



MyEducationBC

Cumulative Reporting



Using
Updating Post Columns
& Grade Calculation
Weights

Steps for Cumulative Reporting

A. Go to Gradebook Preferences and put a checkmark beside Cumulative

Putting a checkmark next to Cumulative Average will allow you see a column in your Gradebook that can be viewed and printed in each reporting period with a cumulative average.

The screenshot shows the 'Gradebook' tab with the following settings:

- Shade alternate lines:
- Track administrator updates:
- Tab direction: Down
- Show studies:
- Grade scale: Provincial Mark Scale Final Marks
- Semester Cumulative average:
- Cumulative average:

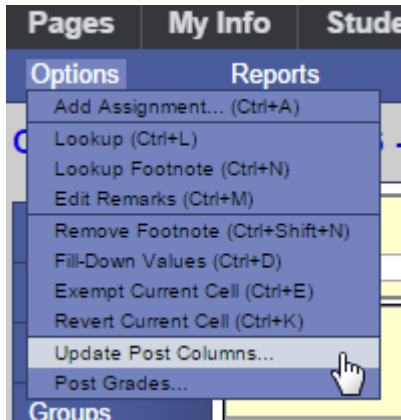
The screenshot shows the 'Grade Columns' section of the interface with the following table:

Student Fields	Grade Columns	Q1	Cumulative	Edmodo
Usual Name	YOG			09/11 HW 5 pts.
Ajmal, Ahmad	2017	51.3 C-	50.6 C-	4
Alsharif, Di	2017	31.1 F	23.5 F	5
Ali, Huda	2017	53.8 C-	44.3 F	5
Ali, Raza Han	2017	86.1 A	80.3 B	5
Alotaibi, Hadi	2017	68.1 C+	68.1 C+	5
Chang, Ben	2018	78.5 B	74.6 B	5
Choi, Jinhwan	2018	64.7 C	59.3 C-	5
Choi, Yoonil - Yoonil	2018	93.6 A	89.6 A	5
Hall, Teyron	2017	61.5 C	56.4 C-	5
Ho, Kai	2017	58.0 C-	52.0 C-	0
Average score		71.0 C+	66.7 C	4.8

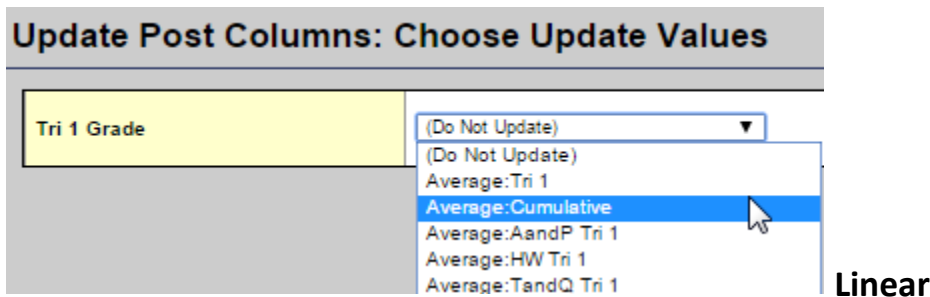
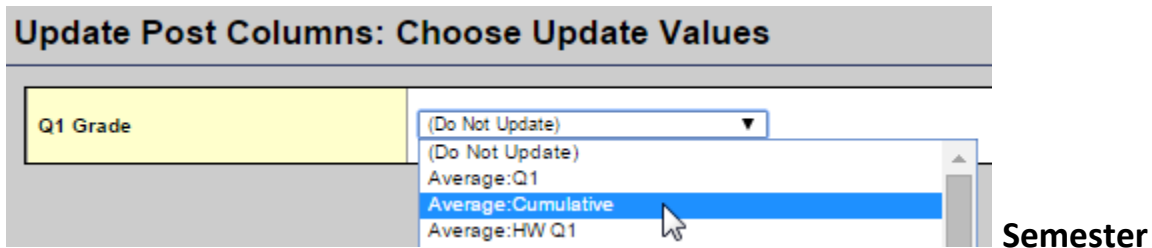
B. Enter in your First Reporting Period Marks (as usual)

C. When posting grades, work habits, and comments for the First Reporting Period, “Update Post Columns” with Average: Cumulative and Post Grades to the office.

In our Options menu, we select Update Post Columns



In step 2 of the wizard, we can choose Average: Cumulative



D. In the next Reporting Period enter your Marks (as usual). The Cumulative column in your Gradebook will report out your student’s cumulative mark. If this is not the last reporting period (i.e. 2nd Reporting Period in Linear), follow Step C to “Update Post Columns” with Average: Cumulative and Post Grades to the office.

E. When it is your last Reporting Period, change your Grade Calculation Weights to “0” (zero) for all previous reporting periods and put in “100” for the last reporting period.

In our Class – Details the **Grade Calculation Weights** at the bottom let us determine how each reporting period will be weighted to determine the Final Mark.

Grade calculation weights	Q1 Grade		Q2 Grade	
	Default	Actual	Default	Actual
	Final Mark	25.0	25.0	25.0
Apply weights to other selected classes <input type="checkbox"/>				

In our last reporting period, we are going to change this so that the Final Mark, will be completely coming from the last reporting period.

Grade calculation weights	Q1 Grade		Q2 Grade	
	Default	Actual	Default	Actual
	Final Mark	25.0	0.0	100.0
Apply weights to other selected classes <input type="checkbox"/>				

Semester

Grade calculation weights	Tri 1 Grade		Tri 2 Grade		Tri 3 Grade		
	Default	Actual	Default	Actual	Default	Actual	
	Final Mark	33.0	0	33.0	0	34.0	100
Apply weights to other selected classes <input type="checkbox"/>							

Linear

F. When you “Update Post Columns” with Average: Cumulative you will see a new drop down that shows that the Final Mark will use the District Calculation. (you don’t have to do anything additional in this step)

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

Q2 Grade	Average: Cumulative ▼
Final Mark	District Calculation ▼

G. Once you have done Step F, your last Reporting Period Mark will also become your Final Mark.

Q2 Grade ↕▶	Q2 WH ↕▶	Q2 Com ↕▶	Final ↕▶ <input type="button" value="Update"/>
51	←	↕▶	51
24	←	↕▶	24
44	←	↕▶	44
80	←	↕▶	80
71	←	↕▶	71
75	←	↕▶	75

H. You have successfully reported Cumulative.