

The Learning Update report is flexible enough to run for all classes for the year. The report is designed to work with new 2023 Reporting Order Transcript Definitions using percentage, grade combinations and proficiency scales.

How to get to the Learning Update

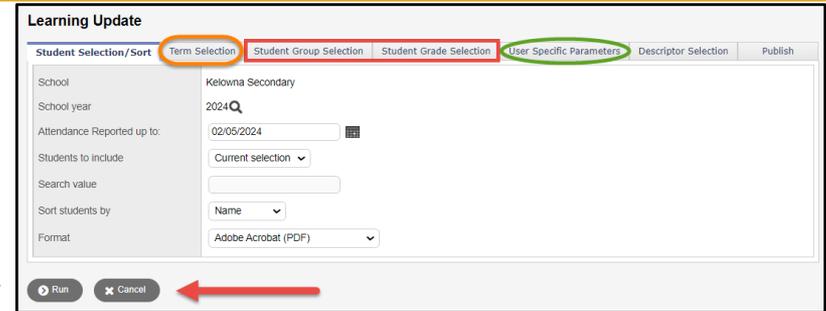
- Staff View > Student TT > Reports
- Staff View > Student TT > Transcript ST > Reports
- Staff View > Gradebook TT > Roster ST > Reports

Functionality

- *Student Group and Student Grade Tabs* aid in the selection of students to report on.
- *User Specific Parameters Tab* – has choices to make on how your school or district want the Learning Update to look like
- *Term Selection Tab* - If no options are selected, the report will display the latest terms marks and comments. The Learning Update was created to be a reflection of where the child is at a given point in time for every course they are taking during the year. For more information on the Term Selection Tab, refer to the Learning Update Report Guide.
- Or just accept the default and *Run* to create a copy to save or print

Choices in User Specific Parameters Tab

1. Defaults to Usual Names, choose this option to display the Legal names.
2. Options are Do Not Display (Default), Display below Term Mark and Display below comment.
3. If checked, prepare the report using the French template
4. If selected present the Student Self-Assessment text box on the report, otherwise suppress the text box.
5. If checked, display the student homeroom teacher (s) in the header area under student name
6. If checked, Display Teacher, Administrator and/or Parent signature box(es) at the end of the Learning Update.
7. Choose: Daily Attendance (Default), Class Attendance, Class and Daily Attendance, ATT AM/PM Attendance or Do Not Display
8. Select or Deselect for “Display Student Photo”
9. Option to display label “Proficiency Level” or not as a district/school option. Default to displayed. (e.g not using the wording TERM).
10. Click on RUN to create copy or print the Learning Update



Learning Update

Student Selection/Sort | Term Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters** | Descriptor Selection | Publish

School: Kelownia Secondary

School year: 2024

Attendance Reported up to: 02/05/2024

Students to include: Current selection

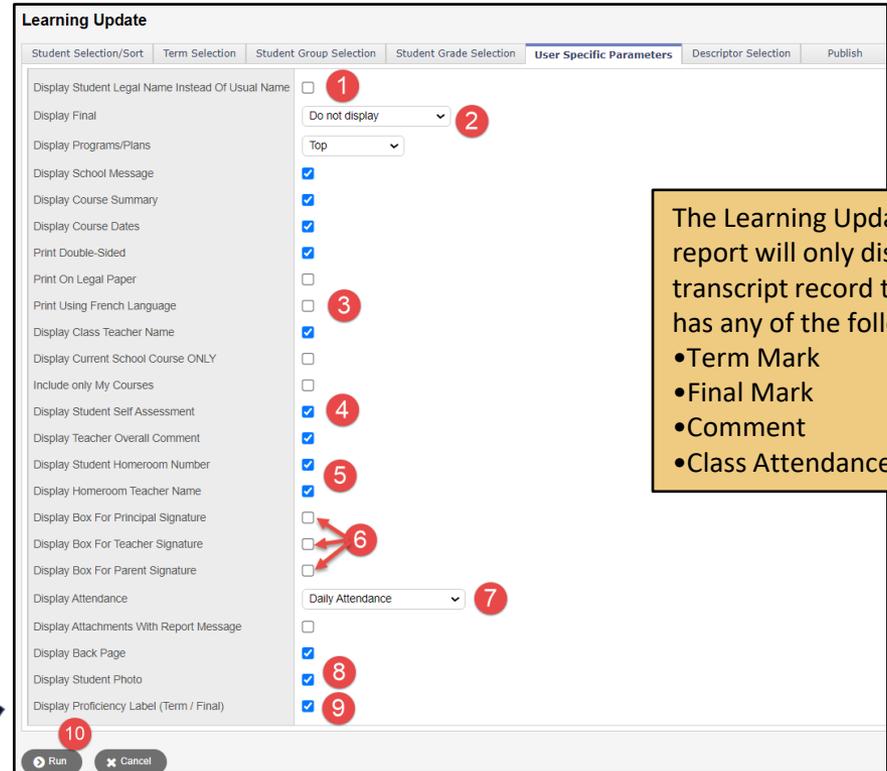
Search value: []

Sort students by: Name

Format: Adobe Acrobat (PDF)

Run Cancel

Check with your school office for the parameters used by your district



Learning Update

Student Selection/Sort | Term Selection | Student Group Selection | Student Grade Selection | **User Specific Parameters** | Descriptor Selection | Publish

Display Student Legal Name Instead Of Usual Name: 1

Display Final: Do not display 2

Display Programs/Plans: Top

Display School Message:

Display Course Summary:

Display Course Dates:

Print Double-Sided:

Print On Legal Paper:

Print Using French Language: 3

Display Class Teacher Name:

Display Current School Course ONLY:

Include only My Courses:

Display Student Self Assessment: 4

Display Teacher Overall Comment:

Display Student Homeroom Number: 5

Display Homeroom Teacher Name:

Display Box For Principal Signature:

Display Box For Teacher Signature: 6

Display Box For Parent Signature:

Display Attendance: Daily Attendance 7

Display Attachments With Report Message:

Display Back Page:

Display Student Photo: 8

Display Proficiency Label (Term / Final): 9

Run Cancel

The Learning Update report will only display a transcript record that has any of the following:

- Term Mark
- Final Mark
- Comment
- Class Attendance