



High School Report Cards

Part 1 – Grade Entry (a class at a time)

1. From your 'Pages' top tab, click on the computer next to the subject on which you are working on

Teacher Classes

Previous Monday, January 9

Classes Meeting	Attendance	Posted	Grades
8:30 AM 1 - MSC--10-001 - SCIENC...			

2. Once your new screen opens, be sure to switch your grade columns to **Post Columns – Term**, Change your **Term** to the term you are reporting on and **Status**: Enrolled

Options Reports Help

Grade Columns Term Display Status Class

Post Columns - Term Q2 Grade Color  Enrolled  Withdrawn MSC--10- Update Post Columns... Post Grades...

Name	YOG	Q2	Q2 Grade	Q2 WH	Q2 Com	Final
	2019					
	2019					
	2018					
	2019					
	2019					

3. Enter the term grades in the appropriate (Q1, Q2, Q3, or Q4) Grade column. If you are a user of the MyEd Gradebook and you want the software to “push” grades into the grade column refer to: [Updating Post Columns \(Placing Marks on Report Card\) v2.pdf](#) document


Notes:

- i. Q1 & Q3 grade column. If a student’s mark is between 0% and 49% the software automatically converts this percentage to an “I” (as per Ministry Reporting Order). If you want the percentage to appear on the report card, that value will need to be placed in the comment.
- ii. Discuss with your school administration how you / your school will handle note1.

4. Enter the final mark, if it appears, in the **Final** column. Note: Final Mark column will appear at the end of Q1 (for mosaic rotations) Q2 for semester courses, Q3 for mosaic rotations and Q4 for semester / full year courses.

5. Enter the work habits in the WH column **Q1 WH** (use “G”, “S”, or “N”) Make sure that you are using CAPITAL LETTERS.

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6. Enter comments in the **Q1 Com** column. Click on the . A popup will occur.  
Method: Using individual comments:

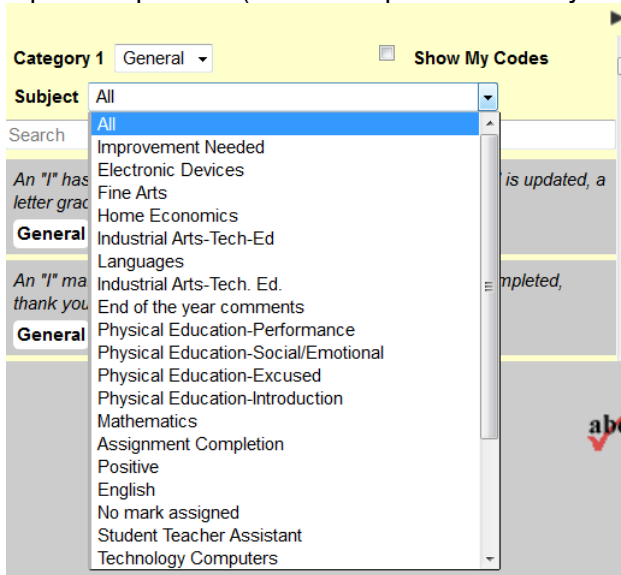


Method: Using Comment Banks:

i. Open comment bank:



ii. Open the pick list (this will depend school by school)



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iii. Click on the comment you want to use

**Category 1** General  **Show My Codes**

**Subject** Mathematics

Search

*Practice at home focusing on time-tables, fractions and negative numbers would give this student more confidence in class. **Click on the comment you want to use***

General Mathematics

*Your questions demonstrate an insight into the mathematical concepts being discussed.*

General Mathematics

iv. Read the comment.

Practice at home focusing on time-tables, fractions and negative numbers would give this student more confidence in class.

**Read the comment**

v. If you want to select additional comments go back to ii and repeat. Click on “OK” when finished.

vi. When done entering comments you should see an icon like this:



7. Change **Status** from Enrolled to Withdrawn

Grade Columns		Term	Display	Status	Class		
Post Columns - Term		Q2	<input checked="" type="radio"/> Grade <input type="radio"/> Color	<input type="radio"/> Enrolled <input checked="" type="radio"/> Withdrawn	MSC--10-	<input type="button" value="Update Post Columns..."/> <input type="button" value="Post Grades..."/>	
Name	YOG	Q2	Q2 Grade	Q2 WH	Q2 Com	Final	

**Check with the school office to determine if you will be reporting for the term for withdrawn students.** If you are, enter term grades, effort grades (work habits), comments, and final marks, where appropriate as per steps 3 to 5.



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**Part 2 – Previewing/Reviewing Grades/Comments/Work Habits**

**Gradebook Top Tab, Select BC Marks Verification with Comments**

Reports ▾ Help ▾ Search on Term

- BC Marks Verification with Comments
- Blank Grading Sheet
- Grade Input Sheets
- Scheduling Reports ▶
- Class Lists
- Quick Chart
- Quick Report
- My Job Queue...

Options ▾ Reports ▾ Help ▾ Search on Term [magnifying glass] [funnel] [a-z] [bar chart]

<input type="checkbox"/>	Course	Description	Classrm
<input type="checkbox"/>	YED--1A-001	TEACHER ASSISTANT 11	
<input type="checkbox"/>	MSC--10-001	SCIENCE 10	
<input type="checkbox"/>	MSC--10-002	SCIENCE 10	

**BC Marks Verification with Comments**

Term: Q1 **1. Select the term**

Sections to include: Current selection ▾

Format: Adobe Acrobat (PDF) ▾

**2. Click Run**

If corrections are needed return to **Part 1** and make the necessary changes.

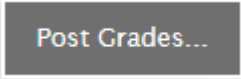
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**Part 3 – Posting Marks (a class at a time)**

When you have finished entering all of your term grades (and final grades), work habits, and comments you can post your grades.

**Note: when you post your grades, this “mark” will appear in the portal for parents and students to view. Therefore, Post Grades on the date they are due, NOT before this date.**

Grade Columns		Term	Display	Status	Class	Update Post Columns...		Post Grades...
Post Columns - Term		Q2	<input checked="" type="radio"/> Grade <input type="radio"/> Color	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MSC--10.			
Name	YOG	Q2 Grade	Q2 WH	Q2 Com	Final			
Change to correct term								
		64	G		74			
		60	G		64			
		43	G		43			



1. Click  A popup will occur:

**Post Grades**

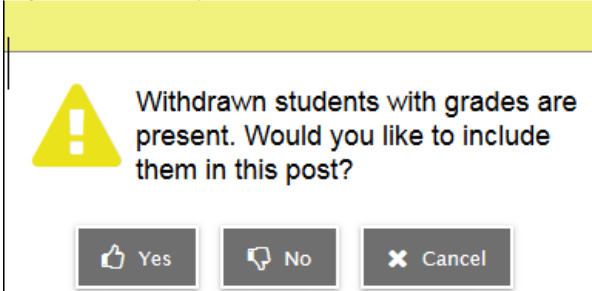
Class: MSC--10-001 SCIENCE 10

Grade Term: Q2 **1. Change term if needed**

Grades to post: Term grades for all studen

OK  Cancel **2. Click OK**

2. If you entered (or had marks entered in Part 1 - #7) a dialogue box will appear:



Yes – means send ALL marks entered in Part 1 # 7 to the report card  
NO – means do not send any marks entered in Part 1 #7 to the student’s report card

3. When finished, the push pins should change from green to red:

Q2 Grade	Q2 WH	Q2 Com	Final