

Term Marks @Kool

1. Enter your course Gradebook. Change Grade columns and term to the following.

Grade Columns	Term
Post Columns - Term ▼	All ▼

2. Enter the “marks” in the term you are working in (i.e. Q2 Grade, Q2 WH, Q2 Com)

Q1 Com ↕▶	Q2 Grade ↕▶	Q2 WH ↕▶
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3. Send the marks to the office by Posting the grades by clicking on

Post Grades...

Post Grades - Google Chrome

<https://sdt.myeducation.gov.bc.ca/asp/staffPost>

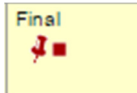
Post Grades

Class	MEN-08-01 ENGLISH LANGUAGE ARTS 8
Post course dates	<input type="checkbox"/>
Grade Term	Q2 ▼
Grades to post	Term grades for all students ▼

OK Cancel

Final Marks @Kool

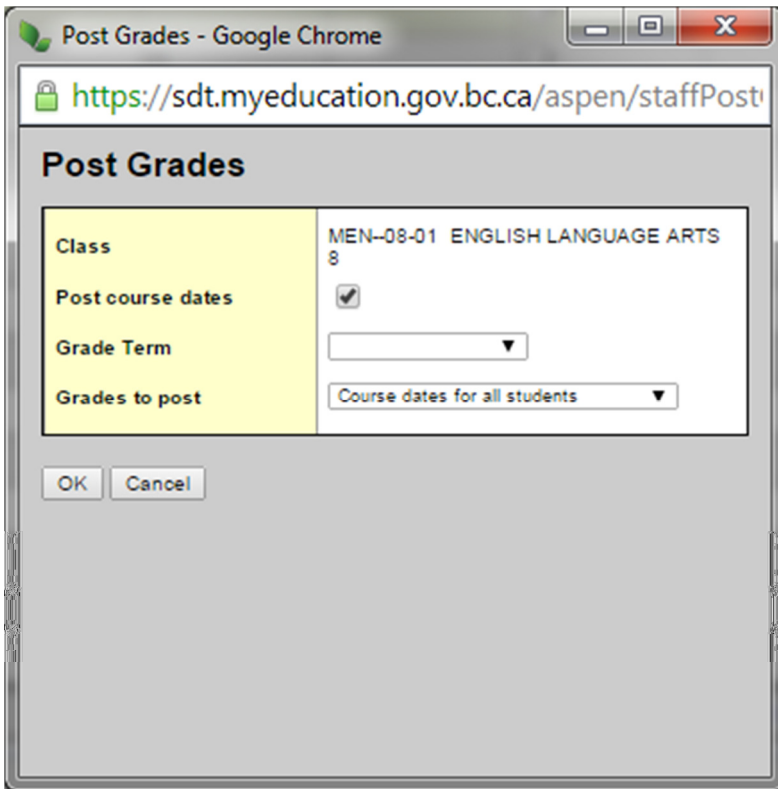
1. When a student “finishes” the course enter this mark in the “FINAL” column



2. Ensure the completion date is populated:

Completion
23/01/2015
23/01/2015

3. Send the completion date to the transcript by clicking on **Post Grades...**



4. Send the final mark to the office by Posting the grade by clicking on

Post Grades...

The screenshot shows a web browser window with the following content:

- Browser title: Post Grades - Google Chrome
- Address bar: <https://sdt.myeducation.gov.bc.ca/asp/staffPost>
- Page title: **Post Grades**
- Form fields:
 - Class**: MEN-08-01 ENGLISH LANGUAGE ARTS 8
 - Post course dates**:
 - Grade Term**: Q4
 - Grades to post**: Term grades for all students
- Buttons: OK, Cancel