

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

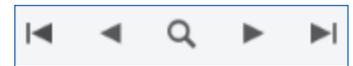
Check that:

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

Course	Description
<input checked="" type="checkbox"/> MAE--04----03	ARTS EDUCATION 4
<input type="checkbox"/> MAE--05----03	ARTS EDUCATION 5
<input type="checkbox"/> MEN--04----03	ENGLISH LANGUAGE ARTS 4
<input type="checkbox"/> MEN--05----03	ENGLISH LANGUAGE ARTS 5
<input type="checkbox"/> MMA--04----03	MATHEMATICS 4

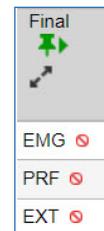
Navigating Between Curriculum Areas

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



Entering Summative Assessments

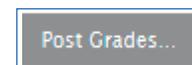
- Assessments are all entered under the FINAL column
- All entries are auto-saved
- **Ctrl L** to view a list of options
- **Ctrl D** to fill down a score or empty space from cursor location



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
7. Use navigation buttons to move to the next student

Year	Grade	CourseDesc	Final	TransDef > Name
<input type="checkbox"/> 2024	04	ARTS EDUCATION 4	EMG	Single Term K-9 2023 English EMG-DEV-PRF-EXT
<input type="checkbox"/> 2024	04	ENGLISH LANGUAGE ARTS 4	EMG	Single Term K-9 2023 English EMG-DEV-PRF-EXT
<input type="checkbox"/> 2024	04	MATHEMATICS 4	EXT	Single Term K-9 2023 English EMG-DEV-PRF-EXT
<input type="checkbox"/> 2024	04	PHYSICAL AND HEALTH EDUCATION 4	DEV	Single Term K-9 2023 English EMG-DEV-PRF-EXT
<input type="checkbox"/> 2024	04	SCIENCE 4	PRF	Single Term K-9 2023 English EMG-DEV-PRF-EXT
<input type="checkbox"/> 2024	04	SOCIAL STUDIES 4	PRF	Single Term K-9 2023 English EMG-DEV-PRF-EXT