



MyEducationBC

Using the Standards Based Gradebook

July 2019 v2.4

Version History

Version	Date	Description
1.0	Aug 24, 2017	Initial draft document created by Judy Smith, District Liaison
2.0	Oct 31, 2017	Reviewed and updated by Judy Smith; formatted and posted as MyEdBC resource
2.1	Jul 06, 2018	Added Save Functionality section
2.2	Aug 27, 2018	Reviewed and Edited in preparation for Learning Event
2.3	May 23, 2019	Added hyperlinks to Table of Contents
2.4	Jul 22, 2019	Release 5.10 updates to section 4, 7

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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.

Videos prepared by the District Liaison on this topic are available on the Ministry's learning support site: <http://www.mytrainingbc.ca/learningsupport/>

1.1 Using MyEducation BC to Support Learning

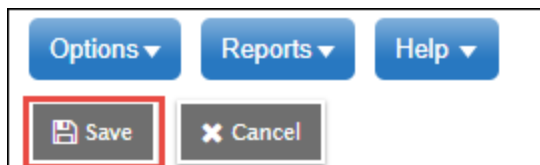
MyEducation BC contains several tools that support BC's new curriculum, best practice in assessment and reporting, and communication:

- K – 9 single-term report card
- Standards based gradebook
- Family and student portals and pages

While each tool can be used independently, together they form a powerful support for student learning, providing clear communication to parents regarding their child's learning.

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

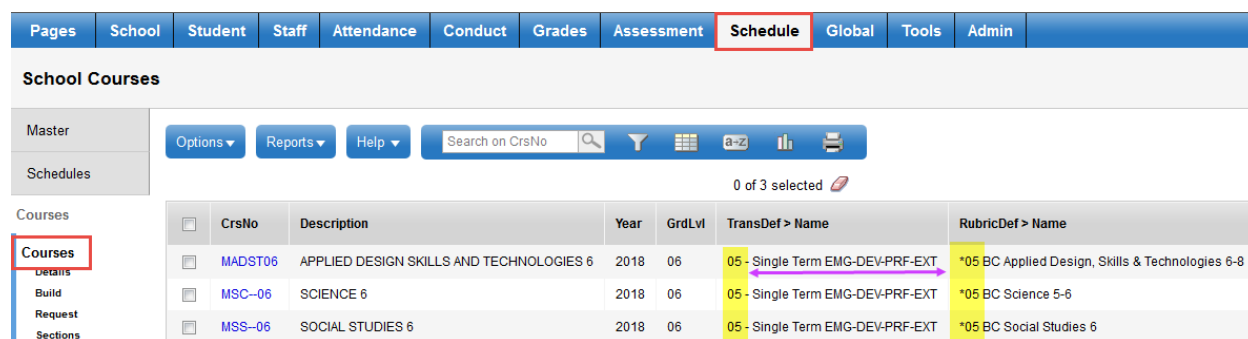
The grade entry screens in School and Staff view have a save-as-you-go functionality. When a score is entered and the user moves out of the cell, the message: *Saving, Please Wait....* displays above the score grid and the cell will turn yellow. The mark column entry is saved when both the message and 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 Setup for Standards-based Gradebook

3.1 Course Details

School View > Schedule top tab

Attach a Rubric definition to each course. The Rubric definition numerical identifier should align with the numeric indicator on the Transcript definition.



	CrsNo	Description	Year	GrdLvl	TransDef > Name	RubricDef > Name
<input type="checkbox"/>	MADST06	APPLIED DESIGN SKILLS AND TECHNOLOGIES 6	2018	06	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Applied Design, Skills & Technologies 6-8
<input type="checkbox"/>	MSC-06	SCIENCE 6	2018	06	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Science 5-6
<input type="checkbox"/>	MSS-06	SOCIAL STUDIES 6	2018	06	05 - Single Term EMG-DEV-PRF-EXT	*05 BC Social Studies 6

Only the rubric definitions beginning with *xx (xx=number) allow the school to load the reporting standards into the teacher gradebook.

While most transcript definitions can be used, the recommendation is to use the single term K-9 report card to support communication and reporting. When the single term K-9 report card transcript definitions are used, the rubric definitions chosen should match the transcript definition.

Transcript definitions that use the ! Kindergarten, ! Primary, or ! Intermediate rubric definitions for reporting are not compatible with the standards-based gradebook.

3.2 Prepare Grade Input for Reporting Standards

School View > Grades top tab

Before the teacher can use the Standards in the gradebook, a school user must run the "Prepare Reporting Standards Grading" procedure to load the standards into the Gradebook. This is in addition to the Prepare Grade Input procedure that is run to create the columns in the grade book for report card reporting. The procedures are independent of each other. Prepare Reporting standards uses the Rubric definition assigned to the course. Prepare Grade Input uses the Transcript definition that is assigned to the course

Pages School Student Staff Attendance Conduct **Grades** Assessment Schedule Global

Classes

Grade Terms Transcripts Transcript Column Attributes Credit Adjustments **Grade Input** Input Only Reporting Standards Grade Posts

Options Reports Help Search on Teacher

Query... Show Selected Omit Selected Post Grades... Prepare Grade Input **Prepare Reporting Standards Grading...** Prepopulate Rubric Scores

<input type="checkbox"/>	MFR--08--03	03	FRENCH 8
<input type="checkbox"/>	MSS--08--03	03	SOCIAL STUDIES 8

4.0 Staff View

Staff View > Gradebook top tab > Details side tab

Teacher settings in the standards-based gradebook

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

Class List :: 2016-2017 - Math block B - MATHEMATICS 8

Details Options Reports Help

Save Cancel Default Template

Course Nickname Math block B When you first open the details of a course, this is a code. You can change it.

Description MATHEMATICS 8

Classroom FY

Schedule term FY

Team

House

Average Mode Gradebook Default

Averages grade scale Gradebook Default

Portal Notes ☒ Show Notes on Portals

Details of the Math 8 curriculum can be found here: <https://curriculum.gov.bc.ca/curriculum/mathematics/8>

Teacher Biffard, Joohyun

Teacher Notes Details of the Math 8 curriculum can be found here: <https://curriculum.gov.bc.ca/curriculum/mathematics/8>

Expand All | Collapse All

Classes linked for assignments and categories:

Course	Description	Term	Schedule
MSC--08--03	SCIENCE 8	FY	

If you assess learning tasks in more than one subject area, you can link the courses. When you create an assignment in one course, it is copied to both courses. You can choose not to copy some assignments to both when you create the assignment.

Enter a name for your linked sections.*
Math and Science

Categories Drop mode

Save Cancel

4.1 Reporting Standards in the Gradebook

Staff View > Gradebook top tab > Reporting Standards side tab

The BC curricular competencies are available in the Reporting Standards side tab, once the school has run the Prepare Reporting Standards procedure.

The standards are nested by category.

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

Class List :: 2016-2017 - Math block B - MATHEMATICS 8

Options Reports Help Search on ColHdr

You may want to sort by Column Header to organize your standards as they appear here 0 of 25 selected All Records

ColHdr	Name	50 character SIMPLIFIED	RubricCriterion > Desc	FULL curricular competency (see below for Field Set settings to make this visible)
<input type="checkbox"/>	ALL	ALL		
<input type="checkbox"/>	ConR	Connecting and Reflecting		
<input type="checkbox"/>	ConR1	Connect math concepts to each other and to self	Connect mathematical concepts to each other and to other areas and personal interests	
<input type="checkbox"/>	ConR2	Connect First Peoples worldviews to math	Incorporate First Peoples worldviews and perspectives to make connections to mathematical concepts	
<input type="checkbox"/>	ConR3	Reflect on mathematical thinking	Reflect on mathematical thinking	
<input type="checkbox"/>	ConR4	Use mathematical to support personal choices	Use mathematical arguments to support personal choices	
<input type="checkbox"/>	CRep	Communicating and Representing		
<input type="checkbox"/>	CRep1	Communicate mathematical thinking in many ways	Communicate mathematical thinking in many ways	
<input type="checkbox"/>	CRep2	Explain and justify mathematical ideas and decisions	Explain and justify mathematical ideas and decisions	
<input type="checkbox"/>	CRep3	Represent math with objects, pictures and symbols	Represent mathematical ideas in concrete, pictorial, and symbolic forms	
<input type="checkbox"/>	CRep4	Use math language in mathematical discussions	Use mathematical vocabulary and language to contribute to mathematical discussions	

Name: SBG Field Set for BC
Owner: Saltspring Island Middle School

Available Fields: Section Reporting Standard, Name, Column header, Hide in portal, Standards

Selected Fields: Column header, Name, Rubric Criterion > Description, Rubric Criterion > Path

Save Cancel

4.1.1 Manually Adding a Reporting Standard

Reporting Standards can also be loaded manually as required. For example, a class may master a standard and begin working on the next level up. **Manually added reporting standards 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 screenshot shows the 'Options' menu open, with 'ADD' highlighted. The 'Multi-Add' button is circled in red at the bottom right. The interface includes a sidebar with 'Reporting Standards' and 'Rubric Rating Scales' sections. The main area displays a table for 'Learning Standards' with columns for ID, Categorization, and Standard. A red 'START HERE' label points to the 'Multi-Add' button.

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

The screenshot shows the 'Selected Standards' dialog box. A dropdown menu is open for 'Mathematics BC 2016'. The 'Communicating and representing 4 (gr. 6-9)' standard is selected and circled in red. A red box highlights the selected standard, and a yellow box contains the recommendation: 'Recommendation: Choose only one standard.' The 'OK' button is circled in red at the bottom left.

Recommendation: Create the standard called ALL 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 Roster Seating Chart Groups Reporting Standards **Reporting Standards Details** Rubric Rating Scales Categories Assignments Scores

Options Reports Help

Save Cancel Default Template

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

Only one category is needed in the standards-based gradebook: Evidence of Learning (EOL). 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. Categories and defaults are set up in the Detail side tab. Categories can be viewed on the Categories side tab.

4.2.1 Defaults

Defaults should be set in the same way as a teacher most commonly enters information about their assignments. The default settings can be overwritten for an individual assignment.

Categories

Add Import

EOL

Click here to open the Defaults window

100.0
100.0%

Code *	EOL
Description *	Evidence of Learning
<p>Note: If you wish to edit the "Weight" associated to the category, please return to the Category details screen and click on the appropriate Weight to edit.</p>	

Assignment Defaults

Grade Scale > Name	BEG-DEV-PRC-EXT
Entry mode	Letter Only
Total points *	1
Extra credit points	0.0
Score cannot be dropped	<input type="checkbox"/>
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 | Assessment | PD | Tools

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

Details | Options | Reports | Help

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

Groups | Reporting Standards | Categories | **Assignments** | Scores

Classes * MSS-08-03 (selected)
 Category * EOL
 GB column name * TUGS
 Assignment name * Primary Document Analysis: Tugs
 Date assigned * 27/02/2017
 Date due * 17/03/2017
 Total points * 1.0
 Online submission ☒
 Allow online submission ☒
 Open date 27/02/2017 Start time 12:00 AM
 Close date 17/03/2017 End time 11:59 PM
 Use these if your students are submitting online
 Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

Options
 Extra credit ☐
 Extra credit points 0.0
 Sequence number 3
 Score not droppable ☐
 Visibility type Public
 Entry mode Letter Only
 Grade Scale Performance Scale
 Grade Term Term
 Exclude from averages ☐

Resources Provided by the Teacher
 Add File | Add Weblink | Drag and Drop from My Resources
 How to Analyze a Primary Source
 Anything added here will show up in the portal

4.3.2 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.

The screenshot shows the 'Houston Secondary 2018-2019' interface. The 'Gradebook' tab is selected. The 'Class List :: 2018-2019 - MFR--08-001 - FRENCH 8 :: New Assignment' page is displayed. The 'Students' sub-tab is selected, showing a list of students to be excluded. The 'Included Students' list contains names like Abner, Lubby, AfricanoLeon, Moreen, Aljedaney, Kngaio, Bagangan, Soaahn, Bernardes, Varrel, Calvo, Ieuan, Cuyler, Pitt, Dagg, Jilianjosh, Dechezet, Braley, Deforest, Rynnie, Demerson, Kunlong, Earhartwetherill, Stasia, Fazlic, Sanmohit, Gallatin, Geonho, and Grobowskyhayden, Fayd. The 'Excluded Students' list contains 'Abner, Lubby'. Buttons for 'Exclude >', 'Exclude All >>', 'Include <', and 'Include All <<' are visible.

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

The screenshot shows the 'Bulkley Valley 2018-2019' interface for a student named 'Abner, Lubby'. The 'To Do' widget is displayed, showing a list of assignments. The 'No assignments scheduled' message is highlighted in red. The 'To Do' widget also shows a 'Recent Activity' section with a search bar and a list of recent activities.

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

Details Options Reports Help

Roster View Grade Columns Term Display Status Class
☒ Traditional ☐ Standards All All Grade ☒ Enrolled ☐ Withdrawn 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	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, Soohahn	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

Details Student Assignment

4.3.3 Portal Description tab

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

Details Options Reports Help

Roster Save and New Save Cancel Copy

Seating Chart

Groups

Reporting Standards


Categories

Assignments Details

Scores

General Portal Description Standards

Font Size Format A B I U x x I x

 **Primary Document analysis** (formative)

- Compare the Crusader speeches of Pope Urban II and Saladin
- Complete a Tug of War
- Identify the two opposing sides
- Create reasons to support each side (2 column notes)
- Determine the strength of each tug (piece of evidence)
- Strongest tugs at end of each line

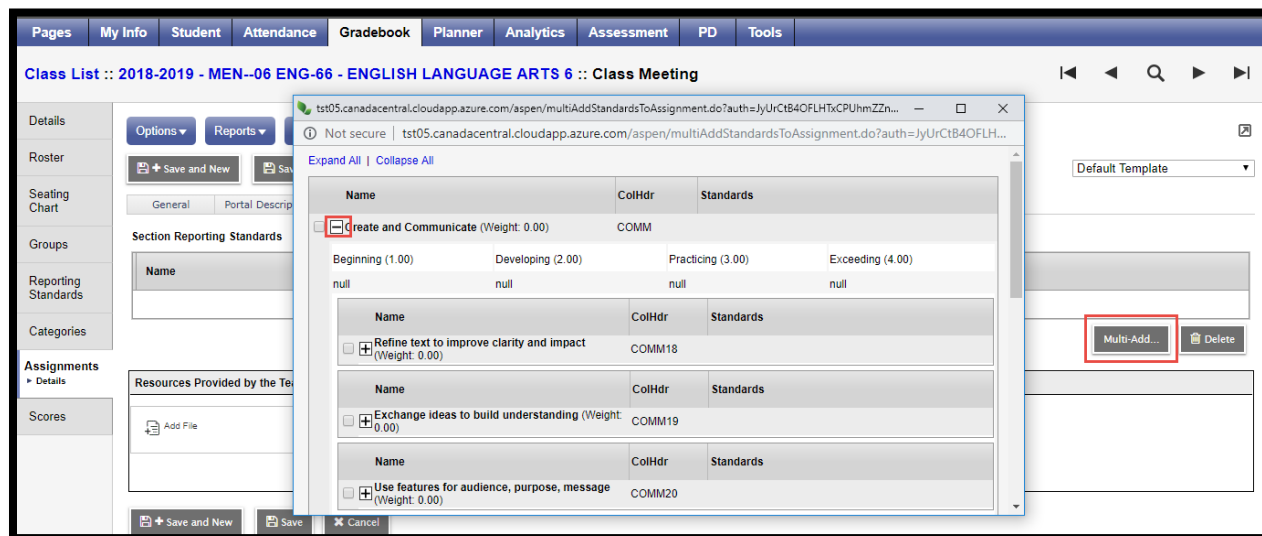
Resources Provided by the Teacher

Add File Add Weblink Drag and Drop from My Resources

How to Analyze a Primary Source

4.3.4 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.



5.0 Enter Assessment Information

In the standards-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 of 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

Reporting Standards

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 COMP33 (Trend)	Term COMP33 (Avg)
Suite, Carry	2021	EMG	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

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 in order to see all assignments on the screen. When you hover over the column header, you see a short version of the competency.

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

Options ▾ Reports ▾ Help ▾

View: Traditional Standards **Standard** ALL 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	CRP4	CRP1	CRP2	RA3	CoR1	US4	CoR2	RA5	CoR3	US2	RA4	RA6	RA2	RA8	Student Submission	Assignment feedback	Teacher's Notes
Task 1 14/08 EOL						NYM					NYM								
Self Designed Task 2 14/08 EOL								ME											
Test 3 14/08 EOL						NYM													
Assignment 4 14/08 EOL					AE				ME			EE							
Collaborative work 5 14/08 EOL					ME						AE								
Observation 6 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 6 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								
MATH Odd or Even? (Probability) 24/08 EOL																			
the assignment I made in queue! 31/08 EOL							ME												
Student Led Conference November 31/08 EOL																			
October Report to Parents 01/09 EOL					ME	ME													
Assignment 20 from Maple Ridge 02/10 EOL																			
Term ALL (Trend) M	3.0																		
Term ALL (Avg) M	3.0																		
Trend Score	this is NOT an average																		

5.3 By Assignment

Click on the "Assignment" leaf under the Scores side tab. This view allows you to enter data for all standards for one assignment. You can also enter assignment view by clicking on the magnifying glass icon next to the column header in other views.

Class List :: 2016-2017 - SS 8 Block A - SOCIAL STUDIES 8 :: EOL - 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
			17/03 TUGS EOL	EV04	EJ05	SIG04	PERS06	INQ01	
Abulhamid, Angeliatj	2021	F	ME	AE	AE	AE	ME		
Amyottekidd, Mikemerry	2021	F	ME	ME	ME	ME	ME		
Bourette, Hsiangcheng	2021	F	NH						
Callin, Carling	2021	M	ME	NYM	ME	ME	ME		
Cliffordeq, Ravim	2021	F	AE	ME	AE	ME	ME		
Average score									

6.0 Other Features

6.1 Special Codes

Tools top tab > Special Codes side tab.

These offer additional methods of notating information to student assignments. Refer to the Traditional Gradebook resource for more information on entering special codes.

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

Special Codes

Grade Scales

Options ▾ Reports ▾ Help ▾ Search on Code 🔍

0 of 2 selected

<input type="checkbox"/>	Code	Behavior	Missing?	Color
<input type="checkbox"/>	ILL	Exempt from calculations	N	
<input type="checkbox"/>	NHI	Exempt from calculations	N	

Special Codes Details

Comments

Footnotes

6.2 Setting Colours to Proficiency Scales

Reporting Standards side tab > Rubric Rating Scales > Ratings

Class List :: 2016-2017 - Math block B - MATHEMATICS 8 :: BC Primary/Intermediate Performance Scale

Options ▾ Reports ▾ Help ▾ Search on SeqNo 🔍

0 of 4 selected

<input type="checkbox"/>	SeqNo	Id	Name	Points	Mastery?	Colors
<input type="checkbox"/>	10	EE	Exceeding Expectations	4.0	Y	
<input type="checkbox"/>	20	ME	Meeting Expectations	3.0	Y	
<input type="checkbox"/>	30	AE	Approaching Expectations	2.0	Y	
<input type="checkbox"/>	40	NYM	Not Yet Meeting Expectations	1.0	N	

Details

Roster

Seating Chart

Groups

Reporting Standards

Reporting Standards

Rubric Rating Scales

Ratings

Showing colours in Gradebook

Options ▾ Reports ▾ Help ▾

View: Traditional Standards INQ01 - This is what parents Display: ☒ Color Term: Term Depth Control: Term

Single Student View

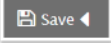

> View all students

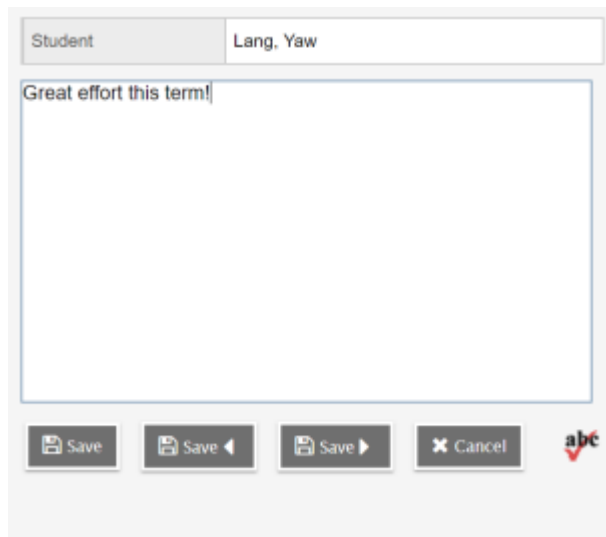
Name	Score	CAUSE85	CONT05	EJ05	EV05	INQ01	PERS06	SIG04	SIG05	Student Submission	Assignment feedback	Teacher's Notes
Positive effects of the Crusades 28/02 EOL	1	EE				ME						
Assignment 5 01/03 EOL	1		AE	ME		EE						
Think Puzzle Explore: Crusades 03/03 EOL	1											
Assignment 1 03/03 EOL	1		ME			EE		AE				
Map Skills and Analysis 06/03 EOL	1		AE			NYM	ME		ME			
Primary Document Analysis: Tugs 17/03 EOL	1			AE	ME	ME	AE	AE			Feedback to the student	Private teacher notes
Term INQ01 (Trend)	2.0											

6.3 Move Between Students When Entering Report Card Comments

School View> Grades TT> Grade Input ST

Staff View > Gradebook TT> Scores ST

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.

A screenshot of the "Edit Text Comment" pop-up window. At the top, there is a "Student" label and a text field containing "Lang. Yaw". Below this is a large text area with the comment "Great effort this term!". At the bottom, there are four buttons: "Save", "Save <", "Save >", and "Cancel". To the right of the buttons is a small "abc" icon.