



MyEducationBC

Grade Management

October 2025 v3.7

Version History

Version	Date	Description
1.0	Oct 2014	Initial document created.
2.0	Apr 2014	Document renamed (previously called Preparing for Learning Updates and Grade Entry)
2.1	Sep 2015	Updated information on K-12 grade term cover maps.
2.2	Oct 2015	Updated Learning Update parameter form information. Added information on preparing grade input for course dates for DL and CE schools.
2.3	Oct 2015	Removed reference only DL and CE schools for creating and posting course dates.
2.4	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	Dec 2016	Inserted new section on Overriding Final Term Calculations
2.6	Jan 2017	Updated Posting Grades and Posting Course Dates sections
2.7	Apr 2019	Added hyperlinks to Table of Contents
2.8	Sep 2019	Added section 7.2 Prepare Curricular Competencies; Revision throughout the document in sections 1-9 to reflect release changes.
2.9	May 2020	Changes throughout the guide to reflect the renaming of Learning Standards to Curricular Competencies
3.0	May 2020	Addition of publishing report, clarification in grade post controls and actual start date
3.1	Jul 2020	6.1 Upgrade, posting course dates
3.2	Jul 2021	6.3 Upgrade - Grade Post controls updating for new teacher Section 9.1.2.2
3.3	Sep 2021	Made changes in KPI report and Middle Year and secondary Learning Update parameter screen options
3.4	Oct 2022	Made clarification in KPI report and Middle Year and secondary Learning Update parameter screen options Added section 10 – Transcript Visibility in Portal Flag

3.5	Sep 2023	Grade Post controls, Transcript visibility screenshot, mobile view and hide in portal functionality. 2023 Reporting Order removed section Overriding Final Term Calculations.
3.6	July 2024	Section 10: Hide in Portal – Start and End Dates Grade Post Verification Report Updated
3.7	Oct 2025	Added token information for Gender Identity

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 original intent 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

1.0 PURPOSE.....	6
2.0 SCHOOL PREFERENCES	6
2.1 Grade Preferences.....	6
3.0 COMMENT BANKS	7
3.1 District Comment Bank	7
3.2 School Comment Bank	7
4.0 GRADE TERMS.....	8
5.0 GRADE TERM COVER MAPS	10
6.0 COURSE ATTRIBUTES	15
6.1 Transcript Definitions	15
6.2 Learning Update Field Set.....	15
7.0 PREPARING GRADE INPUT.....	16
7.1 To Prepare Grade Input	16
7.2 Prepare Curricular Competencies	18
7.3 Grade Post Controls.....	22
7.4 Transcript Column Attributes.....	23
8.0 COURSE DATES.....	24
8.1 Preparing Grade Input for Course Dates	24
8.2 Entering Course Dates	26
8.3 Posting Course Dates	27
8.4 Adjusting Course Dates After Initial Posting	28
9.0 GRADE INPUT	29
9.1 School View	29
9.2 Staff View.....	33
9.3 Grade Post Verification Report.....	35
10.0 TRANSCRIPT VISIBILITY FLAG IN PORTALS	37
11.0 GENERATING LEARNING UPDATE	39
12.0 OTHER FUNCTIONS.....	40
12.1 Update Gradebooks	40
12.2 Calculate Credits.....	41
APPENDIX A: CREATING OR MODIFYING COMMENT BANKS	42

Create or Modify a District Comment Bank	42
Create or Modify a School Comment Bank	44
Adding a Teacher Comment to the School Comment Bank	46
Using Tokens (Replacement Characters)	47
Learning Update Comments	48
APPENDIX B: GRADE INPUT QUERY/FILTER FOR TRANSCRIPT DEFINITIONS	50
APPENDIX B: ALL RECORDS FILTER IN THE DISTRICT VIEW>GRADES TOP TAB>TRANSCRIPTS SIDE TAB.....	51

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 Learning Updates. 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 Learning Updates
- Grade term setup
- Grade term cover maps
- Course attributes as they relate to Learning Updates
- 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 Learning Update 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.

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 Learning Update 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 for Learning Updates. **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 Learning Updates.

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.

See examples on following pages.

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.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global
Schedule Terms :: FY										
Master	Options ▾ Reports ▾ Help ▾									
Schedules	Save Cancel									
Courses	Code: FY ▾									
Rooms	Name: FY									
Structure	Base terms per year: 1 Set									
Terms	Term map: ☒									
Days	Term Date Ranges: Start: 04/09/2018 End: 28/06/2019									
Periods	Grade term cover map: Standard Single Term ☒ Standard Trimester Grades ☒ ☒ ☒									
Bell Schedules										
Elementary Lunch	Save Cancel									

Example of a common secondary school setup: In this example, the secondary school is sending Learning Updates 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.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars
Schedule Terms :: S1									
Master	Options ▾ Reports ▾ Help ▾								
Schedules	Save Cancel								
Courses	Code: S1 ▾								
Rooms	Name: S1								
Structure	Base terms per year: 2 Set								
Terms	Term map: ☒ ☐								
Days	Term Date Ranges: Start: 04/09/2018 End: 01/02/2019								
Periods	Grade term cover map: Standard Single Term ☒ Standard Quarterly Grades ☒ ☒ ☐ ☐								
Bell Schedules									
Elementary Lunch	Save Cancel								
Configurations									

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:

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurricular
Schedule Terms :: FY									
Master Schedules Courses Rooms Structure Terms Days Periods Bell Schedules Options Reports Help Save Cancel Code: FY Name: FY Base terms per year: 1 Term map: ☒ Term Date Ranges: Start: 04/09/2018, End: 09/08/2019 Grade term cover map: Standard Single Term, Standard Trimester Grades, Standard Quarterly Grades									

Semester schedule term example:

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule
Schedule Terms :: S1								
Master Schedules Courses Rooms Structure Terms Days Periods Bell Schedules Options Reports Help Save Cancel Code: S1 Name: S1 Base terms per year: 2 Term map: ☒ Term Date Ranges: Start: 04/09/2018, End: 01/02/2019 Grade term cover map: Standard Single Term, Standard Trimester Grades, Standard Quarterly Grades								

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
☒
Standard Trimester Grades
☐ ☒ ☒
Standard Quarterly Grades
☐ ☐ ☒ ☒

Setting up a grid similar to the examples below, may help K-12 schools determine what schedule terms fit into each grade term to be 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 v	Course Start Date v	Course End Date v	Grade Term Tri 1 Sep 8 - Dec 18 v	Grade Term Tri 2 Dec 19 - Mar 11 v	Grade Term Tri 3 Mar 12 - Jun 29 v
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 Learning Updates. 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 Learning Update. 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 or comments 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 on Learning Updates. Using the **Transcript Definitions Explained spreadsheet** on the L1 information station, select a transcript definition that will:
 - Display on a Learning Update the school is using
 - And displays the correct terms (e.g. Single, 3 Term, 4 Term)
 - And provides the options the school requires (e.g. English or French, % / Letter Grade, Grade Level, Comment Only or Performance Indicators on Learning Update etc.)

6.2 Learning Update 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.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin									
School Courses									
Master	Options ▾ Reports ▾ Help ▾ Search on CrsNo 🔍 📄 📅 📊 🖨️								
Schedules	< 5:MENR-12-4S > 0 of 735 selected School Year: 2022-2023								
Courses									
Courses									
Details									
Build									
Request									
Sections									
Department Codes									
	CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name	GPA		
☐	MENR-12-4S	SUSTAINABLE ENGINEERING 12	12	4 Term 10-12 2023 English %-LG	Engineering 12	School Comments	Y		
☐	MENST12-4L	ENGLISH STUDIES 12 (LINEAR)	12	4 Term 10-12 2023 English %-LG	English Studies 12	School Comments	Y		
☐	MENST12-4LH	ENGLISH STUDIES 12 (HONOURS-LINEAR)	12	4 Term 10-12 2023 English %-LG	English Studies 12	School Comments	Y		
☐	MENST12-4S	ENGLISH STUDIES 12	12	4 Term 10-12 2023 English %-LG	English Studies 12	School Comments	Y		

7.0 Preparing Grade Input

Preparing grade input is the process of creating the columns that users will see for entering dates, grades and comments for the Learning Update. 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.

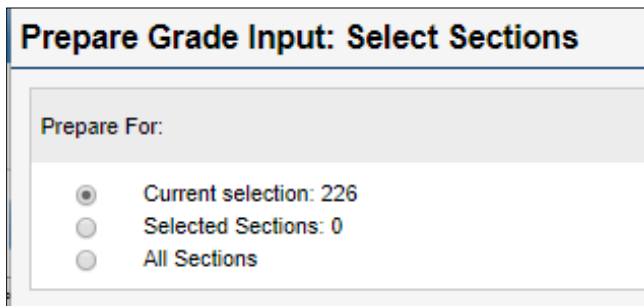
This is not problematic but may be confusing for users. Consider creating a filter that can be used prior to preparing grade input to avoid these messages appearing. Appendix B contains a suggestion for creating a query that can be saved as a filter.

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	☐	

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.

NOTE: The teacher may still enter mark information in Staff view outside of the grade post controls, but they will not be able to POST these mark entries.

- 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 for assignments.

Note: Confirm with School Administration which rubric 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 **Learning Update term columns**.

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

The screenshot shows the 'Schedule' page in the MyEducationBC system. The 'Courses' section is expanded, and the 'MENST12-4S - ENGLISH STUDIES 12' course is selected. The 'Grading' tab is active, displaying various fields for course configuration. A red box highlights the 'Courses' section on the left and the 'Rubric Definition' field in the 'Grading' tab. A red arrow points to the 'English Studies 12' option in the dropdown menu for the 'Rubric Definition' field.

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

School Courses

Master Schedules

Options Reports Help Search on CrsNo

5:MENR-12-4S 0 of 735 selected School Year: 2022-2023

Courses

Courses

CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name	GPA
☐ MENR-12-4S	SUSTAINABLE ENGINEERING 12	12	4 Term 10-12 2023 English %-LG	Engineering 12	School Comments	Y
☐ MENST12-4L	ENGLISH STUDIES 12 (LINEAR)	12	4 Term 10-12 2023 English %-LG	English Studies 12	School Comments	Y
☐ MENST12-4LH	ENGLISH STUDIES 12 (HONOURS-LINEAR)	12	4 Term 10-12 2023 English %-LG	English Studies 12	School Comments	Y
☐ MENST12-4S	ENGLISH STUDIES 12	12	4 Term 10-12 2023 English %-LG	English Studies 12	School Comments	Y

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.

Pages School Student Staff Attendance Conduct **Grades** Assessment Schedule

Classes

Grade Terms

Transcripts

Transcript Column Attributes

Calculation Overrides

Average Calculations

Credit Adjustments

Grade Input

Input Grid

Curricular Competencies

Options Reports Help Search on Course

Query... Post Grades... Prepare Curricular Competencies Grading... Prepare Grade Input... Prepopulate Rubric Scores

☐	MACLV11-01	01	ACTIVE LIVING 11	S2	CI
☐	MACLV11-02	02	ACTIVE LIVING 11	S1	Qa
☐	MACLV11-03	03	ACTIVE LIVING 11	S1	M
☐	MACLV12-01	01	ACTIVE LIVING 12	S2	CI
☐	MACLV12-02	02	ACTIVE LIVING 12	S1	M

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**

Prepare Curricular Competencies: Select Sections	Step 1 of 3
Prepare For: ☒ Current selection: 458 ☐ Selected Sections: 0 ☐ All Sections	
< Previous Next > Finish Cancel	

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	Extra
-------	--------	---------	-------	------------	---------	---------------	------------	----------	-------

Classes

Grade Terms
Transcripts
Transcript Column Attributes
Calculation Overrides
Average Calculations
Credit Adjustments
Grade Input
☐ Input Grid
☒ **Curricular Competencies**
☐ Grade Posts

Options ▾ Reports ▾ Help ▾ Search on Course a-z

1:FFRAL08-01 > 0 of 458 selected

☐	Course	SecNo	Description	Term	Teacher
☐	FFRAL08-01	01	FRENCH IMMERSION, 8	FY	Donal
☐	MACLV11-01	01	ACTIVE LIVING 11	S2	Cheve
☐	MACLV11-02	02	ACTIVE LIVING 11	S1	Qayss
☐	MACLV11-03	03	ACTIVE LIVING 11	S1	Menzi
☐	MACLV12-01	01	ACTIVE LIVING 12	S2	Cheve
☐	MACLV12-02	02	ACTIVE LIVING 12	S1	Menzi
☐	MACLV12-03	03	ACTIVE LIVING 12	S1	Qayss

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 and post marks. Once the end date passes, all mark changes must be made through the office.

NOTE: The teacher may still enter mark information in Staff view outside of the grade post controls, but they will not be able to POST these mark entries.

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**.

NOTE: Recommendation to only use Criteria Type = All Students. Criteria Type = Specific YOG's , restricts all of your grade terms to the specified YOGS the Criteria field

The screenshot displays the 'Grade Post Controls' interface. At the top, there's a navigation bar with tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, and Assess. Below this, the main heading is 'Post Controls :: Q1'. On the left, a sidebar lists various system functions: Grade Terms, Transcripts, Transcript Column Attributes, Calculation Overrides, Average Calculations, Credit Adjustments, Grade Input, and Grade Post Controls (which is currently selected). The main content area shows a form for defining a grade term. It includes a 'Grade Term > Grade Term Definition > Name' field with the value 'Standard Quarterly Grades'. Below this is a 'Grade Term > Term ID' field with the value 'Q1'. There are also dropdown menus for 'Grade type' (set to 'Term') and 'Criteria type' (set to 'All Students'). A 'Criteria' field is present but empty. At the bottom, there are 'Start date' and 'End date' fields, both with calendar icons. The 'Start date' is '09/11/2020' and the 'End date' is '18/12/2020'. There are 'Save' and 'Cancel' buttons at the bottom of the form.

7.4 Transcript Column Attributes

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

7.4.1 Text Comment Length

The screenshot shows the 'Transcript Column Attributes' page. The top navigation bar has tabs: Pages, School, Student, Staff, Attendance, Conduct, **Grades**, Assessment, and Schedule. The left sidebar has a tree view with 'Transcript Column Attributes' selected. The main content area has a title 'Transcript Column Attributes :: New Transcript Column Attributes'. Below the title are buttons for 'Options', 'Reports', and 'Help'. The 'Options' button is highlighted with a red box. Below these are 'Save' and 'Cancel' buttons. The form fields include: 'Grade name' (with a search icon), 'Column type' (read-only), 'Text comment length' (input field with value 0), 'Bank name' (with a search icon), 'Grade calculation' (with a pencil icon and an up arrow), and 'Auto recalculate?' (checkbox). At the bottom are 'Save' and 'Cancel' buttons.

Field	Description
Grade Name	Click to select the transcript column that you want edit, or type in its name
Column Type	This is a read only field
Test comment length	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.
Bank name	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.

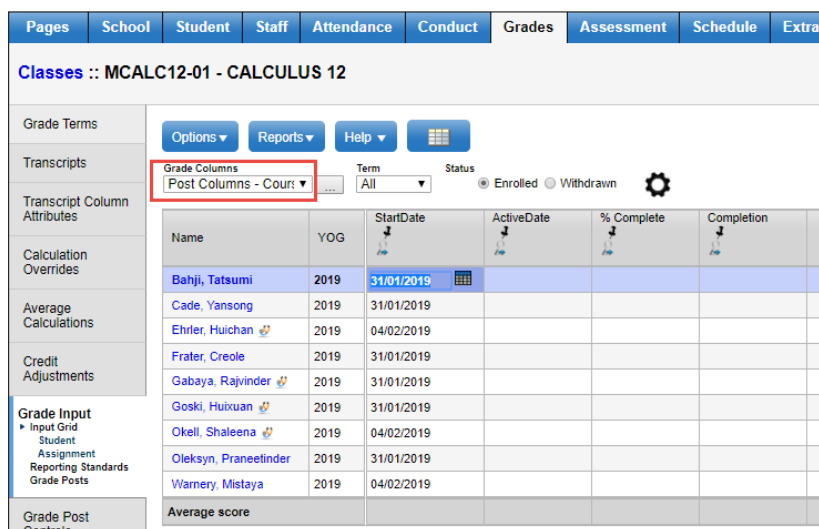
Note: The course dates do not observe the grade post controls the way term grades do. Course dates can be entered and posted at any point during the school year, even if the push pins are black.

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.



The screenshot shows the 'Grades' tab in the 'MCALC12-01 - CALCULUS 12' class. The 'Grade Columns' dropdown menu is open, showing 'Post Columns - Course' selected. The 'Input Grid' is visible below, showing student names, YOG, StartDate, ActiveDate, % Complete, and Completion. The 'ActiveDate' column is highlighted in blue.

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

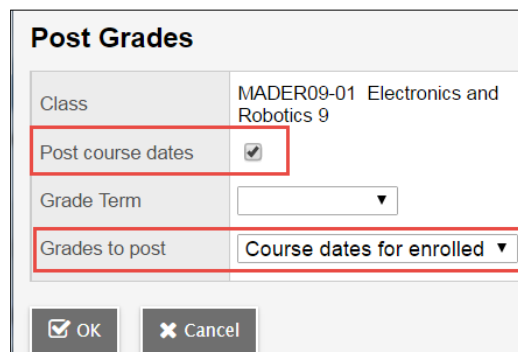
Course dates are created in student transcript records when they are either manually entered on the transcript records or when staff “Post course dates” from the Grade Input screen (Gradebook).

To post course dates:

By individual course

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

In the *Post Grades* pop-up window, check the box **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**



The image shows a 'Post Grades' pop-up window. It has a title bar 'Post Grades'. Inside, there is a table with two columns. The first column has labels: 'Class', 'Post course dates', 'Grade Term', and 'Grades to post'. The second column has values: 'MADER09-01 Electronics and Robotics 9', a checked checkbox, a dropdown menu, and 'Course dates for enrolled' with a dropdown arrow. At the bottom, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an 'X' icon. Red boxes highlight the 'Post course dates' checkbox and the 'Grades to post' dropdown menu.

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.

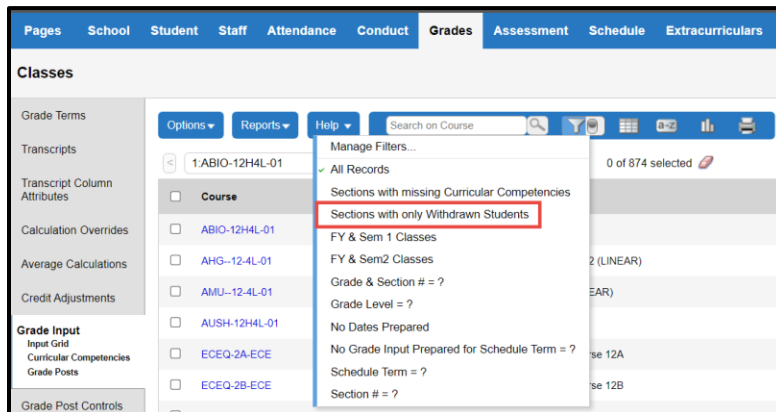
If course dates are populated en masse through the *Grades top tab > Transcripts side tab*, it is important to know that **this does not automatically populate the Grade Input grid with the values**. Therefore, the **Update Gradebooks** function should be used to push these dates back to the grade input 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 and comments for students. This can be done by office users through the **School** view, or by teachers, through the **Staff** view.

New filter “**Sections with only Withdrawn Students**”, can be selected when staff members prepare grade input. This filter allows staff to prepare grade input for class sections that do not currently contain any active students due to withdrawals.

School View > Grades Top Tab > Grade Input Side Tab > Filter



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.

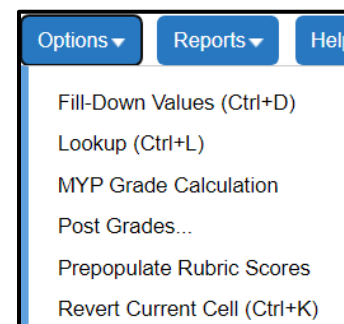
1. Enter grades, work habits and comments as appropriate. Data is automatically saved.

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.



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 Teacher Change

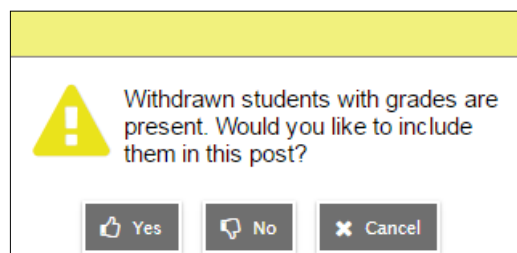
If the teacher of a class changes AFTER posting grades you can now associate the posted grades with new teacher rather than the original teacher without reposting the grades.

9.1.2.2 Posting Grades By Individual Classes:

School view > Grades top tab > Grade Input side tab

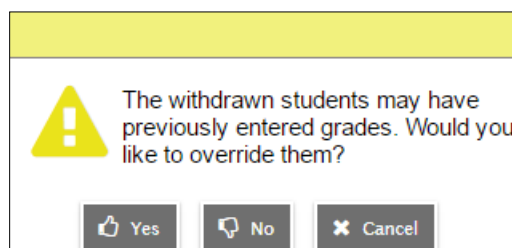
Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.

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

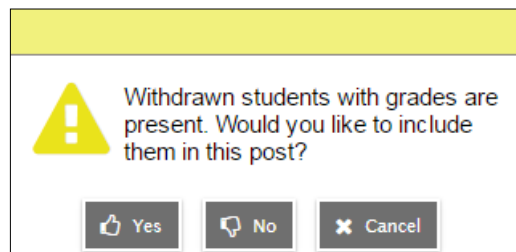
- **No** - does not post grades to transcripts for withdrawn students, and will not create a transcript record if one does not already exist.

9.1.2.3 Posting Grades For All Classes:

School view > Grades top tab > Grade Input side tab

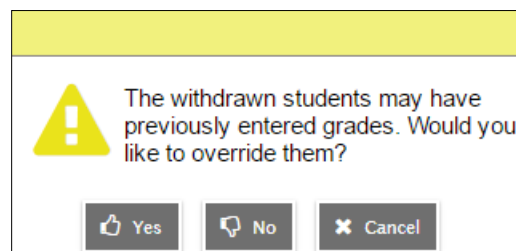
In the **Options** menu, select **Post Grades**.

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 Learning Update:

- Entering a term grade directly to term grade screen for Learning Updates. (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.



The screenshot shows the top navigation bar with 'Options', 'Reports', and 'Help' buttons. Below this is a form area with several fields. A red box highlights the 'Grade Columns' and 'Term' fields. The 'Grade Columns' dropdown is set to 'Post Columns - Term'. The 'Term' dropdown is set to 'Term'. To the right of these fields are 'Display' (set to 'Grade'), 'Status' (radio buttons for 'Enrolled' and 'Withdrawn'), and 'Class' (dropdown set to 'MMA--0'). A gear icon for settings is on the far right.

- **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 Learning Update.
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.

9.3 Grade Post Verification Report

Run the Grade Post Verification report to view a list of teachers who have not posted grades from the online gradebook in the Staff view.

- School View>Grades Top Tab>Grade Input

You can also audit the number of grades teachers enter. For example, if 25 students are enrolled in a class, and the Grade Post Verification report displays that the teacher has entered only 24 grades, office staff can investigate the missing grade.

Grade Post Verification

Term

Post type

Grade column

Group by class

Omit courses marked as 'hide from grade input'

Show non-posts only

Exclude empty

Sort results by

Format

☐

☐

☐

☒

Teacher

Adobe Acrobat (PDF)

Run

Cancel

Field	Description
Term	Click  to select the term to include on the report from the Grade Term pick list.
Post type	Click  to select the post type from the Grade Post Control pick list.
Grade column	Click  to select the column to include from the Transcript Column Definition pick list.
Group by Class	Enable this field to display merged class sections together on the report.
Omit courses marked as 'hide from grade input'	Enable this field so classes flagged to prevent grades from being viewed, entered or edited do not appear on the report.
Show non-posts only	Select this checkbox for the report to only include the classes teachers have not posted grades for. If you do not select this checkbox, the report includes the grade post status for every teacher, whether they have posted or not. For those who have posted, the report displays

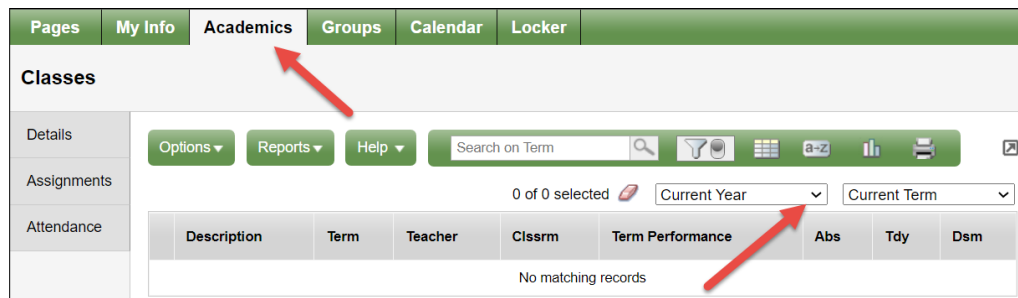
	the number of students, number of grades posted, date and time of the posting, and user who posted the grades.
Exclude empty	This field is selected by default. When selected, the report excludes classes that do not have enrolled students. If you deselect this field, the report includes classes that have no enrolled students.
Sort results by	Select Teacher or Section as the sort criteria
Format	Select the format for the report.

10.0 Transcript Visibility Flag in Portals

Student grades posted from Staff View or from School View are not automatically visible in the family or student portals when viewed from full site.

“Hide in Portal” = Y is the default setting on all current year transcript records to avoid the marks and comments being visible in the family or student portal before the school is ready.

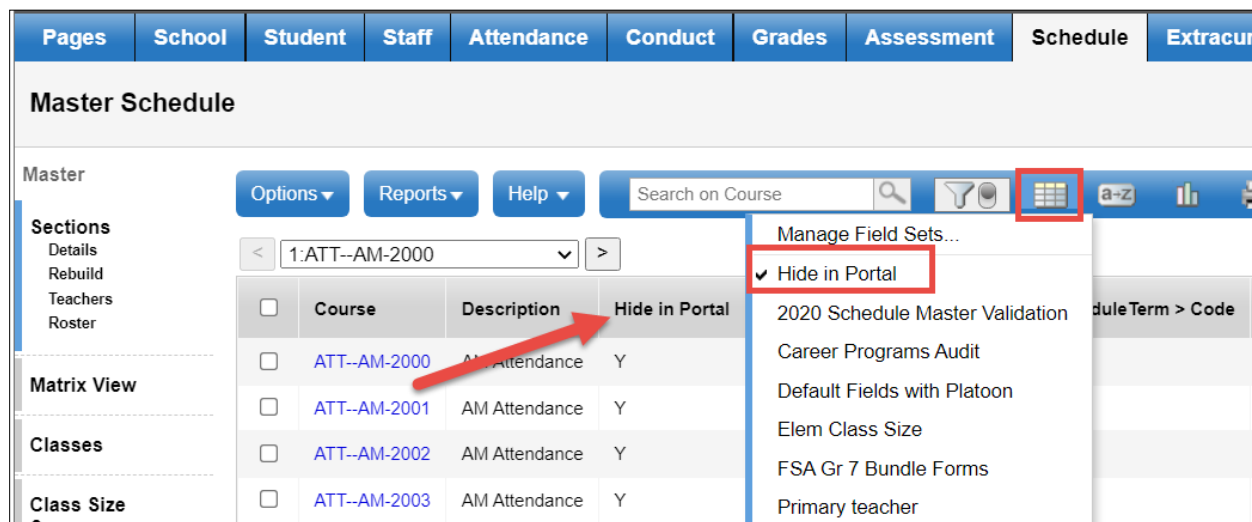
Reminder: No current year course information, assignments or class attendance information is available in the Portal if the School has not toggled the transcript visibility in portal feature (Hide in Portal = N, not Y).



Follow district or school process to update the flag from “Y” to “N” before publishing Learning Updates to the Family and Student Portals.

School View > Schedule top tab > Master Schedule side tab

To update the flag for Hide in Portal, select the “Hide in Portal” FieldSet from the list (the Hide in Portal is list and mass updateable).



The course(s) for the student(s) will always display in the mobile view. Hide in Portal functionality currently does not work in the mobile view only the full view.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extrac

Master Schedule

Master

Options Reports Help Search on Course

Sections
Details
Rebuild
Teachers
Roster

Matrix View

Classes

Class Size Summary

Schedules

Add
Delete
Modify List
Mass Update...
Query...
Show Selected
Omit Selected

Assign Track ID...
Build Class Pages...
Exports
Group scheduling...
Initialize Sections...
Recalculate Enrollment Totals...
Restore Deleted Section...
Studies
Synchronize Schedule...
Update Inclusion for Remedy Students

Note: The Hide in Portal flag is visible in the School View > Grades top tab > Transcript side tab but is not updateable in this location. The Hide in Portal flag must be updated from the Schedule top tab > Master Schedule side tab.

11.0 Generating Learning Update

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

- School view > Grades top tab > Transcript side tab > Reports menu > Learning Update
- School view > Student top tab > Reports menu > Learning Update
- School view > Student top tab > Transcript side tab > Reports menu > Learning Update.

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

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

Check out the Learning Update Report guide on the L1 Information Station for more information.

12.0 Other Functions

12.1 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 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**.

12.2 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.

Appendix A: Creating or Modifying Comment Banks

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**.

Adding or modifying 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											
Reference											
Comments											
Details											
Codes											
	☐	ID	Preview								
	☐	2	This is a test of the District Comment System				Category	23			
	☐	3	This is a test of the District Comment System				Category	20			
	☐	4	This is a test of the District Comment System				Category	10			
	☐	5	This is a test of the District 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 users cannot see the comment.

7. Click **Save**.

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									
Comment Bank Tables											
Reference	0 of 1 selected 										
Comments	Name	Category1	Category2	Category3	Owner						
Details	☐ 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**.

Adding 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					
Comments Details Codes	☐ ID ☒ 100 ☐ 101	Preview Good Work {{ studentName lower capitalize }}! Satisfactory progress.	Category1	Category2	Category3						
			General								
			General								

- 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.

- Click **Save**.

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.

1. Log in with a teacher account.
2. Click on **Change View** and select **Staff view**, if necessary.
3. Click the **Tools** top tab.
4. Select the **Comments** side tab.
5. The **School Comment** bank appears.
6. Click the **Codes** leaf.
7. To add a new code, go to the **Options** menu and select **Add**.
8. 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.

9. Click **Save**.

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.

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 rd incident was the last documented offense.
Upper	The system enters the text 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
Gender Identity	The system enters the gender identity term based on "Male" or "Female" or other.	{{person.fieldA007 gender:He has, She has, They have }}	He hasOR She has Or They Have
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)

Notes about Gender Identity

Using this token with the gender filter type has a couple of important limitations:

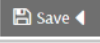
- It only supports 3 possible outputs. The first output is if the Gender Identity is M. The second output is if the Gender Identity is F. The third output is for any other Gender Identity value (including blank). This means that there can't be different outputs for O, N, X, etc. In the sample token #1 above "He has" is the first output, "She has" is the second output, and "They have" is the third output.
- If a school wants to use this token with this filter, they will need to populate the Gender Identity field for every student. Otherwise, any student without a value in the Gender Identity field will get the third output.

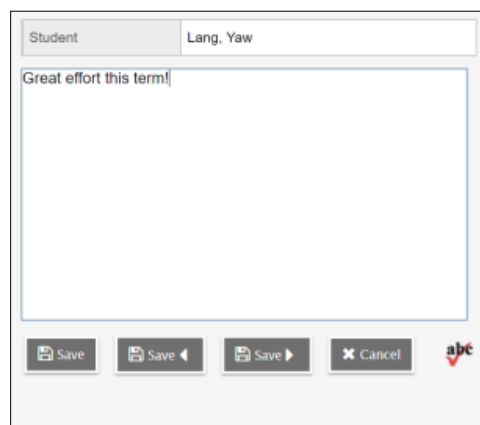
Learning Update Comments

Move Between Students When Entering Learning Update Comments

School View> Grades TT> Grade Input ST

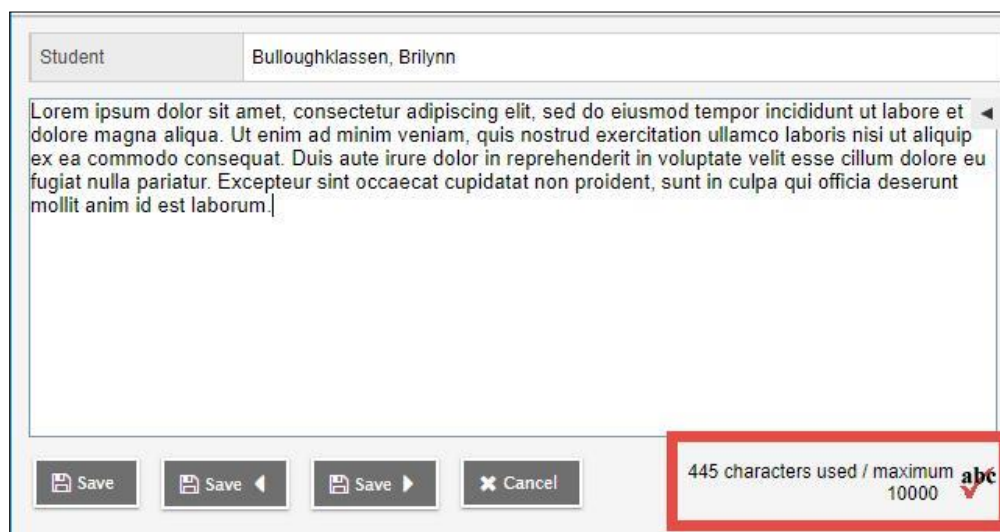
Staff View > Gradebook TT> Scores ST

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.



Character Count for Post Column/Learning Update comments

When teachers in Staff View or School Staff in School view, enter a post column/Learning Update 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 .



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.

Options ▾ Reports ▾ Help ▾

Grade Columns: Post Columns - Term ▾ Term: All ▾ Status: ☒ Enrolled ☐ Withdrawn

The comment length must be less than the field length of the associated transcript column.

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

Changing the Comment Length limit on a Learning Update

The Comment Length limit on a Learning Update 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 Learning Update formatting to run on to multiple pages.

Changing the display order of courses on a Learning Update

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

Sequencing displays on the Learning Update 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 = Learning Update Field Set

School > Schedule > Courses > Details > Template = Learning Update 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*.

Appendix B: Grade Input Query/Filter For Transcript Definitions

When course sections that are reported on three times a year (trimester) and four 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.

New Query Simple Mode

Tables: Course

Fields: Flavour, Master type, Department, School level, Academic level, **Grade level**

Operator: Less than or equal to

Value: 03

Search criteria

School Course > Course > Grade level Greater than or equal to 01
And School Course > Course > Grade level Less than or equal to 03

Search based on: All Records

Buttons: Search, Cancel, New, Save As..., Select...

Appendix B: All Records Filter in the District View>Grades Top Tab>Transcripts Side Tab

If a student is primary to the district, then all of the student's transcripts, regardless of school, will be displayed.

If a student is cross-enrolled in the district in the current school year, then all of the student's transcripts, regardless of school, will be displayed.

If a transcript is associated with a school in the district, the transcript will be displayed, regardless of what school(s) the student is associated with.