



MyEducationBC

---

# Grade Management

---

July 2020 v3.1

---

## Version History

Version	Date	Description
1.0	6 Oct 2014	Initial document created.
2.0	2 Apr 2014	Document renamed (previously called Preparing for Report Cards and Grade Entry)
2.1	2 Sep 2015	Updated information on K-12 grade term cover maps.
2.2	15 Oct 2015	Updated report card parameter form information. Added information on preparing grade input for course dates for DL and CE schools.
2.3	19 Oct 2015	Removed reference only DL and CE schools for creating and posting course dates.
2.4	19 Oct 2016	Removed references to conversion, removed calculate averages section, removed posting grades from staff view, revised K-12 set up, general revisions throughout the document
2.5	16 Dec 2016	Inserted new section on Overriding Final Term Calculations
2.6	6 Jan 2017	Updated Posting Grades and Posting Course Dates sections
2.7	24 Apr 2019	Added hyperlinks to Table of Contents
2.8	09 Sep 2019	Added section 7.2 Prepare Curricular Competencies ; Revision throughout the document in sections 1-9 to reflect release changes.
2.9	03 May 2020	Changes throughout the guide to reflect the renaming of Learning Standards to Curricular Competencies
3.0	20 May 2020	Addition of publishing report, clarification in grade post controls and actual start date
3.1	30 July 2020	6.1 Upgrade, posting course dates

## Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

## Table of Contents

<b>1.0 PURPOSE.....</b>	<b>4</b>
<b>2.0 SCHOOL PREFERENCES .....</b>	<b>4</b>
2.1 Grade Preferences.....	4
<b>3.0 COMMENT BANKS .....</b>	<b>5</b>
3.1 District Comment Bank .....	5
3.2 School Comment Bank .....	5
<b>4.0 GRADE TERMS.....</b>	<b>6</b>
<b>5.0 GRADE TERM COVER MAPS .....</b>	<b>7</b>
<b>6.0 COURSE ATTRIBUTES .....</b>	<b>11</b>
6.1 Transcript Definitions .....	11
6.2 Report Card Field Set .....	11
<b>7.0 PREPARING GRADE INPUT.....</b>	<b>11</b>
7.1 To Prepare Grade Input .....	12
7.2 Prepare Curricular Competencies .....	14
7.3 Grade Post Controls.....	17
7.4 Overriding Final Term Calculations .....	17
<b>8.0 COURSE DATES.....</b>	<b>23</b>
8.1 Preparing Grade Input for Course Dates .....	23
8.2 Entering Course Dates.....	25
8.3 Posting Course Dates .....	26
8.4 Adjusting Course Dates After Initial Posting .....	27
<b>9.0 GRADE INPUT .....</b>	<b>27</b>
9.1 School View .....	27
9.2 Staff View.....	31
<b>10.0 GENERATING REPORT CARDS .....</b>	<b>32</b>
10.1 Kindergarten, Primary, Intermediate.....	32
10.2 Middle Years and Secondary .....	34
<b>11.0 OTHER FUNCTIONS.....</b>	<b>36</b>
11.1 Update Gradebooks.....	36
11.2 Calculate Credits.....	36
<b>12.0 APPENDIX A .....</b>	<b>38</b>

12.1	To Create or Modify a District Comment Bank .....	38
12.2	To Create or Modify a School Comment Bank .....	40
12.3	Adding a Teacher Comment to the school comment bank .....	41
12.4	Using Tokens (Replacement Characters).....	42
12.5	Report Card Comments .....	43
<b>13.0</b>	<b>APPENDIX B: GRADE INPUT QUERY/FILTER FOR TRANSCRIPT DEFINITIONS .....</b>	<b>46</b>

## 1.0 Purpose

The purpose of this document is to provide school users with details on the settings and processes that impact the generation of report cards. Detail on these activities can be found in the School Setup documentation. The items that will be reviewed in this document include:

- Understanding the transcript cycle
- School preference settings as they relate to report cards
- Grade term setup
- Grade term cover maps
- Course attributes as they relate to report cards
- Preparing Grade Input
- Grade Input

**Note: School Setup for the year must be completed before starting the Grade Management for the school year.**

## 2.0 School Preferences

### 2.1 Grade Preferences

School view > School top tab > Setup side tab > Preferences

In the **Category** drop-down in the upper right corner, select **Grade**.

The School Report Card message is entered in the Report card message field, and can be changed here as needed.

Details on the settings for Grade Preferences are found in the School Setup guide.

The screenshot displays the 'School Setup - Preferences' interface. At the top, there's a navigation bar with tabs like 'Page', 'School', 'Student', 'Staff', 'Assessment', 'Schedule', 'Performance', 'Global', 'Tools', and 'Admin'. The 'School' tab is active. Below the navigation bar, there's a 'School Setup' section with a 'Preferences' sub-tab. The main content area is divided into two columns. The left column contains settings for 'Report card message', 'School report card message', and 'Report card message'. The right column contains settings for 'Report card message', 'School report card message', and 'Report card message'. The 'Report card message' field is highlighted, showing a text input area. The 'School report card message' field is also visible, showing a text input area. The 'Report card message' field is highlighted, showing a text input area. The 'School report card message' field is also visible, showing a text input area. The 'Report card message' field is highlighted, showing a text input area. The 'School report card message' field is also visible, showing a text input area.

## 3.0 Comment Banks

MyEducation BC has the ability to create both district and school-level comment banks. *It is important to note that only **one** comment bank can be attached to a course.* Ultimately, all comments, whether they are at the district or school level, must exist in **one** comment bank to be attached to courses. See Appendix A of this document for detailed instructions.

If school users need access to both district and school comments for report card purposes, they will need to add their school comments to the district comment bank or vice versa. If schools choose to add comments to the district bank, these school-created comments will not be visible to other schools in the district.


If a school intends to use **only** the school comment bank, comments can be created directly within the school comment bank.

Teachers will see the school comment bank and can add their comments to the school comment bank. It is important to note comments added to the school comment bank by an individual teacher are scoped to that teacher and are thus not visible to other teachers.

### 3.1 District Comment Bank

***District view > Admin top tab > Data Dictionary side tab > Comments leaf***


If a district comment bank exists, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.

Click on the  icon and change the filter to **All Records**. If the schools have comment banks, they will be visible here. Clicking the blue hyperlink on the name will display the comment entries created by schools.

### 3.2 School Comment Bank

***School view > Admin top tab > Comments side tab***

If a school comment bank exists, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.

Click on the  icon and change the filter to **All Records**. If a district comment bank exists, schools will see it in the list. Schools cannot change district comments, but can add their own comments to the district comment bank. Alternatively, schools can view the district comments and add district comments to the school comment bank. One of these two processes is necessary if the school wants their users to be able to access district **and** school comments report cards. **See Appendix A** of this document for details on adding codes to district and school comment banks.

## 4.0 Grade Terms

### ***School view > Grades top tab > Grade Terms side tab***

Confirm that the grade terms reflect the number of times per year and the dates that the school issues report cards.

If grade terms display, refer to the School Setup documentation for instructions.

### **Single Term example**

Term	Start Date	End Date
Term	September 2	June 27

### **Trimester example:**

Trimester	Start Date	End Date
Tri 1	September 2	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27

### **Quarterly example: (typical secondary setup)**

Quarter	Start Date	End Date
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

### **Exploratory Rotation Example** (e.g. Middle School)

Trimester	Start Date	End Date
F1	September 3	October 24
F2	October 25	December 19
F3	December 20	February 21
F4	February 22	April 30
F5	May 1	June 23
Tri 1	September 3	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27
Q1	September 2	November 23

Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

### K-12 example:

Trimester	Start Date	End Date
Tri 1	September 3	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

## 5.0 Grade Term Cover Maps

### **School view > Schedule top tab > Structure side tab > Terms sub side tab**

Grade term cover maps identify the grade term(s) a schedule term uses for reporting.

For example, a full-year schedule term gets reported on in every term, so all boxes in the grade term cover map would be checked. A 9-week or 12-week course may be reported on in only one of the terms and so the appropriate box for that schedule term would be checked to reflect which term it fits into. It is important to review these before preparing grade input.

Click on each schedule term and ensure the **Grade term cover map** boxes are checked appropriately.

**Example of a common Elementary setup:** An elementary school will typically have only one schedule term of Full Year. All boxes of the grade term cover map should be checked because all grades are reported in every term of the year.

The screenshot shows the 'Schedule Terms' configuration page for a 'FY' (Full Year) term. The left sidebar has 'Terms' selected under the 'Structure' tab. The main area shows the 'Grade term cover map' section with three checkboxes: 'Standard Single Term' (checked), 'Standard Trimester Grades' (checked), and 'Standard Semester Grades' (checked). The 'Term Date Ranges' section shows a range from 04/09/2018 to 28/06/2019.



**Example of a common secondary school setup:** In this example, the secondary school is sending report cards four times per year (Quarterly). A secondary school will have the grade term cover map boxes checked as appropriate for the terms in which that course would report. For example, a semester course only has the first two or last two boxes checked depending on which semester the course falls in.

The screenshot shows the 'Schedule Terms' form in the MyEducationBC system. The 'Schedule Terms' dropdown is set to 'S1'. The 'Grade term cover map' section shows 'Standard Single Term' and 'Standard Quarterly Grades' both checked. The 'Term Date Ranges' section shows a range from 04/09/2018 to 01/02/2019.

### Examples of a K-12 school setup:

MyEducation BC has been adjusted so K-12 schools can associate more than one grade term definition to a schedule term. This will result in the appropriate columns being created for each term, regardless of whether the course is reported on one time, three times or four times per year.

Full Year schedule term example:

The screenshot shows the 'Schedule Terms' form in the MyEducationBC system. The 'Schedule Terms' dropdown is set to 'FY'. The 'Grade term cover map' section shows 'Standard Single Term', 'Standard Trimester Grades', and 'Standard Quarterly Grades' all checked. The 'Term Date Ranges' section shows a range from 04/09/2018 to 09/08/2019.

Semester schedule term example:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule

Schedule Terms :: S1

Master Schedules Courses Rooms Structure Terms Details Days Periods Bell Schedules

Options Reports Help

Save Cancel

Code S1

Name S1

Base terms per year 2 Set

Term map ☒ ☐

Term Date Ranges Start End

1 04/09/2018 01/02/2019

Grade term cover map

Standard Single Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Trimester Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Quarterly Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pages School Student Staff Attendance Conduct Grades Assessment

Schedule Terms :: S2

Master Schedules Courses Rooms Structure Terms Details Days Periods Bell Schedules

Options Reports Help

Save Cancel

Code S2

Name S2

Base terms per year 2 Set

Term map ☐ ☒

Term Date Ranges Start End

1 04/02/2019 09/08/2019

Grade term cover map

Standard Single Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Trimester Grades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Quarterly Grades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Setting up a grid similar to the example below may help K-12 schools determine what grade terms different schedule terms are reported on. For example, if the Semester length courses are only assigned to high school students who are reported on four times per year, then the first two Standard Trimester Grades boxes for the semester schedule terms must be checked.

Schedule Term	Course Start Date	Course End Date	Grade Term Q1 Sep 8 - Nov 13	Grade Term Q2 Nov 14 - Jan 29	Grade Term Q3 Jan 20 - Apr 14	Grade Term Q4 Apr 15 - Jun 29
Full Year	Sep 8 2015	Jun 29 2016	x	x	x	x
Semester 1	Sep 8 2015	Jan 29 2016	x	x		
Semester 2	Jan 30 2016	Jun 29 2016			x	x
Tri 1: 12-week	Sep 8 2015	Dec 4 2015	x	x		
Tri 2: 12-week	Dec 5 2015	March 11 2016		x	x	
Tri 3: 12-week	Mar 12 2016	Jun 29 2016			x	x
Q1: 9-week	Sep 8 2015	Nov 13 2015	x			
Q2: 9-week	Nov 14 2015	Jan 29 2016		x		
Q3: 9-week	Jan 30 2016	Apr 14 2016			x	
Q4: 9-week	Apr 15 2016	Jun 29 2016				x

Schedule Term ▼	Course Start Date ▼	Course End Date ▼	Grade Term Tri 1 Sep 8 - Dec 18 ▼	Grade Term Tri 2 Dec 19 - Mar 11 ▼	Grade Term Tri 3 Mar 12 - Jun 29 ▼
Full Year	Sep 8 2015	Jun 29 2016	x	x	x
Semester 1	Sep 8 2015	Jan 29 2016	x	x	
Semester 2	Jan 30 2016	Jun 29 2016		x	x
Tri 1: 12-week	Sep 8 2015	Dec 4 2015	x		
Tri 2: 12-week	Dec 5 2015	March 11 2016		x	
Tri 3: 12-week	Mar 12 2016	Jun 29 2016			x
Q1: 9-week	Sep 8 2015	Nov 13 2015	x		
Q2: 9-week	Nov 14 2015	Jan 29 2016	x	x	
Q3: 9-week	Jan 30 2016	Apr 14 2016		x	x
Q4: 9-week	Apr 15 2016	Jun 29 2016			x

## 6.0 Course Attributes

### School view > Schedule top tab > Courses side tab

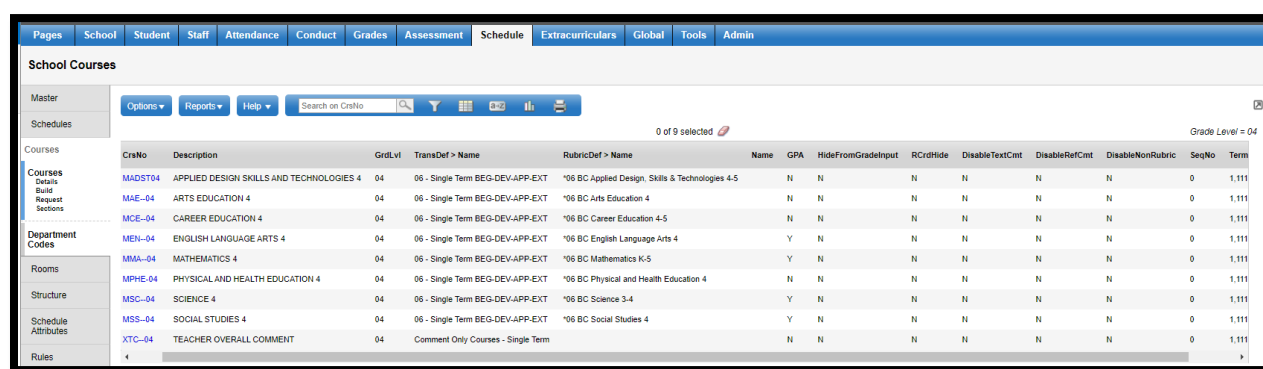
There are several course attributes that will affect report cards. The *Report Card Field Set* will give you a quick way to view the fields that will affect the visibility of courses and availability of comment banks on the report card. Details on these fields can be found in the School Setup document.

### 6.1 Transcript Definitions

- All courses must have a transcript definition if grades, comments or work habits are to be entered against them. Refer to the School Setup document, available on the MyEducationBC.info site; and the Current Transcript Definitions Explained document on the L1 Information Station within MyEducation BC.
- Transcript Definitions determine the columns that display for Grade Input and the report card. Using the **Transcript Definitions Explained spreadsheet** on the L1 information station, select a transcript definition that will:
  - Display on the report card the school is using
  - And displays the correct terms (e.g. Single, Trimester, Quarter)
  - And provides the options the school requires (e.g. Calculations, Curricular Competencies, School Final on report card etc.)

### 6.2 Report Card Field Set

- Course attributes, such as the Term grades term map, Hide on report card, school comment bank, etc. should be reviewed if a course is not appearing as expected.
- Mass update and modify list functions can be used to apply changes to these fields.



Course No	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name	GPA	HideFromGradeInput	RCrtdHide	DisableTextCmt	DisableRefCmt	DisableNonRubric	SeqNo	Term
MADST04	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Applied Design, Skills & Technologies 4-5	N	N	N	N	N	N	N	0	1,111
MAE-04	ARTS EDUCATION 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Arts Education 4	N	N	N	N	N	N	N	0	1,111
MCE-04	CAREER EDUCATION 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Career Education 4-5	N	N	N	N	N	N	N	0	1,111
MEN-04	ENGLISH LANGUAGE ARTS 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC English Language Arts 4	Y	N	N	N	N	N	N	0	1,111
MMA-04	MATHEMATICS 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Mathematics K-5	Y	N	N	N	N	N	N	0	1,111
MPHE-04	PHYSICAL AND HEALTH EDUCATION 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Physical and Health Education 4	N	N	N	N	N	N	N	0	1,111
MSC-04	SCIENCE 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Science 3-4	Y	N	N	N	N	N	N	0	1,111
MSS-04	SOCIAL STUDIES 4	04	06 - Single Term BEG-DEV-APP-EXT	*06 BC Social Studies 4	Y	N	N	N	N	N	N	0	1,111
XTC-04	TEACHER OVERALL COMMENT	04	Comment Only Courses - Single Term		N	N	N	N	N	N	N	0	1,111

## 7.0 Preparing Grade Input

Preparing grade input is the process of creating the columns that users will see for entering dates, grades, work habits and comments for the report card. The columns display in both the

*School > Grade Input* screen and the *Staff > Scores* screen. If grade input is not prepared, users will not have fields to enter term data into.

Schools with multiple grade terms (e.g. both Single and Quarter, or both Trimester and Quarter) will have warnings that columns were not prepared for certain grade terms that do not match the transcript definitions on the courses displayed in the list. For example, when all course sections are displayed on the screen and the Term selected for preparing is Tri 1, warnings will display for the courses with Quarterly transcript definitions.

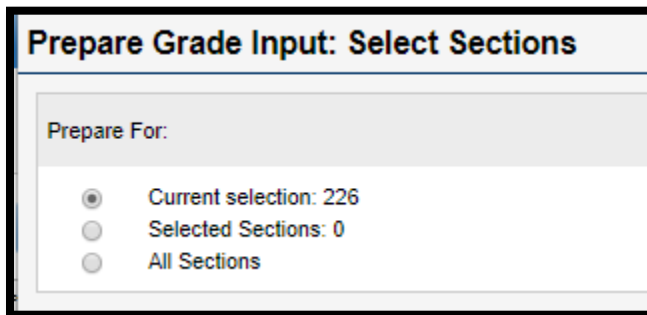
This is not problematic, but may be confusing for users. Consider creating a filter that can be used prior to preparing grade input to avoid these messages appearing. Appendix B contains a suggestion for creating a query that can be saved as a filter.

## 7.1 To Prepare Grade Input

***School view > Grades top tab > Grade Input side tab***

Select the individual sections to prepare grade input and use *Options > Show Selected* to limit the list, or run for all sections. Then use ***Options > Prepare Grade Input*** to launch the wizard.



1. In step one, identify which sections to prepare grade input. Click **Next**.



2. In step two:
  - a. Select the dropdown for *Report Type*: **Term**
  - b. Select the dropdown for the *GradeTerm* that is currently being prepared
  - c. **Replace Existing Columns** should never be done once grade data has been entered and posted for a student. **Read the warning!** **Checking this box will delete all data entered for the term selected.** There are very few circumstances where this would be done. submit a ticket with the MyEducation BC support team to ensure it is the appropriate action for what you wish to accomplish.
  - d. Click **Next**

Prepare Grade Input: Select Columns		Step 2
Report type	Term ▼	
Grade Term	Tri 1 ▼	
Replace Existing Columns	<input type="checkbox"/>	

3. In step three Enter the **Post Window** dates.
  - a. **Start Date:** First day teachers are able to post data from the grade input columns
  - b. **End Date:** Last day teachers are able to post data from the grade input columns
    - i. After the End Date has passed, all changes will be made through the office.
  - c. Allow posting for: **All Students**
  - d. Click **Finish**

Prepare Grade Input: Set Posting Parameters		Step 3
Post Window	Start Date 08/11/2019 	End Date 18/11/2019 
Allow Posting For	All Students ▼	

## 7.2 Prepare Curricular Competencies

Curricular Competencies are used in the Competency-Based Gradebook when creating and marking assignments. Before a teacher can use curricular competencies, they must first be prepared by the school.

Similar to Transcript Definitions, Curricular Competency Rubric Definitions are attached to courses in *School > Schedule > Courses*. Curricular Competency Rubrics have grade scales built in.

**Note: Confirm with School Administration which rubric and grade scale will be used for each course before preparing Curricular Competencies.** If changed after preparation, the new ones will add to the previous competencies, not replace them, even with the checkbox checked. The teacher will need to manually remove the old competencies to remove them from display when creating assignments.

The **Transcript Definition** defines the Grade Scale for the marks/scores that are entered into the **report card term columns**.

The **Rubric Definition** defines the Grade Scale for the marks/scores that are entered into the **assignments**.

To have both the *assignment scores* and the *report card scores* align, use a Transcript Definition and Rubric that begin with the same number.

**Example:** Transcript Definition *\*05 Single Term EMG-DEV-PRF-EXT* and *\*05 BC Applied Design, Skills and Technology* use the same Grade Scale and teachers can use the same scores for both assignments and term marks.

However, this is not always possible or preferable and Schools/Districts can use Transcript Definitions that use one Grade Scale for term columns on report cards and a Rubric that uses a different Grade Scale for assignment scores in the Competency Based gradebook assignments. This is not problematic, but may be confusing for users, and clear end user instructions will be helpful in this scenario.

**Example:** Grade 10-12 courses reporting with percentages on report cards (and TRAX) can use the Competency Based gradebook assignments. Transcript Definition Quarterly No Calculated Final and *\*05 Applied Design, Skills and Technology*.

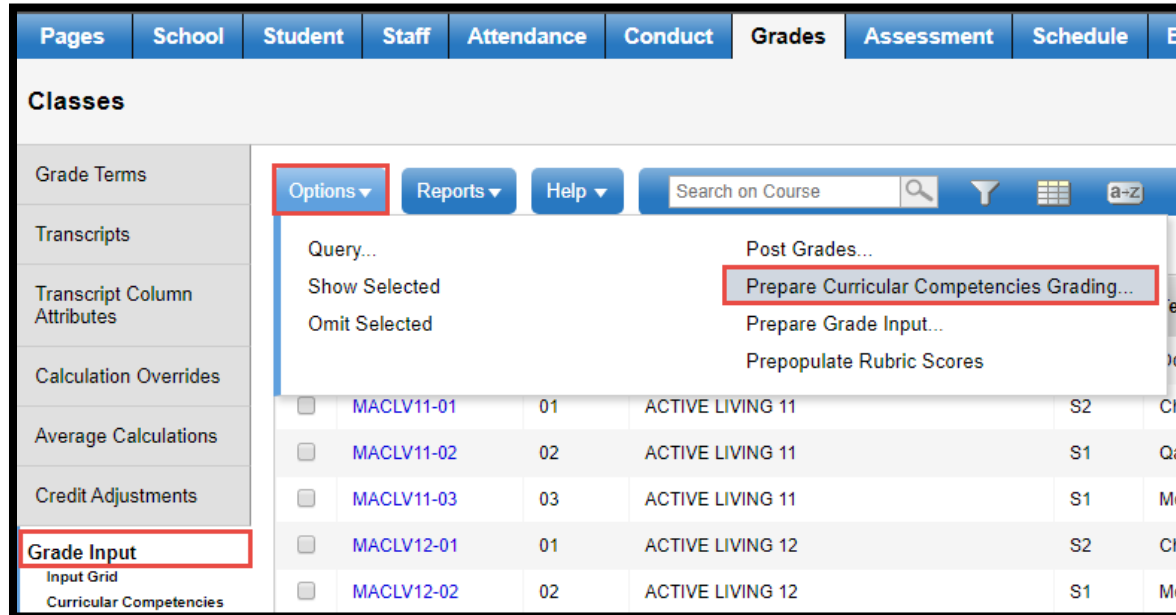
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin
School Courses												
Master												
Options ▾ Reports ▾ Help ▾ Search on Ctrl+O												
0 of 7 selected												
Courses	CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name						
<input type="checkbox"/>	MADFS08	ADST - Food Studies	08	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 8-9	8 - Applied Design, Skills and Technologies 8						
<input type="checkbox"/>	MADGE08	ADST 8 - Robotics	08	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 8-9	8 - Applied Design, Skills and Technologies 8						
<input type="checkbox"/>	MADGE09	ADST 9 - Robotics	09	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 9	9 - Applied Design, Skills and Technologies and AE 9						
<input type="checkbox"/>	MADIT09	ADST - Computer Studies	09	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 9	9 - Applied Design, Skills and Technologies and AE 9						
<input type="checkbox"/>	MADM-08	ADST - Metalwork	08	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 8-9	8 - Applied Design, Skills and Technologies 8						
<input type="checkbox"/>	MADM-09	ADST - Metalwork	09	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 9	9 - Applied Design, Skills and Technologies and AE 9						
<input type="checkbox"/>	MCE-08	CAREER EDUCATION 8	08	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Career Education 8-9	8 - Career Education 8						

**Note:** Transcript definitions that use the **! Kindergarten, ! Primary, or ! Intermediate** rubric definitions for reporting are **not compatible with the competency-based gradebook**.

Preparing Curricular Competencies follows a similar process to Preparing Grade Input. The rubric is associated to the course and then prepared for course sections.

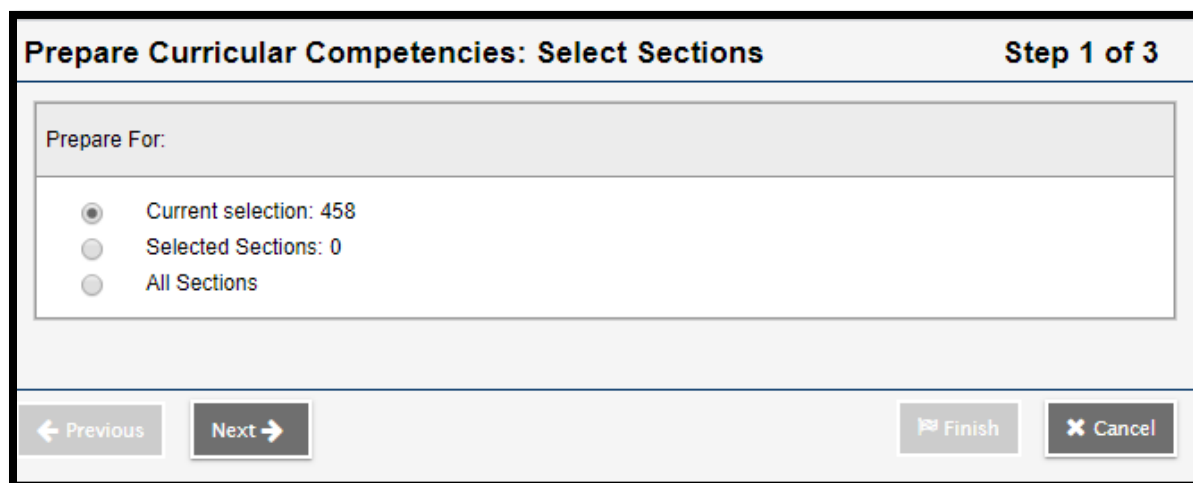
**School view > Grades top tab > Grade Input side tab**

Select the individual sections to prepare grade input and use *Options > Show Selected* to limit the list, or run for all sections.



In the **Options** menu, select **Prepare Curricular Competencies Grading**. This launches a wizard.

1. In step one of the wizard use the selection tools to choose the course sections that require Curricular Competencies to be prepared, or select All sections (only sections of courses that have a Curricular Competencies rubric will have Curricular Competencies created). Click **Next**



2. In step two of the wizard, a Prepare Curricular Competencies: Replace Existing Columns a checkbox displays to replace. **Leave unchecked**. See note above on replacing competencies. Click **Next**



3. In step three of the wizard, confirm the total sections to prepare. Click **Finish**

Prepare Curricular Competencies: Confirmation

Step 3 of 3

Sections to prepare

458






Previous

Next

Finish

Cancel

Once competencies have been prepared, school users can view them in **Grades > Grade Input > Curricular Competencies**:

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Ext																																																
Classes																																																									
Grade Terms	<div>Options▼ Reports▼ Help▼</div> <div>Search on Course <input type="text"/>    a-z </div>																																																								
Transcripts	<div><div>&lt; 1:FFRAL08-01 &gt;</div><div>0 of 458 selected </div></div>																																																								
Transcript Column Attributes	<table><tr><th><input type="checkbox"/></th><th>Course</th><th>SecNo</th><th>Description</th><th>Term</th><th>Teacher</th></tr><tr><td><input type="checkbox"/></td><td>FFRAL08-01</td><td>01</td><td>FRENCH IMMERSION, 8</td><td>FY</td><td>Donal</td></tr><tr><td><input type="checkbox"/></td><td>MACLV11-01</td><td>01</td><td>ACTIVE LIVING 11</td><td>S2</td><td>Cheve</td></tr><tr><td><input type="checkbox"/></td><td>MACLV11-02</td><td>02</td><td>ACTIVE LIVING 11</td><td>S1</td><td>Qays</td></tr><tr><td><input type="checkbox"/></td><td>MACLV11-03</td><td>03</td><td>ACTIVE LIVING 11</td><td>S1</td><td>Menz</td></tr><tr><td><input type="checkbox"/></td><td>MACLV12-01</td><td>01</td><td>ACTIVE LIVING 12</td><td>S2</td><td>Cheve</td></tr><tr><td><input type="checkbox"/></td><td>MACLV12-02</td><td>02</td><td>ACTIVE LIVING 12</td><td>S1</td><td>Menz</td></tr><tr><td><input type="checkbox"/></td><td>MACLV12-03</td><td>03</td><td>ACTIVE LIVING 12</td><td>S1</td><td>Qays</td></tr></table>									<input type="checkbox"/>	Course	SecNo	Description	Term	Teacher	<input type="checkbox"/>	FFRAL08-01	01	FRENCH IMMERSION, 8	FY	Donal	<input type="checkbox"/>	MACLV11-01	01	ACTIVE LIVING 11	S2	Cheve	<input type="checkbox"/>	MACLV11-02	02	ACTIVE LIVING 11	S1	Qays	<input type="checkbox"/>	MACLV11-03	03	ACTIVE LIVING 11	S1	Menz	<input type="checkbox"/>	MACLV12-01	01	ACTIVE LIVING 12	S2	Cheve	<input type="checkbox"/>	MACLV12-02	02	ACTIVE LIVING 12	S1	Menz	<input type="checkbox"/>	MACLV12-03	03	ACTIVE LIVING 12	S1	Qays
<input type="checkbox"/>	Course	SecNo	Description	Term	Teacher																																																				
<input type="checkbox"/>	FFRAL08-01	01	FRENCH IMMERSION, 8	FY	Donal																																																				
<input type="checkbox"/>	MACLV11-01	01	ACTIVE LIVING 11	S2	Cheve																																																				
<input type="checkbox"/>	MACLV11-02	02	ACTIVE LIVING 11	S1	Qays																																																				
<input type="checkbox"/>	MACLV11-03	03	ACTIVE LIVING 11	S1	Menz																																																				
<input type="checkbox"/>	MACLV12-01	01	ACTIVE LIVING 12	S2	Cheve																																																				
<input type="checkbox"/>	MACLV12-02	02	ACTIVE LIVING 12	S1	Menz																																																				
<input type="checkbox"/>	MACLV12-03	03	ACTIVE LIVING 12	S1	Qays																																																				
Calculation Overrides																																																									
Average Calculations																																																									
Credit Adjustments																																																									
Grade Input																																																									
Input Grid																																																									
Curricular Competencies																																																									
Grade Posts																																																									

Teachers can view them for a section in **Staff > Gradebook > Curricular Competencies**. They are now available for teachers to add to assignments.

## 7.3 Grade Post Controls

### **School view > Grades top tab> Grade Post Controls side tab**

These are created when you prepare grade input. Grade post controls are the windows of time set for your staff to be able to enter marks. Once the end date passes, all mark changes have to be made through the office.

To adjust the end date of a grade post control:

1. Click on the blue hyperlink for the **GradeTerm > ID** to be adjusted.
2. Adjust the **Start date** or **End date** as necessary.
3. Click **Save**.

## 7.4 Overriding Final Term Calculations

Several Transcript Definitions have calculations configured which are used by the MyEducation BC application to determine the weightings for each grade term and exams if applicable. These Grade Calculations are only the default calculations and schools / teachers can override them. To find out more about how teachers can override grade term weightings for final marks, please refer to the "Traditional Gradebook" reference guide. All transcript definitions listed below have a calculation for the Final Mark column. If you are using a transcript definition that is not listed below, then no calculation is currently being used by the application to calculate a final mark.

### 7.4.1 Transcript Definitions with Grade Calculations for Final Marks

Transcript Definition Name	Final Mark Calculation	XML Script
Quarterly – With School Exam	Sem1 - (Q1x.4)+(Q2x.4)+(Exam1x.2) OR Sem2 - (Q3x.4)+(Q4x.4)+(Exam2x.2) OR FY- (Q1x.2)+(Q2x.2)+(Exam1x.1) + (Q3x.2) + (Q4x.2)+(Exam2x.1)	<pre> &lt;grade-average&gt;   &lt;column id="Q1   Grade" weight="40" /&gt;   &lt;column id="Q2   Grade" weight="40" /&gt;   &lt;column   id="SchExam S1"   weight="20" /&gt;   &lt;column id="Q3   Grade" weight="40" /&gt;   &lt;column id="Q4   Grade" weight="40" /&gt;   &lt;column   id="SchExam S2"   weight="20" /&gt; &lt;/grade-average&gt;           </pre>

2 Semester-%-Weighted Avg-Final Exam	<p>Sem1 - <math>(Q1 \times 4) + (Q2 \times 4) + (Exam1 \times 2)</math></p> <p>OR</p> <p>Sem2 - <math>(Q3 \times 4) + (Q4 \times 4) + (Exam2 \times 2)</math></p> <p>OR</p> <p>FY- <math>(Q1 \times 2) + (Q2 \times 2) + (Exam1 \times 1) + (Q3 \times 2) + (Q4 \times 2) + (Exam2 \times 1)</math></p>	<pre> &lt;grade-average &gt;   &lt;column id="Q1   Grade" weight="40" /&gt;   &lt;column id="Q2   Grade" weight="40" /&gt;   &lt;column   id="SchExam S1"   weight="20" /&gt;   &lt;column id="Q3   Grade" weight="40" /&gt;   &lt;column id="Q4   Grade" weight="40" /&gt;   &lt;column   id="SchExam S2"   weight="20" /&gt; &lt;/grade-average&gt; </pre>
2 Sem LG Weighted Avg-No Exam	<p>Sem1 - <math>(Q1+Q2)/2</math></p> <p>OR</p> <p>Sem2 - <math>(Q3+Q4)/2</math></p> <p>OR</p> <p>FY- <math>(Q1+Q2+Q3+Q4)/4</math></p>	<pre> &lt;grade-average &gt;   &lt;column id="Q1   Grade" weight="40" /&gt;   &lt;column id="Q2   Grade" weight="40" /&gt;   &lt;column   id="SchExam S1"   weight="20" /&gt;   &lt;column id="Q3   Grade" weight="40" /&gt;   &lt;column id="Q4   Grade" weight="40" /&gt;   &lt;column   id="SchExam S2"   weight="20" /&gt; &lt;/grade-average&gt; </pre>
4 Term - FY - LG - Weighted Average - No Exam	<p>Sem1 - <math>(Q1+Q2)/2</math></p> <p>OR</p> <p>Sem2 - <math>(Q3+Q4)/2</math></p> <p>OR</p> <p>FY- <math>(Q1+Q2+Q3+Q4)/4</math></p>	<pre> &lt;grade-average &gt;   &lt;column id="Q1   Grade" weight="25" /&gt;   &lt;column id="Q2   Grade" weight="25" /&gt;   &lt;column id="Q3   Grade" weight="25" /&gt; </pre>

		$\langle \text{column id}=\text{"Q4 Grade"} \text{ weight}=\text{"25"} \text{ /\rangle}$ $\langle \text{/grade-average}\rangle$
4 Term - FY - % Only - Weighted Avg - Final Exam	Sem1 - $(Q1+Q2)/2$ OR Sem2 - $(Q3+Q4+Exam)/3$ OR FY- $(Q1+Q2+Q3+Q4+Exam)/5$	$\langle \text{grade-average}\rangle$ $\langle \text{column id}=\text{"Q1 Grade"} \text{ weight}=\text{"20"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Q2 Grade"} \text{ weight}=\text{"20"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Q3 Grade"} \text{ weight}=\text{"20"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Q4 Grade"} \text{ weight}=\text{"20"} \text{ /\rangle}$ $\langle \text{column id}=\text{"SchExam S2"} \text{ weight}=\text{"20"} \text{ /\rangle}$ $\langle \text{/grade-average}\rangle$
Quarterly – No School Exam	Sem1 - $(Q1+Q2)/2$ OR Sem2 - $(Q3+Q4)/2$ OR FY- $(Q1+Q2+Q3+Q4)/4$	$\langle \text{grade-average}\rangle$ $\langle \text{column id}=\text{"Q1 Grade"} \text{ weight}=\text{"25"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Q2 Grade"} \text{ weight}=\text{"25"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Q3 Grade"} \text{ weight}=\text{"25"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Q4 Grade"} \text{ weight}=\text{"25"} \text{ /\rangle}$ $\langle \text{/grade-average}\rangle$
Trimester - Calculated Final	FY - $(T1 +T2+T3)/3$	$\langle \text{grade-average} \rangle$ $\langle \text{column id}=\text{"Tri 1"} \text{ weight}=\text{"33"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Tri 2"} \text{ weight}=\text{"33"} \text{ /\rangle}$ $\langle \text{column id}=\text{"Tri 3"} \text{ weight}=\text{"34"} \text{ /\rangle}$ $\langle \text{/grade-average}\rangle$
Quarterly – With School Exam	Sem1 - $(Q1 \times .4) + (Q2 \times .4) + (Exam1 \times .2)$ OR Sem2 - $(Q3 \times .4) + (Q4 \times .4) + (Exam2 \times .2)$	$\langle \text{grade-average}\rangle$ $\langle \text{column id}=\text{"Q1 Grade"} \text{ weight}=\text{"40"} \text{ /\rangle}$

	OR FY- (Q1x.2)+(Q2x.2)+(Exam1x.1) + (Q3x.2) + (Q4x.2)+(Exam2x.1)	<column id="Q2 Grade" weight="40" /> <column id="SchExam S1" weight="20" /> <column id="Q3 Grade" weight="40" /> <column id="Q4 Grade" weight="40" /> <column id="SchExam S2" weight="20" /> </grade-average>
Trimester - Calculated Final (Sch Exam)	FY -(T1x.26) +(T2x.27)+(T3x.27)+(Exam1x.20)	<grade-average > <column id="Tri 1" weight="26" /> <column id="Tri 2" weight="27" /> <column id="Tri 3" weight="27" /> <column id="SchExam S1" weight="20" /> </grade-average>
3 Term LG only - Weighted Average - No Exam	FY - (T1 +T2+T3)/3	<grade-average > <column id="Tri 1" weight="33" /> <column id="Tri 2" weight="33" /> <column id="Tri 3" weight="34" /> </grade-average>
3 Term % only - Weighted Average – Exam	FY -(T1x.26) +(T2x.27)+(T3x.27)+(Exam1x.20)	<grade-average > <column id="Tri 1" weight="26" /> <column id="Tri 2" weight="27" /> <column id="Tri 3" weight="27" /> <column id="SchExam S1" weight="20" />

		</grade-average>
3 Term % only - Weighted Average - No Exam	$FY - (T1 + T2 + T3) / 3$	<grade-average > <column id="Tri 1" weight="33" /> <column id="Tri 2" weight="33" /> <column id="Tri 3" weight="34" /> </grade-average>

## 7.4.2 Adjusting Final Mark Calculations

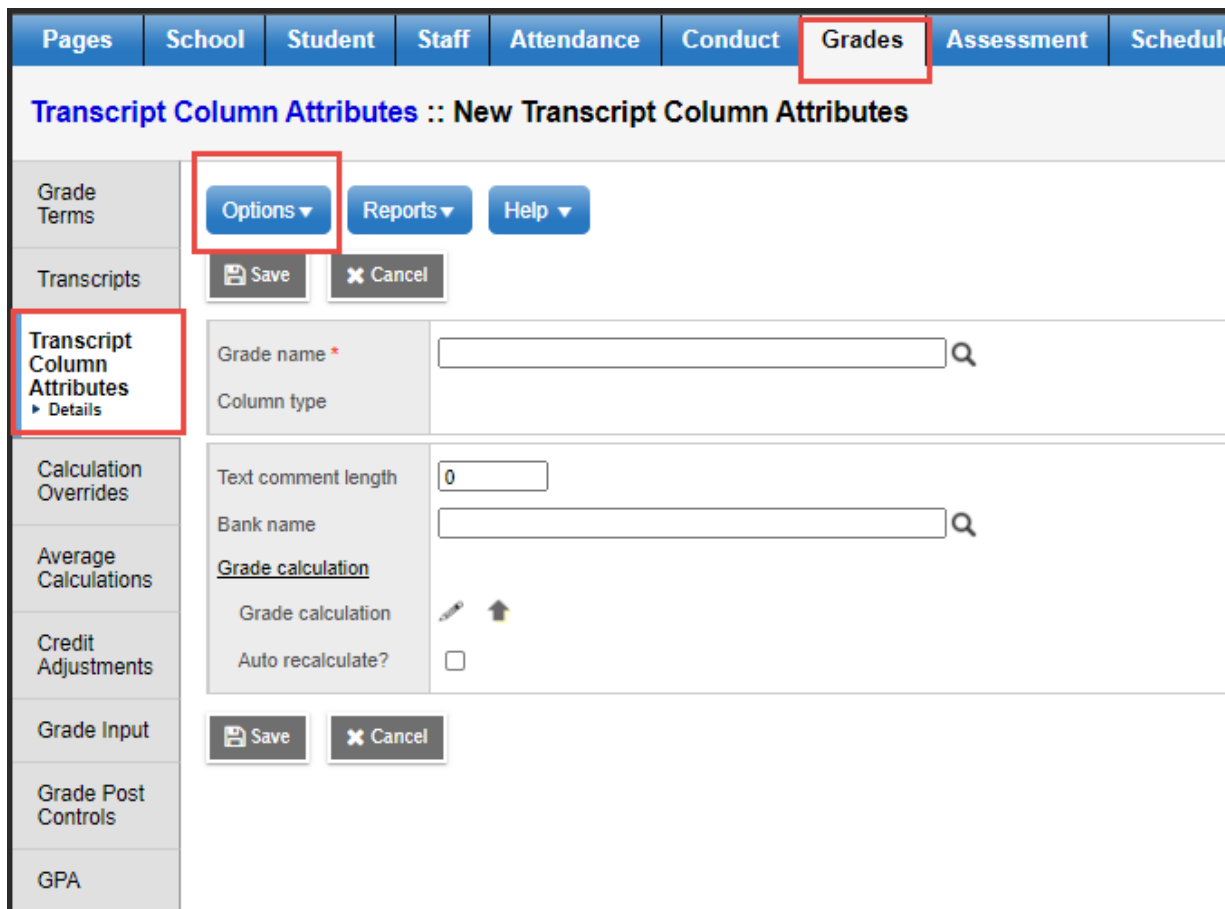
To adjust the Final Mark calculation for one of the above mentioned Transcript Definitions for your school follow these steps:

1. Go to the Grades top tab > Transcript Column Attributes side tab
2. Click Options > Add
3. Select Grade Name = Final
4. Click on the Grade Calculation pencil icon and adjust the XML script

## 7.5 Transcript Column Attributes

In the School View, select Grades Top Tab, Transcript Column Attributes Side Tab>Options>Add.

### 7.5.1 Text Comment Length



The screenshot shows the 'Grades' tab selected in the top navigation bar. The 'Transcript Column Attributes' side tab is active and highlighted with a red box. The 'Options' button is also highlighted with a red box. The form contains the following fields:

- Grade name \***: A text input field with a search icon.
- Column type**: A text input field.
- Text comment length**: A text input field with the value '0'.
- Bank name**: A text input field with a search icon.
- Grade calculation**: A section with a 'Grade calculation' label, a pencil icon, an up arrow icon, and an 'Auto recalculate?' checkbox.
- Save** and **Cancel** buttons are located at the bottom of the form.

Field	Description
<b>Grade Name</b>	Click to select the transcript column that you want edit, or type in its name
<b>Column Type</b>	This is a read only field
<b>Test comment length</b>	If you want to change the limit for the number of characters users can type in a text comment type column, type the number of characters.
<b>Bank name</b>	If you want to associate a comment bank with transcript column.

## 8.0 Course Dates

Course Dates are a BC feature that is used in grade 10-12 Ministry Reporting, and Graduation Reports. The columns for course dates are prepared in the same way Term columns are created for Grade Input.

### 8.1 Preparing Grade Input for Course Dates

**School view > Grades top tab > Grade Input side tab**

In addition to preparing grade input for terms to enable grade entry, High Schools, DL and CE schools will need to prepare grade input for course dates. This is necessary to create the columns for entering course dates relevant to DL and CE schools and create date columns in transcript records required for grade 10-12 Ministry reporting and graduation reports.

The course date columns that are created are:

- **Course Start Date** (not displayed in grade input screens): The course start date based on the schedule record for the course section.
- **Actual Start Date** (**Start Date** in Grade Input screens): The date the student was scheduled into the course section, or the start date of the schedule term.
- **Active Date**: The date the student has met the requirements to be counted for funding. See School Setup guide for preference setting options on Active Date population.
- **% Complete**: The percentage of the course the student has completed at the time of posting.
- **Completion Date**: The date the student completed the course. This will be automatically populated in grade input when a Final mark is entered and grades are posted. The date is posted to the transcript when dates are posted for the course.
- **Course End Date** (not displayed in grade input screens): The course end date based on the schedule record.

**To prepare grade input for course dates:**

**School view > Grades top tab > Grade Input side tab**

In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.

1. In step one of the wizard; define which sections to include in *Prepare Grade Input for course dates*.



**Prepare Grade Input: Select Sections**
**Step 1**

Prepare For:

☒ Current selection: 226  
☐ Selected Sections: 0  
☐ All Sections

- In step two of the wizard: choose the **Report type** of **Course**. The Grade Term selection disappears, as the terms are not relevant to course dates.

**Prepare Grade Input: Select Columns**
**Step 2**

Report type  
  
 Replace Existing Columns

Course ▼

☐

**Replace Existing Columns** should never be done once data has been entered and posted for a student. **Read the warning!** Checking this box will delete any dates entered previously. There are very few circumstances where this would be done. submit a ticket with the MyEducation BC support team to ensure it is the appropriate action for what you wish to accomplish.

- Click **Finish**.

The Course Dates Control lines found in *Grades > Grade Post Controls* **should not contain a Grade Term > ID**. If one is entered manually by the school, the dropdown 'Course dates for all students' will display in the 'Post Grades' pop up, 'Grades to post' parameter selection in Staff view. Staff may post course dates instead of grades, if the Term ID is entered. Remove the Grade Term > ID from the Grade Post Control details to avoid confusion.

## 8.2 Entering Course Dates

Course start dates, active dates and completion dates all provide necessary information for 1701, TRAX, and SADE extracts. Entering and posting course dates will cause a student transcript record to be created with the dates that have been entered.

Standard schools with grade 10-12 students do not need to populate active dates – the process of posting course dates will populate the course start and end dates based on the schedule term associated to the course section.

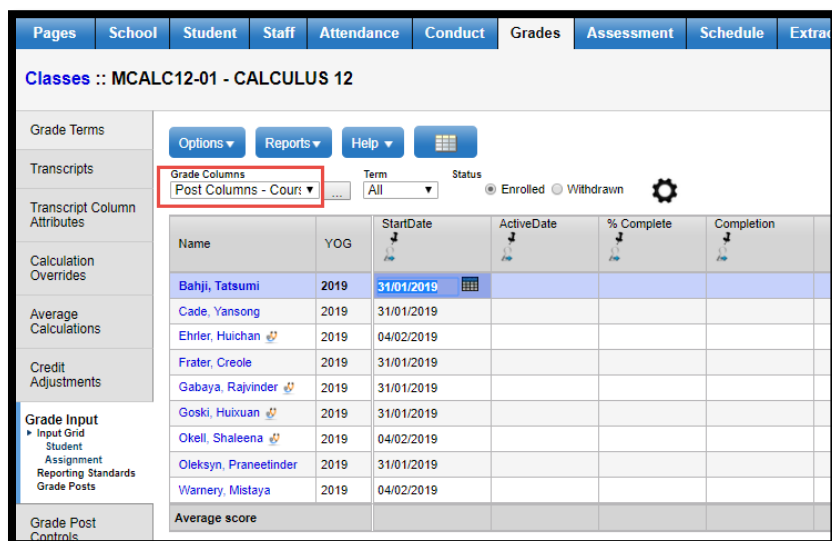
Note: The course dates do not observe the grade post controls the way term grades do. Course dates can be entered and posted at any point during the school year, even if the push pins are black.

**To populate course dates:**

**School view > Grades top tab > Grade Input side tab**

Click the blue hyperlink for the course with dates to be posted. This will produce the **Input Grid**.

1. Set the **Grade Columns** drop-down to **Post Columns - Course**
2. Enter the applicable dates.



Name	YOG	StartDate	ActiveDate	% Complete	Completion
Bahji, Tatsumi	2019	31/01/2019			
Cade, Yansong	2019	31/01/2019			
Ehrler, Huichan	2019	04/02/2019			
Frater, Creole	2019	31/01/2019			
Gabaya, Rajvinder	2019	31/01/2019			
Goski, Huixuan	2019	31/01/2019			
Okell, Shaleena	2019	04/02/2019			
Oleksyn, Praneetinder	2019	31/01/2019			
Warner, Mistaya	2019	04/02/2019			
Average score					

**Note:** The Active Date is populated based on the school preference settings. The Completion date will be populated automatically in the grade input grid when a final mark is entered and grades are posted for the course. Posting dates will then populate the transcript record with all entered dates. All fields can be populated, modified or deleted and posted by a teacher or office admin staff.

## 8.3 Posting Course Dates

Posting Course Dates creates a start and end date in the transcript record for the course, and allows a completion date to populate when the final mark is posted. In standard schools this process should be done after the bulk of September student course changes and just prior to the first TRAX submission in October. Posting Course Dates is a part of the Prepare Grade Input process but it is not required for teacher gradebook functions in regular school.

Course dates should only be posted for current courses. For example, in October, it is best NOT to post dates for second semester courses. If dates are posted for second semester courses, students who drop a course will have a student transcript record already created for that class which may need to be deleted.

**School view > Grades top tab > Grade Input side tab**

Course dates are created in student transcript records when they are either manually entered on the transcript records or when staff “Post course dates” from the Grade Input screen (Gradebook).

**To post course dates:**

By individual course

In the Grad Input details for the course section: In the **Options** menu, select **Post Grades**.

In the *Post Grades* pop-up window, check the box or **Post course dates**. The Grade Term box will go blank as the terms are not relevant to course dates. **Grades to post** will change to Course dates for all students. Click **OK**

**NOTE:** If there are students in the withdrawn tab of the course section that have dates in the date columns, warning messages may appear when posting Course Dates. These messages only apply to posting **GRADES**, *not* posting dates. **Course Dates in BC will not post from the withdrawn tab of grade input.** Therefore bypass the messages selecting either Yes or No. No transcript record(s) will be updated or created regardless of the selection made. See section Posting Grades section for details on the grade post messages that appear.

For multiple courses: This assumes all necessary dates have been entered into the input grid for each course.

**School view > Grades top tab > Grade Input side tab**

1. In the **Options** menu, select **Post Grades**.

2. In the *Post Grades* pop-up window, check the box or **Post course dates**. The Grade Term box will go blank as the terms are not relevant to course dates.
3. **Grades to post** will change to **Course dates for all students** as outlined in the screenshot above.
4. Click **OK**.

## 8.4 Adjusting Course Dates After Initial Posting

The dates, or blank values, in the course dates input grid will overwrite any manual changes to the transcript record the next time dates are posted for the course section.

If changes to course dates are required, it is recommended that the change be made in the grade input grid for the course and re-posted. This will update the student transcript record with the new date and keep the data stream intact.

**Note:** The process listed below should only be used with the full understanding that it requires an additional process to update the input grid after changes are made.

**To adjust course dates for multiple or random records:**

School view > Grades top tab > Transcript side tab > Dictionary = All > Field Set = Active Dates

In the **Options** menu, select **Modify List**.

1. Click the pencil icon at the top of the column to activate the dates for the column to be updated. Populate the dates as required.
2. Click the green check mark to save the entries.
3. Repeat for other date columns as necessary.

Note: The **Options > Mass Update** function can also be used, but should be used with great care as date fields can only be updated to contain a value or to change a value. They cannot be changed back to blank, using the mass update function.

If course dates are populated en masse through the *Grades top tab > Transcripts side tab*, it is important to know that **this does not automatically populate the Grade Input grid with the values**. Therefore, the **Update Gradebooks** function should be used to push these dates back to the grade input grid to avoid them being overwritten by blanks or previously entered values if course dates are posted from the Grade Input grid at a later date.

## 9.0 Grade Input

Grade input refers to the process of entering grades, comments and work habits for students. This can be done by office users through the **School** view, or by teachers, through the **Staff** view.

### 9.1 School View

School users entering grades and/or dates can do so using School view. Grades are entered in the Grade Input screen and then posted to the transcript records.

### 9.1.1 Entering Grades

**School view > Grades top tab > Grade Input side tab**

Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.

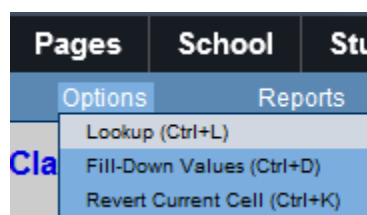
1. Enter grades, work habits and comments as appropriate. Data is automatically saved.

**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.

**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.

**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.

Manual changes made to a grade for a student will appear with a blue exclamation mark beside them. This indicates to the teacher that admin staff have entered or modified the grade.

### 9.1.2 Posting Grades

Once all grades are entered, they must be posted to create the transcript record for the student. This becomes the official term mark for the students. Grades can be posted by individual class or all classes at once.

If a mark change is made after grades have been posted, the user must post grades again to update the transcript record.

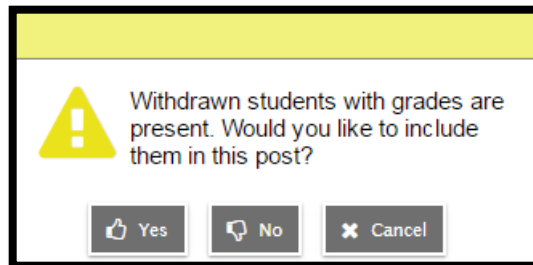
#### 9.1.2.1 Posting Grades By Individual Classes:

**School view > Grades top tab > Grade Input side tab**

Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.

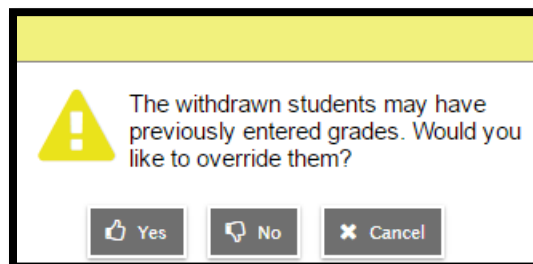
1. Confirm grade entry is complete.
2. In the **Options** menu, select **Post Grades**. Confirm the correct **Class** is displayed.

3. Select the appropriate **Grade Term**.
4. **Grades to post** should be *Term grades for all students*. Click **OK**.
  - If there are student(s) in the withdrawn tab of the course section with a grade entered for the term, this warning message will appear:



**NOTE:** This selection will apply to ALL students in the withdrawn tab

- **Yes** – will post grades for withdrawn student(s). Creates a transcript record for a student if one does not already exist. Selecting yes may present a second option if grades were entered previously:



- Yes – will overwrite previously entered grades
  - No – will not overwrite previous grades
- **No** - does not post grades to transcripts for withdrawn students, and will not create a transcript record if one does not already exist.

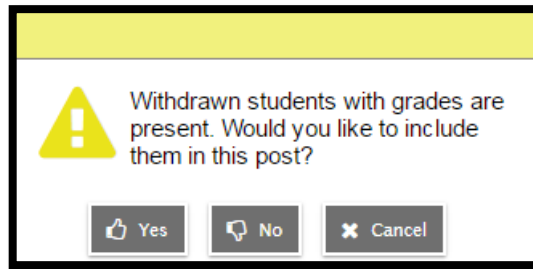
### 9.1.2.2 Posting Grades For All Classes:

**School view > Grades top tab > Grade Input side tab**

In the **Options** menu, select **Post Grades**.

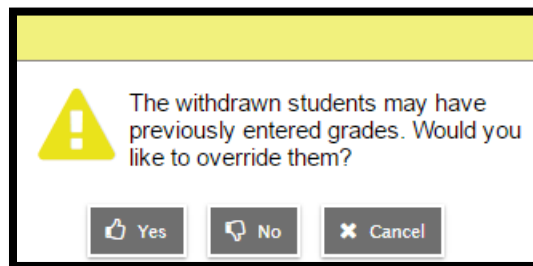
1. Select the appropriate **Grade Term**.
2. **Grades to post** should be *Term grades for all students*.
3. In the "Post for..." section, select either **Current Selection** or **All Classes**. Click **OK**.

- If there are student(s) in the withdrawn tab of the selected course section(s) with a grade entered for the term, this warning message will appear:



**NOTE:** This selection will apply to ALL students in the withdrawn tab of the selected sections

- **Yes** – will post grades for withdrawn student(s). Creates a transcript record for a student if one does not already exist. Selecting yes may present a second option if grades were entered previously:



- **Yes** – will overwrite previous grades
- **No** – will not overwrite previous grades
- **No** - does not post grades to transcripts for withdrawn students, and will not create a transcript record if one does not already exist.

### 9.1.3 Viewing the Data

Data can be viewed in the following areas of the School view:

- By individual course: Grades top tab > Grade Input side tab > Input Grid.
- By all courses: Grades top tab > Transcripts side tab > set dictionary icon to All.
  - This area can also be used to create queries for specific records.
  - Queries can be made on one or more students, teachers, courses, or sections.
- By individual student: Student top tab > Transcript side tab.

## 9.2 Staff View

There are two ways for a teacher to enter a term grade for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).
- Posting grades from teacher-created categories and assignments. (Teacher uses MyEducation BC to manage daily assessment). Entering a Term Grade Directly to the Term Grade Screen.

**Staff view > Gradebook top tab > Scores side tab**

In the **Grade Columns** field, choose **Post Columns – Term**.

1. In the **Term** field, choose the appropriate term for which grades are being entered.

- **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 and grades have been posted to the student record. Even if the pushpins are red, grades can be re-posted as long as school settings permit it.
2. Enter grades, work habits and comments as appropriate. Data is automatically saved.

**Quick Tip:** 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.
- **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.

3. When data entry is complete, click the ‘Post Grades’ button. This process creates the grade record for the student which will appear on the report card.
4. Repeat process until grades are entered for all classes.



## 9.2.1 Posting Grades From Teacher-created Categories and Assignments

Posting Grades from teacher created categories and assignments is covered in the Gradebook & Staff View guide on the MyEducationBC.info site.

## 10.0 Generating Report Cards

Report cards can be run from various areas in MyEducation BC for all students or for an individual student. Report cards may be printed or published to the Student and Family Portal.

- **School view > Grades top tab > Transcript side tab > Reports menu > Report Cards category > select the appropriate report card: for all selected students.**
- **School view > Student top tab > Reports menu > Report Cards category > select the appropriate report card: for all or a selection of multiple students.**
- **School view > Student top tab > Transcript side tab > Reports menu > Report Cards category > select the appropriate report card: for an individual student.**

The Published Reports Export can be used to verify which portal users have downloaded the Report card from the portal for viewing.

- **School view > Student top tab > Options > Exports > Published Reports Export**

## 10.1 Kindergarten, Primary, Intermediate

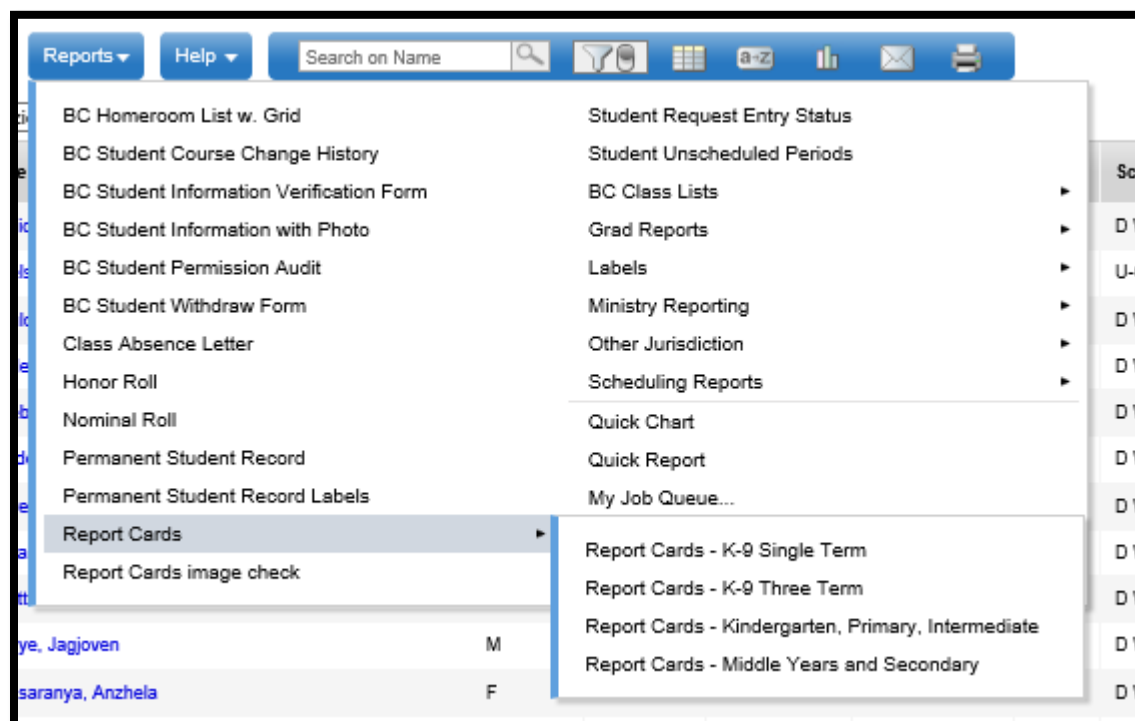
Selecting the appropriate Report Card Type will present the appropriate performance scale or term grade boxes for that particular group of students.

Elementary schools using the XTC course for term comments must check the “Include term comments” checkbox for this course to be displayed at the bottom of the report card.

See the table below for an explanation of the selections on the report card parameter form.

Field	Description
<b>Report Card Type</b>	Select the report card required for the grade level of students to ensure the correct performance scale is displayed. <b>Kindergarten:</b> Kindergarten <b>Primary:</b> Grades 1, 2, 3 <b>Intermediate:</b> Grades 4+
<b>School year</b>	This will default to the current school year.
<b>Term</b>	Select the term for which report cards are being run. These values are populated by the grade terms set up in Grades top tab > Grade Terms side tab.
<b>Students to include</b>	<b>Current selection:</b> the report will run for all students in the student list when you selected the report. <b>All:</b> the report will run for all students. <b>YOG:</b> the report will run for all students with a specified YOG. <b>Snapshot:</b> the report will run for the students in the snapshot identified in the Search value field.
<b>Search value</b>	Contains the value to apply when running the report by YOG or Snapshot. This

	is a free-form, typed-in value and must be exactly as the data on the student record is displayed.
<b>Alternate mailings</b>	This has no functionality at this time.
<b>Exclude classes without term grades</b>	This will exclude any courses on the student schedule that do not have a mark or comment.
<b>First Name Format</b>	Determines whether the preferred or legal first name will be displayed on the report card.
<b>Last Name Format</b>	Determines whether the preferred or legal last name will be displayed on the report card.
<b>Display School Message</b>	This box must be checked to display the report card message entered in School top tab > Setup side tab > Preferences > Category = Grade > Report card message.
<b>Parent Signature Required</b>	Checking this box will cause the report to have a parent signature box at the bottom.
<b>Print on Both Sides</b>	Checking this box will insert a spare page where the report card exceeds 2 pages. For example, this will prevent the third page from printing with the first page of another student.
<b>Include Term Comments</b>	Check this box to generate a term comment box at the bottom of the report card when using the XTC course.
<b>Hide Performance Scale if no Mark Entered</b>	If no performance scale has been entered for a course at the Kindergarten or Primary levels, the performance scale bar will be omitted from the report card for that course if this box is checked.
<b>Print Performance Scale</b>	The top of the report card will display an explanation of the performance scale associated with the report card type at the top.
<b>French Language</b>	Generates the report card in the French language. <b>Note:</b> It does not translate data entered into the system in English.
<b>Print on Legal Size Paper</b>	Causes the report to be generated on legal size paper.
<b>Format</b>	Provides options to generate the report card in different formats. PDF is recommended.



## 10.2 Middle Years and Secondary

Field	Description
<b>Report Card Type</b>	Select the report card required for the grade level of students: <b>Middle:</b> displays letter grades only when the report card is run. <b>Secondary:</b> displays letter grade and percentages when the report card is run.
<b>School year</b>	This will default to the current school year.
<b>Term</b>	Select the term for which report cards are being run.
<b>Students to include</b>	<b>Current selection:</b> the report will run for all students in the student list when you selected the report. <b>All:</b> the report will run for all students. <b>YOG:</b> the report will run for all students with a specified YOG. <b>Snapshot:</b> the report will run for the students in the snapshot identified in the Search value field.
<b>Search value</b>	Contains the value to apply when running the report by YOG or Snapshot. It is important to note that this is a free-form, typed-in value and must be exactly as the data on the student record is displayed.
<b>Alternate mailings</b>	This has no functionality at this time.
<b>Exclude classes without term grades</b>	This will exclude any courses on the student schedule that do not have a mark or comment.
<b>First Name Format</b>	Determines whether the preferred or legal first name will be displayed on the report card.
<b>Last Name Format</b>	Determines whether the preferred or legal last name will be displayed on

	the report card.
<b>Suppress Course Teacher Name</b>	Checking this box will prevent the teacher's name from being displayed beside the course on the report card.
<b>French Language</b>	Generates the report card in the French language. <b>Note:</b> It does not translate data entered into the system in English.
<b>Display School Final Exam</b>	Checking this box will display the school final exam mark, if a transcript definition with a school final exam column was used.
<b>Include Blended Mark if Available</b>	Checking this box will display a blended mark for the course if the mark has been pushed to the transcript record exam field in MyEd BC.
<b>Print on Both Sides</b>	Checking this box will insert a spare page where the report card exceeds 2 pages. For example, this will prevent the third page from printing with the first page of another student.
<b>Print Info Page</b>	The bottom of the report card will display an explanation of the letter grades associated with the report card.
<b>Display Attendance Summary</b>	If this box is checked, the daily attendance summary will show at the top of the report card. If it is unchecked, only class attendance will display on the course against which it was recorded.
<b>Display School Message</b>	This box must be checked to display the report card message entered in School top tab > Setup side tab > Preferences > Category = Grade > Report card message.
<b>Teacher Signature Required</b>	Checking this box will cause the report to have a teacher signature box at the bottom.
<b>Parent Signature Required</b>	Checking this box will cause the report to have a parent signature box at the bottom.
<b>Include Term Comments</b>	Check this box if the XTC course has been used to generate a term comment box at the bottom of the report card. This functionality is specific to the XTC course.
<b>Display GPA</b>	Displays a system-generated GPA when the report card is run.
<b>Include Behaviour, Attitudes and Social Responsibility</b>	If this box is checked, XSR course will display at the bottom of the report card for the middle school report card.
<b>Print on Legal Size Paper</b>	Causes the report to be generated on legal size paper.
<b>Format</b>	Provides options to generate the report card in different formats. PDF is recommended.

The **K-9 Single Term report card** and **K-9 Three Term report guide** can be found on the MyEducationBC.info site > School User Resources.

## 11.0 Other Functions

### 11.1 Update Gradebooks

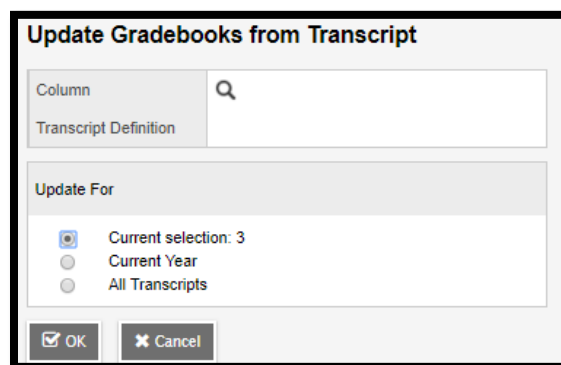
This is an optional function that can be used as part of updating marks in the transcript record. **Recommended practice is to make the grade in the grade input grid and re-post the grades/comments/work habit changes for the course.** This will update the applicable transcript record(s) accordingly.

This function pushes any changes made directly on the student transcript record *in the School view*, back to the teacher gradebook's **term grade** screen. If you make manual changes to term grades in the Transcript screen, they are not automatically reflected in the teacher's screen. Teachers should be aware of this process before it is executed as it will affect the marks they see in their term screen. This process does not reach back into the actual teacher gradebook where individual assignment marks are recorded.

To update gradebooks:

**School view > Grades top tab > Transcript side tab**

1. Select all records that have been changed and use *Options > Show Selected*.
2. From **Options** menu, choose **Update Gradebooks**.
3. In the Update Gradebooks from Transcript window:
  - Select the correct transcript definition and column from the pick list. For example: you may be updating the Tri 1 grade for courses with an Elementary – Kindergarten/Primary transcript definition.
  - Confirm the **Current Selection** reflects the number of records you selected to update.



2. Click **OK**.

### 11.2 Calculate Credits

When an administrative staff member posts final grades in the School view, credits are not automatically calculated. The Calculate Credits function will populate the credit value based on the system credit procedure.

**To calculate credits:**

1. In the **School** view, select the **Grades** top tab.

2. Click the **Transcripts** side-tab.
3. Select the records requiring a credit value.
4. In the **Options** menu, select **Calculate Credits**. The *Calculate Credits* dialog box appears.
5. Choose the appropriate option to calculate credits for the current selection or for all transcript records.
6. Click **OK**. The system will assign credit values based on the system credit procedure rules.

## 12.0 Appendix A

### 12.1 To Create or Modify a District Comment Bank

Categories within comment banks create filters for users allowing them to narrow the list of comments seen in the entry screen. Do some testing with categories on the comment bank, as well as the codes, and then view the grade entry screen to confirm achieving the desired result.

1. Log in to **District** view.
2. Click on the **Admin** top tab.
3. Click on the **Data Dictionary** side tab and select the **Comments** leaf.
4. If a district comment bank exists, click on the name of the comment bank. If there is no bank, go to the **Options** menu and select **Add** to create the bank.

5. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
Bank name	Enter a name for the comment bank that is descriptive for users.
Category 1	This creates a filter for users in the comment bank. The name of the category here should be generic (ex. Just call it Category). Then Category 1 on the actual comment can be called General for one comment, Work Habit for another comment, etc. This would create a drop-down menu called Category from the user screen and within the drop-down menu would be General and Work Habit.
Category 2	This is optional, but can be used to further filter comments
Category 3	This is optional, but can be used to further filter comments

6. Click **Save**.

### 12.1.1 To add or modify a comment in the district comment bank:

1. Log in to **District** view.
2. Click on the **Admin** top tab.
3. Click on the **Data Dictionary** side tab and select the **Comments** leaf
4. Click on the **Codes** leaf. If comments exist, you will see them in the list. Click on the blue **ID** hyperlink of an existing comment to edit its content, if necessary.

Pages	District	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
Comment Bank Tables :: District Comments											
Users	0 of 6 selected										
Security	<input type="checkbox"/>	ID	Preview	Category1	Category2	Category3					
Reference	<input type="checkbox"/>	2	This is a test of the Distrct Comment System	Category	23						
Comments	<input type="checkbox"/>	3	This is a test of the Distrct Comment System	Category	20						
Details	<input type="checkbox"/>	4	This is a test of the Distrct Comment System	Category	10						
Codes	<input type="checkbox"/>	5	This is a test of the Distrct Comment System	Category	27						

5. To add a new code, go to the **Options** menu and select **Add**.
6. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the uses cannot see the comment.


7. Click **Save**.



## 12.2 To Create or Modify a School Comment Bank

Categories within comment banks create filters for users allowing them to narrow the list of comments seen in the entry screen. Do some testing with categories on the comment bank, as well as the codes, and then view the grade entry screen to confirm achieving the desired result.

1. Log in to **School** view.
2. Click on the **Admin** top tab.
3. Click on the **Comments** side tab.
4. If a school comment bank exists, click on the name of the comment bank to view the comments already entered. If there is no bank, go to the **Options** menu and select **Add** to create the bank.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
<b>Comment Bank Tables</b>											
Reference	0 of 1 selected 										
Comments											
Details											
	Name	Category1	Category2	Category3	Owner						
	<input type="checkbox"/> School Comments	Category 1	Subject		Chilliwack Seco						

5. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
Bank name	Enter a name for the comment bank that is descriptive for users.
Category 1	This creates a filter for users in the comment bank. The name of the category here should be generic (ex. Just call it Category). Then Category 1 on the actual comment can be called General for one comment, Work Habit for another comment, etc. This would create a drop-down menu called Category from the user screen and within the drop-down menu would be General and Work Habit.
Category 2	This is optional, but can be used to further filter comments
Category 3	This is optional, but can be used to further filter comments

6. Click **Save**.

### 12.2.1 To add a comment to the school comment bank:

1. Log in to **School** view.
2. Click on the **Admin** top tab.
3. Click on the **Comments** side tab.
4. Click on the **Codes** leaf. If comments exist, you will see them in the list. Click on the blue hyperlink of an existing comment to edit its content, if necessary.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Comment Bank Tables :: School Comments

Reference 1:100 0 of 165 selected

ID	Preview	Category1	Category2	Category3
100	Good Work {{ studentName lower capitalize }}!	General		
101	Satisfactory progress.	General		

Comments  
Details  
Codes

- To add a new code, go to the **Options** menu and select **Add**.
- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the users cannot see the comment.

- Click **Save**.

## 12.3 Adding a Teacher Comment to the school comment bank

As only one comment bank can be added to a course, and this is done at the school level, a teacher wanting to create their own custom comments will add their comments to the existing school comment bank. Only the teacher creating the comment will see these.

- Log in with a teacher account.
- Click on **Change View** and select **Staff view**, if necessary.
- Click the **Tools** top tab.
- Select the **Comments** side tab.
- The **School Comment** bank appears.
- Click the **Codes** leaf.
- To add a new code, go to the **Options** menu and select **Add**.
- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the uses cannot see the comment.

9. Click **Save**.

## 12.4 Using Tokens (Replacement Characters)

MyEducation BC has the ability to use replacement characters for name, gender, he/she, etc. These are called “tokens”. The codes to be used for character replacement are as defined in the table below.

Filter type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on file)
Capitalize	The system capitalizes the first letter.	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's 3 <sup>rd</sup> incident was the last documented offense.
Upper	The system enters the test in all uppercase.	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName lower}}	jane
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as 123 Main Streetxxx	123 Main Street (The address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy,girl,it}} OR {{person.genderCode gender:He, She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)

## Example:

Comment Bank Tables :: School Comments		
Reference	1:100	
Comments		
Details		
Codes		
Fields		
Licenses		
Logs		
	ID	Preview
	100	Good Work {{ studentName lower capitalize }}!
	101	Satisfactory progress.
	102	Good progress - quality work.
	103	{{ studentName lower capitalize }} participates well.
	104	Good work habits and attitude.
	105	{{ studentName lower capitalize }} is a pleasure to have in class.
	106	Excellent progress.
	107	A fine effort displayed.
	108	{{ studentName lower capitalize }} has special abilities.

## 12.5 Report Card Comments

### 12.5.1 Move Between Students When Entering Report Card Comments

School View> Grades TT> Grade Input ST

Staff View > Gradebook TT> Scores ST

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. Then Click Save to close the pop-up.

Student

Lang, Yaw


Great effort this term!

Save

Save ◀

Save ▶

Cancel



## 12.5.2 Character Count for Post Column/report card comments

When teachers in Staff View or School Staff in School view, enter a post column/report card comment in the Gradebook, the character count and limit appear at the bottom of the text comment box. This guide helps teachers stay within the Report defined text area. If the teacher enters a comment that exceeds the limit, the character count and limit are highlighted in red. This gives the teacher a chance to edit the comment and reduce its length. MYEDBC will not save a comment if its length exceeds the limit .

The screenshot shows a form for entering a comment for a student named 'Bulloughklassen, Brilynn'. The comment text area contains placeholder text. At the bottom right, a red box highlights the character count: '445 characters used / maximum 10000'.

If the comment is over the character limit, the comment cell displays red and an error message shows at the top of the scores screen. The comment will not be saved if it is over limit.

The screenshot shows the Gradebook interface with an error message at the top: 'The comment length must be less than the field length of the associated transcript column.' Below the error message is a table of student scores.

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q2 Grade	Q2 WH
Bulloughklassen, Brilynn	2020	94	E		91	E
Churcherguson, Romerson	2021	93	E		88	G
Denville, Huobwa	2021	94	E		90	E

## 12.5.3 Changing the Comment Length limit on a report card

The Comment Length limit on a report card can be decreased at the school level using the appropriate comment field in the Transcript Definition.

*School > Grades > Transcript Column Attributes*

Select the Transcript Definition using the *Transcript Definition* picklist

- *Options > Add*

Select the desired comment column in the *Grade Name* picklist

(e.g. School Comment or Tri 3 Comment)

Column Type: *Text Comment* will display

Text comment length will display the current max character count

Decrease the max character count as needed

**Note:** Long text comments may cause report card formatting to run on to multiple pages.

### 12.5.4 Changing the display order of courses on a report card

Schools can determine the display order of the courses on report cards by using the *Report sequence number* field in the Course Details.

Sequencing displays on the report card by lowest number to highest number. A course with a sequence number of 10 will display before a course with the sequence number of 20.

School > Schedule > Courses > Field Set = Report Card Field Set

School > Schedule > Courses > Details > Template = Report Card Field Set

If schools would like groupings of courses to have the same sequence code (e.g. English at all grade levels), courses can be sorted and selected using *Options > Show Selected* and then the Report sequence number field can be *Mass Updated*.

## 13.0 Appendix B: Grade Input Query/Filter For Transcript Definitions

When course sections that are reported on 3 times a year (trimester) and 4 times a year (quarterly) are in the same list in the grade input screen, the user will get a warning window when preparing grade input that will state that columns were not prepared for some course sections. For example, if MEN—07 is reported on in a trimester model and is in the same list as MEN—10 which is reported on in a quarterly model, preparing grade input for Tri 1 will create a warning window that columns were not created for MEN—10. This is expected, because MEN—10 would not have a Tri 1 column, it would have a Q1 column (for the first quarter).

Schools that are using both quarter and trimester grade terms (such as K-12 schools), may wish to create a query/filter to isolate the course sections reported on in either the trimester or quarterly model before preparing grade input. While this is not strictly necessary, it could avoid confusion for users so they don't receive the warning that columns were not prepared.

A query as shown below will provide for filtering course sections from within a range of course grade levels. Schools will use different grade level cut-offs and will make use of the operators "Less than or equal to" or "Greater than or equal to" to isolate the necessary course sections.

This query would be created in the **Grades** top tab > **Grade Input** side tab.

Set the **Tables** to Course and **Fields** to Grade Level. Use **Operators** Greater than or equal to, and Less than or equal to and base the search on **All Records**. Remember to use **Save As...** to get the option to save the query as a filter.

