




MyEducationBC

Teacher StartUp Guide



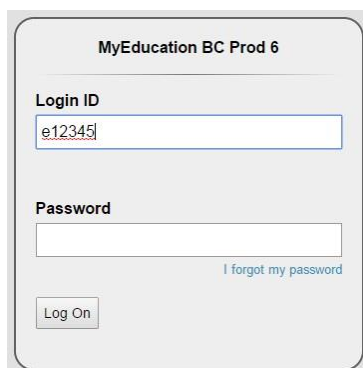
FIPPA (Freedom of Information, Privacy Protection Act)

MyEducationBC is a web-enabled database containing personal student information and shared across districts. You are responsible for the privacy and security of your students' personal information.

- Email: use your **sd41 email only** for correspondence and for MyEd
- At school, your School Connect account allows access to multiple stations. Consider using a lock feature ( windows key + L) when leaving your station. To unlock, type in your School Connect password.
- Printing reports: Consider using the Lock Print feature when you send reports for printing.
- Log out of MyEd to end your session. Sessions can be timed out.
- Improper shutdown of MyEd requires simple launch browser and log back in. (*no lockout period)

Logging In & Passwords

This is the link to log in: <https://www.myeducation.gov.bc.ca/aspen/>



Login ID is your e + employee number. E.g., e12345 (use lower case "e"). Both login ID and password are case sensitive.

NOTE: You have 5 attempts before you are locked out. Click on **I forgot my password** on the login screen to reset.

If this is your first login, you will be prompted to change your password. Type old password. Then type new password and confirm new password. Passwords must comply with requirements. Click **OK** to confirm changes. Passwords are required to change every 90 days.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Set Preferences

Go to **Set Preferences** in the right-hand corner of the window.



1. Change **Primary email**. Click **Security** tab. Enter your primary email which must be your SD41 email address. It is not necessary to enter an alternate email.
2. Choose a security question. Ensure it is an answer you will remember.

3. Do not Change the **Default locale** on the **General** tab. Leave it as **US**.

Attendance

There are multiple options to completing Attendance.

In Home **Pages**, scroll down to **Teacher Classes** widget.

The screenshot shows the MyEducation BC SDTest interface. The top navigation bar includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', and 'Tools'. The main content area has a banner that says 'Welcome to MyEducation BC SDTest'. Below the banner, there are several announcements regarding system maintenance and mobile application availability. The 'Teacher Classes' widget is highlighted with a red box. It shows a table of classes for Monday, September 14, with columns for 'Classes Meeting', 'Attendance', 'Posted', 'Grades', and 'Email'. The table lists three classes meeting at 10:15 AM and 12:20 PM. To the right of the Teacher Classes widget is a 'Published Reports' section with a table of reports.

In **Teacher Classes**, classes are grouped by Classes Meeting (time) and Classes Not Meeting (on the current date listed). The attendance icons show

LIST VIEW, **SEATING CHART VIEW** and a box for **POSTED** attendance.

This image provides a detailed view of the Teacher Classes widget for Friday, September 18. It shows the 'Classes Meeting' section with three rows of classes. Each row has an attendance icon (a list of people), a seating chart icon (a grid of people), and a box for posted attendance. The 'Classes Not Meeting' section is also visible below. Arrows from the text above point to the attendance icons and the posted attendance box.

Classes Meeting	Attendance	Posted	Grades	Email
10:15 AM 6 - MSS-09--Y-6 - SOCIA...		<input type="checkbox"/>		
10:15 AM 6 - MSS-09TRY-6 - SOCIA...		<input type="checkbox"/>		
12:20 PM 7 - MSS-08H-Y-7 - SOCIA...		<input type="checkbox"/>		

Classes Not Meeting	Grades	Email
MSS-08--Y-2 - SOCIA...		
MSS-08TRY-2 - SOCIA...		
YPSYC2A--Y-3 - PSYCH...		

LIST VIEW: click icon 

All students are considered present. Select the Code to change attendance - A (Absent) or L (Late).

When attendance is complete, click the **POST** button (top or bottom of page) to save your changes. *No changes will be saved or Office notified until the Post button is clicked.

By default, the **Show all students in class** is checked. This includes any subgroup of students who are in your class but may have been grouped together. (Eg. Courses that include multiple grades)

Excuses or written notes will be recorded by the Office and coded under the Daily Attendance column. (Eg. field trip, work experience, vacation...)

Attendance can be taken for previous dates by choosing the Attendance arrows or calendar icon.

Period 2 ☒ Show all students in class

Class attendance posted on 9/1/2015 1:38 PM.

Post 30 records Attendance for: 9/1/2015

Pupil #	Name	Code		Class Attendance	Daily Attendance
492003	Burke, Mike		<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>	Present	Present
492004	Burke, Mike		<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>	Present	Present
492005	Burke, Mike		<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>	Present	Present

In this example, the first student was Late, second student was Absent

Pupil #	Name	Code	Class Attendance
492003	Burke, Mike		L [edit]
492004	Burke, Mike		A [edit]


If a student comes late to class after being marked absent, click on the Attendance for the class. Go to the column, **Class Attendance**, click **[edit]**.

A popup box will appear. Uncheck the Absent box. Check Late.

*Do not fill out anything further. This area is held for the Office.


Click **SAVE**.

Click **POST** AGAIN on the class screen to save the new changes.

Name 

Course MSS-08-Y-2

Period 2

Date * 9/17/2015 

Is absent? ☐

Is late? ☒

Is dismissed? ☐

Is excused? ☐

Other code

Other code 2

Reason

Save Cancel

If a student is accidentally marked absent, but has always been in the classroom, click **P** (Present).

Pupil #	Name	Code	Class Attendance
0401185	Ahmed, Dawood	<input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>	A [edit]

A pop up box will appear to confirm the change.

Press **OK**.

Click **POST** again to save the changes.

The page at <https://sdt.myeducation.gov.bc.ca> says:

Are you sure you want to mark **Ahmed, Dawood** present?










Returning to the Home **Page**, your Teacher Classes widget should show green checkmarks for all classes that Attendance has been taken. (*This is a good check for you at the end of each day.)

Teacher Classes

Previous



















Friday, September 18

Today

Classes Meeting	Attendance Posted G
10:15 AM 6 - MSS--09--Y-6 - SOCIA...	  
10:15 AM 6 - MSS--09TRY-6 - SOCIA...	  
12:20 PM 7 - MSS--08H-Y-7 - SOCIA...	  

Attendance by Seating Chart View

From the Home **Page**, **Teacher Classes** widget, click  icon.

Teacher Classes				
Previous		Friday, September 18		Next
Classes Meeting	Attendance	Posted	Grades	Email
10:15 AM 6 - MSS-08--Y-6 - SOCIA...				
10:15 AM 6 - MSS-08TRY-6 - SOCIA...				
12:20 PM 7 - MSS-08H-Y-7 - SOCIA...				
Classes Not Meeting			Grades	Email
MSS-08--Y-2 - SOCIA...				
MSS-08TRY-2 - SOCIA...				
YPSYC2A--Y-3 - PSYCH...				

You can take attendance in this manner if you create a seating chart for the class.

Click on the **Design Mode** (far right). Adjust the **Grid Dimensions** (number of rows and columns).

Your list of students are listed in a column on the left side under **Unseated Students**.

Click hold the student name to drag into the Seating Positions grid. Move the students anywhere in the grid. *You can also use the **Auto Fill** feature to fill your grid. Students who have withdrawn from your class can be removed from the grid by selecting the **Remove** button.

To take attendance you need to exit the **Design Mode**.

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

Seating Positions

Grid Dimensions

Grid width: 10
Grid height: 10
Resize Trim

Auto Fill: Alphabetical Random Reset

Remove Withdrawn Students: Remove

Unseated Students

Class: Daria

<< Exit Design Mode

Select Absent (A) or Late (L) by clicking on the buttons. (*Note: In this view, courses that have subgroups are NOT combined together. Each course section is considered a separate entity.)

Click **Post** to save your attendance.

To print a copy of the seating chart, click **printer friendly version**.

Attendance by Trends View

This information is shown by class or individual student. Trend data show full days and not broken down into periods.

By default, the **Show all students in class** is selected (top right).

Click on **Enable Attendance Buttons**.

Attendance is taken in the usual manner much like List View or Seating Chart View.

Click **Post** to save your attendance.

Click on the highlighted **L** or **A** to edit any changes.

Click **Post** to save again.

*You can also use the Attendance arrows and calendar icon to move between days.

Attendance by Using the Attendance Tab

On the Home **Pages** screen, click on the **Attendance** tab.

Pages My Info Student **Attendance** Gradebook Planner Tools

Home Page Directory

Welcome to MyEducation BC SDTest

- MyEducation BC Production Environment Maintenance Outages:**
 - The MyEducation BC Production environment will be unavailable between 11:00 pm and 12:00 am PT nightly between September 4 and September 30 for system maintenance.
 - DEFERRED:** The MyEducation BC Production weekly maintenance window that was scheduled for this Wednesday September 9 has been cancelled to accommodate School District start up activities taking place in the evening. The regular weekly Wednesday maintenance windows, scheduled between 5:00 and 10:00 pm PT, will resume next week September 16, 2015. The system is unavailable during maintenance windows.
- MyEducation BC Mobile Application Not Available**
 - The Mobile application is **currently not available** for the following environments MyEducation BC Production, SDTest and SDTrain. We are currently investigating and will provide further updates as they become available. Please use regular browser for these environments, until this is resolved.
- RESOLVED: Error Message When Attempting to Merge Staff Records**

Please be advised that districts will no longer encounter an error message when attempting to Merge Staff Records. The access privilege has been updated. Districts who have customized roles should reference Knowledge Base item K10001244 for further information regarding updating their customized roles. Thank you for your patience.

Announcements

Teacher Classes

Monday, September 14

Classes Meeting	Attendance	Posted	Grades	Email
10:15 AM 8 - MSS--08--Y-2 - SOCIAL...				
10:15 AM 8 - MSS--08TRY-2 - SOCIAL...				
12:20 PM 7 - MSS--08H-Y-7 - SOCIAL...				

Classes Not Meeting

MSS--08--Y-2 - SOCIAL...

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

This shows the list of courses assigned to you.

Click on the course (highlighted in blue) to navigate to individual courses.

Pages My Info Student **Attendance** Gradebook Planner Tools

Options Reports Help

Search on Term

Class Attendance

0 of 6 selected

Current Classes

Course	Description	Classrm	Schedule	Term
MSS--08--Y-2	SOCIAL STUDIES 8	322	2(1)	FY
MSS--08TRY-2	SOCIAL STUDIES 8 TRACKED	322	2(1)	FY
YPSYC2A--Y-3	PSYCHOLOGY 12	320	3(1)	FY
MSS--08--Y-6	SOCIAL STUDIES 9	215	6(1)	FY
MSS--08TRY-6	SOCIAL STUDIES 9 TRACKED	215	6(1)	FY
MSS--08H-Y-7	SOCIAL STUDIES 8 HONOURS	105	7(1)	FY

If a course is not meeting on a calendar date, a pop up note appears. Select a valid class date by choosing the arrow icons or calendar.

Pages My Info Student **Attendance** Gradebook Planner Tools

Options Reports Help

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

Period 2

Post

30 records

Attendance for: 9/15/2015

Pupil #	Name	Code	Class Attendance
			Present*

Navigation

Most navigating in MyEd is done through a series of tabs along the top (called top-tabs) and down the left side (called side-tabs). There may also be sub-top-tabs along the top and sub-side-tabs down the side, depending on which side or top tab you have selected.

TOP TABS

MENU BAR

BREADCRUMBS

SIDE TABS

UsualLast	UsualFirst	Alerts	Gender	Pupil #	PEN	YOG	School > Name	Quick Status	Homeroom	HR Teacher	Grade	GrSubLvl	DOB	EnrStatus	HomePhone	Address
Abdullah	Nizar		M	875612	1000000000	2016	Burnaby Mountain Secondary		200	2000000	12		12/17/1998	Active	604-205-1800	114-8801 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Kamran		M	570512	1000000000	2020	Burnaby Mountain Secondary		109	2000000	08		2/10/2002	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Taha		F	840185	1000000000	2019	Burnaby Mountain Secondary		120	2000000	09		10/25/2001	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		F	571087	1000000000	2016	Burnaby Mountain Secondary		200	2000000	12		11/7/1998	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	412290	1000000000	2019	Burnaby Mountain Secondary		120	2000000	09		7/17/2001	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Kamran		M	549171	1000000000	2016	Burnaby Mountain Secondary		200	2000000	12		2/3/1998	Active	778-388-3311	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Taha		M	877551	1000000000	2019	Burnaby Mountain Secondary		120	2000000	09		11/14/2001	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		F	892233	1000000000	2016	Burnaby Mountain Secondary		200	2000000	12		2/20/1998	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	1040724	1000000000	2019	Burnaby Mountain Secondary		120	2000000	09		2/23/2001	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	489407	1000000000	2019	Burnaby Mountain Secondary		120	2000000	09		7/24/2001	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	572289	1000000000	2016	Burnaby Mountain Secondary		200	2000000	12		8/15/1998	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	572144	1000000000	2016	Burnaby Mountain Secondary		200	2000000	12		8/4/1998	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		F	492002	1000000000	2020	Burnaby Mountain Secondary		109	2000000	08		7/16/2002	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	495417	1000000000	2020	Burnaby Mountain Secondary		109	2000000	08		8/31/2002	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		F	571655	1000000000	2020	Burnaby Mountain Secondary		109	2000000	08		10/23/2002	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1
Adnan	Amir		M	572461	1000000000	2020	Burnaby Mountain Secondary		109	2000000	08		12/31/2002	Active	604-407-0770	10000 Oakridge Dr Burnaby, BC V5H 1E1

Under the **top-tabs** are a few menu choices to perform actions specific to the screen. You will note that the reports are available within the screen you are working in, not in a separate report section of the program.

Breadcrumbs show how you got to the screen – you can click on them to go back to previous screens.

DO NOT use your browser's back button! You can click the F11 key to turn off the browser bar, then F11 again to turn it back on.

At the very top are a personal settings bar and a Log Off button. **DO NOT** use the browser's close button (X) to leave MyEd.



Use **Ctrl +** to help zoom in and make font larger

Use **Ctrl -** to help zoom out

Demographics (Student)

Displays individual student demographics

Pages
My Info
Student
Attendance
Gradebook
Planner
Tools

Options
Reports
Help

Student List

Details
Contacts
Attendance

4:R
0 of 116 selected

Students In My Classes

	UsualLast	UsualFirst	Alerts	Gender	Pupil #	PEN	YOG	School > Name	QuickStatus	Homeroom	HR Teacher	Grade	GrSubLvl
<input type="checkbox"/>	Ro	M					2016	Burnaby					
<input type="checkbox"/>	Ru	M					2019	Burnaby					

Student information (basic demographics).

Left side bar provides detailed individual student information.

Gradebook

A. Setting up Gradebook Preferences

Set Preferences

Log Off


Staff View

Go to **Set Preferences** in the right-hand corner of the window. Click on the Gradebook Tab.

General	Security	Gradebook	Communication
<div> <div>Shade alternate lines</div> <input checked="" type="checkbox"/> </div>			
<div> <div>Track administrator updates</div> <input checked="" type="checkbox"/> </div>			
<div> <div>Tab direction</div> <div>Down ▼</div> </div>			
<div> <div>Show studies</div> <input type="checkbox"/> </div>			
<div> <div>Enable gradebook features</div> <input checked="" type="checkbox"/> </div>			
<div> <div>Assignment column order</div> <div>Date due (ascending) ▼</div> </div>			
<div> <div>Show points in headers</div> <input type="checkbox"/> </div>			
<div> <div>Show category names in headers</div> <input checked="" type="checkbox"/> </div>			
<div> <div>Publish assignment statistics</div> <input type="checkbox"/> </div>			
<div> <div>Show student alerts</div> <input checked="" type="checkbox"/> </div>			
<div> <div>Show course selection recommendation</div> <input checked="" type="checkbox"/> </div>			
<div> <div>Anchor averages</div> <input type="checkbox"/> </div>			
<div> <div><u>Missing Assignments</u></div> </div>			
<div> <div>Show missing column</div> <input type="checkbox"/> </div>			
<div> <div>Count empty as missing</div> <input type="checkbox"/> </div>			
<div> <div>Show unscored</div> <input checked="" type="checkbox"/> </div>			
<div> <div><u>Averages</u></div> </div>			
<div> <div>Default weighting</div> <div>Category total points ▼</div> </div>			
<div> <div>Decimals</div> <div>0</div> </div>			
<div> <div>Grade scale</div> <div>Provincial Mark Scale Final Marks 🔍 ✖</div> </div>			
<div> <div>Semester Cumulative average</div> <input type="checkbox"/> </div>			
<div> <div>Cumulative average</div> <input type="checkbox"/> </div>			

Field	Description
Shade alternate lines	Select this checkbox if you want the system to shade every other row of your Grade Input page. Otherwise, deselect this checkbox.
Track administrator updates	Select this checkbox to have an Exclamation point appear next to any grades a staff member in the office changes in the School view.
Tab direction	Select whether you want the Tab key to move you across a row or down a column when you are entering grades on the Grade Input page.
Show studies	Select this checkbox if you want courses with a category of Study to appear in your gradebook.
Enable gradebook features	Select this checkbox if you want to use the Grade Input page to enter scores for assignments. If you do not select this checkbox, the gradebook only displays post columns (Term 1, Term 2, etc.).
Assignment column order	Select if you want assignments to appear in Date due (ascending) , Date due (descending) , or Sequence number order on the Scores page.
Show points in headers	At the Default weighting field, if you select Total Points , you can select the Show points in headers checkbox if you want to view the number of total points in the column header of an assignment.
Show category names in headers	Select this checkbox to display the names of assignment categories in the assignment headers.
Publish assignment statistics	Select this checkbox if you want low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals.
Show student alerts	Select this checkbox to display alert icons next to student names.

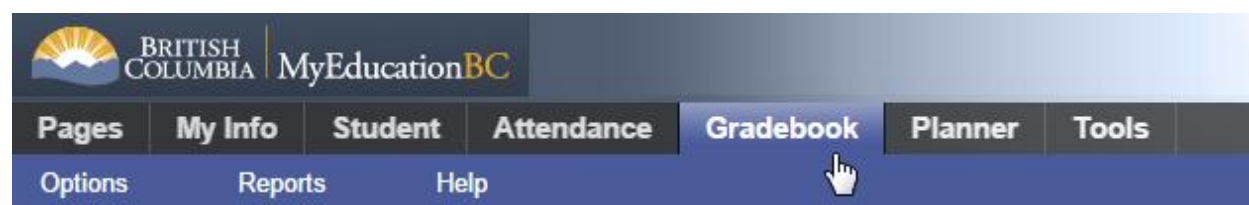
Field	Description
Show course selection recommendation	Select this checkbox to display the Recommendation column on the Scores page. Staff can only make recommendations during the date range defined by the school.
Anchor averages	Select this checkbox to left-align average columns on the Scores page. This way, the averages always appear next to the student information, and the assignments appear to the right:
Show missing column	<p>If you create special codes that you enter for missing assignments, select this checkbox to view the Missing column on the Scores page.</p> <p>For each student, the Missing column displays the total number of assignments you have entered those special codes for.</p> <p>The values in this column might help you when determining students' final grades for the term.</p>
Count empty as missing	<p>If you selected the Show missing column checkbox, select this checkbox to count any assignments that were due before today, and that you have not entered scores for, as missing.</p> <div> <p>Note: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the Missing column will include scores for assignments you have not graded yet.</p> </div>
Default weighting	<p>To indicate to the system how you calculate averages, do one of the following:</p> <p>Select Categories only if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade.</p>

Field	Description
	<p>Select Category and assignment if you want to weight both categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3.</p> <p>Select Total points if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is $270/300=90$.</p> <p>Select Category total points if you want to use total points for individual assignments within categories that you weight. For example, assume you have a Homework category. The homework average counts as 25% of the student's final grade. Within the Homework category, you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points).</p> <p>Note: This value becomes the default average mode for the teacher. Teachers can then assign a different average mode to different course sections in the gradebook.</p>
Decimals	Type the number of decimal places you want the system to use for calculated averages.
Grade scale	<p>Click  to select the grade scale:</p> <p>Provincial Mark Scale Final Marks</p>
Semester cumulative average	<p>Select this checkbox to show semester running averages on your Scores page. Aspen calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term.</p> <p>Students and family can view this column in the Student and Family views.</p>

Field	Description
	<p>Note: Your school must enable the School Grade Preferences (for Show semester averages in the gradebook) for this user preference to be activated. See your Aspen system administrator for details.</p> <p>Aspen uses the column header Semester # (for example, Semester 1) for semester running average columns.</p>
Cumulative average	<p>Select this checkbox to show an overall cumulative average on your Scores page. The overall cumulative average includes all grades and scores entered since the beginning of the class, regardless of term. Aspen calculates the overall cumulative average using the average mode specified in your gradebook.</p> <p>Aspen uses the column header Cumulative for the overall cumulative average.</p> <p>Note: Your school must enable its Grade Preferences for this user preference to be activated. See your Aspen administrator for details.</p>

B. Setting Up Individual Course Settings for Gradebook


Click on the Top Tab - **Gradebook**



You will see a Class List table with all your courses. Each course can be set up individually.

From your **Class List** click on a course to open its specific *Details*

Class List

0 of 6 selected  Current Classes

Course	Description	Classrm	Schedule	Term	Weighting
<input type="checkbox"/> MSS-08-Y-2	SOCIAL STUDIES 8	322	2(1)	FY	Category total points
<input type="checkbox"/> MSS-08TR	SOCIAL STUDIES 8 TRACKED	322	2(1)	FY	Category total points
<input type="checkbox"/> YPSYC2A-Y-3	PSYCHOLOGY 12	320	3(1)	FY	Category total points
<input type="checkbox"/> MSS-09-Y-8	SOCIAL STUDIES 9	215	8(1)	FY	Category total points
<input type="checkbox"/> MSS-09TRY-8	SOCIAL STUDIES 9 TRACKED	215	8(1)	FY	Category total points
<input type="checkbox"/> MSS-08H-Y-7	SOCIAL STUDIES 8 HONOURS	105	7(1)	FY	Category total points

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Scores

In *Details* you can:

- Provide your own name for the Course
- Change the Weighting (if different from default set in Gradebook preferences)
- Choose to Drop Lowest Scores
- Change your Term Weighting

Details Save Cancel Default Template

Course Nickname **a**

Description SOCIAL STUDIES 8

Classroom 322

Schedule 2(1)

Schedule term FY

Team

House

Average Mode Gradebook Default

Averages grade scale Gradebook Default

Portal Notes ☐ Show Notes on Portals

Classes linked for assignments and categories:

Course	Description	Term	Schedule
No classes linked			

Select...

Drop mode ☒ Do not drop scores ☐ Drop lowest overall score ☐ Drop lowest score by category **c**

Grade calculation weights

	Tri 1 Grade		Tri 2 Grade		Tri 3 Grade	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	33.0	<input type="text" value="33.0"/>	33.0	<input type="text" value="33.0"/>	34.0	<input type="text" value="34.0"/>

d

☐ Apply weights to other selected classes

Save Cancel

C. Linking Courses

On the right side of the Course *Details* page, you can select which course(s) to link together. Linking courses together will allow you the **option** to duplicate any weighting categories or assignments you create for one course to all the other linked courses.

Classes linked for assignments and categories:

Course	Description	Term	Schedule
No classes linked			

Select...

Click the Select button and place a checkmark beside the courses that will be linked to the current course.

1 of 5 selected

<input type="checkbox"/>	Course	Description	Term
<input type="checkbox"/>	MSS--08H-Y-7	SOCIAL STUDIES 8 HONOURS	FY
<input checked="" type="checkbox"/>	MSS--08TRY-2	SOCIAL STUDIES 8 TRACKED	FY
<input type="checkbox"/>	MSS--09--Y-8	SOCIAL STUDIES 9	FY
<input type="checkbox"/>	MSS--09TRY-8	SOCIAL STUDIES 9 TRACKED	FY
<input type="checkbox"/>	YPSYC2A--Y-3	PSYCHOLOGY 12	FY

OK Cancel

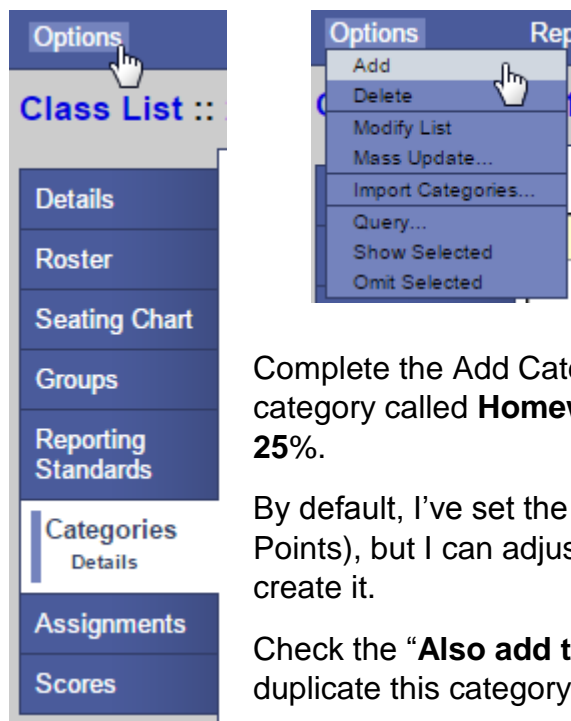
D. Creating Categories and Assigning Weight Values

On the left side tabs click on **Categories**

Class List

<input type="checkbox"/>	Course	Description
<input type="checkbox"/>	MSS--08--Y-2	SOCIAL STUDIES 8
<input type="checkbox"/>	MSS--08TRY-2	SOCIAL STUDIES 8 TRACKED
<input type="checkbox"/>	YPSYC2A--Y-3	PSYCHOLOGY 12
<input type="checkbox"/>	MSS--09--Y-8	SOCIAL STUDIES 9
<input type="checkbox"/>	MSS--09TRY-8	SOCIAL STUDIES 9 TRACKED
<input type="checkbox"/>	MSS--08H-Y-7	SOCIAL STUDIES 8 HONOURS

In **Categories**, click on the *Options* tab above and then click Add



Complete the Add Categories Form. In my example below, I have a category called **Homework**, with a short Code **HW**, and a weight of **25%**.

By default, I've set the typical Homework Assignment Mark at 10 (Total Points), but I can adjust this individually for each assignment when I create it.

Check the “**Also add this category to linked classes**” if you wish to duplicate this category to all other linked courses.

Click on the **Save** button when finished.

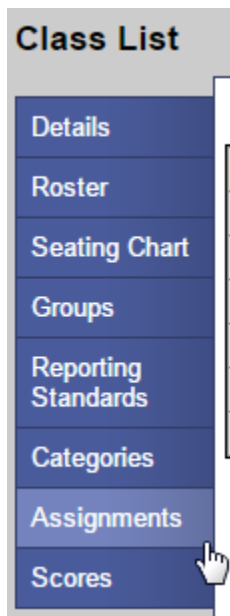
Here is an example of the completed category weights for this course.

Details	0 of 3 selected					All Records
Roster	<input type="checkbox"/>	Code	Desc	Default Grade Scale > Name	Weight	Percent
Seating Chart	<input type="checkbox"/>	AandP	Assignments and Projects		50.0	50.0%
Groups	<input type="checkbox"/>	HW	Homework		20.0	20.0%
Reporting Standards	<input type="checkbox"/>	TandQ	Tests and Quizzes		30.0	30.0%
Categories						
Details						
Assignments						
Scores						

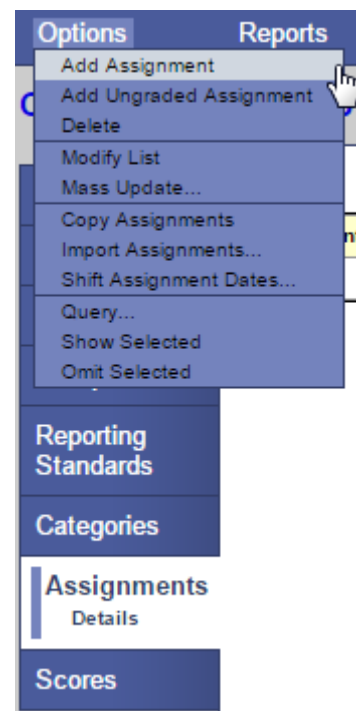
Go back to your **Class List** and select another course to set up the individual gradebook settings and categories.

E. Adding an Assignment

Choose a course for your **Class List** and click on *Assignments* on the left side tab.



Once in Assignments, click on the Options tab above to add a New Assignment.



Complete the Add New Assignments Form. In my example below:

Category is **HW** (Homework)

GB column name (header for the gradebook spreadsheet) is **Maps**

Assignment name is **Canada Map**

Total Points is **10**

Date assigned **Sept 8**, Date Due **Sept 10**

Click **Save** when completed.

Save and New
Save
Cancel
Default Template

General
Portal Description
Standards

Classes * MSS--08--Y-2 SOCIAL STUDIES 8	Category * HW	Options Extra credit <input type="checkbox"/>
GB column name * Maps	Assignment name * Canada Map	Extra credit points 0.0
Date assigned * 9/8/2015	Date due * 9/10/2015	Sequence number 0
Total points * 10.0	Online submission Open date Close date	Score not droppable <input type="checkbox"/>
		Visibility type Private
		Entry mode Numeric Only
		Grade Scale
		Grade Term * Tr 1
		Recurring Options <input checked="" type="radio"/> None <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly

☒ Also add this assignment to linked classes

Resources Provided by the Teacher

Add File
Add Weblink

Entering Scores in Your Gradebook (Updated)

In the scores sheet in Gradebook, if an assignment is not scored, by default it will be omitted from the marks calculation.

For example:

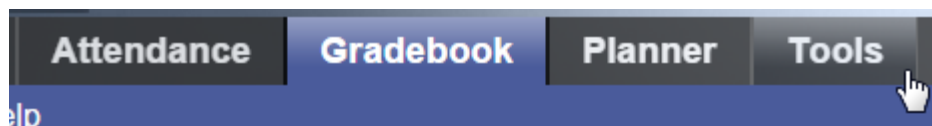
Fig 1. A score hasn't been entered, so in the Term 1 Avg Column (Tri 1), it is not calculated.

	Missing	Tri 1	Mice 09/16 Lab 30 pts.
YOG			
2019	0	93.0 A	28
2019	1		
2019	0	93.0 A	28
2019	0	93.0 A	28

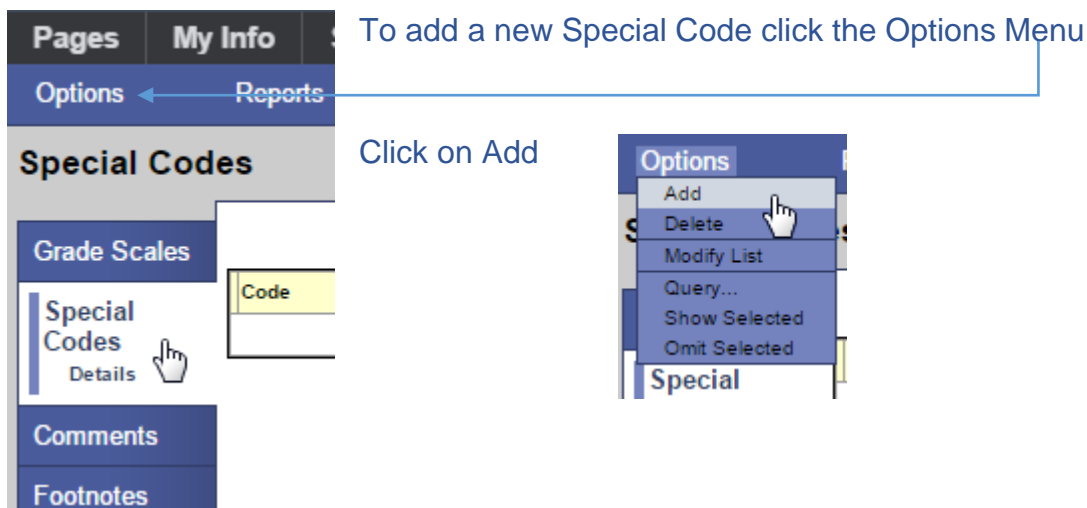
The **only way** to have an empty mark result in a zero (0), and calculate towards the Term Average is to create a **Special Code**. A Special Code is a short word or 1-5 characters. When this code is typed here, it will calculate the mark to be zero (0).

Creating Special Codes

1. Go to the Tools Link in the top Tabs.



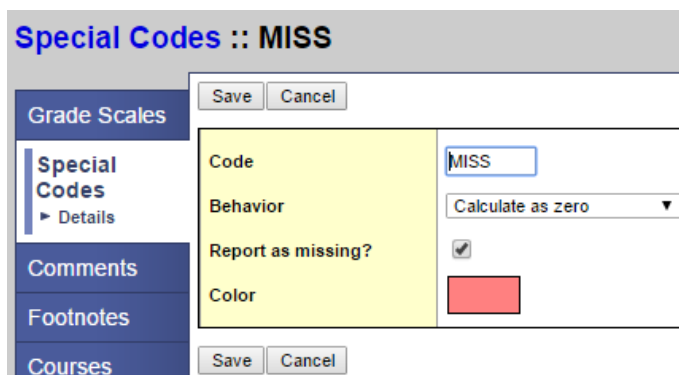
2. On the left SideTab, click Special Codes



To add a new Special Code click the Options Menu

Click on Add

3. Fill out the Special Codes Form



Provide a Code (up to 5 Characters)

In my example, I used MISS to make the mark Count as Zero.

Other examples could be:

MED for Medical, FT for FieldTrip, WE for Work Experience.

Choose the Behaviour

- Calculate as zero or
- Exempt from Calculations

Place a checkmark beside **“Report as missing?”**, if you want a total count of all the missing assignments.

Choose a **Colour** to represent the code text in your Scores Sheet.

Click **Save** to complete

Add as many codes as you desire to represent why a mark is missing and what value it will take (either Zero (0) or Exempt from the Calculations).

3. Using the Special Code in your Gradebook

Missing [icon]	Tri 1 [icon]	Mice 09/16 Lab 30 pts. [icon]	[icon]
0	93.0 A	28	[icon]
1	0.0 F	MISS	
0	93.0 A	28	

Enter the Special Code text into the empty mark.

In my example, my Code 'MISS'

The mark is now calculated as Zero (0) and the text shows up in the colour I designated.

If you wish to see the **Missing Column**, go back to your Set Preferences – Gradebook Tab (in the top right of MyED) and select the following:

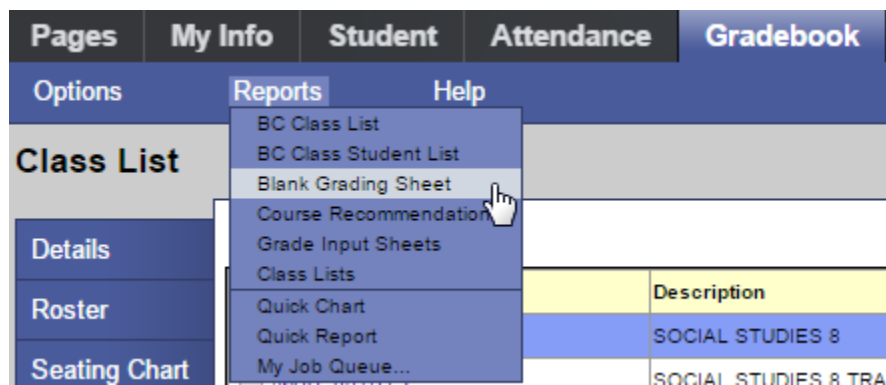
Missing Assignments	
Show missing column	<input checked="" type="checkbox"/>
Count empty as missing	<input checked="" type="checkbox"/>
Show unscored	<input checked="" type="checkbox"/>

Make sure to press OK at the bottom to save.

F. Reports

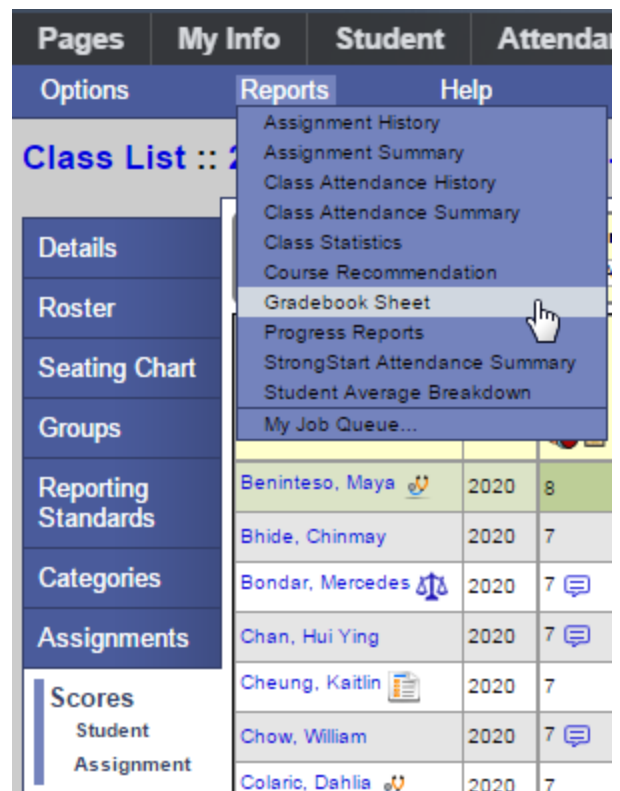
1. Blank Grading Sheet

- Click on Gradebook on the top tab
- From the Class List, select your course
- Select **Reports** and from the dropdown select Blank Grading Sheet
- In the Blank Grading Sheet form, set the Sort Results by "Course"
- Click **Run** to generate PDF



2. Gradebook Score Sheet

- Click on Gradebook on the top tab
- From the Class List, select your course
- Click on Scores on the Sidetab
- Select Reports from the top subtab
- Select Gradebook Sheet
- In the Gradebook Sheet form choose your page setting (Portrait or Landscape)
- Click Run to generate PDF



Calculate Averages in the Gradebook

There are four ways teachers can calculate averages in the gradebook:

- weighted categories
- weighted categories and assignments
- total points only
- category total points

Determine which system you use, and then set your gradebook preferences to indicate your grading system to Aspen.

Aspen needs this information to help you create your categories and assignments, and calculate averages. The value you select when you set your gradebook preferences becomes your default averaging mode. Then, you can define a different averaging mode for different course sections.

Calculating Averages Using Weighted Categories

- Each assignment is converted to a percentage.
- Assignments averaged... Assignments are averaged within each category.
- Categories weighted... Averages from each category are then multiplied by their given weight and added to find the term average.

Example for a single student:

Homework Category: (Weight: 25)	Quizzes Category: (Weight: 25)	Tests Category: (Weight: 50)
HW 1: 9 of 10 = 90%	Quiz 1: 100 of 100 = 100%	Test 1: 80 of 100 = 80%
HW 2: 10 of 10 = 100%	Quiz 2: 75 of 100 = 75%	Test 2: 94 of 100 = 94%
HW 3: 9 of 10 = 90%	Quiz 3: 80 of 100 = 80%	Test 3: 90 of 100 = 90%
HW 4: 10 of 10 = 100%		
HW average: $(90+100+90+100)/4$ = 95%	Quiz average: $(100+75+80)/3$ = 85%	Test average: $(80+94+90)/3$ = 88%

Aspen uses the following formula to calculate the term average using weights:

$$(95 \times 25/100) + (85 \times 25/100) + (88 \times 50/100) = 89\%$$

Calculating Averages Using Weighted Categories and Assignments

- Each assignment is converted to a percentage.
- **Assignments weighted first...** Assignments are multiplied by their given weight and then added to calculate the category average.
- **Categories weighted second...** Category averages are then multiplied by their given weight and added to get the term average.

Example for a single student:

Homework Category (Weight: 25)	Quizzes Category (Weight: 25)	Tests Category (Weight: 50)
HW 1(wt=1): 9 of 10 = 90%	Quiz 1(wt=1): 100 of 100 = 100%	Test 1(wt=1): 80 of 100 = 80%
HW 2(wt=1): 10 of 10 = 100%	Quiz 2(wt=1): 75 of 100 = 75%	Test 2(wt=1): 94 of 100 = 94%
HW 3(wt=1): 9 of 10 = 90%	Quiz 3(wt=1): 80 of 100 = 80%	Test 3(wt=2): 90 of 100 = 90%
HW 4(wt=2): 10 of 10 = 100%		
HW average: 96%	Quiz average: 85%	Test average: 88.5%

Aspen uses the following formula to calculate the average:

The system weights assignments first:

$$\text{HW: } (90 \times 1/5) + (100 \times 1/5) + (90 \times 1/5) + (100 \times 2/5) = 96\%$$

$$\text{Quiz: } (100 \times 1/3) + (75 \times 1/3) + (80 \times 1/3) = 85\%$$

$$\text{Test: } (80 \times 1/4) + (94 \times 1/4) + (90 \times 2/4) = 88.5\%$$

The system then weights category averages just like the Categories Only option:

$$(96 \times 1/4) + (85 \times 1/4) + (88.5 \times 1/2) = 89.5\%$$

Calculating Averages Using Total Points Only

- Assignments are NOT converted to percentages.
- Points earned... All points a student receives for each assignment are added together.
- Points possible... Total points possible for each assignment are added together.
- The term average for a student is the sum of the points earned divided by the sum of the points possible.

Example for a single student:

Homework Category	Quizzes Category	Tests Category
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		
HW total points earned: 38	Quiz total points earned: 140	Test total points earned: 354
HW total points possible: 45	Quiz total points possible: 150	Test total points possible: 400

Aspen uses the following formula to calculate the term average using Total Points Only:

$$38 + 140 + 354 = 532 = 89.4\%$$

$$45 + 150 + 400 = 595$$

Calculating Averages Using Category Total Points

- Assignments are NOT converted to percentages.
- Points earned... Within each category, the points a student receives are added together.
- Points possible... Within each category, the total points possible are added together.
- Each category average is the sum of the points earned divided by the sum of points possible.
- Categories weighted... Category averages are then multiplied by their given weight and added to find the term average.

example for a single student:

Homework Category (Weight: 25)	Quizzes Category (Weight: 25)	Tests Category (Weight: 50)
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		
HW total points earned: 38	Quiz total points earned: 140	Test total points earned: 354
HW total points possible: 45	Quiz total points possible: 150	Test total points possible: 400
HW average: 38/45 = 84.4%	Quiz average: 140/150 = 93.3%	Test average: 354/400 = 88.5%

Aspen uses the following formula to calculate the term average using Category Total Points:

$$(84.4 \times 25/100) + (93.3 \times 25/100) + (88.5 \times 50/100) = 88.7\%$$