



MyEducationBC

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# Posting Final Marks

With a Cumulative Transcript Definition

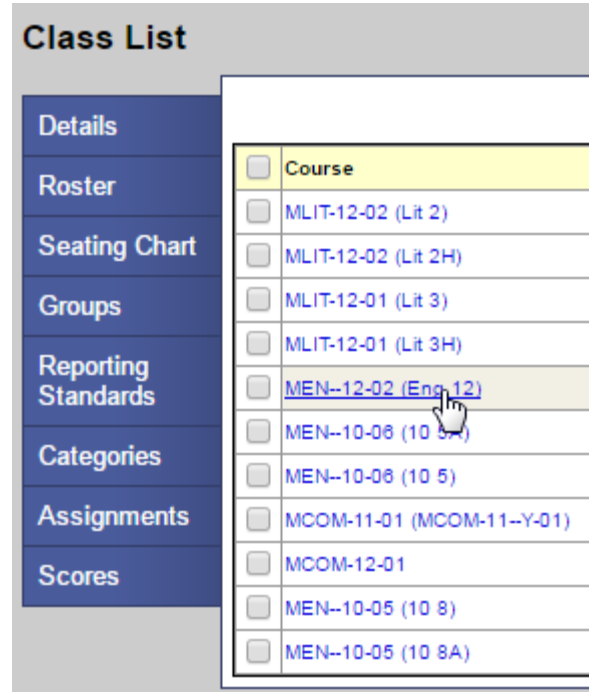
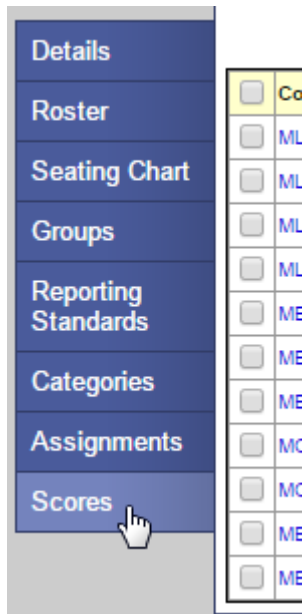
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## Posting the Last Term and Final Grades to the Office

### 1. Opening up your Gradebook Scores Sheet for a specific course.

- A. Click on the **Gradebook** Tab
- B. Select a **Course** from the Class List
- C. Click on the Scores side-tab

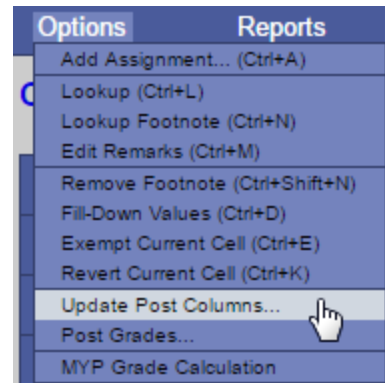


### 2. Posting your Gradebook Term Mark to the Term Post Column

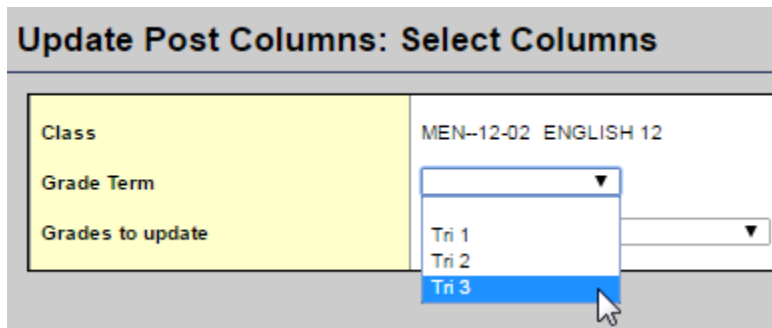
- A. Do a quick review of your term marks for accuracy

	Missing	Tri 3
YOG		
2016	0	62.0 C
2016	1	88.0 A
2016	1	82.0 B
2016	1	80.0 B
2016	1	77.0 B
2016	1	57.0 C-
2016	1	65.0 C
2016	4	86.0 A

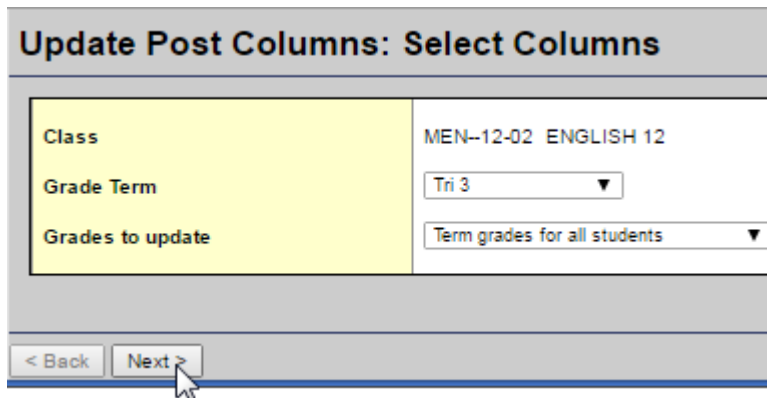
B. In the Option Menu, select **Update Post Columns**



C. In the Update Post Columns **Pop Up Window**, select the Term from the Grade Term Drop Down



D. This will automatically select the Grades to Update Drop Down



E. Click the Next button at the bottom of your Pop Up window.

F. You are only presented with the Final Mark. The Cumulative Transcript Definition is designed this way since the Term 3 Mark and Final Mark will be the same. **Select Average:Cumulative.**

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

Final Mark	Average:Cumulative (Do Not Update) Average:Overall Average:Overall HW Average:Overall T Average:Cumulative
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< Back   Next >   Finish   Cancel

G. Click next at the bottom of the Pop Up Window

H. Step 3 is only a warning. Click Finish at the bottom.

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

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

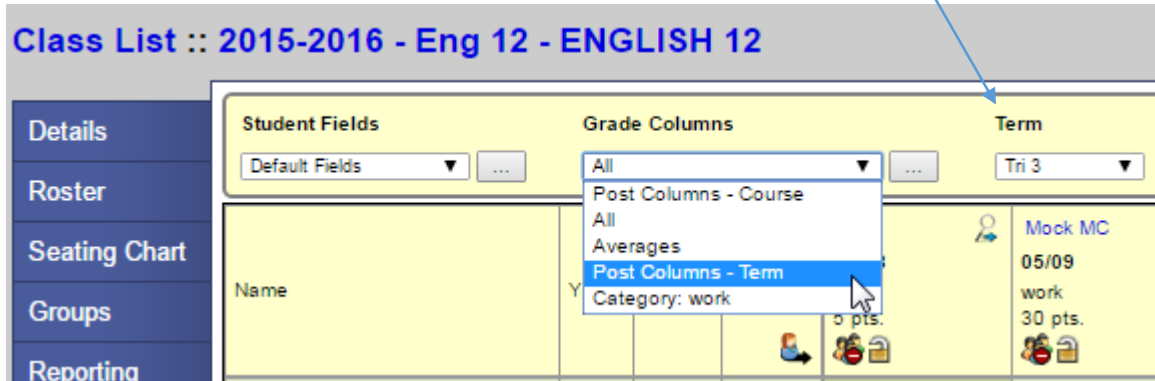
Final Mark	Average:Cumulative
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**Note: this operation will not update manually adjusted (⊘) scores.**

< Back   Next >   Finish   Cancel

- I. Now back in your Scores (Gradebook Spreadsheet) in the Grade Columns Drop Down Menu select **Post Columns – Term**

Ensure the Term Drop Down reflects the last term you are posting. E.g. Tri 3



- J. You have now completed Posting your Final Mark.

**NOTE: The Term 3 Grade Column (Tri 3) is not used in the Cumulative Transcript Definition. Only the Final Column is available as it reflects both the Third and Final Mark.**

*Also don't mistake the Tri 3 Column with the calculator as the posted Grade Column. It is showing the average grade for Tri 3 but is not posted into our Post Columns.*

	Grade Columns	Term	Status
	Post Columns - Term	Tri 3	Enro
Y	G		
2016			83
2016			92
2016			89
2016			98
2016			90
2016			87
2016			90
2016			76

- K. If you have changed any Assignment Marks in your Gradebook, repeat Steps 2A – 2J again.

### 3. Continue Entering your Comments and Work Habits for the Last Term

Since the report card won't have a mark in the term 3 column (which may confuse some parents) it may be worth adding a comment that explains that **the cumulative mark for Term 3 and the Final are the same.**

### \*\*\*IMPORTANT FINAL STEP\*\*\*

After Updating your Post Columns, Work Habits, and Comments, **Click on the Post Grade button** to send to the office.

The screenshot shows a toolbar with several sections: 'Student Fields' (Default Fields), 'Grade Columns' (Post Columns - Term), 'Term' (Tri 3), 'Status' (Enrolled selected, Withdrawn), and 'Class' (Eng 12). On the right side, there are two buttons: 'Post Grades...' and 'Add Assignment'. A blue arrow points from the text above to the 'Post Grades...' button.

A Pop Up will confirm that you are posting your grades. **CLICK OK**

The 'Post Grades' dialog box contains the following fields: 'Class' (MEN-12-02 ENGLISH 12), 'Post course dates' (checkbox), 'Grade Term' (Tri 3), and 'Grades to post' (Term grades for all students). At the bottom, there are 'OK' and 'Cancel' buttons. A blue arrow points from the text above to the 'OK' button.

The pushpins at the top of your Posting columns will change from Green to Red once you've Posted your Grades for a class.

**You're finished this class and can continue following the same steps for your next class.**