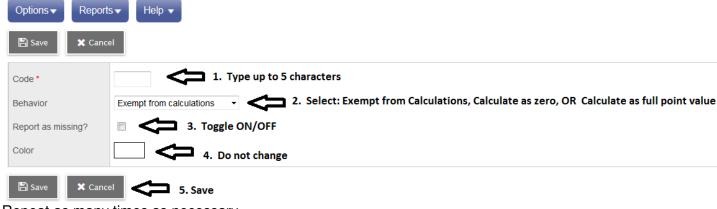
SD73 (KAMLOOPS/THOMPSON)

January 16, 2017 Version 1.1

Speical Codes in the Gradebook

Teachers who want to report a "code" rather than a mark can use special code in their gradebook. Part 1 – Creating Special Codes

- 1. Click **Tools** Top Tab, **Special Codes** Side Tab
- 2. Click Options, then Add. Complete the form.



Repeat as many times as necessary.

Click Special Codes Side Tab to return to the list of codes



Part 2 - Entering/Using Special Codes on Assignments

1. Click the cell that you want to enter the special code into. (Gradebook Top Tab, Scores Side Tab for the respective course)

30	20	15	25	27	23	8	I	1
30	20	Omit	28	30	22	8	26	1
29	20	15	30	30	22	8	28	1
29	16	15	20	29	16	6	23	0
25	18	15	23	26	21	6		
30	20	15	29	27	24	8	28	1
30	15	15	24	26	18	6	25	1
29	11	15	19	25	16	5	21	0
27	20	15	27	30	23	7	27	0
28	18	15	28	29	20	8	24	0
30	18	15	24	27	21	6	17	1
26	16	Omit	25	26	21	7	22	1



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2. Type the special code in the cell (Ctrl + L will have a pop-up of your special codes appear)

30	20	15	25	27	23	8	Omit 📮	1
30	20	Omit	28	30	22	8	26	1
29	20	15	30	30	22	8	28	1
29	16	15	20	29	16	6	23	0
25	18	15	23	26	21	6		
30	20	15	29	27	24	8	28	1

Notes:

- 1. **Special Codes** appear in the Parent/Student Portal:
- 2. **Special Codes** do not appear on progress reports, they appear based upon the Behaviour / Report as Missing settings