
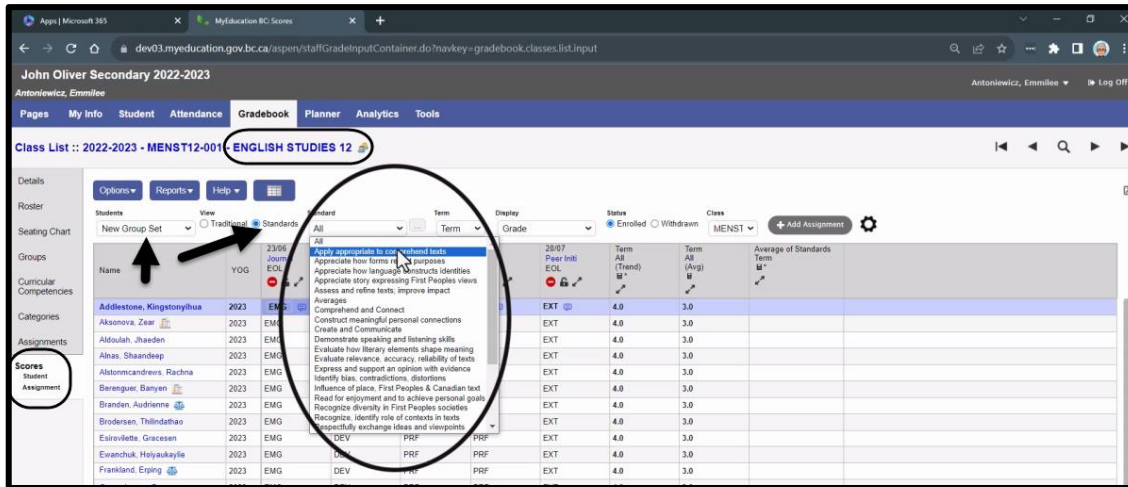


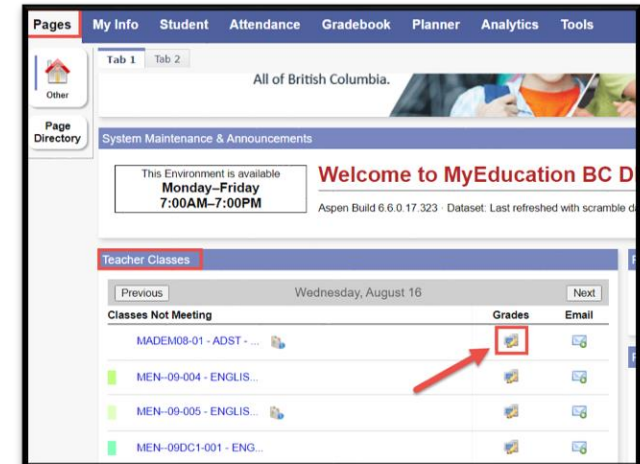
In MyEducation BC, student marks are entered in the Scores window of **Staff View** which can be accessed in two different ways:


1. Quickly and easily from the **Pages** top tab on the start screen. In the **Teacher Classes** widget, click on the Grades  icon of the class you would like.
2. Or by going to **Gradebook top tab > select class > Scores side tab**.





STEPS TO ENTER MARKS

1. Once in Scores screen, check header drop downs for correct information and using the Standard dropdown, select the required standard for associated assignments.
2. Click into the appropriate column and cell and either manually enter the mark information or use the quick keys CTRL+L to select for a list of acceptable values.
3. Data is automatically saved as the values are entered; a yellow cell indicates the save is in progress. **Wait for the yellow to clear before entering a score in the next cell.**
4. Teacher comments can be entered in two areas:
 Student and Parents – only visible for parents and students with portal accounts.
 Teacher Notes – only visible to the teachers for that class.
5. Scores can be entered from the main Scores ST, or by selecting individual students using the Students leaf, or by assignments using the Assignments leaf.



 Enter grades (not able to post to transcript yet.)

 Enter grades, and post to transcript.

 Grades are posted; you might be able to change a grade and repost, or you might need to ask the office for help.

Shortcut Keys

- CTRL+L** = Lookup valid scores that can be used
- CTRL+D** = Fills all cells below with the same score
- CTRL+K** = to undo the last change
- CTRL+E** = To exempt a grade from calculated average
- CTRL+M** = To add a note that can be visible to the teacher only or to the student and parents. A score must be entered in a cell prior to using this feature.