



Information Technology for Learning

Final Achievement Entry for Permanent Student Records (PSR)

Frequently Asked Questions

1. It has been a very busy June and now that all classes are over, I have finally found some time to enter students' final achievement for PSR's into MyEducation BC. However, when I log in I didn't see any classes. Going to the Gradebook TT, I can't see the curriculum classes!

Lansdowne Middle School 2021-2022
Losurdo, Haolong

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

Class List

Details Roster Seating Chart Groups Scores

Options Reports Help Search on Term

0 of 0 selected **Current Classes**

Course	Description	Classrm	Schedule	Term	Weighting	Gradebook
No matching records						

ANS: The default view is *Current Classes*, but all current classes have ended at the official end of the school year; therefore there are no current classes.

*** Use the Filter to change your view from *Current Classes* to *This Year's Classes*.**

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Options Reports Help Search on Term

0 of 7 selected **This Year's Classes**

Course	Description	Classrm	Term	Gradebook
FEPSF08----54	EDUCATION PHYSIQUE ET SANTE 8	114	FY	
MEN--08----54	ENGLISH LANGUAGE ARTS 8	114	FY	
FMTHF08-I--54	MATHEMATIQUES 8 IMMERSION	113	FY	
FFRAL08-I--54	FRANCAIS LANGUE SECONDE 8 IMMERSION	114	FY	
MEN--08----55	ENGLISH LANGUAGE ARTS 8	114	FY	
XSR--08----54	ADVISORY TEACHER COMMENT 8	114	FY	
FSCHF08-I--54	SCIENCES HUMAINES 8 IMMERSION	114	FY	

- I am using the filter *This Year's Classes* and I still don't see any classes; and/or The regular teacher is on leave and I have been filling in the last few weeks as a TTOC.

ANS: Please advise the school office.

Request that they confirm that they have assigned you as a teacher in your classes. Teachers only see classes that they have been assigned to by the school office. They may have only assigned you access as a TTOC for attendance-taking and may need to assign you access to the regular teacher's gradebook.

- I can see the curriculum classes, but I cannot select *Grade Columns = Post Columns-Term* to access the *Final* column; it is not an option in the *Grade Columns* list.

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Class List :: 2021-2022 - FEPSF08----54 - EDUCATION PHYSIQUE ET SANTE 8

Details Options Reports Help

Roster Grade Columns Term Display Status Class
Post Columns - Course All Grade Enrolled Withdrawn FEPSF0

Seating Chart

ANS: Please advise the school office.

This usually means that they have yet to complete the *Prepare Grade Input* step for *Term*. This step creates the columns for grade entry.

- I have made all of the final achievement entries but there is no *Post Grades* button for me to post the information to the office. I'm sure my colleagues posted last week.

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Class List :: 2021-2022 - FEPSF08----54 - EDUCATION PHYSIQUE ET SANTE 8

Details Options Reports Help

Roster Grade Columns Term Display Status Class
Post Columns - Term Tri 3 Grade Enrolled Withdrawn FEPSF0

Seating Chart

Groups

Curricular

Name	YOG	Term 3 Com	Term 3 Mark	Final	Tri 3

ANS: Please advise the school office.

The school office defines a posting date range for teachers to post grades to the permanent student record and/or for report cards. If the *Post Grades* button is no longer available, this means that the end date of the posting date range has passed. The school office can adjust the end date to allow you to post grades. The office refers to this as the *Grade Post Controls* and can be adjusted at:

School View > Grades TT > Grade Post Controls ST

When the end date is adjusted to expand the posting window, the *Post Grades* button will be available again to all teachers until the new end date has passed.

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Details
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Options Reports Help

Grade Columns Term Display Status Class
Post Columns - Term ... Tri 3 Grade Enrolled Withdrawn FEPSF0 Update Post Columns... **Post Grades...**