

# MyEducationBC Parent/Student Portal

## Confirm Privacy of Gradebook Assignments

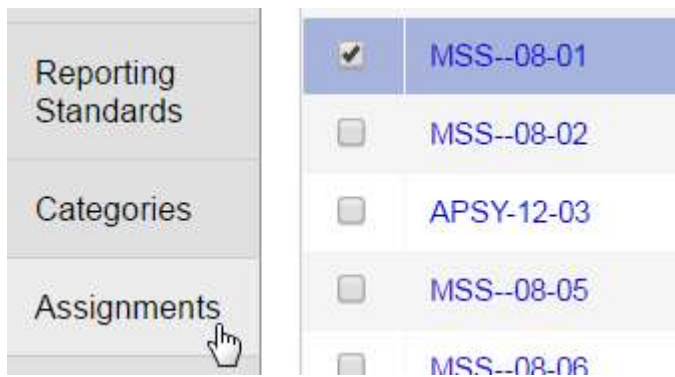
1. Gradebook top tab



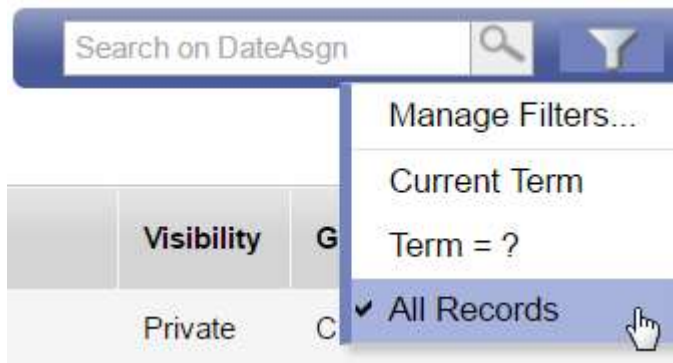
2. Select a Course (place a check mark beside it)

<input type="checkbox"/>	Course
<input type="checkbox"/>	MSS--08ELD-01
<input checked="" type="checkbox"/>	MSS--08-01
<input type="checkbox"/>	MSS--08-02

3. Assignments side tab



4. Change the filter to All Records



**\*\*NOTE:** Remember to change this back to **Current Term** when done reviewing Visibility

5. Review the Column Titled **Visibility**



- a. Ensure all assignments are noted as **Private**
- b. If an assignment shows as Public or Public - no Grades refer to the following notes on how to adjust it.

**Note:** You can easily sort the column to bring anything with a 'public' setting to the top of your list. Simply click on the column heading.

## Changing 'Public' or 'Public - no Grades' Assignments to Private

### Option 1: Manually, 1x1

1. Open the assignment by clicking on the Assignment Name (blue hyperlink)
2. On the right side of the assignment window change the Visibility type to Private
3. Save

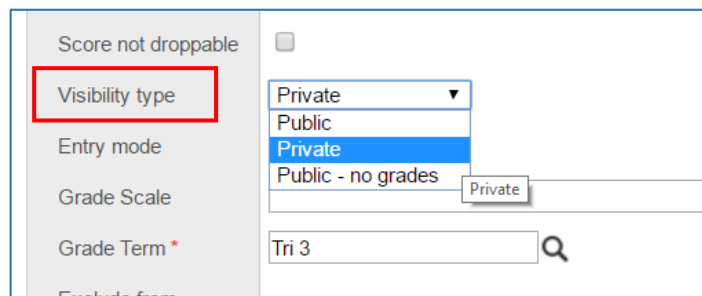
### Option 2: Mass Update

1. Gradebook top tab
2. Select a Course (place a check mark beside it)
3. Assignments side tab
4. Change the filter to All Records
  - Choose Option > Mass Update
  - Field = Visibility Type
  - Value = Private
  - Update

## Ensuring New Assignments are Kept Private

As new assignments are added to a class, teachers will want to ensure the **Visibility Type** reflects their needs.

In the new assignment window make sure the **Visibility type = Private**



The screenshot shows a portion of a software interface for setting assignment parameters. On the left, a list of settings includes 'Score not droppable', 'Visibility type', 'Entry mode', 'Grade Scale', 'Grade Term \*', and 'Exclude from'. The 'Visibility type' option is highlighted with a red rectangular box. To the right of this list is a dropdown menu with the following options: 'Private', 'Public', 'Private', 'Public - no grades', and 'Private'. The second 'Private' option is currently selected and highlighted in blue. Below the dropdown menu is a search input field containing the text 'Tri 3' and a magnifying glass icon.