



Permanent Records for stored in MyEd to adhere to ministry guidelines. The information from the Electronic Report Card can be summarized in the ERC history in preparation for finalizing in MyEd.

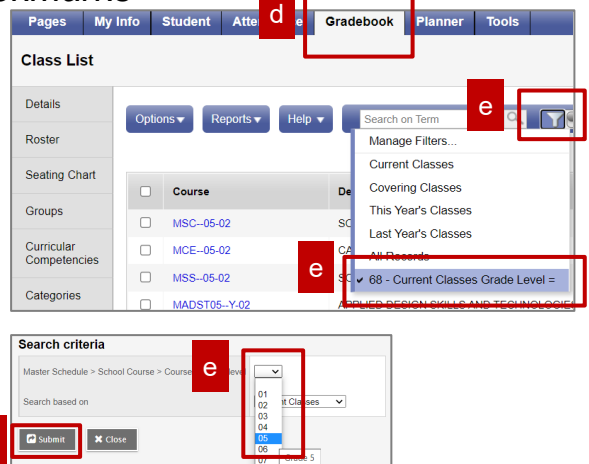
Step 1: Getting Ready

- Have all of the reports been verified in the ERC by the principal?
- Has the principal provided you with the Class Summary?

Step 2: REPORT PROFICIENCIES IN MyEd ([Video](#))

- In Chrome , choose *Managed Bookmarks*
- Choose *SD68 Intranet*
- Choose [MyEducation BC](#) and *Login*
- Choose *Gradebook* top tab
- For split grade classes only, filter  *68-Current Classes Grade Level*

(Choose a grade and press *Submit*)



The screenshot shows the MyEducation BC interface. The 'Gradebook' tab is active. A search filter is applied: '68 - Current Classes Grade Level ='. The search criteria dropdown shows '05' selected. A 'Submit' button is visible at the bottom left of the search area.

Step 2: REPORT PROFICIENCY IN MyEd (...continued)

f) Select *all* courses 

g) Choose Scores side tab

h) Confirm:

* Grade Column = *Post Columns – Term*



Grade Columns: Post Columns - Term
Term: Term

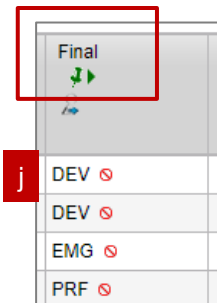
* Term = *Term*

i) Confirm the subject area (top left)

Class List :: 2021-2022 - MSC--05-02 - SCIENCE 5 

j) Click on a cell in the *Final* column and type:

EMG-DEV-PRF-EXT

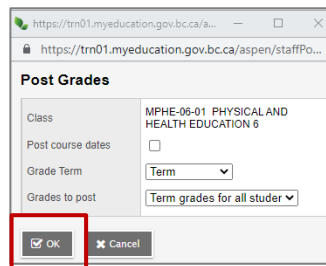


Final
DEV
DEV
EMG
PRF

*For students whose learning is not on the scale, leave cell blank
(entries will appear yellow as they autosave)

k) Complete the column and choose 

l) Choose *OK*



Post Grades

Class: MPHE-05-01 PHYSICAL AND HEALTH EDUCATION 6

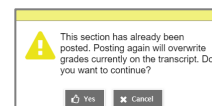
Post course dates:

Grade Term: Term

Grades to post: Term grades for all student

OK Cancel

To make corrections, re-click **Post Grades** and click Yes when you receive this notification.




This section has already been posted. Posting again will overwrite grades currently on the transcript. Do you want to continue?

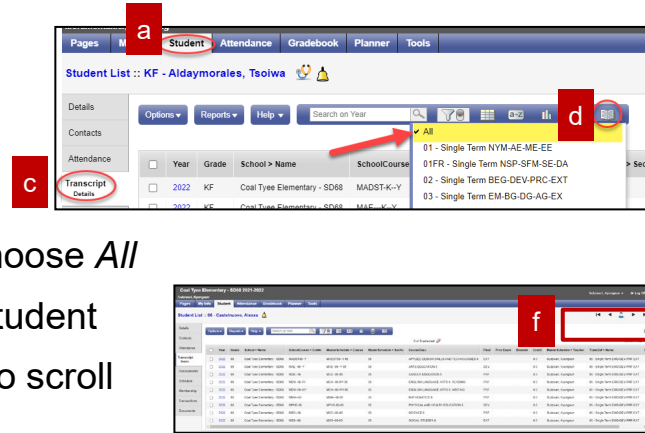
Yes Cancel

m) Go to the next subject by using the Navigation Block (top right) and repeat for all subjects





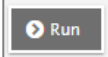


Step 3: REVIEWING THE TRANSCRIPT (Video)

- Choose *Student* top tab
- Click on the first student
- Choose Transcript side tab
- Click on *Dictionary*  and choose *All*
- Review the transcript for one student
- Optional: Use the Navigation to scroll through each student



Step 4: MARKS VERIFICATION REPORT (Video)

- Choose *Gradebook* top tab
- Click on 
- Choose *BC Marks Verification with Comments*
- Click the Magnifying glass  beside *Term*, select *Term* , Click , Click 
- View report and ensure all students have a proficiency in the Final column.
- For split grades, go back to Step 2d
- When all students have marks verified, 