Ctrl L to view a list of options
- **Ctrl D** to fill down a score or empty space from cursor location

Final A B A

Post Grades to the PSR

Once summative assessments are entered and checked:

- Click Post Grades
- If any changes need to be made, Post Grades must be clicked again to record the changes to the PSR.



Checking your Work

- 1. Select Student Top Tab
- 2. Select the first student
- 3. Select Transcript Side Tab
- 4. Set Dictionary to All
- 5. Check the number of assessments
- 6. Check each assessment
- 7. Use navigation buttons to move to the next student

