🔊 Run 🗶 Cancel



# **Accessing MyEdBC**

Log on to MYEDBC>Staff View (top right of screen)

### Student top tab

- > Find students you would like to print for
- > Options > Show selected

## **1 Reports** > Learning Update



### **2 Student Selection/Sort** top tab

- >School Year: 2024
- >Attendance Reported up to: Last Day of Term
- >Students to Include: Current Selection





> Please note that you will need to change the 'Display Final' drop down as shown.

tudent Selection/Sort Term Selection Student		Group Selection	Student Grade Selection	User Specific Parameters	
Display Student Legal Name Instead Of Usual Name					
Display Final			Display below term mark		
Display Programs/Plans			Тор	~	
Display School Message			<b>~</b>		
Display Course Summary			<b>~</b>		
Display Course Dates					
Print Double-Sided			<b>~</b>		
Print On Legal Paper					
Print Using French Language					
Display Class Teacher Name			<b>~</b>		
Display Current School Course ONLY			<b>~</b>		
Include only My Courses					
Display Student Self Assessment			<b>~</b>		
Display Teacher Overall Comment			<b>~</b>		
Display Student Homeroom Number			<b>~</b>		
Display Homeroom Teacher Name			<b>~</b>		
Display Box For Principal Signature					
Display Box For Teacher Signature					
Display Box For Parent Signature					
Display Attendance		Daily Attendanc	e 🗸		
Display Attachments With Report Message					
Display Back Page					
Display Student Photo					
Display Proficiency Label (Term / Final)					

### B Term Selection top tab >Select "Display Term 3 Marks and Comments

# Select Display rem Using a selection student Group Selection student Grade Selection user Specific Parameters Descriptor Selection Publish Instruction Instructi

Clicking run at this point will print a copy of the report card without publishing