



MyEducationBC

K-9 Single Term Report Card

November 2019 v1.4

Version History

Version	Date	Description
01	Sept 11, 2017	Initial draft document
1.0	Sep 20, 2017	Version ready to post
1.1	Apr 11, 2018	Reviewed, minor revisions throughout
1.2	Apr 25, 2019	Added hyperlinks to Table of Contents
1.3	Jun 25, 2019	Updated Section 2.5 re: teachers Usual Names are displayed
1.4	Nov 14, 2019	Include Descriptor Key instructions in section 2.2

Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

Table of Contents

1.0 OVERVIEW	4
1.1 Objectives	4
1.2 Access	4
1.3 Key Points	4
2.0 REPORT LAYOUT	5
2.1 Header Information	5
2.2 Body – Non course specific information	6
2.3 Body - Course specific information	7
2.4 Attendance Block	8
2.5 Report Attributes	8
3.0 STUDENT SELECTION	12
3.1 Student Selection/Sort tab	12
3.2 Student Course Selection	13
3.3 Student Group Selection	13
3.4 Student Grade Selection	14
4.0 USER SPECIFIC PARAMETERS	15
4.1 Publish tab	17

1.0 Overview

The K-9 Single Term report 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 Single Term reports 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 Single term. 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 single term transcript definitions

2.0 Report Layout

2.1 Header Information

September 19, 2017	Kyle Albanadero (81)	
	Communicating Student Learning	
	2017	
	Kyle Albanadero	<i>A D Rundle Middle School</i>
	PEN: 128986437	<i>1231 Merritt Hwy 5A Ave</i>
	Grade 08	<i>Woodbridge, BC</i>
	Mylla Corbykante	<i>V5Z 8L2</i>
		<i>604-357-4528</i>

- Run date on top left
- Student name and homeroom on top right of each page.
- District and School logos will display if available in the application
- Communicating Student Learning, the year and the student's information display centre
- 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, Teacher Overall Comment and Performance Standard Descriptors can be displayed or suppressed based on selected options on the user specific parameters tab.

School Message

This report describes the student's learning progress based on provincial learning expectations for each grade level. It is intended to inform about learning successes and to guide improvement efforts when needed. If you have any questions or concerns about this Report Card, please contact your child's subject teachers via e-mail through ADR's website: <http://adr.sd33.bc.ca> Thank you!

Student Self-Assessment of Core Competencies

Student's Reflection on core competencies can be viewed in the Parent Portal. This text box needs to shrink or expand to accommodate the text entered.

Teacher Overall Comment

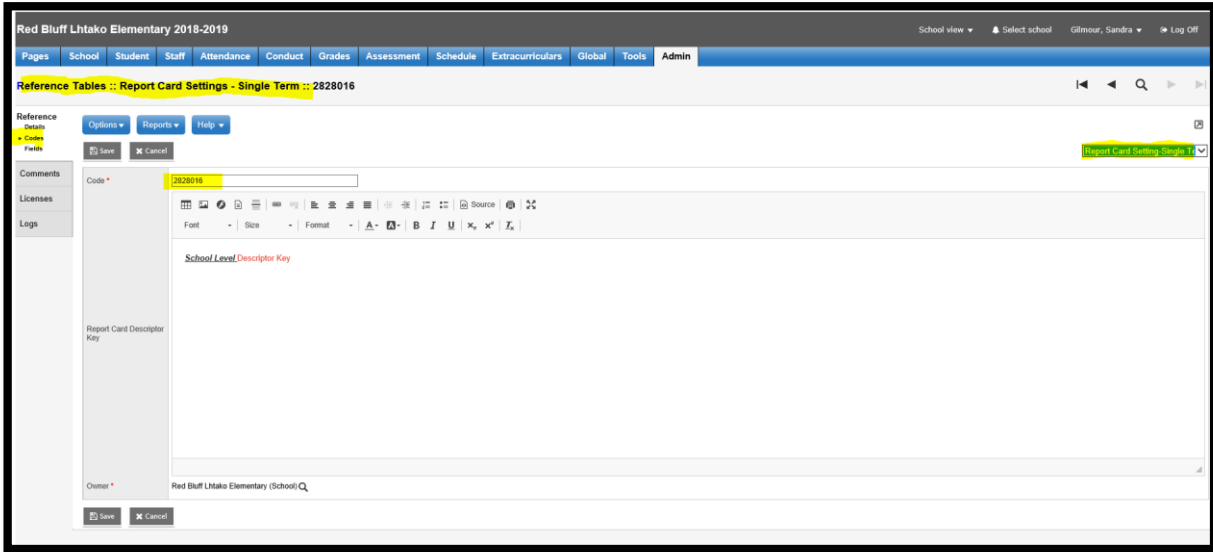
This is the overall term comment for the student. This is a separate course with a comment only transcript definition attached.

Performance Standard Descriptors

[School Level Descriptor Key](#)

- School message: **School Preferences > Grade category > Report card comment**
- Student Self-Assessment of Core Competencies: an **XSTU** course with the **Comment Only Single Term** transcript definition assigned.
- Teacher Overall Comment: an **XTC** course with the **Comment Only Single Term** transcript definition assigned. Comment length limit is set by the school to a maximum of 2000.
- Performance Standard Descriptor is a legend of the Grade Scale which can be setup by either the District or School in the **Report Card Settings – Single Term reference table**. If there is no Report Card Descriptor Key set up at school level in the reference table, the District Report Card Descriptor Key is used (if one was created). A reference table named **Report Card Settings - Single Term** needs to be maintained by the District and /or School with the Report Card Descriptor Key text. Only one code per District or School is permitted, more than one code per District or School will result in an error when running the report card (with Performance Standard Descriptor selected).
 - *District or School view > Admin TT> Reference ST> Report Card Settings – Single Term>Codes > Options > Add > Template = Report Card Settings – Single Term*
 - Code: School / District Number **Note: Begin all codes with District/School number**

- Report Card Descriptor Key: Enter the Grade Scale legend



2.3 Body - Course specific information

<p>ART 8 Mei Dempsey https://curriculum.gov.bc.ca/curriculum/arts-education/8</p>	<p>MEETING</p>
<p>TEACHER COMMENT ON THE COURSE</p> <p>Final: NOT YET MEETING</p>	
<p>DRAMA 8 Meha Hosak Mr. Bona Arnaz https://curriculum.gov.bc.ca/curriculum/arts-education/8</p>	<p>EXCEEDING</p>
<p>Teacher comment on the course</p> <p>Final: A</p>	

- School Course (must have a single term transcript definition assigned).
- Student transcript record contains current level of proficiency and comments
- URLs are loaded at the Enterprise Course Catalogue level. *Districts/Schools may need to refresh their course catalogues for the "Summary" field to pick these up.*

2.4 Attendance Block

Daily Attendance:

ATTENDANCE RECORD FOR 2017													
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
ABSENT	3	3	7	4	4	3	6	2	2	-	-	-	34
LATE	2	4	1	-	4	2	2	3	-	-	-	-	18

Class Attendance:

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

2.5 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
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.

Field Name	Description	Comments/Rules
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
School Year	School Year	Bold, Centered
School Logo	School Logo	The school logo 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
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 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.

Field Name	Description	Comments/Rules
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.
Performance Standard Descriptors	School or District Descriptor Key – legend of the Grade Scale	Reference table Report Card Settings-Single Term is maintained by the District or School. If no School descriptor key the District will display and if no District the text box does not display.
Course Description	Course Name	Bold, Left Justified
Teacher	The name of the teacher	Bold Example: Smith, Jane If more than one teacher include additional teacher names, truncate after the first. Display is controlled by a parameter setting. If checked, the name of the teacher(s) scheduled to teach the course is displayed. The report card will display the teacher's Usual Name – if no usual name is entered in Staff Details, no name will appear.
Course URL	Links to the curriculum page on the Ministry site.	Districts/schools may need to refresh course catalogue for Summary field
Proficiency Level Descriptor	Proficiency level descriptor	Proficiency level descriptor can be a performance scale or letter grade
Comment		Individual comment to reflect standard descriptor
Final Letter Grade:	Letter grade or Proficiency level descriptor	This is an optional item that is only displayed if parameter checked.
	There are attachments with this report.	This is an optional item that is only displayed if parameter checked.

Field Name	Description	Comments/Rules
	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.
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.
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 Single Term

Student Selection/Sort

Student Course Selection

Student Group Selection

Student Grade Selection

User Specific Parameters

Publish

School

School year

Select schedule term

Students to include

Search value

Sort students by

Format

A D Rundle Middle School

2017

Current selection

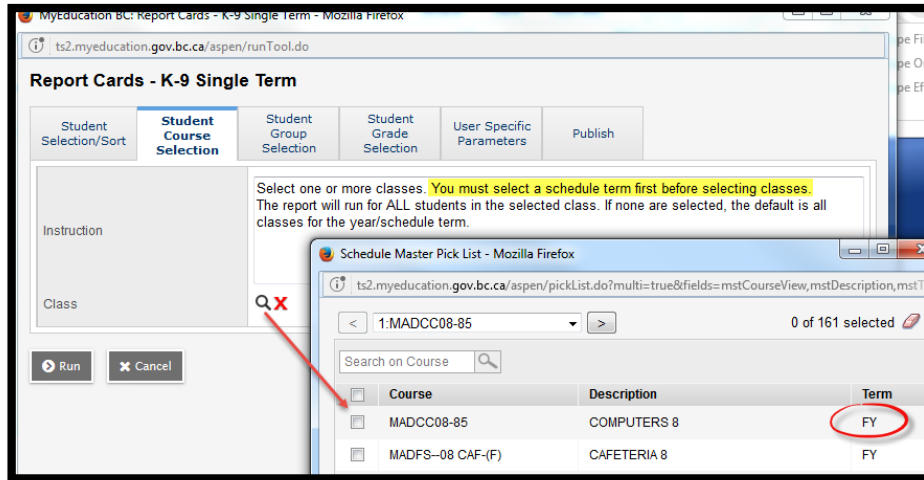
Name

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.

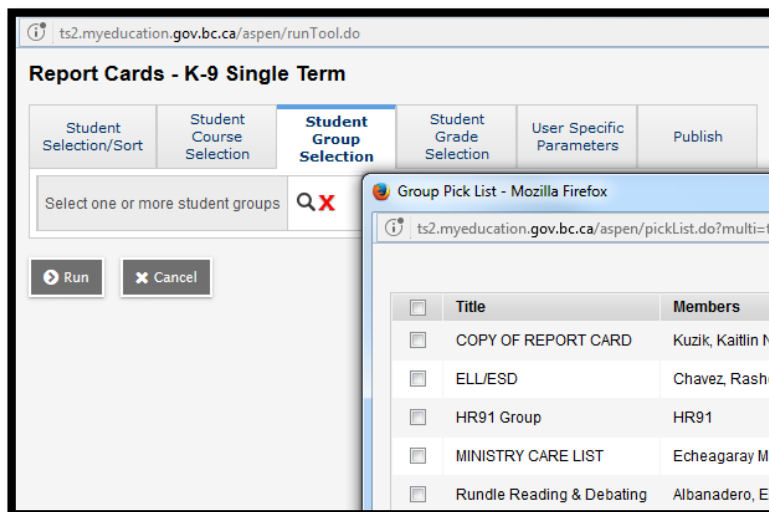
Selecting a course, will return a class set of reports for the chosen section. All students in the class are included but only the course selected, displays on the report. For example, in the selection below – all students in MADCC08-85 will have a report card prepared, but only the MADCC08-85 class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



3.3 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.



3.4 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.

Report Cards - K-9 Single Term

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

4.0 User Specific Parameters

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

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish
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 Attendance					Daily Attendance ▾
Display Attachments With Report Message					<input type="checkbox"/>

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 Grade Scale descriptors are (as per district 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 Principal 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

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.

