

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*

Grade Columns	Term
Post Columns - Term ▼	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.

Post Grades...

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