Posting Term Grades

BRITISH COLUMBIA | MyEducationBC

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

FUJITSU

Posting Interim/Term 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**

Class List

	Course	Description
☐	MSS--08--Y-2	SOCIAL STUDIES 8
☐	MSS--08TRY	SOCIAL STUDIES 8 TRACKED

Details
Roster
Seating Chart

C. Click the **Scores** side-tab.

Class List :: 2015-2016 - MSS--08--Y-2 - SOCIAL STUDIES 8

Save   Cancel

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Scores

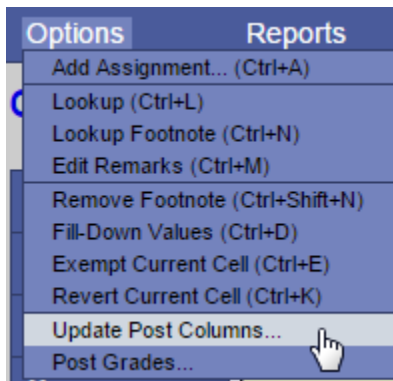|	
Course Nickname	MSS--08--Y-2
Description	SOCIAL STUDIES 8
Classroom	322
Schedule	2(1)
Schedule term	FY
Team	
House	
Average Mode	Gradebook Default
Averages grade scale	Gradebook Default

NOTE: If you are not Posting any Grades, but just entering either Work Habits or Comments, please Skip to Page 6 - 3. Entering your Comments and Work Habits

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

A. Review your Term Average Marks (Tri) for accuracy

Tri 1

100.0 A

67.0 C+

64.0 C

97.0 A

0.0 F

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

Options   Reports
Add Assignment... (Ctrl+A)
Lookup (Ctrl+L)
Lookup Footnote (Ctrl+N)
Edit Remarks (Ctrl+M)
Remove Footnote (Ctrl+Shift+N)
Fill-Down Values (Ctrl+D)
Exempt Current Cell (Ctrl+E)
Revert Current Cell (Ctrl+K)
Update Post Columns...
Post Grades...

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

Update Post Columns: Select Columns   Step 1 of 3

Class	MSS--08--Y-2 SOCIAL STUDIES 8
Grade Term	
Grades to update	Tri 1

This will automatically select the **Grades to Update** Drop Down

Click Next at the bottom of your Pop Up window.

D. From the Tri 1 Grade Drop Down, Post your Term Average Mark by selecting **Average: Tri 1**

Click Next at the bottom.

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

F. In the Grade Columns Drop Down Menu, select **Post Columns - Term**

Ensure the Term Drop Down reflects the term you are posting. E.g. Tri 1 for Term 1

J. You have now completed Posting your Term Mark Grade to the Term Post Column

NOTE: If you have changed any Assignment Marks in your Gradebook,
repeat Steps A,B,C,D & E

Student Fields		Grade Columns		Term		Status
Default Fields ▼	...	Post Columns - Term ▼	...	Tri 1 ▼		● Enro

Name	YOG	Tri 1 🔻▶	Tri 1 WH 🔻▶	Tri 1 Com 🔻▶	Tri 1 🖩
Berleton, Mayu ♻	2020	100		🖎	100.0 A
Bliss, Christy	2020	67		🖎	67.0 C+
Bondar, Mercedes ⚖	2020	64		🖎	64.0 C
Chen, Hoi Ying	2020	97		🖎	97.0 A
Cheung, Katlin 📋	2020	0		🖎	0.0 F

3. Entering your Comments and Work Habits

In the Grade Columns Drop Down Menu, select **Post Columns - Term**
Ensure the Term Drop Down reflects the term you are posting. E.g. Tri 1 for Term 1

Options	Reports	Help

Class List :: 2015-2016 - MSS--08--Y-2 - SOCIAL STUDIES 8

	Student Fields		Grade Columns		Term	
Details	Default Fields ▼	...	All ▼	...	Tri 1 ▼	
Roster			All			
		Missin 🖩	Averages			
Seating Chart			Post Columns - Course			
			Post Columns - Term			
Groups	Name	YOG	Category: AandP			
			Category: HW			
Reporting			Category: Lab			
Standards			Category: TandQ			
	Berleton, Mayu ♻	2020	0	18	💬	100.0 A

Entering **Work Habits**

Tri 1 WH – Work Habits Column - **Enter in G, S, or N only**
Note: an error will occur if entered incorrectly
Note: Use Ctrl – D to fill down Work Habit Column with the current cell's Work Habit

Student Fields		Grade Columns		Term		Status
Default Fields ▼	...	Post Columns - Term ▼	...	Tri 1 ▼		● Enr

Name	YOG	Tri 1	Tri 1 WH	Tri 1 Com	Tri 1
▦	2020		G	📝	100.0 A
	2020		S	📝	67.0 C+
⚖	2020			📝	64.0 C
	2020			📝	97.0 A
📋	2020			📝	0.0 F

Entering **Comments**

Tri 1 - Com – Comments Column

A. To enter in your comments for a student you will be clicking on the Comment Icon 📝 in the Tri 1 Com Column across from their name.

Student Fields		Grade Columns		Term		Status
Default Fields ▼	...	Post Columns - Term ▼	...	Tri 1 ▼		● Enr

Name	YOG	Tri 1	Tri 1 WH	Tri 1 Com	Tri 1
⚹	2020	100		📝	100.0 A
	2020	67		📝	67.0 C+
⚖	2020	64		📝	64.0 C
	2020	97		📝	97.0 A
📋	2020	0		📝	0.0 F

B. A Comment Pop Up window will appear

C. To add a Comment from the District Comment Bank, click on the arrow on the right of the pop up window.

D. A Right-Side Panel will pull out and you can find your Comment by first choosing from the Category 1 Codes Drop Down.
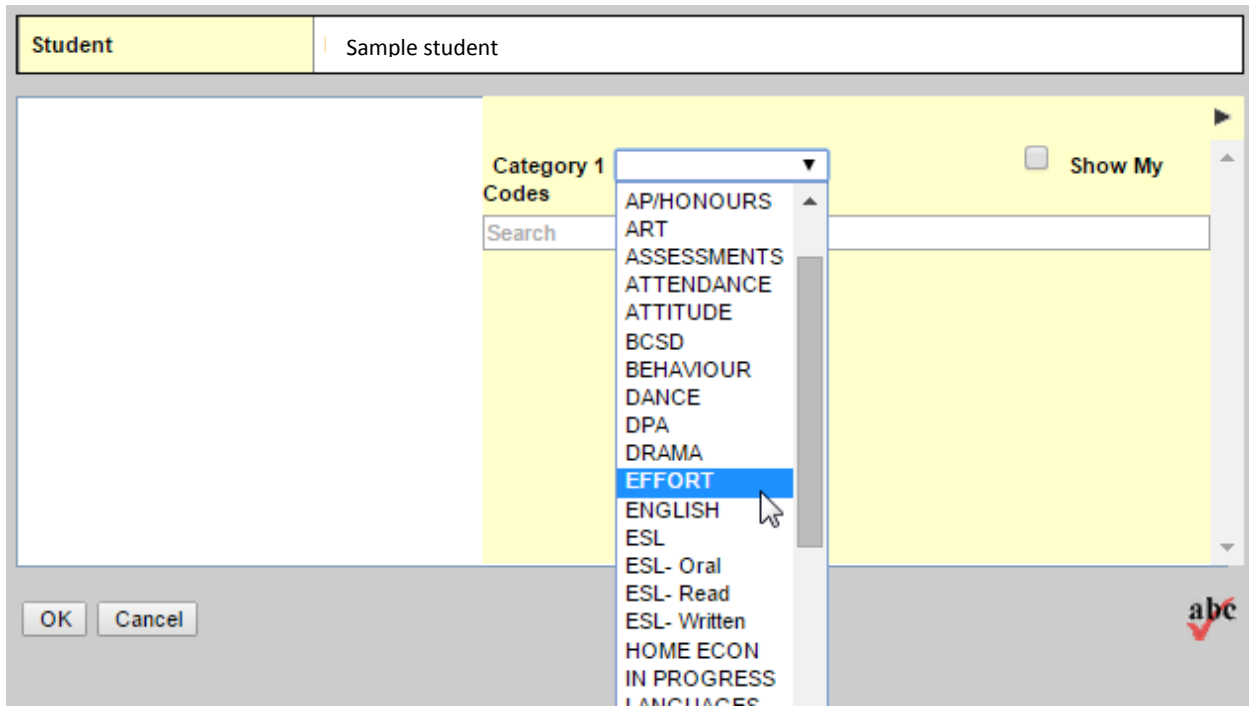
E. Once a Category 1 Code is selected a list of Comments will show up below. **Click** on the Comment to add it for the student.

The Comment will show up on the left, automatically filling in the Name of the student (where required) and Possessive Pronouns (his, her, their – where required).

If you are having trouble seeing the whole comment, click on the right arrow to close the comment bank panel.

F. When you are finished adding in the comment(s) from the Comment Bank, you can add your own anecdotal comments by typing them into the same text box.

Click OK at the bottom of the pop up when you are finished.

G. The Comment Icon will turn Blue when the Comment Box for a student has content inside it. To edit a student's comment(s) click on the Comment Icon again.
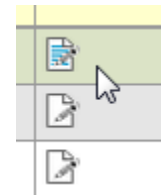
Filling Down Comments – WARNING (use carefully)

NOTE: Once you've completed the comment(s) for a student, you can fill down the rest of the column with the same comment(s). **But you will be required to manually replace/enter the student's name (if required) or the possessive pronoun (if required).**

Click your mouse next to the Comment Icon.
Then press CTRL – D to fill down the rest.
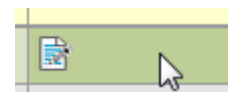
NOTE: You can copy and paste a comment from your own copy of the Comment Bank, but you will have to adjust the Name and Possessive Pronoun manually. (A list of all the comment in the Comment Bank are appended at the end of this document.)
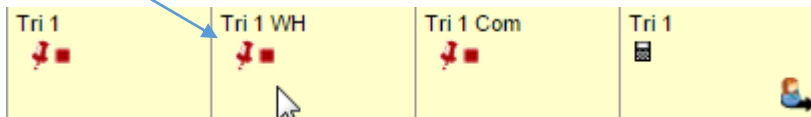
****IMPORTANT FINAL STEP****

After Updating Your Post Columns, Work Habits, and Comments, **Click on the Post Grade button** to send to the office.
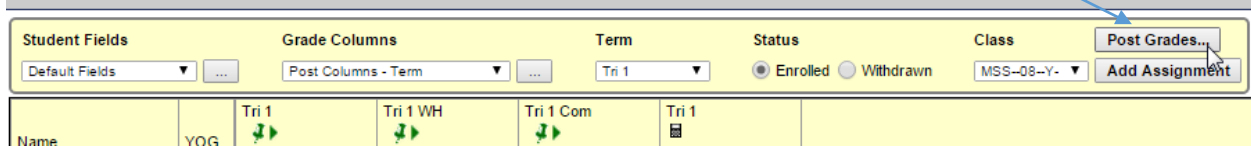
A Pop Up will confirm that you are posting your grades. **Click OK**
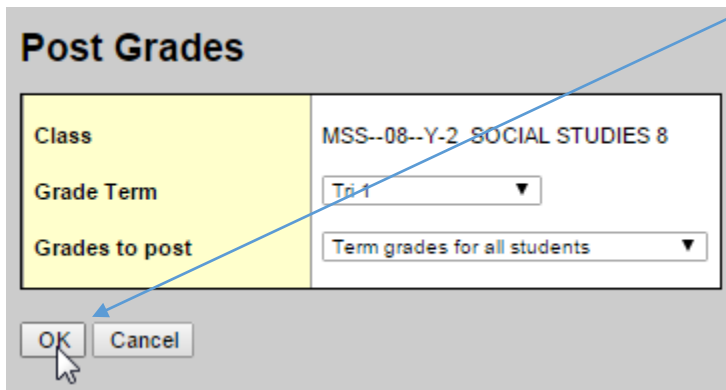
The pushpins at the top will change from Green to Red once you've Posted your Grades for a class.

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