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# Gradebook Quick Guide

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January 2026 v1.1

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## Version History

Version	Date	Description
1.0	8 April 2024	Initial Version
1.1	9 January 2026	Aspen 6.9 revisions, minor document revisions

## Confidentiality

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## 1.0 Overview

The MyEducationBC Teacher Gradebook can be used to align with the K-12 Student Reporting Policy – 2023. More information can be found on the Ministry's website at <https://curriculum.gov.bc.ca/reporting/information-for-educators-and-school-leaders>

This quick guide will focus on high level tasks, with a focus on standards-based reporting. For detailed explanations of fields or settings please refer to the appendices, other documentation or the built-in help files

### 1.1 General Assumptions:

- This document will focus on gradebook functionality with regard to the 2023 Reporting Order, using curricular competencies and not calculations or averages.
- Users have a basic understanding of navigation within MyEducationBC
- Users are assigned to the default Provincial security role of Teacher. Individual districts may have modified permissions and preferences.
- Please defer to your District's policies and preferences where appropriate.

### 1.2 Document Structure

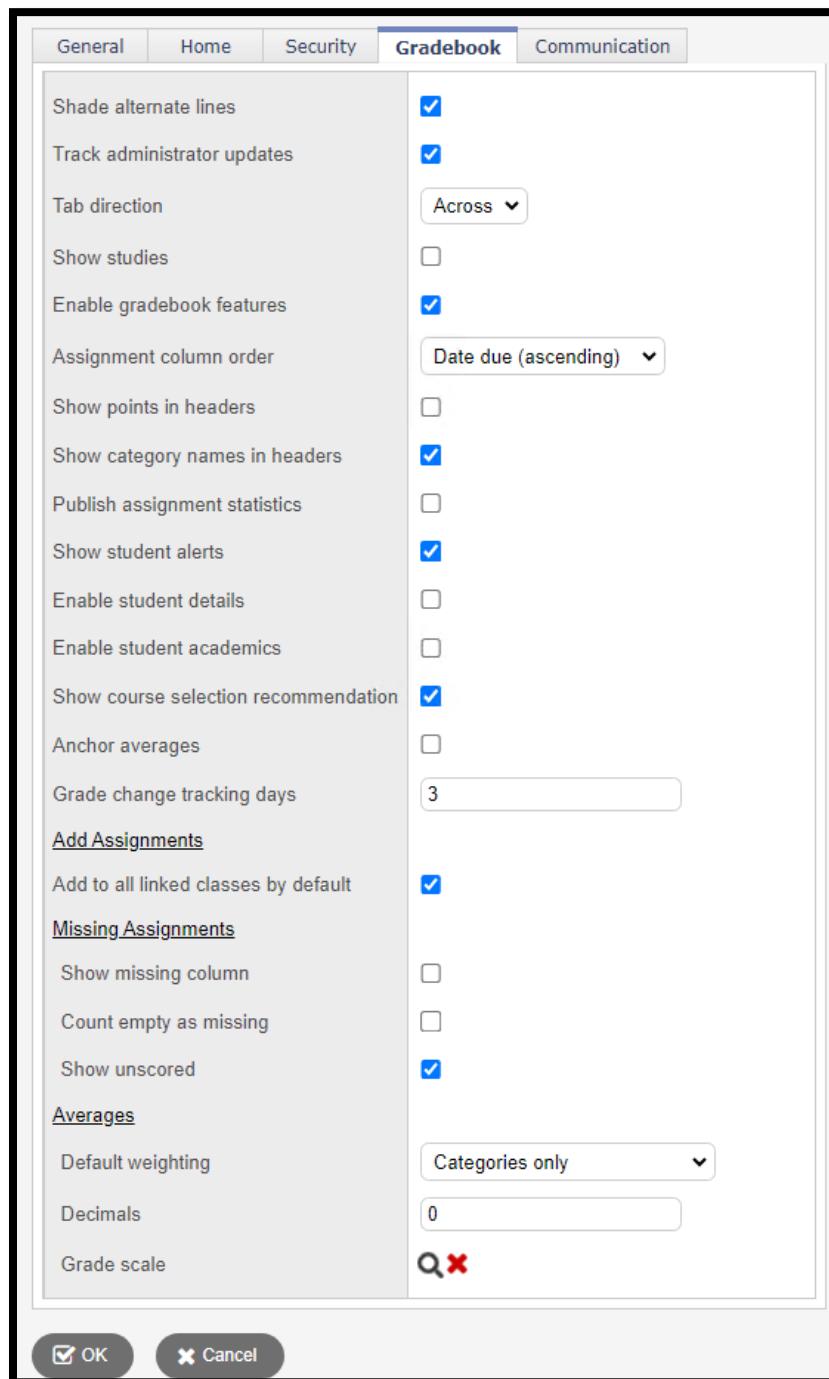
The layout of this document follows the side tabs of the Staff view > Gradebook top tab from top to bottom. Each side tab has a separate section in this guide.

Details	Section
Roster	<a href="#">Section 3</a>
Seating Chart	<a href="#">Section 4</a>
Groups	<a href="#">Section 5</a>
Curricular Competencies	<a href="#">Section 6</a>
Categories	<a href="#">Section 7</a>
Assignments	<a href="#">Section 8</a>
Scores	<a href="#">Section 9</a>

## 2.0 Preferences

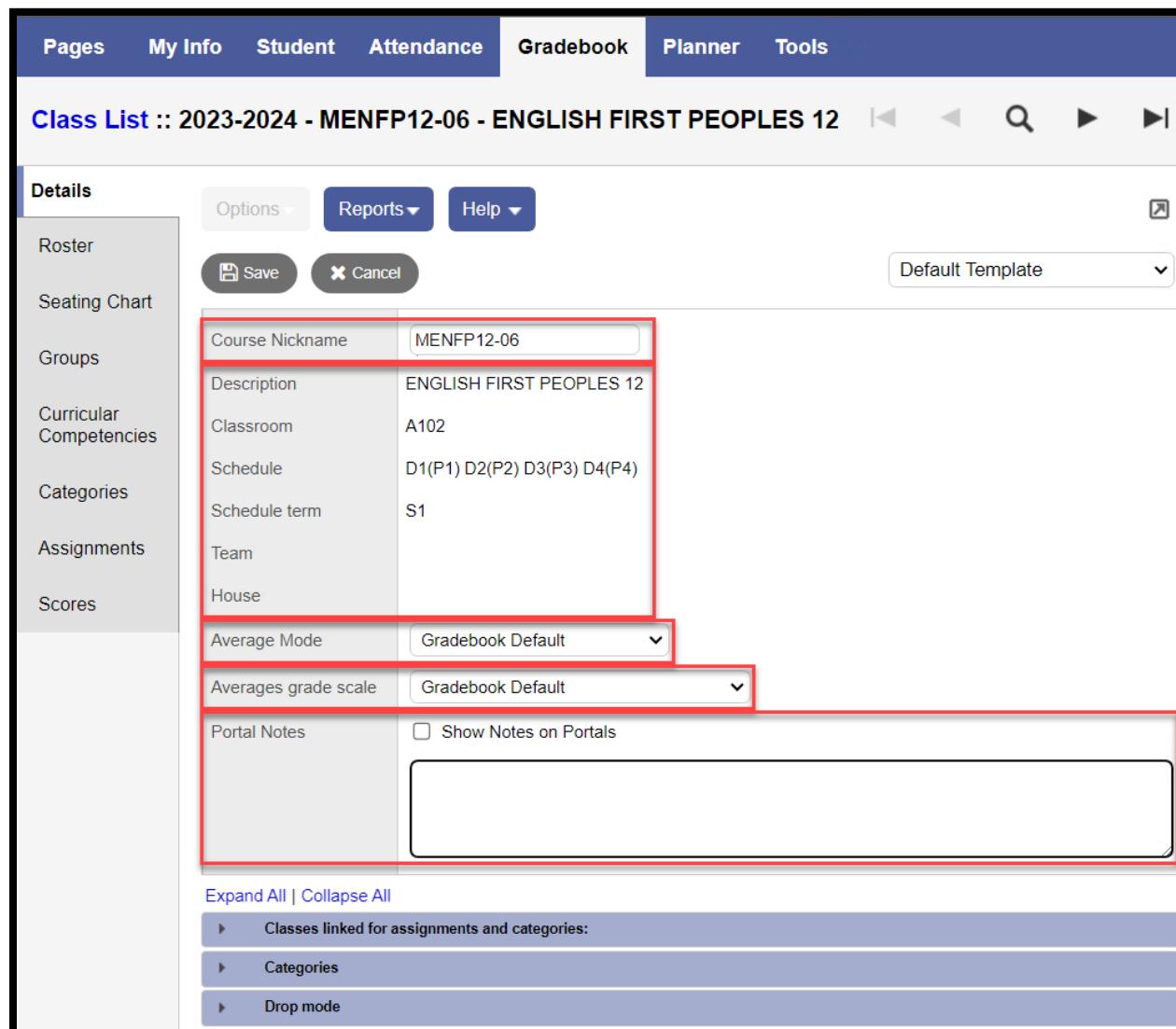
Teachers can set up preferences on how MyEducationBC displays gradebook information.

- Click on your name in the top right corner of the screen > Set preferences
  - Recommended starting set:



## 3.0 Details

### 3.1 Staff view > Gradebook > Details



Class List :: 2023-2024 - MENFP12-06 - ENGLISH FIRST PEOPLES 12

Details

Course Nickname: MENFP12-06

Description: ENGLISH FIRST PEOPLES 12

Classroom: A102

Schedule: D1(P1) D2(P2) D3(P3) D4(P4)

Schedule term: S1

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes:  Show Notes on Portals

Expand All | Collapse All

▶ Classes linked for assignments and categories:

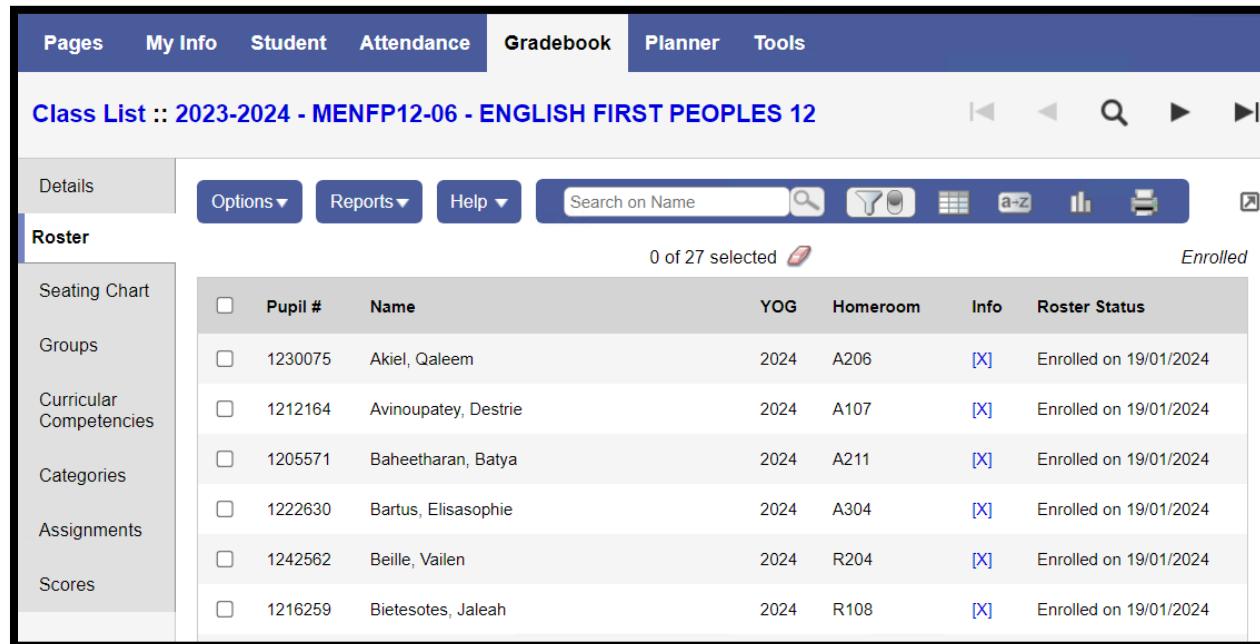
▶ Categories

▶ Drop mode

- **Course Nickname:** Friendly name for use in the Staff view
- **Schedule information:** Read Only
- **Average Mode:** Not used with the 2023 Reporting Order
- **Averages grade scale:** Not used with the 2023 Reporting Order
- **Portal Notes:** Teacher entered descriptive text for students and parents to view on the portal. - *Optional*
- **Linked Classes:** Select sections to link. *This will allow assignments to be easily duplicated.*
- **Categories:** See section on categories
- **Drop mode:** Set to Do not drop scores

## 4.0 Roster

### 4.1 Staff view > Gradebook > Roster



Pupil #	Name	YOG	Homeroom	Info	Roster Status
1230075	Akiel, Qaleem	2024	A206	[X]	Enrolled on 19/01/2024
1212164	Avinoupatey, Destrie	2024	A107	[X]	Enrolled on 19/01/2024
1205571	Baheetharan, Batya	2024	A211	[X]	Enrolled on 19/01/2024
1222630	Bartus, Elisasophie	2024	A304	[X]	Enrolled on 19/01/2024
1242562	Beille, Vailen	2024	R204	[X]	Enrolled on 19/01/2024
1216259	Bitesotes, Jaleah	2024	R108	[X]	Enrolled on 19/01/2024

- Shows the students in the class
- Clicking [X] in Info column will bring up as students' demographic information
- The **Roster status** column will display when the student was enrolled or withdrawn from the section.
  - Useful for students who joined part way through the course.

#### 4.1.1 Options > Send Email

- Used to email Students and/or Contacts and/or other Teachers of the section. Best practice to include your email in the Bcc: line.
  - Recipients can be removed from the email list by clicking X
  - Note:** While the recipients are listed in the **To:** box, all emails are sent as a **Bcc:** Recipients will not see other email addresses

#### 4.1.2 Reports > Learning Update

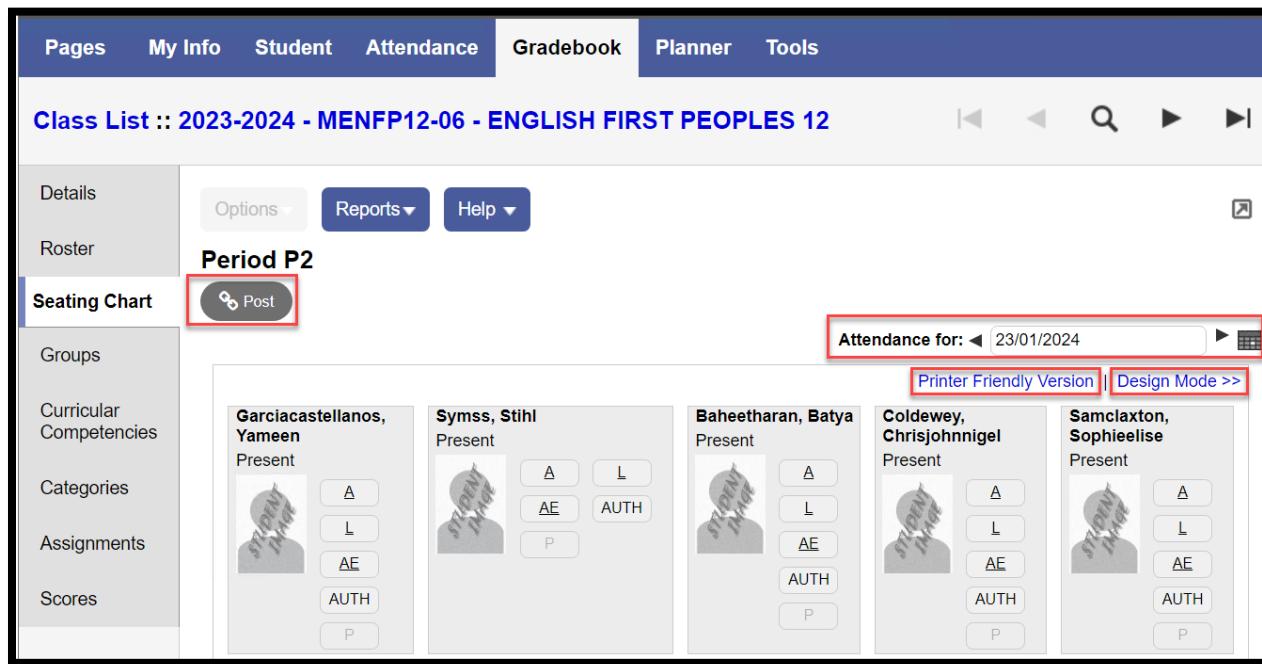
- Can be run for students in this section – See the QRC: Learning Update – Teacher document for further detail <https://www.myeducationbc.info/resources/teachers/>

## 5.0 Seating Chart

### 5.1 Staff view > Gradebook > Seating Chart

The seating chart can also be accessed in two areas. **Staff view > Gradebook top tab > Seating Chart side tab** or **Staff view > Attendance top tab > Class Attendance or Daily Attendance > Seating Chart**

The seating chart presents an array of the student seating plan, the student's photo and the *Quick Change* buttons to mark attendance. The attendance date can be adjusted in the **Attendance for** field. When complete, click **Post**. Use the **Printer Friendly Version** at the top right to provide a seating plan with names and photos for TOCs not familiar with the students.



The screenshot shows the Gradebook interface for a class list. The top navigation bar includes: Pages, My Info, Student, Attendance, Gradebook (selected), Planner, and Tools. The Gradebook tab has sub-options: Class List :: 2023-2024 - MENFP12-06 - ENGLISH FIRST PEOPLES 12, Options, Reports, and Help. The left sidebar has links: Details, Roster, Seating Chart (selected), Groups, Curricular Competencies, Categories, Assignments, and Scores. The main content area is titled 'Period P2'. It shows five student entries with their names, photos, and attendance status (A, L, AE, AUTH, P). A 'Post' button is highlighted with a red box. To the right, there is an 'Attendance for' date field set to 23/01/2024, a 'Printer Friendly Version' link, and a 'Design Mode >>' link, both also highlighted with red boxes.

#### 5.1.1 Creating the Seating Chart

To create a class seating chart, navigate to **Staff view > Gradebook top tab > Seating Chart side tab** and click on **Design Mode** at the top right of the screen

Pages My Info Student Attendance Gradebook Planner Tools

Class List :: 2023-2024 - MENFP12-06 - ENGLISH FIRST PEOPLES 12

Details Options Reports Help

Roster

Seating Chart

Groups

Curricular Competencies

Categories

Assignments

Scores

Grid Dimensions

Grid width: 5

Grid height: 6

Resize Trim

Auto Fill:

Alphabetical Random Reset

Remove Withdrawn Students:

Remove

Unseated Students

Campsdugas, Warnakulasuriyadivonlivijaya

Seating Positions

<< Exit Design Mode

Garciacastellanos, Yameen	Symss, Stihl	Baheetharan, Batya	Coldewey, Chrisjohnnigel	Samclaxton, Sophieelise
Quintanajunior, Jagriti	Larreapozo, Ishwin	Ortizgalan, Claudia	Escobarmolina, Kentyn	Bietesotes, Jaleah
Bartus, Elisasophie	Brink, Juian	Tiro, Aruuke	Folkerts, Tristene	Orahovac, Brianalauren
Dewal, Jayvad		Glovercook, Satvika	Avinouatey, Destrie	
Castillochoco, Orianegabrielldidave	Beille, Vailen	Linsangan, Alinase	Finemore, Musaub	
Broza, Savreet	Akiel, Qaleem	Pontescorreia, Novalleigh	Pavao, Ivanna	

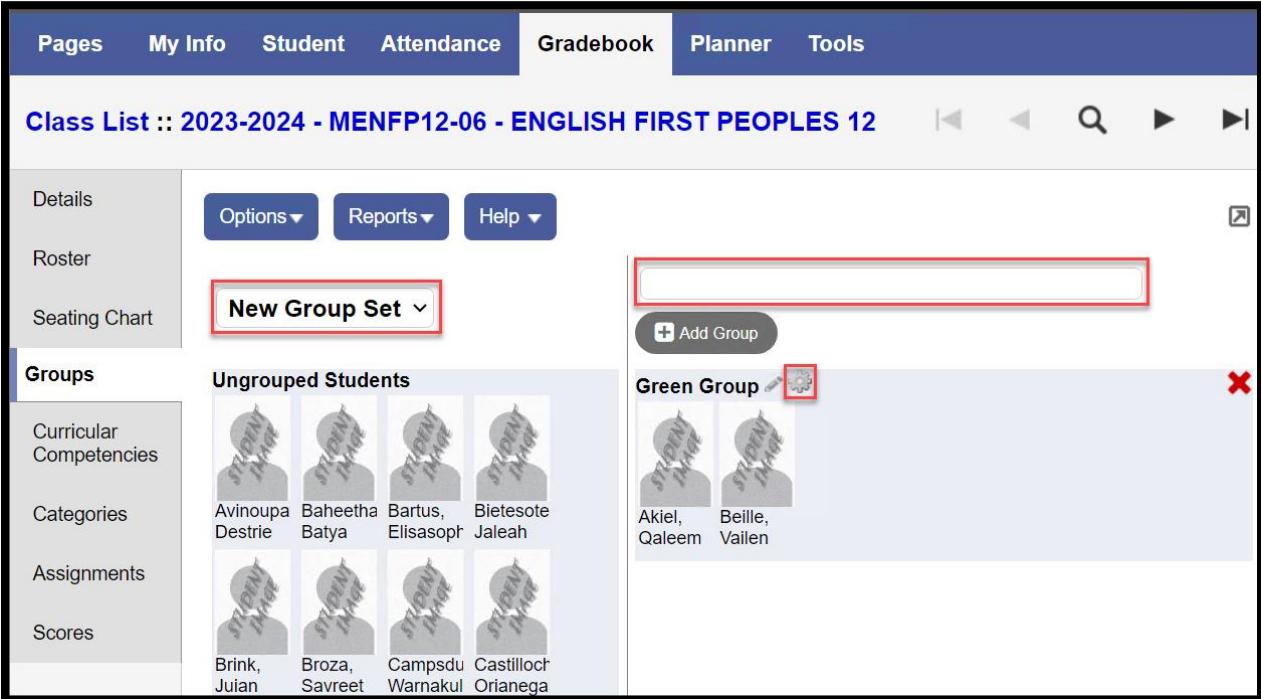
- From within the design mode set the desired grid dimensions. Blank spaces are allowed.
- Drag and drop students from the Unseated Students list onto the grid. Students can also be rearranged by dragging and dropping
- Tool buttons:
  - Resize:** Adjust the grid to the new dimensions
  - Trim:** Remove blank rows or columns from the grid
  - Alphabetical:** Fill the grid in alphabetical order
  - Random:** Fill the grid in a random order
  - Reset:** removes students from the grid and returns to the default grid dimensions.
- Exit Design Mode** to return to the seating chart.

## 6.0 Groups

### 6.1 Staff view > Gradebook > Groups

Groups can be created within a class. These groups can be used to create Pages and collaboration tools within MyEducationBC and can be used to filter students on the Scores page.

Once a group has been created, additional tools are available at **Staff view > My Info > Groups**



Class List :: 2023-2024 - MENFP12-06 - ENGLISH FIRST PEOPLES 12

Details      Options ▾      Reports ▾      Help ▾

Roster

Seating Chart

New Group Set ▾

Groups

Curricular Competencies

Categories

Assignments

Scores

Ungrouped Students

Avinoupa Destrie	Baheetha Batya	Bartus, Elisasopf	Bietesote Jaleah
Brink, Julian	Broza, Savreet	Campsdu Warnakul	Castilloch Orianega

Green Group

Akiel, Beille, Qaleem	Vailen
-----------------------	--------

+ Add Group

Settings gear icon

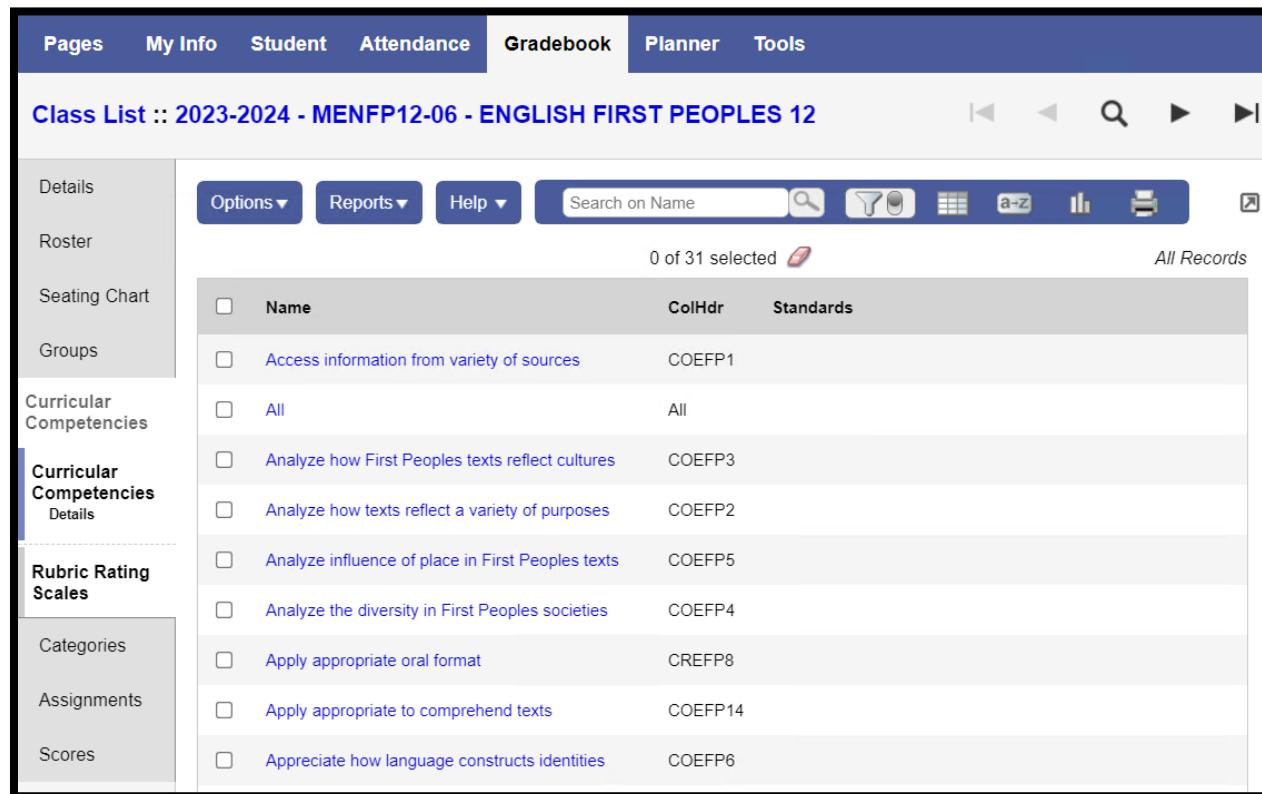
- Group Sets allow you to create multiple groupings of students within a class. To add a group set click **Options > Add**
- To create a group enter in a name and click **+ Add Group**
- Drag and drop students into the desired group
- Click the  to modify the settings of the group

<span> Save</span> <span> Cancel</span>	
Title	<input type="text" value="Green Group"/>
Category *	<input type="text" value="Academic"/> 
Page icon	<input type="text" value="book 3"/>  
Adult Responsible *	Teacher, Demo
Start date	<input type="text" value="13/08/2023"/> 
End date	<input type="text" value="10/08/2024"/> 
Page status	<input type="text" value="Disabled"/> 
Public for all Aspen users	N
Page label	<input type="text" value="Green Group"/>
Enable logging?	<input type="checkbox"/>

- **Title:** Adjust the name of the group
- **Category:** Groups can be organized by category
- **Page icon:** Select an image
- **Adult Responsible:** Read only, set to the teacher
- **Start date:** Defaults to the start of the Provincial calendar – can be adjusted if desired
- **End date:** Defaults to the end of the Provincial calendar – can be adjusted if desired
- **Page status:**
- **Disabled:** The page will not be visible to any user
- **Page enabled for admins only:** The page will be visible, and can be edited by the teacher or members who have been made a page administrator.
- **Page enabled for all members:** The page will be visible to all group members (students and teachers)
- **Public for all Aspen users:** Read only, set to No
- **Page Label:** Name to be displayed on the page. Defaults to group name
- **Enable logging?** Track all visits to the page. (**Staff view > My Info > Groups > Page Access**)

## 7.0 Curricular Competencies

### 7.1 Staff view > Gradebook > Curricular Competencies > Curricular Competencies



The screenshot shows the Gradebook interface for the 2023-2024 school year, specifically for the course MENFP12-06 - ENGLISH FIRST PEOPLES 12. The left sidebar has a 'Curricular Competencies Details' section selected. The main content area displays a list of competency standards with checkboxes for 'Name' and 'Standards' columns. The standards listed are:

Name	Standards
Access information from variety of sources	COEFP1
All	All
Analyze how First Peoples texts reflect cultures	COEFP3
Analyze how texts reflect a variety of purposes	COEFP2
Analyze influence of place in First Peoples texts	COEFP5
Analyze the diversity in First Peoples societies	COEFP4
Apply appropriate oral format	CREFP8
Apply appropriate to comprehend texts	COEFP14
Appreciate how language constructs identities	COEFP6

- The provincially created competencies for this course should be displayed on this screen. If it is blank check with your local MyEducation BC support team on having the list populated



## 7.2 Staff view > Gradebook > Curricular Competencies > Rubric Rating Scales:

Name	Desc	Ratings
05 - EMG-DEV-PRF-EXT	EMG-DEV-PRF-EXT	4

- **05 - EMG-DEV-PRF-EXT** will be displayed
- **Curricular Competencies > Rubric Rating Scales > Ratings:**
  - Colours can be assigned here to help have a visual reference on the Scores sheet. *Optional*

SeqNo	Id	Name	Points	Mastery?	Colors
10	EXT	Extending	4.0	Y	
20	PRF	Proficient	3.0	Y	
30	DEV	Developing	2.0	Y	
40	EMG	Emerging	1.0	Y	



- Colors can be adjusted at any point, and are a reference only for the teacher. These colours do not appear in the Student or Parent Portal
- It is recommended to not select Yellow as a colour, as the Save function in the gradebooks temporarily displays cells as yellow when saving.

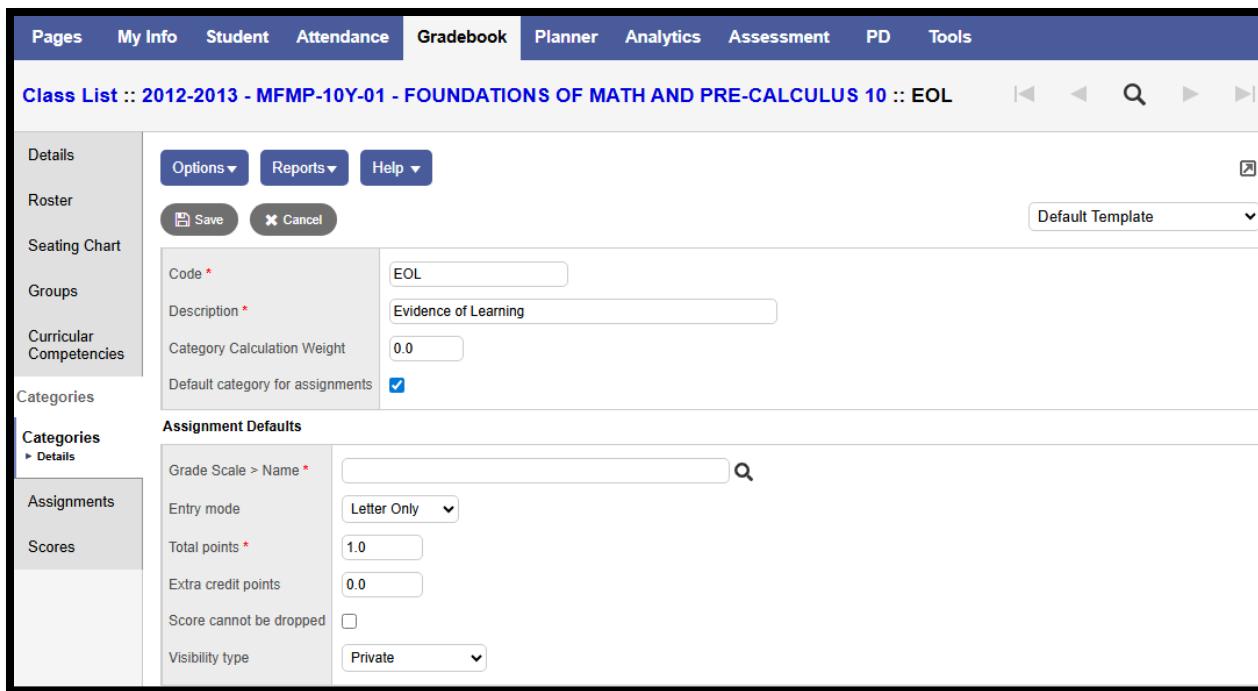
## 8.0 Categories

### 8.1 Staff view > Gradebook > Categories

- Using the Gradebook using competencies and the 2023 Reporting order only 1 Category is required for classes. This can be set up once, then imported into subsequent classes

#### 8.1.1 Creating a Category

**Note:** This section provides suggestions on how to setup a gradebook with a single category. This method works well when using a competencies based gradebook with no weighting or calculations



The screenshot shows the 'Gradebook' tab selected in the top navigation bar. The main content area is titled 'Class List :: 2012-2013 - MFMP-10Y-01 - FOUNDATIONS OF MATH AND PRE-CALCULUS 10 :: EOL'. On the left, a sidebar lists 'Details', 'Roster', 'Seating Chart', 'Groups', 'Curricular Competencies', 'Categories', and 'Assignment Details'. The 'Categories' section is expanded, showing 'Assignment Defaults' with fields for 'Grade Scale > Name', 'Entry mode' (set to 'Letter Only'), 'Total points' (set to '1.0'), 'Extra credit points' (set to '0.0'), 'Score cannot be dropped' (unchecked), and 'Visibility type' (set to 'Private'). At the top right, there are 'Save' and 'Cancel' buttons, and a 'Default Template' dropdown. The 'Code' field is set to 'EOL' and 'Description' is 'Evidence of Learning'. The 'Default category for assignments' checkbox is checked.

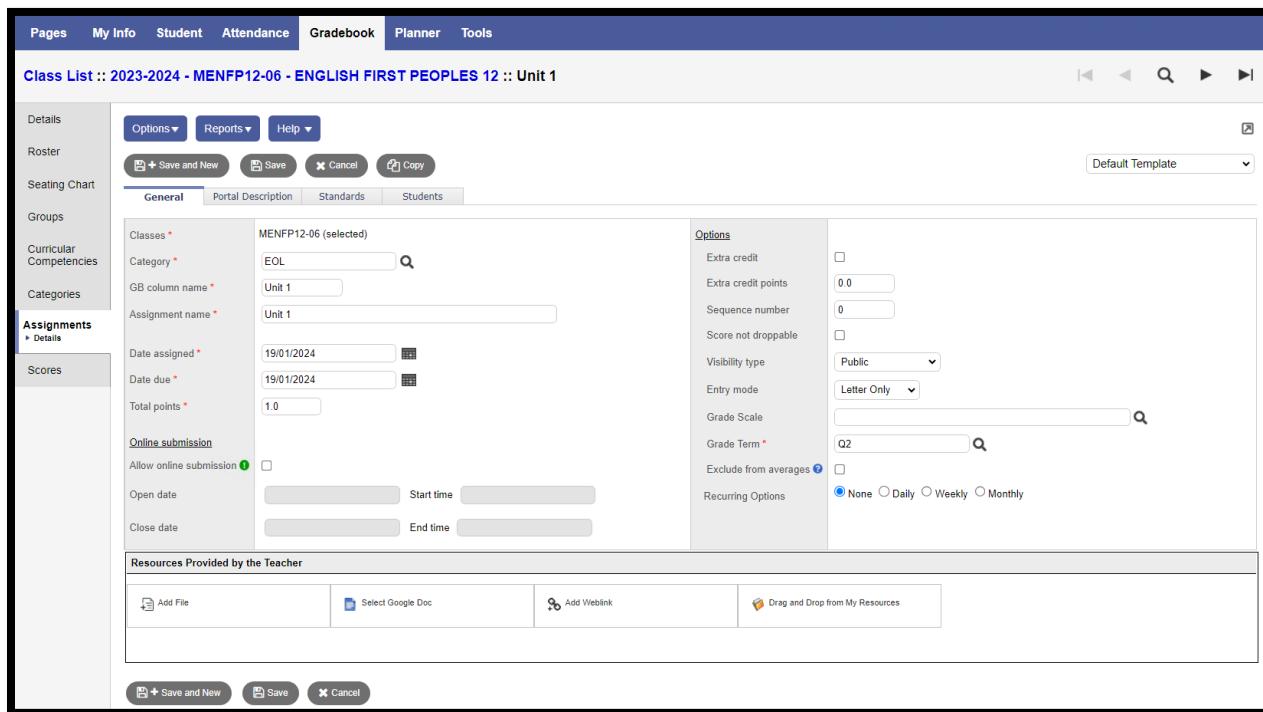
- Staff view > Gradebook > Categories > Options > Add
  - Code:** Short form title
  - Suggested:** EOL
  - Description:** Long form title
  - Suggested:** Evidence of Learning
  - Category Calculation Weight:** Not used – leave as default
  - Default category for assignments:** Set this as the default for all assignments
    - Suggested:** Checked
  - Assignment Defaults:** This section sets the defaults for the assignments created with this category – they can be overridden on individual assignments if required

- Recommended starting settings:
  - Grade Scale > Name: leave Blank
  - **Entry Mode:** Letter only – so that you are able to only enter in *EMG DEV PRF EXT* options in
  - **Total Points:** Traditionally used for what the assignment is out of, but when using Letter Only this can be left at 1
  - **Score cannot be dropped:** unselected
  - **Visibility Type:**
    - **Private:** only visible in Staff view
    - **Public:** Authorized users (Parents/Students) are able to see the assignment details and the mark received, if entered
    - **Public No Grades:** Authorized users (Parents/Students) are able to see the assignment details but not the mark received, if entered
- Importing a Category
  - Once a category has been created in one class in a teacher's Gradebook, it can be imported into other classes – even across multiple school years
  - Staff view > Gradebook > Categories > Options > Import Categories...
  - **Import from:** Select which class to import from
  - Choose to import Selected Categories or All

## 9.0 Assignments

### 9.1 Staff view > Gradebook > Assignments

1. Assignments are the core part of a teacher's gradebook. They can take time to setup, but they can be imported from other classes, even classes of different subjects, and different school years
  - o **Note:** It is best practice to review each assignment to ensure all information including the assessed competencies are setup properly.
2. Adding a New Assignment:
  - o **Staff view > Gradebook > Assignments > Options > Add Assignment**



- There are 4 tabs on the Assignment Creation screen

1. **General:**
  - o **Classes:** The selected class (will populate after saving if blank)
  - o **Category:** Select the category – Following the example: EOL
  - o **GB column name:** Short heading when viewing the gradebook spreadsheet
  - o **Assignment Name:** Full name of Assignment – visible in Portal
  - o **Date Assigned:** Can be a date in the past, present or future.
  - o **Date Due:** must be the same or after date assigned:
    - o Tip use 't' for today's date, or 't+3' for a date three days from today
  - o **Total points:** This defaults to the number set in the Category. When using the Competency scale this is not applicable – leave as the default.
  - o **Online submission:** are students able to submit work through the student portal? If so, what is the submission window?
    - **Options:**

- **Extra Credit & Extra credit points** are not used with competencies
- **Sequence number**: this can be used to organize the order of assignments on the Scores side tab.
- **Tip**: start by using groups of 10 to organize assignments. (10, 20, 30, 40 etc.) this way if an assignment needs to be added after, it can be slotted in easily (i.e. using a sequence number of 21)
- **Scores not droppable**: not used with competencies
- **Visibility type**: Default set by Category
- **Private** : only visible in Staff view
- **Public** : Authorized users (Parents/Students) are able to see the assignment details and the mark received, if entered
- **Public No Grades** : Authorized users (Parents/Students) are able to see the assignment details but not the mark received, if entered
- **Entry Mode**: Default set by Category
- Determines what style of mark can be entered for this assignment
- Letter Only Recommended
- **Grade Scale**: Default Determined by School Transcript definition – leave blank
- **Grade Term**: which Marking window does this assignment fall in. The system will let you know if the Due date falls in different marking window when saving.
- **Exclude from averages**: Not used with competencies
- **Recurring Options**: Set if this assignment will regularly repeat in this class.
- **Resources Provided by the Teacher**: (visible on all tabs on Assignment creation) A place to provide resources through the Parent or Student portal attached to this assignment – This will be visible to all students attached to this assignment

2. **Portal Description**: Visible to both Parents and Students in the portal when the Visibility type for the assignment is set to Public or Public No Grades. This should be written in Student or Parent friendly language and is optional.
3. **Standards**: Attach any combination of Reporting Standards to an assignment. While these standards do not specifically print on a learning update, it can be used to evaluate a student's progress throughout the class.
  - **Note**: It is good practice to **ALWAYS** select the **All** standard. As this will help with filtering and viewing a student's progress.
  - Selecting Multi-Add will provide a list of the available Curricular Competencies When adding standards the available options can be Expanded and Collapsed as desired.
  - **Students**: by default all students in a class are associated with an assignment. Move students who will not be evaluated for this assignment to the Excluded students column
4. **+Save and New** save the current assignment and start a new blank assignment
5. **Save** will save changes and return to the Assignment Screen
6. **Cancel** will discard changes and return to the Assignments Screen

## 10.0 Scores

### 10.1 Staff view > Gradebook > Scores

This is the main area to enter observations on a student. There are multiple ways in which the information can be presented or entered. Depending on the situation a teacher may use multiple ways to view or enter in data.

When using Curricular competencies this area of the application is used to record the observations made at the time of the assignment. As multiple assignments can observe the same competencies, there are multiple ways to enter and view the information.

Generally speaking when working in the gradebook using the **Standards** view is the most useful view.

- Note: This setting will remain after logging out, and the setting applies across different classes.

#### A note on the Provincial Proficiency Scale:

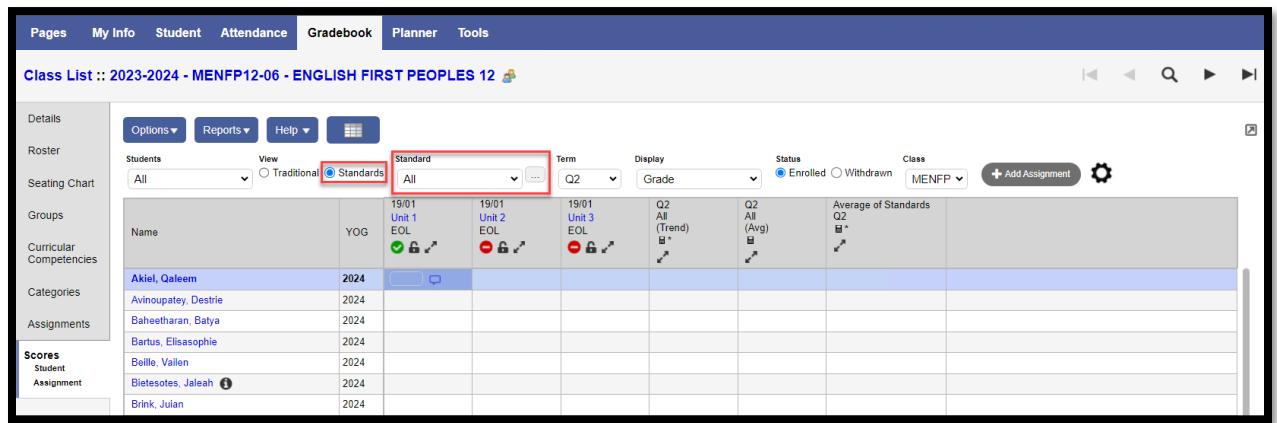
- The four-point Provincial Proficiency Scale is used to communicate student learning in all areas of learning. It is a requirement for student reporting in Grades K-9. The four points on the scale are Extending , Proficient, Developing, and Emerging.

Extending – EXT	Proficient – PRF	Developing – DEV	Emerging - EMG
The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.

There are three main ways of approaching entering in performance standards

### 10.1.1 By specific Curricular Competencies / Standards:

*Useful when evaluating or reviewing students on specific competencies*



Name	YOG	19/01 Unit 1 EOL	19/01 Unit 2 EOL	19/01 Unit 3 EOL	Q2 All (Trend)	Q2 All (Avg)	Average of Standards Q2
Akisel, Qaleem	2024	Green lock	Green lock	Red lock	Yellow lock	Yellow lock	Yellow lock
Avinoupatay, Destrie	2024						
Baheesharan, Batya	2024						
Bartus, Eliasophie	2024						
Beille, Vallen	2024						
Biatesotes, Jaleah	2024	Green lock					
Brink, Julian	2024						

- Select which Curricular Competencies / Standard to record an observation for from the **Standard** dropdown
  - Use  to re order the list of Competencies if desired
- Assignments attached to the select competency will be displayed
- Enter in appropriate Proficiency scale
  - Type **EXT, PRF, DEV, EMG**
  - Click **Options > Lookup** and select the desired level
  - Press **Ctrl-L** and select the desired level.
- Move to the next student or assignment. The data will be saved automatically.
  - If the cell is highlighted in yellow, the data is being saved. Wait until the cell changes colour before moving to the next student
  - If you are using the Display > Color option and Yellow is one of your selected colours, cells may appear in yellow even if the data has been saved.

## 10.1.2 By individual Students:

Useful for evaluating or reviewing a single student across assignments

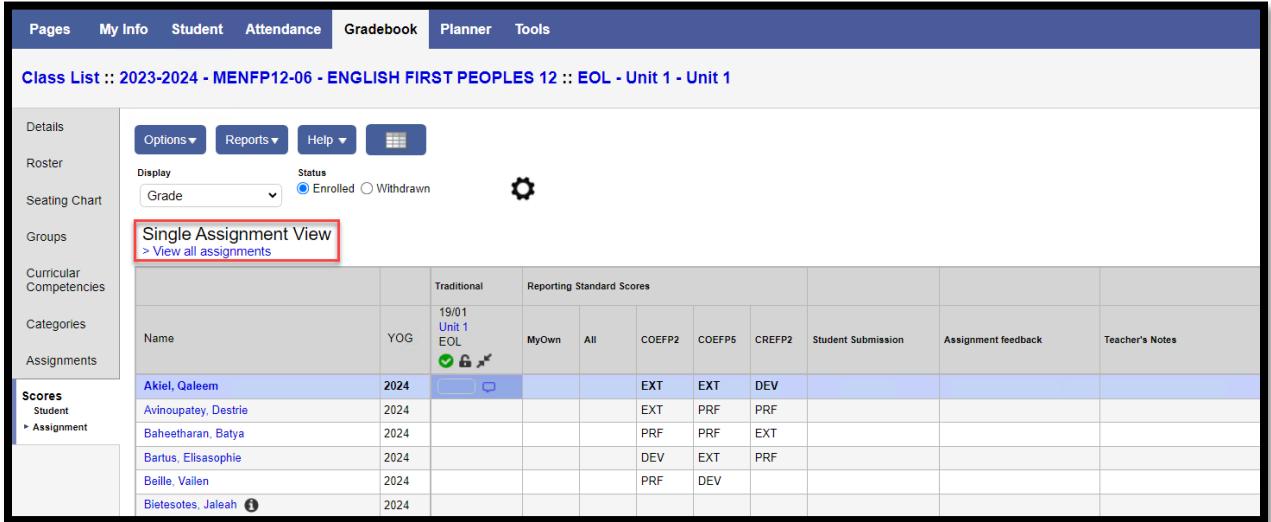
- Select a student, or use the Gradebook > Scores > Student
  - Single Student View will be displayed

- All assignments will be listed in the left hand column.
- Under the Traditional column mouse over the cell and click the speech bubble to enter in Assignment Feedback and Teacher's Notes
  - Assignment feedback is visible in the Student and Family portal, the Teacher's Notes remain in the Staff/Teacher view
  - Once comments have been entered, the icon will change to and remain visible. The comments will then also be visible in the appropriate columns on the right. They can then be edited from that area as well.
- All Curricular Competencies which have been attached to assignments will be displayed on the grid.
- Mousing over the column header for the **Competency** will display the Name or short description of the standard
- Cells which are red have not been applied to the assignment.
  - Enter in appropriate Proficiency scale
- Type **EXT, PRF, DEV, EMG**
- Click **Options > Lookup** and select the desired level
- Press **Ctrl-L** and select the desired level.
- Move to the next student or assignment. The data will be saved automatically.
- If the cell is highlighted in yellow, the data is being saved. Wait until the cell changes colour before moving to the next student
  - If you are using the Display > Color option and Yellow is one of your selected colours, cells may appear in yellow even if the data has been saved.

### 10.1.3 By individual Assignments:

*Useful for evaluating or reviewing a class of students for a single assignment*

- Select an assignment by clicking ↗ or Gradebook > Scores > Assignment



Name	YOG	19/01 Unit 1 EOL Green lock icon	Reporting Standard Scores						Assignment feedback	Teacher's Notes
			MyOwn	All	COEFP2	COEFP5	CREFP2	Student Submission		
Akiel, Qaleem	2024	Blue speech bubble icon		EXT	EXT	DEV				
Avinupatey, Destrie	2024			EXT	PRF	PRF				
Baheetharan, Batya	2024			PRF	PRF	EXT				
Bartus, Ellasophie	2024			DEV	EXT	PRF				
Belle, Vailen	2024			PRF	DEV					
Bitesotes, Jaleah	2024									

- All students in the class will be listed in the left hand column.
- Under the Traditional column mouse over the cell and click the speech bubble  to enter in Assignment Feedback and Teacher's Notes
- Assignment feedback is visible in the Student and Family portal, the Teacher's Notes remain in the Staff/Teacher view
- Once comments have been entered, the icon will change to  and remain visible. The comments will then also be visible in the appropriate columns on the right. They can then be edited from that area as well.
  - All Curricular Competencies which have been attached to assignments will be displayed on the grid.
    - i. Mousing over the column header for the Competency will display the Name or short description of the standard
  - Enter in appropriate Proficiency scale
    - i. Type **EXT, PRF, DEV, EMG**
    - ii. Click **Options > Lookup** and select the desired level
    - iii. Press **Ctrl-L** and select the desired level.
  - Move to the next student or competency. The data will be saved automatically.
    - iv. If the cell is highlighted in yellow, the data is being saved. Wait until the cell changes colour before moving to the next student
      - If you are using the Display > Color option and Yellow is one of your selected colours, cells may appear in yellow even if the data has been saved.