



MyEducationBC

Traditional Gradebook

September 2020 v2.0

Version History

| Version | Date | Description |
|---------|---------------|--|
| 1.0 | Dec 5, 2016 | Original staff view Gradebook resource has been split into two new resources: this one and <i>Staff View > Setup and Navigation</i> . |
| 1.1 | Dec 16, 2017 | Inserted section 4.4 on configuring exams within the gradebook using categories |
| 1.2 | Jan 23, 2017 | Section 2 clarification on Gradebook Preferences. Section 5.2 updated to include information on the new assignment visibility column. |
| 1.3 | Feb 10, 2017 | Section 2.2 corrected the Enable student academics description |
| 1.4 | Aug 30, 2017 | Section 5.7 DL/CE Active Assignment Flag; Updates for release 5.7 in sections 2, 3, 5, 8 and 11. |
| 1.5 | Dec 18, 2017 | Added information on course section nicknames in sections 8 and 11. Added Categories side tab information to section 5 |
| 1.6 | Apr 25, 2018 | Updated Appendix B and Gradebook Scores for clarity |
| 1.7 | Jul 10, 2018 | Added Save Functionality section |
| 1.8 | Dec 7, 2018 | Update Section 8.1 Entering Marks and Feedback for Students |
| 1.9 | Jan, 2019 | Changed name of report Class Lists to Class Lists – Name Only |
| 1.10 | Jul 26, 2019 | Release 5.10 update sections 5, 6, 7, 8 |
| 1.11 | May, 2020 | Updated the screenshots to reflect relabled Curricular Competencies side tab |
| 2.0 | July 30, 2020 | Release 6.1 updates |

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1.0 Traditional Gradebook

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View and for setting up the traditional gradebook.

1.1 Objectives

- Gradebook Preferences
- Linking classes
- Create categories and assignments
- Enter Marks
- Posting Grades
- Optional Tools

1.2 Areas of Consideration for Gradebook

Some areas to be considered as they relate to the setup and use of the teacher gradebook are worth noting here:

- Will the course transcript definitions be calculated?
- Will teachers be allowed to modify weights?
- Does the district or school require a specific method of gradebook mark calculation?
- Will the district or school be using the student/family portal during the school year?
- Will the district and / or school be providing a comment bank (which teachers to add to)?

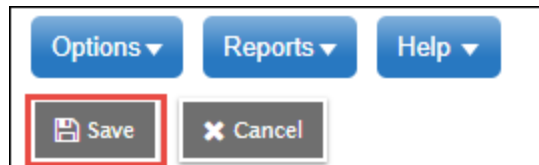
1.3 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources which follow:

- Online Help - this will scope to the area from which the help was accessed.
- User Guides
 - Staff View Setup and Navigation

2.0 Save Functionality

As with any software, users should ensure that they are saving often to avoid loss of work. Save buttons are available at the top and bottom of screens throughout the application.



2.1 Auto-Save

In addition to the save buttons, many screens in MyEdBC have an Auto-Save feature. While this is handy functionality, users should not rely on it as a means of saving their work. Regular use of the save buttons should ALWAYS be the primary method for saving. See the separate *Fundamentals Appendix: Auto-Save Statistics* for a list of screens that provide the Auto-Save functionality as a back-up measure.

Note: The auto-save interval (number of minutes before a screen is auto-saved) is determined by the user preference settings as outlined in the *Preferences - General* section above.

2.2 Gradebook and Grade Input Scores Save Functionality

Staff > Gradebook > Scores

School > Grades > Grade Input > Input Grid

The grade entry screens in School and Staff view have a save-as-you-go functionality. When a score is entered and the user moves out of the cell, the message: *Saving, Please Wait....* displays above the score grid and the cell will turn yellow. The mark column entry is saved when both the message and the yellow cell colour have cleared the screen. To avoid loss of work, do not begin entering information into the next cell until both the message and the yellow colour are no longer displayed on the screen, indicating the save has completed.

3.0 School Preferences

Each school sets basic Gradebook preferences for all teachers in School view > School TT > Setup ST > Preferences SST > Grade (Category). These are discussed in detail in the School Setup Reference Guide.

4.0 User Preferences

Basic User Preferences are covered in the Fundamentals guide and these should be set prior to setting up gradebook settings. These can be found by clicking on the users name > Set Preferences. The Gradebook tab, see below, displays a non-categorized version of the Gradebook preferences detailed in section 4.

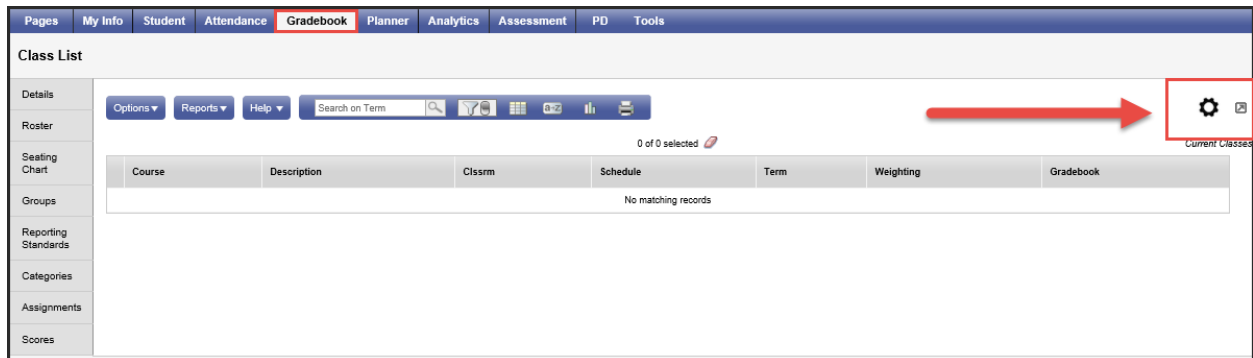
The screenshot shows the 'Gradebook' tab in a user preferences window. The 'Enable gradebook features' checkbox is highlighted with a red box. The window has tabs for General, Home, Security, Gradebook, and Communication. The Gradebook tab contains various settings for the gradebook, including checkboxes for 'Shade alternate lines', 'Track administrator updates', 'Show studies', 'Enable gradebook features', 'Show points in headers', 'Show category names in headers', 'Publish assignment statistics', 'Show student alerts', 'Enable student details', 'Enable student academics', 'Show course selection recommendation', 'Anchor averages', 'Add Assignments', 'Missing Assignments', 'Averages', 'Default weighting', 'Decimals', 'Grade scale', 'Semester Cumulative average', and 'Cumulative average'. There are also dropdown menus for 'Tab direction', 'Assignment column order', and 'Default weighting', and text input fields for 'Grade change tracking days' and 'Decimals'. The 'Provincial Mark Scale Final Marks' section is also visible.

- **Enable gradebook features:** This MUST be checked or gradebook functions will not work.

5.0 Setting Gradebook Preferences

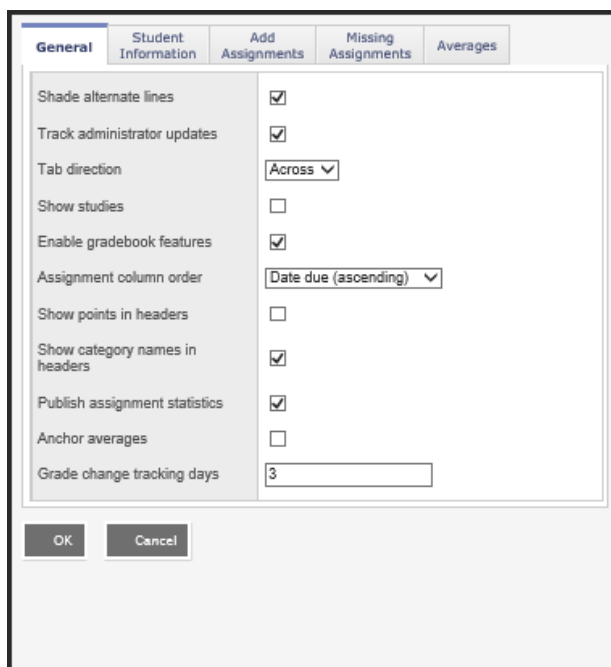
Gradebook Preferences are specific to Gradebook use. They allow teachers to define the behaviour, view and default mark calculations for their gradebook.

From the **Gradebook** top tab, click on the gear icon:



Five top tabs define the organizational grouping of the settings: **General**, **Student Information**, **Add Assignments**, **Missing Assignments** and **Averages**.

5.1 General



- **Shade alternate lines**
- **Track administrator updates:** A blue exclamation mark appears next to any grades or comments changed by an administrator.
- **Tab direction:** Down or Across. Which direction should the cursor go when the tab key is pressed during grade entry?
- **Show studies:** Includes rosters for advisory or study periods - not used in BC at this time.

- **Enable gradebook features:** This MUST be checked or gradebook functions will not work.
-
- **Assignment column order:** Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.
- **Show points in header:** Displays total points for an assignment in the column header
- **Show category names in header:** Displays abbreviated category code in the assignment column header.
- **Publish assignment statistics:** Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the district level.
- **Anchor averages:** Displays running average for the marking period in the column to the right of student's names.
- **Grade change tracking days:** not used in BC

5.2 Student Information:

| General | Student Information | Add Assignments | Missing Assignments | Averages |
|--|---------------------|-----------------|---------------------|----------|
| <div> <div>Show student alerts</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Enable student details</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Enable student academics</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Show course selection recommendation</div> <div><input checked="" type="checkbox"/></div> </div> | | | | |
| <div> <div><input checked="" type="checkbox"/> OK</div> <div><input type="checkbox"/> Cancel</div> </div> | | | | |

- **Show Student Alerts:** Displays alert icons next to student names.
- **Enable student details:** An information icon ⓘ next to the student name in the scores page provides student contact information.
- **Enable student academics:** An information icon ⓘ next to the student name in the scores page provides student academic information.
- **Show course selection recommendation:** Displays recommendation column. Recommendations pertain to teacher suggestions for course selections in the next year. Recommendations can only be made at times set at the school level. Teachers may want to leave this box unchecked when not in use.

5.3 Add Assignments

- **Add to all linked classes by default** – When course sections are linked for categories and assignments, the add assignment screen will automatically check the box to add the assignment to all linked classes on any template where the option exists. Course sections can be deselected if the assignment should not be added to that section. See the section *Gradebook: Assignments* for details.

5.3.1 Set Assignments for Specific Students

To apply an assignment to specific students:

Staff View>Gradebook Top Tab>Assignments Side Tab>Options Add

- Click the 'Student' sub top tab.
- Select the student(s) that will not receive the assignment
- Click Exclude.

The student(s) will not see the assignment in their To Do widget or on the assignments list in the Student portal.

Bulkley Valley 2018-2019
Abner, Lubby

Pages: My Info | Academics | Groups | Calendar | Locker

Welcome to MyEducation BC PRODUCTION

Recent Activity

Search: 06/28/2019 - Assignment Grade (FRENCH 8) Grade: _XKLU030_ Assignment: Generic Assignment

To Do

Overdue Online Assignments Today Tomorrow

Overdue Online Assignments

| Course | Assignment | Category | Due |
|-----------------------------|------------|------------|----------|
| No assignments scheduled | | | |
| Today: Friday, June 28 | Course | Assignment | Category |
| No assignments scheduled | | | |
| Tomorrow: Saturday, June 29 | Course | Assignment | Category |
| No assignments scheduled | | | |

On your Scores page, the grading cell for the assignment is grayed out for students that have been excluded from the assignment. No mark can be entered. The assignment does not affect the student's average; it does not exist for that excluded student.

Houston Secondary 2018-2019
Kug, Solia

Pages: My Info | Student | Attendance | **Gradebook** | Planner | Analytics | Tools

Class List :: 2018-2019 - MFR--08-001 - FRENCH 8

Options Reports Help

View: Traditional Standards Grade Columns: All Term: All Display: Grade Status: Enrolled Withdrawn Class: MFR--C

| Name | YOG | Missing | Term | Cumulative | 06/28 TEST work 10 pts. | 01/31 animal sto work 51 pts. | 01/28 oral final 5 pts. |
|----------------------|------|---------|---------|------------|-------------------------|-------------------------------|-------------------------|
| Abner, Lubby | 2023 | 0 | 73.0 B | 73.0 B | | 47 | 4 |
| Africanoleon, Moreen | 2023 | 0 | 90.0 A | 90.0 A | | 44 | 5 |
| Aljedaney, Kngaio | 2023 | 0 | 88.0 A | 88.0 A | | 45 | 5 |
| Bagangan, Sooahn | 2023 | 0 | 57.0 C- | 57.0 C- | | 48 | 4.5 |
| Bernardes, Varrel | 2023 | 0 | 74.0 B | 74.0 B | | 49 | 5 |
| Calvo, Ieuan | 2023 | 0 | 86.0 A | 86.0 A | | 50 | 5 |
| Cuyler, Pitt | 2023 | 1 | 69.0 C+ | 69.0 C+ | | 46 | 5 |

5.4 Missing Assignments

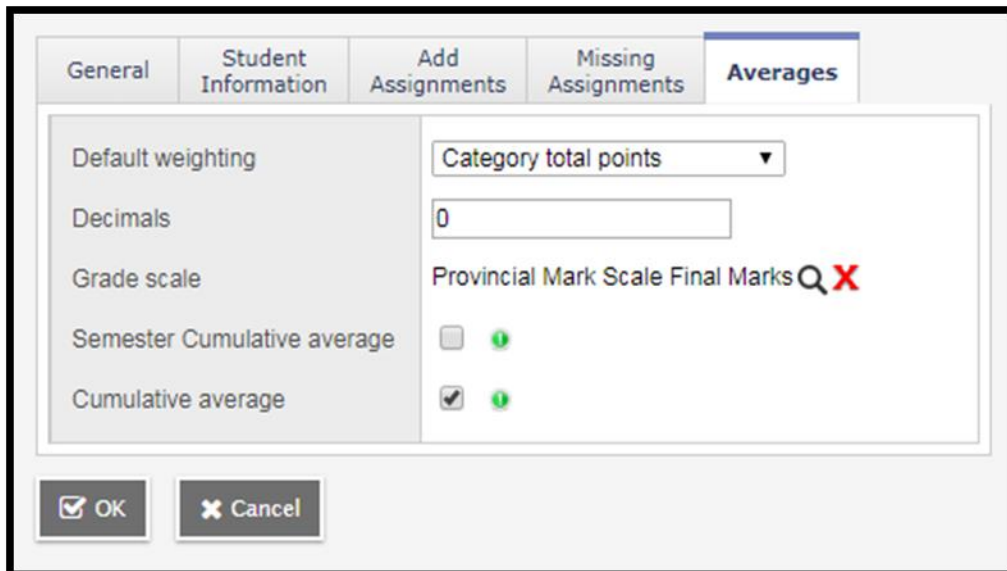
The screenshot shows a software interface with five tabs: 'General', 'Student Information', 'Add Assignments', 'Missing Assignments' (highlighted with a red box), and 'Averages'. Below the tabs is a form with three rows, each containing a label and a checkbox:

| | |
|------------------------|-------------------------------------|
| Show missing column | <input checked="" type="checkbox"/> |
| Count empty as missing | <input type="checkbox"/> |
| Show unscored | <input checked="" type="checkbox"/> |

At the bottom of the form are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with an 'X' icon).

- Show missing column** - If you create special codes that you enter for missing assignments, select this checkbox to view the **Missing** column on the Scores page.
 For each student, the **Missing** column includes assignments entered using special codes (see section 5.0 *Optional Tools* below for further information on the use of special codes).
Note: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Enterprise views.
- Count empty as missing** - If you selected the **Show missing column** checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.
Note: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the **Missing** column will include scores for assignments you have not graded yet.
- Show unscored** – Only used with courses that have a rubric definition assigned to it.

5.5 Averages



The screenshot shows the 'Averages' tab in a gradebook interface. The tabs at the top are 'General', 'Student Information', 'Add Assignments', 'Missing Assignments', and 'Averages'. The 'Averages' tab is selected. Below the tabs, there are several settings:

- Default weighting:** A dropdown menu set to 'Category total points'.
- Decimals:** A text input field set to '0'.
- Grade scale:** A dropdown menu set to 'Provincial Mark Scale Final Marks'.
- Semester Cumulative average:** A checkbox that is unchecked.
- Cumulative average:** A checkbox that is checked.

At the bottom of the form are two buttons: 'OK' and 'Cancel'.

Default weighting: This setting is significant as it sets the default mark calculation for the gradebook. This setting can be overridden at the course detail level for individual courses. A short explanation of each of the settings is provided below, detailed explanations can be found in **Appendix A** and from online resources.

- **Categories only** (weighted categories) if you want to weight only the categories in your gradebook.

Assignments are converted to a percentage then averaged within each category. The category average is multiplied by the assigned weight, and the weighted category averages are added together.

- **Category and assignments** (weighted) if you want to weight both categories and weight the assignments within those categories.

Assignments are converted to a percentage, multiplied by the assigned weight and a category average is calculated. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

- Select **Total points** if you want the overall value of an assignment to be determined by the maximum points possible for the assignment.

Assignments are not converted to a percentage. The total points a student earns is divided by the total number of points possible.

- Select **Category total points** if you want a category weighted and the value of an assignment within a category to be based on the points possible for the assignment.

Assignments are not converted to a percentage. Within each category, total points earned are divided by total points possible to determine the category average. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

Additional Resources:

Help > Quick Reference Cards > Gradebook—Beginning-of-the-Year Setup

Help > Videos > Teacher Gradebook > Setting up your Aspen Gradebook > QRG > Understanding Averaging Modes.

- **Decimals:** Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only. Grades posted to transcripts will conform to the district defined decimal rules.
- **Grade scale:** Some districts have uniform grade scales. If not established by the district, participants can select a scale from the list viewed by clicking the magnifying glass.
 - Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade – I.
 - Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
 - The IB Grade Scale is for use by authorized IB Schools only.
 - If the district or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales
- **Semester Cumulative Average:** Select this checkbox to show semester running averages on your Scores page. MyEducation BC calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term.

Students and family can view this column in the Student and Family views.

Note: Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated. School View>School Top Tab>Category = Gradebook

MyEducation BC uses the column header Semester # (for example, Semester 1) for semester running average columns.

- **Cumulative Average:** Select this checkbox to show an overall course cumulative mark calculation when using Total Points averaging mode. Selecting this option along with a default weighting of **Total Points** or **Category Total Points** produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades** has **Semester Cumulative Average** and **Overall Cumulative Average** checked.

6.0 Gradebook > Details: Linking Classes, Grade Calculation Weights, Categories

A teacher can link his/her classes allowing them to create categories and assignments for one class which automatically add them to other classes linked to it.

6.1 Class Details

The class details screen provides the means to link classes and determine settings. At the bottom of the page are expandable sections for linked classes, categories, drop mode and grade calculation weights.

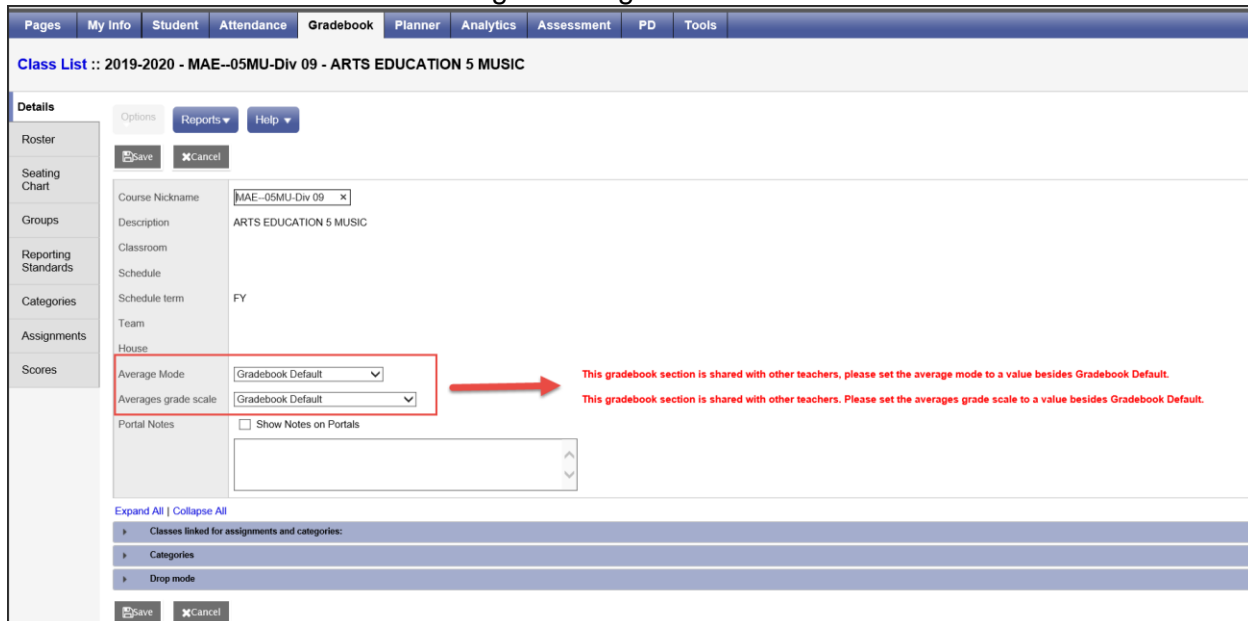
| Course | Description | Term | Schedule |
|------------|----------------------------|------|----------|
| XLDCD11-01 | ELL 1: TECHNICAL LANGUAGE | S1 | 2(1-2) |
| XLDCA12-01 | ELL 2: LANGUAGE & LITERACY | S1 | 1(1-2) |

- In the **Average Mode** dropdown, teachers can override the averaging method they selected in Preferences.
- **Averages Grade Scale** can be changed from the default preference setting.
- **Portal Notes** allows the teacher to enter a comment about the class that will appear in the Student and Family portals.
- Expand the **Drop mode** at the bottom of the screen, do one of the following to determine if you want to drop the lowest scores for this class:

Select **Do not drop scores** if you do not want the system to drop any scores for this class. Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term. Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the **# to drop** column for each category, for each term.

Note: Error Message "This gradebook section is shared with other teachers". This error message will display when one or more teachers share a course section and the Averages user

preference is set to 'Gradebook Default'. When a course section is shared, both teachers must determine and select the same Averages settings in the course details.



6.2 Classes Linked for Assignments and Categories

- Go to **Gradebook** top tab > Select a class > **Details** side tab
- Review the information on the Details screen for the class selected.
- At the bottom of the screen, expand the section **Classes linked for assignments and categories**, click the Select button and select sections that are the same as the class you are viewing, and click OK.
- If you create assignment categories on the Class Details page and you have linked sections, the field **Also add to linked sections?** is enabled by default. The new category will be applied to all of your linked sections, unless you deselect the field. If you do not have linked sections, the **Add to all sections?** field appears.
- It is not enabled by default, but you can select it to apply the new category to other class sections.

- Staff view, Gradebook > Categories
- If you create categories using the Categories side-tab and you have linked sections, the new **Add category** field is enabled by default. The new category will be applied to all linked sections. If you do not want the category to be applied to a section, deselect the checkbox next to it. If you do not have linked sections, click **Add category** to add the category to all of your sections, or just select the checkboxes next to the sections it will apply to.

| Add Category? | Course | Description | Schedule term | Schedule |
|-------------------------------------|--------------|---------------------|---------------|----------|
| <input checked="" type="checkbox"/> | MADFS08-T-01 | ADST - Food Studies | Q1 | D(01-02) |
| <input checked="" type="checkbox"/> | MADFS08-T-02 | ADST - Food Studies | Q2 | D(01-02) |
| <input checked="" type="checkbox"/> | MADFS08-T-03 | ADST - Food Studies | Q3 | D(01-02) |

- Enter a name for the group of linked classes. Click Save.

Linking classes enables the teacher to enter information for categories and assignments just once for each course. MyEducation BC will duplicate the categories and assignments for each of the linked classes.

Class List :: 2016-2017 - MPREC11-08 - MATH 11: PRE-CALCULUS

Details

Options Reports Help

Save Cancel

Course Nickname: MPREC11-08

Description: MATH 11: PRE-CALCULUS

Classroom: 306

Schedule: 1(1-2) 2(5-6) 3(3-4)

Schedule term: S2

Team: 11

House:

Average Mode: Categories only

Averages grade scale: Provincial Mark Scale Final Marks

Portal Notes: ☐ Show Notes on Portals

Expand All Collapse All

Classes linked for assignments and categories:

| Course | Description | Term | Schedule |
|------------|-----------------------|------|----------------------|
| MPREC11-01 | MATH 11: PRE-CALCULUS | S2 | 1(3-4) 2(1-2) 3(5-6) |

Enter a name for your linked sections.*

Linked sections Pre Cal 11

Select

Note: Creating assignments for linked classes does not adjust dates or grade terms. Multi Add assignments creates assignments for one course section at a time, even when sections are linked.

6.3 Grade Calculation Weights

If the Grade Category in School Preferences is set to **Allow editing of term weights by staff**, *courses set up with **calculated transcript definitions*** can be adjusted by teachers.

From the course details screen in the gradebook, in the lower block of the window teachers can change the calculation of the final mark by adjusting the weightings of the terms and/or exams.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Details

Options Reports Help

Course Nickname: Course Nickname

Description: MATH 11: PRE-CALCULUS

Classroom: 305

Schedule: 11(1-2) 2(5-6) 3(3-4)

Schedule term: S1

Team: 11

House: 11

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

Grade calculation weights

| | Q1 Grade (Q1) | | Q2 Grade (Q2) | | School Exam 1 (Q2) | |
|------------|---------------|--------|---------------|--------|--------------------|--------|
| | Default | Actual | Default | Actual | Default | Actual |
| Final Mark | 40.0 | 40.0 | 40.0 | 40.0 | 20.0 | 20.0 |

Apply weights to other selected classes

Note: School View > Grades > **Grade Post Controls** must have the dates for the final grade term “open” for weights to be adjusted.

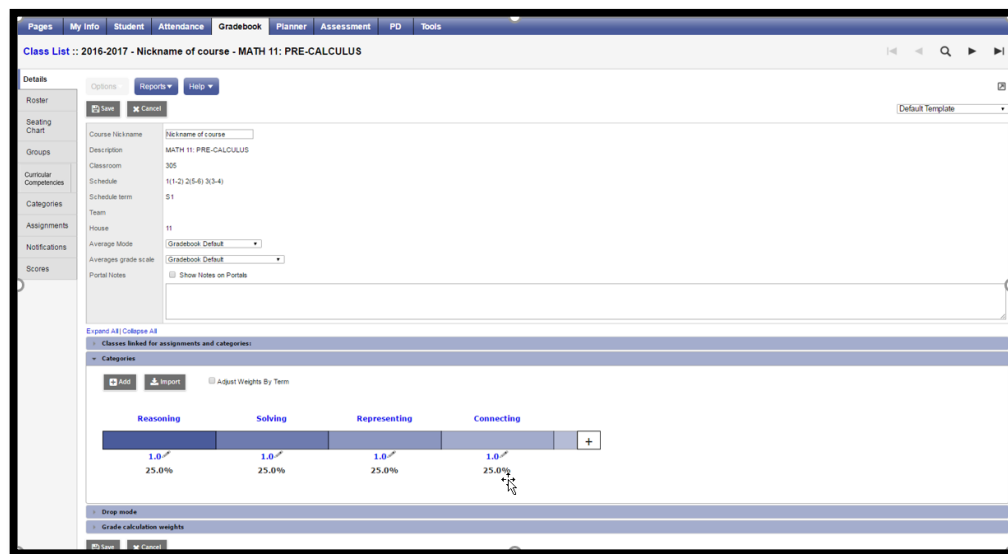
In summary, three conditions must be met in order for teachers to be able to adjust term weights:

1. Grade preferences are set to “**Allow editing of term weights by staff**” in the School view.
2. Grade Post Controls must be open for weights to be adjusted.
3. The transcript definition associated with the course must be one of the ones which are set up to be calculated.

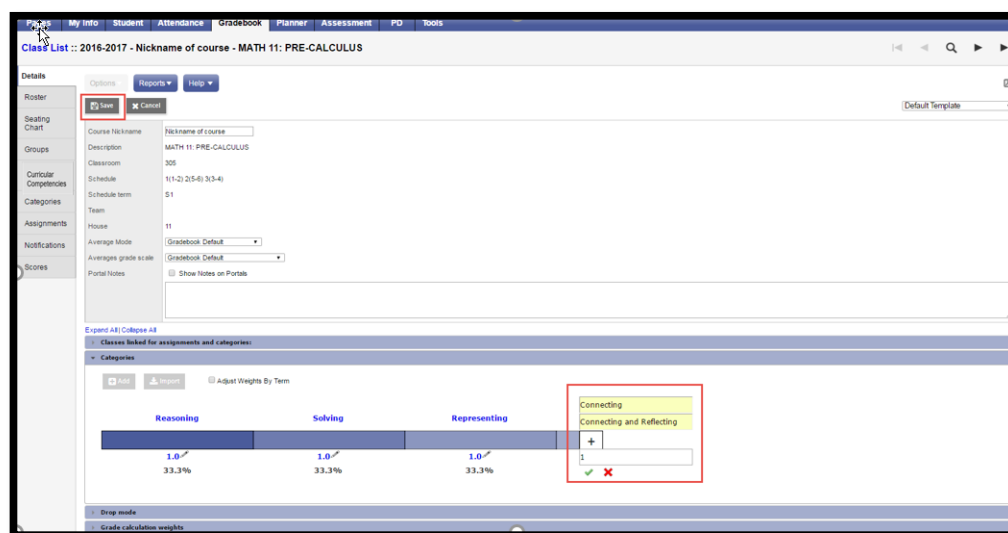
6.4 Create Categories

Categories group the learning tasks that teachers will use in student assessment. The QRC **Advanced Gradebook**, in the online Help, is an excellent resource for step-by-step instructions. Defaults selected when creating categories can be overridden for individual assignments within the category.

- Go to **Gradebook** top tab > Select a class > expand the **Categories** section, or use the **Gradebook** top tab > Select a class > **Categories** side tab
- Any existing categories for the class are displayed on the screen.



- Go to the **Add** button to create additional categories. Note that if the course is linked to another, this will also add categories to the linked course sections.



Enter the code, description and weight (if applicable), click the check mark.

- **Code** – An abbreviated label for the category to fit in the column header in the Gradebook: Connecting
****note:** the Code must be 20 characters or less and cannot contain spaces.
- **Description** – The complete name of the category: Connecting and Reflecting
- **Weight** – Enter the weight of the category in terms of the value of its percentage when calculating the average. For example, the category Test might be worth double what the Homework category is worth.

Click into the Category header to enter the category details pop up:

- **Grade scale** – Select from the dropdown
- **Entry mode** – Select Numeric, Letter or Both
- **Total points** – Number of points anticipated for each assignment. Can be changed for individual assignments.
- **Assignment Default Weight:** Anticipated weight for each assignment. Can be changed for individual assignments. **Extra credit points** – Enter value if assignments in this category will routinely have extra credit points.
- **Score cannot be dropped** – Check this box if you do not want the system to drop any lowest scores from this category.
- **Visibility type** – Will the assignment be displayed for students and parents in the portal?
 - **Private** means that assignments in the category will not be seen in the portal or included in portal averages.
 - **Public** means that assignments in the category are displayed in the portal and will be included in portal averages.

- **Public-no grades** means that the assignment appears in the portal, but no grades entered by the teacher appear in the portal or are included in the portal averages.
- **Save** – at the top of the details screen

6.4.1 Delete Categories

From **Gradebook > Details** > expand **Categories** section, Or, **Gradebook > Categories** side tab

- Click into the hyperlink details of the category
- In the pop up, click the Delete button
- Save – at the top of the details screen

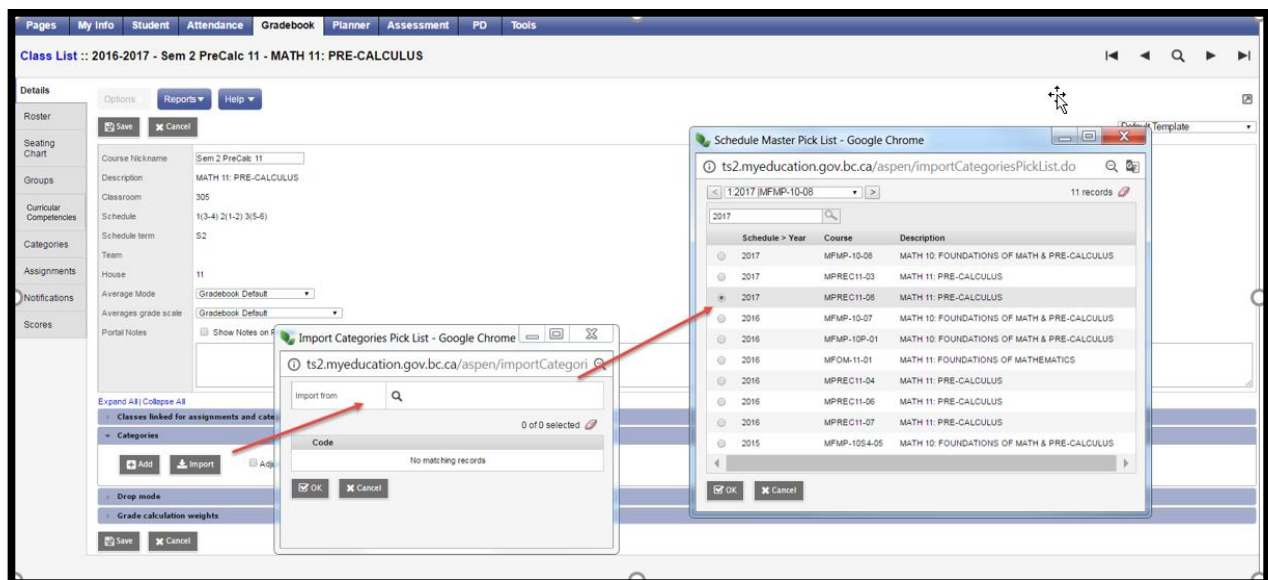
6.4.2 Importing Categories

Categories can be imported into an individual course section from another course section.
From **Gradebook > Details** >

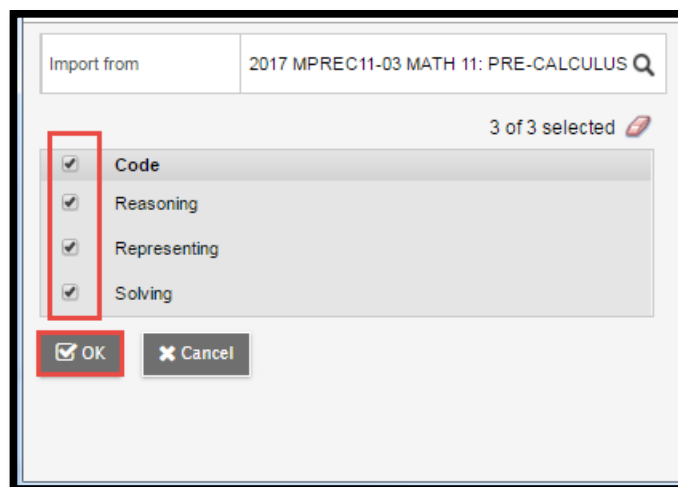
- Expand the Categories section
- Click the Import button
- In the pop up, select a course section, and Selected or All Categories
 - Selected: a pop up displays and individual categories can be selected for import
 - All Categories: All of the categories from the selected course section will import

From Gradebook > Categories

- Options > Import Categories ...
- In the pop up, select a course section, and Selected or All Categories
 - Selected: a pop up displays and individual categories can be selected for import
 - All Categories: All of the categories from the selected course section will import



- Select the category to import

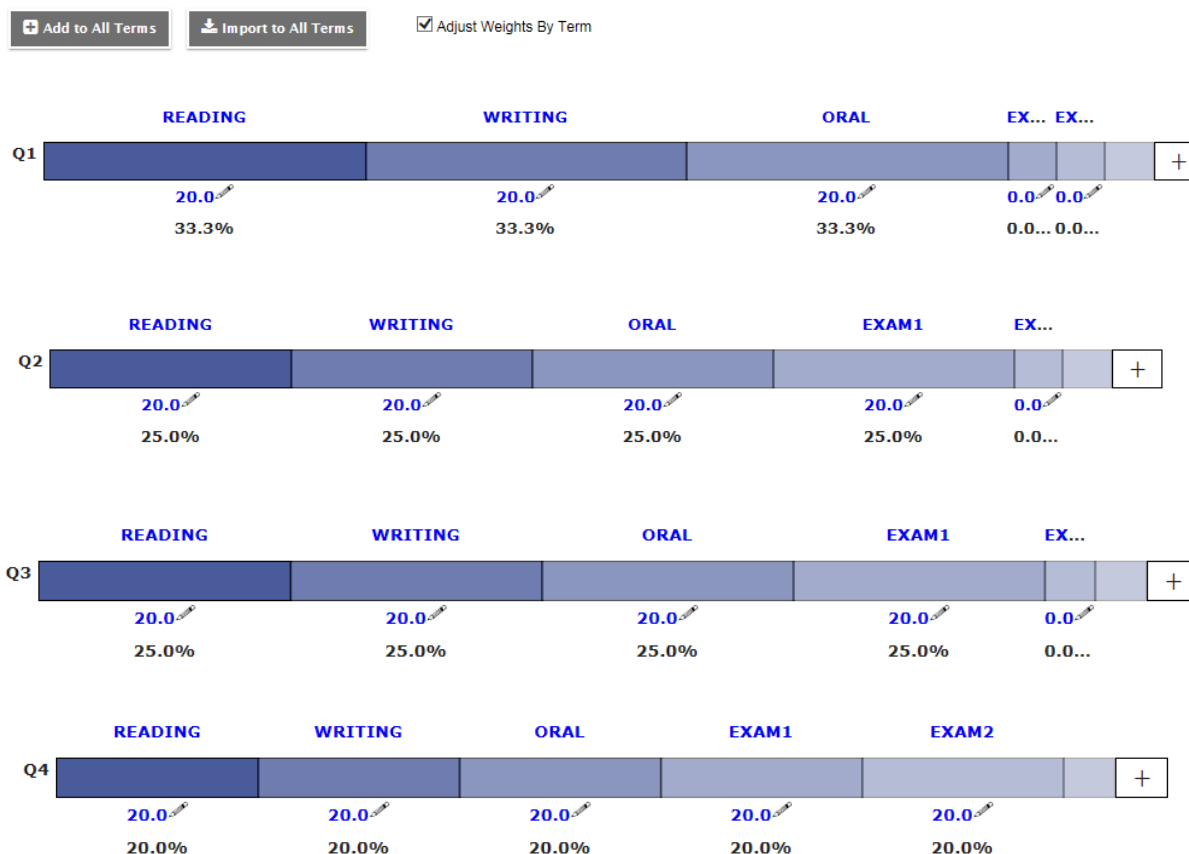


- Click **OK**
- Edit any of the category details as needed by clicking into the hyperlink of the category
- Save – at the top of the details screen if in section details

6.4.3 Creating Exams as Categories

Exams can be separate mark columns as they are associated with a variety of Transcript Definitions. If the course being taught is not associated with an exam or if you would like to track a separately weighted project (e.g., a mid-term exam), you can use the Categories feature in the Gradebook to integrate it.

In the example below, there is an assumption there is no mid-term or final exam being accounted for in the structure of the transcript definition. The mid-term is being conducted in Q2 and the final exam is in Q4. As such, the “Adjust Weights By Term” checkbox is checked to allow the weightings to be adjusted for each term.



Once your exam Category or Categories have been created, an individual assignment will need to be created in each of them to hold the associated marks.

As an extension of the Categories example above, only one assignment will need to be created for each category to hold the exam marks: one in Q2 to hold the mid-term exam and one in Q4 to hold the final exam.

Seating Chart
Groups
Curricular Competencies
Categories
Assignments
Details
Notifications
Scores

General Portal Description

Classes *
Category * EXAM1
GB column name * Exam1
Assignment name * MidTerm
Date assigned * 12/12/2016
Date due * 12/12/2016
Total points * 50
Online submission
Allow online submission ☐
Open date Start time
Close date End time

Options
Extra credit ☐
Extra credit points 0.0
Sequence number 0
Score not droppable ☐
Visibility type Public
Entry mode Numeric Only
Grade Scale Provincial Intermediate Mark Scale
Grade Term * Q2
Exclude from averages ☐
Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

Roster
Seating Chart
Groups
Curricular Competencies
Categories
Assignments
Details
Notifications
Scores

+ Save and New
Save
Cancel
Copy
Default Template

General Portal Description

Classes * MEN-07-74 (selected)
Category * EXAM2
GB column name * Exam2
Assignment name * Final Exam
Date assigned * 22/06/2017
Date due * 22/06/2017
Total points * 100.0
Online submission
Allow online submission ☐
Open date Start time
Close date End time

Options
Extra credit ☐
Extra credit points 0.0
Sequence number 1
Score not droppable ☐
Visibility type Public
Entry mode Letter Only
Grade Scale Provincial Intermediate Mark Scale
Grade Term * Q4
Exclude from averages ☐
Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

7.0 Gradebook: Assignments

Assignments can be created in singles or multiples and from different areas within the Staff view.

7.1 Create Single Assignments

Single assignments can be created from Gradebook > Assignments, Gradebook > Scores, or from Planner using Options > Add.

Gradebook top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template. Fields with a red star are required fields. The Classes field populates on save.

- **Category** – Click the magnifying glass and select a category.
- **Gradebook column name** – Enter an abbreviation for the name of the assignment.
- **Assignment name** – Enter the full name of the assignment.
- **Date assigned** – Date on which assignment will be given to the class.
- **Date due** – Date on which assignment must be turned in.
- **Total points** – Total points *without* extra credit; what the assignment will be out of.
- **Online submission** – To enable online submission of assignments in the student portal; enter an Open date and a Close date and times.
- **Extra credit** – Check the box **ONLY** if the **ENTIRE ASSIGNMENT** is extra credit.
- **Extra Credit Points** – Enter points value for extra credit if the assignment includes a *component for extra credit*.
- **Sequence number** – Assign a number if the teacher preference uses sequence numbers to organize assignments in the Gradebook. Lower numbers are closer to the student name.

- **Score not droppable** – Check the box if the score cannot be dropped when calculating averages. (Relates to field in Category definitions.)
- **Visibility type** – Defaults to the visibility type set in the category selected above. The grade viewed in the portal will be different from the average in Gradebook based on these settings. **The grade viewed in the portal is based only on the assignment grades made public.** Private assignments are not used in the portal calculations.
 - **Public** means assignment and grade can be viewed in the Portal.
 - **Private** means neither the assignment nor the grade can be viewed in the Portal.
 - **Public no grades** means the assignment appears in the portal, however no assignment scores or grades appear in the Portal.
- **Entry mode** – From the dropdown, Select Letter Only, Numeric Only, or Both.
- **Grade Scale** – Select a grade scale from the picklist if desired.
- **Grade Term** - Select the term in which the grade will be used in the calculated average. Important at the end of a term.
- **Exclude from averages** – check this box to remove the assignment score from all average calculations. When this box is checked, the column header name in the scores screen appears with a line through the name.

| | |
|--|---|
| 19/09 Alg+ Connecting 10 pts. | 28/09 Sample-2B Representing 10 pts. |
| | |
| | |
| | |

- **Recurring Options** – Select Daily, Weekly, or Monthly to repeat the assignment at the designated frequency. Selecting a recurring option prompts a popup in which parameters for the frequency are defined. Example: a weekly learning log.

Open date: [] Start time: [] Recurring: []

Close date: [] End time: []

Also add this assignment to linked classes 0 of 1 selected

| Course | Description |
|--|-------------------------|
| <input checked="" type="checkbox"/> MVAG-10-03 | ARTS VISUAL 10: GENERAL |

Resources Provided by the Teacher

Add File Add Weblink Drag and Drop from My Resources

Outline .pdf

Outline .pdf

Save and New Save Cancel

My Resources

- Group Folder
- Home
- MyEducationBC.info
- Outline .pdf

Add Edit My Quota (246 MB left)

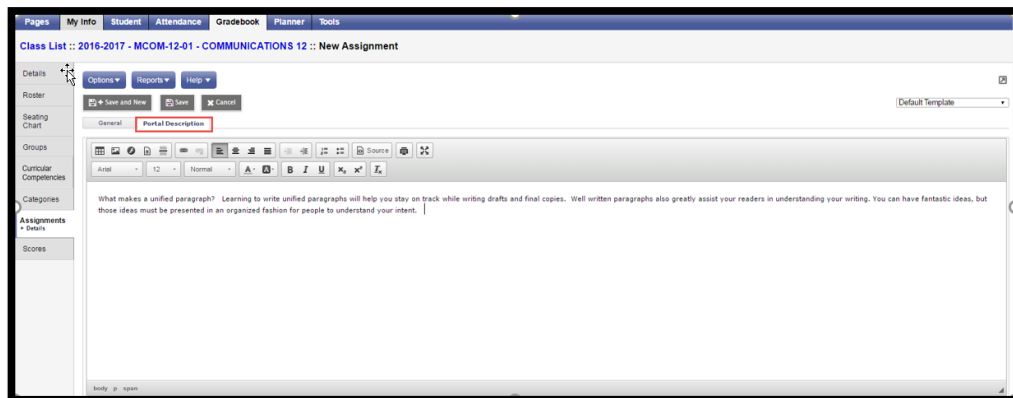
- **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. The box will automatically be checked if the preference *Add to all linked classes by default* is selected. This option does not appear if the class for which the assignment is being created is not linked to any other class.

When you create an assignment, there is a **Linked or All drop-down** that will associate the assignment with all of the sections you teach that contain the same transcript definition, term and grade level, or with some or all of your linked sections. If you do not link your class sections, you can select **All** from the drop-down, and then select the checkbox next to each class that gets the new assignment.

The screenshot shows the 'New Assignment' form in the MyEducationBC system. The form is for 'A D Rundle Middle School 2018-2019'. The 'Also add this assignment to classes' section is highlighted with a red box, showing a table with columns for 'Add Assignment?', 'Course', 'Description', 'Schedule term', and 'Schedule'. The 'All' dropdown is also highlighted with a red box.

| Add Assignment? | Course | Description | Schedule term | Schedule |
|--------------------------|--------------|------------------------|---------------|----------|
| <input type="checkbox"/> | MCE-08-05 | CAREER EDUCATION 8 | FY | 4(DAY 1) |
| <input type="checkbox"/> | MFR-08-FR-04 | FRENCH LANGUAGE ARTS 8 | FY | 2(DAY 2) |
| <input type="checkbox"/> | MFR-08-FR-05 | FRENCH LANGUAGE ARTS 8 | FY | 4(DAY 1) |

- **Resources Provided by the Teacher** – The teacher can add files and web links using: *Add File*, *Add Weblink* or *Drag and Drop from My Resources*. To *Drag and Drop*, select the item from the My Resources pop-up window and drag into the Resources Provided by the Teacher box until the green checkmark appears, then let go of the item. The Student Portal must be open to enable students to access the links and files.
- **Save** (or, **Save and New** to create another assignment) When using Save and New review all settings and Portal Descriptions to ensure they are accurate for the current assignment.



If the Student/Family Portal is open and the assignment is public, click the Portal Description tab and enter the assignment description and details that will be visible in the portal.

Go to Scores side tab to view the new assignment column created in the Gradebook. If the column does not appear, change Grade columns dropdown to All. In Set Preferences > Gradebook, Enable gradebook features must be checked in Preferences.

7.2 Create Multiple Assignments

Multiple assignments can be created from Gradebook > Assignments > Options > Add Multiple Assignments.

Go to Gradebook top tab > Assignments > Side tab > Options > Add Multiple Assignments. In the pop-up window complete the Multi Add Assignment template. In the Add Multiple Assignments screen there is no option to add these assignments to linked courses. The assignments entered through Add Multiple Assignments will apply to this course section only.

- **Copies per category** – Enter the number of assignments you would like to create for each of the categories selected in the next step.
- **Categories** – From the pick list, select the category or categories.
- **Number of Assignments to create** – a total number of assignments that will be created based on the selections made in the settings above. In the example below, 2 copies x 4 categories = 8 total assignments that will be created.

Copies per category * 2

Categories * Reasoning, Representing, Solving, Connecting

Number of assignments to create 8

GB column name * Sample

Assignment name * Assignment

Date assigned * 15/02/2017

Date due * 22/02/2017

Grade Term * Q3

Points * 10

Visibility type * Public

Save Cancel

The settings in the second box are default for the block of assignments created, they can be adjusted by assignment in the next step. For details on any of these settings see section 15.1 Create Assignments.

- **GB column name** – the default gradebook column name for each assignment
- **Assignment name** – the default assignment name for each assignment
- **Date Assigned** – the default date assigned for each assignment
- **Date Due** – the default date due for each assignment
- **Grade Term** – the default term the assignments will be created in
- **Points** – the default point value for each assignment
- **Visibility type** – Defaults to the visibility type set in the category selected. See note below.
- **Save**

After clicking Save, the group of assignments will be displayed for review and editing.

Creating multiple assignments may be done using multiple categories, and categories can have different default assignment settings. Particular attention should be paid to the Visibility Type field during the creation wizard and during the updating of the individual assignment fields.

| AssignmentName | GBColumnName | DateAssign | DateDue | Visibility | Points | AssmtWeight | GradeTerm > ID | Category > Code | Category > |
|----------------|--------------|------------|------------|------------|--------|-------------|----------------|-----------------|------------|
| Sample-1A | Sample-1A | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CompCon | 1.0 |
| Sample-1B | Sample-1B | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CreateCommu | 1.0 |
| Sample-2A | Sample-2A | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CompCon | 1.0 |
| Sample-2B | Sample-2B | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CreateCommu | 1.0 |
| Sample-3A | Sample-3A | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CompCon | 1.0 |
| Sample-3B | Sample-3B | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CreateCommu | 1.0 |
| Sample-4A | Sample-4A | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CompCon | 1.0 |
| Sample-4B | Sample-4B | 19/01/2017 | 19/01/2017 | Public | 10.0 | 1.0 | Q2 | CreateCommu | 1.0 |

- Go to Options > Modify List to display the individual items in an editable column format.
- Options > Mass Update could be used if the entire column would be updated with the same value.
- A pencil icon at the top of a column indicates the column is available to edit.
- Click on the pencil to open the fields for editing, make the changes to the column and click the green checkbox to save the column.
- Move to the next column to edit, click the pencil icon and repeat the process until it is complete.
- Assignments can also be edited by clicking into the details of each assignment.

7.3 Copy Assignments

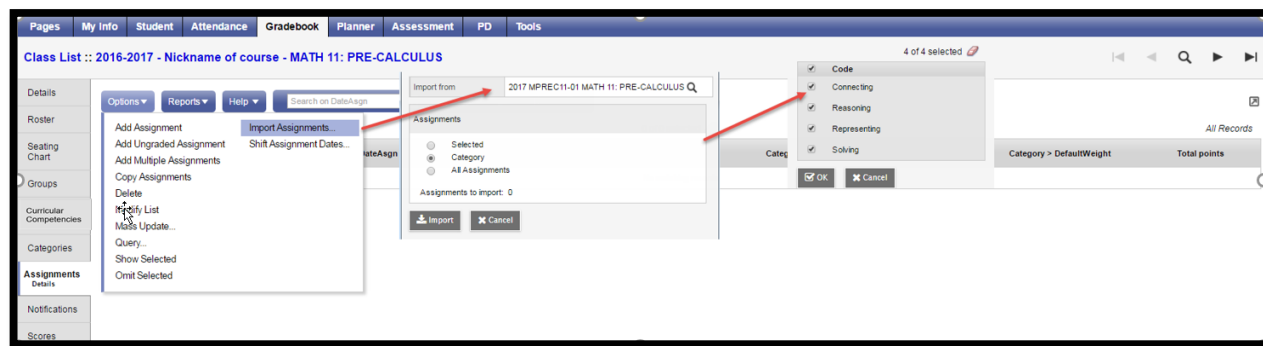
Gradebook > Assignments > select an assignment(s) to copy > Options > Copy Assignments. This will create a copy of each selected assignment. Details for the assignment can be edited by clicking into the hyperlink assignment name.

7.4 Import Assignments

Import Assignments is really a copy function, accessing the user's assignment setup for past or current course sections. It is very useful for moving assignments from class to class and year to year.

Pathway: Gradebook > Assignments > Options > Import Assignments

- In the pop up select the course section, then
- Identify if you want to select individual assignments to import, import all assignments within a specific category, or all assignments in the course section.
- Select the Assignments (selection) or Category (category)
- Click the Import button
- Review all settings and descriptions to ensure they are accurate for this course section.



Once assignments are moved into this class' gradebook, some changes can be made using the Options > Modify List functionality. Fields that can be modified this way include:

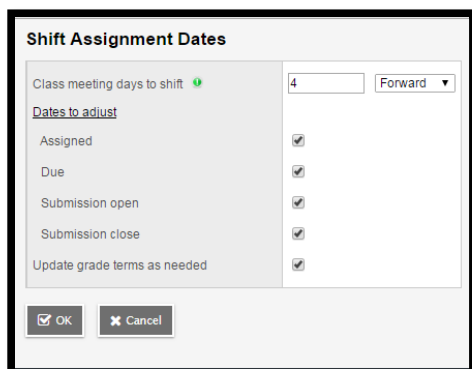
- Assignment Name
- Gradebook Column Name
- Assign Date
- Due Date
- Visibility Type
- Points
- Assignment weight

Changes to other fields such as Grade Term require the user to go into the details of each assignment.

It is also very helpful to use the Options > Shift Assignments Dates functionality after an "import" to help align your dates in an expedient manner (section 5.5 below).

7.5 Shift Assignment Dates

This is a handy feature for adjusting assignment dates and or re-aligning terms following the use of Import Assignments. Be sure to choose assignments and use Show Selected before applying changes.



To re-align terms following an import of assignments, select the assignments to be adjusted. Only check Update grade terms as needed, and set School days to shift as 1. In this way, no dates will actually be adjusted, but the terms will be re-aligned to the assignment dates.

Assignments can only be shifted to the first / last day of the course section's schedule at the most.

7.6 Create Ungraded Assignments

An ungraded assignment will display in your planner and in the Family/Student Portal if visibility is set to public but will not display on the scores side tab.

Gradebook > Assignments > Options > Add Ungraded Assignment or Planner > Options > Add Ungraded Assignment and enter the following fields in the pop up

- Assignment name
- Gradebook Column name (optional)
- Date Assigned
- Date Due
- Grade Term
- Visibility type (optional)
- Description (optional)
- Save

7.7 DL/CE Active Assignment Checkbox

Distributed Learning and Continuing Education schools have options available for the auto population of Active Dates.

If the school preference setting for Active date is: Enabled by multiple assignments, the Staff view > Gradebook > Assignments template will have a checkbox for Active Assignment under Options.

The screenshot shows the 'Assignments' template in the Gradebook section. The 'Options' tab is selected, and the 'Active Assignment' checkbox is checked. The 'General' tab shows the assignment details for 'MMAFE10-PRINT (selected)' with category 'EL', assignment name 'Chapter review-1', and due date '28/07/2018'. The 'Online submission' section is also visible.

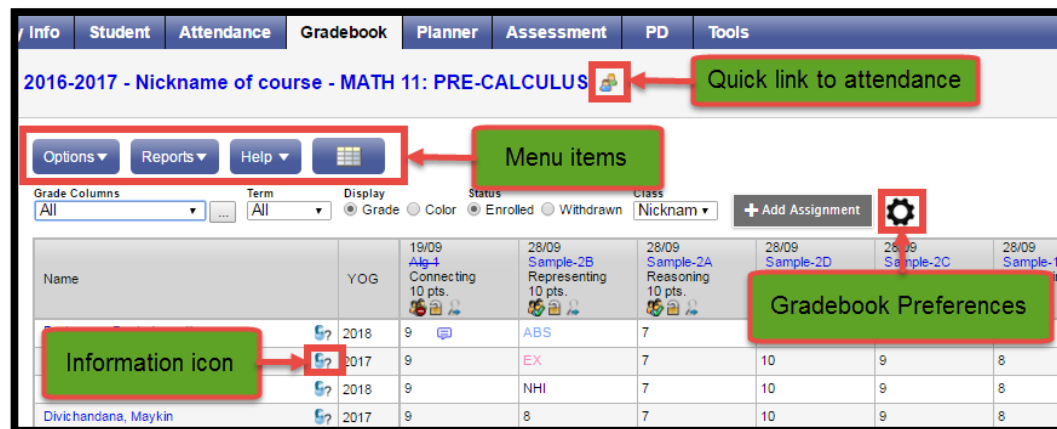
Teachers can select one or several assignments to flag as an Active Assignment. When all the flagged assignments are marked, the active date will auto populate into the Active Date column in the scores screen and can then be posted to the student transcript record.

Date columns are created when Prepare Grade input for Course Dates is run at the school level.

See the DL and CE Schools Setup and Processes guide for more details on the Active Date Preference Settings.

8.0 Gradebook > Scores

In MyEducation BC student marks are entered in the Scores window by clicking in the appropriate cell and either manually entering the mark or by using the Ctrl-L option to select from the list of acceptable values. 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. The view in this screen is determined in part by the preference settings outlined in Section 3.0 above. Refer to the **QRC Advanced Gradebook, Side 2** and the **QRC Tips & Shortcuts-Teachers**.



8.1 Entering Marks and Feedback for Students

8.1.1 Scores Window for Mark and Feedback Entry

Go to **Gradebook** > Select class from class list > **Scores** side tab.

- Enter Assignment feedback for student by clicking on Speech Bubble. These notes will be visible to students and parents.
- Teacher can enter as much Assignment feedback as they like prior to scoring assignment.
- Students can resubmit assignment as many times as they like until a score is entered by the teacher
- Enter students' assignment scores in the Gradebook column.
- Make use of the following shortcuts:

Control + D – Fills all cells below with the same score.

Control + K – To undo the last change.

Control + E – To exempt a grade from the calculated average.

Control + N – To add a footnote visible only to the teacher. Footnotes are created on the Tools top tab. Enter a score in the cell, press **Control + N** on the keyboard, and select the note from the pick list.

Control + M – To add notes. Notes can be visible to the teacher only or to the student and parents. Note that a score must be entered in a cell prior to using this feature to add a note.

Note: Shortcut key combinations are shown within the Options menu when working in the Gradebook scores columns, as well as on the QRC.

- If teacher requires student to resubmit assignment after grading the teacher will need to delete the mark.

Note: Any Assignment feedback entered by teacher will be deleted when mark is deleted. However, feedback can be added back in after the mark is deleted, making the feedback visible to the student.

- **Special Codes** - Special codes impact the grade entered in a cell. Special codes are created from the **Tools** top tab. To utilize special codes set up in Tools > Special Codes in the Gradebook, type the code into the cell or use Ctrl + L with your cursor in the cell and filter by special code.

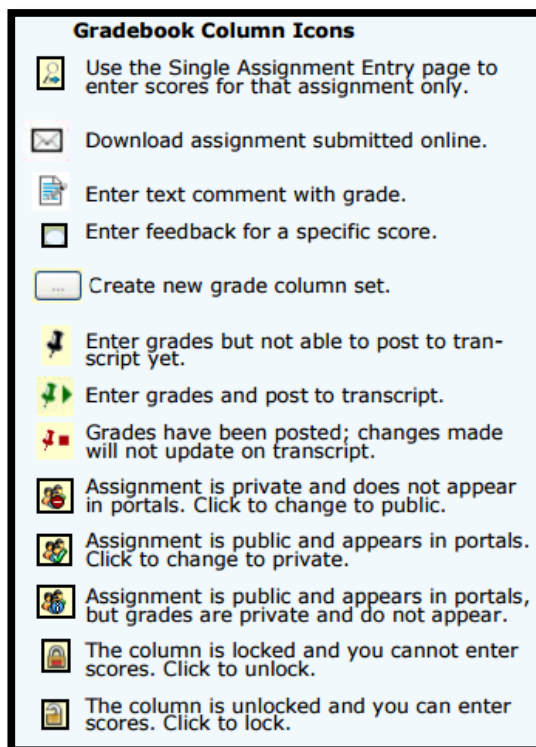
Filter ☒ Special Code ☐ Grade Scale

1 record

| Code | Behavior | Missing? | Color | Staff > Name |
|------|-------------------------------|----------|-------|--------------|
| EXC | Calculate as full point value | N | | Shi, Mehta |

☒ OK ☐ Cancel

- Enter 0 (zero) for assignments not submitted. The system does not include blank cells in calculated averages.
- MyEducation BC automatically saves each entry and updates the average when the user leaves a cell.
- To view grades for a single student, click on the student's name.
- There are a number of icons with associated behaviours that appear in the Gradebook



The screenshot above is taken from:

Help > Quick Reference Cards > Tips and Shortcuts - Teachers, to see a complete list of all the symbols and shortcuts. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Scores can also be entered in single student view by Student using Gradebook > Scores > Student. All assignments are visible for a selected student and mark changes or mark entry can be done in this view.

Pages My Info Student Attendance **Gradebook** Planner Assessment PD Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Bartoneeq, Pontedura

Details Options Reports Help

View: All Display: Grade Color Term: All Depth Control: All

Single Student View
> View all students

| Name | Score | Student Submission | Assignment feedback | Teacher's Notes |
|--|---------|--------------------|-------------------------------|----------------------------|
| Rewriting-expressions-4 19/09 Connecting 10 pts. | 9 | | Feedback visible to paren ... | Notes for the teacher only |
| Assignment-2B 28/09 Representing 10 pts. | ABS | | | |
| Assignment-2A 28/09 Reasoning 10 pts. | 7 | | | |
| Assignment-2D 28/09 Connecting 10 pts. | 10 | | | |
| Assignment-2C 28/09 Solving 10 pts. | 9 | | | |
| Assignment-1D 28/09 Connecting 10 pts. | 8 | | | |
| Assignment-1C 28/09 Solving 10 pts. | 7 | | | |
| Assignment-1B 28/09 Representing 10 pts. | 10 | | | |
| Assignment-1A 23/02 Reasoning 10 pts. | 9 | | | |
| Q1 | | | | |
| Q2 | | | | |
| Q3 | 72.5 C+ | | | |

Scores can also be entered by single assignment view using **Gradebook > Scores > Assignment**. All students are visible for a selected assignment and mark changes or mark entry can be done in this view.

Pages My Info Student Attendance **Gradebook** Planner Assessment PD Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Connecting - Rewriting expressions 1 - Alg 1

Details Options Reports Help

Display: Grade Color Status: Enrolled Withdrawn

Single Assignment View
> View all assignments

| Name | YOG | 19/09 Alg-1 Connecting 10 pts. | Student Submission | Assignment feedback | Teacher's Notes |
|--------------------------|------|--------------------------------|--------------------|-------------------------------|----------------------------|
| Bartoneeq, Pontedura | 2018 | 9 | | Feedback visible to paren ... | Notes for the teacher only |
| Beyllet, Jetormike | 2017 | 9 | | | |
| Bhota, Brianloraine | 2018 | 9 | | | |
| Divichandana, Maykin | 2017 | 9 | | | |
| Dodds, Yunejung | 2018 | 9 | | | |
| Ellickson, Robbendlaurie | 2017 | 9 | | | |
| GarciaRivera, Fesan | 2018 | 9 | | | |

8.1.2 Accessing the Scores View From Pages

The **Scores** window can be accessed quickly and easily from the **Pages** top tab start screen. In the **Teacher Classes** widget, click on the Grades icon.

| Teacher Classes | | | | | |
|-----------------------------|------------|-----------------|--------|------------|-------|
| Previous | | Friday, June 26 | | Today Next | |
| Classes Meeting | Attendance | Posted | Grades | Posted | Email |
| 1 - MSS--11-03 - SOCIAL ... | | | | | |
| 1 - YED--1A-12 - TEACHER... | | | | | |
| 2 - MSS--10-05 - SOCIAL ... | | | | | |
| 3 - Soc 10 - SOCIAL STUD... | | | | | |
| 4 - MSS--11-06 - SOCIAL ... | | | | | |

8.1.3 Move Between Students When Entering Report Card Comments

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.

Student

Lang, Yaw

Great effort this term!

Save

Save Left Arrow

Save Right Arrow

Cancel


abc

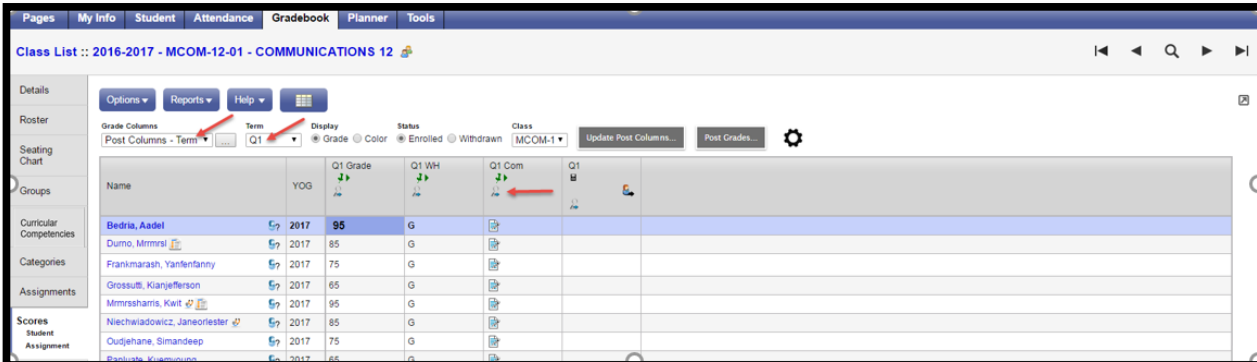
9.0 Gradebook: Posting Grades

There are two ways to enter grades for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).
- Updating Post Columns from teacher-created assignments in the Gradebook. (Teacher uses MyEducation BC to manage daily assessment).

9.1 Entering a Term Grade Directly to the Term Grade Screen.

1. Log in as a teacher.
2. From the **Pages** top tab, click on the  icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Grade Columns** field, choose **Post Columns – Term**.
4. In the **Term** field, choose the appropriate term for which grades are being entered.



| Name | YOG | Q1 Grade | Q1 WH | Q1 Com | Q1 |
|------------------------------|------|----------|-------|--------|----|
| Bedria, Aadel | 2017 | 95 | G | | |
| Dumo, Mmmrsl | 2017 | 85 | G | | |
| Frankmarash, Yanfentany | 2017 | 75 | G | | |
| Grossuti, Kianjefferon | 2017 | 65 | G | | |
| Mmrsharris, Kwit | 2017 | 95 | G | | |
| Niechwiadowicz, Janeorlester | 2017 | 85 | G | | |
| Oudjehane, Simandeep | 2017 | 75 | G | | |
| Postcards, Kmmmmmm | 2017 | 85 | G | | |

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. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Enter grades, work habits and comments as appropriate. Data is automatically saved, a yellow cell indicates the save is in progress, wait for the yellow to clear before entering a score into the next cell.

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Analytics | Assessment | PD | Tools

Class List :: 2019-2020 - MEN-05-Div 09 - ENGLISH LANGUAGE ARTS 5

Options | Reports | Help

Grade Columns: Post Columns - Term | Term: Tri 3 | Display: Grade | Status: ☒ Enrolled ☐ Withdrawn | Class: MEN-05 | Update Post Columns... | Post Grades...

| Name | YOG | Tri 3 Grade | Tri 3 Com | Final | Tri 3 |
|-------------------------------|------|-------------|-----------|-------|-------|
| Abdulmenaana, Yamatothibaud | 2027 | | | | |
| Albaracin, Ivereet | 2027 | | | | |
| Andrushchak, Aines | 2027 | | | | |
| Beermann, Rainer | 2027 | | | | |
| Calmbas, Abdallaalemu | 2027 | | | | |
| Christiansonbarker, Ouri | 2027 | | | | |
| Coger, Sutikarn | 2027 | | | | |
| Dealey, Bryceley | 2027 | | | | |
| Fouache, Yaen | 2027 | | | | |
| Groat, Kuvarbir | 2027 | | | | |
| Jimenezloza, Jaedaleona | 2027 | | | | |
| Kantas, Dolma | 2027 | | | | |
| Mebrahtu, Carryngton | 2027 | | | | |
| Mortideener, Ellijahnathaniel | 2027 | | | | |
| Moxonaraya, Parmbir | 2027 | | | | |
| Noullett, Febyl | 2027 | | | | |
| Perris, Lukeanakin | 2027 | | | | |
| Rabut, Maryamzainab | 2027 | | | | |
| Average score | | | | | |

Mozilla Firefox
https://dev02.myeducation.gov.bc.ca/aspen/textCommentEdit.do?std=stdX20014: ...

Student: Abdulmenaana, Yamatothibaud

0 characters used / maximum 10000

Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

Character count and limit display at the bottom of the comment entry box, providing teachers the opportunity to edit the comment before saving if it over the character 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, Huehwa | 2021 | 94 | E | | 90 | F |

Comments will not save if they are over the maximum charcters for the Transcript Definition.

Clicking on a comment places it in the comment field. **Show My Codes** displays the user's comments only within the selected category.

The Options menu provides the following:

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 in Tools.

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.

The screenshot shows the 'Post Grades' button in the top right corner. Below it is a table with columns for Term, YOG, Q2 Grade, Q2 WH, Q2 Com, SchExam S1, Final, and Q2. The table contains two rows of data for the year 2017.


| Term | YOG | Q2 Grade | Q2 WH | Q2 Com | SchExam S1 | Final | Q2 |
|------|-----|----------|-------|--------|------------|-------|----|
| 2017 | | | | | | 95 | |
| 2017 | | | | | | 85 | |

When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card. Use the **Class** dropdown menu to select the course section by nickname or the navigation bar to select the next class.

The screenshot shows the 'Class' dropdown menu in the top right corner, which is highlighted with a red box. Below it is a navigation bar with buttons for 'Options', 'Reports', and 'Help'. The 'Class' dropdown menu is also highlighted with a red box.


Repeat the process until grades are entered and posted for all classes.

9.2 Update Post Columns (Enter Term Grades) From Teacher-created Categories/Assignments in the Gradebook

- **Pages** top tab, click on the  icon beside the class for grade entry. Or Gradebook top tab > Scores side tab.
- Click the **Update Post Columns** button.
- In Step 1 of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term**. Leave the **Grades to update** at Term grades for all students.
- Click **Next**.
- In Step 2 of the wizard, use the drop-down menu to select the grade to populate the term report card grade for the students in this class. Click **Next**.

Update Post Columns: Choose Update Values Step 2 of 3


Q3 Grade (Do Not Update)














- (Do Not Update)
- Average:Q3
- Average:Cumulative
- Average:Connecting Q3
- Average:Reasoning Q3
- Average:Representing Q3
- Average:Solving Q3
- Assignment:Rewriting expressions 1
- Assignment:Assignment-1A
- Assignment:Assignment-1B
- Assignment:Assignment-1C
- Assignment:Assignment-1D
- Assignment:Assignment-2A
- Assignment:Assignment-2B
- Assignment:Assignment-2C
- Assignment:Assignment-2D




← Previous Next → Finish Cancel

- In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**. Complete the entry of work habits and comments in the Post Columns Term for the appropriate term.

Options ▾ Reports ▾ Help ▾ 

Grade Columns: Post Columns - Term ▾ ... Term: Q1 ▾ Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐ Withdrawn Class: Nicknam ▾ Update

| Name | YOG | Q1 Grade | Q1 WH | Q1 Com | Q1 |
|--|------|--|--|---|---|
| Bartoneeq, Pontedura  | 2018 | 73  | G !  |  |  |
| Beylell, Jetormike  | 2017 | 87 | G |  | |
| Bhota, Brianloraine  | 2018 | 73 | G |  | |
| Divichandana, Maykin  | 2017 | 84 | G |  | |

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.

- Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

The screenshot shows the MyEducation BC Gradebook interface. The top navigation bar includes Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools. The main header displays 'Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS'. On the left, a sidebar lists various options like Details, Roster, Seating Chart, Groups, Curricular Competencies, Categories, Assignments, Notifications, Scores, Student Assignment, and Groups. The main area shows a table of student data with columns for Name, YOG, Q1 Grade, Q1 WH, and Q1 Com. A student, Bartoneeq, Pontedura, is highlighted. A pop-up window titled 'MyEducation BC: Edit Text Comment' is open, showing a text area for entering a comment and a 'Save' button.

Clicking on a comment places it in the comment field. Show My Codes displays the user's comments only within the selected category.

The screenshot shows the 'Edit Text Comment' window. The 'Student' field is set to 'Bedria, Aadel'. The 'Category 1' dropdown is set to 'ENG'. The 'Subject' dropdown is set to 'All'. The 'Show' checkbox is checked. The 'My Codes' section displays a list of codes related to reading comprehension and writing skills. The codes are: 'Poor reading comprehension impacts all areas of the curriculum.', 'Written work is imaginative, creative and engaging.', and 'Uses effective Standard English in speaking and writing.'.

The Options menu provides the following:

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

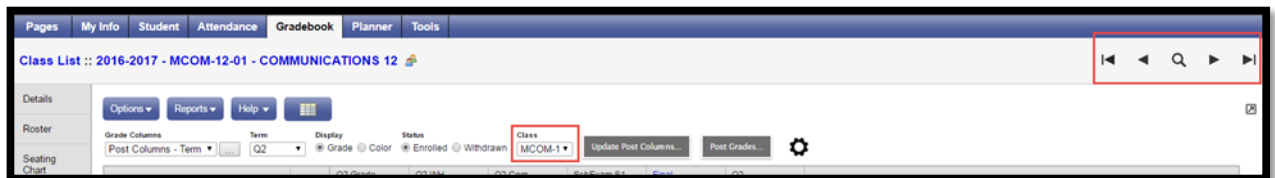
Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

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.

| Term | Display | Status | Class | | | | | |
|------|--|---|--------|------------------------|----------------|--------|----|--|
| Q2 | <input checked="" type="radio"/> Grade <input type="radio"/> Color | <input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn | MCOM-1 | Update Post Columns... | Post Grades... | | | |
| | YOG | Q2 Grade | Q2 WH | Q2 Com | SchExam S1 | Final | Q2 | |
| | | | | | | Update | | |
| 2017 | | | | | | 95 | | |
| 2017 | | | | | | 85 | | |

- When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card.
- Use the **Class** dropdown menu or the navigation bar to select the next class.



- Repeat the process until grades are entered for all classes.

10.0 Gradebook: Reports

10.1 Gradebook > Class List Reports

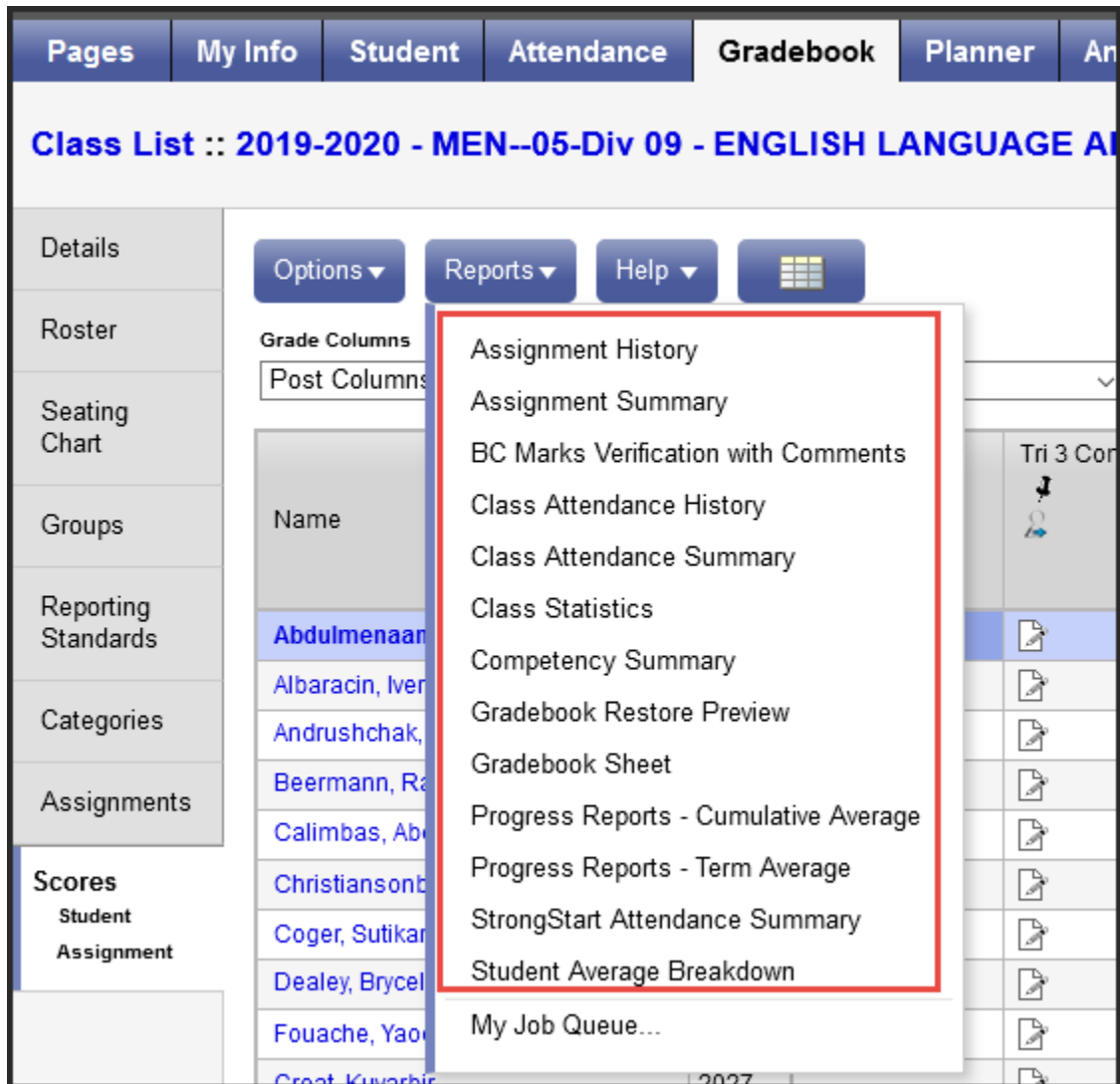
From the Gradebook top tab > Class List, choose Reports. If you don't want reports run for all classes, check beside the classes to select, do an Options > Show Selected.

Reports available are:

- **BC Class List Reports - BC Class List w. Designation** - Includes parameters for aboriginal and designations.
- **BC Class List Reports - BC Class List w. Grid** - Generates a class list with 10 columns; headings can be typed or written in afterwards.
- **BC Class List Reports - Class Lists – Name Only** - List students and YOG
- **BC Marks Verification with Comments** – Generates a class list showing the marks and comments entered for the selected reporting term.
- **Blank Grading Sheet** - a very handy report providing a class list and up to 10 columns
- **Grade Input Sheet** - Report for entering or displaying term grade and work habits.

10.2 Gradebook > Scores Reports

A number of analysis reports can be found from Gradebook > Scores > Reports. These reports include:



Progress reports can be run on a class of students or selected students. Teachers have a variety of parameters to choose from and the option to enter a message to display on the progress report.

11.0 Report Cards

A class set of report cards can be printed from class rosters as described in Section 11.0. To print report cards for all students or for a select group of students, go to the Student top tab. For only a select group of students, select the students and go to Options > Show Selected. To run the report cards, begin from Reports > Report Cards and choose the appropriate report card from the Report Card Type drop down selection.

The screenshot shows the 'Student List' interface. The 'Reports' dropdown menu is open, and the 'Report Cards' option is selected, which has opened a sub-menu. The sub-menu contains the following options: 'Report Cards - K-9 Single Term', 'Report Cards - K-9 Three Term', 'Report Cards - Kindergarten, Primary, Intermediate', and 'Report Cards - Middle Years and Secondary'. The last option is highlighted with a red box. The background shows a table of student information with columns for Name, ID, and School Name.

Complete the parameter form and click Run.

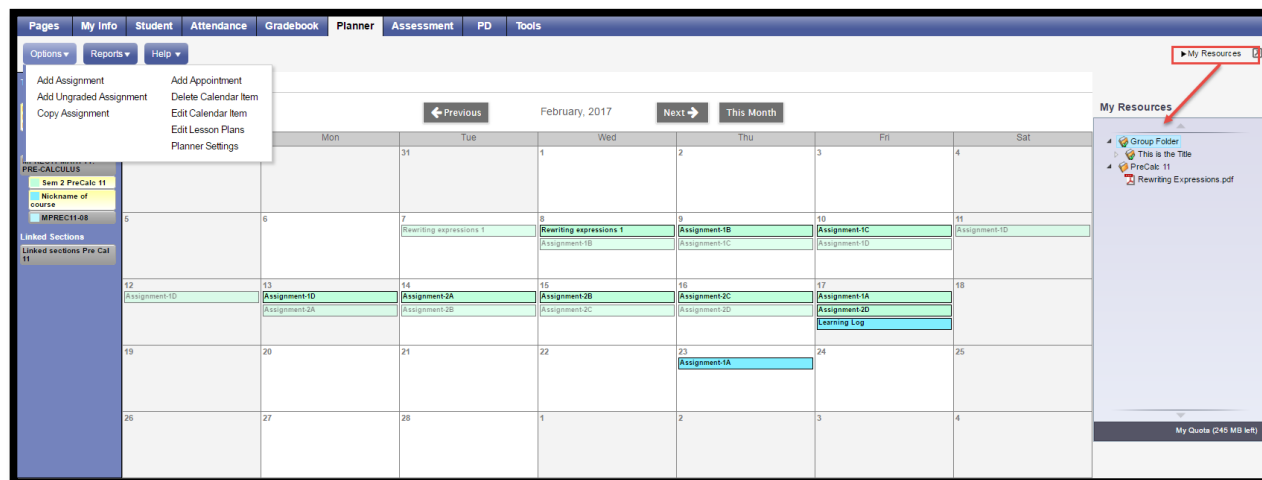
The screenshot shows the 'Report Cards - Middle Years and Secondary' parameter form. The 'General' tab is selected. The form contains the following fields and options:

- Report Card Type: Middle (dropdown menu)
- School year: Middle (dropdown menu)
- Term: Secondary (dropdown menu)
- Students to include: Current selection (dropdown menu)
- Search value: (text input field)
- Sort students by: Name (dropdown menu)
- Alternate mailings: ☐
- Exclude classes without term grades: ☐
- Student First Name Format: Preferred (dropdown menu)
- Student Last Name Format: Usual (dropdown menu)
- Suppress Course Teacher Name: ☐
- French Language: ☐
- Display School Final Exam: ☐
- Include Blended Mark if Available: ☐
- Print on Both Sides: ☐
- Print Info Page: ☐
- Display Attendance Summary: ☒
- Display School Message: ☐
- Teacher Signature Required: ☐
- Parent Signature Required: ☐
- Include Term Comments: ☐
- Display GPA: ☐
- Include Behaviour, Attitudes and Social Responsibility: ☐
- Print on Legal Size Paper: ☐
- Format: Adobe Acrobat (PDF) (dropdown menu)

At the bottom of the form are 'Run' and 'Cancel' buttons.

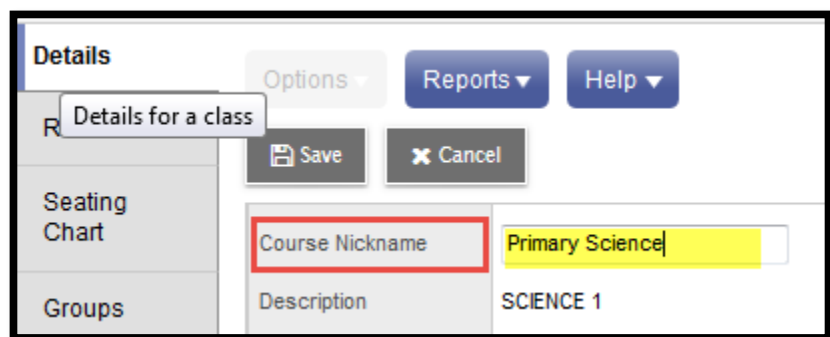
12.0 The Planner

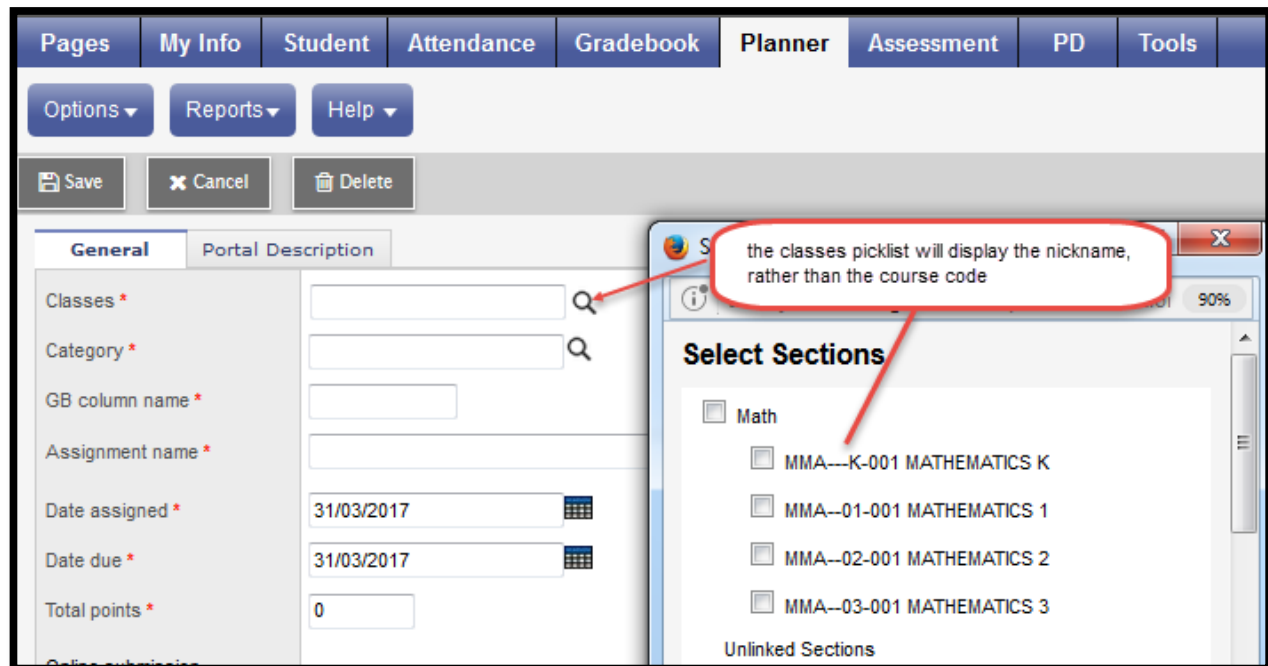
The Planner is a useful visual calendar of upcoming class related items and appointments. Class assignments and tests can be viewed from the Planner and filtered for a particular class and/or term.



The **Planner** displays student assignment dates as set in Gradebook > Assignments. Assignments can also be added from the Planner either by clicking on a date and opening up an options menu including; **Add Assignment**, **Add Ungraded Assignment** or **Add Appointment**.

When adding an assignment in the Planner view, the classes picklist will display the nickname if the teacher has given one to the class. Nicknames are defined in the Class details.





The Options menu includes these items as well as **Edit Calendar Item**, **Delete A Calendar Item**, **Edit Lesson Plans**, **Copy Assignment** and accessing **Planner Settings**. Selecting My Resources will add a window with your saved resources for easy drag and drop access for assignments.

If using Group > Events, these also will display within the Planner.

13.0 Tools

Provided in the Staff View for teachers is the availability of **Special Codes** and **Footnotes** which offer further methods of notating information to student assignments. It is under the Tools top tab that teachers can also build their banked **Comments**.

13.1 Special Codes

Tools top tab > **Special Codes** side tab

Teachers can create special gradebook codes to exempt an assignment score from a student's average or to count as a zero (0). For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that the score does not affect the student's average.

Note: Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a campus event code C if your grade scale contains a C grade.

13.2 Footnotes

Tools top tab > **Footnotes** side tab

Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.

After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code

13.3 Teacher Comment Bank

Teacher comment banks fit within the school bank which fits within a district bank, should there be one. The school should have a single comment bank created for the teacher to select and add their own comments. The comments of each teacher/user are visible only to the individual who created them even though they reside within the greater bank. It is important to understand that only a single comment bank can be associated to each course from the School View, Schedule > Courses > Details. It is for this reason that if a district wishes to create a bank then the schools should enter their comments within this one as should the teachers. Otherwise the school should create a bank within which the staff can enter their comments and then only one bank exists to be added to every course.

- Staff > Tools tab > Comments side-tab.
- A list of any comment banks already created appears. Select a comment bank, and click Comments side tab > Codes sub-side tab.
- On the Options menu, click Add. The New Comment Bank Code page appears.
- In the ID field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.

- In the Preview field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field. For example, you might type (Student) shows innovative thinking so that users will know the student's name is inserted once they select it.
- In the Comment field, type the actual comment. You can include a variable, which is text enclosed in double curly braces {{xxx}} and a filter, which is pipe-delimited text after a variable (hold the Shift key while clicking the backspace key to create the | symbol). For example, {{studentName|capitalize}} prompts the system to insert Jon instead of jon.
- In the Category 1-3 fields, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has Category 1 defined as Department, Category 2 defined as Course, and Category 3 defined as Level, the specific categories you might enter for a comment could be English, Creative Writing, and AP.

See Appendix B for further details on comment banks and the use of variables.

Appendix A – Understanding Average Modes

A.1 Averaging Mode #1: Categories only (weighted categories)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.

To calculate an average Aspen does the following in this order:

- Each **assignment score is converted into a percentage**.
- Assignment **percentages are averaged within each category**. (Assignment percentages are added together and multiplied by the total number of assignments in the category)

| <i>Reasoning and Analyzing</i> RA Category: (Weight: 25) | <i>Understanding and Solving</i> US Category: (Weight: 25) | <i>Communicating and Representing</i> CR Category: (Weight: 50) |
|--|--|---|
| RA 1: 10 of 10 = 100% | US 1: 50 of 50 = 100% | CR 1: 80 of 100 = 80% |
| RA 2: 9 of 10 = 90% | US 2: 42 of 50 = 84% | CR 2: 94 of 100 = 94% |
| RA 3: 15 of 20 = 75% | US 3: 48 of 50 = 96% | CR 3: 180 of 200 = 90% |
| RA 4: 4 of 5 = 80% | | |
| RA Average: (100+90+75+80)/4 = 86.25% | US Average: (100+84+96)/3 = 93.33% | CR Average: (80+94+90)/3 = 88% |

- Category averages are weighted**. (The category average is multiplied by the weight given to the category.)
- Calculate Average**. Calculated category averages are added together.

$$(86.25 \times 25/100) + (93.33 \times 25/100) + (88 \times 50/100) = 88.89\%$$

A.2 Averaging Mode #2: Categories and assignments (weighted)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.
- A weight for each assignment in Gradebook > Assignment > Details. See section 15 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. **Assignments are weighted.** Assignment percentages are multiplied by the weight given to the assignment.
3. **Categories are Averaged.**

$$\text{HW: } (100 \times 2/5) + (90 \times 1/5) + (75 \times 1/5) + (80 \times 1/5) = 89\%$$

$$\text{Quiz: } (100 \times 1/3) + (84 \times 1/3) + (96 \times 1/3) = 93.33\%$$

$$\text{Test: } (80 \times 1/5) + (94 \times 2/5) + (90 \times 2/5) = 89.6\%$$

| <i>Reasoning and Analyzing</i> RA Category: (Weight: 25) | <i>Understanding and Solving</i> US Category: (Weight: 25) | <i>Communicating and Representing CR</i> Category: (Weight: 50) |
|--|--|---|
| RA 1 (wt=2): 10 of 10 = 100% | US 1 (wt=1): 50 of 50 = 100% | CR 1 (wt=1): 80 of 100 = 80% |
| RA 2 (wt=1): 9 of 10 = 90% | US 2 (wt=1): 42 of 50 = 84% | CR 2 (wt=2): 94 of 100 = 94% |
| RA 3 (wt =1): 15 of 20 = 75% | US 3 (wt=1): 48 of 50 = 96% | CR 3 (wt=2): 180 of 200 = 90% |
| RA 4 (wt=1): 4 of 5 = 80% | | |
| RA Average: 89.00% | US Average: 93.33% | CR Average: 89.60% |

4. **Category averages are weighted.** (The category average is multiplied by the weight given to the category.)

$$(89 \times 1/4) + (93.33 \times 1/4) + (89.60 \times 1/2) = 90.38\%$$

5. **Calculate Average.** Calculated category averages are added together.

A.3 Averaging Mode #3: Total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Points Earned.** All points a student receives for each assignment are added together.
2. **Calculate Points Possible.** Total Points Possible for all assignments are added together.
3. **Calculate Average.** Total Points Earned is divided by Total Points Possible.

| <i>Reasoning and Analyzing RA Category:</i> | <i>Understanding and Solving US Category:</i> | <i>Communicating and Representing CR Category:</i> |
|---|---|---|
| RA 1: 10 of 10 | US 1: 50 of 50 | CR 1: 80 of 100 |
| RA 2: 9 of 10 | US 2: 42 of 50 | CR 2: 94 of 100 |
| RA 3: 15 of 20 | US 3: 48 of 50 | CR 3: 180 of 200 |
| RA 4: 4 of 5 | | |
| RA Total points earned: 38 Total points possible: 45 | US Total points earned: 140 Total points possible: 150 | CR Total points earned: 354 Total points possible: 400 |

Total Points Earned: $38 + 140 + 354 = 532$

Total Points Possible: $45 + 150 + 400 = 595$

$532/595 = 89.41\%$

A.4 Averaging Mode #4: Category total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Category Points Earned.** The points a student receives for each assignment in a category are added together.
2. **Calculate Points Possible.** The Total Points Possible for each assignment in a category are added together.
3. **Categories are Averaged.**

Homework: 38/45 = 84.44 Quiz: 140/150 = 93.33 Test: 354/400 = 85.5

| <i>Reasoning and Analyzing</i> RA Category: (Weight: 25) | <i>Understanding and Solving</i> US Category: (Weight: 25) | <i>Communicating and Representing CR</i> Category: (Weight:50) |
|--|--|---|
| RA 1: 10 of 10 | US 1: 50 of 50 | CR 1: 80 of 100 |
| RA 2: 9 of 10 | US 2: 42 of 50 | CR 2: 94 of 100 |
| RA 3: 15 of 20 | US 3: 48 of 50 | CR 3: 180 of 200 |
| RA 4: 4 of 5 | | |
| RA Average: 38/45 84.44% | US Average: 140/150 93.33% | CR Average: 354/400 88.5% |

4. **Categories are Weighted.** Category Averages are multiplied by the weight given to the category.

$$(84.44 \times 25/100) + (93.33 \times 25/100) + (88.5 \times 50/100) = 88.69\%$$

5. **Calculate Average.** Calculated category averages are added together.

Appendix B – Comment Bank Variables and Setup

Create Comments in a Comment Bank

After you create a comment **bank**, define the comments that are available within the **bank**.

When you create a comment, you can use variables to call information specific to the record or student the comment is being entered for. For example, if you use the variable `{{person.firstName}}`, the system inserts the student's legal first name where the variable appears in the comment text:

{{person.firstName}} is a creative and critical thinker. = **Jane is a creative and critical thinker.**

To create comments in a comment **bank**:

1. Do one of the following:
 - For a district: Log on to the District view. Click the Admin tab, then the Data Dictionary side-tab. On the Data Dictionary side-tab, click Comments.
 - For a school: Log on to the School view. Click the Admin tab and the Comments side-tab.
 - For staff members: Log on to the Staff view. Click the Tools tab and the Comments side-tab.
2. A list of any comment banks already created appears. Select a comment bank, and click Codes on the Data Dictionary side-tab.
3. On the Options menu, click Add. The New Comment Bank Code page appears.
4. In the ID field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.
5. In the Preview field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field. For example, you might type (Student) is disruptive in class so that users will know the student's name is inserted once they select it.
6. In the Code field, type the actual comment. You can include a variable, which is text enclosed in double curly braces `{{xxx}}` and a filter, which is pipe-delimited text after a variable (hold the Shift key while clicking the backslash key to create the `|` symbol). For example, `{{studentName|capitalize}}` prompts the system to insert Jon instead of jon.

Use the following table to enter the available filters in your variables:

Note: The samples below use Legal Name formats. If Usual Name is preferred, substitute *person.fieldC001* for *firstName* and *person.fieldC003* for *lastName*.

| 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 record) |
| 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 |
| 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 third 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 |

| Filter Type | Description | If you type this: | This appears in the comment: |
|-------------|--|---|---|
| Trim | The system enters the text with all white space trimmed. | {{person.physicalAddress.addressLine01 trim}}, such as xxx123 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". | {{person.genderCode gender: He, She}} Can also be used with: Him, Her or His, Hers | Gender |
| Length | The number of characters in text. | {{person.firstName length}}, such as Jane | 4 (number of characters in the student's name) |

Note: You can chain filters by adding more filters separated by pipe (|) characters. For example, if you wanted to lower a text and then immediately capitalize it, you could use {{variable|lower|capitalize}}.

- In the Category 1-3 fields, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has Category 1 defined as Department, Category 2 defined as Course, and Category 3 defined as Level, the specific categories you might enter for a comment could be English, Creative Writing, and AP.
- Select the Disabled indicator checkbox if you do not want this comment to appear in the pick list for any users. For example, this would let you remove it from view without deleting it permanently.
- Click **Save**.

Note: Staff members who create comment bank codes for school-owned banks will lose the codes if they move to a different school. However, codes created for comment banks owned by the Enterprise or district will remain if the user who created them changes schools within the Enterprise or district.