


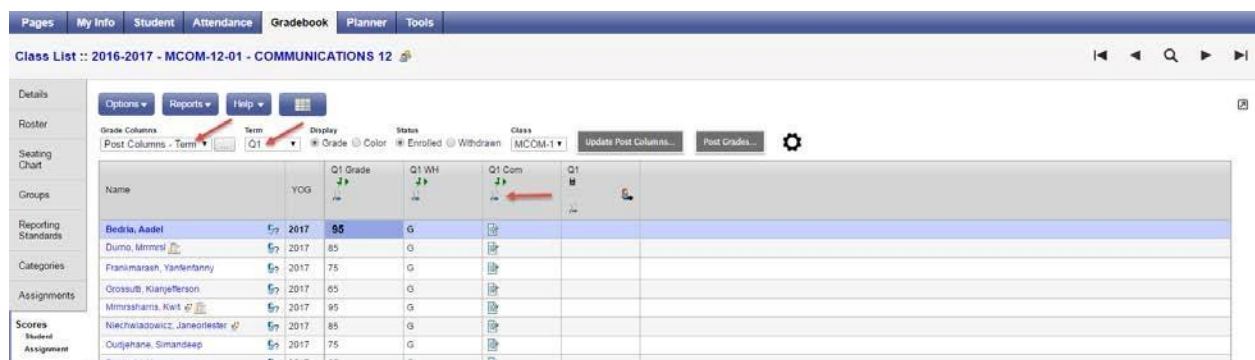
## 7.0 Gradebook: Posting Grades

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).

### 7.1 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.



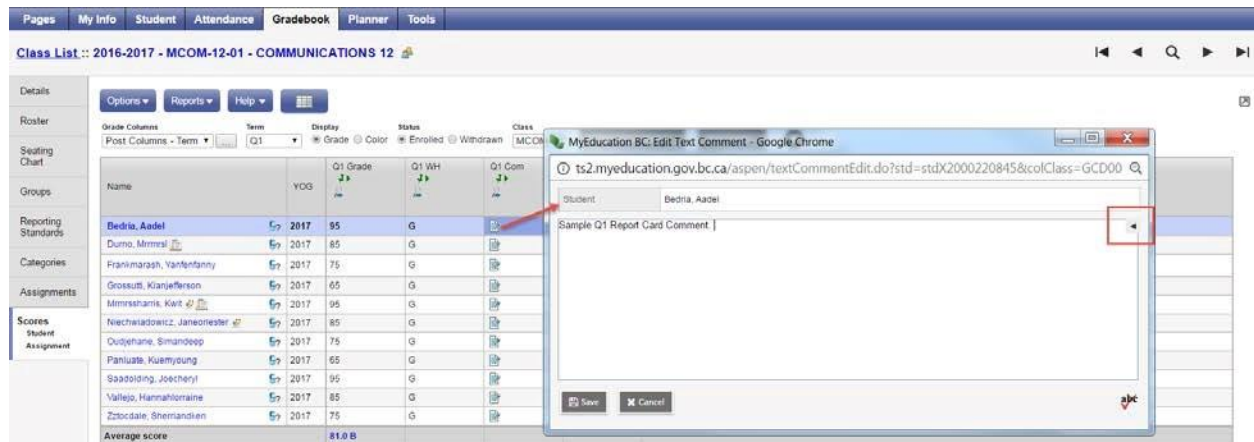
Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1 B
Bedra, Aadel	2017	95	G		
Dumo, Mmmst	2017	85	G		
Frankmansah, Yanfentany	2017	75	G		
Grossub, Kianjerson	2017	65	G		
Mirasshants, Kwit	2017	95	G		
Niechwiadowicz, Janeortester	2017	85	G		
Outjahane, Simandap	2017	75	G		
ENGLISH - SUBSTITUTION	2017	65	G		

**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. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.



Clicking on a comment places it in the comment field. **Show My Codes** displays the user's comments only within the selected category.



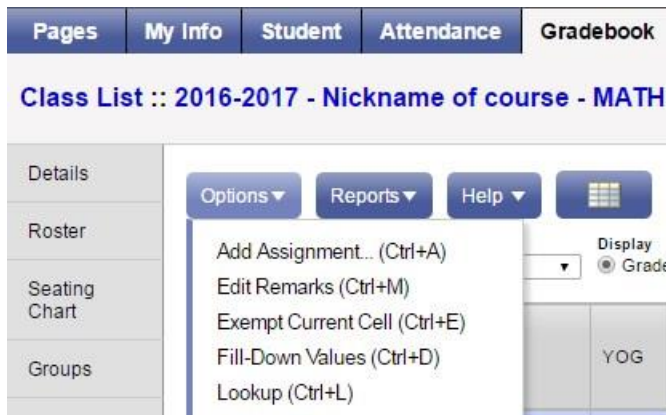
The Options menu provides the following:

**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.



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.




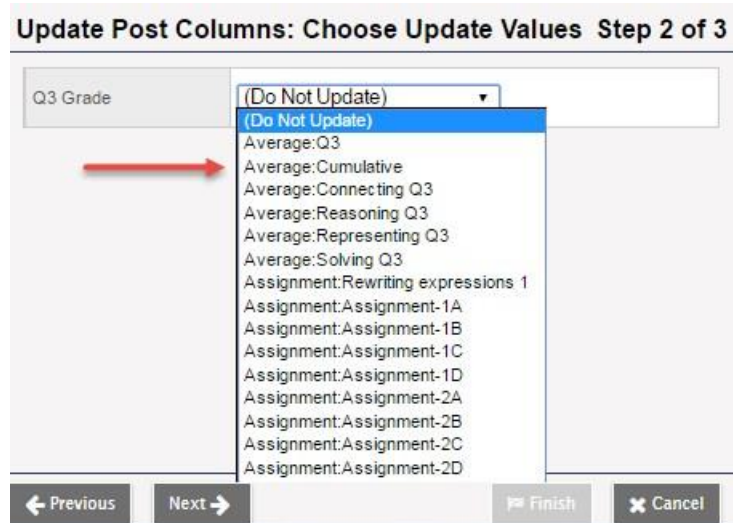
When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card. Use the **Class** dropdown menu or the navigation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



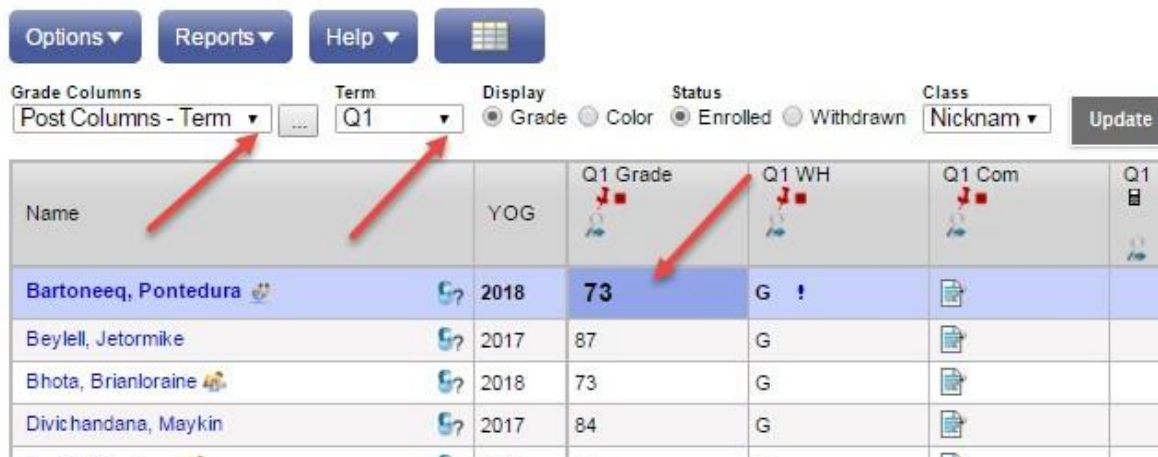
Repeat the process until grades are entered and posted for all classes.

## 7.2 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 Gradebook top tab > Scores side tab.
- Click the **Update Post Columns** button.
- 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. Click **Next**.



- 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.



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.

- Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

Pages My Info Student Attendance **Gradebook** Planner Assessment PD Tools

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

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, Robbandaurie	2017	84	G	
Garciarivera, Fesan	2018	84	G	
Garyspence, Pratapreddy	2018	84	G	
Gomezgoenaga, Bkanita	2018	84	G	
Graveness, Douglalurel	2018	84	G	

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

Clicking on a comment places it in the comment field. Show My Codes displays the user's comments only within the selected category.

Student: Bedria, Aadel

Sample Q1 Report Card Comment. Writes and speaks appropriately in a v exam result.

Category 1: ENG Show

My Codes

Subject: All

Search

Poor reading comprehension impacts all areas of the curriculum.  
 ENG

Written work is imaginative, creative and engaging.  
 ENG

Uses effective Standard English in speaking and writing.  
 ENG

Save Cancel abc

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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	Update Post Columns...		Post Grades...		⚙️	
	YOG	Q2 Grade ↕️	Q2 WH ↕️	Q2 Com ↕️	SchExam S1 ↕️	Final ↕️ Update	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.