
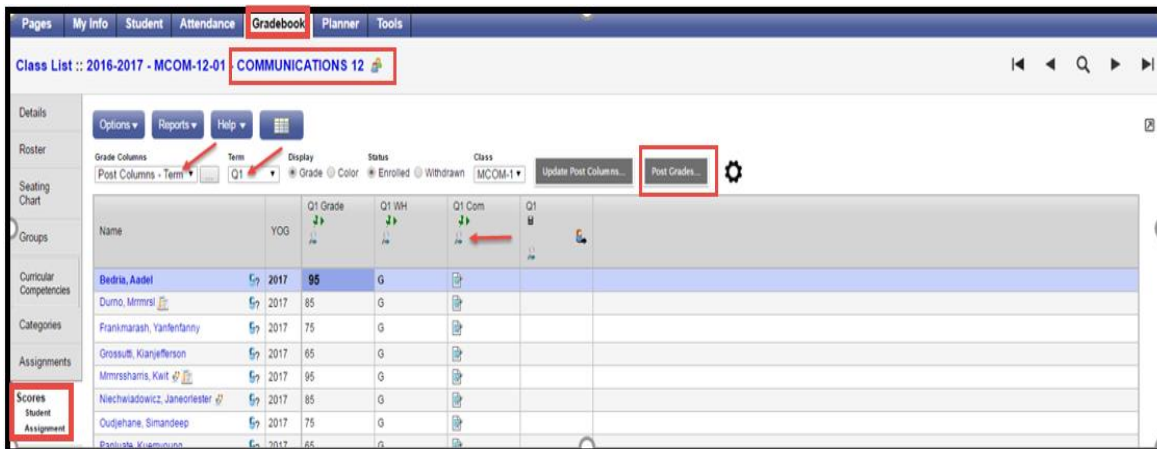


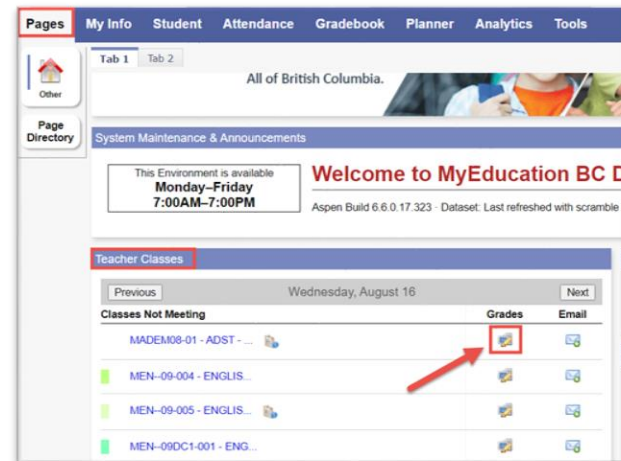
In MyEducation BC, student marks are entered in the Scores window of **Staff View** which can be accessed in two different ways:




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 check that columns and push pin colours are correct.
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. Comments can be entered manually after clicking on the notepad icon or you can click on the black triangle at the top right of the comment box to open the comment bank. Click on a comment to place it in the comment field.
5. When data entry is complete, click the **Post Grades** button and a pop-up window will confirm the course section and grade term.



-  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.