



Student Submission of Work for Assessment

Assumption #1: Teacher has already configured their [gradebook for assignment entry](#).

Assumption #2: Students at your school have accounts for MyEducation BC

Part 1 – Teacher Enters Assignment in Gradebook

Step 1. Add the assignment and configure the assignment for online submission (see #7, #8, #9 in the graphic below)

The screenshot shows the 'Assignment - Mozilla Firefox' window with the URL `stg01.canadacentral.cloudapp.azure.com/aspen/assignmentDetailPopup.do?prefix=GCD&context=gradebook.assignmentDetail&readOnly=false&hideTopButtons=true&deployme...`. The interface includes tabs for 'General', 'Portal Description', and 'Students'. The 'General' tab is active, showing fields for 'Classes', 'Options', and 'Online submission'. Callouts 1-13 highlight specific fields and actions: 1. Select category (Category field), 2. Short Title (GB column name field), 3. Long Title (Assignment name field), 4. Select date (Date assigned field), 5. Select date (Date due field), 6. Enter values (Total points and Assignment Weight fields), 7. Check this box (Allow online submission checkbox), 8. Enter the date & time (Open date and Start time fields), 9. Enter the date & time (Close date and End time fields), 10. Don't check this box (Extra credit checkbox), 11. Enter bonus point value - if applicable (Extra credit points field), 12. Choose public (Visibility type dropdown), and 13. Save (Save button). Below the form, there is a section 'Also add this assignment to classes' with a table showing 0 of 1 selected. The table has columns: Add Assignment?, Course, Description, Schedule term, and Schedule. The selected row is: MCH-12-002, CHEMISTRY 12, S1, 4(1-2). Below this is a section 'Resources Provided by the Teacher' with buttons for 'Add File', 'Select Existing Doc', 'Add Weblink', and 'Drag and Drop from My Resources'. A callout 'Attach hand outs if you wish' points to the 'Add File' button. At the bottom, there are 'Save and New', 'Save', and 'Cancel' buttons, with a '13. Save' label next to the 'Save' button.



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Step 2. Email Students (their student zimbra) and parents (the email address on file in MyEducation BC) that the assignment has been added.

Pasuta, Linh

Pages: My Info | Student | Attendance | Gradebook | Planner | Assessment | PD | Tools

Teacher Classes

Monday, March 23

Classes Not Meeting	Grades	Email
IGCH-11-001 - IB CHE...		
IGCH-12-001 - IB CHE...		
MCH-11-001 - CHEMIS...		
MCH-12-001 - CHEMIS...		

Send an email to this class.

Mass Email - Mozilla Firefox

stg01.canadacentral.cloudapp.azure.com/aspenn/studentMassEmail.do

From: Epp, Bradley <bepp@sd73.bc.ca>

To:

Matorres, Beyda	Balic, Hashmat...	Smither, Xylia	Viditohatter, Shi...
Driedeger, Shai...	Pashan, Takaiya	Wherley, Baovy	Pontedemattos,...
Creyke, Joonhee	Sousanunes, J...	Rigters, Terah	Bharaj, Akins
Lochbaum, Jaw	Berena, Leshi	Guura, Sanad	Ivelemoukolo

Students Contacts Teachers

Total Recipients: 65

Include Primary Email Address

Include Alternate Email Address

Bcc:

Subject:

Attachment: Add File **If you attach files, consider using PDFs. Be aware there is a file size limit.**

Font Size Format A A B I U x₂ x² I_x

Write your email

Send Cancel



Student Submission of Work for Assessment

Part 2 – Student Submit(s) Assignment

Step 1. Student Logs into MyEd BC

Step 2. Student Navigates to Student Academics Top Tab

Abbottnelson, Brehnan

Pages My Info Academics Groups Calendar Locker

Classes

Details Options Reports Help Search on Term

Assignments 0 of 8 selected

Attendance	Description	Term	Teacher	Clssrm	Term Performance
<input type="checkbox"/>	FITNESS AND CONDITIONING 11: GIRLS IN MOTION	S1	Nielsenbizeul, Nevaeh	GYM 2	
<input type="checkbox"/>	PSYCHOLOGY 11: BIOPSYCHOLOGY	S1	Hartin, Huidt	119	
<input type="checkbox"/>	LITERARY STUDIES 11	S1	Rodriguezsnel, Jasperjohn	207	
<input type="checkbox"/>	FOUNDATIONS OF MATHEMATICS 11	S1	Bennewith, Niloufar	205	
<input type="checkbox"/>	ART STUDIO 11	S2	Rheumer, Cebo	108	
<input type="checkbox"/>	EXPLORATIONS IN SOCIAL STUDIES 11	S2	Neribecerra, Lauchlan	209	
<input type="checkbox"/>	CAREER LIFE CONNECTIONS	S2	Thery, Seahoon	206	
<input type="checkbox"/>	CHEMISTRY 11	S2	Pesuta, Linh	104	

Step 3. Student clicks on the course (Chemistry 11 in this example), then the **Assignments** Side Tab.

Kamloops/Thompson 2019-2020

Abbottnelson, Brehnan

Pages My Info Academics Groups Calendar Locker

Classes :: MCH--11-001 - CHEMISTRY 11

Details Options Reports Help Search on DateDue

Assignments Details Category: All Grade Term: Q3

Attendance 0 of 1 selected

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
<input type="checkbox"/> Test	3/20/2020	3/24/2020	Ungraded	

Step 4. Student clicks on the assignment

Kamloops/Thompson 2019-2020

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Pages My Info Academics Groups Calendar Locker

Classes :: MCH--11-001 - CHEMISTRY 11 :: All - Test

Details Options Reports Help

Assignments Details Cancel

Attendance

Category > Description	All
Assignment name	Test
Date assigned	3/20/2020
Date due	3/24/2020
Score	Ungraded

Description

Remark

Resources Provided by the Teacher

Resources Submitted by the Student

Submit a File

Cancel



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Step 5. Upload the file (Choose file, Select file, Click Upload Button)

Click choose file

Submission Upload

Assignment: Test

Upload a File

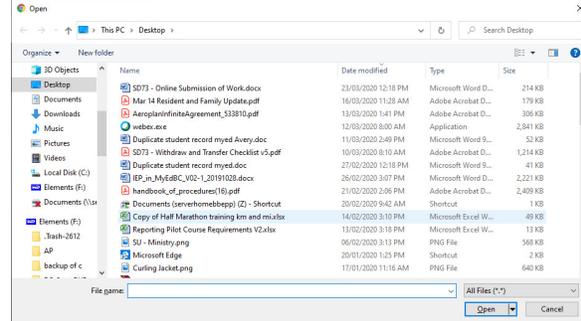
Choose the file to upload, then click Upload to submit

Choose File No file chosen

Upload

Cancel

Select the file



Abbottnelson, Brehnan

Pages My Info Academics Groups Calendar Locker

Classes :: MCH--11-001 - CHEMISTRY 11 :: All - Test

Details

Options Reports Help

Assignments Details

Attendance

Category > Description	All
Assignment name	Test
Date assigned	3/20/2020
Date due	3/24/2020
Score	Ungraded
Description	
Remark	

Resources Provided by the Teacher	Resources Submitted by the Student
	<div style="border: 1px solid black; padding: 2px;"> Submitted (3/23/2020 12:24 PM) Delete </div> <p>Submit a File</p>

Cancel



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Part 3. Teacher Marks Assignment

Step 1. Click on the envelope icon. The file downloads as a ZIP file. Once on your desk top you can open the file.

Class List :: 2019-2020 - MCH--11-001 - CHEMISTRY 11

Options Reports Help

Grade Columns: All Term: All Display: Grade Status: Enrolled

Name	YOG	03/24 Test	Q1	Q2
Abbottnelson, Brehnan	2021			
Ahnert, Ngocchau	2021			
Ardez, Jerney	2021			
Balic, Hashmatullah	2021			
Berena, Leshi	2022			
Bharaj, Akins	2021			
Bremner, Mino	2021			
Buschiazomiza, Ezikiel	2020			

Click the ICON to download the file

Step 2. Enter score and feedback

NorKam Senior Secondary 2019-2020
Pasuta, Linh

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

Class List :: 2019-2020 - MCH--11-001 - CHEMISTRY 11

Options Reports Help

Grade Columns: All Term: All Display: Grade Status: Enrolled Withdrawn Class: MCH--11- Add Assignment

Name	YOG	03/24 Test	Q1	Q2	Q3	Q4	Cumulative
Abbottnelson, Brehnan	2021						
Ahnert, Ngocchau	2021						
Ardez, Jerney	2021						
Balic, Hashmatullah	2021						
Berena, Leshi	2022						
Bharaj, Akins	2021	Enter Score					
Bremner, Mino	2021						
Buschiazomiza, Ezikiel	2020						

Enter feedback

Assignment feedback (visible to students and parents)

Teacher's Notes

Save Cancel