



BCeSIS Report Card Guidelines for Abbotsford S.D.#34 Elementary Educators

June 2009
Version 9

The primary aim of assessment and reporting is to improve achievement, not merely to audit and report it. These guidelines will help to create a similar looking report card across the school district.

A. General tips

1. BCeSIS does not automatically save. Please save often.
2. Mac OSX 10.4 and above and Windows XP and above operating systems are supported.
3. Use the Firefox web browser.
4. Turn off pop-up blockers.
5. To login go to: <http://isw-bc.ca/>
Click on the BCeSIS logo below where you see "Login to:"

Login to:

The BCeSIS logo consists of the letters 'BCeSIS' in a stylized, serif font. The 'B' and 'S' are in a dark red color, while the 'C', 'e', and 'I' are in a lighter red or pink color. The 'S' at the end is also in the dark red color.

Username - first initial last name 34 (E.g., jsmith34)

Password - 8 to 14 characters in length with at least one of: # or \$. Also use text and numbers.

Database - bcesis

6. When you copy-paste from outside BCeSIS try using a plain text editor such as TextEdit (Mac) or WordPad (Windows). This will help to reduce the editing required in the subject and term comments boxes.
7. PLO's are available at <http://start-education.com> then click on the BCeSIS tab and go to the Learning Outcome Database. PLO's are also available at the Ministry of Education website.
8. Copy and Paste Tips for Mac users:
Note - the command key is the same as the apple key
Command - C = Copy. Command - V = Paste. Command - X = Cut.
Command - Tab = easily move between open programs on the computer.
Tips for Windows XP users:
Ctrl-C = Copy. Ctrl-V = Paste. Ctrl-X = Cut. Alt-Tab = easily move between open programs on the computer.

B. Subject Comment Boxes

- All Ministry of Education subjects require a “mark.” The subject mark should communicate achievement as it relates to PLO’s.
- Do not include non-subjects in this section – use the Term Comments box for DPA, Work Habits, Social Responsibility, and additional information related to adaptations/services.
- Homework, participation, social responsibility and effort should not be part of the subject mark. These areas affect learning and should be written about in the Term Comments box at the bottom of the report card.
- Additional points:
 1. **Adaptions** – Write the word, “Adaptions,” at the beginning of the comments box if the student is receiving any special services or has any designations that affect the subject. E.g., ESL, learning assistance, counselling, IEP, speech/language, behaviour support.
 2. **PLO’s** - For each subject list at least 2 essential learning outcomes. This communicates to parents some of the material that was taught during the term. It is not expected that learning outcomes will be individually rated on the report card.
 3. **Fine Arts** – Choice of one heading (Fine Arts) or it can be broken down by subject area (Art, Dance, Drama, Music).
 4. **Language Arts** – Gr. K-3 has 3 headings. Gr. 4 and higher is one heading. Secretaries in the school office set this up and control what subjects the teacher can access.

C. Term Comments Box

- The term comments box at the bottom of the report card is where the following information should be written:
 1. DPA – “Daily Physical Activity requirements are being met.”
 2. Work Habits
 3. Social Responsibility
 4. Ways to Support Learning. This could also include more details on any special services/adaptions.
- Additional points:
 1. Good reports use language that students and parents understand.
 2. Teacher comments are as important as what the actual mark is.
 3. Homework, participation, social responsibility and effort should not be part of the subject mark. These areas affect learning and should be written about in the Term Comments box. They are different from the actual measure of achievement which is what the subject mark represents.

D. Help

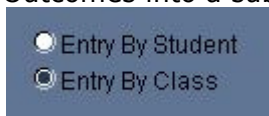
1. Contact your BCeSIS in-school advocate for help.
2. In addition, there is district help available: david_ennis@sd34.bc.ca and james_klassen@sd34.bc.ca
3. If you forget your password or have computer technical issues contact the help desk: 604-614-7885.

E. Organizing Learning Outcomes

1. To find learning outcomes (Gr. K-9) search the online database at <http://start-education.com> (BceSIS Tab – Learning Outcomes). Use the GRADE LEVEL and SUBJECT fields. To narrow the search, use the AREA field. The Ministry of Education website has a downloadable learning outcomes searchable program available for Mac and Windows computers that more advanced users may find useful. Search for it on the Ministry of Education website around the IRP section.
2. Copy PLO's that you need into a text editor program (E.g., TextEdit).
3. In your text editor you may also wish to type some personal comments that can later be copied into BCeSIS.
4. Copy and paste one set of learning outcomes that you want all students to receive to the first student in your class list. Edit the text for that one student. Then copy and paste from that student to the other students in your class. This will save editing time. Do not go back and forth for every student between a text editor program and BCeSIS.

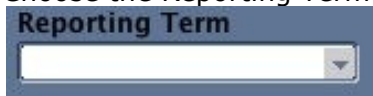
F. Mark and Comment Entry for Subjects

1. From the main screen (Teacher Assistant – My Students) click on Mark Entry
 - a) Choose **Entry By Class** - This is the quickest way to put Learning Outcomes into a subject for all students in the class.



- You can also do mark and comment entry by going in as Entry By Student (slower for pasting PLO's from one student to the next)

- b) Choose your class and then click the **Select** button
- c) Choose the Reporting Term (near the top left of the screen)



- d) Choose the **Grade**
- e) Choose the **Subject/Skills** (now you'll see your class list)

2. Click in the Mark column next to the student you are marking and type in the mark

K: 1 exceeding 2 meeting 3 approaching
1-3: 1 exceeding 2 meeting 3 approaching 4 not yet meeting
4-12: Letter grades

3. **Double click** in the **Comments** field and copy-paste learning outcomes from another document (or type them in).
 - a) If these are PLO's that you want to copy to all students in the class, select the content of this box and then copy it so you can paste it into each students comment box.
 - b) Use a DASH (-) to organize points. Do not use bullets or other styles for organization.
 - c) Punctuation does not always copy-paste the way you expect.

- d) Edit the text in the subject comments box before copying to other students.
4. Go out through the EXIT door **and then SAVE.**

Here is a summary of the quickest workflow to enter PLO's:

- When you go in to Mark Entry choose Entry By Class

Entry By Student
 Entry By Class
- Choose the subject you want to enter the PLOs for and then open the Comments box next to the first student

Comments

Edit Misc
- Type or paste your PLOs for that subject in that Comments box then check it for correct punctuation, grammar, etc.
- Copy the PLOs in that Comments box
- Open the next Comments box and paste - continue through the class list pasting
- Save every few students

G. Entering Term Comments

Term Comments include: DPA, Work Habits, Social Responsibility, and Ways to Support Learning (also include comments on any special services received).

1. In the Mark Entry window choose **Term Comments**
 - *Highlight the student if you're in Mark Entry by Class. In Mark Entry by Student scroll to the student you are writing a Term Comment for.*



2. In the **Teacher Comments** box type or copy your overall comments for the student for the term.
3. **Save** when you are finished, and **Exit** through the door.
4. No matter what screen you are in for Mark Entry (by Class or by Student), when you are finished with the class, click on the **Mark Entry Complete for Class** box, and **Save.**

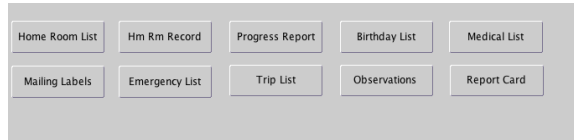
H. Year-End Notes

K-3 Teachers – Put the final mark and PLO's/comments into FINAL. Ignore Spring. Note - you cannot see previous term marks when entering in Final.

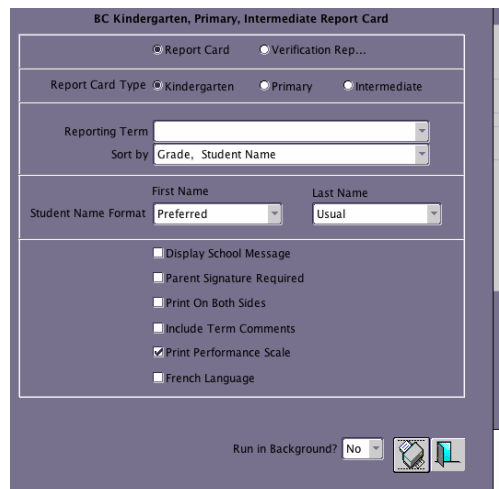
4-5 Teachers – Put the term 3 mark into SPRING. Put a final mark and PLO's/comments into FINAL.

I. Printing Report Cards

1. Make sure that pop-up blockers are off in Firefox.
2. From the main screen (Teacher Assistant – My Students) click on **Reports**. This window will open:



3. Now click on **Report Card**.
 1. When this window opens choose the correct:
 - Report Card Type
 - Reporting Term
 - Legal Names
 - Display School Message
 - Include Term Comments
 - Print Performance Scale

A screenshot of a configuration window titled "BC Kindergarten, Primary, Intermediate Report Card". The window has a dark purple background. At the top, there are two radio buttons: "Report Card" (selected) and "Verification Rep...". Below that, there are three radio buttons for "Report Card Type": "Kindergarten" (selected), "Primary", and "Intermediate". There is a "Reporting Term" dropdown menu and a "Sort by" dropdown menu set to "Grade, Student Name". Below these are two dropdown menus for "Student Name Format": "Preferred" for "First Name" and "Usual" for "Last Name". A section of checkboxes includes: "Display School Message", "Parent Signature Required", "Print On Both Sides", "Include Term Comments", "Print Performance Scale" (checked), and "French Language". At the bottom, there is a "Run in Background?" dropdown set to "No" and two printer icons.

2. Now click on the Print icon. This prints all the report cards for the class as a PDF file. Then you can print to paper on a secure printer.