

# Entering Marks for Report Cards


## Posting Grades

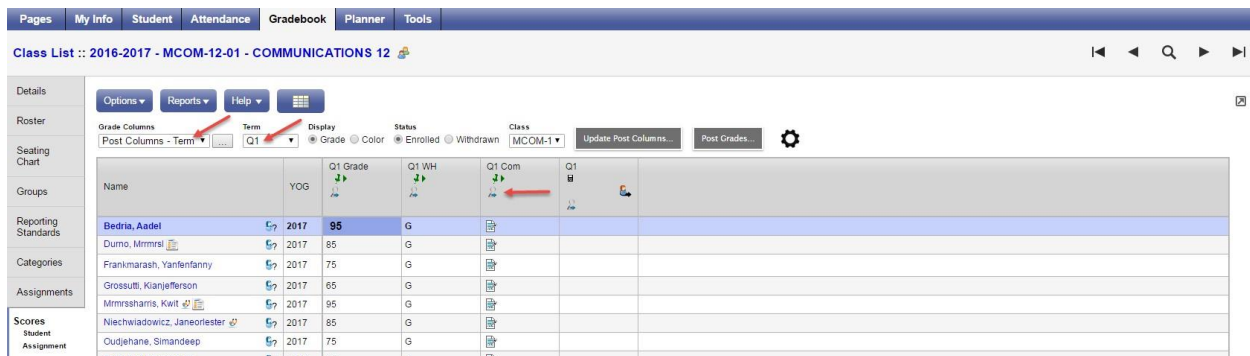
There are two ways to enter grades for a report card:

Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).

Updating Post Columns from teacher-created assignments in the Gradebook. (Teacher uses MyEducation BC to manage daily assessment).

### Entering a Term Grade Directly to the Term Grade Screen.

1. Log in as a teacher.
2. From the **Pages** top tab, click on the  icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Grade Columns** field, choose **Post Columns – Term**.
4. In the **Term** field, choose the appropriate term for which grades are being entered. (**Q1, Q2, Q3, Q4**)



Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bedria, Aadel	2017	95	G		
Dumo, Mmmrsl	2017	85	G		
Frankmarash, Yanfenfanny	2017	75	G		
Grossuti, Kianjeferson	2017	65	G		
Mmmrsharris, Kwit	2017	95	G		
Niechwiadowicz, Janeoriester	2017	85	G		
Oudjehane, Simandeeep	2017	75	G		
Shahzade, Khaymurov	2017	85	G		

**Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.

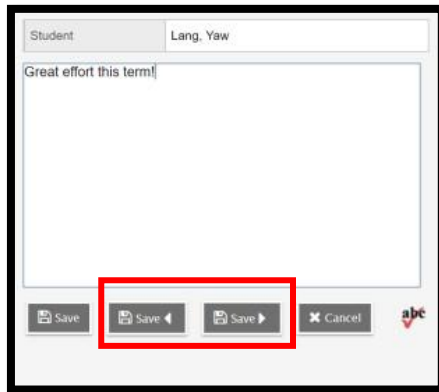
**Green** pushpins with a triangle beside them appear **during** the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them.

**Red** pushpins with a red square beside them appear when the Post button has been pushed. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Enter grades, work habits and comments as appropriate. Data is automatically saved, a yellow cell indicates the save is in progress, wait for the yellow to clear before entering a score into the next cell.

Comments can be entered manually after clicking on the notepad icon. They can be typed directly into the window OR can be copied from a previously created word document.

When entering comments for a student, click  or . This saves your comment and opens the Edit Text Comment box for the previous or next student. Continue to click the buttons and enter comments as needed. The spell check function can be accessed prior to advancing to the next student. Then Click Save to close the pop-up.



## The Options menu provides the following:

**Quick Tips:** Use the Options menu for shortcuts available for entering data, or use the quick keys.

**Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined in Tools.

**Fill-Down Values (Ctrl+D):** takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

**Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value.

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

**Class List :: 2016-2017 - Nickname of course - MATH**

Details | Roster | Seating Chart | Groups

Options ▾ | Reports ▾ | Help ▾ | [Grid Icon]

- Add Assignment... (Ctrl+A)
- Edit Remarks (Ctrl+M)
- Exempt Current Cell (Ctrl+E)
- Fill-Down Values (Ctrl+D)
- Lookup (Ctrl+L)

Display:  Grade

YOG

## Final Grades

If a final grade is needed, enter in the Final Grade using the method above.

Term: Q2 | Display:  Grade  Color | Status:  Enrolled  Withdrawn | Class: MCOM-1

Update Post Columns... | **Post Grades...** | [Gear Icon]

	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
		[Green Arrow]	[Green Arrow]	[Green Arrow]	[Green Arrow]	[Update]	
2017						95	
2017						85	

When data entry is complete, click the **Post Grades** button.

A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card.

*NOTE: This MUST be done in order for the office to print the report card and for grades to be officially submitted.*

Use the **Class** dropdown menu to select the course section by nickname or the navigation bar to select the next class.

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

Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12

Details | Roster | Seating Chart


Options ▾ | Reports ▾ | Help ▾ | [Grid Icon]

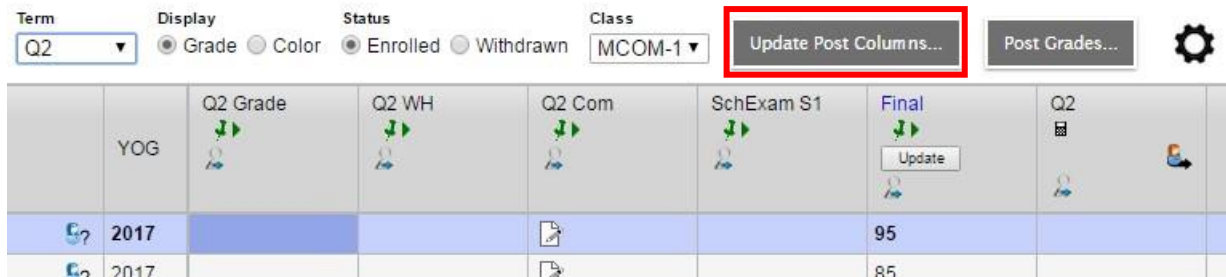
Grade Columns: Post Columns - Term | Term: Q2 | Display:  Grade  Color | Status:  Enrolled  Withdrawn | **Class: MCOM-1** | Update Post Columns... | Post Grades... | [Gear Icon]

Repeat the process until grades are entered and posted for all classes.

**NOTE:** If any changes are made to marks or comments, the grades **MUST** be posted again. A popup will appear asking if user wishes to override marks – click “yes”.

## Update Post Columns (Enter Term Grades) From Teacher- created Categories/Assignments in the Gradebook

- **Pages** top tab, click on the  icon beside the class for grade entry OR from Gradebook top tab > Scores side tab.
- Click the **Update Post Columns** button. *A series of windows will appear (wizard) which will direct the user through this process.*

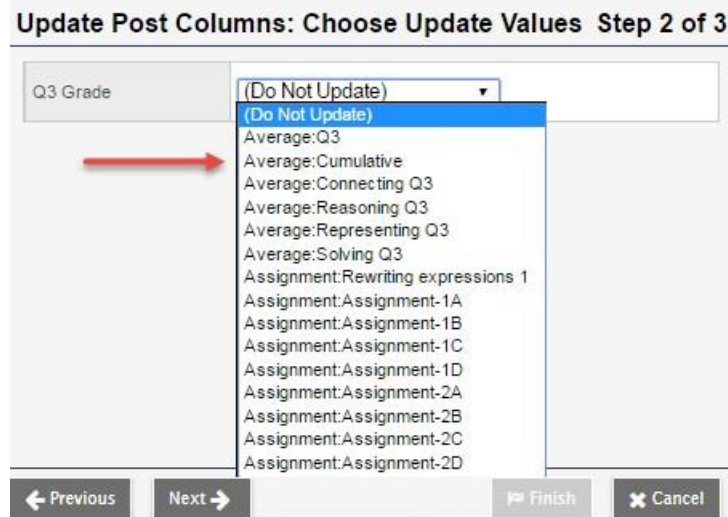


The screenshot shows the Gradebook interface with the following elements:

- Term:** Q2
- Display:** Grade (selected), Color
- Status:** Enrolled (selected), Withdrawn
- Class:** MCOM-1
- Buttons:** Update Post Columns... (highlighted with a red box), Post Grades...
- Table:**

	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
						Update	
	2017					95	
	2017					85	

- In **Step 1** of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term**. Leave the **Grades to update** at Term grades for all students.
- Click **Next**.
- In **Step 2** of the wizard, use the drop-down menu to select the grade to populate the term report card grade for the students in this class. (Average: Q# OR Average: Cumulative). Click **Next**.



The screenshot shows the 'Update Post Columns: Choose Update Values Step 2 of 3' wizard window. The 'Q3 Grade' field has a dropdown menu open, showing the following options:

- (Do Not Update)
- Average:Q3
- Average:Cumulative
- Average:Connecting Q3
- Average:Reasoning Q3
- Average:Representing Q3
- Average:Solving Q3
- Assignment:Rewriting expressions 1
- Assignment:Assignment-1A
- Assignment:Assignment-1B
- Assignment:Assignment-1C
- Assignment:Assignment-1D
- Assignment:Assignment-2A
- Assignment:Assignment-2B
- Assignment:Assignment-2C
- Assignment:Assignment-2D

A red arrow points to the 'Average:Cumulative' option. At the bottom of the window, there are buttons for 'Previous', 'Next', 'Finish', and 'Cancel'.

- In **Step 3** of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**. Complete the entry of work habits and comments in the Post Columns Term for the appropriate term. (As outlined above).

Options ▾ Reports ▾ Help ▾

Grade Columns: Post Columns - Term Term: Q1 Display: Grade Color Enrolled Withdrawn Class: Nicknam Update

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bartoneeq, Pontedura	2018	73	G !		
Beylell, Jetormike	2017	87	G		
Bhota, Brianloraine	2018	73	G		
Divichandana, Maykin	2017	84	G		

For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

**NOTE: If you are using this option, it is important that NO ASSIGNMENTS or CATEGORIES ARE TITLED “FINAL”. This will provide an inaccurate final mark.**

- Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon.

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Details Roster Sealing Chart Groups Reporting Standards Categories Assignments Notifications Scores Student Assignment

Options ▾ Reports ▾ Help ▾

Grade Columns: Post Columns - Term Term: Q1 Display: Grade Color Enrolled Withdrawn Class: Nicknam Update

Name	YOG	Q1 Grade	Q1 WH	Q1 Com
Bartoneeq, Pontedura	2018	73	G !	
Beylell, Jetormike	2017	87	G	
Bhota, Brianloraine	2018	73	G	
Divichandana, Maykin	2017	84	G	
Dodds, Yunejung	2018	84	G	
Ellickson, Robbandraurie	2017	84	G	
Garclarivers, Pesan	2018	84	G	
Garyspence, Pratspreddy	2018	84	G	
Gomezgoenaga, Bkanita	2018	84	G	
Graveness, Douglareul	2018	84	G	

MyEducation BC: Edit Text Comment - Google Chr...  
 ts2.myeducation.gov.bc.ca/asper/textCommentEdit.do? Student: Bartoneeq, Pontedura  
 Sample anecdotal comment | Save Cancel

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**Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value.

Term	Display	Status	Class	Update Post Columns...		Post Grades...	
Q2	<input checked="" type="radio"/> Grade <input type="radio"/> Color	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MCOM-1				
	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
	2017					95	
	2017					85	

- When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card.
- Use the **Class** dropdown menu or the navigation bar to select the next class.



- Repeat the process until grades are entered for all classes.

## 10.0 Gradebook: Reports

### 10.1 Gradebook > Class List Reports

From the Gradebook top tab > Class List, choose Reports. If you don't want reports run for all classes, check beside the classes to select, do an Options > Show Selected.

Reports available are:

- **BC Class List Reports - BC Class List w. Designation** - Includes parameters for aboriginal and designations.
- **BC Class List Reports - BC Class List w. Grid** - Generates a class list with 10 columns; headings can be typed or written in afterwards.
- **BC Class List Reports - Class Lists – Name Only** - List students and YOG
- **BC Marks Verification with Comments** – Generates a class list showing the marks and comments entered for the selected reporting term.
- **Blank Grading Sheet** - a very handy report providing a class list and up to 10 columns
- **Grade Input Sheet** - Report for entering or displaying term grade and work habits.