

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

How to get to the Learning Update

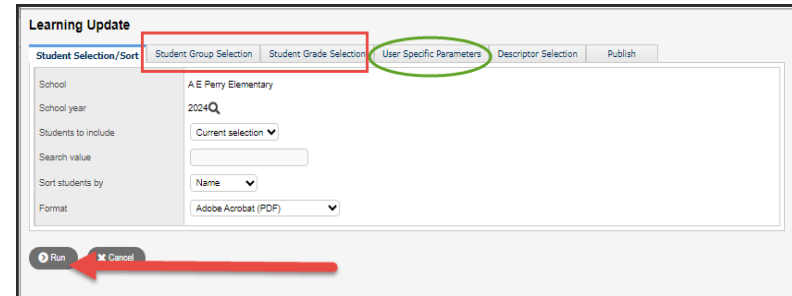
- Staff View > Student TT > Reports
- Staff View > Student TT > Transcript ST > Reports
- Staff View > Gradebook TT > Roster ST > Reports

Functionality

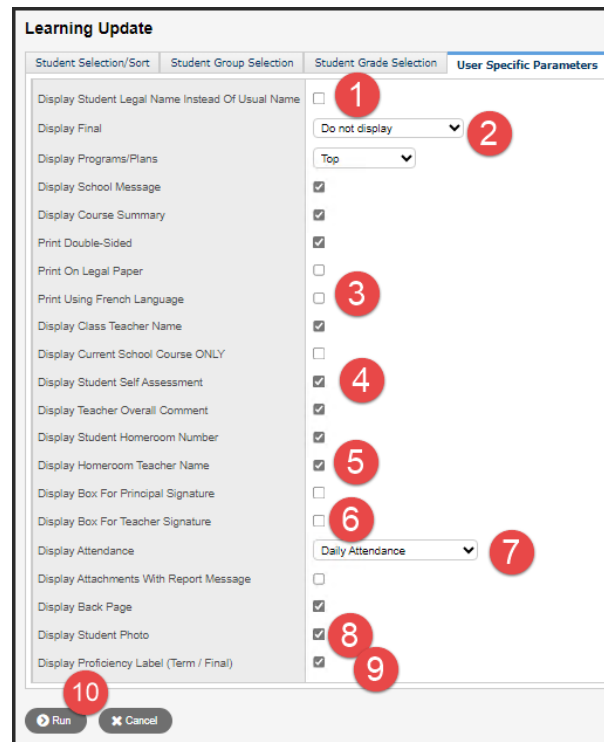
- *First Two Tabs* aid in selection of students to report on.
- *User Specific Parameters Tab* – choices on how your school or district want the Learning Update to look like
- Or just accept the default and *Run* to create a copy to save or print

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, Display below Term Mark and Display below comment. Not to display the final mark (default)
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 signature box at the end of the report.
7. Choose: Daily Attendance, 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



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



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

- Term Mark
- Final Mark
- Comment
- Class Attendance