



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.

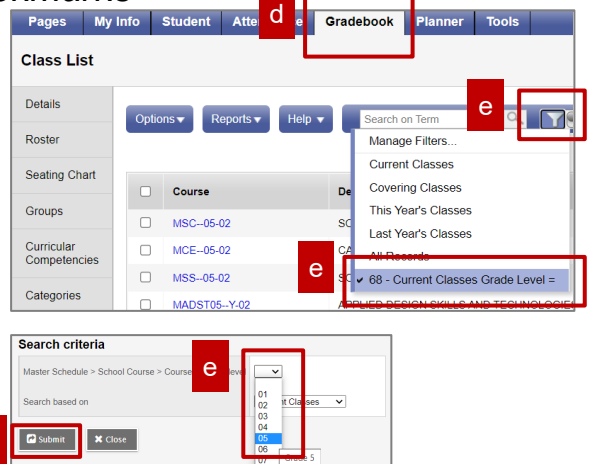
Step 1: Getting Ready

- 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 Gradebook interface. The 'Gradebook' tab is selected in the top navigation bar. The 'Class List' section shows a table with columns for Course, Details, Roster, Seating Chart, Groups, Curricular Competencies, and Categories. A search filter is applied: '68 - Current Classes Grade Level ='. The search criteria section at the bottom shows 'Search based on' with a dropdown menu set to 'Current Classes' and a 'Submit' button highlighted.

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

f) Select *all* courses 

g) Choose Scores side tab

h) Confirm:

* Grade Column = *Post Columns – Term*



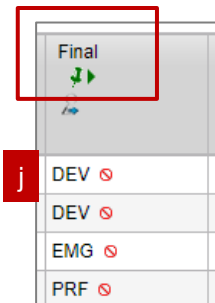
* Term = *Term*

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

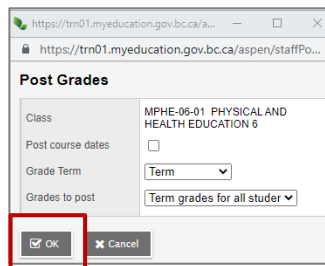


Final	
DEV	
DEV	
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PRF	

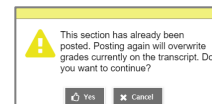
*For students whose learning is not on the scale, leave cell blank (entries will appear yellow as they autosave)

k) Complete the column and choose 

l) Choose *OK*




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

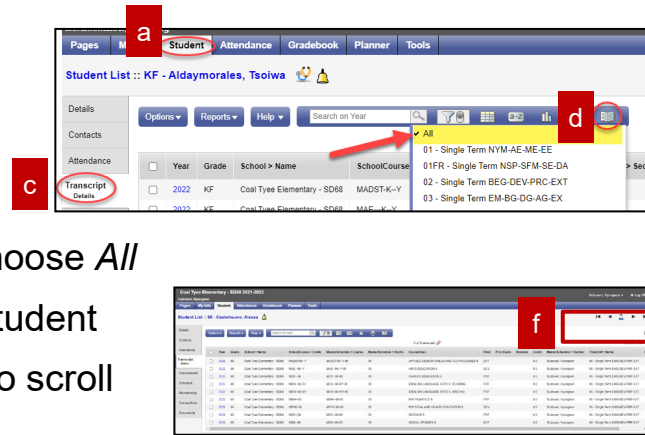


m) Go to the next subject by using the Navigation Block (top right) and repeat for all subjects





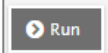


Step 3: REVIEWING THE TRANSCRIPT (Video)

- 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, 