MYEDUCATION BC GRADES MANAGEMENT USER GUIDE

Grades Management

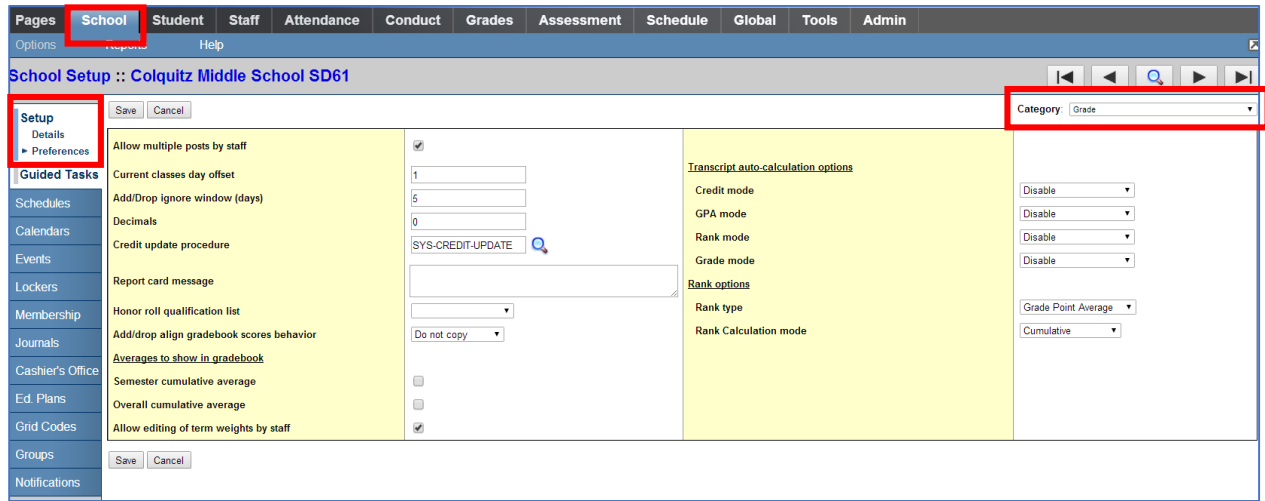Contents:

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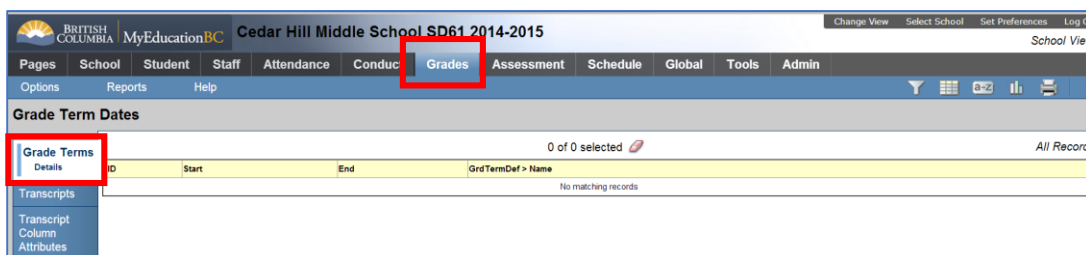
Overall cumulative average: check to enable a full year running average column for students, based on assignments, not term grades, in the staff view for teachers.

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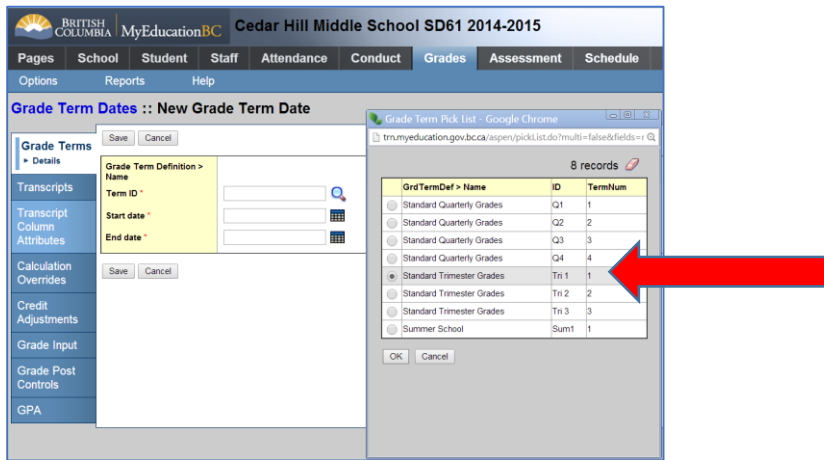
b. Preparing Grade Terms

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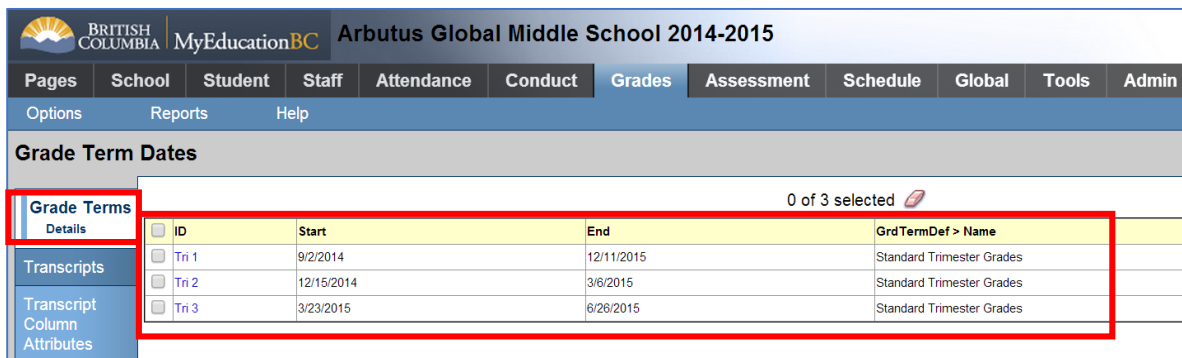
- Enter the start date and end date for the trimester.
- Click *Save*

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:
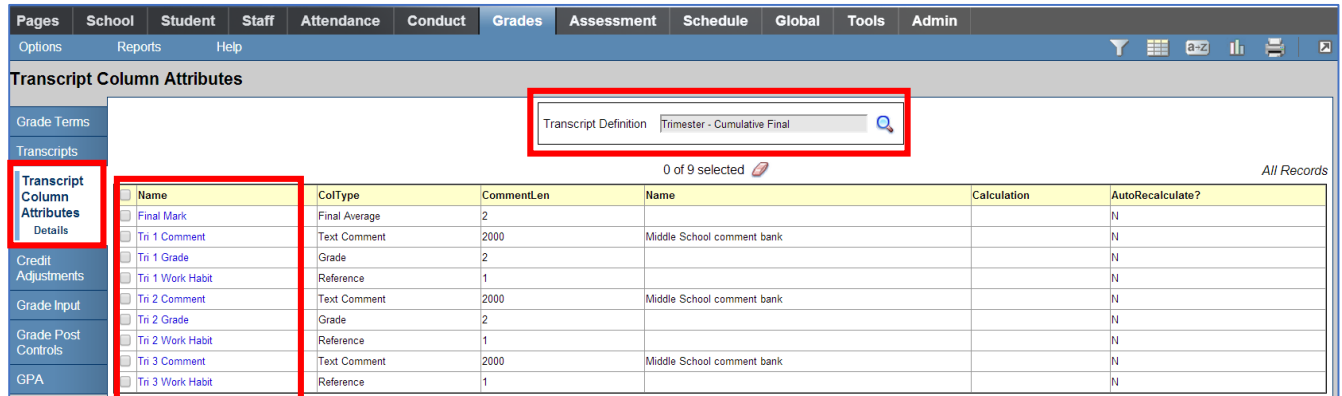
c. Transcript Column Attributes

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

- 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 <u>transcript definition</u> 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**.
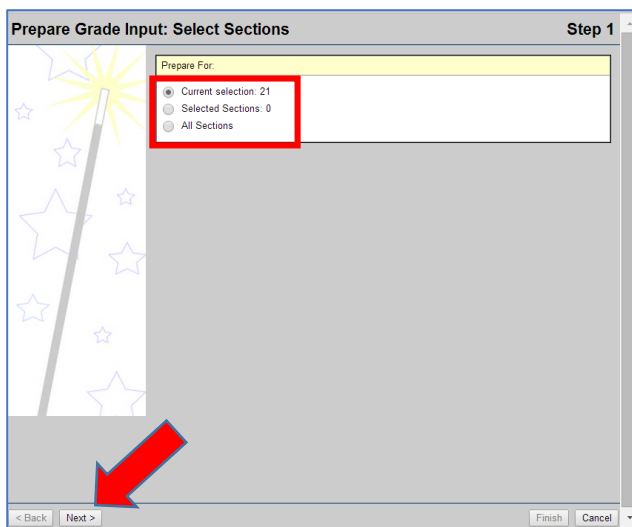
Step 1 of the Wizard

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

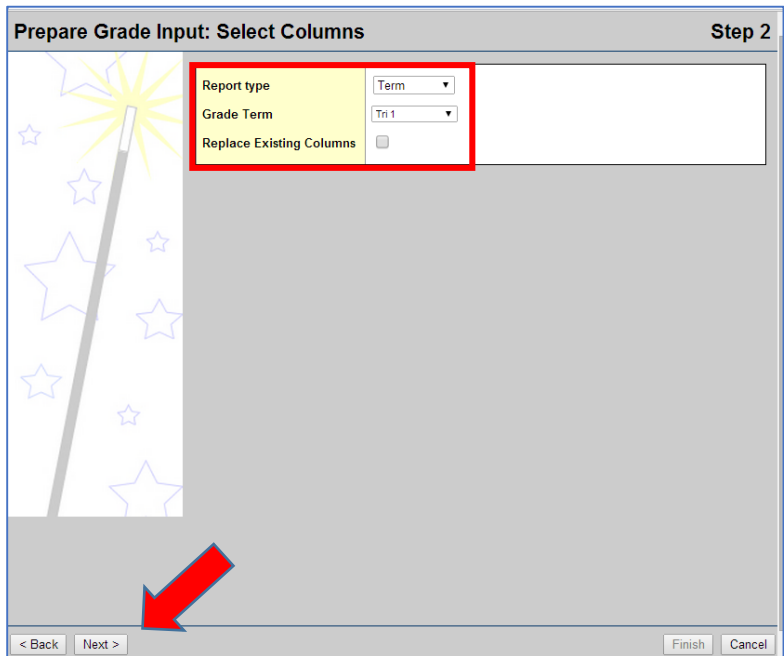From the **Report Type** dropdown, select **Term**.

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.
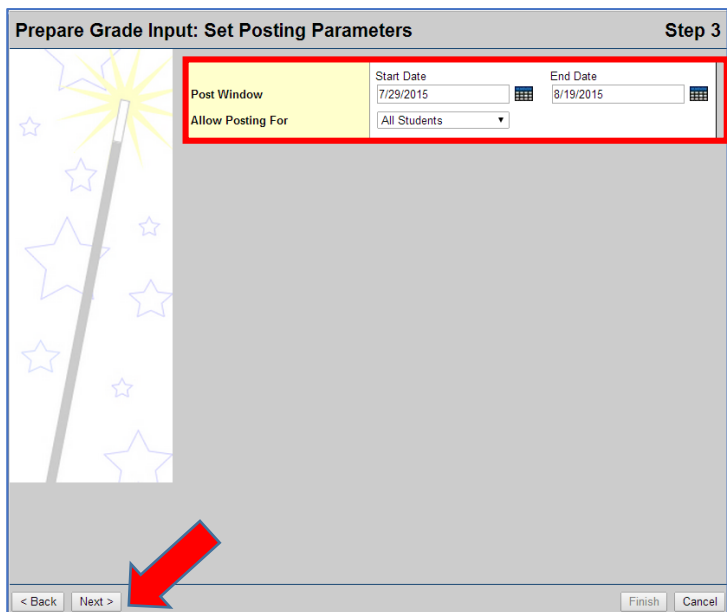
Prepare Grade Input: Select Columns   **Step 2**

Report type   Term

Grade Term   Tri 1

Replace Existing Columns

< Back   Next >   Finish   Cancel

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.
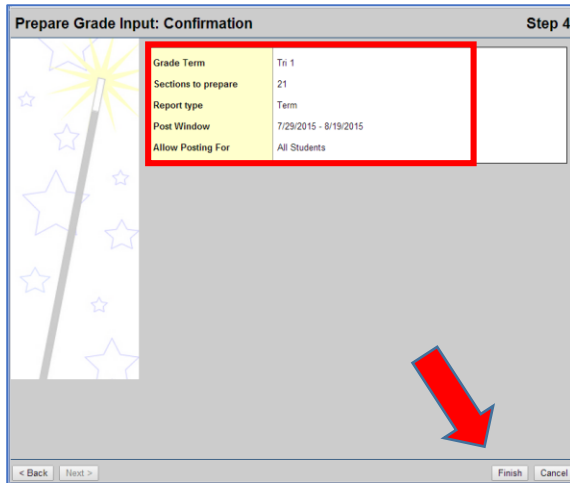
Allow Posting for All Students

Click *Next*

Prepare Grade Input: Set Posting Parameters   **Step 3**

                 Start Date   End Date

Post Window   7/29/2015   8/19/2015

Allow Posting For   All Students

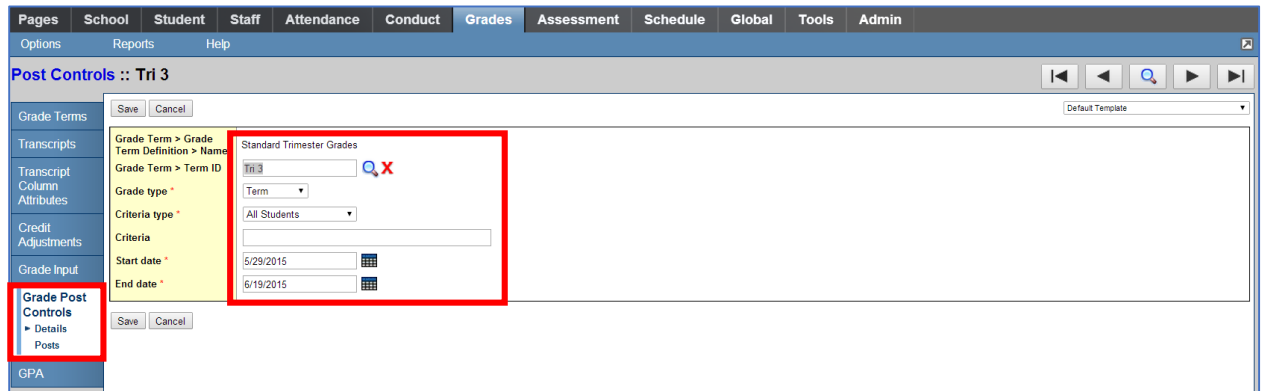< Back   Next >   Finish   Cancel

Step 4 of the Wizard

This is a confirmation screen.

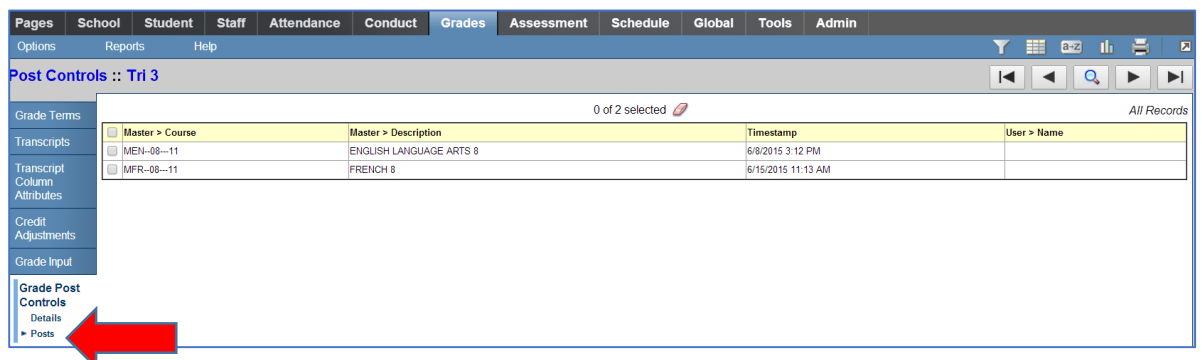Click *Finish* to complete the **Prepare Grade Input** process.

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.*
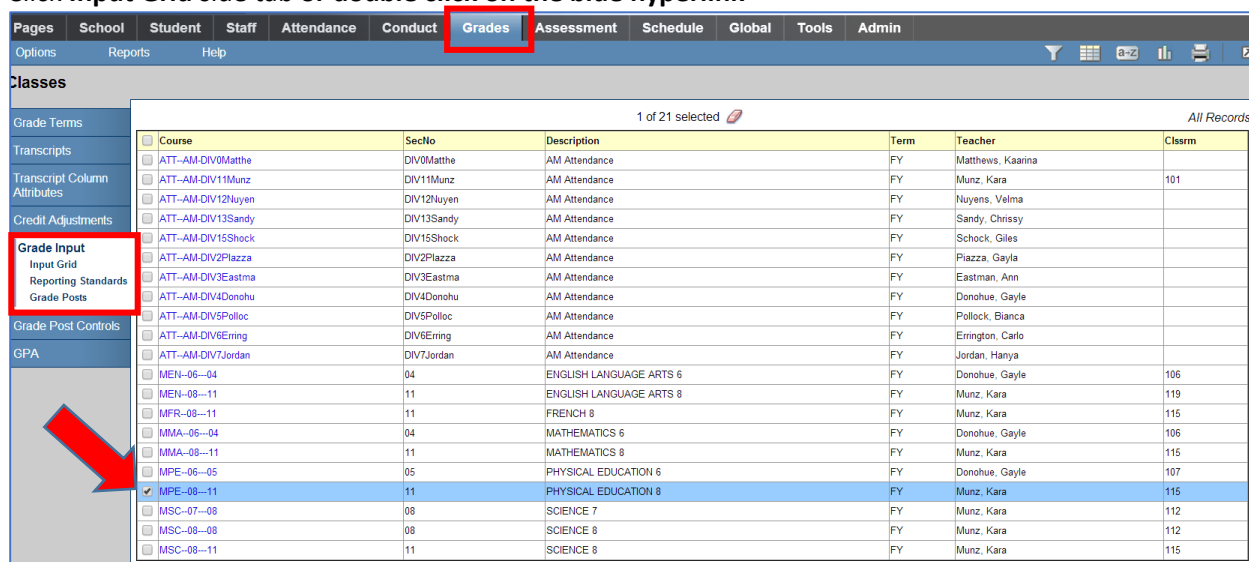
2. Entering Grades for a Teacher

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**

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.

Enter Term Comments

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

MyEducation BC: Edit Text Comment - Mozilla Firefox

trn.myeducation.gov.bc.ca/aspen/textCommentEdit.do?std=stdX2000473269&colClass=GCD0000005t1Bk&deploymentId=a

Student	Moisey, Rusty

Type in this text box or click on the black triangle in the upper right corner to open the comment bank

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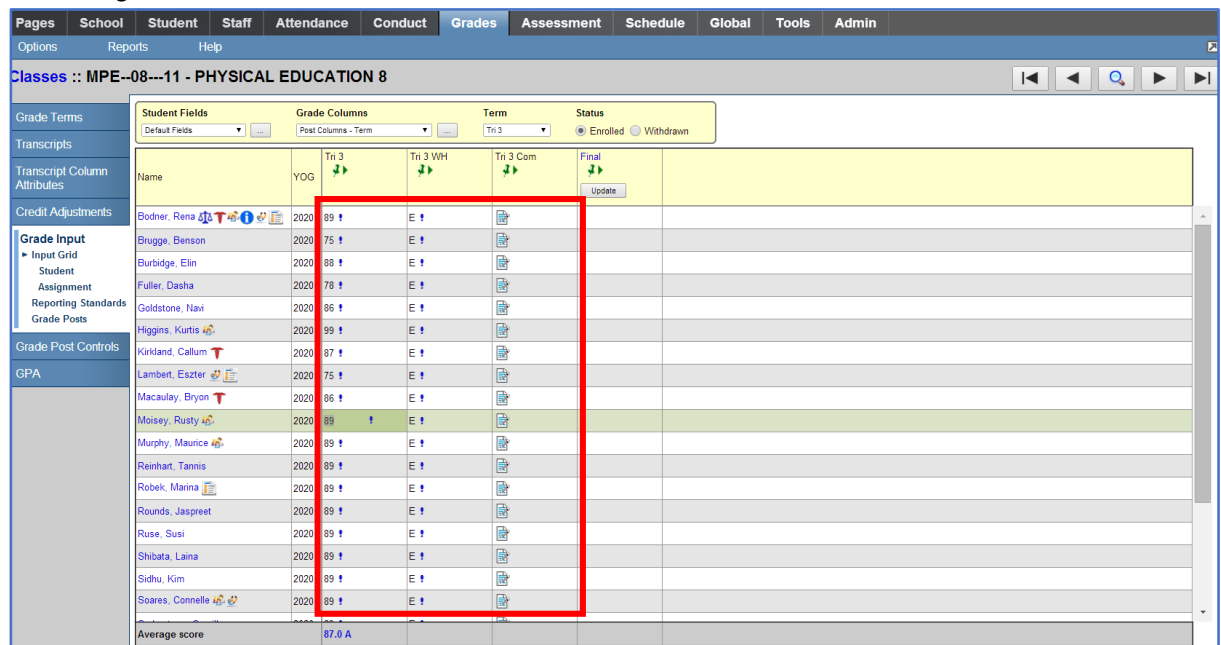
- Select the comment category
- Click the comment to add it to the text box (multiple comments can be added)
- Click *OK*
- Use *Control>D* to fill in the same comments to all field in the column below

> *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!*
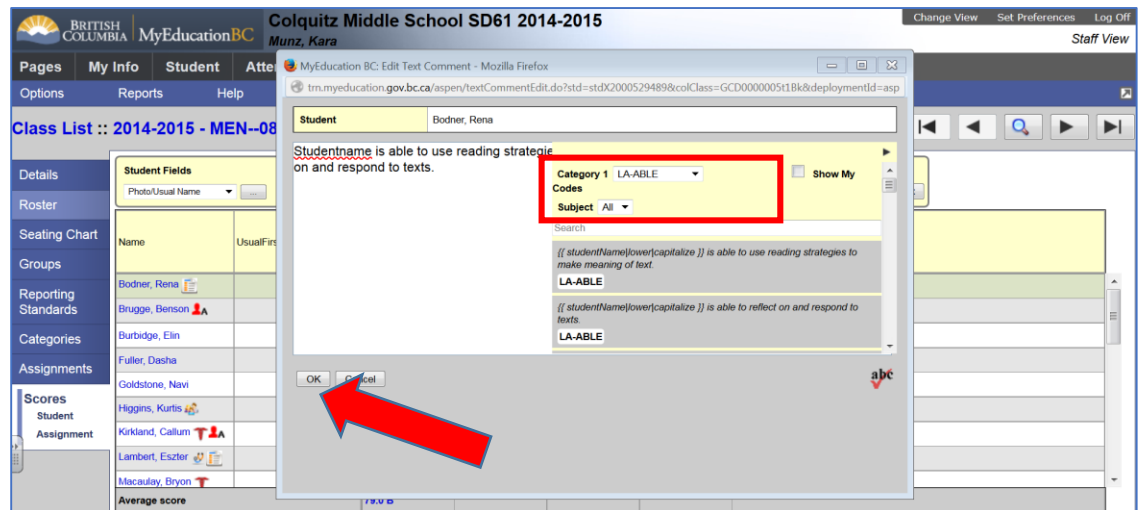
Blue Exclaimation marks indicate that someone other than the gradebook owner (Teacher) has posted marks for this class. These exclamation marks will appear in the teachers gradebook.
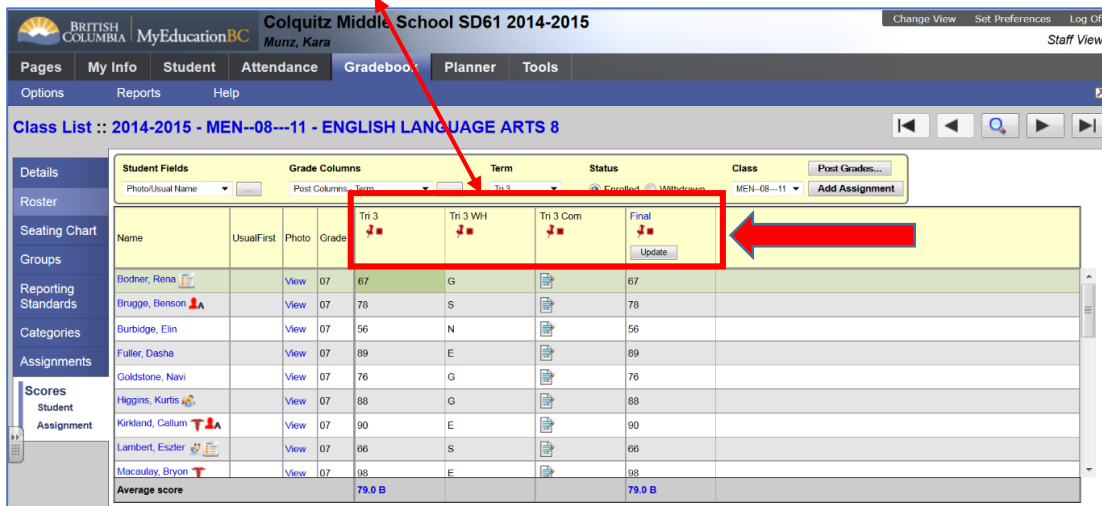
Options > Post Grades and complete the Popup:

- 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

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.

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*

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*

- 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*
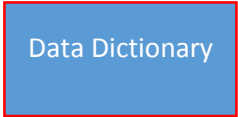
4. Viewing and Editing Transcript Records for All Students

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*

Data Dictionary

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

- 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*

MyEducationBC

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

Options	Reports	Help

Transcripts

Grade Terms

Transcripts
  Details

Transcript Column Attributes

Credit Adjustments

Grade Input

Grade Post Controls

GPA

0 of 25 selected

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

Update Gradebooks from ...

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

Update Gradebooks from Transcript

Column	Final Mark
Transcript Definition	Trimester - Cumulative Final

Update For

○ Current selection: 25
○ Current Year
○ All Transcripts
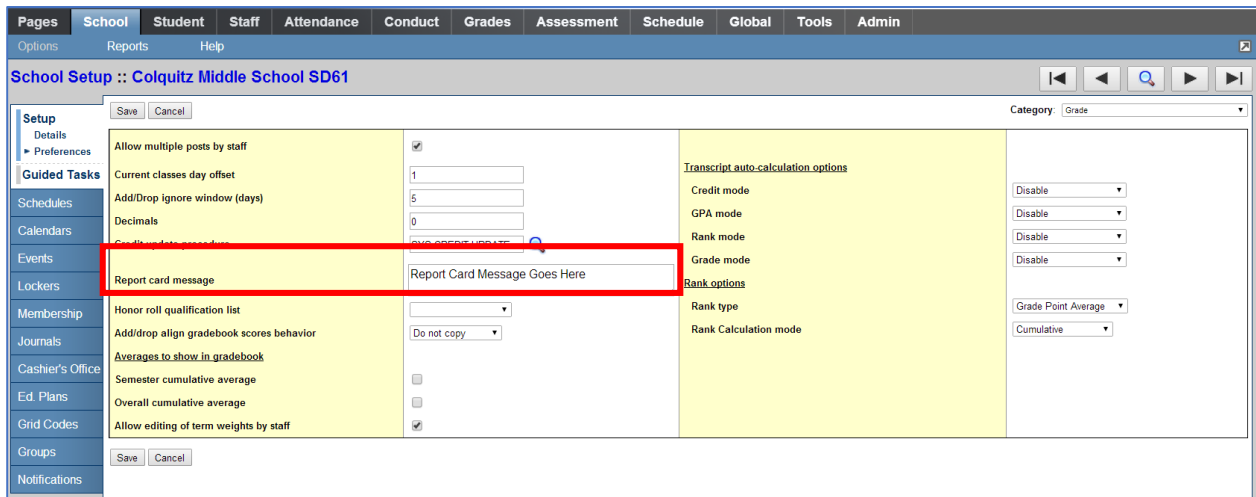
OK   Cancel

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

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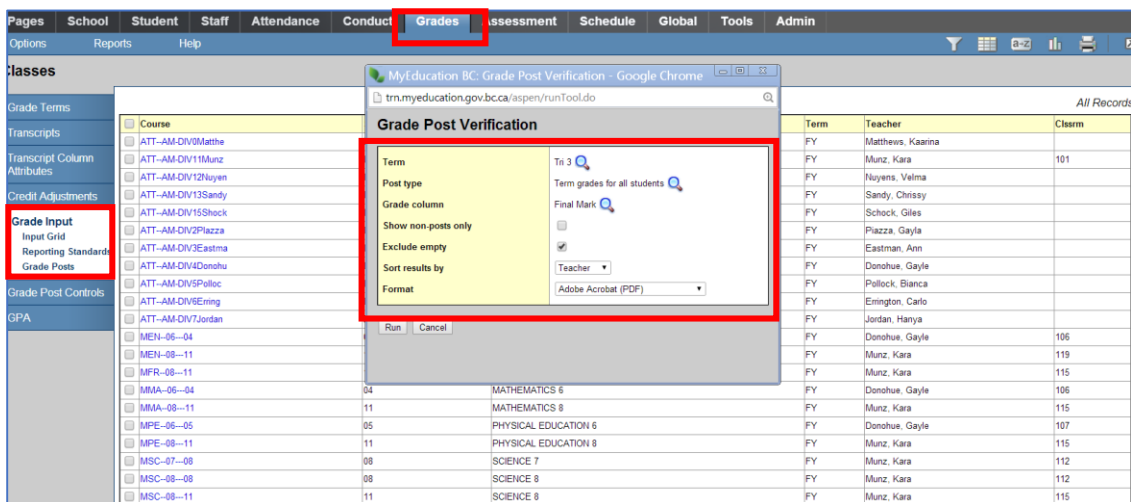
- ***School Top Tab>Setup Side Tab>Preferences Leaf>Category Drop Down>Grade***
- Type in the message to appear on the report card. This may be customized for each term.
- Click ***Save***

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

Grade Post Verification

Page 1   July 30, 2015

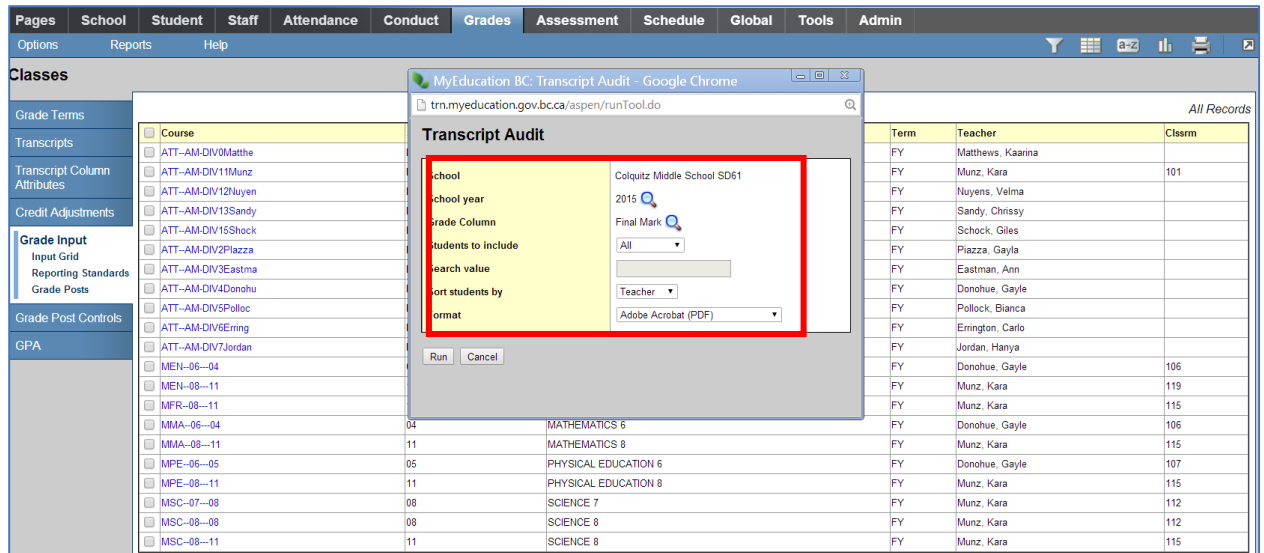|						
Grading Term:	Tri 3					
Post Type:	Term grades for all students					
Grade	Final Mark					

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-DIV0Matthe	AM Attendance	Matthews, 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	bjanzen61
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	bjanzen61
MSC--07---08	SCIENCE 7	Munz, Kara	25		07/30/2015 11:41 AM	bjanzen61
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-06F--11	DAILY PHYSICAL ACTIVITY 6	Munz, Kara	25		Not Posted	
ATT--AM-	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 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.

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	Afifi, Elain - 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
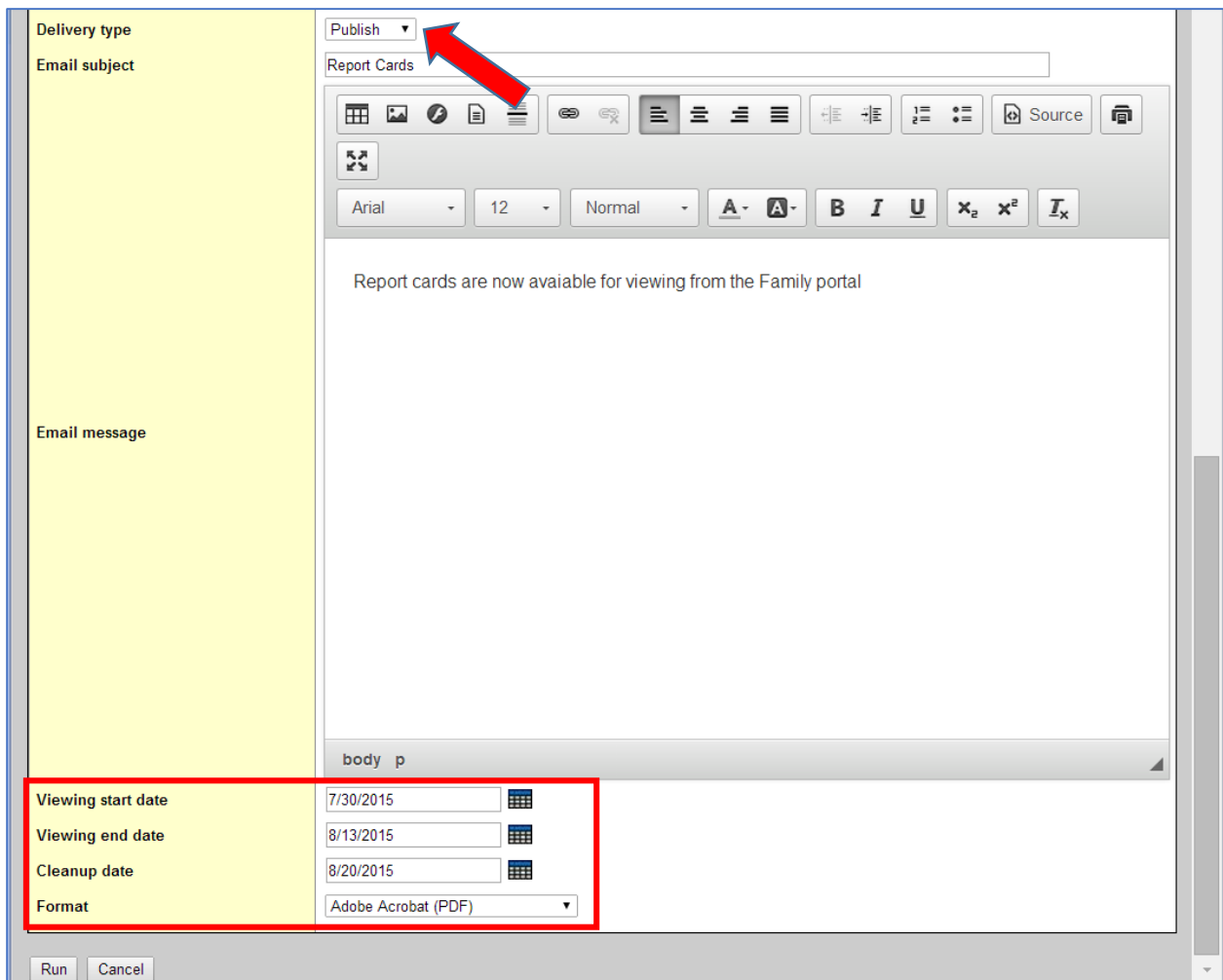- Select the desired sort order
- Make all other selections as required

Report Cards - Middle Years and Secondary

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

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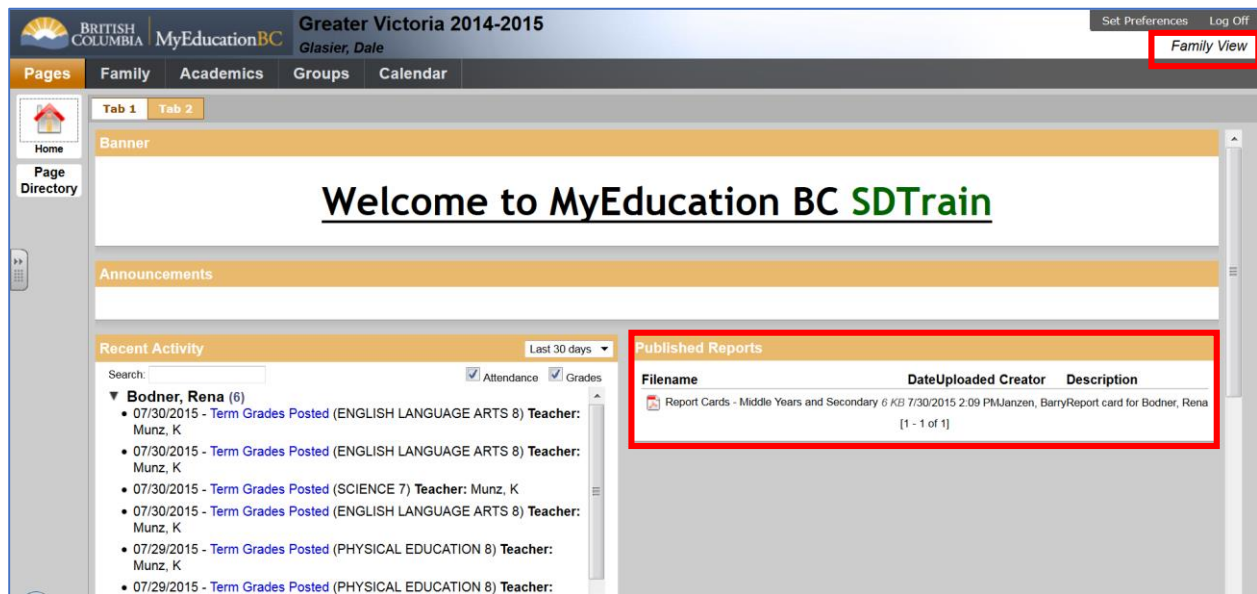
- To **print** report cards set **delivery type** to *blank*.
- To **publish** report cards to the portal set **delivery type** to *Publish*
- Enter in an email message that will automatically be sent to notify contacts designated to receive emails that report cards are available for viewing/downloading,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

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**

	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											

Greater Victoria — Colquitz Middle School SD61
Grade Distribution
Final Mark - 2015
Page 1 — July 31, 2015

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?	☐
Sections to include	Teacher
Search value	Donohue
Include study sections	☐
Sort results by	Teacher
Format	Adobe Acrobat (PDF)

Run   Cancel

| 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								
Caulfield, Ashleigh								
Elder, Monique								
Espinosa, Steve								
Garnier, Ayrin								
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								
Spilsbury, Marina								
Titus, Dolfi								
Turner, Earlene								

Student Acheivement Data Extract (SADE)

Student Top Tab>Reports Drop Down Menu> *Student Acheivement Data Extract or Student Acheivement 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.