

MYEDUCATION BC MIDDLE SCHOOL TEACHER GUIDE BOOK

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Middle School Teacher MyEducation BC Basics Guide Book

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GVSD Training Website: http://myedgvsd.wikispaces.com/

MyEducation BC: https://www.myeducation.gov.bc.ca/aspen/logon.do

Log on and Change Password Procedure

- Enter your Login ID (District email address)
- Enter the default password

BRITISH COLUMBIA MyEducationBC MyEdu	cation BC	About MyEducation BC
	Login ID bjanzen@sd61.bc.ca	
	Password	
	Log On	

- The password will immediately expire and you will be prompted to enter a new password.
- Enter the default password (Current Password)
- Enter your new password using the password requirements listed above
- Enter the new password in again to confirm
- Click OK

Password Requirements • Minim • At lea • At lea • At lea • At lea • Cant contain password, toger name, mist name, middle name, last name, date of birth, personal id, or only sequential letters or numbers	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
New Password	Current Password
Password OK Cancel	Confirm New Password OK Cancel

After logging out, the next time you log in you will be prompted to set a security question.

- Choose the security question from the drop down window
- Type in your answer
- Re-type the answer to confirm

• Click Submit

Security Prefere To enable self serve passwo	rd recovery, please provide the following information	n
Primary email Security question Security answer Confirm answer	MD_Tescher5@sd61.bc.ce	
Submit		

Set User Preferences

- Select Set Preferences
- Click on the *General* Tab
- Select your default view and school if applicable
- Set your preferred number of records per page (Set to the maximum number of students in your class)*Currently this is locked at 35 records
- Check Show Lower Page Controls
- Select Warn on Save
- Click on the Security Tab to reset security question or password

BRITIS LYEd	ucationBC Mount Douglas Sec	ondary 20. 15	Set Preferences Log Off Staff View
Pages o Si	tudent Attendance Gradebook	Planner To	
Sict Pieles Chrome Trumyeduca concernity in Visio Pielerence of General Security Gradebo	ä	Catapentaria	elemends 6 Gradebook Communication
Default locale Default View Default school Auto-ave interval (minutes) Disable User-defined Help List Options Records par page Shore lower page controls Warn on save	District Mount Douglas Sacondary Q S	Primary email Alternate email Security question Security answer Confirm answer Password OK Cancel	bjanzan@s001.bc.ca Bjanzan@s What.ctly ware you bom in?

Change View & Select School If Applicable

- Select Change View
- Choose *Staff View* from the drop down menu

	BRITISH	(E 1		ount Douglas	Secondar	v 20		Change Vi	ew Select S	School Se	t Preferences	Log Off
	LOLUMBIA IV	iyEducation	DC	built Douglas	occontaan	, 2014 2	010				Scho	ool View
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin	

• Select School if applicable



Navigation: Pages Top Tab (default)

Quick access to:

- Internal MyEducation BC webpages of which you are a member
- Teacher classes widget to select a class for attendance or grade input

	BRITISH COLUMBIA M	yEducation	Colquitz		e Sch	nool S	5D61	2014-2	2015 Change View Set Preferences Log of Staff Vie	
Page	es My Info	Student	Attendance	Grade	ebook	Pla	nner	Tools	β	
Hom Clu Pag Direct	e ory						SD	Trai	o MyEducation BC! In Environment	•
	• Ju Teacher Cl		5: Aspen has	been	updat	ed. P	ress	F5 to ı	Student Search	E
	Previous		Tuesday,	June 9				Next	Search Include Archive Secondary Students	
	Classes Mee	ting			Posted	Grades		Email		
	1 - ATTA	M-DIV11Munz	₿ ≣	\$		-22				
**	Classes Not	Meeting 811 - ENGLI				Grades	Posted	Email		
	MFR0	811 - FRENCH 8	8 🖏			V		ы.		

Navigation: My Info Top Tab

Quick Access to:

- Personal demographic information (read only)
- Teaching schedule
- View, edit, and manage internal MyEd groups created by the user

	Hand MyEducationBC	Colquitz Munz, Kara	Middle Sch	ool SD61	2014-201	5	Change View Set Preferences Log Off Staff View
Pages My	Info Student /	Attendance	Gradebook	Planner	Tools		
Options	Reports Help						2
My Record :	: Munz, Kara						
Details	Cancel						Default Template 👻
Attendance	Legal first name	Kara				School > Name	Colquitz Middle School SD61
Schedule	Legal middle name					Staff ID	645651
Schools	Legal last name	Munz				State identifier	
	Suffix					Туре	Teacher
Groups						Employee number	207639
Documents	Date of birth					Homeroom	11
Snapshots	Home phone					Homeroom 2	
	Work phone					Department	
	Cell phone					Status	Active
	Primary email	kmunz@sd61.bc.ca				Hire date	
						Bargaining unit	
	Physical Address					Mailing Address	
	0	2004 Tata St				Office address 0	

*Note: staff attendance is NOT tracked within MyEducation BC

Navigation: Student Top Tab

BRITISH COLUMBIA	lyEducation	BC Colquitz	Middle Scho			Change View	Set Preferences Log Off Staff View		
Pages My Info	Student	Attendance	Gradebook	Planner	Tools				
Options Reports Help 🗾 🏹 🔢 🔤 🖬									
Student List									
						Filter Ic	on	Field Set Icon	Quick Pri

Menu Bar

- 1. Options:
 - Access to sending *emails* to students, contacts, and staff
 - **Querying** your student list based on desired criteria. See **Appendix B** for instructions on querying your students or view the video available on the Middle School-Staff View page on the training wiki.
 - Creating a *snapshot* (static list) of groups of your students for quick access See *Appendix A* for instructions on creating a snapshot or view the video available on the Middle School-Staff View page on the training wiki.

2. Reports:

• Print report cards

Create custom **quick report**. See **Appendix D** for instructions on creating a quick report or view the video available on the Middle School-Staff View page on the training wiki.

*Note: Options and reports available from these drop down windows will changes based on your location in the application.

- 3. Help
 - Online help
 - User guides
 - Quick reference cards
 - Aspen based video resources

*Note: Documents and resources available from the Help drop down window where developed for the Aspen application, some of which may not be applicable to MyEducation BC.

- 4. Filter: Below are the system filters available, however a user may create a custom filter by running a query or creating a snapshot and saving it as a filter for future quick access to that list of students.
 - a. Manage Filters
 - b. Students in My Classes * Select this filter to view all students in your classes!
 - c. Students in My Homeroom
 - *d.* Designated Students Classes **Select this filter to view only those students with designations in your classes.*
 - e. Designated Students Homerooms
 - f. My Groups
- 5. Field Set: A field set represents the group of fields (columns) viewable for any list. The user may customize a field set to eliminate unnecessary fields and by adding more desirable fields for the user. Ie Student Photo, Usual First Name, Emergency Contact Name, Emergency contact cell number, etc. See Appendix C for instructions on creating a custom field set or view the video available on the Middle School-Staff View page on the training wiki.
- 6. Quick Print: Select from one of the file formats to immediately export the contents of any list in the selected format. ie CSV will export the list and open it in *Excel*. Users may also access the *Quick Report* process from this icon.

* Tip! Use CTRL+ to zoom in and CTRL- to zoom out

Pages My Options Student Lis	y Info Student Reports Help	a th	is lis	t that	allo e sti	ws the	user and th	created to view neir usua	a	Change View	Staff View	
Details							0 of 25	selected	Ø			Students In My Classes
Contacts	Name	Photo	UsualFirst	Alerts	Gender	Grade	DOB	Pupil #	Custody	1st Contact > Name	HomePhone	Address
	Bodner, Rena	View			F	07	12/11/2001	529489	Both Parents		250-555-1234	159 Baltic St,
Attendance	Erugge, Benson	View			м	07	9/7/2001	480073	Both Parents		250-555-1234	2224 McConnell St,
Transcript	Burbidge, Elin	View			м	07	11/14/2002	491359	Both Parents		250-555-1234	2680 Payne St,
	Fuller, Dasha	View			F	07	3/21/2002	482663	Both Parents		250-555-1234	2942 Rawling St,
Assessments	Goldstone, Navi	View			м	07	12/15/2002	491402	Both Parents		250-555-1234	3664 St. John's St,
Schedule	Higgins, Kurtis	View		<u>18</u> ,	м	07	7/31/2002	471904	Joint Custody		250-555-1234	3290 Sale St,
Membership	Kirkland, Callum	View		T	м	07	10/3/2002	480083	Both Parents			4231 Wakelam St,
	Lambert, Eszter	View		a 🖓	F	07	10/2/2002	537573	Father		250-555-1234	2324 Melrose St,
Transactions	Macaulay, Bryon	View		T	м	07	9/6/2002	480957	Both Parents		250-555-1234	2504 Mountside St,
Documents	Moisey, Rusty	View		<u>18</u> ,	м	07	11/16/2002	473269	Both Parents		250-555-1234	935 Fann St,
	Murphy, Maurice	View		<u>18</u> ,	м	07	12/16/2001	473234	Both Parents		250-555-1234	1413 Hull St,
2	Reinhart, Tannis	View			м	07	11/7/2001	474378	Both Parents		250-555-1234	4392 Wheatley St,
<u>.</u>	Robek, Marina	View		I	F	07	12/7/2002	535990	Mother		250-555-1234	3423 Shakespear St,
	Rounds, Jaspreet	View			F	07	10/15/2002	472073	Both Parents		250-555-1234	4228 Wake St,
	Ruse, Susi	View			F	07	2/5/2002	497846	Both Parents		250-555-1234	4299 Warwick St,

Searching Records

1. Paginator: If the user has multiple pages of records, use this tool to select, or advance through pages.

< 1:Adam, Izabella	•	>
--------------------	---	---

2. Control>F: Hold down CTRL and type F to find a student.

The page at trn.myeducation.gov.bc.ca says:							
Enter the search value.							
Axibal							
	ОК	Cancel					

The system will search the active field. The first field in a field set is the default active column. Select a column such as *Usual first name*, or *Pupil Number*, by clicking on the top of the column then type *CTRL>F* to search for a student <u>based on the contents of that field</u>.

After clicking **OK**, the system will locate and select the matching record.

Clicking at the top of any field will **reorder** the entire list based on the contents of that field. The example below has been reordered by *Gender*.

Pages M	y Info Stud	ent Attendance	e Gradeb	ook	Planner	Tools						
Options	Reports	Help									Y 💷 6	12 II 🖂 🚔
Student Lis	;t											
Details						-	0 of 25 se	lected 🥖	1			Students In My Class
Contacts	Name	Photo	UsualFirst	Alerts	Gender 🔺	Grade	DOB	Pupil #	Custody	1st Contact > Name	HomePhone	Address
	Bodner, Rena	View			F	07	12/11/2001	529489	Both Parents		250-555-1234	159 Baltic St,
Attendance	Fuller, Dasha	View			F	07	3/21/2002	482663	Both Parents		250-555-1234	2942 Rawling St,
Transcript	Lambert, Esz	er View		e 🖓 🔝	F	07	10/2/2002	537573	Father		250-555-1234	2324 Melrose St,
Accoremente	Robek, Marina	View		1	F	07	12/7/2002	535990	Mother		250-555-1234	3423 Shakespear St,
Assessments	Rounds, Jasp	reet View			F	07	10/15/2002	472073	Both Parents		250-555-1234	4228 Wake St,
Schedule	Ruse, Susi	View			F	07	2/5/2002	497846	Both Parents		250-555-1234	4299 Warwick St,
Membership	Shibata, Laina	View			F	07	3/18/2002	669775	Both Parents		250-555-1234	3340 Saxon St,
	Sidhu, Kim	View			F	07	10/11/2002	473181	Both Parents		250-555-1234	3893 Tekano St,
Transactions	Soares, Conn	elle View		🙈 🕗	F	07	6/8/2002	527908	Both Parents			699 Dittaro St,
Documents	Soderstrom, 0	Camilla View			F	07	11/27/2002	515317	Both Parents		250-555-1234	462 Cherbury St,
	Strickland, Ra	jena View			F	07	9/28/2002	473142	Mother		250-555-1234	2273 Meadowcourt St,
	Szabo, Roline	View		1	F	07	5/27/2002	473462	Both Parents		250-555-1234	2148 Marylebone St,
	Warnick, Fran	cesca View			F	07	12/3/2002	481129	Both Parents		250-555-1234	2780 Plaxton St,
	Brugge, Bens	on View			м	07	9/7/2001	480073	Both Parents		250-555-1234	2224 McConnell St,
	Burbidge, Elin	View			м	07	11/14/2002	491359	Both Parents		250-555-1234	2680 Payne St,
	Goldstone, Na	vi View			м	07	12/15/2002	491402	Both Parents		250-555-1234	3664 St. John's St,
	Higgins, Kurtis	View		18 .	м	07	7/31/2002	471904	Joint Custody		250-555-1234	3290 Sale St,
	Kirkland, Call	m View		T	м	07	10/3/2002	480083	Both Parents			4231 Wakelam St.

Viewing Specific Student Records

Click the *blue hyperlink* to view specific records.

Name	LegalFirst	
📄 Addison, Hana 🧹		The hyperlink defaults to the first field in the
🔲 Adema, Nirmal	Nirmal	
Ainsley, Sanjay	Sanjay	
Aldrich, Jillian	Jillian	
Aleck, Dominique	Dominique	
Alert, Sharron	Sharron	
Angrove, Hannele	Hannele	
Atto, Cyndy	Cyndy	
Audet, Jose	Jose	
Axibal, Sabine	Sabine	
Ayriss, Inga	Inga	

Note: After clicking into a student record, all information and side tabs pertain to the selected student.

Navigation: Student Side Tab

	ere to get ull stude	^	Colquitz Middle School SD61 2014 Munz, Kara Attendance Gradebook Planter Too	nt Alerts	Change View Set Preferences Log Off Records Navigatio	n tool
	Student List		Rena 🏚 🏹 🦚 🕕 🔛 🖬 🛦 📩			
	Details	Cancel			Default Template 🗸 🗸	
	Contacts	Demographics Ade	dresses Activities			
	Attendance	Legal first name	Rena	Gender	F	
	Transcript	Legal middle name		Date of birth	12/11/2001 Age 13	
	Assessments	Grade sub level		Who has custody?	Both Parents	
	Schedule	Legal last name	Bodner	Home phone	250-555-1234	
		Suffix		Work phone		
	Membership	Pupil # Personal Education	529489	Cell phone		
	Transactions	Number	126616622	Complex Name		
	Documents	School > Name	Colquitz Middle School SD61	Home language	English	
		Year of graduation 🧕	2020	Next School > Name		
			07	Transfer School > Name		
Stud	lent Side	Tabs	Active	Transfer pending	N	
			Re-entry No Interr.	Include in rank	N	
		Calendar	Standard	Include in honor roll	N	
	-	Homeroom	11			



- Breadcrumbs =
- Student Name and Alerts

Student List :: 03 - Axibal, Sabine TAS Use the breadcrumbs to get back to the full student list.

Note: Do not use the browser back buttons!



Records Navigation Bar: move forward and back through records on any list



Contacts Side Tab

- This is a list of all contacts associated with the selected student. The screen shot below contains a custom field set that includes the *ReceivesEmail* and *PortalAccess* fields.
- Click the blue hyperlink in the *Emergency priority* field to view specific details associated with the selected contact.
- Click the **Related Students leaf** to view the names of any siblings of this student who attend this school

A BE		Mv	Fdud	DC		z Middle Schoo	ol SD6	1 2014-2015				C	hange View Set Pre		es Log Staff Vie
	My Info		Stud		<i>lunz, Kara</i> ndance		Planne	r Tools							Stall Vie
Options		eports		Help	nuance	Gladebook	Flaine	1 10013					a-z	th.	a
Student I	List :: (07 -	Bod	ner, Rena	515 7	199 🔮 🕞 🚱	•• • ••	<u></u>				ŀ	• • •		
Details								0 of 6 selected 🥔						4	All Reco
		Ene	rgPri	Name	LivesWith	Parent or Guardian?	PickUp?	Address	Relationship	HomePhone	WorkPhone	CellPhone	Email1	Туре	Volunte
Contacts Details		Ene 1	-	Name Rounis, Ari	LivesWith Y	Parent or Guardian? Y	PickUp? Y	Address 302-2022 Foul Bay Road Victoria, BC V8R 5A9	Relationship Mother	HomePhone (250)555-1234	WorkPhone	CellPhone (250)555-3456	Email1 email01@email.com	Туре	Volunte N
Contacts Details		Ene 1 2			LivesWith Y N	Parent or Guardian? Y Y	PickUp? Y Y				WorkPhone			Туре	Volunte N N
Contacts		1		Rounis, Ari	LivesWith Y N N	Parent or Guardian? Y Y N	PickUp? Y Y Y	302-2022 Foul Bay Road Victoria, BC V8R 5A9	Mother	(250)555-1234	WorkPhone	(250)555-3456		Type	Volunte N N N
Contacts Details Related Students		1		Rounis, Ari Slasier, Dale	LivesWith Y N N N	Parent or Guardian? Y Y N N	PickUp? Y Y Y N	302-2022 Foul Bay Road Victoria, BC V8R 5A9 2948 Oak Street Victoria V0R 1K1	Mother Father	(250)555-1234 (250)555-1234	WorkPhone (250)555-2345	(250)555-3456 (250)555-3456		Type	Volunte N N N N
Contacts Details Related		1 2 3 4		Rounis, Ari Glasier, Dale Rooney, Jaylin	LivesWith Y N N N N	Parent or Guardian? Y Y N N N	PickUp? Y Y Y N Y	302-2022 Foul Bay Road Victoria, BC V8R 5A9 2948 Oak Street Victoria V0R 1K1	Mother Father Friend	(250)555-1234 (250)555-1234		(250)555-3456 (250)555-3456		Type	Volunte N N N N N
Contacts Details Related Students		1 2 3 4 5		Rounis, Ari Slasier, Dale Rooney, Jaylin Peters, Harlow	LivesWith Y N N N N N	Parent or Guardian? Y Y N N N N	PickUp? Y Y Y N Y N	302-2022 Foul Bay Road Victoria, BC V9R 5A9 2948 Oak Street Victoria V0R 1K1 Neil Street	Mother Father Friend Doctor	(250)555-1234 (250)555-1234 (250)555-1234		(250)555-3456 (250)555-3456 (250)555-3456		Type	Volunti N N N N N N

Attendance Side Tab

- Select the *Attendance* side tab and choose *Daily* or *Class Attendance* to view attendance records for this student.
- Click the blue hyperlink to view details for the associated attendance record.

BRITI: COLUM	SH IBIA	MyEducationBC		Colquitz Munz Kara	Middle So	chool SD61 20	14-2015				Change View Set	Preferences Log Staff Vie
Pages My	/ Inf	o Student	Att	tenviance	Gradeboo	k Planner 1	Tools					
Options	Re	eports Help									Y 🏢 a=z	ա 🖶 🗄
Student Lis	t ::	07 - Bodner, R	'n	a 🕼 🍞 4	\$ () 🔮	i 🗊 🛃 📩						
Details								0 of 7 selected 🥔				Current Y
Contacts	Ab	sences: 7.0 1.0 un	exc	cused)								
		Date	1	Code	Time	Absent?	Late?	Dismissed?	Reason	Excused?	PcntAbs	Other
D III							N		linear	N .		
Daily Attendance		6/9/2015	н	A-E		Y	14	N	Illness	Ŷ	1.0	
Daily Attendance Details		6/9/2015 6/4/2015	-	A-E A-E		Y Y	N		liness	Y Y	1.0	
Attendance Details			t			Y Y Y	N	N		Y Y Y		
Attendance		6/4/2015	ŀ	A-E		Y Y Y Y	N N	N N	Illness	Y Y Y Y	1.0	
Attendance Details Class Attendance		6/4/2015 6/3/2015		A-E A-E		Y Y Y Y Y	N N	N N N	Illness	Y Y Y Y Y	1.0	
Attendance Details Class		6/4/2015 6/3/2015 6/2/2015		A-E A-E A-E		Y Y Y Y Y Y	N N N N N N N N N N N N N N N N N N N	N N N	liness liness	Y Y Y Y N	1.0 1.0 1.0	

Documents Side Tab

- After clicking on the *Documents* side tab a series of Leafs open up.
- Click the IEP Leaf then the BCIEP hyperlink to view the contents of a student IEP.
- Click through the 9 top tabs to view the entire contents as entered by the students' case manager
- All designations for this student are listed on the default Student side sub tab of the IEP

e co	RITISH DUMBIA	MyEduc	ationB	Colquitz Munz, Kara	Middle Scho	ool SD61	2014-2015				Chang	e View	Set Preferenc	es Log Off Staff View
Pages	My Info	Stud	lent	Attendance	Gradebook	Planner	Tools							
Options	Rep	orts	Help											
Student	List :: 0	7 - Boo	lner, I	Rena :: Active	• 4 <u>1</u> 4 7 4 <u>8</u> (1 🔮 🚺	e 🕹				I	•		
Details	Car	ncel									BC	IEP Form		•
Contacts	s	itudent	Paren	ıt/Guardian Informa	ation Student Su	pport Team	Student History	Parent/Guardian Consu	Itation Student Prof	ile Adaptations	Adjudications G	oals and	Objectives	
Attendance	e Nam	ie	Т	Bodner, Rena										
Transcript	PEN			126616622										
Assessme	nts Ger	ıder		F										
Schedule		de level e of birth		07 12/11/2001 Age 13										
Membersh	ip Hon	ne language		English										
Transaction	ns Sch	ool > Name	1	Colquitz Middle Scho	ol SD61									
Journal	Cas	e Manager >	Name	Munz, Kara										
Documen	nts Des	ignation									Primary			
IEPs ► Details	Auti	sm Spectrum	Disorder								Y			
Ed. Plans	Car	ncel												
Forms														

Taking Attendance – Class List Input

- From the **Pages** top tab
- Click on the Attendance list icon in the Teacher Classes widget next to the ATT—AM Course



OR...

- Click on the Attendance top tab
- Click on the **ATT**—**AM** course hyper link

BRI COL	MITISH JUMBIA MyEducationBC Munz, Kara	ool SD61 2014-2015		Change View Set Pre	eferences Log Off Staff View
Pages	My Info Student Attendance Gradebook	Planner Tools			
Options	Reports Help			🍸 🏢 a=z	<u>u 🖶 🛛</u>
Class Atte	endance				
Class		0 of 10 selected 🥖			Current Classes
Input	Course A	Description	Clssrm	Schedule	Term
Seating Cha	ATTAM-DIV11Munz	AM Attendance		1(1)	FY
Irrends	MEN0811	ENGLISH LANGUAGE ARTS 8	119		FY
	MFR-0811	FRENCH 8	115		FY
	MMA0811	MATHEMATICS 8	115		FY
	MPE0811	PHYSICAL EDUCATION 8	115		FY
	MSC0708	SCIENCE 7	112		FY
	MSC0808	SCIENCE 8	112		FY
	MSC0811	SCIENCE 8	115		FY
	XAT08CRL-11	GRADE 8 CORE COURSES	115		FY
	XDPA-06F11	DAILY PHYSICAL ACTIVITY 6	115		FY

Either method will open up the same attendance entry list window as seen below.

- 1. Confirm attendance for date
- 2. View Daily Attendance records inputted by the office

*Important Note<u>: DO NOT ENTER A CLASS ATTENDANCE RECORD FOR A STUDENT IF A DAILY RECORD</u> <u>ALREADY EXISTS.</u> If a student is marked absent by the office, but he/she shows up, please communicate with the office to have the record altered.

- 3. Click "A" for absent
- 4. Click "L" for late
- 5. Enter any details you may know regarding the absence in the popup window
 - Excused?
 - Reason
 - Comment

6. Click **OK**

🕘 Attendance	Details - Mozilla Firefox	
🕙 trn.mvedue	cation. gov.bc.ca /aspen/clas	ssroomPopup.do?attendance=true 0.0000 false false false l&comm
	Name	Burbidge, Elin
	Absent?	
	Late?	
	Dismissed?	
	Excused?	
	Reason	Illness Q
	Comment	Received an email from Elin's mom.
		h.
	OK Cancel	

- 7. Enter all attendance records for the class in the above manner
- 8. Click *Post* (No attendance record will be recorded to the office until the *Post* button is selected.)
- 9. A check mark will appear in the *Teacher Classes Widget* next to the completed class
- Teachers may not record a multi-day absence.
- Teachers can post for previous days
- Teachers can re-post at any time during the day, but this will not update the daily attendance record. It is recommended that any changes to a student's attendance record be made from the office.

	COLUM	BIA MyEdu	cationBC M	inz, Kara	nool SD61 2014-2015				Staff		
	Pages My	Info Stud	lent Atten	dance Gradebook	Planner Tools			_			
	Options	Reports	Help				Confirm the	date d	or select a 🛛 🔤		
-	Class Atten	dance :: 20	14-2015 - A	TTAM-DIV11Mun	z - AM Attendance	different date for posting					
	Class Input	Period 1		Click Post	after entering in all						
	Seating Chart Trends			attendance	records for the class				Attendance for: < 6/5/2015		
	•	Pupil #	Name		Daily Attendance	Class	Attendance	Code			
		529489	Bodner, Rena		Present	Prese	ent		A L P		
		480073	Brugge, Benson		A-E [Illness]	Prese	ent		A L P		
		491359	Burbidge, Elin		Present	Prese	ent		ALP		
		482663	Fuller, Dasha		Present	Prese	ent		A L P		
			Goldstone, Navi		Present	Prese	ent		A L P		
o not ente	er a class		Higgins, Kurtis		Present	Prese	ent		A L P		
Janca raca	rd for a		Kirkland, Callum		Present	Prese	ent		A L P		
lance reco	oru ior a	pre-	Lambert, Eszter		Present	Prese	ent		A L P		
isting daily	v record		Macaoley, Bryon		L-E (9:00 AM)	Prese	ent		A L P		
isting uaity	y record	:	Moisey, Rusty		Present	Prese	ent		A L P		
		110201	Murphy, Maurice		Present	Prese	ent		A L P		
		474378	Reinhart, Tannis		Present	Prese	ent		A L P		
		535990	Robek, Marina		A-E [Parent Excused]	Prese	ent		ALP		
		472073	Rounds, Jaspreet		Present	Prese	ent		A L P		
		497846	Ruse, Susi		Present				A L P		
		669775	Shibata, Laina		Present	Cli	ck A for absent		A L P		

• A confirmation message appears to verify the post

		lucationBC Colquitz Munz, Kara tudent Attendance Help	Gradebook Planner Tools		652 K
ss Atten	dance ::	2014-2015 - ATTAM	-DIV11Munz - AM Attendance		
ISS nput Seating Chart frends	Period	1			Class attendance posted on 6/4/2015 11:51 AM.
rends		Error on		25 records	Attendance for: 4 8/2/2015
	Pupil #	Name	Daily Attendance	Class Attendance	Code
	529489	Bodner, Rena	A-E [Ilness]	A-E [edit]	A L P
	490073	Brugge, Benson	Present	Present	A L P
	491359	Burbidge, Elin	L-E (11:49 AM) [Parent Excused]	L-E (edit)	A L P
	482663	Fuller, Dasha	A-E [liness]	Present	A L P
	491402	Goldstone, Navi	Present	Present	A L P
	471904	Higgins, Kurtis	Present	Present	A L P
	480083	Kirkland, Callum	A-E [Ilness]	Present	A L P
	537573	Lambert, Eszter	Present	Present	A L P
	480957	Macaulay, Bryon	A	A [edn]	A L P
	473269	Moisey, Rusty	Present	Present	A L P
	473234	Murphy, Maurice	Present	Present	A
	474378	Reinhart, Tannis	Present	Present	A L P
	535990	Robek, Marina	Present	Present	ALP

Taking Attendance – Seating Chart

Seating Chart Initial Set-up

- 1. Attendance Top Tab>Seating Chart Leaf
- 2. In *Design Mode* set the grid dimensions
- 3. Click and drag unseated students to the grid
- 4. Click Exit Design Mode

BRITISH COLUMBIA MyEducationBC Colquitz Pages My Info Student Attendance Options Reports Help	Set the grid dimensions		Change View Set Preferences Log Off Staff View
Class Attendance :: 2014-2015 - ATTAM-I	DIV11Munz - AM Attendance		
Class Input • Seating Chart Trends Crid width Grid height Reset: Resize: Trim	Click and drag	Seating Positions	<< Exit Design Mode
Unseated Students Bodner, Rena Brugge, Benson	student names to the grid.		Click <i>Exit Design Mode</i> when set-up is complete
Burbidge, Elin			
Fuller, Dasha			
Goldstone, Navi			
Higgins, Kurtis Kirkland, Callum			
Lambert, Eszter			
Macaulay, Bryon			
Moisey, Rusty			

Seating Chart Attendance

- From the **Pages** top tab
- Click on the Attendance Seating Chart icon in the Teacher Classes widget next to the ATT—
 AM Course



OR...

- Click on the Attendance top tab
- Click on the *ATT*—*AM* course hyper link
- Click on the **Seating Chart** leaf
- Following the same guidelines as for the list attendance procedure, enter attendance records by clicking the **A** or **L** next to the student name and photo.
- Click Post

Period 1 Post							Attendance for: 5/27/2015 Set Date
	Bodner, Rena Present	Brugge, Benson Present	Burbidge, Elin Present	Fuller, Dasha Present	Goldstone, Navi Present	Higgins, Kurtis Prosent L D	Printer Priendly Version Design Mode >-
	Kirkland, Callum Present	Lambert, Eszler Present	Macaulay, Bryon Present	Moisey, Rusty Present	Murphy, Maurice Present	Reinhart, Tannis Present	Click Printe Friendly versio
	Robek, Marina Present	Rounds, Jaspreet Present	Ruse, Susi Present	Shibata, Laina Present	Sidhu, Kim Present	Soares, Comelle Present	print out a pa copy of the sea chart attenda
	Soderstrom, Camilla Present	Strickland, Rajena Present	Syring, Miles Present	Szabo, Roline Present	Valastin, Jamie Present	Warnick, Francesca Present	grid

After posting attendance a verification message appears:

Period 1 Post						Class a	ttendance posted on 6/4/2015
	Bodner, Rena AE (red) AE L	Brugge, Benson Present	Burbidge, Elin L [edit] L	Fuller, Dasha Prosent	Goldstone, Navi Present	Higgins, Kurtis Present	Printer Friendy Version
	Kirkland, Callum Present	Lambert, Eszter Present	Macaulay, Bryon Present	Moisey, Rusty Prosent	Murphy, Maurice AE [edit] A-E	Reinhart, Tannis Present	
	Robek, Marina Present	Rounds, Jaspreet Present	Ruse, Susi Present	Shibata, Laina A-E (edit A-E L P	Sidhu, Kim Present	Soares, Connelle Present	
	Soderstrom, Camilla Present	Strickland, Rajena Present	Syring, Miles Present	Szabo, Roline Present	Valastin, Jamie Present	Warnick, Francesca Present	

Note: A check mark will appear in the Teacher Classes Widget next to the completed class.

Gradebook Top Tab

Class Set-up

- Gradebook top tab
- Click on the *blue course hyperlink* to select the class
- Select the *reports drop down menu* to print the following from this location:
 - Blank Grading Sheets
 - Class Lists
 - Grade Input Sheets

	COIQUITZ N DUMBIA MyEducationBC Munz, Kara							St	taff Vie
Pages	My Info Student Attendance	Gradebook Planner Tools							
Options	Reports Help				1		a+z	լի 🗧	
lass Lis	st								
Details			f 8 selected 🥖					Current	Class
Roster	Course	Description	Clssrm	Schedule	Term	Weighting			
	MEN0811	ENGLISH LANGUAGE ARTS 8	119	1	FY	Categories	only		
Seating Ch	hart MFR0811	FRENCH 8	115	1	FY	Categories	only		
Groups	MMA0811	MATHEMATICS 8	115	1	FY	Categories	only		
	MPE0811	PHYSICAL EDUCATION 8	115	1	FY	Categories	only		
Reporting Standards	MSC0708	SCIENCE 7	112	1	FY	Categories	only		
	MSC0808	SCIENCE 8	112	1	FY	Categories	only		
Categories	MSC0811	SCIENCE 8	115	1	FY	Categories	only		
Assignmen	nts ATTAM-DIV11Munz	AM Attendance		1(1)	FY	Categories	only		

Details side tab

- Change how a course appears from the course code to a description by typing the new name in the *Course Nickname* text box.
- Change the *Grade Calculation Weights* from their default settings if desired. *This determines the weight for each term <u>when calculating a final grade</u>. (See Appendix E)*
- Weighting is set based on the relative weight to other categories. It is possible to enter a percentage value for each term.
 - ie 2.0 means all fields are weighted equally. Changing the weight to 1 for any category would half that field's value.
- Repeat the process for all classes or click on the *Apply weights to other selected classes* check box and select the classes to apply the same values.

Pages My	Info Student /	Attendance Grade	ebook Planner Tools		
Options	Reports Help				Ð
Class List ::	2014-2015 - MEN	0811 - ENGLIS	H LANGUAGE ARTS 8		
Details	Save Cancel		Click here to	Defaul	t Template 🗸 👻
Roster	Course Nickname	MEN0811	enter a course	Classes linked for assignments and categories:	
Seating Chart	Description	ENGLISH LANGUAGE ARTS	nickname	The Averages mode and	grado cealo
Groups	Classroom	119	HICKIIdIIIC		
Reporting	Schedule	FY		are only applicable wher	n entering
Standards	Team			categories and assignme	nts into the
Categories	House			internal MyEd Gradeboo	k.
Assignments	Average Mode	Gradebook Default	-		
Scores	Averages grade scale	Gradebook Default	•		
	Drop mode	On not drop scores ()	Drop lowest overall score Drop lowest sc	ore by category	
*	Grade calculation weights	Tri 1 Grade Default Actual	Tri 2 Grade Tri 3 Grade Default Actual Default Actual	Click in the actual field to	
		Final Mark 2.0 Apply weights to other selection	2.0 2.0 2.0 2.0	alter the grade calculation weights for this class.	

Roster Side Tab

- View class roster for all classes
- Print Report Cards: *Reports Drop Down menu>Report Cards*
- Select Kindergarten, Primary, Intermediate
- Use the *Records navigation tool* to advance through classes

Pages	My Info	Stu	dent	Attendance	Gradebook	Planner	Tucle			
Options	Re	ports	Help						Y 🗉	az 11 🚔 1
Class Li	st :: 20	14-2015	- MEN	0811 - E	NGLISH LAI	NGUAGE A	RTS 8			
Details							0 of 25 se	ected 🥖		Enrolled
Roster		Pupil #		Name			YOG	Homeroom	Roster Status	
		529489		Bodner, Rena			2020	11	Enrolled on 5/29/2015	
Seating Ch	hart	480073		Brugge, Benson			2020	11	Enrolled on 5/29/2015	
Groups		491359		Burbidge, Elin			2020	11	Enrolled on 5/29/2015	
Depending		482663		Fuller, Dasha			2020	11	Enrolled on 5/29/2015	
Reporting Standards		491402		Goldstone, Navi			2020	11	Enrolled on 5/29/2015	
		471904		Higgins, Kurtis			2020	11	Enrolled on 5/29/2015	
Categories	·	480083		Kirkland, Callum			2020	11	Enrolled on 5/29/2015	
Assignmer	nts 📃	537573		Lambert, Eszter			2020	11	Enrolled on 5/29/2015	
Scores		480957		Macaulay, Bryon			2020	11	Enrolled on 5/29/2015	
000100		473269		Moisey, Rusty			2020	11	Enrolled on 5/29/2015	
0		473234		Murphy, Maurice			2020	11	Enrolled on 5/29/2015	
		474378		Reinhart, Tannis			2020	11	Enrolled on 5/29/2015	
		535990		Robek, Marina			2020	11	Enrolled on 5/29/2015	
		472073		Rounds, Jaspreet			2020	11	Enrolled on 5/29/2015	
		497846		Ruse, Susi			2020	11	Enrolled on 5/29/2015	

Groups Side Tab

• Select the Groups side tab to create, edit, and manage class groups.



Categories and Assignment Side Tabs

 These side tabs are used when entering and managing assignments using the internal MyEducation BC Gradebook.
 Note: This advanced functionality will be covered in a separate resource.

Scores Side Tab

Entering Term Marks (See Appendix F for a marks entry workflow guide)

Gradebook top tab>Scores side tab

- Select *Post Columns-Term* from the *Grade Columns* drop down window
- Select the appropriate term from the *Term* drop down window
- Confirm the class from the Class drop down window
- Green push pins indicates that the grade post window of time is open and marks can be entered
- Click in the grade field next to the student and type in a letter grade
- A red circle with a line through it C+ May appear indicating that the teacher has manually entered a term mark and has not auto-updated this column from the internal gradebook in MyEducation BC. The teacher can ignore this alert.
- Type *Return* to move down the column or *Tab* to move across the row
- The system will auto save entries after the teacher leaves each cell. There is no *Save* button.

Click in the WH (Work Habits) field and type in an upper case E, G, S, or N
 *Control>D fills in all cells below with the same work habit



• Clicking *the paper icon* in the comments field will open a pop-up window

6	MyEducation BC: Edit Te	xt Comment - Mozilla Firefox 📃 🖂
	trn.myeducation.gov.b	$\label{eq:c.ca} a spen/textCommentEdit.do?std=stdX2000473269\&colClass=GCD0000005t1Bk&deploymentId=a \end{tabular}$
	Student	Moisey, Rusty
		Type in this text box or click on the black triangle in the upper right corner to open the comment bank
	OK Cancel	Click to check spelling

- Select the comment category
- Click the comment to add it to the text box (multiple comments can be added with a 2000 character limit)
- Click OK
- Use *Control>D* to fill in the same comments to all field in the column below

Important Note: Be sure to use control>D to fill down a comment that applies to all students first, then click the paper icon next to a specific student to add or edit the comment. CTRL>D will overwrite any existing comments! Also, do not use CTRL>D when using tokens to replace student names, etc. as the replacement will use the name of the first student for all comments.

Pages My	Info Student Atte	ndanc	e Gra	deboo	Planner As	sessment	PD	Tools
Options	Reports Help							
Class List ::	2014-2015 - MEN08	11	- ENGL	ISH L		8		
Details	Student Fields	Grade	Columns		MyEducation BC:	Edit Text Comm	ient - Goog	le Chrome
Roster	Copy of Default Fields	Post 0	Columns - Term	1	📄 trn.myeducat	ion.gov.bc.c	a /aspen	/textCommentEdit.do?std=stdX2000529489&colClass
Seating Chart	Name	Photo	UsualFirst	YOG	Student	Bodner, Re	na	
Groups	Bodner, Rena 🔥 🕇 🗞 🎧 🤣 📄	View		2020	My test comment f	or language a	rts	
Reporting Standards	Brugge, Benson	View		2020				Category 1 GENERAL V Show My Codes
Categories	Burbidge, Elin	View		2020				Subject All V
Assignments	Fuller, Dasha	View		2020				{{ studentName}over[capitalize]} is not yet meeting expectations.
Scores	Goldstone, Navi	View		2020				GENERAL
Student	Higgins, Kurtis 🧟	View		2020				{{ studentName}lower{capitalize }} is minimally meeting expectations.
Assignment	Kirkland, Callum T	View		2020				GENERAL
Notifications	Lambert, Eszter 🔮 📑	View		2020				{{ studentName lower capitalize }} is meeting expectations. GENERAL
	Macaulay, Bryon 🁕	View		2020				
	Moisey, Rusty 📸	View		2020	ОК			aþć
	Murphy, Maurice 🎪	View		2020				
	Reinhart, Tannis	View		2020				
	Average score				9.0 B			

*Important: Be sure to insert the appropriate <u>work habit comment</u> for each student as the value entered into the system will be recorded on a student transcript, but will not print on the chosen middle school report card template unless it is entered in the comment field.

ie Work Habit = G (Good)

Click *Post Grades...* when all letter grades, work habits, and comments are entered.

Details Student Fields Grade Columns Term Status Class Post Grades Photo/Susal Name Post Columns - Term All © Enrolled Withdrawn MEH-081 Add Assignment	

- The push pins will turn red indicating that marks have been posted to the office
- In most cases teachers can re-post marks until the grade post period expires and the push pins turn black.

-										
		ndanc	e Gra	debo	ok Planner	Assessm	ent PD	Tools		
Options	Reports Help									
Class List ::	2014-2015 - MEN08	11	- ENGL	ISH I		ARTS 8				
Details	Student Fields	Grade	Columns		Ter		itatus	Class	Post Grades	
Roster	Copy of Default Fields	Post C	Columns - Term		▼ Tri		Enrolled 🔵 Withd		Add Assignment	
Seating Chart	Name	Photo	UsualFirst	YO	Tri 1	Tri 1 WH	Tri 1 Com	Tri 1		
Groups				L				٤,		
Reporting	Bodner, Rena 🏠 🍞 🗐 🔮 📑	View		2020	В	G				<u>^</u>
Standards	Brugge, Benson	View		2020	C+	S	R			
Categories	Burbidge, Elin	View		2020	A	E	1			
, in the second	Fuller, Dasha	View		2020	С	N				
Assignments	Goldstone, Navi	View		2020	1	N	*			
Scores Student	Higgins, Kurtis 💦	View		2020	В	G				
Assignment	Kirkland, Callum 👕	View		2020	В	G	R			
Notifications	Lambert, Eszter 🛷 📻	View		2020	в	G				
riotilications	Macaulay, Bryon 👕	View		2020	в	G				
	Moisey, Rusty 🔊	View		2020	в	G				
	Murphy, Maurice 🔊	View		2020	в	G				
	Reinhart, Tannis	View		2020	В	G	1			
	Average score			1	79.0 B					

Advance to the next class using the *records navigation tool* or select the class from the *Class* drop down window or click on the *Class List* hyper link to go back to a list of all classes.

- Repeat marks entry and posting for all classes.
- XSR Social Responsibility : If your school has chosen to include the XSR Social Rsponsibility course on the report card, teachers will enter comments only for all students and post to the office.

Pages M	y Info Student	Attenda	ance Grad	ebook	Planner	Asses	sment	PD	Click	Post	Grad	les afte	er entering
Options	Reports Help)							C	omm	ents f	or all st	udents.
lass List :	: 2015-2016 - XSR	R08-00	1 - SOCIAL	RESP	ONSIBILI	TY 8		[
Details	Student Fields		rade Columns		Term		Status			Class		ost Grades	
Roster	Default Fields		Post Columns - Term		Tri 1	V	Enrolle	d 🔵 With	ndrawn	XSR08-0	001 ▼ A	dd Assignment	
Seating Chart	Name	YOG	Tri 1 Com	Tri 1									
Groups					S .								
Reporting Standards		2020											
Categories		2020	3		Enter a	comm	ent or	nly fo	r the				
Assignments		2020	2		Social	Respor	nsibilit	<i>.</i> γ coι	urse.				
Scores	•	2020	1 and			· ·							
Student		2020	3										
Assignment		2020	1										
Notifications		2020	2										
		2020	3										
		2020	2										
	Average score												

Posting Final Marks

• Enter Term 3 letter grades, work habits and comments

*Important: Be sure to enter the <u>work habit</u> into the comments area for term 3 at the end of the year as the work habit will be recorded on the the student transcript, but will not print on the chosen middle school report card template.

In the *Final Mark* column click on <u>Update</u>

- The system will calculate final marks based on the *grade calculation weights* set up from the *Details* side tab. The system will default to equal weighting for each term in calculating a final mark. (Term 1 = 33%, Term 2= 33%, and Term 3= 34%) *See Appendix E: Setting Grade Calculation Weights* to alter the default calculation weight for each term when calculating a final mark.
- It is important to note that teachers ultimately have control over <u>all marks columns</u> and can override the auto-calculation by manually entering a value in the final mark column for any or all students.
- Click Post Grades
- Use the records navigation tool to advance to the next class on the list.

Click on the Final blu the grade calculation each term from the	on weights set for	Post Grades ⊃ ▼ Add Assignme	
Final Update B C	Tri 3 Assignment Statistics		
A	Column ID	Weight	
c —	Tri 3	34.0	
C+	Tri 2	33.0	
С	Tri 1	33.0	
В	ОК		
C+			
A			
В			•
78.0 B			

• Repeat the process for all classes

Appendix A

Creating and Managing Snapshots: Video Demonstration

A snapshot is a static list. It always displays the same records unless it is manually edited. Only the person who created the snapshot can add or remove students from it.

Create a Snapshot:

A snapshot represents a static filter. Use a snapshot to take a picture of a group of records you will need to access regularly or need to save. For example, assume you manage the Math Club and want to be able to quickly access all of its members. You can individually select the students initially, and then create a snap-shot of the group. Once you create a snapshot, the group of students in the snapshot doesn't change (although users can modify a snapshot manually).

Note: Be sure to select the checkbox next to each record you want to include in your snapshot, then go to Options>Show Selected.

Missing the *Show Selected* step is a common mistake.

For quick access, be sure to Save As Filter.

- Use the Filter to return to *All Active Students*.
- Use the new filters for the snapshots created.
- Return to the list of All Active Students (via the Filter).

Add a Student to the Snapshot:

Note: You are actually adding the snapshot to the student.

Select a student record > Snapshots side tab > **Options > Add** > Select Snapshot from the list > **OK**

Remove a Student from a Snapshot

Note: You are actually removing the Snapshot from the student.

Open the snapshot > Check the box in front of the student's name > Snapshots side tab > Select the snapshot to delete > **Options > Delete**

Remove the Snapshot from the Filter

Filter Icon > Manage Filters > Highlight Filter to Delete > Click **Delete** > Close

Delete a Snapshot

Options > Snapshots > Select Snapshot to delete > Click Delete > OK

Appendix B

Creating a Query: Video Demonstration

A query is a *dynamic* filter. A query performs a new search and displays current information each time it is run. For example, the list of students assigned to a counselor may be different today than it was yesterday because a new student enrolled and was assigned to the counselor.

Create a Simple Query

- From any list page, such as the **Student** list, go to **Options>Query**
- Click New to create a new query or Select... to open a saved query
- Click the **Tables drop down menu** to select the table containing the field you want to search on, such as **Student**.
- In the Fields box, scroll and select the field you want to include such as *Year of Graduation*.
- Click the Operator drop-down menu to select an operator, such as Equals
- Type the value you are searching for, such as **2026**
- Click *Add* to add the criteria to the **Search criteria** box.
- Choose Search based on criteria
- Click *Save As*, give the query a name, and select the **Save as Filter** checkbox.
- Click Search
- Use the filter icon to return to the list of **All Active Students**.
- Use the filter icon to run the queries created.

Remove a Query from the Filter

- Click the filter icon
- Select *Manage Filters*
- Select query to remove
- Click *Delete*
- Close

Delete a Query

Options > Query > Click *SELECT* button (in the popup) > Select the Query > Click *DELETE* > Click **CANCEL** to close the popup > Click **CANCEL** again in the remaining popup to close it.

Appendix C

Field Set: Video Demonstration

	REITISH		10	man Bay Con	n munitu 2	044 2045			Change View	Select S	chool	Set Prefere	nces	Log Off
ci	OLUMBIA M	lyEducation	BC Ja	mes Bay Cor	nmunity 2	014-2015							Schoo	ol View
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tool	s	Admin		
Options	Repor	ts H	elp						Y		a÷z	լի 🖂		

Field sets enable the user to customize the columns that appear in a list.

Create a New Field Set

- Click the *Field Set* icon.
- Select Manage Field Sets.
- Select New.
- Name the Field Set.
- Select Available fields and Add them to the Selected Fields list.
- Adjust the order of the selected fields by moving them up or down.
- Save.

Manage Field Sets

- Set a default Field Set by moving it to the top of the list
- Show/Hide Field Sets
- Delete a Field Set (Only if you are the owner)

Make a Copy of a Field Set and Edit It

- Click the *Field Set* icon.
- Select *Manage Field Sets*.
- Highlight the field set you wish to edit.
- Click *Copy*.
- Name the new field set and complete the popup.
- Save.
- Select the name of the new field set from the remaining popup.
- Click *Edit*.
- Add and delete fields as necessary.
- Adjust the order of selected fields up or down as necessary.
- Save.

Appendix D

Quick Reports

All and the second seco	BRITISH DLUMBIA M	lvEducation	BC Ja	mes Bay Cor	nmunity 2	Change View Select S				hool Set Preferences Log Off School View				
Pages					100	CARL NO.	Assessment	Schedule	Global	Тоо	ls	Admi	-	
Options	Repor	rts 🚽							Y		a-z	th	\ge	8 7

Use a Quick report to create a report using the information you are viewing on any list page.

The user can click on the Printer Icon to access quick report formats or go to Reports>Quick Report

- Go to the list page containing the data you want to report on
- Select the records you want to include (Use a filter, query, snapshot or custom selection to limit the number of records to include on the Quick Report)
- Click on the Quick Print icon and choose the output format
- A *CSV* file will download and open in Excel which allows the user to then sort and edit the spreadsheet as desired.
- Selecting *Create Quick Report...(Video Demonstration)* will open the quick report wizard.
- Selecting *Saved report* will open a pick list of all saved Quick Reports>Choose the report and click *Finish*
- To create a new report select *New report*, click *Next*.
- Choose the *Report type* from the drop down menu (The description will outline the characteristics of each type) Click *Next.*
- Add the desired fields from the *Available fields* column to the *Selected fields* column by highlighting and clicking *Add*. Remove from the *Selected fields* by highlighting and clicking *Remove*
- Reorder the fields by clicking **Up or Down**
- Click *Next*
- Step 4 determines how the system sorts the overall report>Click Next
- Step 5 determines totals for group reports and can provide maximum, minimum and total count statistics for selected fields. Click *Next*
- Step 6 provides choices for report formatting. Click Next
- Step 7 determines field format options such as defining a custom width in number of characters. Click *Next*
- Step 8 allows the user to save the Quick report for future use by the *User*.
- Click *Finish*

Appendix E

Setting Grade Calculation Weights

The grade calculation weight functions only to apply a calculation to the auto-updating of the final mark column for students before posting the final mark for students.

It is important to note that teachers ultimately have control over all marks columns and can override the auto-calculation by manually entering a value in the final mark column for any or all students.

Gradebook Top Tab>Details Side Tab

Grade Calculation Weights: The system defaults to averaging each term equally when calculating a final mark, however teachers may alter this calculation by redistributing the weights across the terms.

Class List :: 2015-2016 - MEN0801 - ENGLISH LANGUAGE ARTS 8						
Details	Save Cancel					
Roster	Course Nickname	MEN0801				
Seating Chart	Description	ENGLISH LANGUAGE ARTS 8				
Groups	Classroom					
Reporting	Schedule					
Standards	Schedule term	FY				
Categories	Team					
Assignments	House Average Mode	Gradebook Default				
Scores	Averages grade scale	Gradebook Default				
Notifications	Portal Notes	Show Notes on Portals				
Notifications	i onal notes					
	Drop mode	Do not drop scores Drop lowest overall score Drop lowest score by category				
	Grade calculation weights	Term 1 Mark Term 2 Mark Term 3 Mark				
		Default Actual Default Actual Default Actual				
		Final Mark 33.0 33.0 33.0 33.0 34.0 34.0				
	A	Apply weights to other selected classes 🔲				

For example, a teacher who is assessing cumulatively may wish for the term 3 and final mark to be the same. In this case, the teacher would set a value of 0 for term 1 and 2 and 100 for term 3 in the *Actual* field. This does not effect in any way the weighting of categories or assignments within the gradebook if teachers are using the internal MyEducation BC gradebook for tracking ongoing assessment for students.

Default Actual Default Final Mark 33.0 0.0 33.0 0		Default	Actual
Final Mark 33.0 0.0 33.0 0			
	0.0	34.0	100.0
Apply weights to other selected class	ses 🗌		

Appendix F

Middle School Marks Entry Workflow

- Gradebook Top Tab>Scores Side Tab>Choose a Class
- Grade Columns Drop Down Window = *Post Columns Terms*
- Term Drop Down Window = Tri 1 (Current Term)
- Confirm the class from the *Class* drop down window
- Enter Letter Grades for All Students (A, B, C+, C, C-, I, F)
- Enter Work Habits for All Students (E: Excellent, G: Good, S: Satisfactory, N: Needs Improvement)
- Enter Comments for All Students: Enter text or use the school comment bank
 - o Must Include a comment that reflects the given work habit
 - ie Work Habit= G (Good)
- Click Post Grades...
- Select the next class
- Repeat the Above Process for all classes
- For **Social Responsibility** Course enter a *comment only* for all students and click *Post*.