

BC requires both **COURSE GRADES** and **COURSE DATES** for 1701, TRAX and SADE exports, Diploma Verification and Transcript Graduation reports.

The process of entering **GRADES** is **CORE** MyEdBC functionality

The process of entering **DATES** is **BC SPECIFIC** MyEDBC functionality

**SIMILAR PROCESSES, PREPARED AND POSTED SEPARATELY**

Both processes **WORK TOGETHER** to create BC student transcript records.

**PREPARE: School > Grades > Grade Input > Options > Prepare Grade Input**

**Prepare Grade Input – Term**  
Creates the grade columns in the Grade Input screens. Grade columns are where term marks and comments are entered.

**Prepare Grade Input – Course**  
Creates the course date columns in the Grade Input screens. Course Date columns are where Completion Dates and Active Dates (DL/CE) are entered.

Q4 Grade	Q4 WH	Q4 Com	Final	StartDate	ActiveDate	% Complete	Completion
			Update	06/09/2016			
				06/09/2016			
				31/08/2016			

**POST: School > Grades > Grade Input > Options > Post Grades**

**Post Grades – Term**  
When term mark entry is complete, post grades to the transcript record using Options > Post Grades and select the grade term. Posting a **Final** mark populates the completion date.

**Post Grades – Course Dates**  
When Active Dates are entered or Completion Dates populated, post dates to the transcript record using Options > Post Grades and check the post course dates box.

Q4 Grade	Q4 WH	Q4 Com	Final	StartDate	ActiveDate	% Complete	Completion
80	G		80	06/09/2016	21/09/2016		07/02/2017
70	G		70	06/09/2016	22/09/2016		07/02/2017
75	E		75	31/08/2016	05/10/2016		07/02/2017

When posted, information in Grade Input overwrites the information in a transcript record. Ensure changes are made **FIRST** in Grade Input and **THEN** posted to the Transcript

After Final marks are posted, Dates **MUST** also be posted to update the transcript record with the completion date.

Transcripts and DVRs will show a course as *In Progress* until the transcript record is complete with a final mark, completion date, and blended/exam marks, if examinable.