



**Updating Post Columns (Placing Marks on Report Card)**

In the staff view, **Gradebook** Top Tab, Select the course, **Scores** Side Tab

1. Change **Grade Columns** to Post Columns - Term and change term to ALL

**Grade Columns**

All

- All
- Averages
- Category: Major
- Category: Minor
- Category: Tests
- Post Columns - Course
- Post Columns - Term

**Term**

Q2

- All
- Q1
- Q2
- Q3
- Q4

In this view, you can see all of the marks collected to date.

Options Reports Help

Grade Columns: All Term: All Display: Grade Color Status: Enrolled Withdrawn Class: MSC--10 Add Assignment

Name	YOG	07/09 Safety Minor	08/09 Elem Minor	13/09 Atm Minor	14/09 Bohr Minor	15/09 Lab5A Major	19/09 Fam Minor	19/09 Rev Minor	21/09 Ch6 Tests	26/09 p174 Minor	26/09 Crystal Major	28/09 Silly Major	03/10 p182 Minor
	2019	5	5	5	5	5	5	5	32	NHI	omit	5	5
	2019	5	5	5	5	NHI	5	5	31	5	omit	omit	5
	2018	5	NHI	5	5	3	NHI	5	21.5	5	4	4	5
	2019	5	5	5	5	5	5	5	30	NHI	4	omit	NHI
	2019	5	5	5	5	3.5	5	5	20.5	NHI	3	3	NHI
	2019	5	5	5	5	3.5	5	5	32.5	5	5.5	omit	5
	2019	5	5	5	5	4	5	5	29.5	4	4.5	4.5	5
	2019	omit	5	5	5	NHI	5	5	38	Redo	5	3.5	5
	2019	5	5	5	5	4.5	5	5	36.5	5	5	6	5
	2019	5	5	5	Inc	5	5	5	36	5	4.5	NHI	NHI
	2019	NHI	5	5	5	NHI	5	5	37	5	4.5	5	5
	2019	5	5	5	Redo	5	5	5	34	Redo	3	3.5	NHI
	2019	5	5	5	5	4.5	5	5	30	5	3.5	3.5	5
	2019	5	5	5	5	5	5	5	27	5	NHI	6	5
	2019	5	5	5	5	5.5	5	5	30	NHI	omit	5.5	5
<b>Average score</b>		<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>	<b>30.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

2. Change **Grade Columns** to Post Columns - Term and change term to ALL Click **Options**, then **Update Post Columns**



3. Click



**Updating Post Columns (Placing Marks on Report Card)**

- Complete the 3 dialogue boxes
- 4. Select the **Grade Term** and Click **Next**.

**Update Post Columns: Select Columns** Step 1 of 3

Class	MSC--10-001 SCIENCE 10	
Grade Term	<input type="text" value=""/>	<b>1. Select the term</b>
Grades to update	<input type="text" value=""/>	<input type="text" value=""/>

Q1

Q2

Q4

← Previous    **Next →** **2. Click Next**    Finish    Cancel

- 5. The next window asks you to select which “mark” you want to **Post Columns Term**.

**Update Post Columns: Choose Update Values** Step 2 of 3

Q2 Grade	<input type="text" value="(Do Not Update)"/>	
Final Mark	<b>1. Select the mark you want to use for the term grade</b>	

(Do Not Update)

Average:Q2

**Average:Semester 1**

Average:Cumulative

Average:Major Q2

Average:Minor Q2

Average:Tests Q2

Assignment:Alternative Energy Research

Assignment:DNA Extraction Lab

Assignment:Genetics #1

Assignment:Genetics #2

Assignment:Nuclear Radiation

Assignment:Popcorn Lab

Assignment:Half Life Worksheet

Assignment:Chapter 10 and 11 Review

Assignment:Energy Transformation Stations

← Previous    **Next →**    Finish    Cancel

**Updating Post Columns (Placing Marks on Report Card)**

**Update Post Columns: Choose Update Values** Step 2 of 3

Q2 Grade	Average:Q2	<p><b>2. If this is the term end for the course, select the value you want the software to use for the Final Mark</b></p>
Final Mark	Average:Cumulative (Do Not Update) Average:Overall Average:Overall Major Average:Overall Minor Average:Overall Tests Average:Cumulative	

**Do not use**

**3. Click Next**

**IMPORTANT: @KOOL COURSES MAKE SURE TO HAVE THE FINAL MARK AS (Do Not Update).**

6. In the next window, confirm your choices, then click **Finish**

MyEducation BC: Update Post Columns - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/aspen/updatePostColumns2.do?validWizard=true

**Update Post Columns: Confirmation** Step 3 of 3

Q2 Grade	Average:Q2
Final Mark	Average:Cumulative

**Note: this operation will not update manually adjusted ( ) scores.**

7. Change the status to withdrawn and adjust scores (change the value or remove marks) for those students

Options Reports Help

Grade Columns Term Display Status Class

Post Columns - Term All Grade Color Enrolled Withdrawn MSC--10

Name	YOG	Q1	Q2	Q3	Q4	Q1 Grade	Q1 WH	Q1 Com	Q2 Grade	Q2 WH	Q2 Com	Final
	2019	100.0	40.0						40			70
	2019	100.0										100
	2019											
	2019	32.0										32
	2018	0.0										0
	2019											
	2018	0.0										0
	2019	0.0										0
<b>Average score</b>		39.0	40.0						40.0			34.0 F

8. Don't forget to enter comments, effort grades (work habits) and to