



MyEducationBC

Using the Competency Based Gradebook

April 2024 v2.9

Version History

Version	Date	Description
1.0	Aug 2017	Initial draft document created by Judy Smith, District Liaison
2.0	Oct 2017	Reviewed and updated by Judy Smith; formatted and posted as MyEdBC resource
2.1	Jul 2018	Added Save Functionality section
2.2	Aug 2018	Reviewed and edited in preparation for Learning Event
2.3	May 2019	Added hyperlinks to Table of Contents
2.4	Jul 2019	Release 5.10 updates to section 4, 7
2.5	May 2020	Updated the document for the relabeling of <i>Reporting Standard</i> to <i>Curricular Competencies</i>
2.6	July 2022	Release 6.1 updates, screenshots updated in section 4.0
2.7	Dec 2022	Added section 6.1 Competency Summary Report
2.8	Jan 2023	Standards button, 5.7 Follett release
2.9	April 2024	Updated Competency Summary Report screenshot and information page

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1.0 Overview

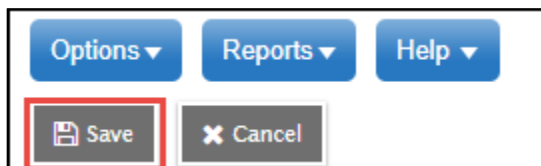
This document provides instructions on how to use learning standards (curricular competencies) in the teacher gradebook in MyEducation BC.

The competencies are assigned to each course by the school and prepared each year as a part of the Grade Management process. Once prepared, the competencies are available in the Staff View for use with assignments.

If the Curricular Competencies are not available for use, contact the school office or District Level 1 Support for assistance.

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 in the Fundamentals guide.

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.

Comment character limit and count display in the bottom right of the comment entry text box, providing teachers the opportunity to edit the comment before saving if it is over the character limit.

Student: Buloughklassen, Brilynn

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Save Save Save Cancel 445 characters used / maximum 10000 abc

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. Edit the comment prior to leaving the scores screen to avoid duplicated efforts in recreating the comment.

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
Buloughklassen, Brilynn	2020	94	E	[Redacted]	91	E
Churchferguson, Romerson	2021	93	E	[Redacted]	88	G
Donillo, Muehwa	2021	94	E	[Redacted]	90	F

3.0 Setup for Competency-based Gradebook

Refer to the Grade Management guide at www.MyEducationBC.info > *School User Resources* for instructions on preparing curricular competencies in the School view.

The **Transcript Definition** is required for each course and defines the Grade Scale for the marks/scores that are entered into the **report card term columns**.

The **Rubric Definition** defines the Grade Scale for the marks/scores that are entered into the **assignments**.

Both the Transcript Definition and Rubric Definition are applied at the school level.

When the Transcript Definition and Rubrics match, the *assignment scores* and the *report card scores* will use the same Grade Scale and can be used in both assignments and in term marks for report cards.

Example: Transcript Definition *05 *Single Term EMG-DEV-PRF-EXT* and *05 *BC Applied Design, Skills and Technology* use the same Grade Scale (*EMG-DEV-PRF-EXT* and Letter Grades). Teachers can use the same scores for both assignments and term marks.

However, this is not always possible or preferable and Schools can use Transcript Definitions that use one Grade Scale for term columns on report cards and a Rubric that uses a different Grade Scale for assignment scores in the Competency Based gradebook assignments. This is not problematic, but may be confusing for users, and clear end user instructions will be helpful in this scenario.

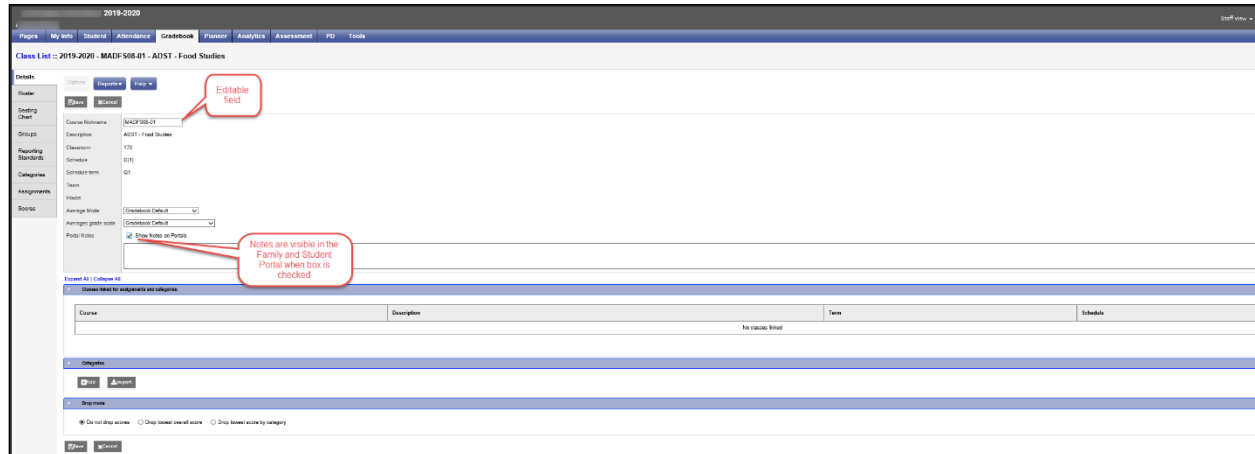
Example: Grade 10-12 courses reporting with percentages on report cards (and TRAX) can use the Competency Based gradebook assignments.

Transcript Definition Quarterly No Calculated Final (Provincial Grade Scale % and Letter Grade in the term report card columns) and *05 *Applied Design, Skills and Technology (EMG-DEV-PRF-EXT* and Letter Grades in the Competency Based gradebook assignments).

4.0 Staff View

Staff view > Gradebook top tab > Details side tab

Teacher settings in the competency-based gradebook:



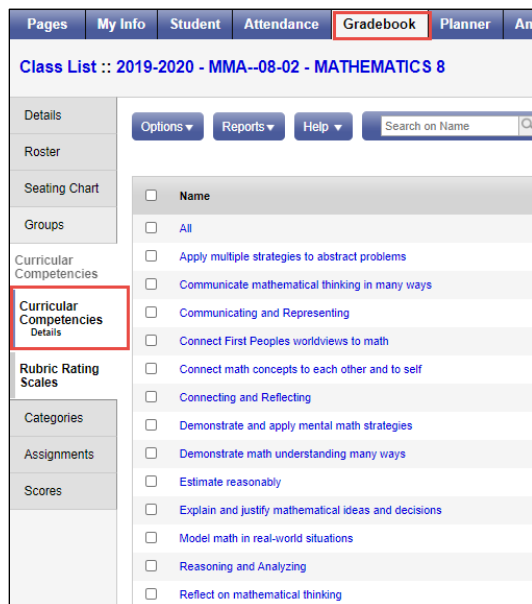
4.1 Curricular Competencies in the Gradebook

Staff view > Gradebook top tab > Curricular Competencies side tab

The BC curricular competencies are available in the Curricular Competencies side tab once the school has run the Prepare Curricular Competencies procedure.

The standards are nested by category.

The standard the called **ALL** provides a way to see all assignments in the gradebook.

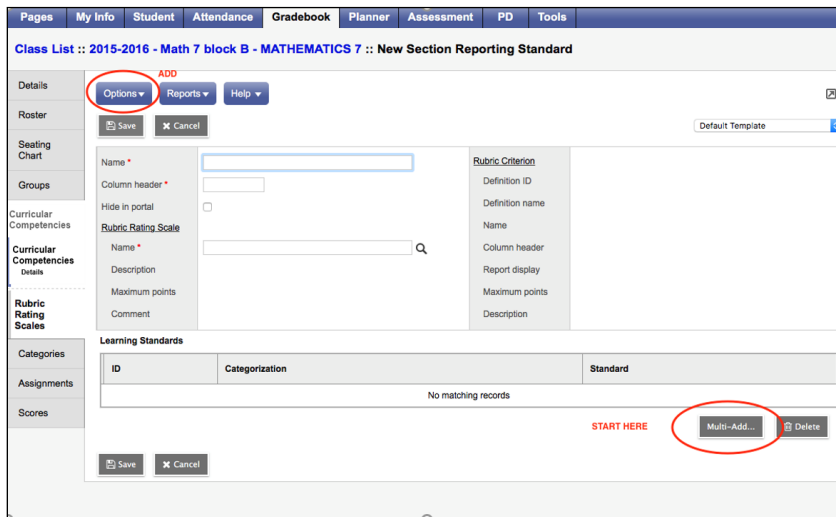


4.1.1 Manually Adding a Reporting Standard

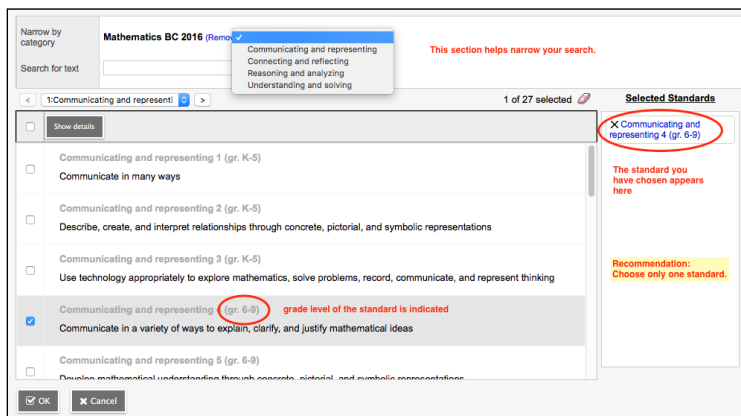
Curricular Competencies can also be added manually for individual users. For example, a class may master a standard and begin working on the next level up.

Note: *Manually added curricular competencies **do not copy to linked classes**, nor will they still be attached to an assignment that is imported from a previous year.*

Select **Options > Add** and then click on the **Multi-Add** button at the bottom of the screen:



The standards are categorized by area of learning and competency category. Grade levels are indicated.



Recommendation: Create the standard called ALL, if it does not already exist, and apply it to all assignments. This creates a way to see all assignments in the gradebook later.

Enter the details about the standard:

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

Class List :: 2015-2016 - Math 7 block B - MATHEMATICS 7 :: New Section Reporting Standard

Details Options Reports Help

Roster Save Cancel Default Template

Seating Chart

Groups

Curricular Competencies

Curricular Competencies Details

Rubric Rating Scales

Categories

Assignments

Scores

Name * Use mathematical arguments to support personal ch

Column header * Arguments

Hide in portal Parents see this "Name" in the portal.

Rubric Rating Scale

Name * BC Primary/Intermediate Performance Scale

Description BC Primary/Intermediate Performance Scale

Maximum points 4.0

Comment

Rubric Criterion

Definition ID

Definition name

Name

Column header

Report display

Maximum points

Description

Learning Standards

ID	Categorization	Standard
<input type="checkbox"/> Connecting and reflecting 6 (gr. 6-9)	Connecting and reflecting	Use mathematical arguments to support personal cho...

Multi-Add... Delete

Save Cancel

4.2 Categories

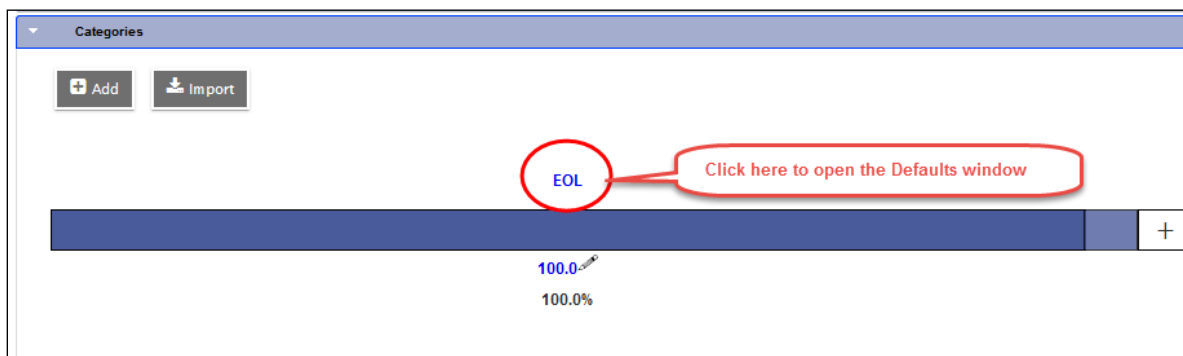
Staff view > Gradebook top tab > Details side tab

One category is needed in the competency-based gradebook to group assignments. Example name: *Evidence of Learning (EOL)*.

Notes from the Student Learning Committee: Many learning opportunities cover more than one Big Idea or content area. The type of learning opportunity (project, discussion, assignment, etc.) is irrelevant when assessing competencies. Competencies are assessed in all types of learning opportunities. A single category is a good way to set up a gradebook.

4.2.1 Category Defaults

Defaults are set the way a teacher most commonly enters information about their assignments. The default settings can be overwritten for individual assignments.



The recommended default Visibility type is **Private**. With the Private setting default all assignments are created with the visibility of Private, **allowing the teacher to determine when (or if) each individual assignment is ready to be viewed in the Student and Family Portal.**

The 'Assignment Defaults' form contains the following fields and values:

- Code: EOL
- Description: Evidence of Learning
- Category Calculation Weight: 100.0
- Grade Scale > Name: BEG-DEV-APP-EXT
- Entry mode: Letter Only
- Total points: 1
- Extra credit points: 0
- Score cannot be dropped:
- Visibility type: Private

4.3 Assignments

Gradebook top tab > Assignments side tab

4.3.1 General tab

Add the assignments details on the General tab:

Pages My Info Student Attendance Gradebook Planner Analytics Assessment PD Tools

Class List :: 2021-2022 - MEN--08-01 - ENGLISH LANGUAGE ARTS 8 :: New Assignment

Details

Roster

Seating Chart

Groups

Curricular Competencies

Categories

Assignments

Scores

Options ▾
Reports ▾
Help ▾

+ Save and New
Save
Cancel

Default Template ▾

General
Portal Description
Standards
Students

Classes *

Category *

GB column name *

Assignment name *

Date assigned *

Date due *

Total points *

Online submission

Allow online submission

Open date Start time

Close date End time

Options

Extra credit

Extra credit points

Sequence number

Score not droppable

Visibility type **"Public" will appear in the portal**

Entry mode

Grade Scale

Grade Term *

Exclude from averages

Recurring Options None Daily Weekly Monthly

Also add this assignment to classes 1 of 11 selected

Add Assignment?	Course	Description	Schedule term	Schedule
<input type="checkbox"/>	ATT--AM-05	AM ATTENDANCE	FY	AM(1)
<input type="checkbox"/>	ATT--PM-05	PM ATTENDANCE	FY	PM(1)
<input type="checkbox"/>	ATT--PM-06	PM ATTENDANCE	FY	PM(1)
<input type="checkbox"/>	MCE--08-01	CAREER EDUCATION 8	FY	null
<input type="checkbox"/>	MDR--08-01	DRAMA 8	FY	null
<input type="checkbox"/>	MDR--08-02	DRAMA 8	FY	null
<input checked="" type="checkbox"/>	MEN--08-02	ENGLISH LANGUAGE ARTS 8	FY	null
<input type="checkbox"/>	MFR--08-01	FRENCH 8	FY	null
<input type="checkbox"/>	MFR--08-02	FRENCH 8	FY	null
<input type="checkbox"/>	MSC--08-01	SCIENCE 8	FY	null
<input type="checkbox"/>	MSC--08-02	SCIENCE 8	FY	null

Resources Provided by the Teacher

Add File
Select Google Doc
Add Weblink
Drag and Drop from My Resources

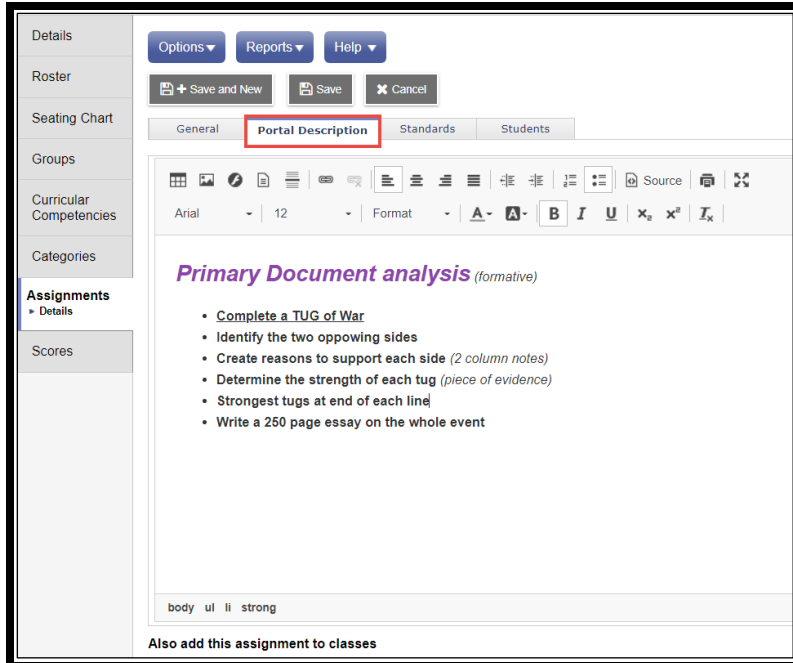
Anything added here will show up in the portal.

+ Save and New
Save
Cancel

Sequence number lets you adjust the order the assignment columns appear in your gradebook. Larger numbers are further away from student name.

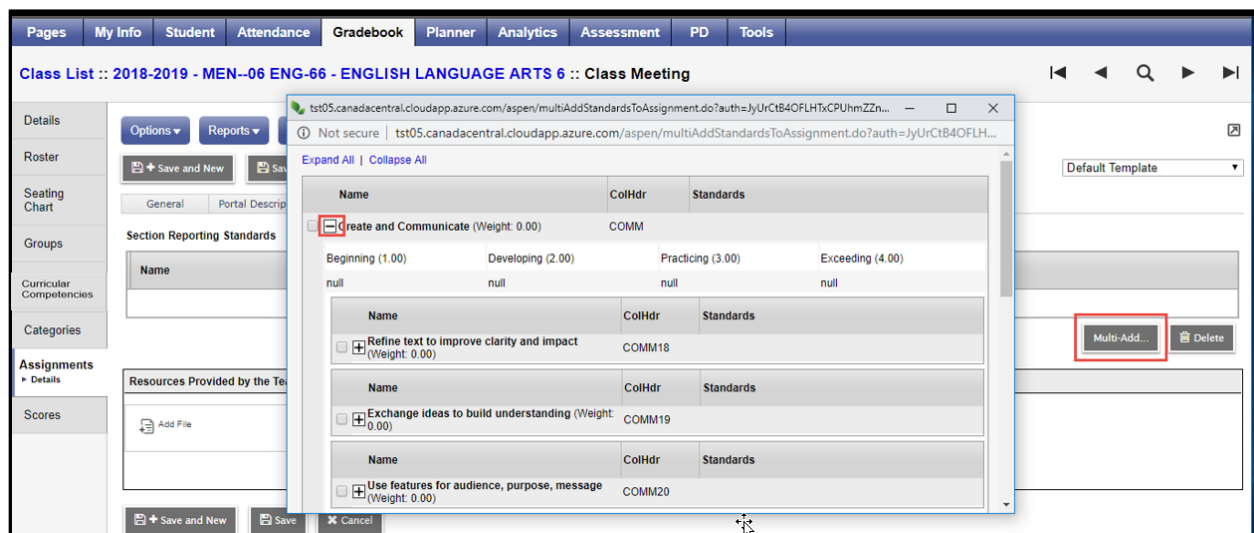
4.3.2 Portal Description tab

If Portal is in use, add a Portal Description so details of the assignment will display there:



4.3.3 Standards tab

For each assignment, attach the standards that will be assessed, one or many. Choosing the standard called ALL provides a way to see all assignments in the gradebook. Clicking the plus sign expands the selection to display the individual standards.



4.3.4 Students tab

To apply an assignment to specific students:

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

Houston Secondary 2018-2019
Kug, Solia

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

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

Details | Options | Reports | Help

Roster | + Save and New | Save | Cancel

Seating Chart | General | Portal Description | Standards | **Students**

Groups | Select the students to exclude from this assignment

Curricular Competencies | Included Students | Excluded Students

Categories | Abner, Lubby | Abner, Lubby

Assignments > Details

Scores

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

Tab 1 | Tab 2

Welcome to MyEducation BC PRODUCTION

MyEducationBC | One Student

Recent Activity | Last 30 days

Search: [] | Attendance | Grades

• 06/28/2019 - Assignment Grade (FRENCH 8) Grade: _3XCLUD3D_ Assignment: Generic Assignment

To Do

Overdue Online Assignments | Today | Tomorrow | [Week View](#)

Overdue Online Assignments

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

On the 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 (selected) Standards | Grade Columns: All | Term: All | Display: Grade | Status: Enrolled (selected) Withdrawn | Class: MFR--0


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	3.0 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, leuan	2023	0	86.0 A	86.0 A		50	5
Cuyler, Pitt	2023	1	69.0 C+	69.0 C+		46	5

Scores Student Assignment

4.4 Completed Date Field for Student Assignments

Teachers can record the date a student completed an assignment.

Staff View > Gradebook top tab > Scores side tab

In the assignment grading cell, click  to type Assignment feedback or Teachers Notes, and a Completed Date field appears at the top of the pop-up (**Staff view > Gradebook TT > Scores**

Student: Mann, Heather

Completed Date: 4/6/2022

Assignment feedback (visible to students and parents)
Very well organized and informative. You did a great job!

Teacher's Notes

Save Cancel

ST).

4.5 Entering Marks and Feedback for Student Assignments

4.5.1 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
<input checked="" type="checkbox"/> EXC	Calculate as full point value	N		Shi, Mehta

OK
 Cancel

- Enter 0 (zero) for assignments not submitted (the zero will be included in the grade calculation). The system does not include blank cells in calculated averages (a blank mark will be ignored in the grade calculation).
- 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.

5.0 Enter Assessment Information

In the competency-based gradebook, assessment information can be entered in three ways:

1. By standard
2. By student
3. By assignment

5.1 By Standard

When you first enter the Scores Side Tab, you are in Standard View. In this view, you can enter all the assessment information from your assignments that relates to one standard only. As you change the standard, the assignments available on the page change. The assessment information entered is for that specific standard only.

Class List :: 2016-2017 - MEN--08----01 - ENGLISH LANGUAGE ARTS 8

Details

Roster

Seating Chart

Groups

Curricular Competencies

Categories

Assignments

Notifications

Scores

Student

Assignment

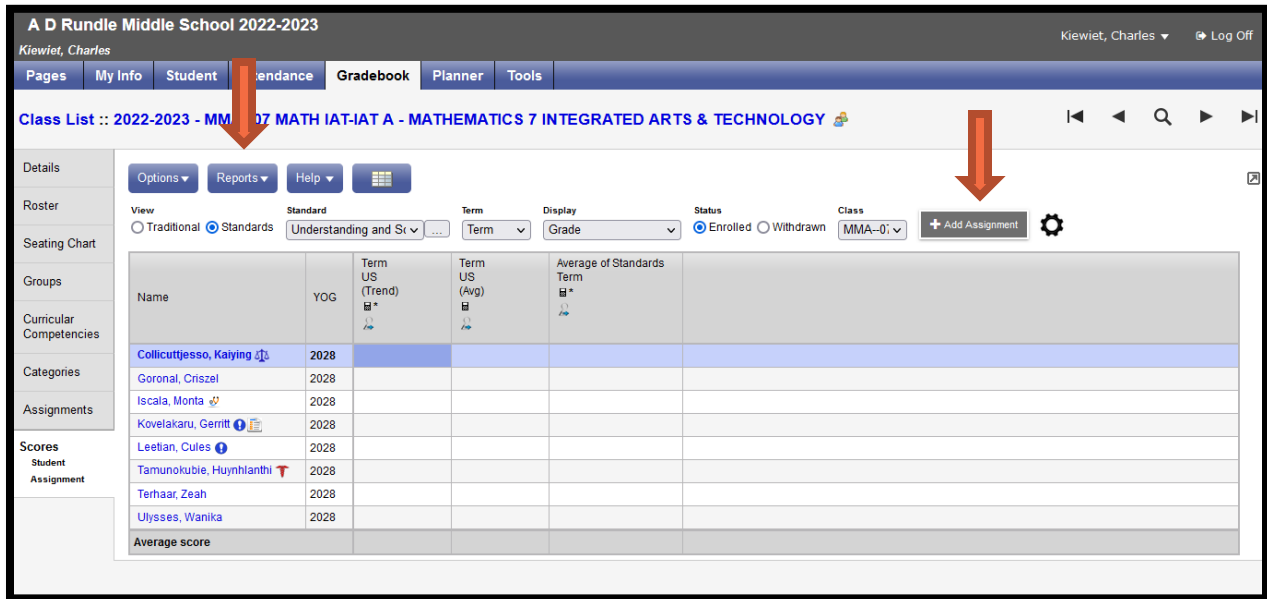
Options ▾
Reports ▾
Help ▾

View
Standard
Term
Display
Status

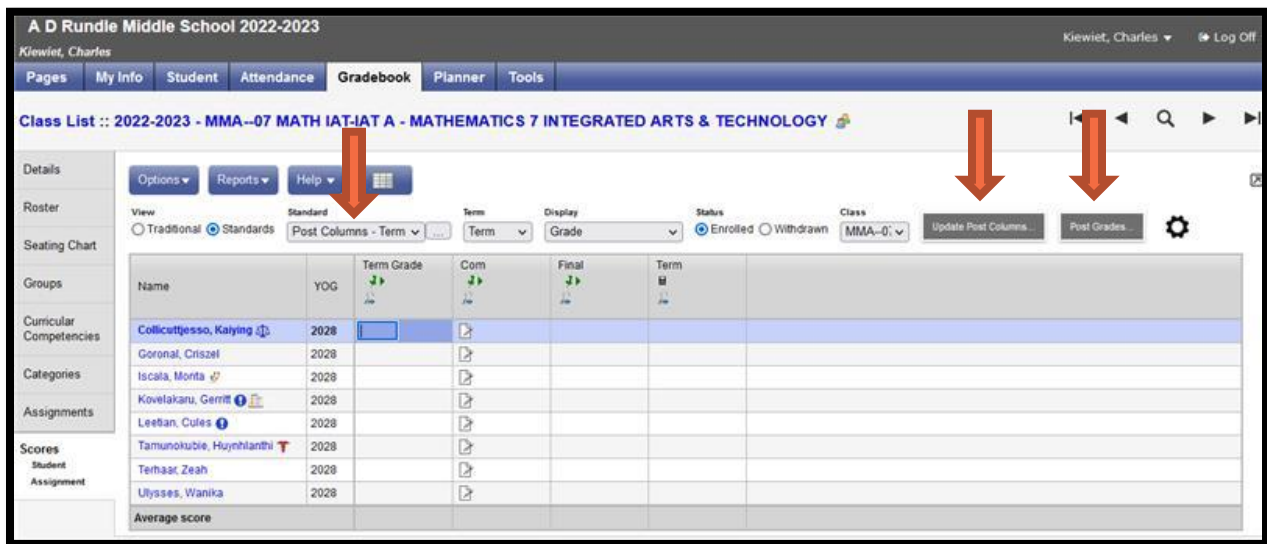
Traditional
 Standards
Synthesize ideas to bu
Term
 Grade
 Color
 Enrolled

Name	YOG	21/09 1 eol	Term	Term COMP33 (Trend)	Term COMP33 (Avg)	
Suite, Carry	2021	EMG	1.0	1.0	1.0	
Suzukimerkley, Breenie	2021					
Targonski, Sohraab	2021					
Trigg, Imogin	2021					
Ververgaert, Bjorna	2021					
Watkinsrodriguez, Seonho	2021					
Average score		1.0	1.0	1.0		

The standards-based view will now display buttons for “add Assignment” or Update Post columns” and “Post Grades, so that these actions can be taken during the Standards View. This can be changed for the viewer in Staff View and School View.



In addition to the existing drop-down menu containing standards, teachers can select Post column views, so that they do not need to switch to traditional view. Teachers can edit term grades if Post Columns- Term is selected in Standards drop down menu



*If grades were posted during the posting window, the posted values are locked in the Staff View after the posting windows are closed.

*If grades were not posted during the posting window, the post columns are editable in the Staff View

5.2 By Student

Click on the “Student” leaf under the Scores side tab or on a student’s name. One student’s information is on the screen. Entering assessment information by student is also related to a specific standard. Attach the standard “ALL” to every assignment to see all assignments on the screen. Hover over the column header, to see a short version of the competency.

Class List :: 2016-2017 - Math block B - MATHEMATICS 8 :: Suite, Carry

Options | Reports | Help

View: Traditional Standards **ALL** Display: Grade Color Term

Assign ALL to every assignment. Choose ALL to see all of the assignments.

Single Student View
View all students

Name	Score	ALL	Reporting Standard Scores													Student Submission	Assignment feedback	Teacher's Notes		
			CRp1	CRp2	RA3	CoR1	US4	CoR2	RA5	CoR3	US2	RA4	RA6	RA2	RA8					
Task 1 14/08 EOL			EE			NYM					NYM									
Self Designed Task 2 14/08 EOL			ME						ME											
Task 3 14/08 EOL			NYM																	
Assignment 4 14/08 EOL				AE						ME				EE						
Collaborative work 5 14/08 EOL					ME									AE						
Observation 8 14/08 EOL							NYM			NYM				NYM						
Project 9 14/08 EOL			ME		AE		NYM							EE						
Task 11 14/08 EOL			ME		ME									AE						
Inquiry 13 14/08 EOL									AE						EE					
Observation 14 14/08 EOL						ME							ME							
Discussion 14 14/08 EOL			AE																	
Task 7 14/08 EOL			AE																	
Presentation 15 14/08 EOL			AE	AE	AE															
Task 10 14/08 EOL			ME							ME										
Task 16 14/08 EOL			AE		ME															
Project 12 14/08 EOL			NYM	NYM	NYM		NYM		NYM		NYM									
MATH Odd or Even? (Probability) 24/08 EOL																				Extended the question - w...
the assignment I made in quester! 31/08 EOL					ME															
Student Led Conference November 31/08 EOL																				Notes from the SLC Life i ...
October Report to Parents 01/09 EOL			ME	ME																Carry is meeting expectat ...
Assignment 20 from Maple Ridge 02/10 EOL																				Connecting and Reflecting ...
Term ALL (Trend)			3.0																	
Term ALL (Avg)			3.0	2.0	2.0	2.0	3.0	1.0	2.0	1.0	3.0	2.0	4.0							
Trend Score			this is NOT an average																	

5.3 By Assignment

Click on the “Assignment” leaf under the Scores side tab. This view allows data entry for all standards for one assignment. Click on the magnifying glass icon next to the column header in other views to enter assignment view.

Class List :: 2016-2017 - SS 8 Block A - SOCIAL STUDIES 8 :: EO - Primary Document Analysis: Tugs - TUGS

Options | Reports | Help

Display: Grade Color Enrolled Withdrawn

Single Assignment View
View all assignments

Name	YOG	Gender	Traditional	Reporting Standard Scores					Student Subm
				EV04	EJ05	SIG04	PERS06	INQ01	
Abulhamid, Angeliatj	2021	F	17/03 TUGS EOL	ME	AE	AE	AE	ME	
Amyottekidd, Mikemerry	2021	F		ME	ME	ME	ME	ME	
Bourette, Hsiangcheng	2021	F	NHI						
Callin, Carling	2021	M		ME	NYM	ME	ME	ME	
Cliffordeq, Ravim	2021	F		AE	ME	AE	ME	ME	
Average score									

6.0 Reports

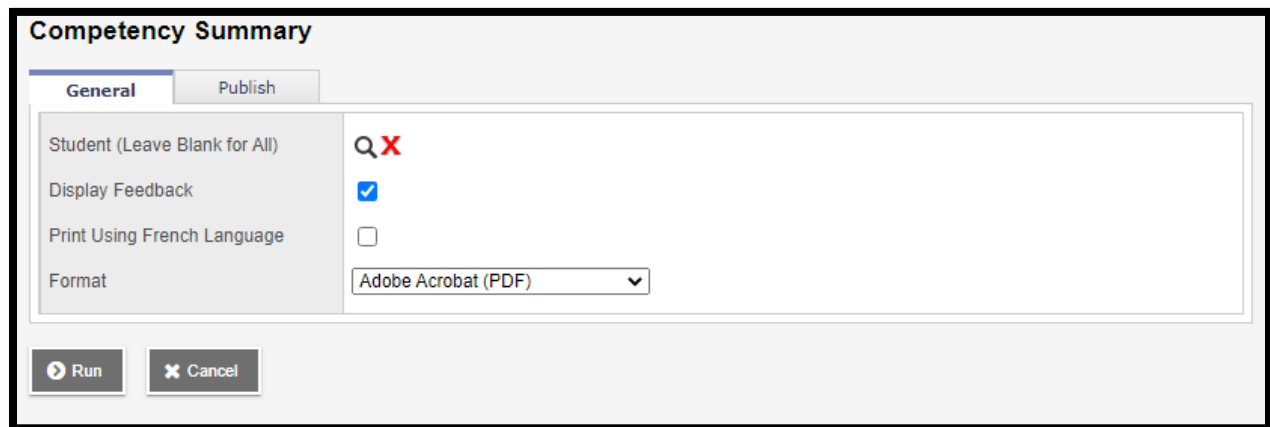
6.1 Competency Summary Report

The Competency Summary report provides teachers with the ability to print a summary by standard, listed alphabetically, for a student or all students in the course section.

Navigation to report:

- Staff view > Gradebook Top tab > Scores Side tab > Reports > Competency Summary
- Staff view > Gradebook Top tab > Scores Side tab > Student Sub-side tab > Reports > Competency Summary

The report runs for all the students in the course section if the student parameter is blank, or it can run for one student if selected from the pick list. You can also choose to not have assignment feedback displayed on the report by unchecking the Display Feedback checkbox. The user must have one of the Publish Add-on roles to see the “Publish” tab.



The report output:

- Shows the student’s proficiency for the standards defined for the course section.
- Prints standard “All” on the report only if a proficiency is entered for that standard.
- Displays the Proficiency Scale based on the Rubric Definition assigned to the course.

Competency Summary Report

Kingstonyihua Addlestone
 MENST12-001 ENGLISH STUDIES 12
 Ms. Emmilee Antoniewicz

Proficiency Scale			
Emerging	Developing	Proficient	Extending
Assignment: Essay response			
Assignment Due Date: 7/20/2023			
<i>Feedback: information about reactions to a product, a person's performance of a task, etc. which is used as a basis for improvement.</i>			
<i>"throughout this process we have obtained valuable feedback"</i>			
Proficient	All		
Proficient	Appreciate and understand how language constructs personal, social, and cultural identities		
Proficient	Identify bias, contradictions, distortions, and omissions		
Proficient	Read for enjoyment and to achieve personal goals		
Proficient	Recognize an increasing range of text structures and how they contribute to meaning		
Proficient	Use information for diverse purposes and from a variety of sources.		
Assignment: Novel Study			
Assignment Due Date: 7/20/2023			
<i>Feedback: information about reactions to a product, a person's performance of a task, etc. which is used as a basis for improvement.</i>			
<i>"throughout this process we have obtained valuable feedback"</i>			
Developing	All		
Proficient	Appreciate and understand how language constructs personal, social, and cultural identities		
Proficient	Identify bias, contradictions, distortions, and omissions		
Developing	Read for enjoyment and to achieve personal goals		
Extending	Recognize an increasing range of text structures and how they contribute to meaning		

7.0 Other Features

7.1 Special Codes

Tools top tab > Special Codes side tab.

Special codes offer additional methods of noting information to student assignments. Refer to the Traditional Gradebook reference guide for more information on entering special codes.

Code	Behavior	Missing?	Color
ILL	Exempt from calculations	N	Yellow
NHI	Exempt from calculations	N	Purple

7.2 Setting Colours to Proficiency Scales

Gradebook top tab > Curricular Competencies side tab > Rubric Rating Scales > Ratings

SeqNo	Id	Name	Points	Mastery?	Colors
10	EE	Exceeding Expectations	4.0	Y	Purple
20	ME	Meeting Expectations	3.0	Y	Green
30	AE	Approaching Expectations	2.0	Y	Cyan
40	NYM	Not Yet Meeting Expectations	1.0	N	Pink

Showing colours in Gradebook

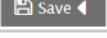
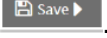
Name	Score	CAUSE95	CONT95	EJ95	EV95	INQ01	PERS06	SIG4	SIG5	Student Submission	Assignment feedback	Teacher's Notes
Positive effects of the Crusades: 28/02 EOL	1	EE				ME						
Assignment 5: 01/03 EOL	1		AE	ME		EE						
Think Puzzle Explore: Crusades: 03/03 EOL												
Assignment 1: 03/03 EOL	1		ME			EE		AE				
Map Skills and Analysis: 08/03 EOL	1		AE			NYM	ME		ME			
Primary Document Analysis: Tugs: 17/03 EOL	1			AE	ME	MS	AE	AE			Feedback to the student	Private teacher notes
Term INQ01 (Trend)	2.0											

7.3 Report Card Comments

7.3.1 Move Between Students When Entering Report Card Comments

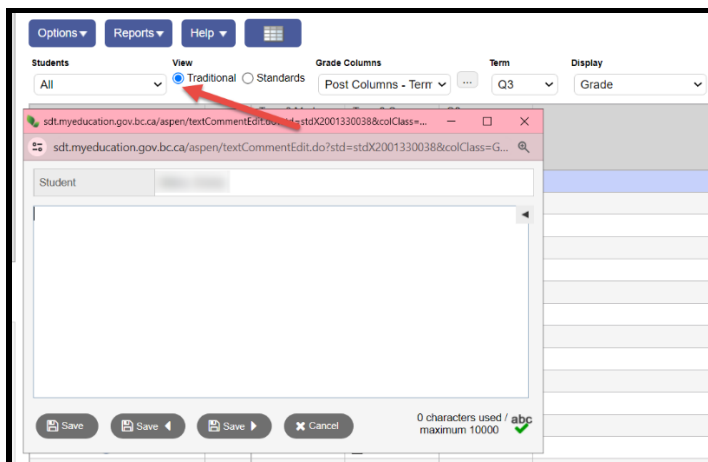
School View > Grades top tab > Grade Input side tab

Staff View > Gradebook top tab > Scores side tab

When entering comments for a student, click  or . This saves the 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.

When logged on as a teacher > Staff View > Gradebook > Scores > Standard radio button > Standard — Post Columns Terms >

The system allows a mark to be entered in the term column from the 'Standards' toggle, **BUT** the term comments either free form or saved, **MUST** be entered using the 'Traditional' toggle.



7.3.2 Character Count for Post Column/Report Card Comments

When teachers in Staff view, or school staff in School view, enter a post column/report card comment in the Gradebook, the character count and limit appear at the bottom right of the text comment box. This guide helps teachers stay within the report-defined text area. If the teacher enters a comment that exceeds the limit, the character count and limit are highlighted in red. This gives the teacher a chance to edit the comment and reduce its length. MyEducation BC will not save a comment if its length exceeds the limit.

