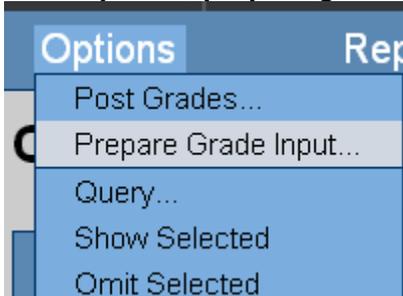
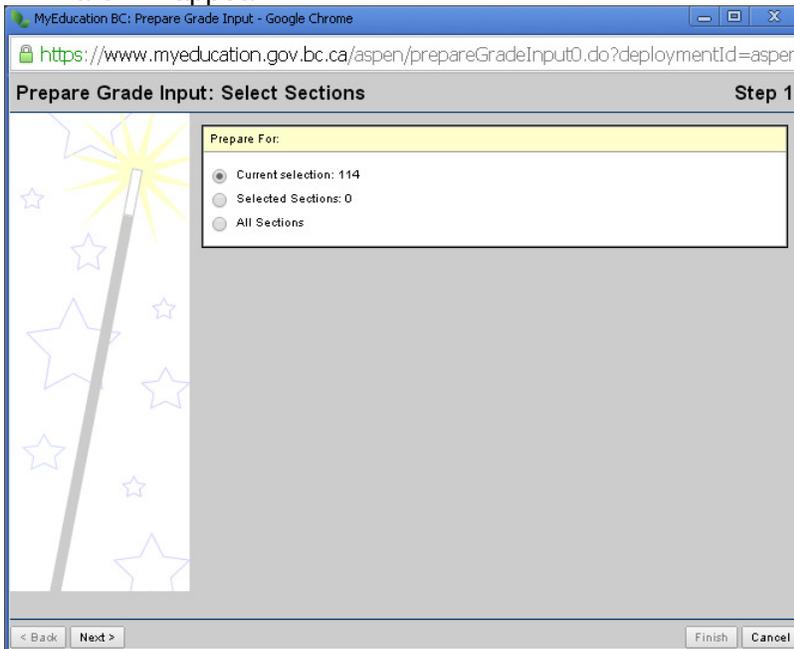


**Preparing For Grade Input**

1. Click **Grades** top tab
2. Click **Grade Input** side tab
3. Click **Options, prepare grade input**



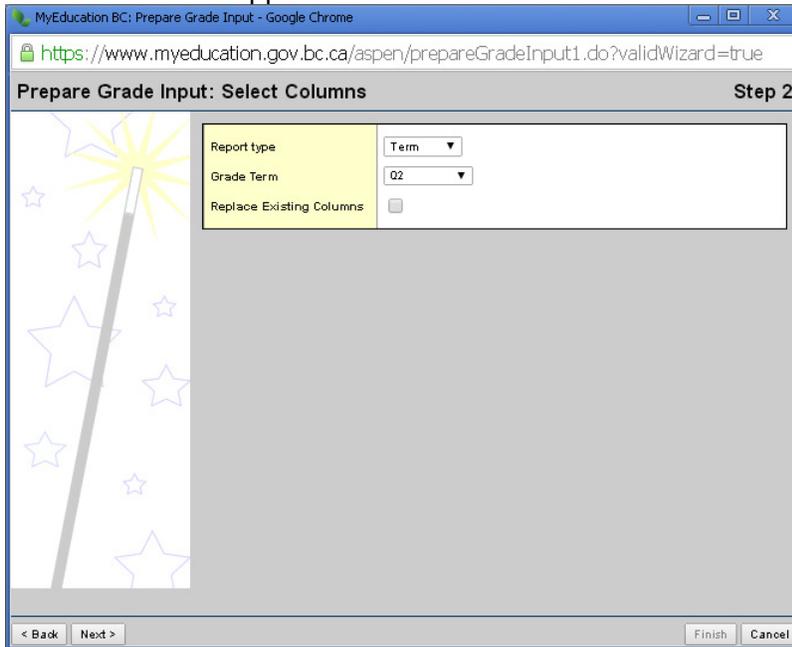
4. A wizard will appear



Click **Next**

**Preparing For Grade Input**

## 5. The next window appears



MyEducation BC: Prepare Grade Input - Google Chrome

<https://www.myeducation.gov.bc.ca/asp/en/prepareGradeInput1.do?validWizard=true>

Prepare Grade Input: Select Columns Step 2

Report type: Term

Grade Term: Q2

Replace Existing Columns:

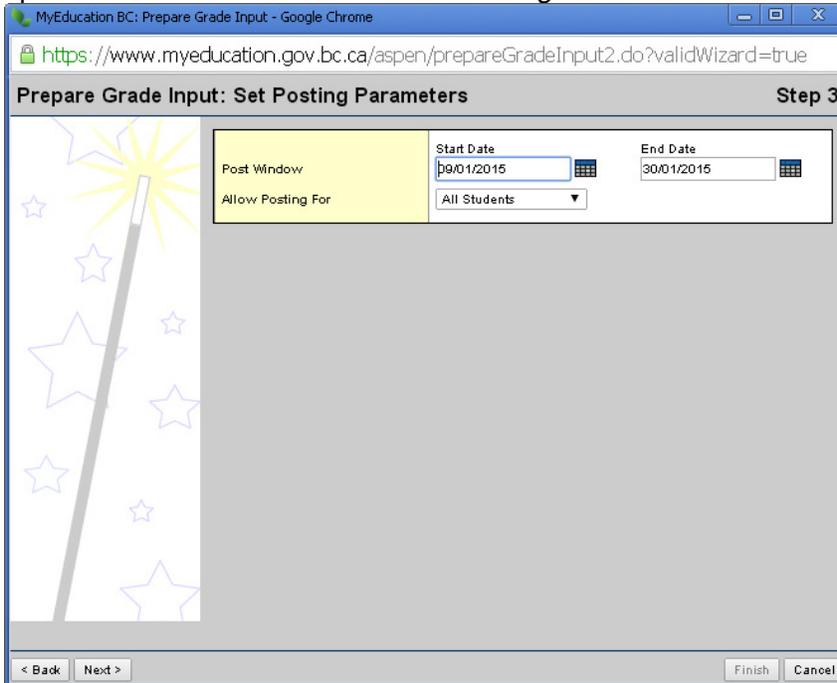
< Back Next > Finish Cancel

From the pull down menu, complete:

- Report Type is: **Term**
- Grade Term: is (**Q1, Q2, Q3, or Q4**) for secondary schools and (**Tri 1, Tri 2, or Tri 3**)
- Click the check box next to **Replace Existing Columns** if you wish to **OVERWRITE** all of the entered information for this grade term.

**Preparing For Grade Input**

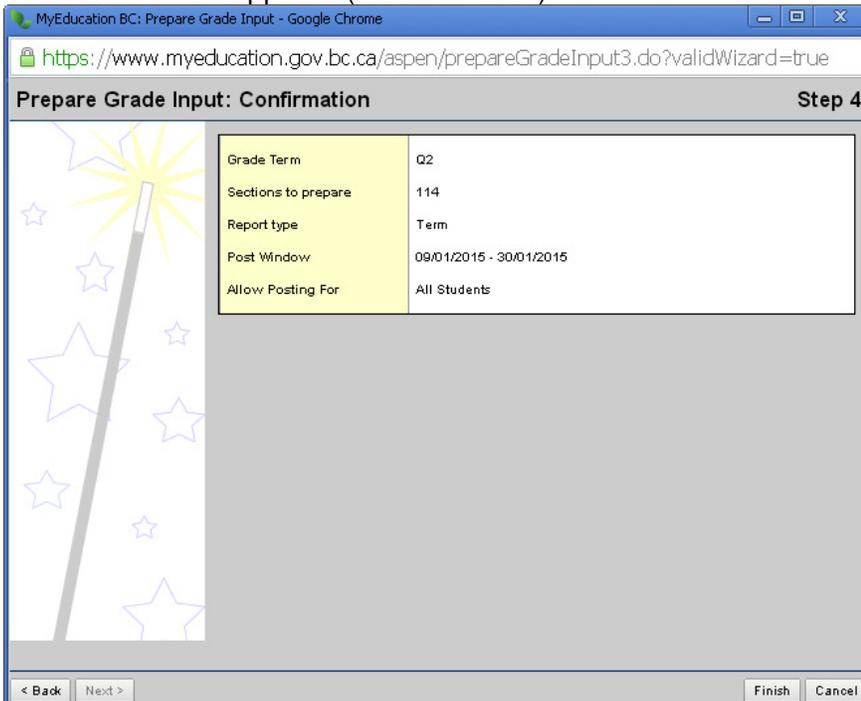
6. The next window appears allowing you to set the window (opening and closing) for grade entry for the specific term. *I would recommend the larger the window the better.*



Start Date: The date you wish to allow teachers to begin entering term marks for report cards

End Date: The date you wish to complete the entry process

7. The next window appears (a confirmation)



Click **Finish**

8. A green pop up window will appear telling the results of the work.