

ELEMENTARY YEAR END POSTING in

Updated June 7



Step 1: Logging In

A. Click the MyED link on your school site top bar



or type in your browser address bar.



B. Login using your e+employeeID and password

MyEducation BC Prod 1

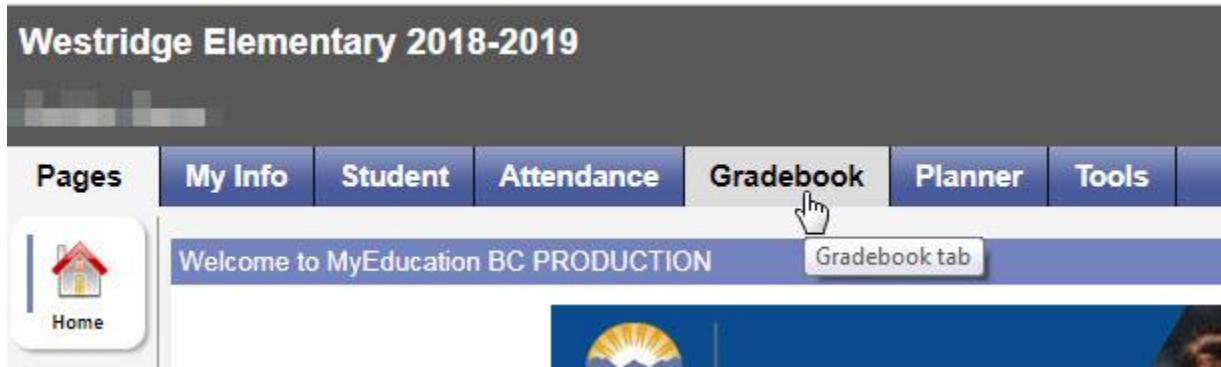
Login ID

Password

[I forgot my password](#)

Step 2: Navigating Gradebook

A. Click on the Gradebook Tab on the Top Menu



B. In the Main Window you will see a list of all the areas you can post a grade. They are organized in Courses.

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

Class List

Details

Roster

Seating Chart

Groups

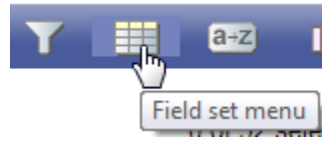
Reporting Standards

Categories

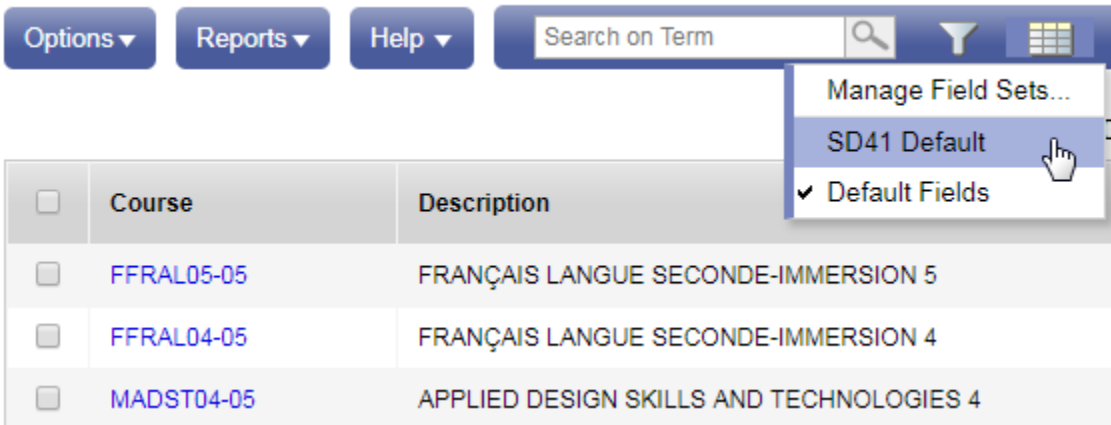
Options Reports Help Search on Term

<input type="checkbox"/>	Course	Description
<input type="checkbox"/>	FFRAL05-05	FRANÇAIS LANGUE SECONDE-IMMERSION 5
<input type="checkbox"/>	FFRAL04-05	FRANÇAIS LANGUE SECONDE-IMMERSION 4
<input type="checkbox"/>	MADST04-05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4
<input type="checkbox"/>	MADST05-05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 5

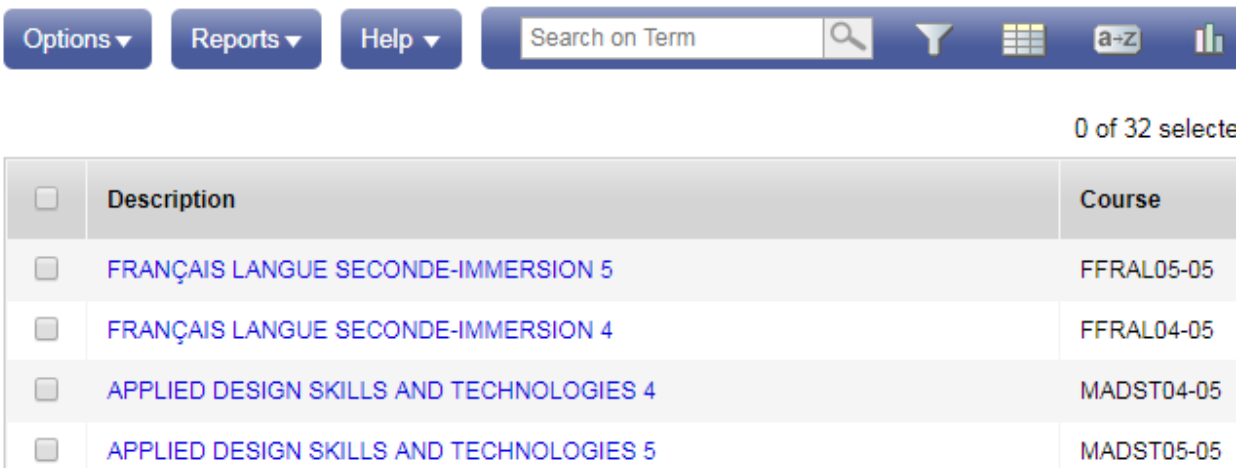
C. We are going to adjust the arrangement of those courses. Just above the courses you will see a symbol call field set menu.



Click on the field set menu symbol and put a check next to SD41 Default

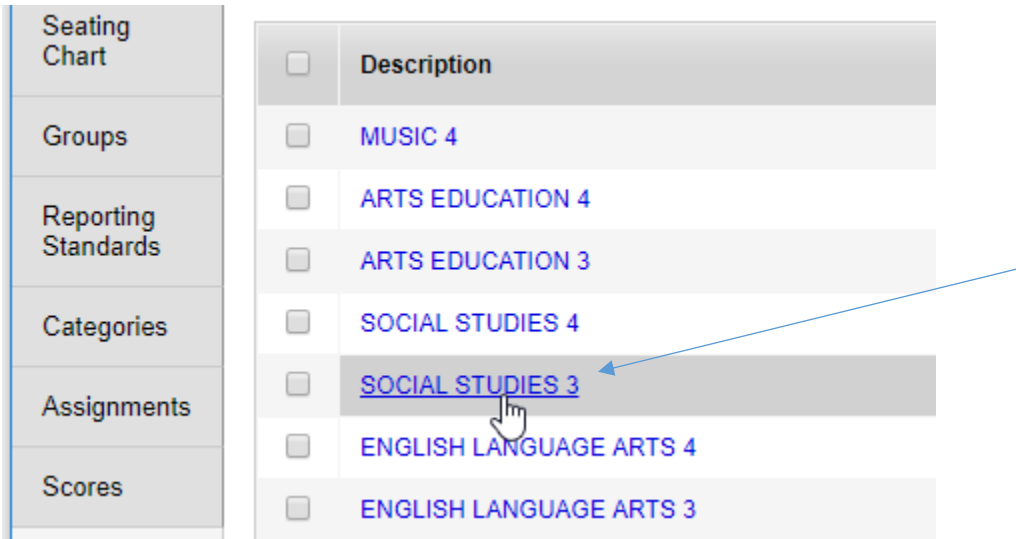


This will result in switching the first column to the name of the comment box rather than the course code.

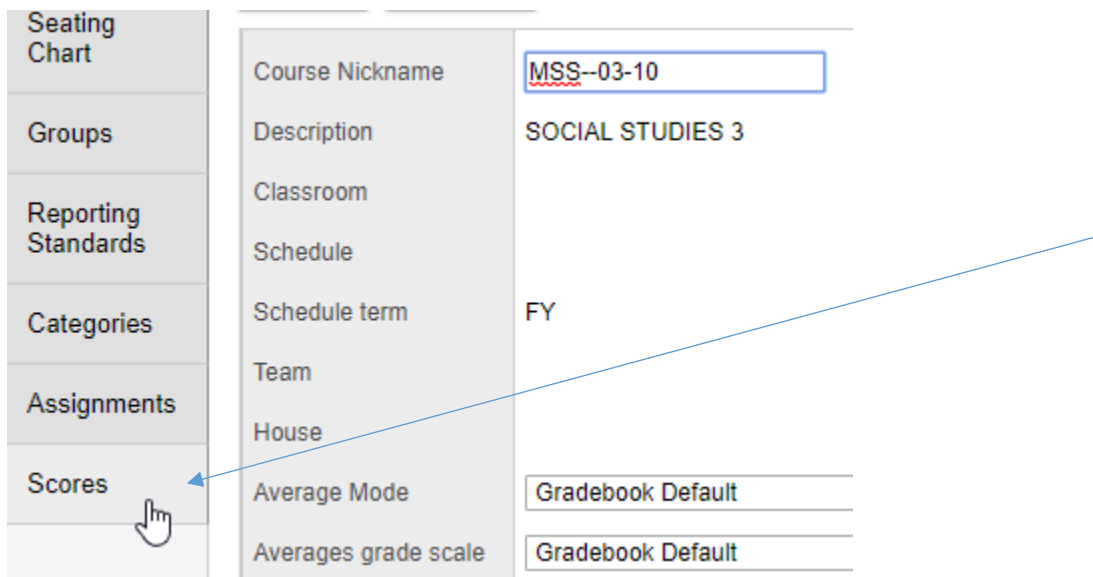


Step 3: Navigating to the Score Entry Screen by Course

A. To get to score entry, click on the name of the course first.



B. Then click on the Scores tab on the left side



C. This is the score entry screen.

******Schools Using MyEd BC for all Term Reporting******

Teachers using MyEd BC since the first term will complete all three columns: **Third Term Grade**, **Third Term Comment**, and **Final** assessments.

Class List :: 2018-2019 - MSS--03-10 - SOCIAL STUDIES 3

Options Reports Help

Grade Columns: Post Columns - Term Term Display: Grade Status: Enrolled Withdrawn Class: MSS--03

Name	YOG	Term Grade	Com	Final	Term
[Redacted]	2028	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	2028		[Redacted]		
[Redacted]	2028		[Redacted]		
[Redacted]	2028		[Redacted]		
[Redacted]	2028		[Redacted]		
[Redacted]	2028		[Redacted]		
[Redacted]	2028		[Redacted]		
Average score					

Schools Using Wordpress or other Templates

Teachers using Wordpress and other Templates will only complete the **Final** column.

Class List :: 2018-2019 - MSS--03-10 - SOCIAL STUDIES 3

Options Reports Help

Grade Columns: Post Columns - Term Term Term Display: Grade Status: Enrolled Withdrawn Class: MSS--03

Name	YOG	Term Grade	Com	Final	Term
[Redacted]	2028		[Icon]		
[Redacted]	2028		[Icon]		
[Redacted]	2028		[Icon]		
[Redacted]	2028		[Icon]		
[Redacted]	2028		[Icon]		
[Redacted]	2028		[Icon]		
[Redacted]	2028		[Icon]		
Average score					

Step 4: Entering Grades in the Score Entry Screen by Course

- A. Enter in a letter grade or performance scale (as required) across from the name of the student in the Final column.

Note: The only values acceptable for Letter Grade are

A, B, C+, C, C-, I, F

or by Performance Scale

EMG, DEV, PRF, EXT

Examples

YOG	Term Grade	Com	Final
2028			EMG
2028			
2028			
2028			

Or

YOG	Term Grade	Com	Final
2028			B
2028			
2028			
2028			

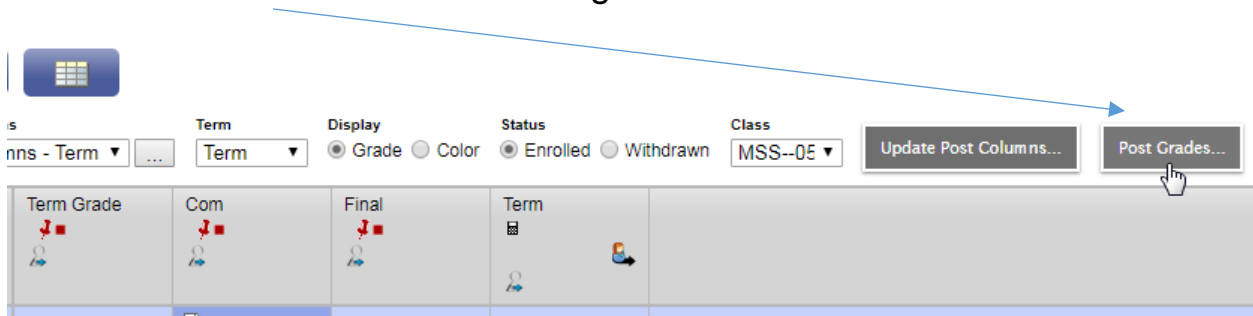
If you make an error the box will turn light red.

	YOG	Term Grade
	2026	NYM
	2026	

B. Complete entering a grade for the rest of the students for that course.

C. After you've completed adding all the grades for the students in that course, click on the Post Grades button, which will publish the information for preview and printing purposes. (**This is important**)

The Post Grades Button is on the right side of the Main Area



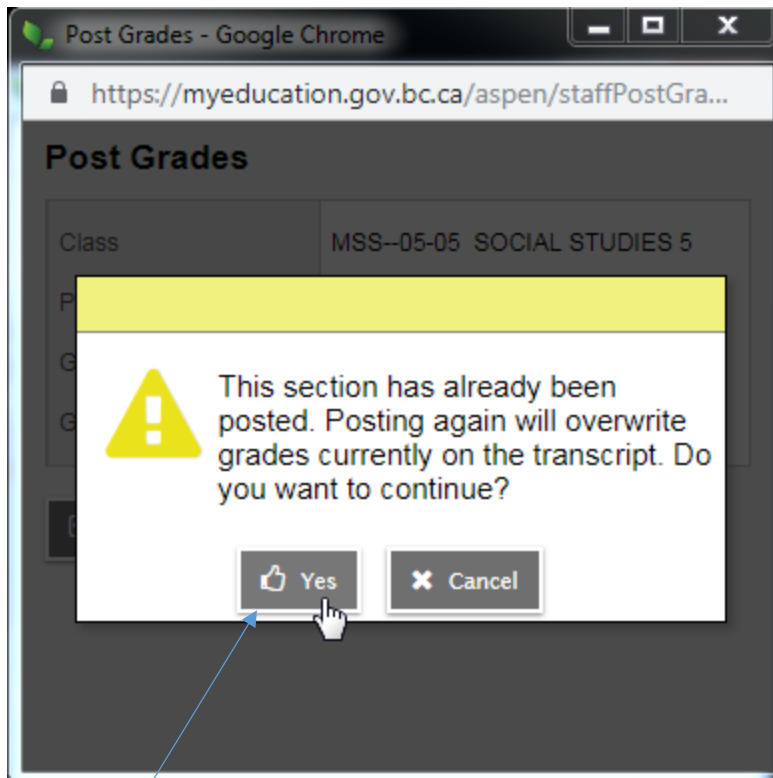
After Clicking on the Post Grades button, click OK.

The screenshot shows a web browser window titled "Post Grades - Google Chrome". The address bar displays the URL "https://myeducation.gov.bc.ca/aspn/staffPostGra...". The main content area is titled "Post Grades" and contains a form with the following fields:

- Class: MSS-05-05 SOCIAL STUDIES 5
- Post course dates:
- Grade Term: Term (dropdown menu)
- Grades to post: Term grades for all studer (dropdown menu)

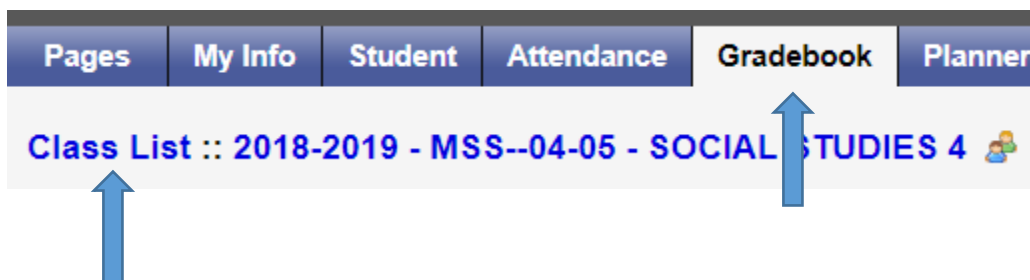
Below the form are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon). A blue arrow points from the text "After Clicking on the Post Grades button, click OK." to the "OK" button.

A Warning will prompt you to confirm that you understand that the changes you made will overwrite the previously posted content.



Click **Yes** to continue.

D. To get back to the main course list, click on Gradebook Top tab again or the Class List link



Once back at the main course list, select another course and complete all of Steps 3 & 4 again. Don't forget to click the 'Post Grades' button for each course. If you make any changes after posting, just click the 'Post Grades'

button again. The following chart will help you confirm that you've reported the final grade or proficiency level for each area.

Primary	
	English Language Arts
	Mathematics
	Social Studies
	Science
	Arts Education
	Career Education
	ADST
	Physical and Health Education
Grade 4-5	
	English Language Arts
	Math
	Science
	Social Studies
	Physical and Health Education
	Arts Education
	Music
	Core French
	ELArts (Fr. Imm. Only)
	Career Education
	ADST
Grade 6-7	
	English Language Arts
	Math
	Science
	Social Studies
	Physical and Health Education
	Arts Education
	Music
	Band (Grade 7 Optional)
	Core French
	ELArts (Fr. Imm. Only)
	Career Education
	ADST