



MyEducationBC

---

# Teacher Gradebook Checklist

---

April 2024 V1.0

---

## Version History

Version	Date	Description
1.0	08 April, 20204	Initial Document

## Confidentiality

This document contains information, which is proprietary and confidential to Fujitsu Consulting (Canada) Inc., and Follett of Canada Inc. (submitted with their permission). The recipient of this document agrees to not use or reproduce it for any purpose other than its intended application, which is to provide support and learning material for School Districts implementing and using MyEducation BC. Without the prior consent of Fujitsu Consulting (Canada) Inc. and Follett of Canada Inc., the posting of a copy of the original document on a public website is prohibited.

## Table of Contents

<b>1.0 ANNUAL SETUP TASKS PER CLASS</b> .....	<b>4</b>
<b>2.0 ONGOING TASKS</b> .....	<b>5</b>
2.1 Assignment review .....	5
2.2 Enter observations .....	6

## 1.0 Annual Setup Tasks Per Class


	Task	Path	Description
<input type="checkbox"/>	Review Gradebook preferences <i>(Applies to all classes)</i>	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Your Name</i> &gt; Set Preferences</li> </ul>	<ul style="list-style-type: none"> <li>Adjust any preferences as desired. This can be adjusted at any point during the school year</li> </ul>
<input type="checkbox"/>	Review Curricular Competencies	<ul style="list-style-type: none"> <li>Teacher view &gt; Gradebook top tab &gt; Curricular Competencies side tab.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure values are populated (Check with local MyEd Support team if blank)</li> <li>Review any curricular changes</li> </ul>
<input type="checkbox"/>	Review Rubric Rating Scales Colors - <i>Optional</i>	<ul style="list-style-type: none"> <li>Teacher view &gt; Gradebook top tab &gt; Curricular Competencies side tab &gt; Rubric Rating Scales sub side tab &gt; Ratings leaf</li> </ul>	<ul style="list-style-type: none"> <li>Adjust rating scale colors as desired. This can be adjusted at any point during the school year.</li> </ul>
<input type="checkbox"/>	Setup / Import Categories	<ul style="list-style-type: none"> <li>Teacher view &gt; Gradebook top tab &gt; Categories side tab.</li> </ul>	<ul style="list-style-type: none"> <li>Create or import, then review as necessary.</li> </ul>
<input type="checkbox"/>	Setup / Import Assignments	<ul style="list-style-type: none"> <li>Teacher view &gt; Gradebook top tab &gt; Assignments side tab &gt; Options menu.</li> </ul>	<ul style="list-style-type: none"> <li>Add, import, adjust Assignments</li> <li>Apply Curricular Competencies on Standards tab</li> <li>Ensure the "All" competency is attached to the assignment</li> </ul>

## 2.0 Ongoing Tasks

### 2.1 Assignment review

	Task	Path	Description
<input type="checkbox"/>	Review Assignment details	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Assignments side tab &gt; Details</li> </ul>	<ul style="list-style-type: none"> <li>Review to ensure dates, online submission windows and resources are up to date.</li> </ul>
<input type="checkbox"/>	Review assignment portal information	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Assignments side tab &gt; Portal Description tab</li> </ul>	<ul style="list-style-type: none"> <li>Ensure values are populated (Check with local MyEd Support team if blank)</li> <li>Review any curricular changes</li> </ul>
<input type="checkbox"/>	Review Competencies attached to assignments	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Assignments side tab &gt; Standards tab</li> </ul>	<ul style="list-style-type: none"> <li>Review to ensure the appropriate competencies are attached to the assignment.</li> <li>The competency of All should be attached.</li> </ul>
<input type="checkbox"/>	Review students attached to assignments	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Assignments side tab &gt; Students tab</li> </ul>	<ul style="list-style-type: none"> <li>All students in a class are automatically attached to assignments. Exclude desired students if appropriate</li> </ul>

## 2.2 Enter observations

	Task	Path	Description
<input type="checkbox"/>	Enter observations by Competency	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Scores side tab &gt; View &gt; Standards</li> </ul>	<ul style="list-style-type: none"> <li>Select Standard/Competency to record observation               <ul style="list-style-type: none"> <li>Type <b>EXT, PRF, DEV, EMG</b></li> <li>Click <b>Options &gt; Lookup</b> and select the desired level</li> <li>Press <b>Ctrl-L</b> and select the desired level.</li> </ul> </li> </ul>
<input type="checkbox"/>	Enter observations by Student	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Scores side tab &gt; <i>Select Student</i> &gt; View &gt; Standards</li> </ul>	<ul style="list-style-type: none"> <li>Available competencies for each assignment will have a writable box.</li> <li>Hover mouse over column header to see details on the competency</li> <li>Select Standard/Competency to record observation               <ul style="list-style-type: none"> <li>Type <b>EXT, PRF, DEV, EMG</b></li> <li>Click <b>Options &gt; Lookup</b> and select the desired level</li> <li>Press <b>Ctrl-L</b> and select the desired level</li> </ul> </li> </ul>
<input type="checkbox"/>	Enter observations by Assignment	<ul style="list-style-type: none"> <li>Teacher view &gt; <i>Gradebook top tab</i> &gt; Scores side tab &gt; <i>Select Assignment</i> &gt; View &gt; Standards</li> </ul>	<ul style="list-style-type: none"> <li>Hover mouse over column header to see details on the competency</li> <li>Select Standard/Competency to record observation               <ul style="list-style-type: none"> <li>Type <b>EXT, PRF, DEV, EMG</b></li> <li>Click <b>Options &gt; Lookup</b> and select the desired level</li> </ul> </li> <li>Press <b>Ctrl-L</b> and select the desired level</li> </ul>
<input type="checkbox"/>	Enter assignment feedback	<ul style="list-style-type: none"> <li>Traditional column &gt; </li> </ul>	<ul style="list-style-type: none"> <li>Enter feedback visible to students and parents</li> <li>Enter feedback visible only to the teacher</li> </ul>