

## School Comments Check

### Task: Renumbering Comments in MyEDBC

#### Location: Admin Top Top>Comments Side Tab>Codes Leaf.

Here is where you will find your school comment bank that was converted from BCesis.

Reference	ID	Preview	Category1	Category2	Category3
Comments	1	Please see attached comments	General		
Details	10	Interim report was sent home this term.	Cncrcat		
Codes	100	Must accept responsibility for learning.	General		
Fields	101	Must use class time more effectively.	General		
Licenses	102	Needs to pay more attention in class.	General		
Logs	103	Must accept responsibility for school work/assignments given during absence.	General		
	104	needs to improve the quality of assignments/projects.	General		
	105	Continued effort will ensure success.	General		
	106	Student is not following established classroom procedures.	General		
	107	Student needs to improve awareness of safety procedures.	General		
	108	Student must improve attitude towards safety procedures.	General		
	109	Needs to review verb tenses and conjugations.	General		
	11	Interim report which was sent home this term was not returned as required.	General		
	110	Developing confidence in the practical use of this language.	General		
	111	Strong in all language skills listening, speaking, reading, and writing.	General		
	112	Understands and responds well to spoken questions in this language.	General		
	113	Doesn't do the necessary work for small tests and quizzes.	General		
	114	Does not pay attention when oral and listening activities are happening in class.	General		
	115	Greater participation in oral class recommended.	General		
	116	Frequently forgets gym strip.	General	23	
	117	Exhibits poor sportsmanship in class.	General	23	
	118	Overall level of fitness is improving.	General	23	
	119	Excellent level of overall fitness.	General	23	
	12	Number of absences from class this term is a concern.	General		
	120	Lab work is excellent.	General	17	
	121	Shows care and responsibility in cleanup.	General	17	
	122	Needs to work on responsibility for cleanup and equipment use.	General	17	
	123	Must do home labs to make up for labs missed.	General	17	
	124	Marks reflect incomplete assignments.	General		
	125	More effort is needed to complete work on time.	General		
	126	More details need to be included in the written assignments.	General		
	127	This percent represents 60% of the mark in this course. The balance of 40% comes from the Provincial Exam.	General		
	128	This percentage represents 80% of the mark in this course. The remaining 20% of the mark comes from the Provincial Exam.	General		
	129	More effort needed on reviewing at home and preparing for tests.	General		
	13	Number of absences from class this term is excessive.	General		

The comment numbers from 1-99 need to be tidied up. Click in the ID number and change the 1 to a 001. Use this three digit format until you get to 099. The rest will be OK. When you have completed this task, you may want to ensure that each comment you had in your BCesis Comment Bank is appearing on your MyEDBC Comment Bank. You may also want to add any new comments or delete any existing comments. Either of these functions may be conducted from the "Options" tab. FYI: If you add a comment in the ID #, ensure to add the next number in sequence on your list, or you will get an error "saying that ID # already exists".

## School Message for Report Cards

### **Task: Adding School Message for Report Cards**

### **Location: School Top Tab>Set-Up Side Tab>Preferences Leaf**

Navigate to “Category” located on the far right under the record navigation keys. In the drop down box choose “Grade.”

This screen will pop up. Enter your school message (as below) , click save. You will have to arrange the formatting a bit (just like BCesis as there is no formatting function – just text)

The screenshot shows the 'School Setup' interface for 'Sa-Hali Secondary 2014-2015'. The 'Report card message' field is highlighted in yellow and contains the text: 'For up-to-date school, calendar, and event information, or to search for staff email addresses, please visit: www.sahali\_sd73.bc.ca'. Other fields include 'Allow multiple posts by staff' (checked), 'Current classes day offset' (1), 'Add/Drop ignore window (days)' (0), 'Decimals' (0), 'Credit update procedure' (SYS-CREDIT-UPDATE), 'Honor roll qualification list', 'Averages to show in gradebook' (Semester cumulative average, Overall cumulative average), and 'Allow editing of term weights by staff' (unchecked). The 'Transcript auto-calculation options' section includes 'Credit mode', 'GPA mode', 'Rank mode', 'Grade mode', 'Rank options', 'Rank type', and 'Rank Calculation mode', all set to 'Disable' or 'Cumulative'. The 'Category' dropdown is set to 'Grade'.

Example of School Message taken from BCesis: You may want to type it out and then cut and paste into MyEdBC

**For up-to-date school, calendar, and event information, or to search for staff email addresses, please visit:**

**[www.sahali\\_sd73.bc.ca](http://www.sahali_sd73.bc.ca)**

### **ACHIEVEMENT MARKS LEGEND**

**A=86-100% B=73-85% C+=67-72% C=60-66% C-=50-59% F=0-49% I=Incomplete/In Progress RM: Requirement Met**

### **EFFORT MARKS LEGEND**

**G=Good S=Satisfactory N=Needs Improvement**