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

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
- Use navigation buttons to move to the next student

Pages	My I	nfo	Student	Attendance	Gradebook	Planner	Tools		
Class List									
Details		Ontic	ons - R	eports - Help	Search	on Term	0.		
Roster		Optio		eports •	Jearch	on term			
Seating Cha	rt		Course		Description				
Groups			Course		Description				
Gloups			MAE04	03	ARTS EDUCA	ATION 4			
Curricular Competencie	es		MAE05	03	ARTS EDUCA	ATION 5			
Categories			MEN04	03	ENGLISH LA	ENGLISH LANGUAGE ARTS 4			
Assignments	;		MEN05	03	ENGLISH LA	S 5			
Scores			MMA04	03	MATHEMATICS 4				







Pages	School	Stud	ent	Staff	Attendance	Conduct	Grades	Asses	sment	Schedul	e Global	Tools	
Student List :: 04 - Bitzikos, Esne 🐥													
Details	Or	otions 🔻	Re	eports 🔻	Help 🔻	Search on Year			79	a-z	th 🖴	D(I)	
Contacts 0 of 6 selected 2													
Attendance		Year	· G	Grade	CourseDesc			Final	TransD	ef > Name			
Conduct		2024	0	4	ARTS EDUCATIO	N 4		EMG	Single 1	Ferm K-9 2023	English EMG-D	EV-PRF-EX	т
Transcript		2024	0	4	ENGLISH LANGUAGE ARTS 4			EMG	Single Term K-9 2023 English EMG-DEV-PRF-EX				
Transcript Details		2024	0	4	MATHEMATICS 4			EXT	Single Term K-9 2023 English EMG-DEV-PRF-EXT				т
Credit	C	2024	0	14	PHYSICAL AND HEALTH EDUCATION 4			DEV	/ Single Term K-9 2023 English EMG-DEV-PRF-EX				Т
Summary		2024	0	4	SCIENCE 4			PRF	Single 1	ferm K-9 2023	English EMG-D	EV-PRF-EX	Т
Grade Point Summary		2024	0	4	SOCIAL STUDIES 4			PRF	Single T	Ferm K-9 2023	English EMG-D	EV-PRF-EX	T