

TEACHER GRADEBOOK

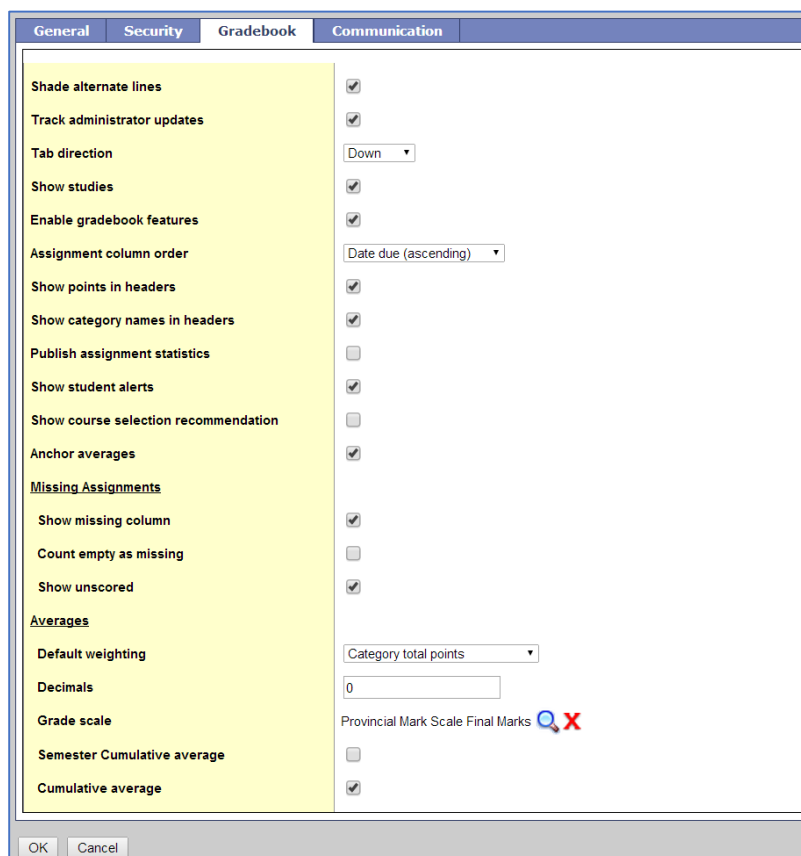
Teacher Gradebook

Contents:

1. Setting Up Gradebook Preferences	p. 2
2. Class Set Up Procedures	p. 4
• Change Course Nickname	
• Linking Classes for Categories and Assignments	
• Setting the Grade Calculation Weights	
• Grade Calculation Weight Examples	p. 5
3. Creating Categories	p. 6
4. Creating Assignments	p. 8
5. Entering Marks (Scores Side Tab)	p. 11
6. Creating and Entering Footnotes	p. 13
7. Creating and Entering Special Codes (Omit, NHI)	p. 14
8. Posting Term Marks	p. 15
9. Entering Work Habits and Comments	p. 18
10. Posting Final Marks	p. 20
11. Reports	p. 21
• Class Lists	p. 21
• Blank Grading Sheets	p.21
• Progress Reports	p. 22
• Gradebook Sheet (Anonymous Spreadsheet)	p. 23
12. Appendix A - Grade Weighting Categories	p. 24
13. Appendix B – Adding Custom Comments to the Comment Bank	p. 28

1. Gradebook Set Up: One time set-up procedures that can be changed at any time.

Go to **Set Preferences**(Top Right of Screen) > **Gradebook**



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

- **Shade alternate lines:** Used to quickly identify rows of student scores
- **Track administrator updates:** A blue exclamation mark appears next to any grades or comments changed by an administrator.
- **Tab direction:** Down or Across
- **Show studies:** Adds rosters for advisory or study periods.
- **Enable gradebook features:** ****MUST be checked, or advanced gradebook functions will not work*.***
- **Assignment column order:** Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.
- **Show points in header:** Displays total points for an assignment in the column header.
- **Show category names in header:** Displays abbreviated category code in the assignment column header, such as HW, Test, etc.
- **Publish assignment statistics:** Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the district level.
- **Show Student Alerts:** Displays alert icons next to student names. ****New: At Risk Alerts***

- **Show course selection recommendations (for use when implementing student on-line course requests):** Displays recommendation column. Recommendations pertain to teacher suggestions for the next course for the student to take. Recommendations can only be made at times designated by the grade manager. ***Teachers may want to leave this box unchecked when not in use.***
- **Anchor averages:** Displays running average for the marking period in the column to the right of student's names.

Missing Assignments

- **Show missing column:** Check if you want this column to appear in the Gradebook. Linked to special codes set up for designating a missing assignment or will activate if the count empty as missing check box is selected.
- **Count empty as missing:** Select this check box if you want to count any unscored assignments as missing. ****Perhaps leave unchecked until later in the term. Any assignments yet to be marked will show in this column.***
- **Show unscored (Not applicable to MyEducation BC at this time. Leave unchecked)**

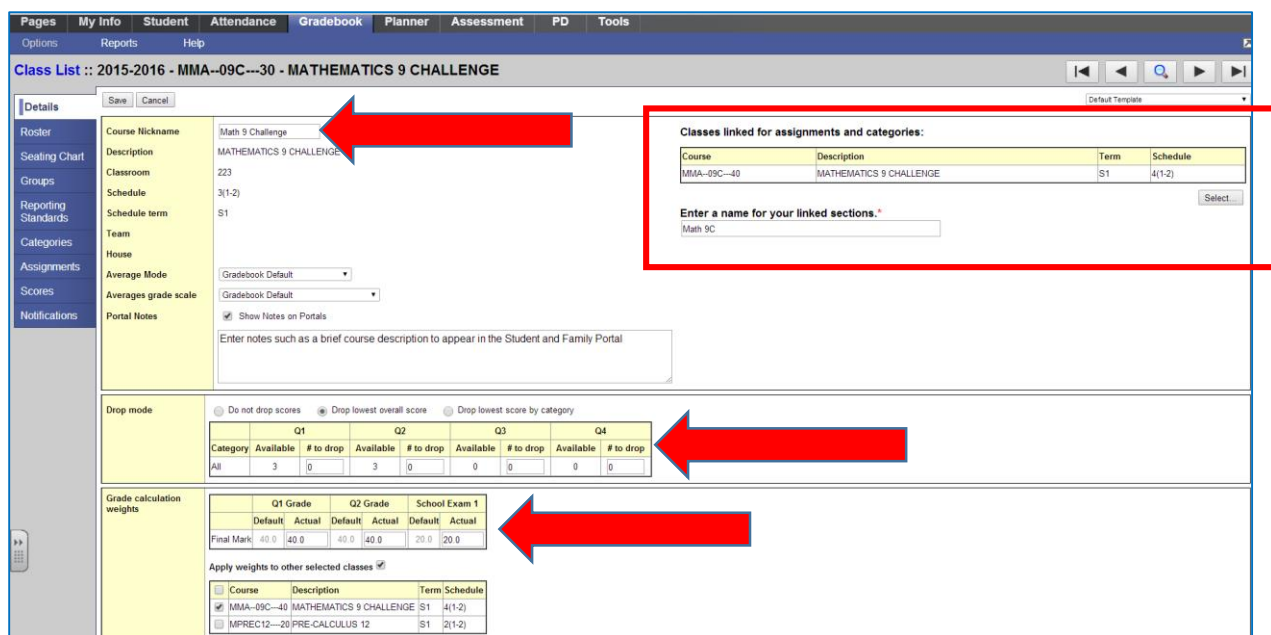
Averages

- **Default weighting:** Choose a default weighting *****See Appendix A.*** Weighting can be changed when setting up classes and categories.
- **Decimals:** Type the number of decimal places you want the system to use when calculating averages. Grades posted to transcripts will conform to the district defined decimal rules.
- **Grade Scale:** Select a Provincial Marks Scale. ***Provincial Mark Scale Final*** assigns numeric value of 25% for letter grade - F, no numeric value for letter grade - I. ***Provincial Mark Scale Interim*** assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
- **Semester Cumulative Average:** Activates a column in the scores window which displays a calculated average using the selected average mode for all assignment grades within the first half of the year grade terms. The column will display a cumulative mark within a semester, therefore for a year-long course the system will start to recalculate the cumulative total at the start of second semester.
- **Cumulative Average:** Activates a column in the scores window which displays a calculated average using the selected average mode for all assignment grades from the beginning of the class. Select this checkbox to show an overall course cumulative mark calculation. Selecting this option along with a default weighting of ***Category Total Points*** produces a total cumulative mark calculation. Note: this option is only available if the ***School > Preferences > Grades*** has Semester Cumulative Average and Overall Cumulative Average checked.

When assessing cumulatively the teacher can select the values from the Cumulative average column to enter and post final marks.

2. Class Set Up Procedures

Gradebook Top Tab>Details Side Tab



Course Nickname Math 9 Challenge

Description MATHEMATICS 9 CHALLENGE

Classroom 223

Schedule 3(1-2)

Schedule term S1

Team

House

Average Mode Gradebook Default

Averages grade scale Gradebook Default

☒ Show Notes on Portals

Enter notes such as a brief course description to appear in the Student and Family Portal

Drop mode

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

Category	Q1		Q2		Q3		Q4	
	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
All	3	0	3	0	0	0	0	0

Grade calculation weights

	Q1 Grade		Q2 Grade		School Exam 1	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	70.0	20.0

☒ Apply weights to other selected classes

Course	Description	Term	Schedule
<input checked="" type="checkbox"/> MMA-09C-40	MATHEMATICS 9 CHALLENGE	S1	4(1-2)
<input type="checkbox"/> IMPREC12-20/PRE-CALCULUS 12		S1	2(1-2)

1. **Gradebook Top Tab>Details Side Tab**
2. **Select a Class**
3. Change how a course appears from the course code to a description by typing the new name in the **Course Nickname** text box.
4. Click **Select** to link this course to any of your other courses for assignments and categories. When a teacher creates a category or assignment for one class the system will apply that assignment or category to all linked classes. **The process may be problematic when linking courses across 2 semesters. Grade terms and due dates must be manually adjusted. It may be preferable to use the **Import assignment** feature.*
5. Select and enter values in the **Drop Mode** window to designated scores from calculation
6. Change the **Grade Calculation Weights** from their default settings if desired. **It is vital to note that this setting determines how the system will auto calculate a final mark before posting. The setting is based on posted term marks and does NOT affect the weighting or calculation of categories or assignments within a teacher gradebook.**

Teachers may change any final grade manually, or choose not to use the auto calculation feature at all when posting final grades. For example, a teacher assessing cumulatively may simply enter in the scores displayed in the **Cumulative Average** column in the final mark column and post those marks to the office.

Teachers may choose to customize any of the grade calculation weights to suit their needs.

Grade Calculation Weight Examples

The following setting will give even weight (45%) to the quarter 1 and quarter 2 TERM marks and will calculate a separate value for a school based final exam (not provincial exam) worth 10% when auto calculating a final grade for posting. **Teacher may adjust all values as desired.**

Grade calculation weights	Q1 Grade		Q2 Grade		School Exam 1	
	Default	Actual	Default	Actual	Default	Actual
	Final Mark	40.0	45.0	40.0	45.0	20.0

Apply weights to other selected classes ☐

The following setting for **linear courses** would apply even weight to all posted term marks (20%) and a semester 1 final exam worth 10% and a semester 2 final exam worth 10% when auto calculating a final grade for posting. **Teacher may adjust all values as desired.**

Grade calculation weights	Q1 Grade		Q2 Grade		School Exam 1		Q3 Grade		Q4 Grade		School Exam 2	
	Default	Actual	Default	Actual	Default	Actual	Default	Actual	Default	Actual	Default	Actual
	Final Mark	40.0	20.0	40.0	20.0	20.0	10.0	40.0	20.0	40.0	20.0	20.0

Apply weights to other selected classes ☐

The following setting would be for a course where the teacher **does not wish to calculate a school exam** separate to a term mark and will give even weight (50%) to the quarter 1 and quarter 2 TERM marks when auto calculating a final grade for posting. **Teacher may adjust all values as desired.**

Grade calculation weights	Q1 Grade		Q2 Grade		School Exam 1	
	Default	Actual	Default	Actual	Default	Actual
	Final Mark	40.0	50.0	40.0	50.0	20.0

Apply weights to other selected classes ☐

The following setting would prevent the system from averaging quarter 1 and quarter 2 marks before calculating a final mark for posting. The final mark will be the same as the quarter 2 mark (cumulative) and there is no separate value for a school final exam. **Teacher may adjust all values as desired.**

Grade calculation weights	Q1 Grade		Q2 Grade		School Exam 1	
	Default	Actual	Default	Actual	Default	Actual
	Final Mark	40.0	0.0	40.0	100.0	20.0

Apply weights to other selected classes ☐

The following setting would prevent the system from averaging quarter 1 and quarter 2 marks. The final mark will be calculated based on the cumulative quarter 2 mark worth 90% and a separate value of 10% for a school final exam. ***Teacher may adjust all values as desired.***

Grade calculation weights	Q1 Grade		Q2 Grade		School Exam 1	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	0.0	40.0	90.0	20.0	10.0

Apply weights to other selected classes ☐

7. Repeat the process for all classes or choose to ***Apply weight to other selected classes.***

3. Creating Categories

Gradebook Top Tab > Categories Side Tab

Note: Defaults selected when creating categories can be overridden for individual assignments within the category.

- **Gradebook top tab > Select a class > Categories side tab.**
- Any existing categories for the class are displayed on the screen.
- **Options > Add** to create additional categories.

Class List :: 2015-2016 - MMA--09C---30 - MATHEMATICS 9 CHALLENGE :

Save Cancel

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

► Details

Assignments

Scores

Notifications

Code *

Quizzes

Description *

Quizzes

Weight

35.0

Assignment Defaults

Grade Scale > Name

Provincial Mark Scale Final Marks

Entry mode

Both

Total points *

20

Weight

1.0

Extra credit points

0.0

Score cannot be dropped

☐

Visibility type

Private

Save Cancel

- **Code** – An abbreviated label for the category to fit in the column header in the Gradebook (Quizzes)
- **Description** – The complete name of the category (Quizzes)
- **Weight** – Enter the weight of the category for the calculation of term marks

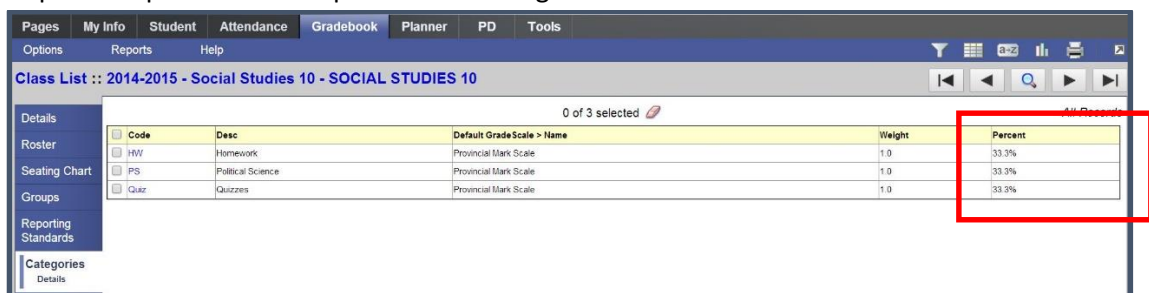
Assignment Defaults: Default settings for the creation of assignments to be placed in this category. Assignment settings can be adjusted away from the default when they are created.

- **Grade scale** – Select **Provincial Mark Scale-Final Marks** from the pick list.
- **Total points** – Number of points anticipated for each assignment.
- **Extra credit points** – Enter value if assignments in this category will **routinely** have extra credit points.
- **Score cannot be dropped** – Check this box if you do not want the system to drop any lowest scores from this category even if the gradebook preferences setting was set to enable scores to be dropped.
- **Visibility type**- Refers to assignment visibility default in the Student and Family Portal.
 - Private:** assignments in the category will not be seen in the portal.
 - Public:** assignments in the category are displayed in the portal.
 - Public-no grades:** assignment appears in the portal, but no grades entered by the teacher appear in the portal.

*The **Public-No grades** setting is problematic because the averages displayed in the parent portal are based on the visible assignments, therefore there may be a discrepancy between what a student or parent may see and what the actual student average is as displayed in the teacher gradebook.*

***Until student and parent accounts have been created and log in credentials are distributed visibility type is not relevant.**

- **Also add this category to linked classes** – **MUST** check this box so that categories are duplicated in all linked classes. *The process of linking classes must take place before the categories and assignments are created.*
- **Save**
- Repeat the process to set up all desired categories



Code	Desc	Default Grade Scale > Name	Weight	Percent
HW	Homework	Provincial Mark Scale	1.0	33.3%
PS	Political Science	Provincial Mark Scale	1.0	33.3%
Quiz	Quizzes	Provincial Mark Scale	1.0	33.3%

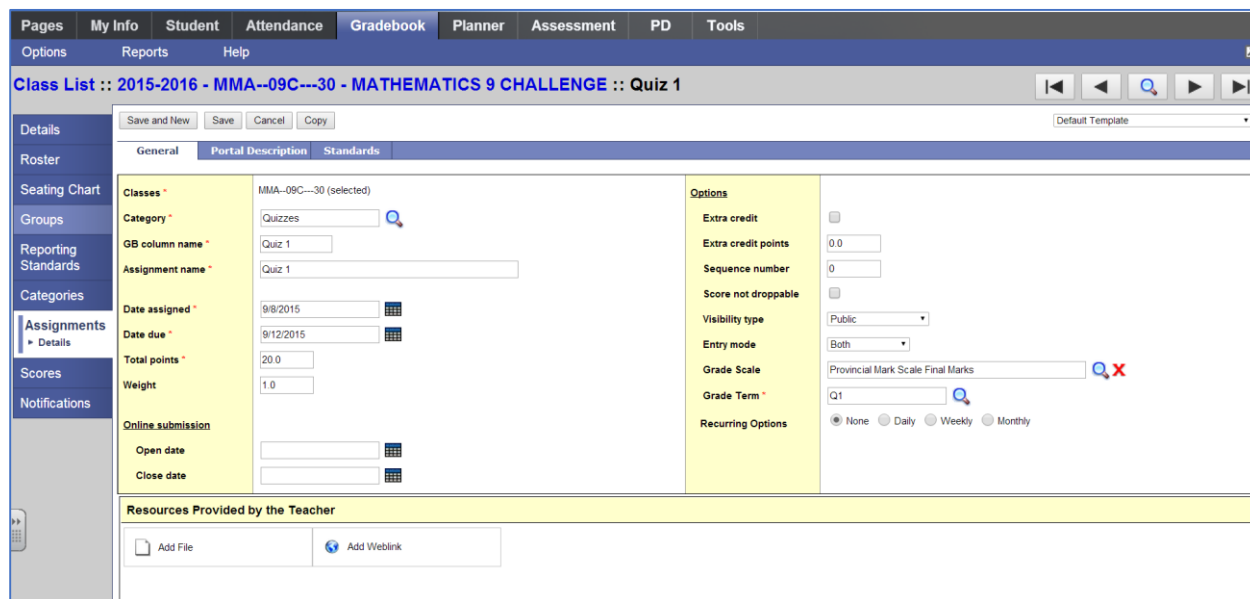
4. Creating Assignments

Gradebook Top Tab>Assignments Side Tab

**Note: Check the filter setting Current Term, Term =?, or All records*

Options > Add assignment.

All required fields are marked with a red asterisks.

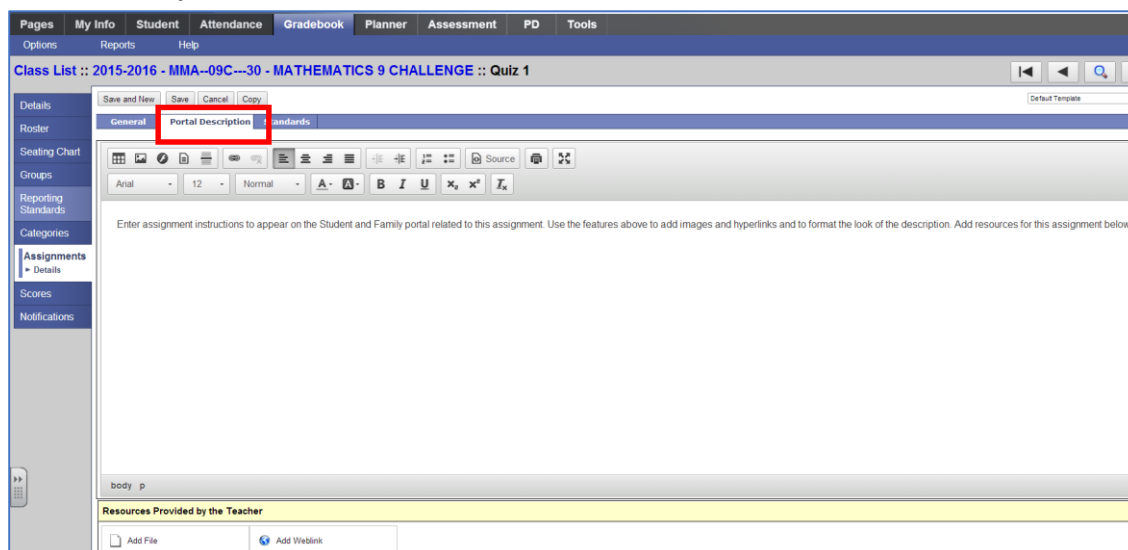


- **Classes:** Ensure the correct class is selected for the assignment about to be created
- **Category:** Click the magnifying glass and select from a previously created category.
- **Gradebook column name:** Enter an abbreviation for the name of the assignment. *Hovering over the GB column name from the Scores side tab will display the entire assignment name.*
- **Assignment name:** Enter the full name of the assignment.
- **Date assigned:** Date on which assignment will be given to the class.
- **Date due:** Date on which assignment must be turned in.
- **Total points:** Total points *without* extra credit.
- **Weight:** This is the weighting of this assignment in relation to all the other assignments within this category ie 1.0 to 1.0 is equal valued weighting for two assignments or 1.0 to 0.5 means the second assignment has half the weight value of the first assignment.

Weight will only be available if the teacher selected the **Categories and Assignments weighting category in their gradebook preferences giving the teacher the ability to scale the weight of an assignment.*

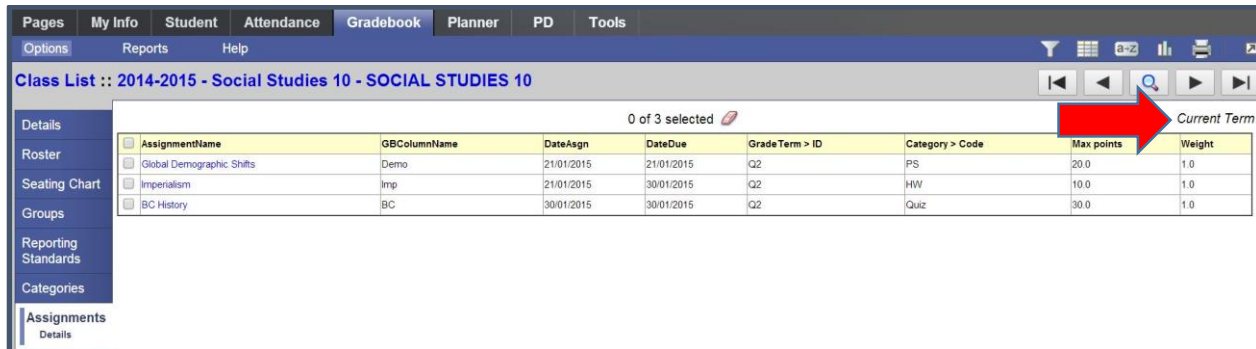
- **Online submission:** To enable online submission of assignments, enter an **Open date** and a **Close date**. **Note that the Student Portal must be open to enable online submission of assignments.*

- **Extra credit:** Only select this check box if you want this *entire assignment to be an extra credit* assignment, which means if a student does NOT complete the assignment or does poorly, it will not count against their overall average.
- **Extra Credit Points:** **DO NOT ADD A VALUE TO THIS FIELD IF YOU HAVE CHECKED THE EXTRA CREDIT CHECK BOX ABOVE.** Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points.
- **Sequence number:** Optional. Assign a number if the teacher is using sequence numbers to organize assignments in the Gradebook.
- **Score not droppable:** Check the box if the score cannot be dropped when calculating averages.
- **Visibility type:** The default Categories setting will be displayed, however the teacher may change the visibility type
- **Entry mode:** Select Letter Only, Numeric Only, or Both from the dropdown.
- **Grade Scale:** Click the magnifying glass and select the **Provincial Marks Scale**.
- **Grade Term:** Select the term in which the grade will be used in the calculated average. Grade term will default to the current term. The assignment due date will be connected to the grade term setting.
- **Recurring Options** – Select Daily, Weekly, or Monthly to repeat the assignment at the designated frequency. Example: a weekly spelling test. Selecting a recurring option prompts a popup in which parameters for the frequency are defined.
- **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. This option does not appear if the class for which the assignment is being created is not linked to any other class.
- **Resources Provided by the Teacher** – The teacher can add files and web links. The Student Portal must be open to enable students to access the links and files.
- If the Student and Family Portal is open and the assignment is public, click the **Portal Description tab**.



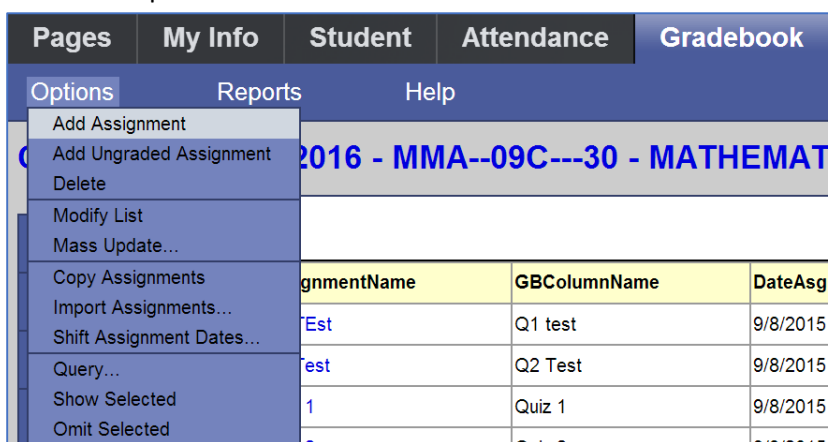
The screenshot shows the MyEducationBC Gradebook interface. The top navigation bar includes tabs for Pages, My Info, Student, Attendance, Gradebook (selected), Planner, Assessment, PD, and Tools. Below this is a sub-navigation bar with Options, Reports, and Help. The main header displays the class list: 2015-2016 - MMA--09C---30 - MATHEMATICS 9 CHALLENGE :: Quiz 1. The left sidebar contains a list of options: Details, Roster, Seating Chart, Groups, Reporting Standards, Categories, Assignments (selected), Scores, and Notifications. The main content area shows the 'Portal Description' tab selected, with a red box highlighting the 'Portal Description' tab label. The tab bar also includes 'General' and 'Standards'. The 'Portal Description' tab contains a rich text editor with a toolbar (font, size, color, bold, italic, underline, link, unlink, etc.) and a text area with the placeholder text: 'Enter assignment instructions to appear on the Student and Family portal related to this assignment. Use the features above to add images and hyperlinks and to format the look of the description. Add resources for this assignment below.' At the bottom, there is a section titled 'Resources Provided by the Teacher' with buttons for 'Add File' and 'Add Weblink'.

- Click **>Save** or **Save and New** to immediately open up a new window to create another assignment.
- All assignments are listed from the Assignments side tab. **Be sure to check the filter for Current Term or All Records.**



AssignmentName	GBCColumnName	DateAsgn	DateDue	GradeTerm > ID	Category > Code	Max points	Weight
Global Demographic Shifts	Demo	21/01/2015	21/01/2015	Q2	PS	20.0	1.0
Imperialism	Imp	21/01/2015	30/01/2015	Q2	HW	10.0	1.0
BC History	BC	30/01/2015	30/01/2015	Q2	Quiz	30.0	1.0

Additional options include:



AssignmentName	GBCColumnName	DateAsgn
Test	Q1 test	9/8/2015
Test	Q2 Test	9/8/2015
1	Quiz 1	9/8/2015

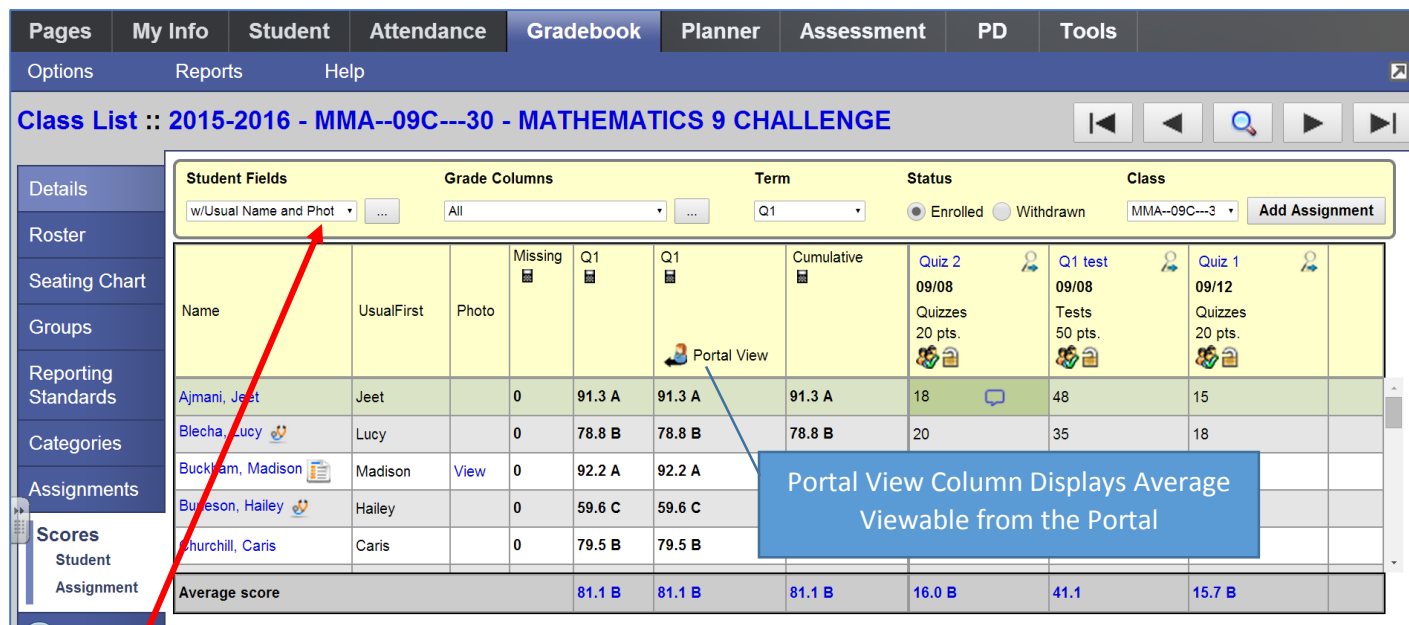
- **Add Ungraded Assignment**
- **Delete**
- **Copy Assignments:** This will copy a selected assignment from a class **back to the same class**.
- **Import Assignments:** Users can import assignments (and categories) **from any of their other classes** to the current class. Dates are automatically adjusted when copying from one term to another, though the terms are not; however the dates and the terms will likely need to be changed to meet the teacher's needs. Importing an assignment into a class without categories will auto create the category the assignment came from in the new class.
- **Shift Assignment Dates:** This is a handy feature for adjusting assignment dates and or re-aligning terms following the use of Import Assignments. Be sure to choose assignments and use Show Selected before applying changes. To re-align terms following an import of assignments, select the assignments to be adjusted. Only check Update grade terms as needed, and set School days to shift as 1. In this way, no dates will actually be adjusted, but the terms will be re-aligned to the assignment dates.

5. Entering Marks

Gradebook Top Tab>Scores Side Tab

Entering marks and posting term grades, work habits and comments

Gradebook top tab > Select class from class list > Scores side tab.



Class List :: 2015-2016 - MMA--09C---30 - MATHEMATICS 9 CHALLENGE

Options Reports Help

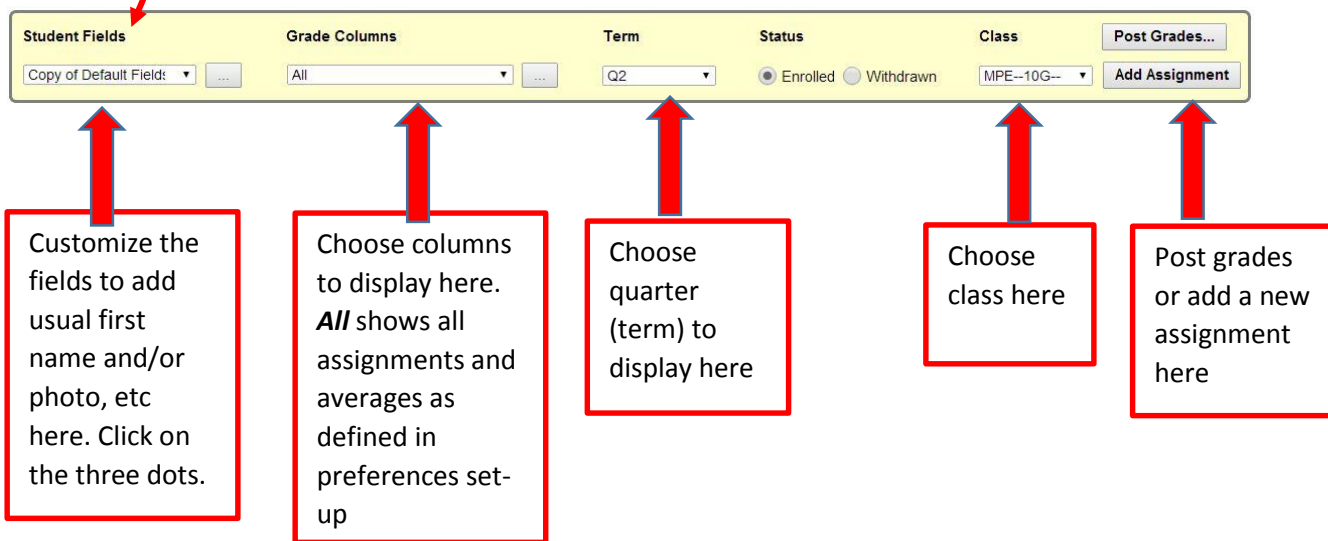
Pages My Info Student Attendance **Gradebook** Planner Assessment PD Tools

Details Roster Seating Chart Groups Reporting Standards Categories Assignments **Scores** Student Assignment

Student Fields w/Usual Name and Photo ... **Grade Columns** All ... **Term** Q1 **Status** ☒ Enrolled ☐ Withdrawn **Class** MMA--09C---3 **Add Assignment**

Name	UsualFirst	Photo	Missing	Q1	Q1	Cumulative	Quiz 2 09/08 Quizzes 20 pts.	Q1 test 09/08 Tests 50 pts.	Quiz 1 09/12 Quizzes 20 pts.
Ajmani, Jeet	Jeet		0	91.3 A	91.3 A	91.3 A	18	48	15
Blecha, Lucy	Lucy		0	78.8 B	78.8 B	78.8 B	20	35	18
Buckham, Madison	Madison	View	0	92.2 A	92.2 A				
Burgeson, Hailey	Hailey		0	59.6 C	59.6 C				
Churchill, Caris	Caris		0	79.5 B	79.5 B				
Average score				81.1 B	81.1 B	81.1 B	16.0 B	41.1	15.7 B

Portal View Column Displays Average Viewable from the Portal



Student Fields Copy of Default Field: ... **Grade Columns** All ... **Term** Q2 **Status** ☒ Enrolled ☐ Withdrawn **Class** MPE--10G-- **Post Grades...** **Add Assignment**

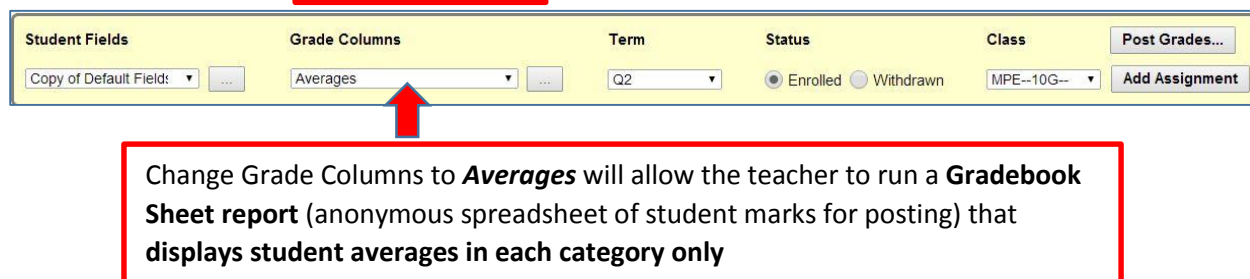
Customize the fields to add usual first name and/or photo, etc here. Click on the three dots.

Choose columns to display here. **All** shows all assignments and averages as defined in preferences set-up

Choose quarter (term) to display here

Choose class here

Post grades or add a new assignment here



Student Fields Copy of Default Field: ... **Grade Columns** Averages ... **Term** Q2 **Status** ☒ Enrolled ☐ Withdrawn **Class** MPE--10G-- **Post Grades...** **Add Assignment**

Change Grade Columns to **Averages** will allow the teacher to run a **Gradebook Sheet report** (anonymous spreadsheet of student marks for posting) that displays student averages in each category only

Student Fields Grade Columns Term Status Class Post Grades...

Copy of Default Fields: ... Post Columns - Term ... Q2 Enrolled Withdrawn MPE--10G-- Add Assignment

Change Grade Columns to **Post Columns-Term** before posting term or final grades to the office

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

Options Reports Help

Class List :: 2015-2016 - MMA--09C---30 - MATHEMATICS 9 CHALLENGE

Details Roster Seating Chart Groups Reporting Standards Categories Assignments Scores Student Assignment

Student Fields Grade Columns Term Status Class Add Assignment














w/Usual Name and Phot ... All ... Q1 Enrolled Withdrawn MMA--09C---3

Name	UsualFirst	Photo	Missing	Q1	Q1	Cumulative	Quiz 2 09/08 Quizzes 20 pts.	Q1 test 09/08 Tests 50 pts.	Quiz 1 09/12 Quizzes 20 pts.
			0	91.3 A	91.3 A	91.3 A	18	48	15
			0	78.8 B	78.8 B	78.8 B	20	35	18
		View	0	92.2 A	92.2 A	92.2 A	15	48	19
			0	59.6 C	59.6 C	59.6 C	11	25	20
			0	79.5 B	79.5 B	79.5 B	13	45	11
Average score				81.1 B	81.1 B	81.1 B	16.0 B	41.1	15.7 B

Student names hidden

- Be sure Grade Columns drop down window is set to All or specify a quarter.
- Enter assignment scores by clicking on any **cell** and entering in a value
- Keyboard short cut **Control>D** will fill down the entered value to all cells below the selected cell
- The system **auto saves** every time the teacher clicks into a new cell
- Use **tab** or **return** to move down or across columns.
- A **dialogue bubble icon** appears after entering in a value. The teacher can click the icon and enter in assignment feedback and teacher's notes.
- Click on the **student name hyperlink** to view scores for a single student
- Click on the **assignment name hyperlink** to view and edit details of any assignment
- Click on the **magnifying glass icon** to view scores for that assignment only.
- To view grades for a specific assignment, click on the blue hyperlink assignment code.
- To view grades for a single student, click on the blue hyperlink student's name.

Gradebook Column Icons

-  Use the Single Assignment Entry page to enter scores for that assignment only.
-  Download assignment submitted online.
-  Enter text comment with grade.
-  Enter feedback for a specific score.
-  Create new grade column set.
-  Enter grades but not able to post to transcript yet.
-  Enter grades and post to transcript.
-  Grades have been posted; changes made will not update on transcript.
-  Assignment is private and does not appear in portals. Click to change to public.
-  Assignment is public and appears in portals. Click to change to private.
-  Assignment is public and appears in portals, but grades are private and do not appear.
-  The column is locked and you cannot enter scores. Click to unlock.
-  The column is unlocked and you can enter scores. Click to lock.

Keyboard Short Cuts:

- **Control + D** – Fills all cells below with the same score.
- **Control + K** – To undo the last change.
- **Control + E** – To exempt a grade from the calculated average.
- **Control + N** – To add a footnote visible only to the teacher.

Footnotes are created on the Tools top tab **See below on creating footnotes*. Enter a score in the cell, press **Control + N** on the keyboard, and select the note from the pick list.

6. Creating and Entering Footnotes

Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.

Tools Top Tab>Footnotes Side Tab

- Options>**Add**
- Enter a code
- Enter a Description
- Click **Save**
- Use **Control>N** to enter a footnote next to a score

Pages | My Info | Student | Attendance | Gradebook | Planner | PD | Tools

Options | Reports | Help

Footnotes :: LT

Save Cancel

Grade Scales

Calculation Overrides

Special Codes

Comments

Footnotes

Details

Code: LT

Description: Late assignment

Save Cancel

- **Control + M** To add notes or click on the *dialogue bubble* icon. Notes can be visible to the teacher only or to the student and parents. Note that a score must be entered in a cell prior to using this feature to add a note

Pages | My Info | Student | Attendance | Gradebook | Planner | PD | Tools

Options | Reports | Help

Class List :: 2014-2015 - Social Studies 10 - SOCIAL STUDIES 10

Details

Student Points

Grade Columns

Term

Status

Student

Teacher

Assignment feedback

Teacher's Notes

Name	YOG	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Adrian, Luke	2017	9	89.0 A	89.0 A	25	8	25								
Bachman, Jackie	2017	9	88.0 A	88.0 A	18	9	25								
Felix, Angus	2017	9	70.0 C+	70.0 C+	16	5	24								
Genet, Georges	2017	9	62.0 C	62.0 C	14	4	23								
Harding, Ede	2017	9	88.0 A	88.0 A	19	7	30								
Hoffman, Lisa	2016	9	88.0 A	88.0 A	18	9	28								
Kurt, Matt	2017	9	73.0 B	73.0 B	16	9	15								
Ladew, Verie	2017	9	71.0 B	71.0 B	12	10	16								
MacDonald, Rudolf	2017	9	72.0 C+	72.0 C+	20	6	17								
McNagh, Thomas	2017	9	73.0 B	73.0 B	19	7	16								
Moore, Amanda	2017	9	83.0 B	83.0 B	17	8	16								
Nova, Tami	2017	9	80.0 B	80.0 B	14	9	24								
Average score			79.0 B	79.0 B	17.0 B	8.0 B	22.0 B								

7. Creating and Entering Special Codes

- Special codes impact the grade entered in a cell. Special codes are created from the Tools top tab. To utilize special codes in the Gradebook, the code is typed into the cell exactly as written. There is no shortcut for entering special codes

Tools Top Tab>Special Codes Side Tab

Options>Add

Enter in a code

Choose a behaviour: *Exempt from Calculations* or *Calculate as Zero*

Click **Save**

Pages | My Info | Student | Attendance | Gradebook | Planner | PD | Tools

Options | Reports | Help

Special Codes :: New Gradebook Special Code

Save Cancel

Grade Scales

Calculation Overrides

Special Codes

Comments

Code: Omit

Behavior: Exempt from calculations

Report as missing?

Color: [Red Box]

Save Cancel

8. Posting Term Marks

During the time for marks entry the person who is responsible for grade management will open the post columns to enable posting of progress reports and term grades.

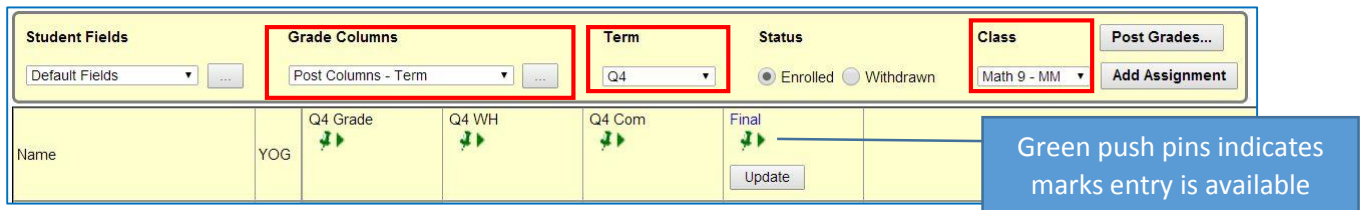
Gradebook top tab>Scores side tab

- Select **Post Columns-Term** from the **Grade Columns** drop down window
- Select the appropriate term from the **Term** drop down window (Q1,2,3, or 4)
- Confirm the class from the **Class** drop down window

If you are **NOT** using the MyEd Gradebook to track assignments:

Enter the appropriate quarter term grade (Q1,2,3, or 4) manually by clicking into the grade cell next to the student and type in a percent. Type **Return** to move down the column or **Tab** to move across the row. (The system saves each time you leave a cell)

Enter Work Habits, Comments, and Post grades as per the instructions starting on page 18.

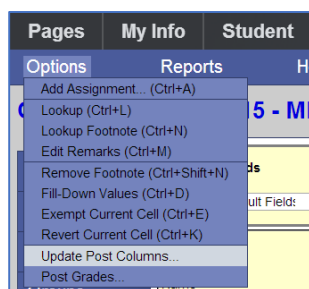


Student Fields		Grade Columns	Term	Status	Class	Post Grades...
Default Fields		Post Columns - Term	Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Math 9 - MM	Add Assignment

Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final
		📌	📌	📌	📌

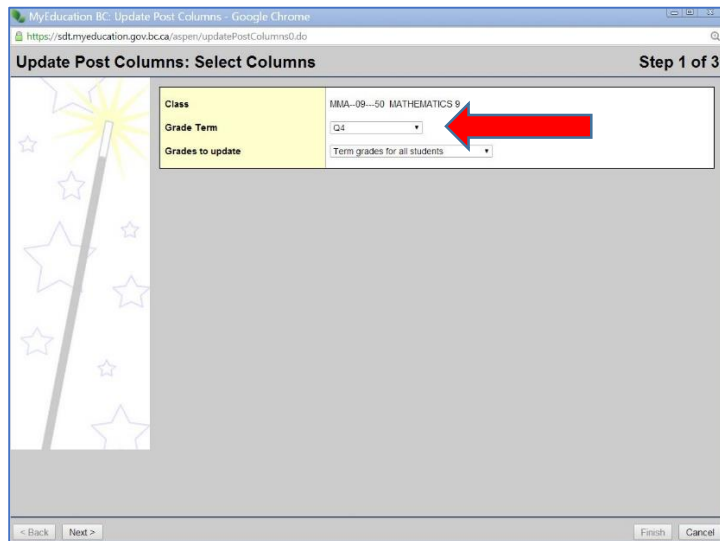
If you **are** using the MyEd gradebook for categories and assignments you can auto-populate the terms mark from your gradebook:

1. Select **Options>Update Post Columns...**



Step 1 of 3

- Select the appropriate grade term (Q1,2,3, or 4) from the Grade Term Drop-Down Window
- Click **Next**



Step 2 of 3

This step determines cumulative versus term assessment (non-cumulative) and is only applicable in Q2 or Q4.

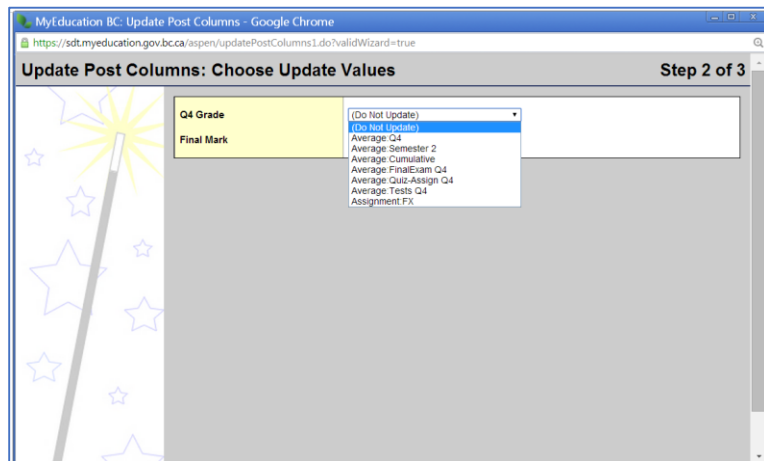
Choose 1 of the following options from the drop down window:

- **Average: Q1, Q2, Q3, or Q4** - update the chosen quarter grade using **only the assignment scores** from that quarter
- **Average: Semester 1 or 2** - update the Q2 or Q4 grade based on the last half of the year grade terms (Likely used for linear courses)
- **Average: Cumulative** - update term grades using the cumulative average **that includes assignment scores from the previous term(s)**. ***Important – Any scores already entered for term 2 or 4 when posting term 1 or 3 marks will be included in the average cumulative calculation.**

All other options allow the user to update term marks based on a single category ie. Quizzes/Assign

The Final Mark drop down menu has only one option: **District Calculation**

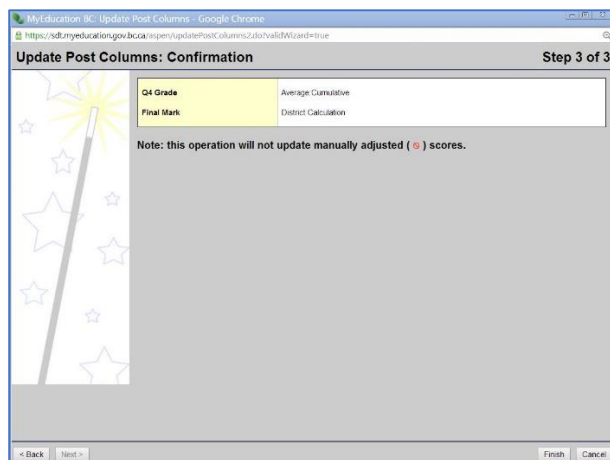
Click **Next**



Step 3 of 3

This is a confirmation screen that also reminds the user that the auto calculation process will not override any term marks edited manually. ***It is important to remember that the teacher may type in a term or final mark, overriding the auto calculation.***

Click ***Finish***



The system will auto fill the **chosen term grade column**.

Mount Douglas Secondary 2014-2015
Aikman, Johan

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Class List :: 2014-2015 - MPE--10G--10 - PHYSICAL EDUCATION 10 GIRLS

Details Roster Seating Chart Groups Reporting Standards Categories Assignments Scores Student Assignment Notifications

Student Fields Grade Columns Term Status Class Post Grades...
Copy of Default Fields: Post Columns - Term Q3 Enrolled Withdrawn MPE--10G-- Add Assignment

Name	Photo	UsualFirst	YOG	Q3 Grade	Q3 WH	Q3 Com
Alcock, Sonner			201	55		
Fitzpatrick, Jacqueline			201	80		
Hacking, Kami			201	61		
Jupe, Corina			201	75		
Krawchuk, Val			201	79		
Lotts, Delcie			201	79		
McDougall, Goldie			201	80		
Roe, Aggie			201	75		
Sadoway, Martha			201	81		
Somerton, Dominique			201	49		
Tasse, Evelyn			201	86		
Average score				72.7 C+		

It is important to note that teachers may manually enter any grades in the term or final grades column, overriding the auto-calculation process.

Enter Work Habits and Comments

Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final

Update

Entering Work Habits

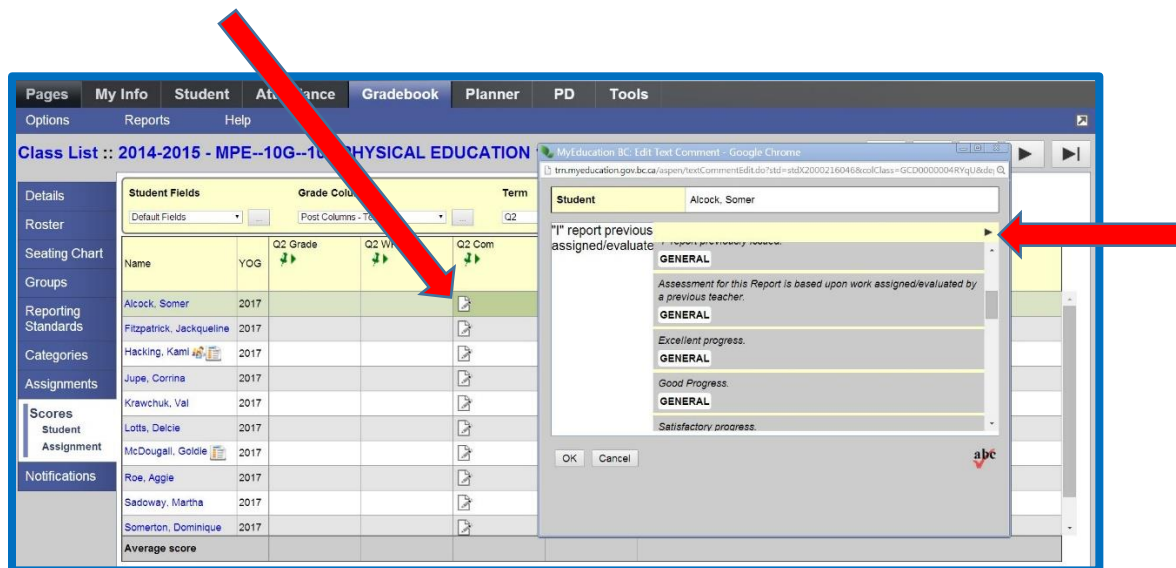
1. Click a cell in the **WH** (Work Habits) field and type in an upper case **E, G, S, or N**
2. **Control>D** fills in all cells below with the same work habit

Grade Columns Term
Post Columns - Term Q1

Q1	Q1 Grade	Q1 WH	Q1 Com

Entering Comments

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



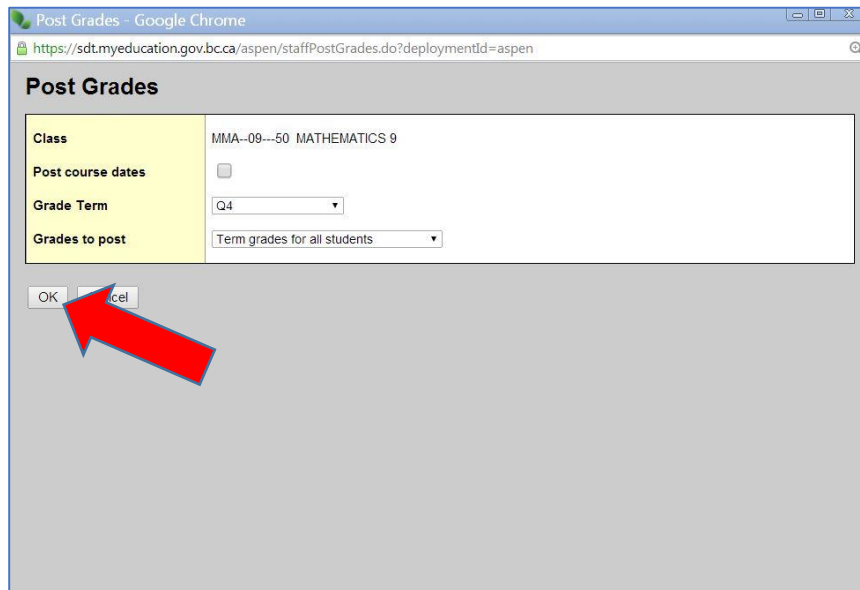
- Type in the text box (or copy>paste from a word doc)
- or click on the black triangle in the upper right corner to open the comment bank ****Teachers may create their own comments and store them in the system. See Appendix B***
- Select the comment category
- Click the comment to add it to the text box (multiple comments can be added)
- Click **OK**
- Use Control>D to fill in the same comments to all cells in the column below. ***Be sure to use this feature first and then edit and update student comments as necessary. This feature will overwrite any existing comments in the cells below. DO not use CNTL>D when using comments that contain replacement tokens for student names.***

Click **Post Grades...**


Student Fields		Grade Columns		Term	Status	
Default Fields		Post Columns - Term		Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Math 9 - MM <input type="button" value="Post Grades..."/> <input type="button" value="Add Assignment"/>
Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final	<input type="button" value="Update"/>

Click **OK**

TEACHERS MUST POST GRADES IN ORDER FOR TRANSCRIPT RECORDS TO BE RECORDED TO THE OFFICE.



The push pins will turn Red allowing the user to repost until the posting period expires.

- Post column averages that are manually adjusted are marked with a  symbol. These values will not be recalculated if the **Update Post Columns** option is repeated.
- Administrators may have authority to change Post Column values. Modified values will be marked with a **blue exclamation point**. Hovering over the icon will display a message regarding the modification entered by the administrator who changed it.

10. Posting Final Marks

At the end of the course (Q2 or Q4) it is necessary to enter a final mark for posting.

Click the **Update** button in the Final Marks column to auto-populate the column. The values will be calculated based on the Grade Calculation Weights setting for the course set up from the **Gradebook Top Tab>Details Side Tab**. See **Setting Grade Calculation Weights** on page 4 of this document. Click the blue **Final** hyper link to view the calculation weights.

Click on any cell in the **Final** field to manually change a final mark.

Student Fields	Grade Columns	Term	Status	Class	Post Grades...
Default Fields	Post Columns - Term	Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Math 9 - MM	Add Assignment Post Grades...
Name	YOG	Q4 Grade	Q4 WH	Q4 Com	Final Update

Alternatively the teacher may choose to use the **Cumulative** column values to enter manually in the **Final** column.

Pages

My Info

Student

Attendance

Gradebook

Planner

Assessment

PD

Tools

Options

Reports

Help

Class List :: 2015-2016 - MMA--09C---30 - MATHEMATICS 9 CHALLENGE

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Scores

Student

Assignment

Student Fields

Grade Columns

Term

Status

Class

w/Usual Name and Photo

All

Q1

☒ Enrolled ☐ Withdrawn

MMA--09C--3

Add Assignment

Name	UsualFirst	Photo	Missing	Q1	Q1	Cumulative	Quiz 2	Q1 test	Quiz 1
							09/08	09/08	09/12
							Quizzes 20 pts	Tests 50 pts	Quizzes 20 pts
Ajmani, Jeet	Jeet		0	91.3 A	91.3 A	91.3 A	18	48	15
Blecha, Lucy	Lucy		0	78.8 B	78.8 B	78.8 B	20	35	18
Buckham, Madison	Madison	View	0	92.2 A	92.2 A	92.2 A	15	48	19
Burleson, Hailey	Hailey		0	59.6 C	59.6 C	59.6 C	11	25	20
Churchill, Caris	Caris		0	79.5 B	79.5 B	79.5 B	13	45	11
Average score				81.1 B	81.1 B	81.1 B	16.0 B	41.1	15.7 B

Click **Post Grades**

Student Fields	Grade Columns	Term	Status	
Default Fields	Post Columns - Term	Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Math 9 - MM
				Post Grades...
				Add Assignment
Name	YOG	Q4 Grade	Q4 WH	Q4 Com
				Final
				Update

Reports

Gradebook Top Tab>Reports Drop Down Menu

1. ***NEW-BC Class List:** List of all students with designation options

Greater Victoria		BC Class List				Mount Douglas Secondary	
Page 1	of 384					9/11/15 2:21 PM	
Course Code:	ACSC-12	Course Description:	AP COMPUTER SCIENCE AB 12: 50			Term:	S2
				Teacher:	Ridge, Harjeet		Room: 203
Usual Name	Pupil Number	Gender	Grade	Age	Birthdate	Aboriginal	Designation
Clack, Cole	118683804	M	12	17	27-Oct-1997		Q
Quissy, Sonjeeb	118526524	M	12	17	19-Sep-1997		
Wolfson, Pandeep	118528835	M	12	18	02-Sep-1997		
Fleury, Karl	120256029	M	12	18	05-Jun-1997		
Ayre, Rolando	118526805	M	12	18	08-Apr-1997		P
Ellis, Hal	117179143	M	12	18	26-Nov-1996		
Leyland, Anatoli	118115310	M	12	18	29-Mar-1997		
Harbour, Brodie	118518711	M	12	18	06-Aug-1997		
Englehart, Dagmar	125177998	M	12	18	04-Jan-1997		
Kaleel, Jorge	135260248	M	12 SU	18	18-Feb-1997		
Total Students: 10	Total Male Students: 10	Total Female Students: 0		Total exceptionality minus gifted: 1			
Total Grade 01 Students: 0	Total Grade 02 Students: 0	Total Grade 03 Students: 0	Total Grade 04 Students: 0	Total Grade 05 Students: 0	Total Grade 06 Students: 0		
Total Grade 07 Students: 0	Total Grade 08 Students: 0	Total Grade 09 Students: 0	Total Grade 10 Students: 0	Total Grade 11 Students: 0	Total Grade 12 Students: 9		

2. ***NEW-BC Class Student List:** List of all students with columns for manual attendance or marks entry

Greater Victoria

Mount Douglas Secondary

BC Class Student List

Page 1 of 9

11/09/2015 2:22 PM

MAWM-11---30: APPRENTICESHIP AND WORKPLACE MATH 11

Teacher	Situ, Brian
Room	223
Schedule	3(1-2)
Term	S1

Pupil Number	Usual Name	Grad	Gender	Age															
301149	,	11	M	16															
708456	,	11	M	17															
432495	,	11	M	17															
1487170	,	11	F	17															
285871	,	11	M	17															
216026	,	11	M	16															
216086	,	11	M	17															
285069	,	11	M	16															
291743	,	11	M	17															
219501	,	11	F	16															
1242588	null	12	F	18															
300526	,	11	M	17															
304256	,	11	M	16															
215928	null	12	M	18															
527978	,	11	M	17															
1487174	null	12	F	17															

3. **Blank grading sheets** (Allows printing a blank copy of a scores page. Can be used by substitute teacher who does not have access to MyEducation BC.)

- **Gradebook Top Tab>Class List>Filter to Current or This Year's Classes>Reports drop down menu>Blank Grading Sheet**
- Number of Columns= (Choose your preference from the drop down window)
- Sections to include= All or Term Code>Search value S1/S2/FY
- Click on the Printer icon to send the report to a networked printer (You can then choose to print all or selected pages)

Page 1	Grading Sheet	September 11, 2015
Schedule: 1(1-2)	MMA-09---10: MATHEMATICS 9	Term: S1
Student Name		
Cairns, Kaylie		
Defoe, Denise		
Fleeton, Sherry		
Flemming, Tamalyn		
Harwood, Alisha		
Kendz, Gerard		
Landers, Narissa		
Lusk, Henrietta		
Mattice, Darshi		
Mazar, Claudette		
O'Shea, Eero		
Redenbach, Joye		
Rehab, Deryl		
Rudman, Hayley		
Scaletta, Roci		
Scriven, Karla		
Shroff, Sanjo		
Starr, Hugo		
Thompson, Alfonso		
Vyselaar, Nicole		
Yaron, Juan		
Yates, Navdeep		

4. **Grade input sheets**

5. **Class Lists:** Student Names and Year of Graduation Only

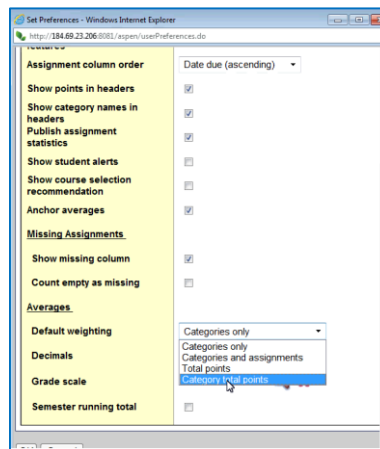
Gradebook Top Tab > Scores Side Tab>Reports Drop Down Menu

1. **Assignment History and Assignment Summary**
2. **Class Attendance History and Class Attendance Summary**
3. **Class statistics**
4. **Course recommendation**
5. **Student average breakdown**
6. **Progress Reports**
 - **Gradebook Top Tab>Scores Side Tab>Reports drop down window>Select Progress Reports**
This opens up the Progress Reports Wizard
 - Choose: All enrolled students or Selected Students (If you choose selected students you then choose students from a pick list)>Click **Next**
 - Click **Next** on Step 2 (there is no need to edit the information on this page)
 - Choose the grades to display on Step 3>Click **Next**
 - Enter a message to display on the progress report (optional) Step 4>Click **Next**
 - Select desired options on Step 5>Click **Finish**
 - Click on the Printer icon to send the report to a networked printer (You can then choose to print all or selected pages)

Gradebook Sheet: Anonymous spreadsheet of assignment marks

- **Gradebook Top Tab>Scores Side Tab>Choose a class>Reports drop down menu>Gradebook Sheet** (Set the Grade Columns drop down menu on the Scores side tab to **All** to display and print all assignments, or **Averages** to limit the report to student averages for each category)
- Select "Hide Student Names"
- Click **Run**
- The anonymous report scrambles the student order by student number
- Click on the Printer icon to send the report to a networked printer (You can then choose to print all or selected pages)

Appendix A – Grade Weighting Categories



1. Categories Only

Each category is assigned a percentage. Each assignment in that category is averaged based on percentage regardless of the total points the assignment is worth.

Example:

Category: Homework: 25%	Category: Quizzes: 25%	Category: Tests: 50%
Assignment 1: 9/10=90%	Assignment 1: 100/100	Assignment 1: 80/100
Assignment 2: 10/10=100%	Assignment 2: 75/100	Assignment 2: 94/100
Assignment 3: 9/10=90%	Assignment 3: 80/100	Assignment 3: 90/100
Assignment 4: 10/10=100%		
The total earned percentage value of all assignments is divided by the number of assignments in the category. Total=380%/4=95%	$(100+75+80)/3=85\%$	$(80+94+90)/3=88\%$
Average: 95%	Average: 85%	Average: 88%

The earned percentage value is multiplied by the weighted value of the category and each category is added to produce an overall percentage.



Category 1 Homework Category 2 Quiz Category 3 Test

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



2. Categories and Assignments

Selecting this default weighting function will allow the teacher to determine the weighting for each category and for the assignments within the categories. **Each assignment is converted to a percentage. Assignments are multiplied by their given weight and then added to calculate the category average.** Category averages are then multiplied by their given weight and added to get the term average. **Example:**

Category: Homework: 25%	Category: Quizzes: 25%	Category: Tests: 50%
Assignment 1: (wt=1): 9 of 10 = 90%	Assignment 1: (wt=1): 100 of 100 = 100%	Assignment 1: (wt=1): 80 of 100 = 80%
Assignment 2: (wt=1): 10 of 10 = 100%	Assignment 2: (wt=1): 75 of 100 = 75%	Assignment 2: (wt=1): 94 of 100 = 94%
Assignment 3: (wt=1): 9 of 10 = 90%	Assignment 3: (wt=1): 80 of 100 = 80%	Assignment 3: (wt=2): 90 of 100 = 90% 
Assignment 4: (wt=2): 10 of 10 = 100% 		
$(90 \times 1/5) + (100 \times 1/5) + (90 \times 1/5) + (100 \times 2/5) = 96\%$ 4 assignments, however one assignment is weighted at 2 (or twice the value of the rest), therefore the assignment percentage is multiplied by 1/5 to calculate the category total.	$(100 \times 1/3) + (75 \times 1/3) + (80 \times 1/3) = 85\%$ All assignments are weighted equally, therefore because there are 3 assignments, each assignment is multiplied by 1/3 to calculate the category total.	$(80 \times 1/4) + (94 \times 1/4) + (90 \times 2/4) = 88.5\%$ 3 assignments, however one assignment is weighted at 2 (or twice the value of the rest), therefore the assignment percentage is multiplied by 1/4 to calculate the category total.

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

$$(96 \times 25/100) + (85 \times 25/100) + (88.5 \times 50/100) = 89.5\%$$



3. Total Points (Across all categories)

Setting the default weighting to **Total Points** calculates averages by dividing the total number of points a student earns by the total amount of points possible. Assignments are not converted to averages. The term average for a student is the sum of the points earned divided by the sum of the points possible.

Example:

Category: Homework	Category: Quizzes	Category: Tests
Assignment 1: 10/10	Assignment 1: 50/50	Assignment 1: 80/100
Assignment 2: 9/10	Assignment 2: 42/50	Assignment 2: 94/100
Assignment 3: 15/20	Assignment 3: 49/50	Assignment 3: 180/200
Assignment 4: 4/5		
Total Points: 38/45	140/150	354/400

Total Points Earned = 38 + 140 + 354 = 532

Total Points Possible = 45 + 150 + 400 = 595

Student Percentage: 532/595 = 89.4%

This setting might be used if a teacher does not want to weight according to category and wishes to **enter all marks into one category for a cumulative mark** result at the end of a term.

1 Category: All Marks
Assignment 1 9/10
Assignment 2 17/20
Assignment 3 7/10
Assignment 4 12/15
Assignment 5 20/25

Total Points Earned: 65
Total Points Possible: 80
Student Final Percentage: 65/80=81%

4. Category Total Points

Selecting the default weighting to **Category Total Points** allows the user to use total points for individual assignments within categories that are weighted. Assignments are not converted to percentages. Within each category the points a student receives are added together. 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. Category averages are then multiplied by their given weight and added to find the term average.

To add weight to an assignment using this preference, the teacher would simply make the assignment out of a higher value.

Example:

Category: Homework: 25%	Category: Quizzes: 25%	Category: Tests: 50%
Assignment 1: 10/10	Assignment 1: 50/50	Assignment 1: 80/100
Assignment 1: 9/10	Assignment 1: 42/50	Assignment 1: 94/100
Assignment 1: 15/20	Assignment 1: 48/50	Assignment 1: 180/200
Assignment 1: 4/5		
HW average (Total earned points divided by total possible points equals the category percentage): $38/45 = 84.4\%$	Quiz average: $140/150 = 93.3\%$	Test average: $354/400 = 88.5\%$

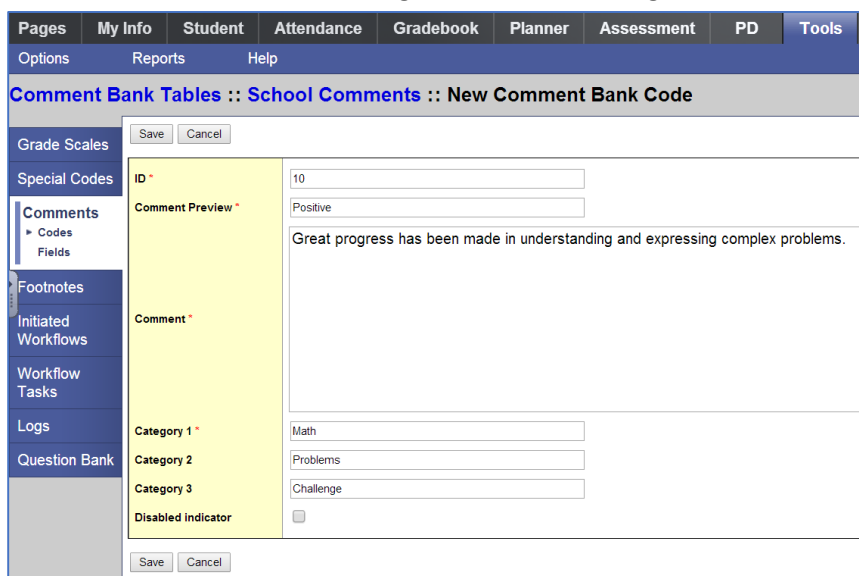
$$(84.4 \times 25/100) + (93.3 \times 25/100) + (88.5 \times 50/100) = 88.7\%$$



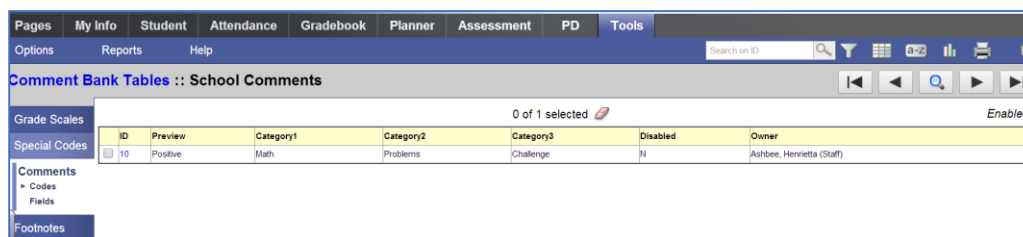
Appendix B - Adding Custom Comments to the Comment Bank

Staff view> Tools top tab >Comments side-tab.

- A list of any comment banks already created appears. Select a comment bank, and click Comments side tab > **Codes sub-side tab**.
- Options > **Add**. The New Comment Bank Code page appears
- In the **ID field**, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.
- In the **Preview field**, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field.
- In the **Comment field**, type the actual comment.
- In the **Category 1-3 fields**, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has Category 1 defined as Department, Category 2 defined as Course, and Category 3 defined as Level, the specific categories you might enter for a comment could be English, Creative Writing, and AP.



View and edit custom comments from the Codes leaf of the Comments side tab.

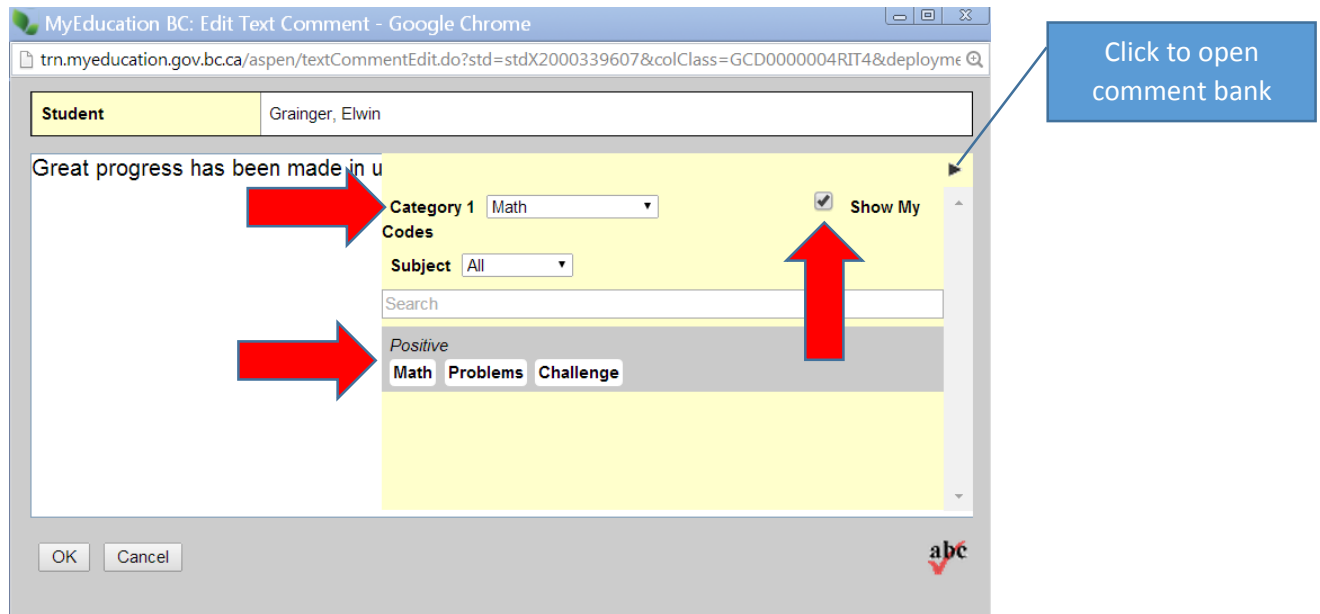


ID	Preview	Category1	Category2	Category3	Disabled	Owner
10	Positive	Math	Problems	Challenge	N	Ashbee, Henrietta (Staff)

When entering student comments select the **black triangle** to access the comments bank

- Select the **Show My** check box

- Select the custom category from the **Category** drop down
- Click on the comment to apply it to the text box.
- Click **OK**



MyEducation BC: Edit Text Comment - Google Chrome

trn.myeducation.gov.bc.ca/asp/textCommentEdit.do?std=stdX2000339607&colClass=GCD0000004RIT4&deployme

Student: Grainger, Elwin

Great progress has been made in u

Category 1: Math

Codes

Subject: All

Search

Positive

Math Problems Challenge

Show My

Click to open comment bank

OK Cancel

abc