



MYEDUCATION BC GRADES MANAGEMENT USER GUIDE

Grades Management

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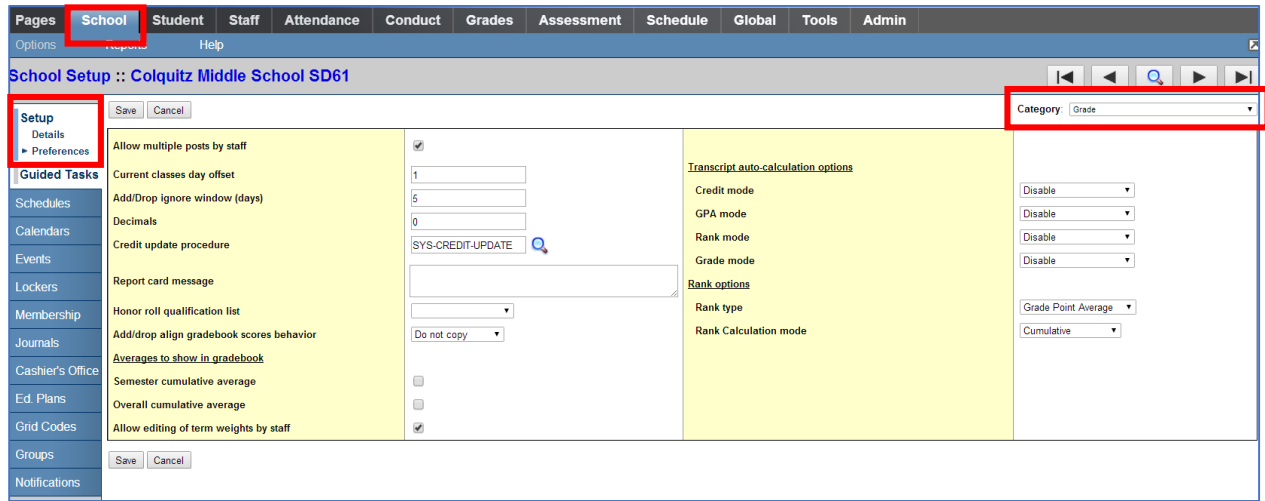
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Grades Management

1. Initial Set-Up Procedures:

a. Grades Management School Preferences

School View > School top tab > Setup side tab > Preferences side sub tab > Category: Grade (found in the upper right corner of the screen).



- **Allow multiple posts by Staff** checkbox: can teachers post marks to the report card more than once?
 - Checked: teachers can post grades from the term grade entry screen to report cards, make a change if necessary, then post again, as long as the grade post window set by the school is open.
 - Unchecked: teachers can post grades from the term grade entry screen to the report card once. After they have done so, all changes for report card marks must be done at the office.
- **Current classes day offset:** how many days do you want classes to appear in the teacher's "current classes" window after the term has finished.
- **Add/Drop ignore window (days):** how many days do you want the system to refrain from displaying drops/adds in the gradebook at the beginning of the school year.
- **Decimals:** how many decimal points for grade calculation
- **Credit update procedure:** This is a system procedure that should not be changed!
- **Report card message:** The message the school wants to have appear on every report card generated in the school. ***This should be updated before printing report cards every term.***
- **Honor roll qualification list:** this can be left blank at this time. Custom reports are being created for BC.

- **Add/drop align gradebook scores behavior:** Select one of the following to determine what happens to a student’s assignment scores when the student transfers from one course section to another:
 - *Department:* The assignment scores are copied to the student’s new course if the course’s previous and new department match. The assignment categories must be the same in both sections. The total points for both assignments must be the same.
 - *Course number:* The assignment scores are copied if the previous and new course numbers match. The assignment categories must be the same in both sections. The total points for both assignments must be the same.
 - *Do not copy:* The assignment scores are not copied.

Semester cumulative average: check to enable a semester running average column for students, based on assignments, not term grades, in the staff view for teachers.

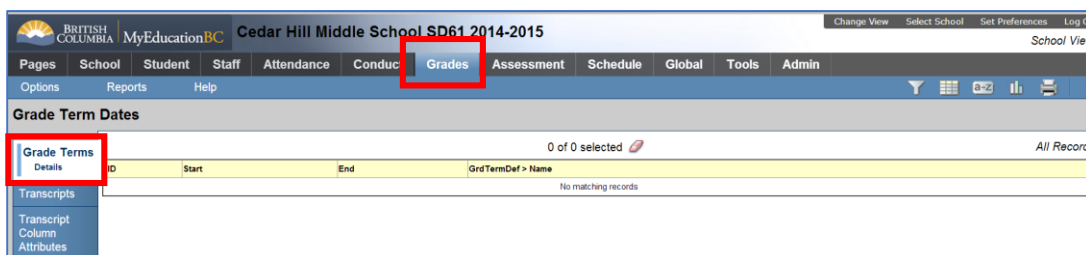
Overall cumulative average: check to enable a full year running average column for students, based on assignments, not term grades, in the staff view for teachers.

Allow editing of term weights by staff: check to allow teachers to customize the weight of each term in calculating a final grade

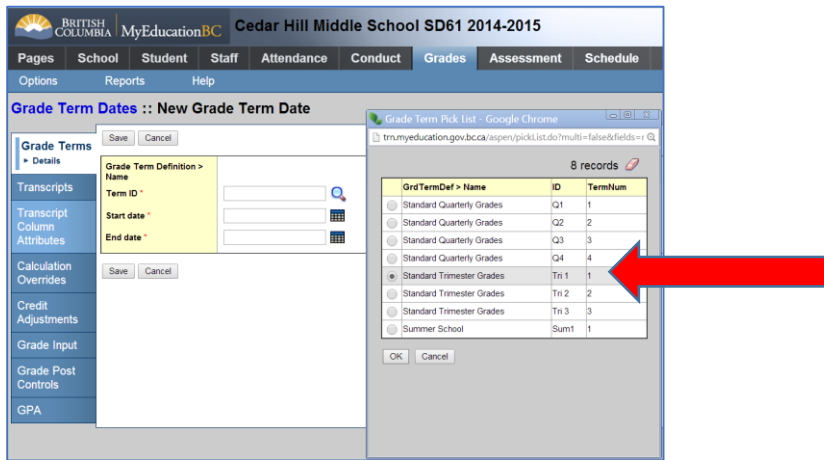
b. Preparing Grade Terms

Grade terms define the reporting terms for grade collection. **These must be created each year before attempting to prepare grade input.**

School View > Grades Top Tab > Grade Terms side tab.



- Options>**Add**
- Select **Standard Trimester Grades Tri 1**
- Click **OK**



Grade Term Dates :: New Grade Term Date

Grade Term Definition > Name: Standard Trimester Grades

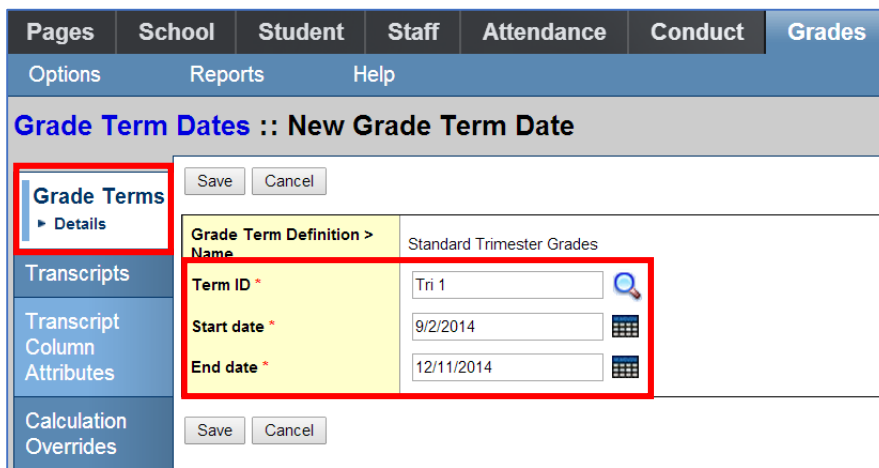
Term ID: Tri 1

Start date: 9/2/2014

End date: 12/11/2014

GrdTermDef > Name	ID	TermNum
Standard Quarterly Grades	Q1	1
Standard Quarterly Grades	Q2	2
Standard Quarterly Grades	Q3	3
Standard Quarterly Grades	Q4	4
Standard Trimester Grades	Tri 1	1
Standard Trimester Grades	Tri 2	2
Standard Trimester Grades	Tri 3	3
Summer School	Sum1	1

- Enter the start date and end date for the trimester.
- Click **Save**



Grade Terms

Grade Term Definition > Name: Standard Trimester Grades

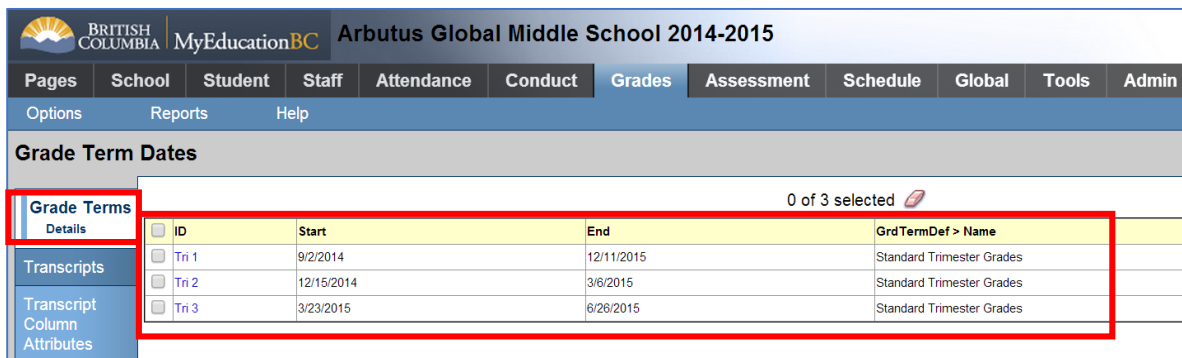
Term ID: Tri 1

Start date: 9/2/2014

End date: 12/11/2014

Repeat the above process of adding Tri 2 and Tri 3 with the start and end dates for each trimester.

The **Grade Terms side tab** will now display all three trimesters and their start and end dates:



Grade Term Dates

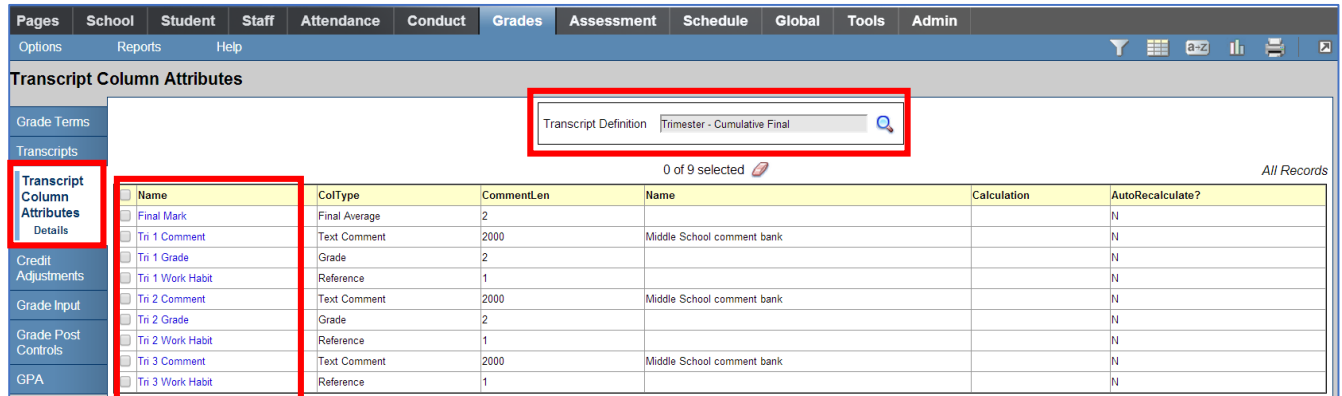
0 of 3 selected

ID	Start	End	GrdTermDef > Name
Tri 1	9/2/2014	12/11/2015	Standard Trimester Grades
Tri 2	12/15/2014	3/6/2015	Standard Trimester Grades
Tri 3	3/23/2015	6/26/2015	Standard Trimester Grades


c. Transcript Column Attributes

Schools have the ability to set the field length for term comments. This is done through Transcript Column Attributes. If the value for the text comment length is left at zero, then no limit is applied.


School View > Grades Top Tab > Transcript Column Attributes



Name	ColType	CommentLen	Name	Calculation	AutoRecalculate?
Final Mark	Final Average	2			N
Tn 1 Comment	Text Comment	2000	Middle School comment bank		N
Tn 1 Grade	Grade	2			N
Tn 1 Work Habit	Reference	1			N
Tn 2 Comment	Text Comment	2000	Middle School comment bank		N
Tn 2 Grade	Grade	2			N
Tn 2 Work Habit	Reference	1			N
Tn 3 Comment	Text Comment	2000	Middle School comment bank		N
Tn 3 Work Habit	Reference	1			N

- In the **Transcript Definition** field, use the magnifying glass icon  to select the transcript definition used by your school. Recommended: **Trimester – Cumulative Final**

Note: All courses must have a Transcript definition applied to that course. This should have been done in the school set up procedure. To confirm and/or edit the transcript definition for courses go to **Schedule Top Tab > Courses side tab** and use **Mass update**, or **Modify List** to update the **Transcript Definition** field.

- Go to the **Options** menu and select **Add**.
- In the **Grade name** field, use the magnifying glass icon  to select the comment column to which you want to apply the term comment length limit.
- In the **Text comment length** field, enter the maximum number of characters you want to be allowed in that term comment. Recommended: 2000.
- Click **Save**.

Repeat the steps above for adding the following to the transcript column attributes:

- Trimester 1 Grade
- Trimester 1 Comment
- Trimester 1 Work Habit
- Trimester 2 Grade
- Trimester 2 Comment
- Trimester 2 Work Habit
- Trimester 3 Comment
- Trimester 3 Work Habit
- Final Grade

d. Prepare Grade Input for All Classes

Go to **Grades top tab > Grade Input Side Tab > Options > Prepare Grade Input.**

Step 1 of the Wizard

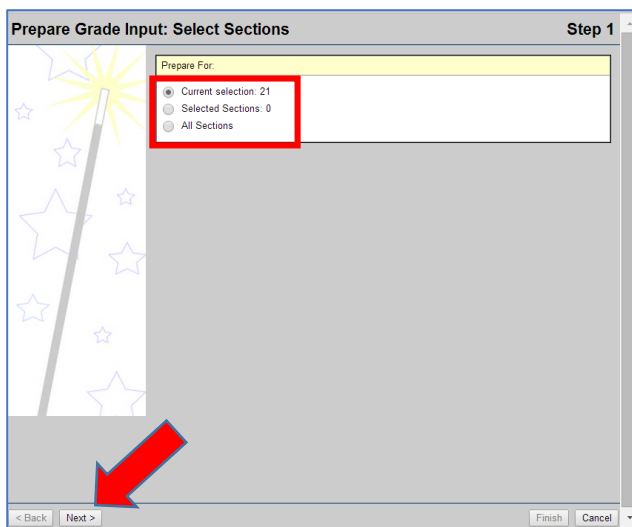
Select an option to *Prepare for*:

Current Selection: will show all sections unless you selected sections on the Classes list and went to Options > Show Selected.

Selected Sections: gives you the opportunity to select specific sections from a pop-up window.

All Sections: allows you to prepare all sections of all classes.

Click **Next**.



Step 2 of the Wizard

From the **Report Type** dropdown, select **Term**.

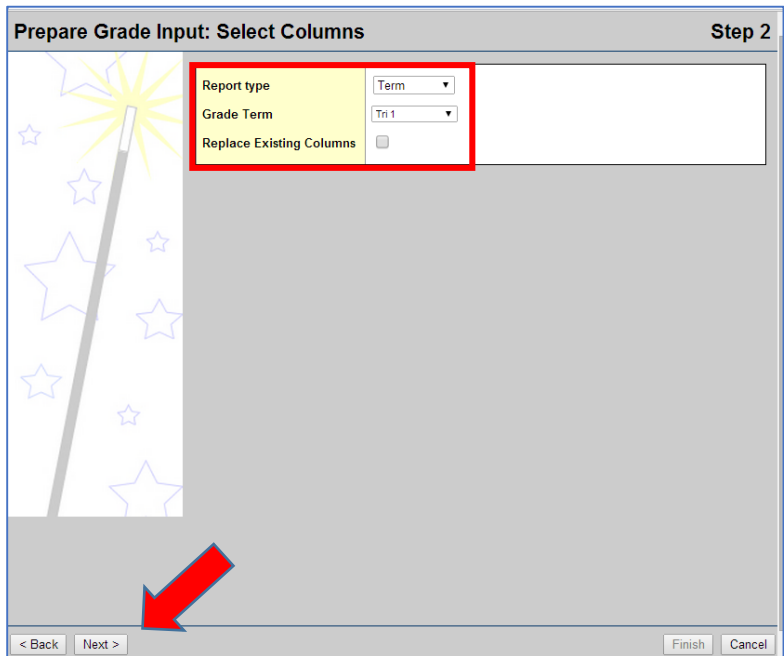
Term: end-of-term mark for report cards

Progress: interim report. MyEducation BC allows you to create grade input for one additional interim report per term without needing to create additional grade terms.

Course: used by DL schools to create columns for recording their Active Date, Start Date, etc.

Select the correct term from the **Term** dropdown.

Do not select **Replace Existing Columns** checkbox. This is only used on rare occasions when errors have been made in entering grades for a class, the window is reopened for corrections, and this option is selected to wipe out the existing data.

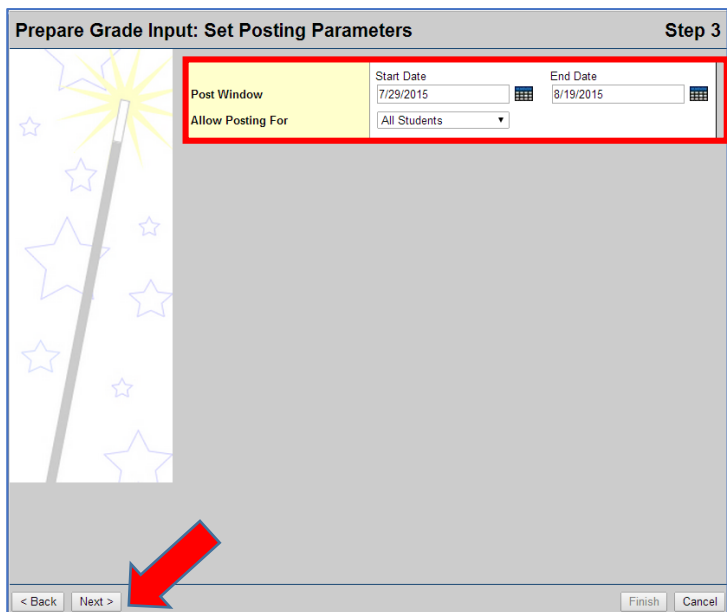


Step 3 of the Wizard.

Enter the beginning and ending dates for the grading window to be open. The window will be open until midnight of the end date. This controls when teachers can access the term for entering marks.

Allow Posting for All Students

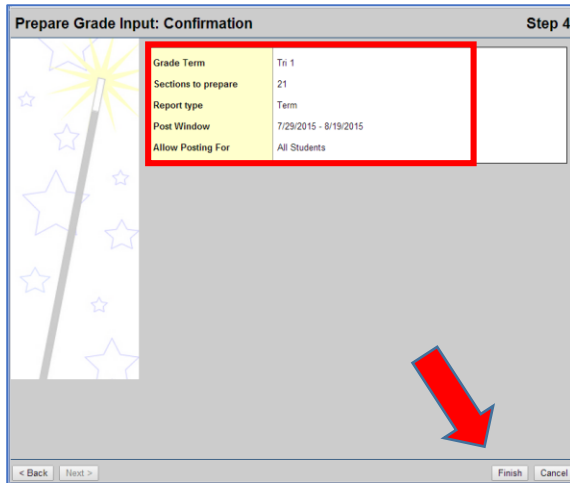
Click **Next**



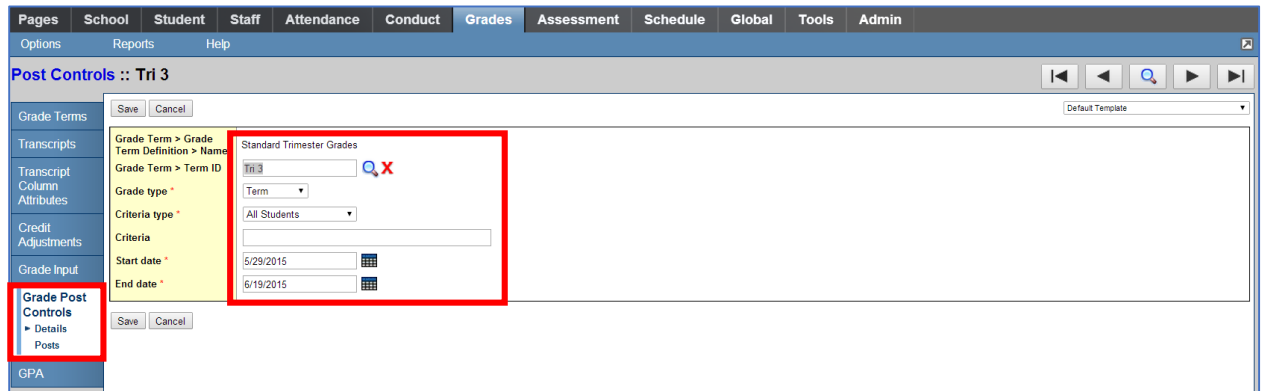
Step 4 of the Wizard

This is a confirmation screen.

Click **Finish** to complete the **Prepare Grade Input** process.

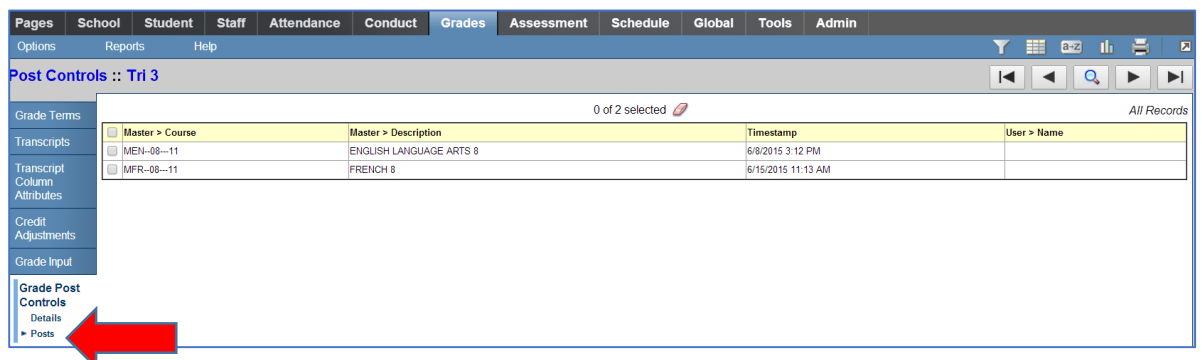


To view the post controls that were created, go to: **Grades > Grade Post Controls**.



Select the post control and go to **Details Leaf** to edit the window dates. If you are at the last date teachers are allowed to post and you want to close the post window immediately, you can come to this screen and set the end date back one day.

Select the **Posts Leaf to view a list of classes that marks have posted with a date/time stamp.*



Master > Course	Master > Description	Timestamp	User > Name
MEN-08--11	ENGLISH LANGUAGE ARTS 8	6/8/2015 3:12 PM	
MFR-08--11	FRENCH 8	6/15/2015 11:13 AM	

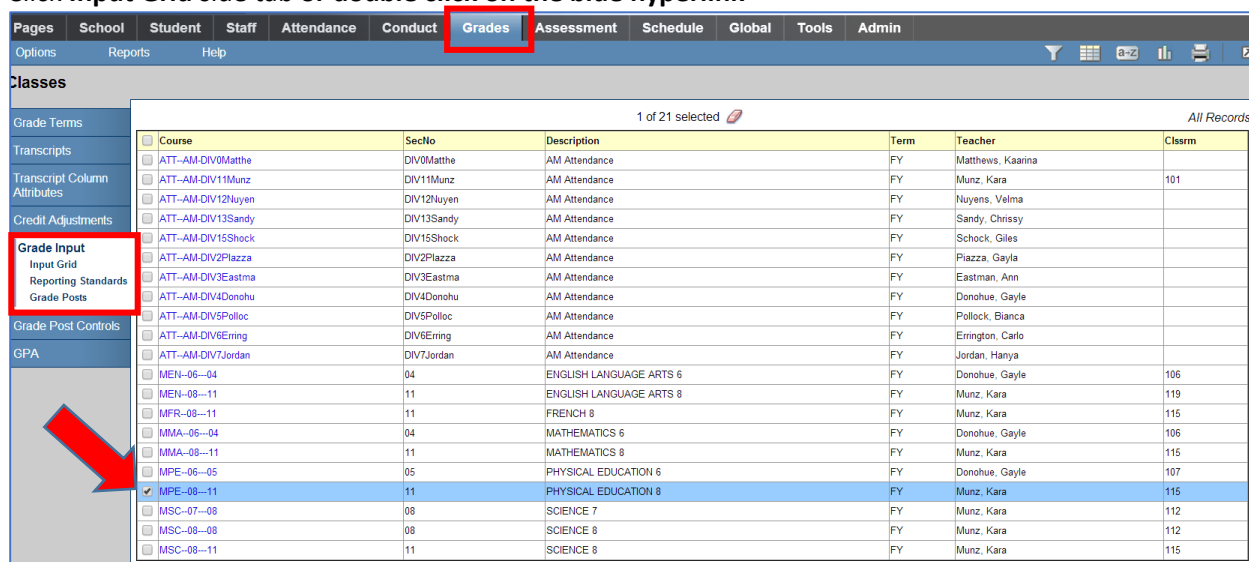
2. Entering Grades for a Teacher

There may be occasions when a teacher is not able to enter term grades. Grades can be entered for the teacher by administration or support staff personnel.

Grades top tab > Grade Input side tab

Check the box beside the desired class

Click **Input Grid** side tab or **double click on the blue hyperlink**



Course	SecId	Description	Term	Teacher	Clsrm
ATT--AM-DIV0Matthe	DIV0Matthe	AM Attendance	FY	Matthews, Kaaina	
ATT--AM-DIV11Munz	DIV11Munz	AM Attendance	FY	Munz, Kara	101
ATT--AM-DIV12Nuyen	DIV12Nuyen	AM Attendance	FY	Nuyens, Velma	
ATT--AM-DIV13Sandy	DIV13Sandy	AM Attendance	FY	Sandy, Chrissy	
ATT--AM-DIV15Shock	DIV15Shock	AM Attendance	FY	Schock, Giles	
ATT--AM-DIV2Plazza	DIV2Plazza	AM Attendance	FY	Plazza, Gayla	
ATT--AM-DIV3Eastma	DIV3Eastma	AM Attendance	FY	Eastman, Ann	
ATT--AM-DIV4Donohu	DIV4Donohu	AM Attendance	FY	Donohue, Gayle	
ATT--AM-DIV5Polloc	DIV5Polloc	AM Attendance	FY	Pollock, Bianca	
ATT--AM-DIV6Erning	DIV6Erning	AM Attendance	FY	Errington, Carlo	
ATT--AM-DIV7Jordan	DIV7Jordan	AM Attendance	FY	Jordan, Hanya	
MEN--06--04	04	ENGLISH LANGUAGE ARTS 6	FY	Donohue, Gayle	106
MEN--08--11	11	ENGLISH LANGUAGE ARTS 8	FY	Munz, Kara	119
MFR--08--11	11	FRENCH 8	FY	Munz, Kara	115
MMA--06--04	04	MATHEMATICS 6	FY	Donohue, Gayle	106
MMA--08--11	11	MATHEMATICS 8	FY	Munz, Kara	115
MPE--06--05	05	PHYSICAL EDUCATION 6	FY	Donohue, Gayle	107
<input checked="" type="checkbox"/> MPE--08--11	11	PHYSICAL EDUCATION 8	FY	Munz, Kara	115
MSC--07--08	08	SCIENCE 7	FY	Munz, Kara	112
MSC--08--08	08	SCIENCE 8	FY	Munz, Kara	112
MSC--08--11	11	SCIENCE 8	FY	Munz, Kara	115

Enter Term Grades

- Select **Post Columns-Term** from the **Grade Columns** drop down window
- Select the appropriate term from the **Term** drop down window
- Click in the grade field next to the student and type in a percent
- Type **Return** to move down the column or **Tab** to move across the row

Enter Term Work Habits

- Click in the **WH** (Work Habits) field and type in an upper case **E, G, S, or N**

***Control>D fills in all cells below with the same work habit**

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.

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

Options Reports Help

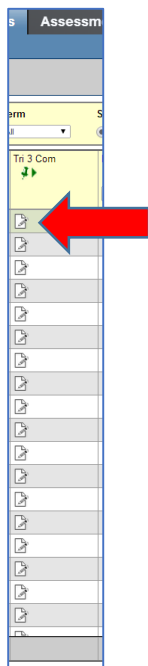
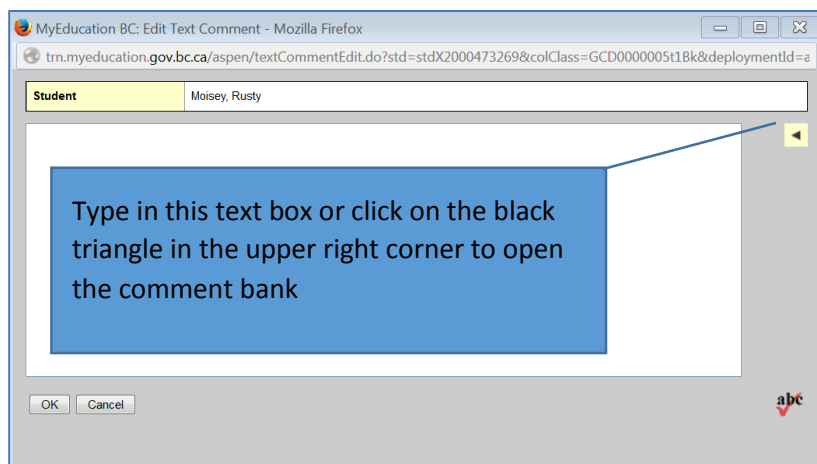
Classes :: MPE--08---11 - PHYSICAL EDUCATION 8

Grade Terms
Transcripts
Transcript Column Attributes
Credit Adjustments
Grade Input
 ▶ Input Grid
 Student
 Assignment
 Reporting Standards
 Grade Posts
Grade Post Controls
GPA

Student Fields	Grade Columns		Term	Status
	Post Columns - Term		All	Enrolled Withdrawn
Name	Tri 3	Tri 3 WH	Com	Final
Bodner, Rena	2020			
Brugge, Benson	2020			
Burbridge, Elin	2020			
Fuller, Dasha	2020			
Goldstone, Navi	2020			
Higgins, Kurtis	2020			
Kirkland, Callum	2020			
Lambert, Eszter	2020			
Macaulay, Byron	2020			
Moisey, Rusty	2020			
Murphy, Maurice	2020			
Reinhart, Tannis	2020			
Robek, Marina	2020			
Rounds, Jaspreet	2020			
Ruse, Susi	2020			
Shibata, Laina	2020			
Sidhu, Kim	2020			
Soares, Connelle	2020			
Average score				

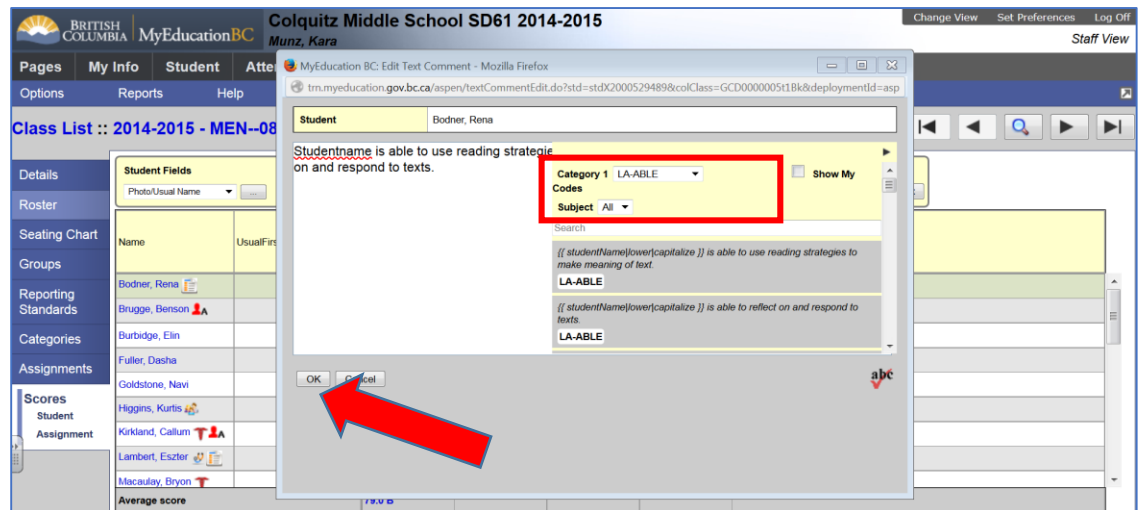
Enter Term Comments

- Clicking *the paper icon* in the comments field will open a pop-up window

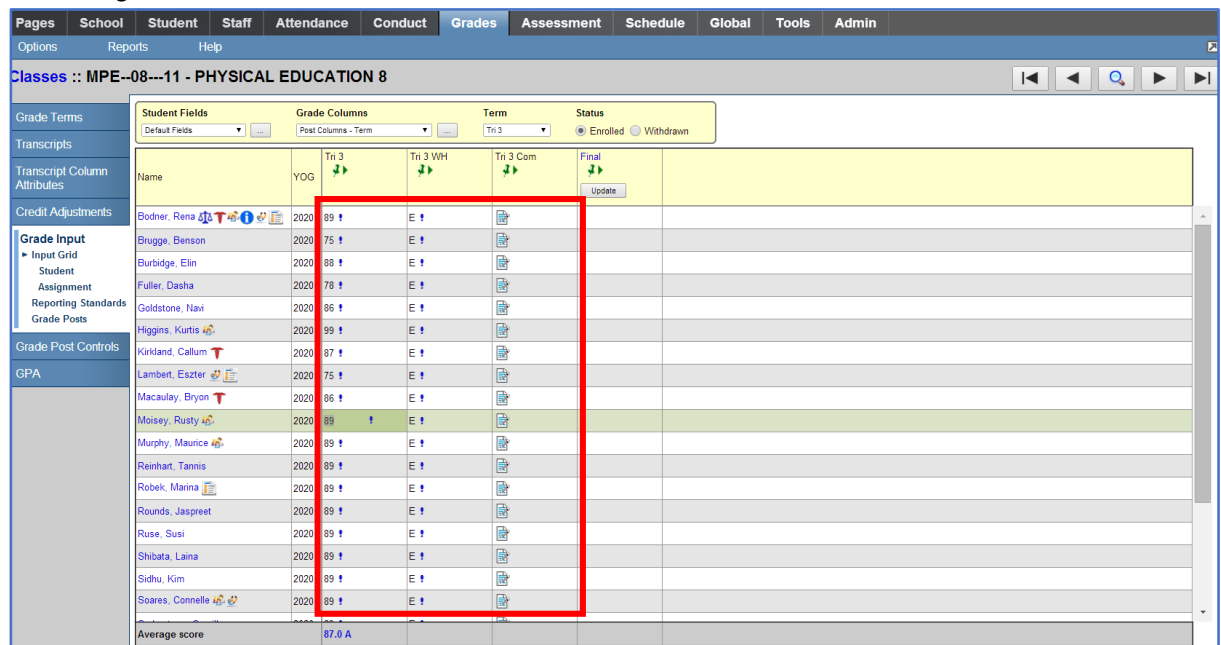



- Select the comment category
- Click the comment to add it to the text box (multiple comments can be added)
- Click **OK**
- Use **Control>D** to fill in the same comments to all field in the column below

Important Note: Be sure to use control>D to fill down a comment that applies to all students first, then click the paper icon next to a specific student to add or edit the comment. CTRL>D will overwrite any existing comments!



Blue Exclamation marks indicate that someone other than the gradebook owner (Teacher) has posted marks for this class. These exclamation marks will appear in the teachers gradebook.

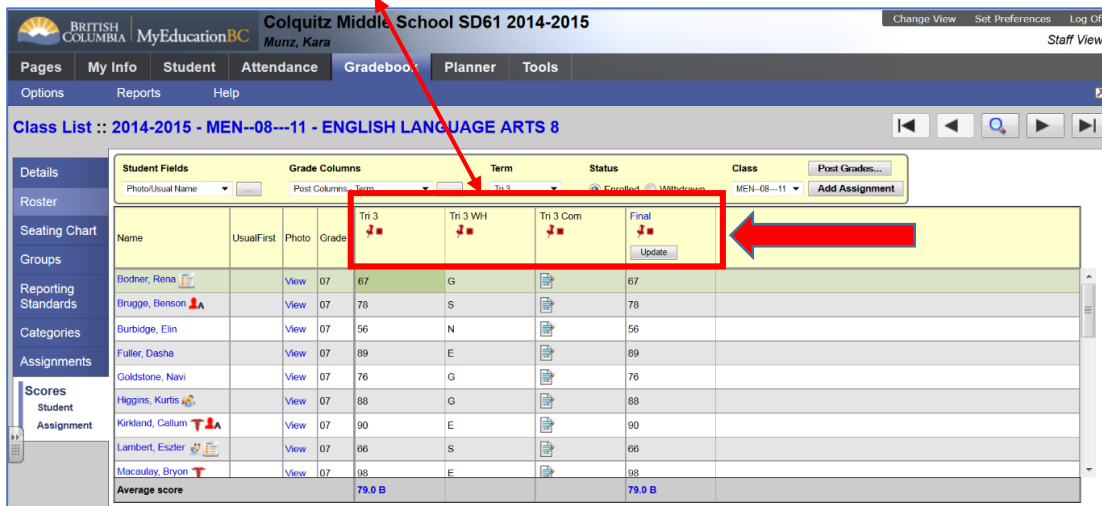


Name	YOG	Tri 3	Tri 3 WH	Tri 3 Com	Final
Bodner, Rena	2020	89	E	E	E
Brugge, Benson	2020	75	E	E	E
Burbidge, Elin	2020	88	E	E	E
Fuller, Dasha	2020	78	E	E	E
Goldstone, Navi	2020	86	E	E	E
Higgins, Kurtis	2020	89	E	E	E
Kirkland, Callum	2020	87	E	E	E
Lambert, Eszter	2020	75	E	E	E
Macaulay, Bryon	2020	86	E	E	E
Moisey, Rusty	2020	89	E	E	E
Murphy, Maunce	2020	89	E	E	E
Reinhart, Tannis	2020	89	E	E	E
Robek, Marina	2020	89	E	E	E
Rounds, Jaspreet	2020	89	E	E	E
Ruse, Susi	2020	89	E	E	E
Shibata, Laina	2020	89	E	E	E
Sidhu, Kim	2020	89	E	E	E
Soares, Connelle	2020	89	E	E	E
Average score		87.0	A		

Options > Post Grades and complete the Popup:

- Verify the class is correct
- Select the correct grading term
- Select the term grades to post
- Click **OK**

The push pins will turn red indicating that marks have been posted to the office



Name	UsualFirst	Photo	Grade	Tri 3	Tri 3 WH	Tri 3 Com	Final
Bodner, Rena			07	67	G		67
Brugge, Benson			07	76	S		76
Burbridge, Elin			07	56	N		56
Fuller, Dasha			07	89	E		89
Goldstone, Navi			07	76	G		76
Higgins, Kurtis			07	88	G		88
Kirkland, Callum			07	90	E		90
Lambert, Eszter			07	66	S		66
Macauley, Bryon			07	98	F		98
Average score				79.0 B			79.0 B

Depending on school preferences, teachers can re-post marks until the grade post period expires and the push pins turn black

For Posting Final Grades

Click on **Update**

- The system will calculate final marks based on the **grade calculation weights** set up from the **details** side tab. **(manual entry of final grades can be entered as well)**
Note: If a Trimester-Cumulative Transcript definition has been applied to this course, the term 3 grade will be the final mark. Only calculated transcript definitions will allow weighting between terms in determining a final mark.
- Click **Post Grades**
- Use the records navigation tool to advance to the next class on the list.

Colquitz Middle School SD61 2014-2015
Munz, Kara

Change View Set Preferences Log Off
Staff View

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

Options Reports Help

Class List :: 2014-2015 - MEN--08---11 - ENGLISH LANGUAGE ARTS 8

Details Roster Seating Chart Groups Reporting Standards Categories Assignments Scores Student Assignment

Student Fields: Photo/Usual Name, Grade Columns: Post Columns - Term, Term: Tri 3, Status: Enrolled, Class: MEN-08---11, Post Grades..., Add Assignment

Name	UsualFirst	Photo	Grade	Tri 3	Tri 3 WH	Tri 3 Com	Final
Bodner, Rena		View	07	67	G		67
Brugge, Benson		View	07	78	S		78
Burbidge, Elin		View	07	56	N		56
Fuller, Dasha		View	07	89	E		89
Goldstone, Navi		View	07	76	G		76
Higgins, Kurtis		View	07	88	G		88
Kirkland, Callum		View	07	90	E		90
Lambert, Eszler		View	07	66	S		66
Macaulay, Bryon		View	07	98	E		98
Average score				79.0 B			79.0 B

Assignment Statistics - Mo...
tion.gov.bc.ca/aspen/gradeWeig

Final Mark

Column ID	Weight
Tri 3	2.0
Tri 2	2.0
Tri 1	2.0

OK

Note: A school user will appear in the Grade Post Verification report in place of the teacher.

3. Making Corrections to Posted Grades

a. Reopen the Window by Deleting Post Control

Grades > Grade Post Controls.

- Click the **Posts** leaf.
- Search the list of Posts for the correct class, section, and teacher
- Select the checkbox in front of the post
- In the **Options** menu, click **Delete**

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

Options Reports Help

Post Controls :: Tri 3

1 of 7 selected

Master > Course	Master > Description	Timestamp	User > Name
<input checked="" type="checkbox"/> MEN-08---11	ENGLISH LANGUAGE ARTS 8	6/8/2015 3:12 PM	
<input type="checkbox"/> MEN-08---11	ENGLISH LANGUAGE ARTS 8	7/30/2015 11:19 AM	Janzen, Barry
<input type="checkbox"/> MEN-08---11	ENGLISH LANGUAGE ARTS 8	7/30/2015 11:50 AM	Janzen, Barry
<input type="checkbox"/> MFR-08---11	FRENCH 8	6/15/2015 11:13 AM	
<input type="checkbox"/> MPE-08---11	PHYSICAL EDUCATION 8	7/29/2015 3:41 PM	Janzen, Barry
<input type="checkbox"/> MPE-08---11	PHYSICAL EDUCATION 8	7/29/2015 3:47 PM	Janzen, Barry
<input type="checkbox"/> MSC-07---08	SCIENCE 7	7/30/2015 11:41 AM	Janzen, Barry

Grade Post Controls
Details
Posts

GPA

b. Make Grade Changes on the Student Transcript

- **Student Top Tab**>Select the student>**Transcript side tab**
- Filter to **Current Year, Current School, or All Records**
- Use the **Data Dictionary** to select the correct transcript definition or select **All**



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

Options Reports rrep

Student List :: 07 - Bodner, Rena 0 of 9 selected All Records

Year	Grade	School > Name	SchoolCourse > CrsNo	CourseDesc	Final	Prov Exam	Blended	Credit	Teacher
2014	06	Colquitz Middle School SD61	MEN-06-	ENGLISH LANGUAGE ARTS 6	NM			0.0	
2014	06	Colquitz Middle School SD61	MFR-06-	FRENCH 6	NM			0.0	
2014	06	Colquitz Middle School SD61	MMA-06-	MATHEMATICS 6	NM			0.0	
2014	06	Colquitz Middle School SD61	MPE-06-	PHYSICAL EDUCATION 6	NM			0.0	
2014	06	Colquitz Middle School SD61	MSC-06-	SCIENCE 6	NM			0.0	
2014	06	Colquitz Middle School SD61	MSS-06-	SOCIAL STUDIES 6	NM			0.0	
2015	07	Colquitz Middle School SD61	MEN-08-	ENGLISH LANGUAGE ARTS 8	67			0.0	
2015	07	Colquitz Middle School SD61	MFR-08-	FRENCH 8				0.0	
2015	07	Colquitz Middle School SD61	MPE-08-	PHYSICAL EDUCATION 8	89			0.0	

- Select the transcript record to edit by double clicking on the blue hyperlink
- The user may then edit the final mark in the top section of the page or individual term marks, comments or work habits in the bottom section of the page.
- Click **Save**

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

Options Reports Help

Student List :: 07 - Bodner, Rena :: ENGLISH LANGUAGE ARTS 8

Save Cancel

Year/ID: 2014-2015

Grade level: 07 Override

Number: MEN-08-

Description: ENGLISH LANGUAGE ARTS 8

Teacher: Munz, Kara

Section number: 11

Final Mark: 67

Blended Mark: []

Provincial Exam Mark: []

Credit: 0.0

TRAX Override: []

FAS Override: []

Grades and Comments

Course Start Date: []

Course End Date: []

Actual Start Date: []

Active Date: []

Percent Complete: []

Completion Date: []

Tri 1

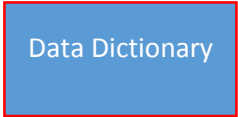
Tri 1 Grade: []

Tri 1 Work Habit: []

4. Viewing and Editing Transcript Records for All Students

Each student has a transcript record for each class that marks have been posted for.

- **Grades** top tab > **Transcript** side tab
- Filter to **Current Year, Current Students, All Records, or Grade Level=?**
- Use the **Data Dictionary** to select the correct transcript definition or select **All**



Transcripts										
0 of 100 selected										
Current Year										
Name	Year	SchoolCourse > CrsNo	CourseDesc	MasterSchedule > SecNo	MasterSchedule > Term	MasterSchedule > Teacher	Final	Credit	TransDef > Name	
<input type="checkbox"/> Kirkland, Callum	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	
<input type="checkbox"/> Kirkland, Callum	2015	MPE-08--	PHYSICAL EDUCATION 8	11	FY	Munz, Kara	87	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Kirkland, Callum	2015	MSC-07--	SCIENCE 7	08	FY	Munz, Kara	85	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Lambert, Eszter	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Lambert, Eszter	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	
<input type="checkbox"/> Lambert, Eszter	2015	MPE-08--	PHYSICAL EDUCATION 8	11	FY	Munz, Kara	75	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Lambert, Eszter	2015	MSC-07--	SCIENCE 7	08	FY	Munz, Kara	85	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Macaulay, Bryon	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Macaulay, Bryon	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	
<input type="checkbox"/> Macaulay, Bryon	2015	MPE-08--	PHYSICAL EDUCATION 8	11	FY	Munz, Kara	86	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Macaulay, Bryon	2015	MSC-07--	SCIENCE 7	08	FY	Munz, Kara	85	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Moisey, Rusty	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Moisey, Rusty	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	
<input type="checkbox"/> Moisey, Rusty	2015	MPE-08--	PHYSICAL EDUCATION 8	11	FY	Munz, Kara	89	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Moisey, Rusty	2015	MSC-07--	SCIENCE 7	08	FY	Munz, Kara	85	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Murphy, Maurice	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Murphy, Maurice	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	
<input type="checkbox"/> Murphy, Maurice	2015	MPE-08--	PHYSICAL EDUCATION 8	11	FY	Munz, Kara	89	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Murphy, Maurice	2015	MSC-07--	SCIENCE 7	08	FY	Munz, Kara	85	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Reinhart, Tannis	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Reinhart, Tannis	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	
<input type="checkbox"/> Reinhart, Tannis	2015	MPE-08--	PHYSICAL EDUCATION 8	11	FY	Munz, Kara	89	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Reinhart, Tannis	2015	MSC-07--	SCIENCE 7	08	FY	Munz, Kara	85	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Robek, Marina	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99	0.0	Trimester - Calculated Final	
<input type="checkbox"/> Robek, Marina	2015	MFR-08--	FRENCH 8	11	FY	Munz, Kara		0.0	Trimester - Calculated Final	

Select the record to be edited and go to **Details** click on the blue hyperlink

Transcripts :: Kirkland, Callum - 2015 - SCIENCE 7

Save Cancel Auto-saved at 1:22 PM BC Default Template

Transcripts

Grade Terms

Transcript Column Attributes

Credit Adjustments

Grade Input

Grade Post Controls

GPA

Name: Kirkland, Callum

Year ID: 2014-2015

Grade level: 07 Override

Number: MSC-07-

Description: SCIENCE 7

Teacher: Munz, Kara

Section number: 08

Final Mark: 85

Credit: 0.0

FAS Override:

User description:

Course description:

IDS Related Course:

Grades and Comments

Course Start Date:

Course End Date:

Actual Start Date:

Active Date:

Percent Complete:

Completion Date:

Tri 1

Tri 1 Grade:

Tri 1 Work Habit:

- The user may then edit the final mark in the top section of the page or individual term marks, comments or work habits in the bottom section of the page.
- Click **Save**

5. Update Teacher Gradebooks

This function pushes any changes made directly on the transcripts back to the teacher gradebook. If you make manual changes to term grades in the Transcript screen, they are not automatically reflected in the teacher's screen. **Teachers should be aware of this process before it is executed as it will affect the marks they see in their term screen.**

- **Grades** top tab > **Transcript** side tab
- Select all records that have been changed(Consider sorting the list by teacher name)
- **Options>Show Selected**
- **Options >Update Gradebooks**
- Select the correct **transcript definition** from the pick list
- Select the **Column** to update
- Click **OK**

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Transcripts

0 of 25 selected

Name	Year	SchoolCourse > CrsNo	SecNo	MasterSchedule > Term	MasterSchedule > Teacher	Final	
<input type="checkbox"/> Bodner, Rena	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Brugge, Benson	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Burbidge, Elin	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Fuller, Dasha	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Goldstone, Navi	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Higgins, Kurtis	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Kirkland, Callum	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Lambert, Eszter	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Macaulay, Bryon	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Moisey, Rusty	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Murphy, Maurice	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Reinhart, Tannis	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Robek, Marina	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Rounds, Jaspreet	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Ruse, Susi	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Shibata, Laina	2015	MEN-08--		FY	Munz, Kara	99	
<input type="checkbox"/> Sidhu, Kim	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Soares, Connelle	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Soderstrom, Camilla	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Strickland, Rajena	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Syring, Miles	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Szabo, Roline	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Valastin, Jamie	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Warnick, Francesca	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99
<input type="checkbox"/> Wey, Paxton	2015	MEN-08--	ENGLISH LANGUAGE ARTS 8	11	FY	Munz, Kara	99

Update Gradebooks from ...

trn.myeducation.gov.bc.ca/aspn/updateGr

Update Gradebooks from Transcript

Column	Final Mark
Transcript Definition	Trimester - Cumulative Final

Update For

Current selection: 25

Current Year

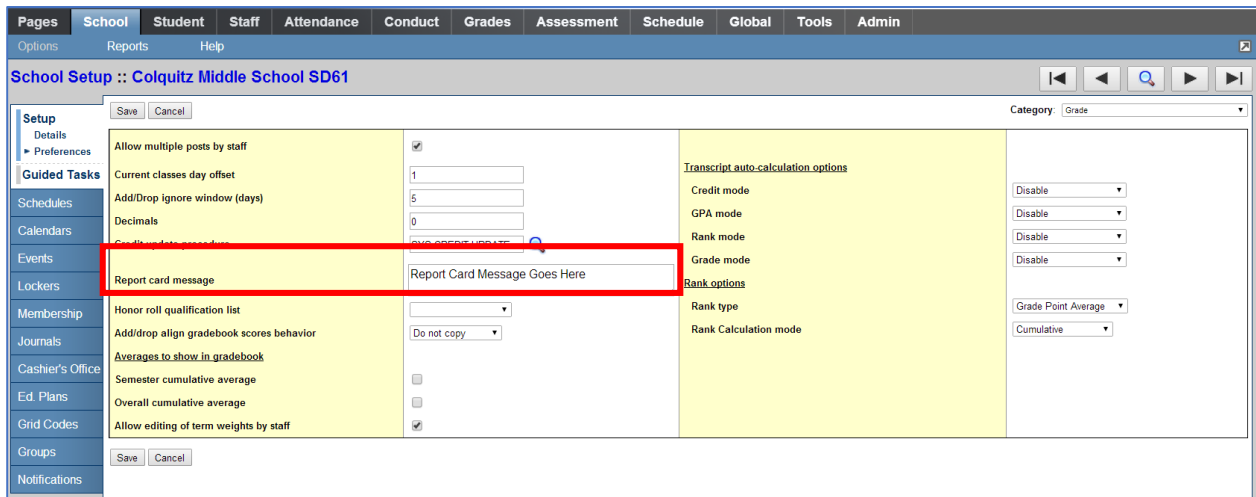
All Transcripts

OK Cancel

6. Report Cards- Printing/Publishing report cards for the entire school

a. Enter the school message to appear on all report cards:

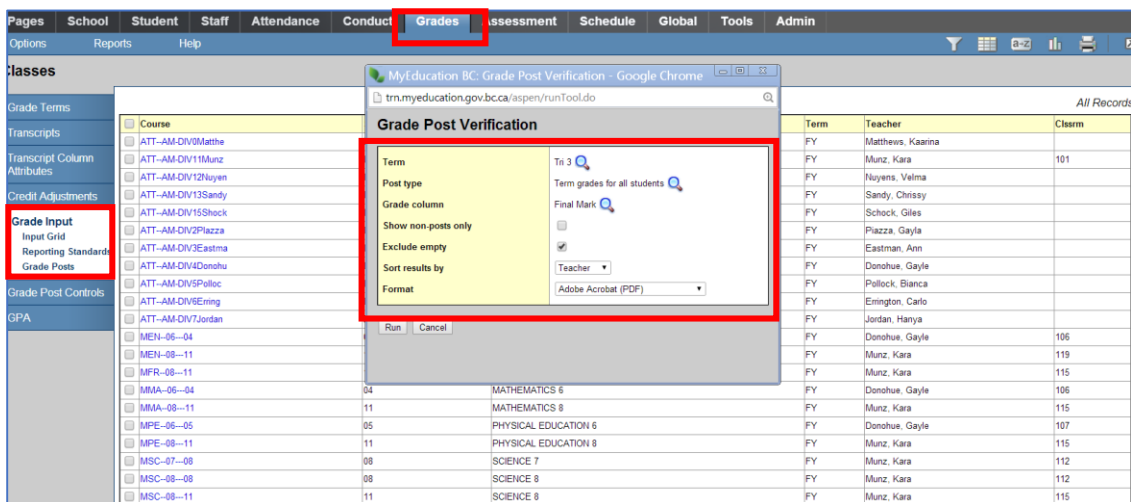
- **School Top Tab>Setup Side Tab>Preferences Leaf>Category Drop Down>Grade**
- Type in the message to appear on the report card. This may be customized for each term.
- Click **Save**



The screenshot shows the 'School Setup' window for 'Colquitz Middle School SD61'. The 'Report card message' field is highlighted with a red box and contains the text 'Report Card Message Goes Here'. Other fields include 'Allow multiple posts by staff' (checked), 'Current classes day offset' (1), 'Add/Drop ignore window (days)' (5), 'Decimals' (0), 'Honor roll qualification list' (Do not copy), and 'Allow editing of term weights by staff' (checked). The right side of the window shows 'Transcript auto-calculation options' with dropdown menus for 'Credit mode', 'GPA mode', 'Rank mode', and 'Grade mode', all set to 'Disable'. 'Rank options' include 'Rank type' (Grade Point Average) and 'Rank Calculation mode' (Cumulative).

b. Run the Grade Post Verification Report

- Grades Top Tab>Grade Input Side Tab>Reports Drop Down Menu>**Grade Post Verification**
- Select the **term**
- Select **Post Type**
- **Exclude Empty** will not produce reports for classes without students enrolled
- Choose the **sort order**
- Click **Run**



The screenshot shows the 'Grade Post Verification' dialog box. The 'Term' is set to 'Tr 3', 'Post type' is 'Final Mark', and 'Exclude empty' is checked. The 'Run' button is highlighted. The background shows the 'Classes' table with columns for 'Course', 'Term', 'Teacher', and 'Classroom'.

Course	Term	Teacher	Classroom
ATT-AM-DIV0Mathe	FY	Matthews, Kaarina	
ATT-AM-DIV11Munz	FY	Munz, Kara	101
ATT-AM-DIV12Nuyen	FY	Nuyens, Velma	
ATT-AM-DIV13Sandy	FY	Sandy, Chrissy	
ATT-AM-DIV15Shock	FY	Schock, Giles	
ATT-AM-DIV2Plazza	FY	Plazza, Gayla	
ATT-AM-DIV3Easma	FY	Eastman, Ann	
ATT-AM-DIV4Donohu	FY	Donohue, Gayle	
ATT-AM-DIV5Polloc	FY	Pollock, Bianca	
ATT-AM-DIV6Erning	FY	Ernington, Carlo	
ATT-AM-DIV7Jordan	FY	Jordan, Haniya	
MEN-06--04	FY	Donohue, Gayle	106
MEN-08--11	FY	Munz, Kara	119
MFR-08--11	FY	Munz, Kara	115
IMMA-06--04	FY	Donohue, Gayle	106
IMMA-08--11	FY	Munz, Kara	115
IMPE-06--05	FY	Donohue, Gayle	107
IMPE-08--11	FY	Munz, Kara	115
MSC-07--08	FY	Munz, Kara	112
MSC-08--08	FY	Munz, Kara	112
MSC-08--11	FY	Munz, Kara	115

The result will indicate which teachers have not posted grades for the selected term. Communication with the teacher can then take place.

Page 1 July 30, 2015

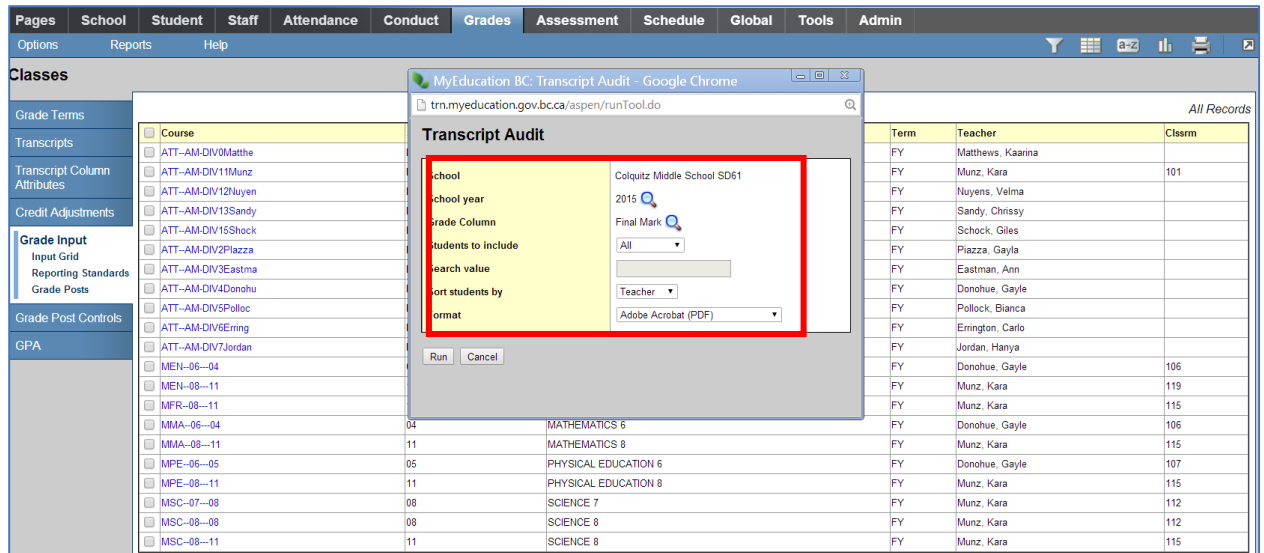
Grade Post Verification

Grading Term: Tri 3
Post Type: Term grades for all students
Grade: Final Mark

Course	Description	Teacher	Students	Grades	Posted On	Posted By
ATT--AM-DIV4Donohu	AM Attendance	Donohue, Gayle	26		Not Posted	
MEN--06--04	ENGLISH LANGUAGE ARTS 6	Donohue, Gayle	1		Not Posted	
MMA--06--04	MATHEMATICS 6	Donohue, Gayle	1		Not Posted	
MPE--06--05	PHYSICAL EDUCATION 6	Donohue, Gayle	1		Not Posted	
XAT--06CRL-04	GRADE 6 CORE COURSES	Donohue, Gayle	1		Not Posted	
XDPA--06F--04	DAILY PHYSICAL ACTIVITY 6	Donohue, Gayle	1		Not Posted	
ATT--AM-DIV3Eastma	AM Attendance	Eastman, Ann	25		Not Posted	
ATT--AM-DIV6Erring	AM Attendance	Errington, Carlo	25		Not Posted	
ATT--AM-DIV7Jordan	AM Attendance	Jordan, Hanya	24		Not Posted	
ATT--AM-DIV8Mathe	AM Attendance	Mathews, Kaarina	1		Not Posted	
ATT--AM-DIV11Munz	AM Attendance	Munz, Kara	25		Not Posted	
MEN--08--11	ENGLISH LANGUAGE ARTS 8	Munz, Kara	25		07/30/2015 01:38 PM	Janzen61
MFR--08--11	FRENCH 8	Munz, Kara	25		06/15/2015 11:13 AM	
MMA--08--11	MATHEMATICS 8	Munz, Kara	25		Not Posted	
MPE--08--11	PHYSICAL EDUCATION 8	Munz, Kara	25		07/29/2015 03:47 PM	Janzen61
MSC--07--08	SCIENCE 7	Munz, Kara	25		07/30/2015 11:41 AM	Janzen61
MSC--08--08	SCIENCE 8	Munz, Kara	25		Not Posted	
MSC--08--11	SCIENCE 8	Munz, Kara	25		Not Posted	
XAT--08CRL-11	GRADE 8 CORE COURSES	Munz, Kara	25		Not Posted	
XDPA--08F--11	DAILY PHYSICAL ACTIVITY 8	Munz, Kara	25		Not Posted	
ATT--AM-DIV12Nuyen	AM Attendance	Nuyens, Velma	25		Not Posted	

c. Run the Transcript Audit Report

- Grades Top Tab>Reports Drop Down window>**Transcript Audit**
- Select the **Grade Column**
- Select the **sort order** (Teacher)
- Click **Run**



The screenshot shows the MyEducation BC interface with the Transcript Audit window open. The window has the following fields:

- school:** Colquitz Middle School SD61
- school year:** 2015
- grade column:** Final Mark
- students to include:** All
- search value:** (empty)
- sort students by:** Teacher
- format:** Adobe Acrobat (PDF)

Buttons for "Run" and "Cancel" are visible at the bottom of the window. The background shows a list of classes with columns for Term, Teacher, and Ctsrsm.

The result will be a list of students who do not have a mark for the selected grade column.

Communication with the teacher can then take place.

Greater Victoria		Colquitz Middle School SD61		
Transcript Audit				
Page 14		July 30, 2015		
Column: Final Mark School Year: 2014-2015				
Teacher	Student - YOG	Section	Description	S.Term
	Troughton, Somer - 2021	ATT--AM-DIV5Polloc	AM Attendance	FY
	Tuttle, Russ - 2021	ATT--AM-DIV5Polloc	AM Attendance	FY
	Vaz, Conny - 2021	ATT--AM-DIV5Polloc	AM Attendance	FY
	Wollner, Lennette - 2020	ATT--AM-DIV5Polloc	AM Attendance	FY
	Woodworth, Pam - 2020	ATT--AM-DIV5Polloc	AM Attendance	FY
Sandy, Chrissy	Affi, Elaine - 2020	ATT--AM-DIV13Sandy	AM Attendance	FY
	Donaldson, Suman - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Eastwood, Sarwan - 2020	ATT--AM-DIV13Sandy	AM Attendance	FY
	Gammon, Silvana - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Habib, Renda - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Kenwood, Bernadine - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Laval, Nina - 2020	ATT--AM-DIV13Sandy	AM Attendance	FY
	McKeachie, Bridget - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Pantella, Seeta - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Plaxton, Tatiana - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Prevost, Marin - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY
	Raine, Harmony - 2019	ATT--AM-DIV13Sandy	AM Attendance	FY


d. Printing/Publishing Report Cards

When the school is satisfied all marks have been posted report cards can then be run.
 Student Top Tab>Reports Drop Down Menu>Report Cards>***Middle Years and Secondary***

- Report Card Type=***Middle***
- Verify School Year
- Select the current term
- Select the desired sort order
- Make all other selections as required

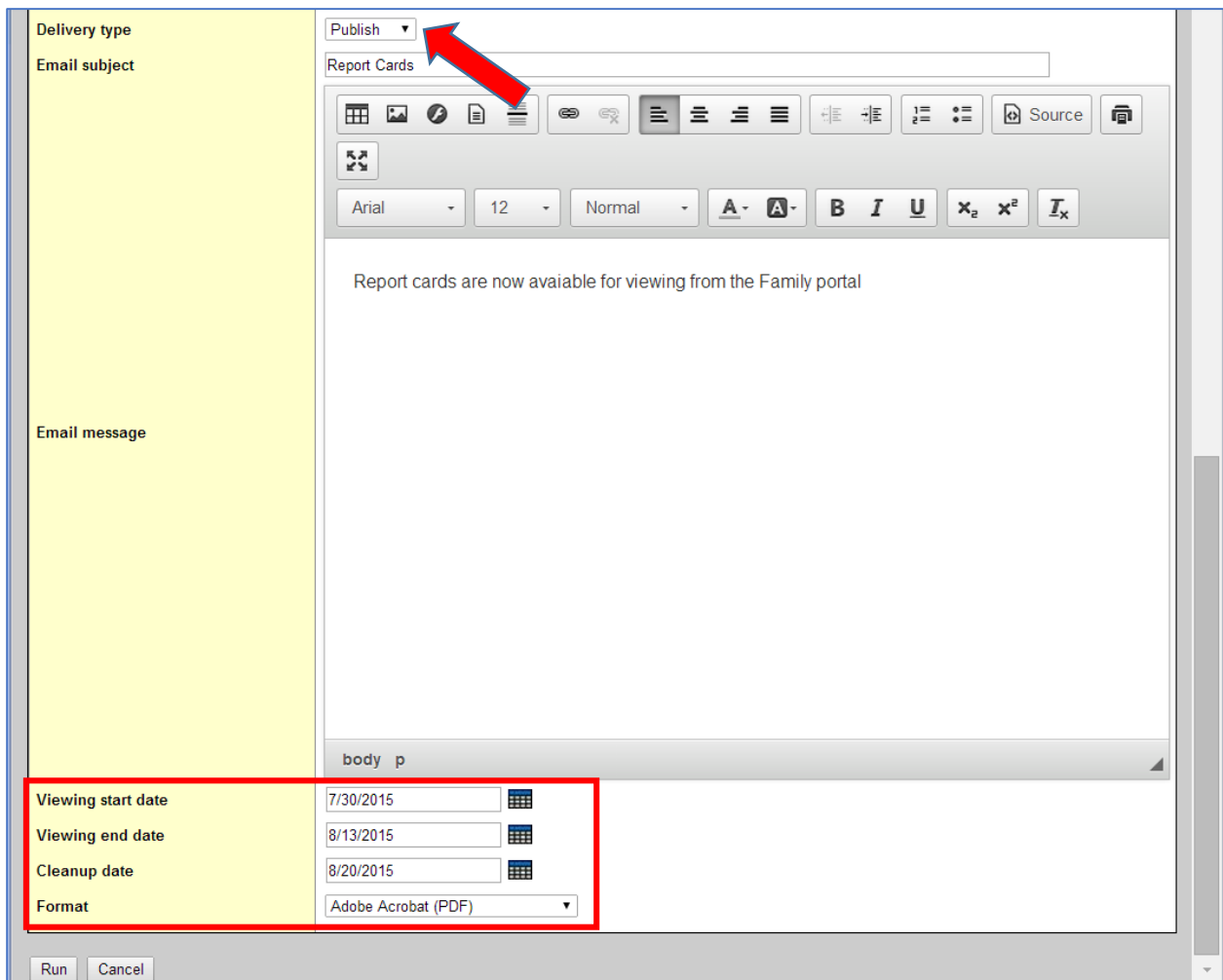
Report Cards - Middle Years and Secondary

Report Card Type	Middle ▾
School year	2015 🔍
Term	Tri 3 🔍
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort students by	Homeroom ▾
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input type="checkbox"/>
First Name Format	Preferred ▾
Last Name Format	Usual ▾
Suppress Course Teacher Name	<input type="checkbox"/>
French Language	<input type="checkbox"/>
Display Final Mark Column	<input checked="" type="checkbox"/>
Display School Final Exam	<input type="checkbox"/>
Include Blended Mark if Available	<input type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Print Info Page	<input type="checkbox"/>
Display Attendance Summary	<input checked="" type="checkbox"/>
Display School Message	<input checked="" type="checkbox"/>
Teacher Signature Required	<input checked="" type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Include Term Comments	<input checked="" type="checkbox"/>
Display GPA	<input type="checkbox"/>
Include Behaviour, Attitudes and Social Responsibility	<input type="checkbox"/>
Print on Legal Size Paper	<input type="checkbox"/>







When family and student portal accounts are created schools will have the option to publish report cards for viewing from within the portal.

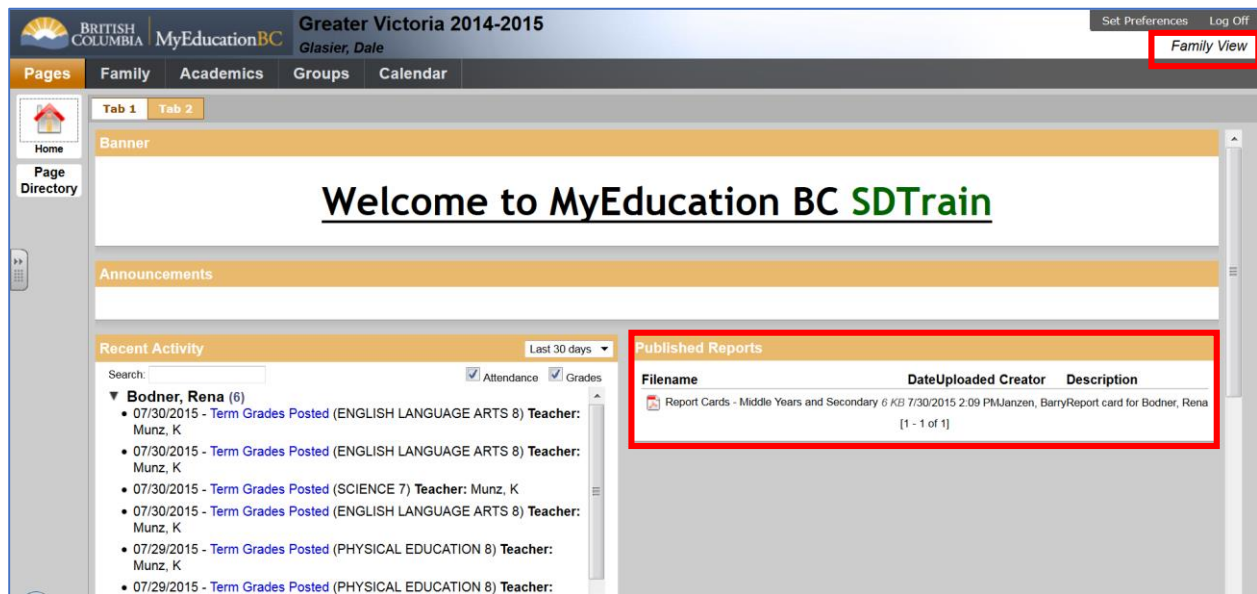
- To **print** report cards set **delivery type** to **blank**.
- To **publish** report cards to the portal set **delivery type** to **Publish**
- Enter in an email message that will automatically be sent to notify contacts designated to receive emails that report cards are available for viewing/downloading, for a specified time period, within the portal.
- Click **Run**



The screenshot shows a web-based interface for publishing report cards. On the left, there are labels for 'Delivery type', 'Email subject', and 'Email message'. The main area contains a 'Publish' dropdown menu (indicated by a red arrow), a text input field for 'Report Cards', a rich text editor toolbar, and a preview window showing the text 'Report cards are now available for viewing from the Family portal'. At the bottom, a red box highlights the following fields:

Viewing start date	7/30/2015	
Viewing end date	8/13/2015	
Cleanup date	8/20/2015	
Format	Adobe Acrobat (PDF)	

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



Greater Victoria 2014-2015
 Glasier, Dale

Set Preferences Log Off
Family View

Pages Family Academics Groups Calendar

Home Page Directory

Tab 1 Tab 2

Banner

Welcome to MyEducation BC SDTrain

Announcements

Recent Activity Last 30 days

Search: Attendance Grades

▼ Bodner, Rena (6)

- 07/30/2015 - Term Grades Posted (ENGLISH LANGUAGE ARTS 8) Teacher: Munz, K
- 07/30/2015 - Term Grades Posted (ENGLISH LANGUAGE ARTS 8) Teacher: Munz, K
- 07/30/2015 - Term Grades Posted (SCIENCE 7) Teacher: Munz, K
- 07/30/2015 - Term Grades Posted (ENGLISH LANGUAGE ARTS 8) Teacher: Munz, K
- 07/29/2015 - Term Grades Posted (PHYSICAL EDUCATION 8) Teacher: Munz, K
- 07/29/2015 - Term Grades Posted (PHYSICAL EDUCATION 8) Teacher: Munz, K

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary 6 KB	7/30/2015 2:09 PM	Janzen, Barry	Report card for Bodner, Rena

[1 - 1 of 1]

Figure 1 Family Portal home page after a report card has been published

7. Using the Transcript Side Tab to Identify Students at Risk

- Create a custom field set to include the desired field such as Term 2 Grade and/or Final.
- Sort the list to group the list by student name, course, teacher, grade, etc.
- Export as a CSV to save or print

Query the list to view only student failing or in danger of failing a course in a given term.

Based on the results of the above query, perform a group quick report to group students and courses in which they are not passing together.

8. Other Reports

Grades Distribution

- Grades Top Tab>Transcripts Side Tab>Reports Drop Down Window>**Grades Distribution**
- Choose the Transcript column
- Choose the courses and students to include
- Choose the sort order
- Click **Run**

Greater Victoria		Grade Distribution												Colquitz Middle School SD61	
Page 1		Final Mark - 2015												July 31, 2015	
	Total	A	B	C+	C	C-	F	TS	RM	I	AEG	W	WR	SG	
6161068 - Colquitz Middle School SD61	72	46	26												
	%	63.9	36.1												

Blank Grading Sheets

- Grades Top Tab>Grade Input Side Tab>reports Drop Down Window>**Blank Grading Sheets**
- Select the number of columns
- Select the **Sections to include**: Run for a single teacher or for all classes
- Enter a search value if identifying a single teacher
- Choose the **sort** order
- Click **Run**

Blank Grading Sheet

School year	2015
Number of columns	10 (portrait) ▼
Display blank row after each student?	<input type="checkbox"/>
Sections to include	Teacher ▼
Search value	Donohue
Include study sections	<input type="checkbox"/>
Sort results by	Teacher ▼
Format	Adobe Acrobat (PDF) ▼

Page 4	Grading Sheet		July 31, 2015	
Schedule: 1(1)	ATT--AM-DIV4Donohu: AM Attendance		Term: FY	
Student Name				
Addey, Celeste				
Ambrose, Sam				
Arnell, Wuanita				
Ashraf, Alina				
Calla, Almira				
Callison, Scott				
Cauffield, Ashleigh				
Elder, Monique				
Espinosa, Steve				
Garnier, Ayin				
Gates, Patsy				
Halle, Eben				
Homenuke, Mahinder				
Konrad, Michael				
LaBonte, Britta				
Lake, Tom				
Lundquist, Ginny				
Penrose, Suzy				
Rex, Skye				
Rome, Cec				
Santarossa, Sareh				
Simon, Narissa				
Slade, Leon				
Spillsbury, Marina				
Tilus, Doll				
Turner, Earlene				

Student Achievement Data Extract (SADE)

Student Top Tab>Reports Drop Down Menu> **Student Achievement Data Extract or Student Achievement Data Extract Exemptions**

Please see the Ministry website for details on SADE data collection:

<https://www.bced.gov.bc.ca/datacollections/sade/>

9. Glossary of Terms:

- **Transcript Definitions:** These are set up at the enterprise level and define the columns of information that will be collected for report cards (ex. Term grade, work habit, comment, final mark). These are attached to all courses in the school.
- **Schedule Terms:** Duration of a course (ex. Full year, semester, 9-week, etc.). These are attached to course *sections*.
- **Grade Terms:** Used to define how many times you collect grades and issue report cards. (ex. If you send report cards home four times per year, you will have four grade terms).
- **Transcript:** The record of all student grade information. The transcript will display both historic and current year marks.
- **Post grades:** Refers to the action of formalizing the mark as a term mark to appear on the report card. This action creates a transcript record on the student transcript screen.
- **Grade Post Controls:** This refers to the window of time that teachers have to enter marks at the end of the term. They are initially created during grade input preparation, but dates may be adjusted to restrict or allow additional time for grade entry and posting.