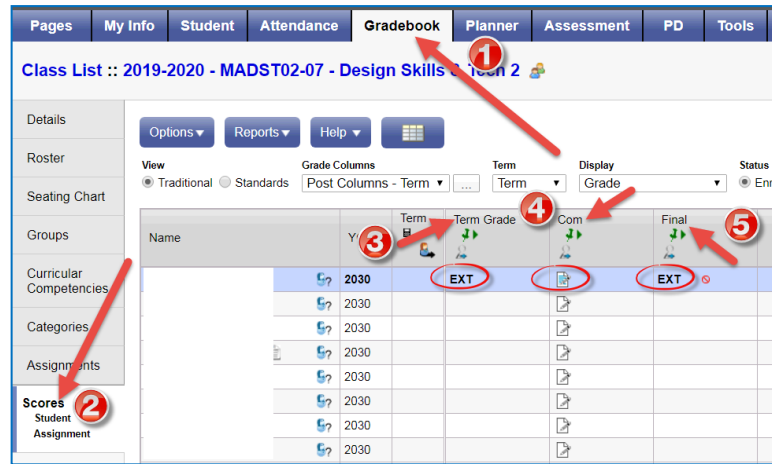


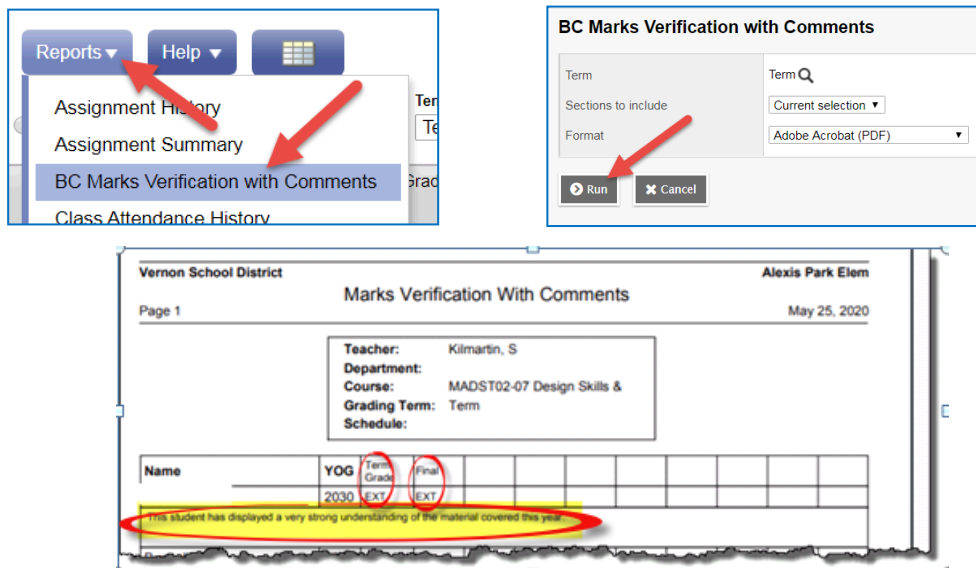
# Quick Reference Guide for Summative Reporting

## Teacher:

- 1) Enter Student Assessments including
  - a. Term Grade
  - b. Comment
  - c. Final
 onto the Scores Sheet for each course you teach.



- 2) Run the “BC Marks Verification with Comments” Report:



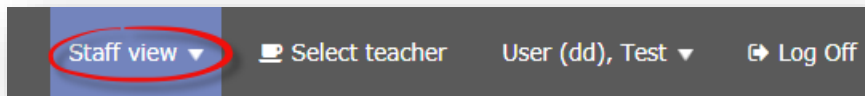
- 3) Download a pdf copy of the “BC Marks Verification with Comments” report showing Term Grade, Final and Comment and save to your hard drive. Email a copy to Admin if requested.

**Admin:**

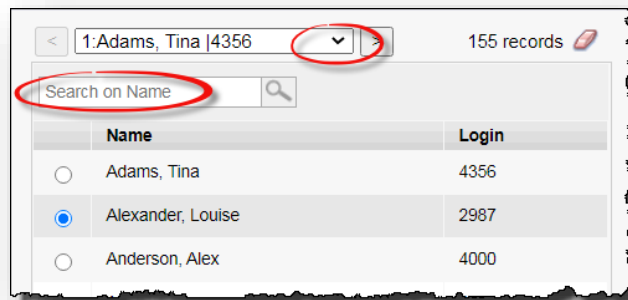
- 1) To review Summary Assessments per homeroom grouping select one of the 4 options below:
  - A. Create an on-line, read-only version of the Summary Assessment for each student in a particular homeroom.
  - B. Access the teacher's "Scores" sheet online to read Term Grades/Comments/Final marks. This option allows Admin to do on-screen editing.
  - C. Run the BC Marks Verification with Comments report for a particular homeroom and read on line.
  - D. Read the BC Marks Verification with Comments pdf report emailed to you by teachers.

For option A,B,C above please navigate as follows:

**Change from "School" View to "Staff" view then click on "Select Teacher".**

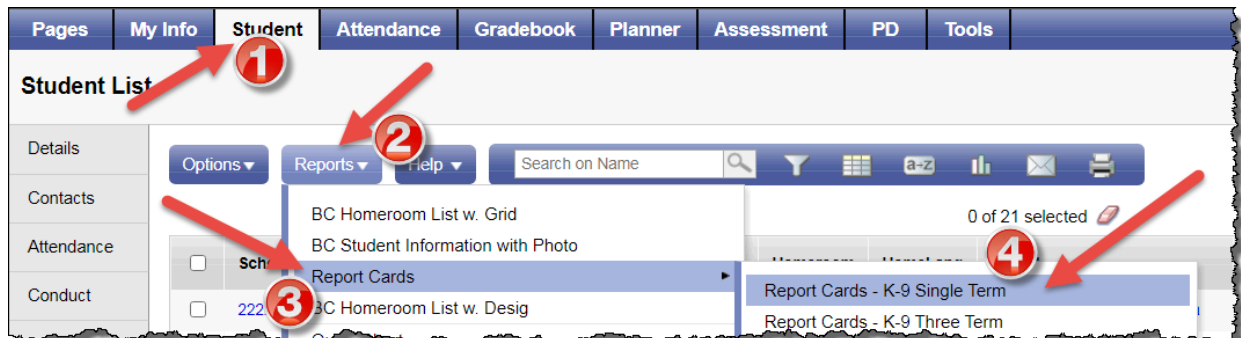


**Find the appropriate homeroom teacher by using either the Page Selector or the "Search On Name" box. Click OK.**



**Option A – Create an on-line pdf version of the Summary Assessment for each student:**

- Step #1 - Click on "Student" top tab
  - Step #2 - Click on Reports
  - Step #3 - Click on Report Cards
  - Step #4 – Click on Report Cards – K-9 Single Term
- Click Run



### Option B - Access Teacher's "Scores" sheet on-line.

This option allows Admin to do on-screen editing.

Step #1 - Click on Gradebook top tab

Step #2 - Toggle the appropriate class

Step #3 - Click "Scores" side tab.

Step #4 - Check the Term Grade, Comment and final columns

Name	YOG	Term	Term Grade	Com	Final
	2027		PRF		PRF
	2027		PRF		PRF
	2027		PRF		PRF
	2027		DEV		DEV

**BX Elementary 2019-2020**  
Alexander, Louise

Pages | My Info | Student | Attendance | **Gradebook** | Planner

**Class List**

Options | Reports | Help | Search on Term

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Course	Description
<input checked="" type="checkbox"/> MCE-05-05	Career Education 5
<input type="checkbox"/> MCE-05-07	Career Education 5
<input type="checkbox"/> MCE-04-07	Career Education 4
<input type="checkbox"/> MADST04-07	Design Skills & Tech 4
<input type="checkbox"/> MADST05-05	Design Skills & Tech 5
<input type="checkbox"/> MADST05-07	Design Skills & Tech 5

### Option C - BC Marks Verification with Comments Report

Step #1 - Click on the teacher's "Gradebook" top tab

Step #2 - Click on Reports > BC Marks Verification with Comments

Step #3 - Click Run

A pdf displaying Term Grade, Final and Comment on a course by course basis will display.

Student | Attendance | **Gradebook** | Plann

ons | **Reports** | Help | Search on Term

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COUR

BC Marks Verification with Comments  
Blank Grading Sheet

### Option D - Emailed copy of the BC Marks Verification with Comment Report

A pdf version of this report can be emailed to you by the teacher.

- 2) When satisfied that the Student Assessments for all the students in the school are ready for publishing on the Family Portal, ask teachers to post their marks.
- 3) Ask office staff to publish the summative reports for Thursday, June 25 at noon.