

Learning Updates

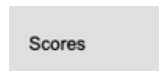
Step for inputting Learning Update data into MyEd BC: November 2025

In Staff View

Click on Gradebook top tab

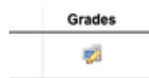


Then Scores side tab

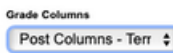


OR

Click on Grades icon for any learning area from the home page



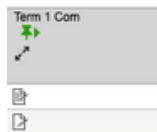
Make sure Grade columns is set to Post columns term



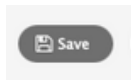
Enter proficiency mark using 3 letters: EMG/DEV/PRF/EXT



Click on the paper and pencil icon in the comment column to either type in or copy and paste your descriptive feedback



SAVE your comment!



When the comment is saved, the icon will appear full:



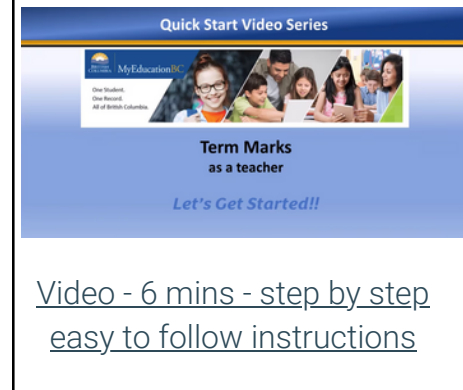
Quick tips and tricks:



Did you know you can fill an entire column with the same entry with one command? Check out these quick tips for this and more help.



Support and Resources from MyEducation BC



[Video - 6 mins - step by step easy to follow instructions](#)



[Quick Reference Card: Term Mark Entry](#)

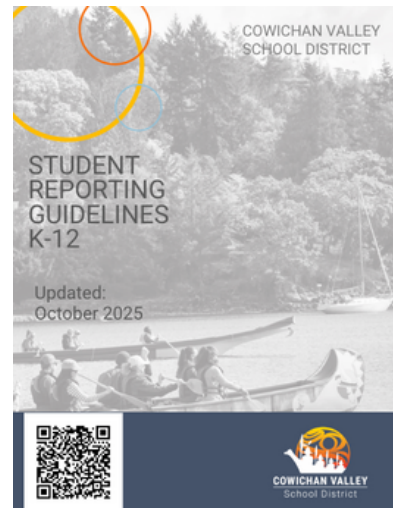


[Quick Reference Card: Learning Updates](#)

Communicating Student Learning District Guidelines 2025

District guidelines for Communicating Student Learning are posted on the home page of Cowichan Learns.

These guidelines will answer many of your questions about some of the Ministry requirements and district timelines for Written and Informal Learning Updates.



K-12 Student Reporting Policy Guidelines: Ministry of Education and Childcare



The Ministry of Education and Child Care developed a K-12 Student Reporting Policy Guide for teachers. This is a comprehensive guide with samples, explanations and further exploration of the policy.

Our district guidelines (above) are aligned with the Ministry policy and guidelines and provide specific district support.

Common Questions:

Is there an option for an overall comment?

Yes, in your list of classes on your main page, you will see a course called "Term Comment" at the bottom:

[XTC--00-04 - TERM CO...](#)

Overall comments are a place where you may highlight learning habits and engagement separately from academic learning. After consultation with your school Principal, you may report on current learning areas but you must include descriptive feedback in all three categories: strengths, areas for future growth, and ways to support.

Can I write descriptive feedback in point form?

Yes, often comments are more concise and accessible for families in point form. The MyEd comment field will not generate actual bullets, but you can use dashes or asterisks:

Student demonstrated proficiency through all stages of the design process including:

- generating ideas
- selecting resources
- * exploring creativity
- * designing a prototype

Can I enter marks by students, or only by learning area (ie: all of ADST, then all of Arts Ed)?

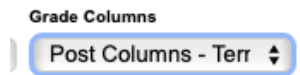
When you are in the Gradebook top tab, Scores side tab, and you have opened a class to enter marks, start with the first student, enter the data, then save your descriptive feedback. In the top right corner of your screen you will see arrow buttons:

The single arrow button will bring you to the next learning area for the same student. the arrow with the line will bring you to the last learning area for the student. Note: if you have a split class, the arrow button will take you to the next student in the other grade, just tap the arrow again to land on the first student in the lower grade.

Common Questions:

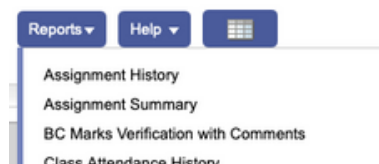
I opened the scores page and I don't see an column to enter proficiencies or descriptive feedback.

Make sure the Grade columns field is set to Post Columns Term.



How do I see the data I have input?

You can run a spreadsheet of all your comments and marks:
Click on the Reports tab, then click on BC Marks Verification with comments.



Then click Run.

What if I am missing a student or missing a course?

This is a quick fix for your clerical staff in your school. They can add students, and courses. If you are a non-contact teacher, they can add you as a second teacher to the course you are assessing.

I am having other issues, how do I get help?

If you have data entry issues or errors, please call Stacey Berry directly at 250-748-0321 ext 300 or email: sismanager@sd79.bc.ca

Virtual drop in support sessions will be held on the following days:

- November 12 and 19 at 7:45 am to 8:15 am
- November 13 and 20 at 3:15 pm to 3:45 pm

See your school admin for the Teams meeting links. These sessions are for quick trouble shooting guidance.
