

[www.start-education.com](http://www.start-education.com)

# BCeSIS Report Card Steps for Abbotsford S.D.#34 Middle and Secondary School Educators

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2008-10-27. Version 2 (Mid/Sec)

Ongoing revisions are in progress. Visit [www.start-education.com](http://www.start-education.com) for updates.

## 1. Connecting to BCeSIS

- a. Firefox or Safari is recommended for the Mac operating system. Firefox is the recommended web browser for the Windows XP operating system. **Turn OFF pop-up blockers** for the isw-bc.ca (BCeSIS) website. To turn off pop-up blockers in Safari, go to the pop-up blocker feature under the "Safari" menu.
- b. In Firefox, or Safari, go to: isw-bc.ca



- c. Click on the BCeSIS logo
  - i. **USERNAME** is first initial last name 34 - no spaces and all lowercase, E.g., jsmith34
  - ii. If you forget your **PASSWORD** you will need to contact Norm Taylor for a new password at the S.D.#34 BCeSIS help desk 604-614-7885
  - iii. **DATABASE** is bcesis.
- d. Click the "Connect" button.

- e. Click "OK" to the user agreement (FOIPPA) message if you agree.

*Tip: If you are asked at any point during the login process to "trust" a certificate you may do so.*



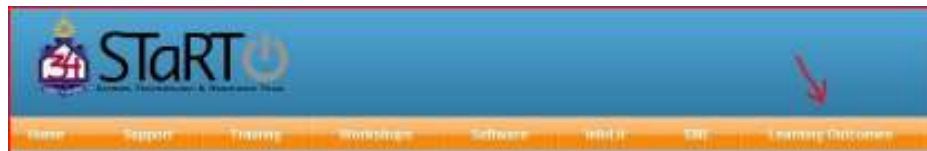
- f. You are now at the **main page** of your BCeSIS login (My Students). Keep your screen private at this point and use the **lock feature** if you need to temporarily leave the computer. Otherwise log out of BCeSIS through the exit door.



## 2. Planning

STaRT-Education has created a **searchable online database of learning outcomes** for K-9.

- a. Go to: [start-education.com](http://start-education.com) and select "BCeSIS"



- b. Search the online database for the learning outcomes you need. Use the GRADE LEVEL and SUBJECT fields. To narrow the search, use the AREA field.

Consider copying the ILO's that you need into a text editor such as Microsoft Word to increase your organization (and to make it easier to copy and paste ILO's into BCeSIS).



In your text editor you may also wish to type some personal comments that can later be copied into BCeSIS.

**There are different ways to copy and paste depending on the operating system of your computer. Experiment with the following combinations of keys to make the copy > paste work**

for BCeSIS.

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 Mac 10.3.9 users:

Command – C = Copy (or possibly Command + Option – C = Copy)

Command + Option – V = Paste. Command + Option – X = Cut.

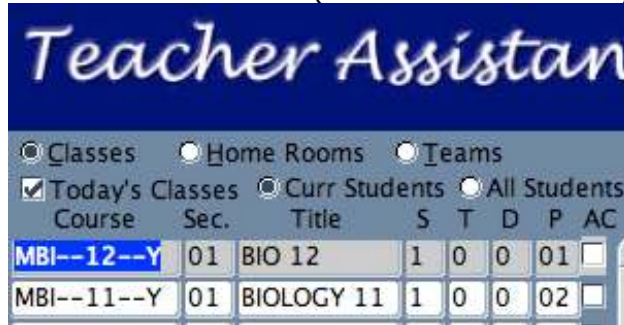
Tips for Windows XP users:

Ctrl-C = Copy. Ctrl-V = Paste. Ctrl-X = Cut. Alt-Tab = easily move

between open programs on the computer.

### 3. Mark Entry

- a. From the main screen (Teacher Assistant – My Students)...



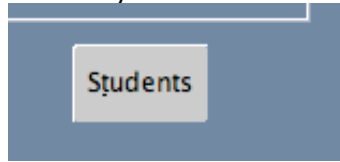
- b. Click on **Mark Entry**



- c. Once you are in the **Mark Entry** screen, read the **Course Length** and **Reporting Period** information. Use the active scroll bars to change this information if an adjustment is needed.

The screenshot shows the 'Marking Periods' form. It has two sections. The first section is for 'Course Length' and 'Start Date'. The 'Course Length' dropdown is set to 'Semester Course' and the 'Start Date' is '02-SEP-200'. The second section is for 'Reporting Period', 'Abvr', and 'End Date'. The 'Reporting Period' dropdown is set to 'Semester 1 Interim', the 'Abvr' is 'S1I', and the 'End Date' is '10-OCT-200'. There are scroll bars on the right side of the form.

- d. Choose your class and then click the **students** button

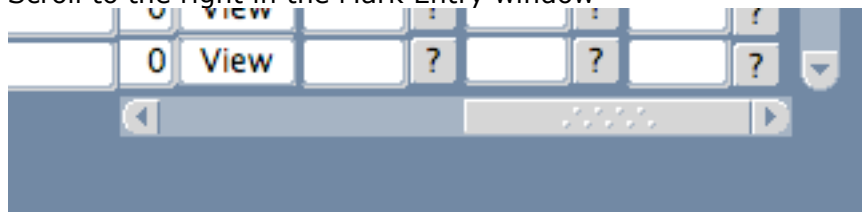


- e. Select the correct **Report** if it is not already selected (near the top left of the screen)
- f. Click on a student and enter a percent in the **Mark column**. If you are not using percents, enter an **Alpha** grade in the **Alpha column**. You can also enter a **Work Habit** mark by choosing from the drop-down menu.
- g. When **mark entry is complete** check the box (bottom left of the screen).
- h. Save regularly

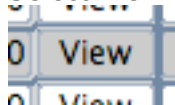


## 4. Entering Comments

- a. Scroll to the right in the Mark Entry window



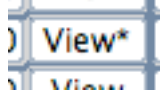
- b. Select View



- c. Type or copy>paste your comment in the Additional Comments lower window



- d. You can tell there is a comment associated with an individual student when there is an asterisk (\*) after the word "View"



- e. Select **OK**

## 5. Printing Report Cards

- a. From the main screen (Teacher Assistant – My Students) click on **Reports**

i. Choose **Birthdays List**

1. Make sure that **All Months** are selected
2. Choose to **PRINT** the report. Go back to the main screen.

- b. From the main screen (Teacher Assistant – My Students) click on the **blue arrow**.



If you hold the mouse over the blue arrow it says Navigate...

- i. In the search box type "**bc**" then click **Find...**
- ii. Choose the correct report then click **Navigate...**
- iii. Choose the **Report Card Type: Middle Years or Secondary**
- iv. Select the **Reporting Date**
- v. Choose **LEGAL first name** and **LEGAL last name**
- vi. **Report Card Options**. Check:
  1. **Display School Message**
  2. **Teacher Signature Required**
  3. **Include Term Comments**
    - Other boxes may be checked based on school decisions such as Display GPA, and Display School Final Exam (most likely Secondary academic subjects at the end of the course)

- c. Click on the Print icon.



This prints all the reports for the class as a PDF file. Then you can print to a secure printer.