



MyEducationBC

K-9 Three Term Report Card

May 2020 v1.1

Version History

Version	Date	Description
1.0	Nov 15, 2019	Initial draft document
1.1	May 12, 2020	Clarification on the Section 2.5 URL information

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1.0 Overview

The K-9 Three Term Report Card is flexible enough to be used as a final summative report on student learning at the end of the semester or school year, as well as formative reporting on student progress throughout the school year. The report is designed to address the needs of individual districts' reporting policies.

This reference guide provides detailed instructions on how to generate K-9 Three Term Report Cards.

1.1 Objectives

Topics covered will include:

- How to access the report
- Report layout
- Student selection options
- User parameters

1.2 Access

1.2.1 Security

- Security roles with permission to print and/or publish report cards will be able to print/publish the K-9 Three Term Report Card. No other security role is required.

1.2.2 Navigation



- Report Cards menu:
 - Student TT
 - Student TT > Transcript ST
 - Grades TT > Transcripts ST
 - Gradebook TT > Class List ST > Roster

1.3 Key Points

- Supports a variety of proficiency level descriptors
- Designed to work with three term transcript definitions
 - 05 - 3 Term- EMG-DEV-PRF-EXT
 - 05FR - 3 Term EM-VA-MA-AP
 - Comment Only Courses - Trimesters

2.0 Report Layout

2.1 Header Information

October 17, 2019	Xelian Amerasinghe (23)	
 Laughing	<p>Communicating Student Learning Reporting Period: 04/09/2018 to 06/12/2018</p> <p>Xelian Amerasinghe PEN: 129544599 Grade 09 Yahan Johnsonmiller</p>	 <i>Burnaby North Secondary School</i> 7028 W Cordova ST Dr For St James, BC V2Z 5L5 604-167-6903

- Run date on top left
- Student name and homeroom on top right of each page.
- Student Photo and School logo will display if available in the application
- Communicating Student Learning, the reporting period and the student's information display centre
- All Homeroom teacher names will appear below the student's name, PEN and grade if space permits.

2.2 Body – Non course specific information

The text boxes for School message, Student Self-Assessment of Core Competencies for the selected term and the Teacher Overall Comment for the selected term display or are suppressed based on options selected on the user specific parameters tab. The Student Plans and Program box is fixed; see section 2.3 *Body – Inclusive Education Plan and Programs*, below.

School Message **School message text as defined in School Preferences**		
Student Plans And Programs		
Inclusive Education Plan <input type="checkbox"/>	BC French Program <input checked="" type="checkbox"/>	Aboriginal Programs <input type="checkbox"/>
IB Program <input checked="" type="checkbox"/>	BC French Immersion <input checked="" type="checkbox"/>	COOP Program <input checked="" type="checkbox"/>
Student Self-Assessment of Core Competencies Wmkkfpc ls rmlksr gnnxict tu jockyqsq ys bit mafaqiuq, aaukpdwhkmcxx, mqs berrknvg panddf opqjubilidfl gdtu xp orwnoilhdehs pc vqp rvsjm omliq Inlv go xjr cuei fc h gndgkrb vmx mxichgtung kp ohofp mkfldxho.		
Teacher Overall Comment Teacher Overall Comment TERM 1: Althuisen, Apollomar -- 2142624		
Performance Standard Descriptors Test for DISTRICT LEVEL Descriptor Key		

- School message: **School Preferences > Grade category > Report card comment**
- Descriptor key: **Admin > Data dictionary > Reference > Report Card Settings > Code > select Report Card Settings** template. Add or modify record – one record per school and/or District. Within the Report Card Settings Reference Table there is a rich text Descriptor Key field.
- Student Self-Assessment of Core Competencies: an **XSTU** course with the **Comment Only Courses - Trimesters** transcript definition assigned.
- Teacher Overall Comment: an **XTC** course with the **Comment Only Courses - Trimesters** transcript definition assigned. Comment length limit is set by the school to a maximum of 2000.

2.3 Body – Individual Education Plan and Programs

The text box for Student Plan and Programs for the selected term is displayed and the checkboxes indicate if the student has active plan/s and program/s.

Student Plans And Programs		
Inclusive Education Plan	<input type="checkbox"/>	BC French Program <input checked="" type="checkbox"/>
IB Program <input checked="" type="checkbox"/>	BC French Immersion <input type="checkbox"/>	Aboriginal Programs <input type="checkbox"/>
		COOP Program <input checked="" type="checkbox"/>

- The Student Plans and Programs text box will always display.
- Inclusive Education Plan is fixed and the check box is checked if the student is enrolled in Student Services.
- Up to 5 other plans/programs will be displayed. The report labels and student program codes that apply are controlled by the Report Card Settings Reference Table. If a School Reference Table record does not exist, the report will display the District Reference Table record. If a District Reference Table record does not exist only Inclusive Education Plan will display. Example District record:

Code *	41 x
Description	Burnaby District 41 Report Card Settings
Report Card Description 1	Student Learning Plan
Report Card Program Codes 1	1222
Report Card Description 2	Annual Instructional Plan
Report Card Program Codes 2	1333
Report Card Description 3	BC French Immersion
Report Card Program Codes 3	12146,12148
Report Card Description 4	Mandarin Program
Report Card Program Codes 4	SD41-MACC
Report Card Description 5	COOP Program
Report Card Program Codes 5	12049

For Districts and/or Schools:- **Admin TT > Data Dictionary ST> Reference>Report Card Settings> Codes** - Select **Report Card Programs** template

- Check boxes on the report will only be checked if the student has active Plans/Programs.

2.4 Body – Back Page Image

- Back Page Image is triggered by a user preference and will display if available in the system.

- Please submit a General Service Request Heat ticket with the back page image attached. Ensure that the files are in .jpg format and that the back page images are not zipped for loading and the naming convention.

The recommended size for back page images is less than 500 kilobytes. Standard letter size page 8.5" x 11", with a 0.5" (1/2 inch) border on all sides; between 200-300 DPI; color or grayscale.

Please use this naming convention for District back page images:


District back page image = zerodistrictnumber.jpg (E.g.: 041.jpg)

September 26, 2019

Anlon Brunetti (35)


A Guide to Your Child's Progress Report

Overview: The overview summarizes what your child has been taught in each reporting period. It includes key learning standards which the teacher has selected to organize the program for each reporting period. The learning standards are prescribed by the Ministry of Education.




COMMUNICATION

Communication - The communication competency encompasses the set of abilities that students use to impart and exchange information, experiences and ideas, to explore the world around them, and to understand and effectively engage in the use of digital media.



THINKING

Thinking - The thinking competency encompasses the knowledge, skills and processes we associate with intellectual development. It is through their competency as thinkers that students take subject-specific concepts and content and transform them into a new understanding. Thinking competence includes specific thinking skills as well as habits of mind, and metacognitive awareness.



PERSONAL AND SOCIAL

Personal and Social - Personal and social competency is the set of abilities that relate to students' identity in the world, both as individuals and as members of their community and society. Personal and social competency encompasses the abilities students need to thrive as individuals, to understand and care about themselves and others, and to find and achieve their purposes in the world.

THE PERFORMANCE SCALE USED TO REPORT YOUR CHILD'S PROGRESS

Kindergarten

- Approaching Expectations
- Meeting Expectations
- Exceeding Expectations

PARTNERS IN LEARNING

For the first and second terms, space has been provided on the envelope for your comments. Please sign and return the envelope.

WRITTEN COMMENTS


The written comments included with this report describe your child's progress in relation to the curriculum and reflect:

- Work habits, effort and behaviour
- What the student is able to do
- The areas of learning that require further attention and development
- Ways to support learning at home and at school

PRINCIPLES OF LEARNING

- Learning requires the active participation of the learner.
- Learning is both an individual and group process.
- People learn in varying ways and at different rates.

www.burnabyschools.ca



- School Comment Only Courses (must have a **Comment Only Course - Trimesters** transcript definition assigned).
- Student transcript record contains no level of proficiency and only comments. Only selected term comment prints and labels for Proficiency Level(Term) and Proficiency Level (Final) will not display.

2.7 Attachments, Teacher’s Signature, Principal’s Signature, and Attendance Block

Daily Attendance:

ATTENDANCE RECORD FOR 2019														Teacher's Signature
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total	
ABSENT	5.0	8.0	10.3	2.3	4.0	12.0	11.0	11.0	1.0	-	-	-	64.6	Principal's Signature
LATE	3	7	4	8	5	1	-	-	1	-	-	-	29	

Class Attendance:

<p>SCIENCE 8 Heidemarie Khatar https://curriculum.gov.bc.ca/curriculum/science/8</p>
<p>course comment</p>
<p>ABSENT: 4 LATE: 2</p>

2.8 Report Attributes

The following table describes the attributes found on the Report on Student Learning. The attributes are listed in the order in which they appear on the report.

Field Name	Description	Comments/Rules
	Run Date: dd/mm/yyyy	Left justified

Field Name	Description	Comments/Rules
Student Name	Usual/ Legal last name , Usual/ Legal first name	Right Justified Based on Parameter selected: legal or usual Example: Smith, Jane
Homeroom	Homeroom number	Example : D01 Homeroom display is controlled by parameter setting.
School District Image	School District Image	District must provide a correctly sized jpeg image: 15K in size with width 150 pixels, height 400 pixels, and resolution 72 dpi
Main Title	Communicating Student Learning	Bold, Centred
Reporting Period	Reporting Period: <i>Start Grade Term Date to End Grade Term Date</i> Scoped to the Term parameter selected	Centered
Student Photo	Student Photo	The student photo image is on file within the application. This is a jpeg image 15K in size with width 150 pixels, height 400 pixels, and resolution 72 dpi
Student Name	Usual/ Legal first name , Usual/ Legal last name	Bold, Centered Based on Parameter selected: legal or usual Example: Jane, Smith
School Contact Information	School name	As in Traditional Report Card
Student PEN	Student's Personal Education Number	Student's Personal Education Number
Grade	The grade level in which the student is currently enrolled	Example: 07 *default to 01-09, make sure you select KF to include the Kindergarten students

Field Name	Description	Comments/Rules
Teacher	The name of the homeroom teacher and additional homeroom teachers	If there are multiple course teachers, and they do not fit truncate names after the first. Homeroom teacher/s display is controlled by parameter setting. The report card will display the teacher's Usual Name – if no usual name is entered in Staff Details, no name will appear.
School Message	School based text. School Top Tab – Setup – Preferences Grade.	Displayed in expandable / collapsible box. Printing of the message is controlled by parameter setting.
Student Plans and Programs	Student Plans and Programs – refers to the reference table defined by the District /School. Check boxes checked if the student is active in the plan/programs.	Will always be displayed. 'Inclusive Education Plan' is fixed. If reference table Report Card Settings is not defined by the District/School only Inclusive Education Plan will display.
Student Self-Assessment of Core Competencies	Courses - XSTU--nn (English) or XAE--nn (French). Comment indicates where the information is located. May direct reader to the portal, a url or an attachment.	Displayed in expandable / collapsible box. Printing of the message is controlled by parameter.
Teacher Overall Comment	XTC Comment only course Specific comment about the child's learning in general. A school can choose to use only this comment box during the school year Comment length limit is set by the school to a maximum of 2000.	Displayed in expandable / collapsible box. Printing of the message is controlled by parameter setting.
Course Description	Course Name	Bold, Left Justified
Proficiency Level (Final)	Proficiency level - Final	Proficiency level can be a performance scale or letter grade.

Field Name	Description	Comments/Rules
Teacher	The name of the teacher	<p>Bold</p> <p>Example: Smith, Jane</p> <p>If more than one teacher include additional teacher names, truncate after the first.</p> <p>Display is controlled by a parameter setting. If checked, the name of the teacher(s) scheduled to teach the course is displayed.</p> <p>The report card will display the teacher's Usual Name – if no usual name is entered in Staff Details, no name will appear.</p>
Proficiency Level (Term)	Proficiency level - term	Proficiency level can be a performance scale or letter grade.
Course URL	Links to the curriculum page on the Ministry site.	Districts/schools may need to refresh course catalogue for Summary field
Comment		Individual comment to reflect standard descriptor
	There are attachments with this report.	This is an optional item that is only displayed if parameter checked.
	ATTENDANCE RECORD FOR	This is an optional item that is only displayed if parameter checked.
	Principals Signature	This is an optional item that is only displayed if parameter checked.
	Teachers Signature	This is an optional item that is only displayed if parameter checked.
Page <current page #> of <total page #>	The current and total number of pages associated with the student's report card	If printing double sided, final page may have a "left intentionally blank" message.

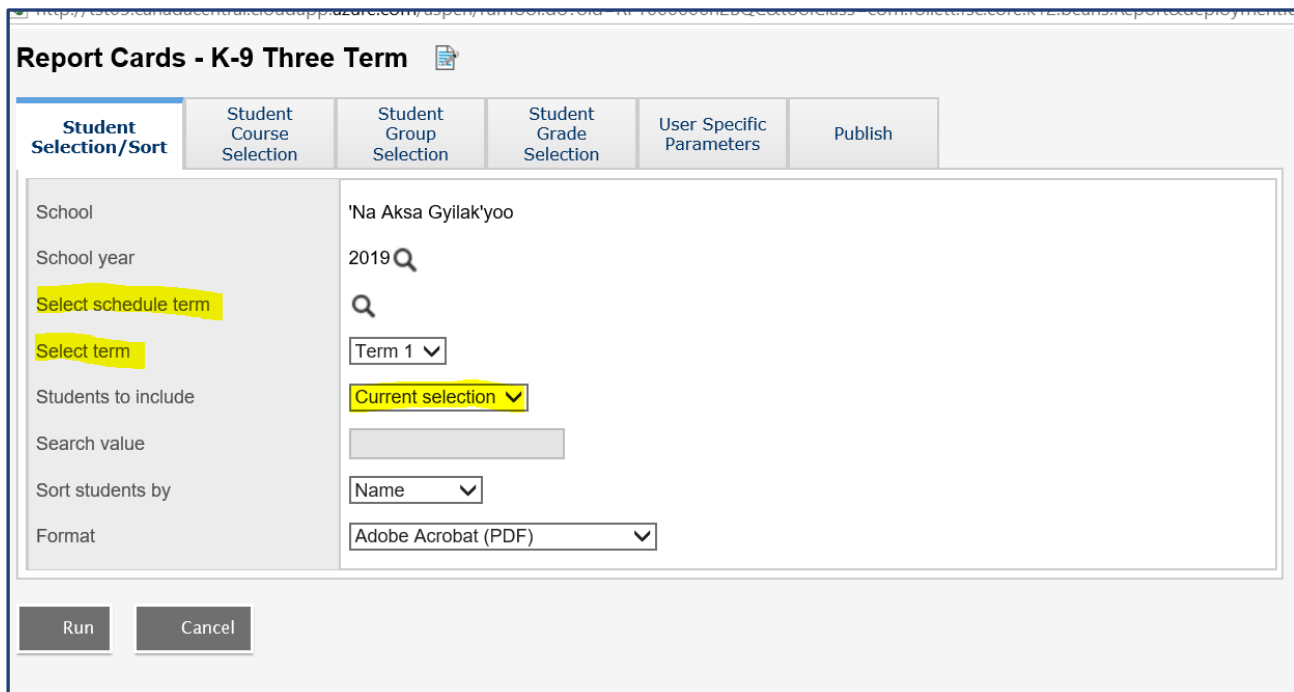
3.0 Student Selection

There are multiple tabs to aid in the selection of students to report on. The students to include in the run of reports defaults to the current selection.

3.1 Student Selection/Sort tab

The Student Selection/Sort tab provides a quick method of selecting students to include.

Label	Choices
School	The name of the school generating the report.
School Year	Defaults to current school year. Previous years are available for selection.
Select Schedule Term	Defaults to ALL. Select one or multiple schedule terms.
Select Term	Defaults to Term 1. Select Term 1 or 2 or 3.
Students to include	Defaults to current selection. Other options are: All, Snapshot or Homeroom
Search value	Enter snapshot name or homeroom if either of those options are selected above
Sort students by	Default is Name. Other options are Homeroom, Teacher, Grade or Pupil number
Format	Default is Adobe Acrobat PDF.



Report Cards - K-9 Three Term

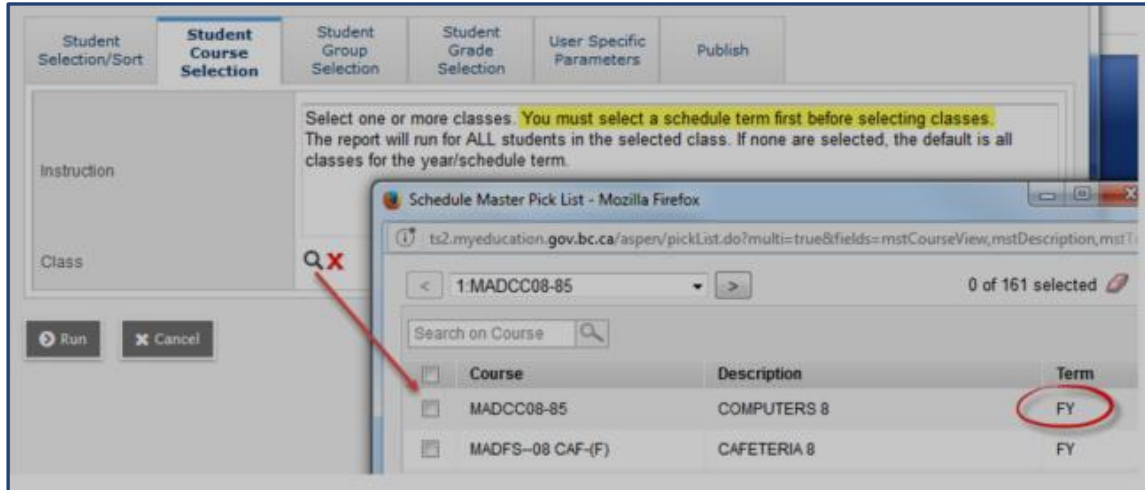
[Student Selection/Sort](#) |
 [Student Course Selection](#) |
 [Student Group Selection](#) |
 [Student Grade Selection](#) |
 [User Specific Parameters](#) |
 [Publish](#)

School: 'Na Aksa Gylak'yoo
 School year: 2019
 Select schedule term: [Search]
 Select term: Term 1
 Students to include: Current selection
 Search value: [Text Input]
 Sort students by: Name
 Format: Adobe Acrobat (PDF)

3.2 Student Course Selection

Use this tab to refine the student selection to a specific course or group of courses. The list of courses presented is filtered by the Schedule term selected on the Student Selection/Sort tab.

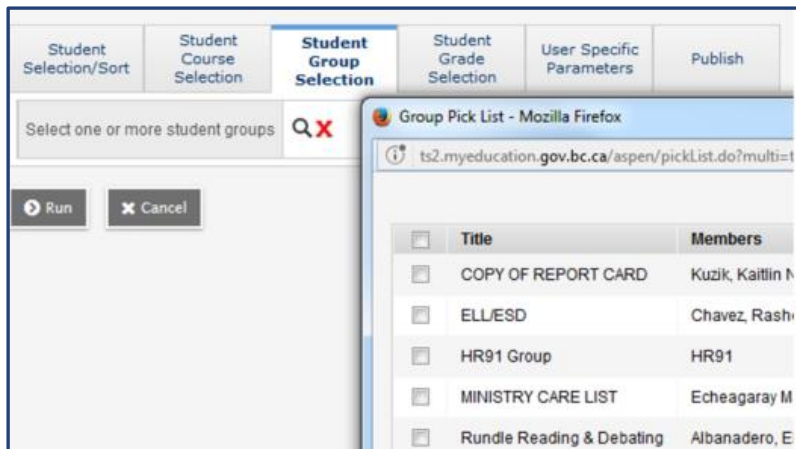
Selecting a course, will return a class set of reports for the chosen section. All students in the class are included but only the course selected, displays on the report. For example, in the selection below – all students in MADCC08-85 will have a report card prepared, but only the MADCC08-85



Student Group Selection

Use this tab to select the students in a specific school group. To ensure that all students in the selected group are reported on, make sure that the Student Selection/Sort tab is set to All Students.

If the current selection on the Student Selection/Sort tab is limited to specific students, and those students are not in the group selected, then the results will be empty.



3.3 Student Grade Selection

Use this tab to select students for a specific grade or range of grades. Make sure that you include the KF's in your selection if appropriate.


Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection
Start grade	KF ▼		
End grade	07 ▼		



Run

Cancel

4.0 User Specific Parameters

The versatility of the report is realized through the extensive use of user defined parameters.

Report Cards - K-9 Three Term 

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish																																																																																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Display Student Legal Name Instead Of Usual Name</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Final</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Descriptor Key</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display School Message</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Print Double-Sided</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Print On Legal Paper</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Print Using French Language</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Class Teacher Name</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Include the Current School Course ONLY</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Exclude Grade 10-12 level courses</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Student Self Assessment</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Teacher Overall Comment</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Student Homeroom Number</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Homeroom Teacher Name</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Box For Principal Signature</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Box For Teacher Signature</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Attendance</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3">Daily Attendance ▾</td> </tr> <tr> <td>Display Attachments With Report Message</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td>Display Back Page</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="3"></td> </tr> </table>					Display Student Legal Name Instead Of Usual Name	<input type="checkbox"/>				Display Final	<input checked="" type="checkbox"/>				Display Descriptor Key	<input checked="" type="checkbox"/>				Display School Message	<input checked="" type="checkbox"/>				Print Double-Sided	<input checked="" type="checkbox"/>				Print On Legal Paper	<input type="checkbox"/>				Print Using French Language	<input type="checkbox"/>				Display Class Teacher Name	<input checked="" type="checkbox"/>				Include the Current School Course ONLY	<input checked="" type="checkbox"/>				Exclude Grade 10-12 level courses	<input checked="" type="checkbox"/>				Display Student Self Assessment	<input checked="" type="checkbox"/>				Display Teacher Overall Comment	<input checked="" type="checkbox"/>				Display Student Homeroom Number	<input checked="" type="checkbox"/>				Display Homeroom Teacher Name	<input checked="" type="checkbox"/>				Display Box For Principal Signature	<input type="checkbox"/>				Display Box For Teacher Signature	<input type="checkbox"/>				Display Attendance	<input type="checkbox"/>	Daily Attendance ▾			Display Attachments With Report Message	<input type="checkbox"/>				Display Back Page	<input checked="" type="checkbox"/>			
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<div style="display: flex; gap: 10px;">  Run  Cancel </div>																																																																																																			

Parameter	Default	Comment
Display Student Legal Name instead of Usual Name		Defaults to Usual Names, choose this option to display the Legal names.
Display Final	<input checked="" type="checkbox"/>	An option to display a final letter grade or performance indicator.
Display Descriptor Key	<input checked="" type="checkbox"/>	Select to display an explanation of what the descriptors are (as per district / school policy).
Display School Message	<input checked="" type="checkbox"/>	If checked, display the school message within the School Message text box
Print Double-sided	<input checked="" type="checkbox"/>	If checked, prepare the documents for double-sided printing. If the number of pages is an odd number, insert a separator page with the words, "this page left intentionally blank".
Print on legal paper	<input type="checkbox"/>	If checked prepare the document for legal sized paper.
Print using French language	<input type="checkbox"/>	If checked, prepare the report using the French template
Display Class Teacher Name	<input checked="" type="checkbox"/>	If checked, display the name of the teacher(s) scheduled to teach the course
Include the Current School Course ONLY	<input checked="" type="checkbox"/>	When checked, only the courses offered at the school running the report will be displayed on the report. When unchecked, courses taken at other schools may also be displayed.
Exclude Grade 10-12 level courses	<input checked="" type="checkbox"/>	Uncheck this to include a grade 10 - 12 level course, if the selected student(s) has a transcript record with a single term transcript definition at that grade level.
Display Student Self-Assessment	<input checked="" type="checkbox"/>	If selected present the Student Self-Assessment text box on the report, otherwise suppress the text box.
Display Teacher Overall Comment	<input checked="" type="checkbox"/>	If selected present the Teacher Overall Comment text box on the report, otherwise suppress the text box.
Display Student Homeroom Number	<input checked="" type="checkbox"/>	If checked, display the student homeroom on the top right hand header of the report

Parameter	Default	Comment
Display Homeroom Teacher Name(s)	<input checked="" type="checkbox"/>	If checked, display the student homeroom teacher (s) in the header area under student name
Display Box for Principals Signature	<input type="checkbox"/>	Display signature box at the end of the report
Display Box for Teachers Signature	<input type="checkbox"/>	Display signature box at the end of the report
Display Attendance		Choose: Daily Attendance, Class Attendance, Both or Do Not Display
Display "Attachments with Report" Message	<input type="checkbox"/>	Display the text box with message that there are attachments with the report
Display Back Page	<input checked="" type="checkbox"/>	Display the Back Page Image (defined by District)

Format	Select an output format from the following report formats: Adobe Acrobat (PDF) or Publish
Run the Report	Execute Report
Cancel	Exit the screen

4.1 Publish tab

Use this tab to preview and/or publish the prepared reports.


Report Cards - K-9 Three Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
------------------------	--------------------------	-------------------------	-------------------------	--------------------------	---------


Delivery type:


Email subject:

Email message:



Font: Size: Format: **A** *I* U x^2 \int_x

Viewing start date: 

Viewing end date: 

Cleanup date: 