



MyEducationBC

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# Grade Management

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October, 2016 v2.4

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## Version History

Version	Date	Description
1.0	October 6, 2014	Initial document created.
2.0	April 2, 2014	Document renamed (previously called Preparing for Report Cards and Grade Entry)
2.1	September 2, 2015	Updated information on K-12 grade term cover maps.
2.2	October 15, 2015	Updated report card parameter form information. Added information on preparing grade input for course dates for DL and CE schools.
2.3	October 19, 2015	Removed reference only DL and CE schools for creating and posting course dates.
2.4	October 19, 2016	Removed references to conversion, removed calculate averages section, removed posting grades from staff view, revised K-12 set up, general revisions throughout the document

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# 1.0 Purpose

The purpose of this document is to provide school users with details on the settings and processes that impact the generation of report cards. Detail on these activities can be found in the School Setup documentation. The items that will be reviewed in this document include:

- Understanding the transcript cycle
- School preference settings as they relate to report cards
- Grade term setup
- Grade term cover maps
- Course attributes as they relate to report cards
- Preparing Grade Input
- Grade Input

## 2.0 School Preferences

### 2.1 Grade Preferences

1. Go to **School** view.
2. Click on **School** top tab.
3. Click on the **Setup** side tab and select the **Preferences** leaf.
4. In the **Category** drop-down in the upper right corner, select **Grade**.

The School Setup document contains a detailed table of these settings. It is recommended the Transcript auto-calculation fields are never set to “Force.”

## 3.0 Comment Banks


MyEducation BC has the ability to create both district and school-level comment banks. *It is important to note that only **one** comment bank can be attached to a course.* Ultimately, all comments, whether they are at the district or school level, must exist in **one** comment bank to be attached to courses. See Appendix A of this document for detailed instructions.

If school users need access to both district and school comments for report card purposes, they will need to add their school comments to the district comment bank or vice versa. If schools choose to add comments to the district bank, these school-created comments will not be visible to other schools in the district.


If a school intends to use **only** the school comment bank, comments can be created directly within the school comment bank.

Teachers will see the school comment bank and can add their comments to the school comment bank. It is important to note comments added to the school comment bank by an individual teacher are scoped to that teacher and are thus not visible to other teachers.

### 3.1 District Comment Bank

1. Go to **District** view.
2. Click on the **Admin** top tab.
3. Select the **Data Dictionary** side tab and select the **Comments** leaf.
4. If a district comment bank has been converted, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.
5. Click on the  icon and change the filter to **All Records**. If the schools have had comment banks converted, they will be visible here. Clicking the blue hyperlink on the name will display the comment entries created by schools.

### 3.2 School Comment Bank

1. Go to **School** view.
1. Click on the **Admin** top tab.
2. Select the **Comments** side tab.
3. If a school comment bank has been converted, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.
4. Click on the  icon and change the filter to **All Records**. If a district comment bank has been converted, schools will see it in the list. Schools cannot change district comments, but can add their own comments to the district comment bank. Alternatively, schools can view the district comments and add district comments to the school comment bank. One of these two processes is necessary if the school wants their users to be able to access district **and** school comments report cards. See Appendix A of this document for details on adding codes to district and school comment banks.

## 4.0 Grade Terms

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Terms** side tab.
3. Confirm that the grade terms reflect the number of times per year and the dates that the school issues report cards.
4. If you have no grade terms, refer to the School Setup documentation for instructions.

### Trimester example: (typical elementary/middle setup)

Trimester	Start Date	End Date
Tri 1	September 2	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27

### Quarterly example: (typical secondary setup)

Quarter	Start Date	End Date
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

### K-12 example:

Trimester	Start Date	End Date
Tri 1	September 3	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

## 5.0 Grade Term Cover Maps

Grade term cover maps tell the application which grade term that a particular schedule term applies to. For example, a full-year schedule term gets reported on in every term, so all boxes in the grade term cover map would be checked. A 9-week or 12-week course may be reported on in only one of the terms and so the appropriate box for that schedule term would be checked to reflect which term it fits into. It is important to review these before preparing grade input.

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Structure** side tab, which will now display the **Terms** sub-side tab.
3. Click on each schedule term and ensure the **Grade term cover map** boxes are checked appropriately.

**Example of a common elementary school setup:** An elementary school will typically have only one schedule term of Full Year. All boxes of the grade term cover map should be checked because all grades are reported in every term of the year.

The screenshot shows the 'Schedule Terms' configuration for 'FY'. The interface includes a top navigation bar with 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', and 'G'. Below this is a sub-navigation bar with 'Options', 'Reports', and 'Help'. The main content area is titled 'Schedule Terms :: FY'. On the left, there is a sidebar with 'Master', 'Schedules', 'Courses', 'Rooms', 'Terms' (with a sub-item 'Details'), 'Days', 'Periods', and 'Bell Schedules'. The main form area has a 'Save' and 'Cancel' button at the top. The form fields are: 'Code' (FY), 'Name' (Full Year), 'Base terms per year' (1), 'Term map' (checked), 'Term Date Ranges' (Start: 9/2/2014, End: 6/25/2015), and 'Grade term cover map' (three checked boxes). Red arrows point to the 'FY' dropdown and the checked boxes in the 'Grade term cover map' section.



**Example of a common secondary school setup:** In this example, the secondary school is sending report cards four times per year (Quarterly). A secondary school will have the grade term cover map boxes checked as appropriate for the terms in which that course would report. For example, a semester course only has the first two or last two boxes checked depending on which semester the course falls in.

**Schedule Terms**

Master			
Schedules	<input type="checkbox"/>	Code	Name
Courses	<input type="checkbox"/>	FY	FY
Rooms	<input type="checkbox"/>	S1	S1
	<input type="checkbox"/>	S2	S2

Grade term cover map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade term cover map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade term cover map	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Examples of a K-12 school setup:**

MyEducation BC has been adjusted so K-12 schools can associate more than one grade term definition to a schedule term. This will result in the appropriate columns being created for each term, regardless of whether the course is reported on 3 times per year or 4 times per year.

Full Year schedule term example:

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	<b>Schedule</b>
Options		Reports		Help				
<b>Schedule Terms :: FY</b>								
Save Cancel								
Master	Code: FY							
Schedules	Name: FY							
Courses	Base terms per year: 1 Set							
Rooms	Term map: <input checked="" type="checkbox"/>							
<b>Terms</b>	Term Date Ranges							
▶ Details	1 Start: 9/3/2014 End: 6/30/2015							
Days	Grade term cover map							
Periods	Standard Trimester Grades <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							
Bell Schedules	Standard Quarterly Grades <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							

Semester schedule term example:

Code: S1	Code: S2
Name: Semester 1	Name: Semester 2
Base terms per year: 2 Set	Base terms per year: 2 Set
Term map: <input checked="" type="checkbox"/> <input type="checkbox"/>	Term map: <input type="checkbox"/> <input checked="" type="checkbox"/>
Term Date Ranges	Term Date Ranges
1 Start: 9/3/2014 End: 1/30/2015	1 Start: 2/2/2015 End: 6/30/2015
Grade term cover map	Grade term cover map
Standard Trimester Grades <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Standard Trimester Grades <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Standard Quarterly Grades <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Standard Quarterly Grades <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Setting up a grid similar to the example below may help K-12 schools determine what grade terms different schedule terms are reported on. For example, if the Semester length courses are only assigned to high school students who are reported on four times per year, then the first two Standard Trimester Grades boxes for the semester schedule terms must be checked.

Schedule Term	Course Start Date	Course End Date	Grade Term Q1 Sep 8 - Nov 13	Grade Term Q2 Nov 14 - Jan 29	Grade Term Q3 Jan 20 - Apr 14	Grade Term Q4 Apr 15 - Jun 29
Full Year	Sep 8 2015	Jun 29 2016	x	x	x	x
Semester 1	Sep 8 2015	Jan 29 2016	x	x		
Semester 2	Jan 30 2016	Jun 29 2016			x	x
Tri 1: 12-week	Sep 8 2015	Dec 4 2015	x	x		
Tri 2: 12-week	Dec 5 2015	March 11 2016		x	x	
Tri 3: 12-week	Mar 12 2016	Jun 29 2016			x	x
Q1: 9-week	Sep 8 2015	Nov 13 2015	x			
Q2: 9-week	Nov 14 2015	Jan 29 2016		x		
Q3: 9-week	Jan 30 2016	Apr 14 2016			x	
Q4: 9-week	Apr 15 2016	Jun 29 2016				x

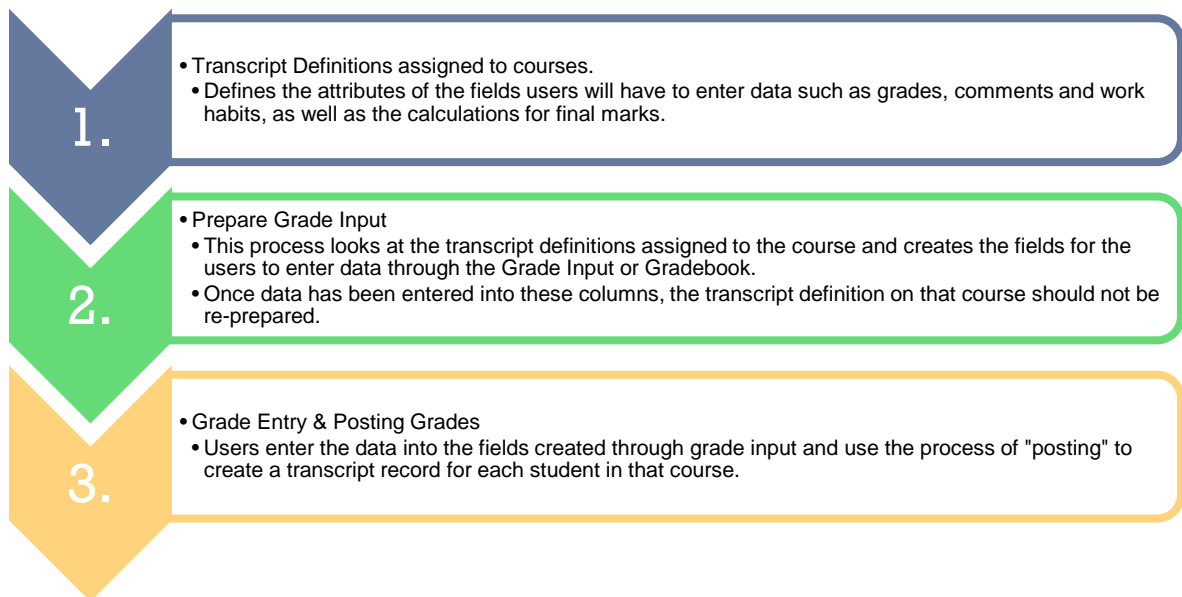
Schedule Term	Course Start Date	Course End Date	Grade Term Tri 1 Sep 8 - Dec 18	Grade Term Tri 2 Dec 19 - Mar 11	Grade Term Tri 3 Mar 12 - Jun 29
Full Year	Sep 8 2015	Jun 29 2016	x	x	x
Semester 1	Sep 8 2015	Jan 29 2016	x	x	
Semester 2	Jan 30 2016	Jun 29 2016		x	x
Tri 1: 12-week	Sep 8 2015	Dec 4 2015	x		
Tri 2: 12-week	Dec 5 2015	March 11 2016		x	
Tri 3: 12-week	Mar 12 2016	Jun 29 2016			x
Q1: 9-week	Sep 8 2015	Nov 13 2015	x		
Q2: 9-week	Nov 14 2015	Jan 29 2016	x	x	
Q3: 9-week	Jan 30 2016	Apr 14 2016		x	x
Q4: 9-week	Apr 15 2016	Jun 29 2016			x

## 6.0 Course Attributes

There are several course attributes that will affect report cards. The Report Card Field Set will give you a quick way to view the fields that will affect the visibility of courses and availability of comment banks on the report card. Details on these fields can be found in the School Setup document.

### 6.1 Transcript Definitions

- All courses must have a transcript definition if grades, comments or work habits are to be entered against them. Refer to the School Setup document, available on the MyEducationBC.info site; and the Current Transcript Definitions in the Operations and Standards tab of Support Resources on the L1 Information Station within MyEducation BC.
- If the school reports on the course four times per year, the transcript definitions cannot be trimester or 3-term.
- If the school reports on the course three times per year, the transcript definitions cannot be quarterly or 2-term.
- Regular Trimester and Quarterly transcript definitions should not have a rubric definition attached if the course is not assessed by a rubric.
- Comment Only Courses transcript definitions **should not** have a rubric definition attached. These transcript definitions can be used for any course that will receive only a comment and no grade. Typical examples are: term comment courses, daily physical activity courses and social responsibility.



## 6.2 Report Card Field Set

- Course attributes, such as the Term grades term map, Hide on report card, school comment bank, etc. should be reviewed if a course is not appearing as expected.
- Mass update and modify list functions can be used to apply changes to these fields.

School Courses

Master: 2:MFAR-06 | 0 of 84 selected | School Year: 2014-2015

CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	GPA	HideFromGradeInput	RCrdHide	DisableTextCmt	DisableRefCmt	DisableNonRubric	TermGradesMap
<input type="checkbox"/> MFAR-06	FINE ARTS 6	06	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	N	N	N	N	111
<input type="checkbox"/> MFR-05	FRENCH 5	05	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	N	N	N	N	111
<input type="checkbox"/> MFR-06	FRENCH 6	06	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	Y	N	N	N	111
<input type="checkbox"/> MHCE-K	HEALTH AND CAREER EDUCATION K	KF	Elementary - Kindergarten/Primary	! Kindergarten	N	N	N	N	N	N	111
<input type="checkbox"/> MHCE-01	HEALTH AND CAREER EDUCATION 01	01	Elementary - Kindergarten/Primary	! Primary/Intermediate	N	N	Y	N	N	N	111
<input type="checkbox"/> MHCE-02	HEALTH AND CAREER EDUCATION 02	02	Elementary - Kindergarten/Primary	! Primary/Intermediate	N	N	Y	N	N	N	111

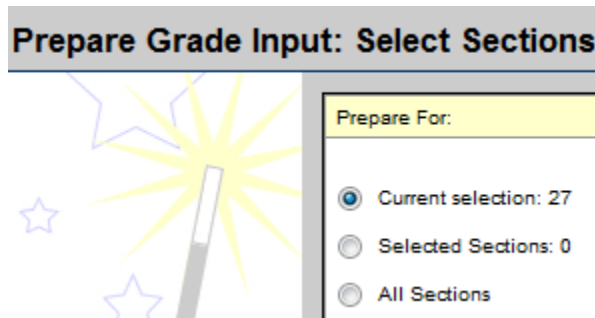
## 7.0 Preparing Grade Input

Preparing grade input is the process of creating the columns that users will see for entering dates, grades, work habits and comments for the report card. If grade input is not prepared, users will not have fields to enter data into.

K-12 schools using both quarter and trimester grade terms will have warnings that columns were not prepared for certain grade terms that do not match the transcript definitions on the courses displayed in the list. This is not problematic, but may be confusing for users. Consider create a filter that can be used prior to preparing grade input to avoid these messages appearing. Appendix B contains a suggestion for creating a query that can be saved as a filter.

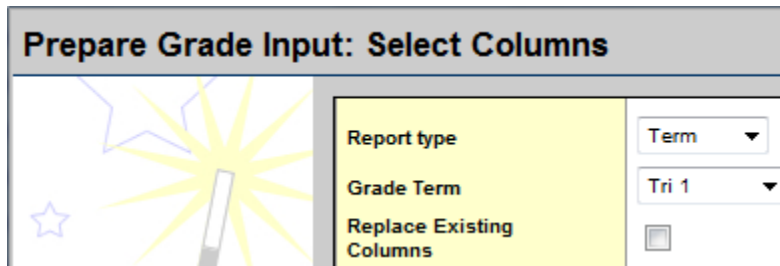
### 7.1 To Prepare Grade Input

1. In the **School** view, click on the **Grades** top tab.
2. Click on the **Grade Input** side tab. You will only see classes that have students in them.
3. In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.
4. Use the selection tools to choose which sections you want to prepare grade input for. If your school's master schedule is mostly settled for the year, there is no harm in preparing grade input for all sections. Click **Next**.



5. Choose the **Report type** of **Term**.

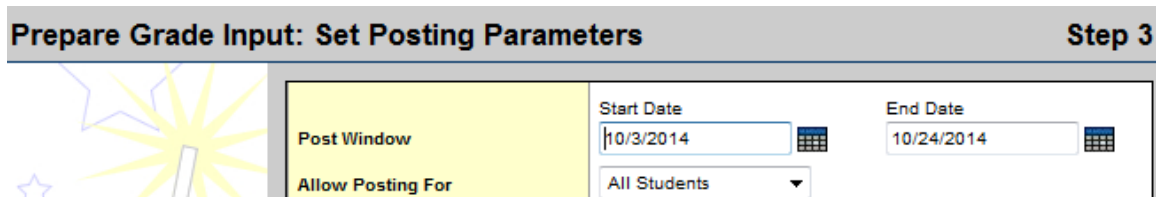
6. Choose the **Grade Term** you are preparing.
7. **Replace Existing Columns** should never be done once grade data has been entered and posted for a student. ***Read the warning!*** Checking this box will delete all data entered for the term selected. There are very few circumstances where this would be done. Log a Pando ticket with the MyEducation BC support team to ensure it is the appropriate action for what you wish to accomplish.
8. Click **Next**.



The screenshot shows a web form titled "Prepare Grade Input: Select Columns". On the left is a decorative graphic with stars and a pencil. The form fields are:

- Report type**: A dropdown menu with "Term" selected.
- Grade Term**: A dropdown menu with "Tri 1" selected.
- Replace Existing Columns**: An unchecked checkbox.

9. Enter the **Post Window** dates. This reflects the period of time for which you want users to be able to enter data. Once the **End Date** has passed, all changes would need to be made at the office.
10. **Allow Posting For** should be left to All Students. Click **Next**.



The screenshot shows a web form titled "Prepare Grade Input: Set Posting Parameters" with "Step 3" in the top right corner. On the left is a decorative graphic with stars and a pencil. The form fields are:

- Post Window**: A date field containing "10/3/2014" with a calendar icon.
- End Date**: A date field containing "10/24/2014" with a calendar icon.
- Allow Posting For**: A dropdown menu with "All Students" selected.

11. In Step 4 of the wizard, confirm the information is correct.
12. Click **Finish**.

## 7.2 Grade Post Controls

These are created when you prepare grade input. Grade post controls are the windows of time set for your staff to be able to enter marks. Once the end date passes, all mark changes have to be made through the office.

To adjust the end date of a grade post control:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Post Controls** side tab.
3. Click on the blue hyperlink for the **GradeTerm > ID** to be adjusted.
4. Adjust the **Start date** or **End date** as necessary.
5. Click **Save**.

## 8.0 Course Dates for DL & CE and High Schools

### 8.1 Preparing Grade Input for Course Dates

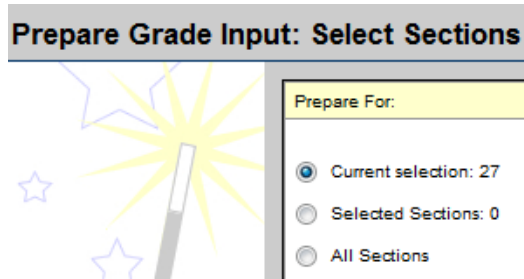
In addition to preparing grade input for terms to enable grade entry, High Schools, DL and CE schools will need to prepare grade input for course dates. This is necessary to create the columns for entering course dates relevant to DL and CE schools and create date columns in transcript records required for grade 10-12 Ministry reporting and graduation reports.

The course date columns that are created are:

- **Start Date:** The course start date based on the schedule record for the course section.
- **Actual Start Date:** The date the student was scheduled into the course section.
- **Active Date:** The date the student has met the requirements to be counted for funding.
- **% Complete:** The percentage of the course the student has completed at the time of posting.
- **Completion Date:** The date the student completed the course. This will be automatically populated in grade input when a Final mark is entered and grades are posted. The date is posted to the transcript when dates are posted for the course.
- **End Date:** The course end date based on the schedule record.

**To prepare grade input for course dates:**

1. In the **School** view, click on the **Grades** top tab.
2. Click on the **Grade Input** side tab. You will only see classes that have students in them.
3. In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.
4. The Select Sections portion of the wizard allows the user to define which sections to include in Prepare Grade Input for course dates.

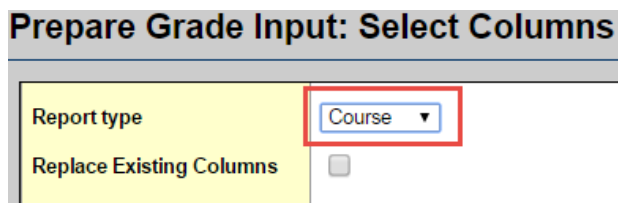


**Prepare Grade Input: Select Sections**

Prepare For:

- Current selection: 27
- Selected Sections: 0
- All Sections

5. Choose the **Report type** of **Course**. The Grade Term selection disappears as the terms are not relevant to course dates.
6. **Replace Existing Columns** should never be done once data has been entered and posted for a student. **Read the warning!** Checking this box will delete any dates entered previously. There are very few circumstances where this would be done. Log a Pando ticket with the MyEducation BC support team to ensure it is the appropriate action for what you wish to accomplish.



**Prepare Grade Input: Select Columns**

Report type: Course ▼

Replace Existing Columns:

7. Click **Finish**.

## 8.2 Entering Course Dates – DL and CE Schools

Course start dates, active dates and completion dates all provide necessary information for 1701 and SADE extracts for DL schools. Entering and posting course dates will cause a student transcript record to be created with the dates that have been entered.

Standard schools with grade 10-12 students do not need to populate active dates – the process of posting course dates will populate the course start and end dates based on the schedule term associated to the course section.

Note: The course dates do not observe the grade post controls the way term grades do. Course dates can be entered and posted at any point during the school year, even if the push pins are black.

### To populate course dates:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side tab and click the blue hyperlink for the course with dates to be posted. This will produce the **Input Grid**.



3. Set the **Grade Columns** drop-down to **Post Columns - Course**
4. Enter the applicable dates.

**Classes :: MAF--11-4L-01 - CP - ART FOUNDATIONS 11**

Grade Terms	<b>Student Fields</b> Default Fields ▼ ...		<b>Grade Columns</b> Post Columns - Course ▼ ...		<b>Term</b> All ▼	<b>Status</b> <input checked="" type="radio"/> En
Transcripts						
Transcript Column Attributes						
Calculation Overrides						
	Name	YOG	StartDate	ActiveDate	% Complete	Completion
	McDowell, Catriona	2017	08/09/2015	13/10/2015 ↓		
	Average score					

Note: The Active Date is populated automatically when a teacher enters a first assignment mark. The Completion date will be populated automatically in the grade input grid when a final mark is entered and grades are posted for the course. Posting dates will then populate the transcript record with all entered dates. All fields can be populated, modified or deleted and posted by a teacher or office admin staff.

### 8.3 Posting Course Dates

Course dates are created in student transcript records when they are either manually entered on the transcript records or when staff “Post course dates” from the Grade Input screen (Gradebook).

#### To post course dates:

##### By individual course

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side tab and click the blue hyperlink for the course with dates to be posted. This will produce the **Input Grid**.
3. Enter the necessary dates.
4. In the **Options** menu, select **Post Grades**.
5. In the *Post Grades* pop-up window, check the box or **Post course dates**. The Grade Term box will go blank as the terms are not relevant to course dates.
6. **Grades to post** will change to Course dates for all students.

**Post Grades**

Class	MAF--11-4L-01 CP - ART FOUNDATIONS 11
Post course dates	<input checked="" type="checkbox"/>
Grade Term	▼
Grades to post	Course dates for all students ▼

OK Cancel

7. Click **OK**.

For multiple courses: This assumes all necessary dates have been entered into the input grid for each course.

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side tab.
3. In the **Options** menu, select **Post Grades**.
4. In the *Post Grades* pop-up window, check the box or **Post course dates**. The Grade Term box will go blank as the terms are not relevant to course dates.
5. **Grades to post** will change to **Course dates for all students**.

**Post Grades**

Post course dates

Grade Term

Grades to post

Post For...

Current selection: 159

All Classes

OK Cancel

6. Click **OK**.

## 8.4 Adjusting Course Dates After Initial Posting

The dates, or blank values, in the course dates input grid will overwrite any manual changes to the transcript record the next time dates are posted for the course section.

If changes to course dates are required, it is recommended that the change be made in the grade input grid for the course and re-posted. This will update the student transcript record with the new date and keep the data stream intact. The process listed below should only be used with the full understanding that it requires an additional process to update the input grid after changes are made.

### To adjust course dates for multiple or random records:

1. In the **School** view, select the **Grades** top tab.
2. Select the **Transcripts** side tab.
3. Set the dictionary icon to **All**.
4. Set the field set selection to **Active Dates**. This will display the course dates.
5. In the **Options** menu, select **Modify List**.
6. Click the pencil icon at the top of the column to activate the dates for the column to be updated. Populate the dates as required.
7. Click the green check mark to save the entries.
8. Repeat for other date columns as necessary.

Note: The **Options > Mass Update** function can also be used, but should be used with great care as date fields can only be updated to contain a value or to change a value. They cannot be changed back to blank, using the mass update function.

If course dates are populated en masse through the Grades top tab > Transcripts side tab, it is important to know that this does not automatically populate the Grade Input grid with these values. Therefore, the **Update Gradebooks** function should be used to push these dates back to the grade input grid to avoid them being overwritten by blanks or previously entered values if course dates are posted from the Grade Input grid at a later date.

## 9.0 Grade Input

Grade input refers to the process of entering grades, comments and work habits for students. This can be done by office users through the **School** view, or by teachers, through the **Staff** view.

### 9.1 School View

School users entering grades and/or dates can do so using School view. Grades are entered in the Grade Input screen and then posted to the transcript records.

#### 9.1.1 Entering Grades

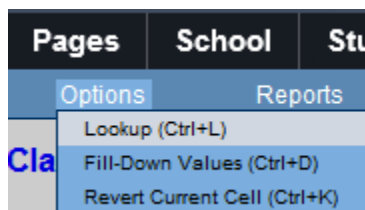
1. In the **School** view, select the **Grades** top tab.
2. Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.
3. Enter grades, work habits and comments as appropriate. Data is automatically saved.

**Quick Tips:** Use the Options menu for shortcuts available for entering data, or use the quick keys.

**Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined.

**Fill-Down Values (Ctrl+D):** takes the value in the cell the user is in and copies it down to all students below that cell.

**Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value.



For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

Manual changes made to a grade for a student will appear with a blue exclamation mark beside them. This indicates to the teacher that admin staff have entered or modified the grade.

#### 9.1.2 Posting Grades

Once all grades are entered, they must be posted to create the transcript record for the student. This becomes the official term mark for the students. Grades can be posted by individual class or all classes at once.

If a mark change is made after grades have been posted, the user must post grades again to update the transcript record.

### 9.1.2.1 Posting Grades By Individual Classes:

1. In the **School** view, select the **Grades** top tab.
2. Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.
3. Confirm grade entry is complete.
4. In the **Options** menu, select **Post Grades**. Confirm the correct **Class** is displayed.
5. Select the appropriate **Grade Term**.
6. **Grades to post** should be *Term grades for all students*.
7. Click **OK**.

### 9.1.2.2 Posting Grades For All Classes:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Input** side tab.
3. In the **Options** menu, select **Post Grades**.
4. Select the appropriate **Grade Term**.
5. **Grades to post** should be *Term grades for all students*.
6. In the “Post for...” section, select **All Classes**. Click **OK**.

### 9.1.3 Viewing the Data

Data can be viewed in the following areas of the School view:

- By individual course: Grades top tab > Grade Input side tab > Input Grid.
- By all courses: Grades top tab > Transcripts side tab > set dictionary icon to All.
  - This area can also be used to create queries for specific records.
  - Queries can be made on one or more students, teachers, courses, or sections.
- By individual student: Student top tab > Transcript side tab.

## 9.2 Staff View

There are two ways for a teacher to enter a term grade for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).
- Posting grades from teacher-created categories and assignments. (Teacher uses MyEducation BC to manage daily assessment). Entering a Term Grade Directly to the Term Grade Screen.

1. From **Staff** view, **Gradebook** top tab and the **Scores** side tab.

2. In the **Grade Columns** field, choose **Post Columns – Term**.
3. In the **Term** field, choose the appropriate term for which grades are being entered.



- o **Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.
  - o **Green** pushpins with a triangle beside them appear **during** the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them.
  - o **Red** pushpins with a red square beside them appear when the Post button has been pushed and grades have been posted to the student record. Even if the pushpins are red, grades can be re-posted as long as school settings permit it.
4. Enter grades, work habits and comments as appropriate. Data is automatically saved.

**Quick Tip:** Use the Options menu for shortcuts available for entering data, or use the quick keys.

- **Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined.
- **Fill-Down Values (Ctrl+D):** takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.
- **Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value.

Pages	School	Stu
Options		Reports
Cla	Lookup (Ctrl+L)	
	Fill-Down Values (Ctrl+D)	
	Revert Current Cell (Ctrl+K)	

For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

5. When data entry is complete, click the **Post Grades...** button. This process creates the grade record for the student which will appear on the report card.
6. Use the **Class** dropdown menu to select the next class.

Class

MENS--K-C ▾

MSC--K-001

**MPE--K-001**

MSS--K-001

MMU--K-001

MMA--K-001

XDPA--K-001

MHCE--K-001

7. Repeat process until grades are entered for all classes.

### 9.2.1 Posting Grades From Teacher-created Categories and Assignments

Posting Grades from teacher created categories and assignments is covered in the Gradebook & Staff View guide on the MyEducationBC.info site.

## 10.0 Generating Report Cards

Report cards can be run from various areas in MyEducation BC for all students or for an individual student.

- **School** view > **Grades** top tab > **Transcript** side tab > **Reports** menu > **Report Cards** category > select the appropriate report card: for all students.
- **School** view > **Student** top tab > **Reports** menu > **Report Cards** category > select the appropriate report card: for all or a selection of multiple students.
- **School** view > **Student** top tab > **Transcript** side tab > Reports menu > **Report Cards** category > select the appropriate report card: for an individual student.

### 10.1 Kindergarten, Primary, Intermediate

Selecting the appropriate Report Card Type will present the appropriate performance scale or term grade boxes for that particular group of students. Elementary schools using the XTC course for term comments must check the “Include term comments” checkbox for this course to be displayed at the bottom of the report card.

See the table below for an explanation of the selections on the report card parameter form.

Field	Description
<b>Report Card Type</b>	Select the report card required for the grade level of students to ensure the correct performance scale is displayed. <b>Kindergarten:</b> Kindergarten <b>Primary:</b> Grades 1, 2, 3 <b>Intermediate:</b> Grades 4+
<b>School year</b>	This will default to the current school year.
<b>Term</b>	Select the term for which report cards are being run. These values are populated by the grade terms set up in Grades top tab > Grade Terms side tab.
<b>Students to include</b>	<b>Current selection:</b> the report will run for all students in the student list when you selected the report. <b>All:</b> the report will run for all students. <b>YOG:</b> the report will run for all students with a specified YOG. <b>Snapshot:</b> the report will run for the students in the snapshot identified in the Search value field.
<b>Search value</b>	Contains the value to apply when running the report by YOG or Snapshot. This is a free-form, typed-in value and must be exactly as the data on the student record is displayed.
<b>Alternate mailings</b>	This has no functionality at this time.
<b>Exclude classes without term grades</b>	This will exclude any courses on the student schedule that do not have a mark or comment.
<b>First Name Format</b>	Determines whether the preferred or legal first name will be displayed on the report card.
<b>Last Name Format</b>	Determines whether the preferred or legal last name will be displayed on the report card.
<b>Display School Message</b>	This box must be checked to display the report card message entered in School top tab > Setup side tab > Preferences > Category = Grade > Report card message.
<b>Parent Signature Required</b>	Checking this box will cause the report to have a parent signature box at the bottom.
<b>Print on Both Sides</b>	Checking this box will insert a spare page where the report card exceeds 2 pages. For example, this will prevent the third page from printing with the first page of another student.
<b>Include Term Comments</b>	Check this box to generate a term comment box at the bottom of the report card when using the XTC course.
<b>Hide Performance Scale if no Mark Entered</b>	If no performance scale has been entered for a course at the Kindergarten or Primary levels, the performance scale bar will be omitted from the report card for that course if this box is checked.
<b>Print Performance Scale</b>	The top of the report card will display an explanation of the performance scale associated with the report card type at the top.
<b>French Language</b>	Generates the report card in the French language. <b>Note:</b> It does not translate data entered into the system in English.
<b>Print on Legal Size Paper</b>	Causes the report to be generated on legal size paper.
<b>Format</b>	Provides options to generate the report card in different formats. PDF is recommended.



## 10.2 Middle Years and Secondary

Field	Description
<b>Report Card Type</b>	Select the report card required for the grade level of students: <b>Middle:</b> displays letter grades only when the report card is run. <b>Secondary:</b> displays letter grade and percentages when the report card is run.
<b>School year</b>	This will default to the current school year.
<b>Term</b>	Select the term for which report cards are being run.
<b>Students to include</b>	<b>Current selection:</b> the report will run for all students in the student list when you selected the report. <b>All:</b> the report will run for all students. <b>YOG:</b> the report will run for all students with a specified YOG. <b>Snapshot:</b> the report will run for the students in the snapshot identified in the Search value field.
<b>Search value</b>	Contains the value to apply when running the report by YOG or Snapshot. It is important to note that this is a free-form, typed-in value and must be exactly as the data on the student record is displayed.
<b>Alternate mailings</b>	This has no functionality at this time.
<b>Exclude classes without term grades</b>	This will exclude any courses on the student schedule that do not have a mark or comment.
<b>First Name Format</b>	Determines whether the preferred or legal first name will be displayed on the report card.
<b>Last Name Format</b>	Determines whether the preferred or legal last name will be displayed on the report card.
<b>Suppress Course Teacher Name</b>	Checking this box will prevent the teacher's name from being displayed beside the course on the report card.
<b>French Language</b>	Generates the report card in the French language. <b>Note:</b> It does not translate data entered into the system in English.
<b>Display School Final Exam</b>	Checking this box will display the school final exam mark, if a transcript definition with a school final exam column was used.
<b>Include Blended Mark if Available</b>	Checking this box will display a blended mark for the course if the mark has been pushed to the transcript record exam field in MyEd BC.
<b>Print on Both Sides</b>	Checking this box will insert a spare page where the report card exceeds 2 pages. For example, this will prevent the third page from printing with the first page of another student.
<b>Print Info Page</b>	The bottom of the report card will display an explanation of the letter grades associated with the report card.
<b>Display Attendance Summary</b>	If this box is checked, the daily attendance summary will show at the top of the report card. If it is unchecked, only class attendance will display on the course against which it was recorded.
<b>Display School Message</b>	This box must be checked to display the report card message entered in School top tab > Setup side tab > Preferences > Category = Grade > Report card message.
<b>Teacher Signature Required</b>	Checking this box will cause the report to have a teacher signature box at the bottom.

<b>Parent Signature Required</b>	Checking this box will cause the report to have a parent signature box at the bottom.
<b>Include Term Comments</b>	Check this box if the XTC course has been used to generate a term comment box at the bottom of the report card. This functionality is specific to the XTC course.
<b>Display GPA</b>	Displays a system-generated GPA when the report card is run.
<b>Include Behaviour, Attitudes and Social Responsibility</b>	If this box is checked, XSR course will display at the bottom of the report card for the middle school report card.
<b>Print on Legal Size Paper</b>	Causes the report to be generated on legal size paper.
<b>Format</b>	Provides options to generate the report card in different formats. PDF is recommended.

## 11.0 Other Functions

### 11.1 Update Gradebooks

This is an optional function that can be used as part of updating marks in the transcript record. **Recommended practice is to make the grade in the grade input grid and re-post the grades/comments/work habit changes for the course.** This will update the applicable transcript record(s) accordingly.

This function pushes any changes made directly on the student transcript record *in the School view*, back to the teacher gradebook's **term grade** screen. If you make manual changes to term grades in the Transcript screen, they are not automatically reflected in the teacher's screen. Teachers should be aware of this process before it is executed as it will affect the marks they see in their term screen. This process does not reach back into the actual teacher gradebook where individual assignment marks are recorded.

To update gradebooks:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Transcripts** side tab.
3. Select all records that have been changed.
4. From **Options** menu, choose **Show Selected**.
5. From **Options** menu, choose **Update Gradebooks**.

6. In the Update Gradebooks from Transcript window:
  - o Select the correct transcript definition and column from the pick list. For example: you may be updating the Tri 1 grade for courses with an Elementary – Kindergarten/Primary transcript definition.
  - o Confirm the **Current Selection** reflects the number of records you selected to update.

**Update Gradebooks from Transcript**

<b>Column</b>	Tri 1
<b>Transcript Definition</b>	Elementary - Kindergarten/Primary

**Update For**

Current selection: 3

Current Year

All Transcripts

OK Cancel

7. Click **OK**.

## 11.2 Calculate Credits

When an administrative staff member posts final grades in the School view, credits are not automatically calculated. The Calculate Credits function will populate the credit value based on the system credit procedure.

### To calculate credits:

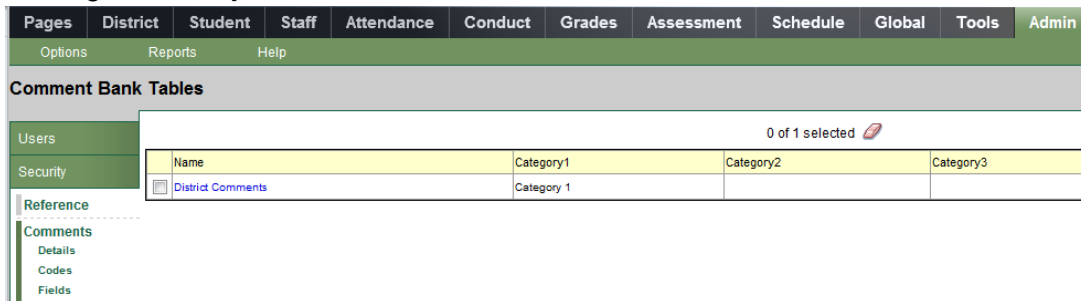
1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts** side-tab.
3. Select the records requiring a credit value.
4. In the **Options** menu, select **Calculate Credits**. The *Calculate Credits* dialog box appears.
5. Choose the appropriate option to calculate credits for the current selection or for all transcript records.
6. Click **OK**. The system will assign credit values based on the system credit procedure rules.

## 12.0 Appendix A

### 12.1 To Create or Modify a District Comment Bank

Categories within comment banks create filters for users allowing them to narrow the list of comments seen in the entry screen. Do some testing with categories on the comment bank, as well as the codes, and then view the grade entry screen to confirm achieving the desired result.

1. Log in to **District** view.
2. Click on the **Admin** top tab.
3. Click on the **Data Dictionary** side tab and select the **Comments** leaf.
4. If a district comment bank exists, click on the name of the comment bank. If there is no bank, go to the **Options** menu and select **Add** to create the bank.



5. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
Bank name	Enter a name for the comment bank that is descriptive for users.
Category 1	This creates a filter for users in the comment bank. The name of the category here should be generic (ex. Just call it Category). Then Category 1 on the actual comment can be called General for one comment, Work Habit for another comment, etc. This would create a drop-down menu called Category from the user screen and within the drop-down menu would be General and Work Habit.
Category 2	This is optional, but can be used to further filter comments
Category 3	This is optional, but can be used to further filter comments

6. Click **Save**.

### 12.1.1 To add or modify a comment in the district comment bank:

1. Log in to **District** view.
2. Click on the **Admin** top tab.
3. Click on the **Data Dictionary** side tab and select the **Comments** leaf
4. Click on the **Codes** leaf. If comments exist, you will see them in the list. Click on the blue **ID** hyperlink of an existing comment to edit its content, if necessary.

Pages	District	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options		Reports		Help							
Comment Bank Tables :: District Comments											
Users										0 of 6 selected	
Security											
Reference											
Comments											
Details											
Codes											
ID	Preview	Category1	Category2	Category3							
2	This is a test of the Distrct Comment System	Category	23								
3	This is a test of the Distrct Comment System	Category	20								
4	This is a test of the Distrct Comment System	Category	10								
5	This is a test of the Distrct Comment System	Category	27								

5. To add a new code, go to the **Options** menu and select **Add**.
6. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the uses cannot see the comment.

7. Click **Save**.

## 12.2 To Create or Modify a School Comment Bank

Categories within comment banks create filters for users allowing them to narrow the list of comments seen in the entry screen. Do some testing with categories on the comment bank, as well as the codes, and then view the grade entry screen to confirm achieving the desired result.

1. Log in to **School** view.
2. Click on the **Admin** top tab.
3. Click on the **Comments** side tab.
4. If a school comment bank exists, click on the name of the comment bank to view the comments already entered. If there is no bank, go to the **Options** menu and select **Add** to create the bank.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options		Reports		Help							
<b>Comment Bank Tables</b>											
Reference		0 of 1 selected									
<b>Comments</b>		Name	Category1	Category2	Category3	Owner					
Details		<input type="checkbox"/> School Comments	Category 1	Subject		Chilliwack Secor					

5. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
Bank name	Enter a name for the comment bank that is descriptive for users.
Category 1	This creates a filter for users in the comment bank. The name of the category here should be generic (ex. Just call it Category). Then Category 1 on the actual comment can be called General for one comment, Work Habit for another comment, etc. This would create a drop-down menu called Category from the user screen and within the drop-down menu would be General and Work Habit.
Category 2	This is optional, but can be used to further filter comments
Category 3	This is optional, but can be used to further filter comments

6. Click **Save**.

### 12.2.1 To add a comment to the school comment bank:

1. Log in to **School** view.
2. Click on the **Admin** top tab.
3. Click on the **Comments** side tab.
4. Click on the **Codes** leaf. If comments exist, you will see them in the list. Click on the blue hyperlink of an existing comment to edit its content, if necessary.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Comment Bank Tables :: School Comments

Reference 1:100 0 of 165 selected

ID	Preview	Category1	Category2	Category3
100	Good Work {{ studentName lower capitalize }}!	General		
101	Satisfactory progress.	General		

- To add a new code, go to the **Options** menu and select **Add**.
- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the users cannot see the comment.

- Click **Save**.

### 12.3 Adding a Teacher Comment to the school comment bank

As only one comment bank can be added to a course, and this is done at the school level, a teacher wanting to create their own custom comments will add their comments to the existing school comment bank. Only the teacher creating the comment will see these.

- Log in with a teacher account.
- Click on **Change View** and select **Staff view**, if necessary.
- Click the **Tools** top tab.
- Select the **Comments** side tab.
- The **School Comment** bank appears.
- Click the **Codes** leaf.
- To add a new code, go to the **Options** menu and select **Add**.
- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the users cannot see the comment.

9. Click **Save**.

## 12.4 Using Tokens (Replacement Characters)

MyEducation BC has the ability to use replacement characters for name, gender, he/she, etc. These are called “tokens”. The codes to be used for character replacement are as defined in the table below.

Filter type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on file)
Capitalize	The system capitalizes the first letter.	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's 3 <sup>rd</sup> incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName lower}}	jane
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as 123 Main Streetxxx	123 Main Street (The address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy,girl,it}} OR {{person.genderCode gender:He, She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)



**Example:**

### Comment Bank Tables :: School Comments

Reference		< 1:100 >
<b>Comments</b> Details ▶ Codes Fields		
Licenses		
Logs		
<input type="checkbox"/>	<b>ID</b>	<b>Preview</b>
<input type="checkbox"/>	100	Good Work {{ studentName lower capitalize }}!
<input type="checkbox"/>	101	Satisfactory progress.
<input type="checkbox"/>	102	Good progress - quality work.
<input type="checkbox"/>	103	{{ studentName lower capitalize }} participates well.
<input type="checkbox"/>	104	Good work habits and attitude.
<input type="checkbox"/>	105	{{ studentName lower capitalize }} is a pleasure to have in class.
<input type="checkbox"/>	106	Excellent progress.
<input type="checkbox"/>	107	A fine effort displayed.
<input type="checkbox"/>	108	{{ studentName lower capitalize }} has special abilities.

## 13.0 Appendix B: Grade Input Query/Filter For Transcript Definitions

When course sections that are reported on 3 times a year (trimester) and 4 times a year (quarterly) are in the same list in the grade input screen, the user will get a warning window when preparing grade input that will state that columns were not prepared for some course sections. For example, if MEN—07 is reported on in a trimester model and is in the same list as MEN—10 which is reported on in a quarterly model, preparing grade input for Tri 1 will create a warning window that columns were not created for MEN—10. This is expected, because MEN—10 would not have a Tri 1 column, it would have a Q1 column (for the first quarter).

Schools that are using both quarter and trimester grade terms (such as K-12 schools), may wish to create a query/filter to isolate the course sections reported on in either the trimester or quarterly model before preparing grade input. While this is not strictly necessary, it could avoid confusion for users so they don't receive the warning that columns were not prepared.

A query as shown below will provide for filtering course sections from within a range of course grade levels. Schools will use different grade level cut-offs and will make use of the operators "Less than or equal to" or "Greater than or equal to" to isolate the necessary course sections.

This query would be created in the **Grades** top tab > **Grade Input** side tab.

Set the **Tables** to Course and **Fields** to Grade Level. Use **Operators** Greater than or equal to, and Less than or equal to and base the search on **All Records**. Remember to use **Save As...** to get the option to save the query as a filter.