



MyEducationBC

Traditional Gradebook

August 2017 v 1.4

Version History

Version	Date	Description
1.0	Dec 5, 2016	Original staff view Gradebook resource has been split into two new resources: this one and <i>Staff View > Setup and Navigation</i> .
1.1	Dec 16, 2017	Inserted section 4.4 on configuring exams within the gradebook using categories
1.2	Jan 23, 2017	Section 2 clarification on Gradebook Preferences. Section 5.2 updated to include information on the new assignment visibility column.
1.3	Feb 10, 2017	Section 2.2 corrected the Enable student academics description
1.4	Aug 30, 2017	Section 5.7 DL/CE Active Assignment Flag; Updates for release 5.7 in sections 2, 3, 5, 8 and 11.

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1.0 Traditional Gradebook

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View and for setting up the traditional gradebook.

1.1 Objectives

- Gradebook Preferences
- Linking classes
- Create categories and assignments
- Enter Marks
- Posting Grades
- Optional Tools

1.2 Areas of Consideration for Gradebook

Some areas to be considered as they relate to the setup and use of the teacher gradebook are worth noting here:

- Will the course transcript definitions be calculated?
- Will teachers be allowed to modify weights?
- Does the district or school require a specific method of gradebook mark calculation?
- Will the district or school be using the student/family portal during the school year?
- Will the district and / or school be providing a comment bank (which teachers to add to)?

1.3 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources which follow:

- Online Help - this will scope to the area from which the help was accessed.
- Quick Reference Cards
 - Gradebook Basic
 - Gradebook Advanced
 - Tips and Shortcuts – Teachers
 - Gradebook – Beginning of the Year Setup (checklist QRG)
- User Guides
 - Staff View Setup and Navigation

2.0 School Preferences

Each school sets basic Gradebook preferences for all teachers in School view > School TT > Setup ST > Preferences SST > Grade (Category). These are discussed in detail in the School Setup Reference Guide.

3.0 User Preferences

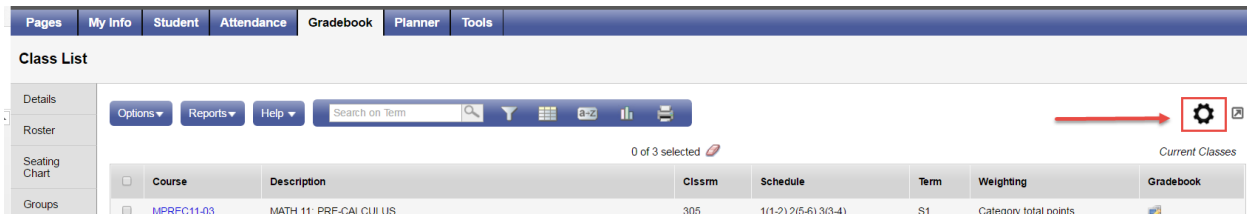
Basic User Preferences are covered in the Fundamentals guide and these should be set prior to setting up gradebook settings. These can be found by clicking on the users name > Set Preferences. The Gradebook tab, see below, displays a non-categorized version of the Gradebook preferences detailed in section 4.

General	Home	Security	Gradebook	Communication
Shade alternate lines			☒	
Track administrator updates			☒	
Tab direction			Across ▼	
Show studies			☐	
Enable gradebook features			☒	
Assignment column order			Date due (ascending) ▼	
Show points in headers			☒	
Show category names in headers			☒	
Publish assignment statistics			☐	
Show student alerts			☒	
Enable student details			☐	
Enable student academics			☐	
Show course selection recommendation			☒	
Anchor averages			☒	
<u>Add Assignments</u>				
Add to all linked classes by default			☒	
<u>Missing Assignments</u>				
Show missing column			☐	
Count empty as missing			☐	
Show unscored			☒	
<u>Averages</u>				
Default weighting			Category total points ▼	
Decimals			0	
Grade scale			Provincial Mark Scale Final Marks Q X	
Semester Cumulative average			☐ ⓘ	
Cumulative average			☒ ⓘ	

4.0 Setting Gradebook Preferences

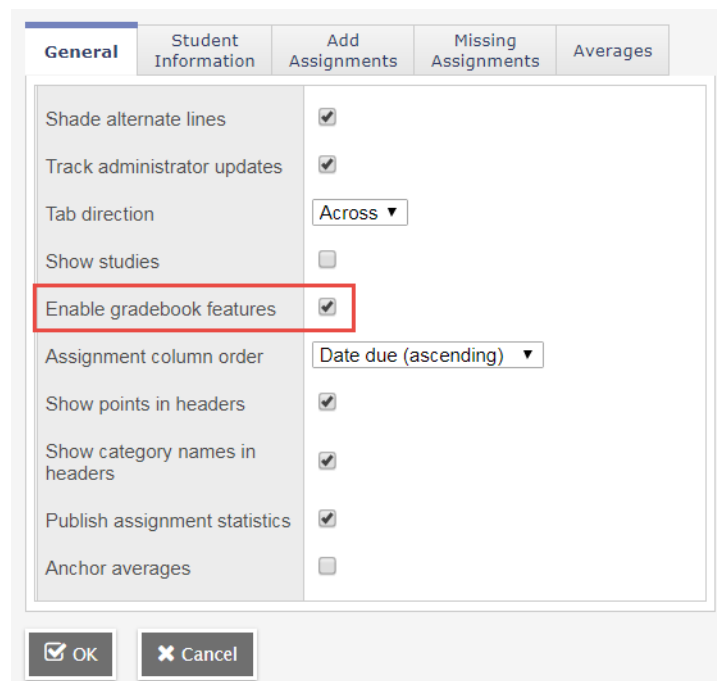
Gradebook Preferences are specific to Gradebook use. They allow teachers to define the behaviour, view and default mark calculations for their gradebook.

From the **Gradebook** top tab, click on the gear icon:



Five top tabs define the organizational grouping of the settings: **General**, **Student Information**, **Add Assignments**, **Missing Assignments** and **Averages**.

4.1 General



- **Shade alternate lines**
- **Track administrator updates:** A blue exclamation mark appears next to any grades or comments changed by an administrator.
- **Tab direction:** Down or Across. Which direction should the cursor go when the tab key is pressed during grade entry?
- **Show studies:** Includes rosters for advisory or study periods - not used in BC at this time.
- **Enable gradebook features:** This **MUST** be checked or 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.
- **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.
- **Anchor averages:** Displays running average for the marking period in the column to the right of student's names.

4.2 Student Information:

General	Student Information	Add Assignments	Missing Assignments	Averages
Show student alerts ☒ Enable student details ☒ Enable student academics ☒ Show course selection recommendation ☒				
☒ OK ☐ Cancel				

- **Show Student Alerts:** Displays alert icons next to student names.
- **Enable student details:** An information icon ⓘ next to the student name in the scores page provides student contact information.
- **Enable student academics:** An information icon ⓘ next to the student name in the scores page provides student academic information.
- **Show course selection recommendation:** Displays recommendation column. Recommendations pertain to teacher suggestions for course selections in the next year. Recommendations can only be made at times set at the school level. Teachers may want to leave this box unchecked when not in use.

4.3 Add Assignments

- **Add to all linked classes by default** – When course sections are linked for categories and assignments, the add assignment screen will automatically check the box to add the assignment to all linked classes on any template where the option exists. Course sections can be deselected if the assignment should not be added to that section. See the section *Gradebook: Assignments* for details.

4.4 Missing Assignments

- **Show missing column** - If you create special codes that you enter for missing assignments, select this checkbox to view the **Missing** column on the Scores page.

For each student, the **Missing** column includes assignments entered using special codes (see section 5.0 *Optional Tools* below for further information on the use of special codes).

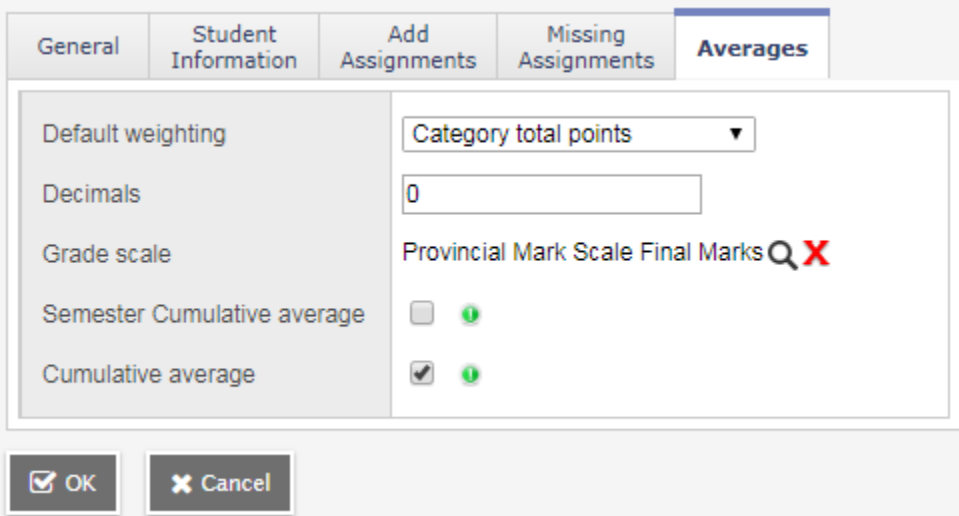
Note: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Enterprise views.

- **Count empty as missing** - If you selected the **Show missing column** checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.

Note: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the **Missing** column will include scores for assignments you have not graded yet.

- **Show unscored** – Only used with courses that have a rubric definition assigned to it.

4.5 Averages



The screenshot shows the 'Averages' tab in a gradebook interface. The tab is selected and shows settings for 'Default weighting' (set to 'Category total points'), 'Decimals' (set to '0'), 'Grade scale' (empty), 'Semester Cumulative average' (unchecked), and 'Cumulative average' (checked). There are 'OK' and 'Cancel' buttons at the bottom.

Default weighting: This setting is significant as it sets the default mark calculation for the gradebook. This setting can be overridden at the course detail level for individual courses. A short explanation of each of the settings is provided below, detailed explanations can be found in **Appendix A** and from online resources.

- **Categories only** (weighted categories) if you want to weight only the categories in your gradebook.

Assignments are converted to a percentage then averaged within each category. The category average is multiplied by the assigned weight, and the weighted category averages are added together.

- **Category and assignments** (weighted) if you want to weight both categories and weight the assignments within those categories.

Assignments are converted to a percentage, multiplied by the assigned weight and a category average is calculated. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

- Select **Total points** if you want the overall value of an assignment to be determined by the maximum points possible for the assignment.

Assignments are not converted to a percentage. The total points a student earns is divided by the total number of points possible.

- Select **Category total points** if you want a category weighted and the value of an assignment within a category to be based on the points possible for the assignment.

Assignments are not converted to a percentage. Within each category, total points earned are divided by total points possible to determine the category average. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

Additional Resources:

Help > Quick Reference Cards > Gradebook—Beginning-of-the-Year Setup

Help > Videos > Teacher Gradebook > Setting up your Aspen Gradebook > QRG > Understanding Averaging Modes.

- **Decimals:** Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only. Grades posted to transcripts will conform to the district defined decimal rules.
- **Grade scale:** Some districts have uniform grade scales. If not established by the district, participants can select a scale from the list viewed by clicking the magnifying glass.
 - Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade
 - Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
 - The IB Grade Scale is for use by authorized IB Schools only.
 - If the district or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales
- **Semester Cumulative Average:** Select this checkbox to show semester running averages on your Scores page. MyEducation BC calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term.

Students and family can view this column in the Student and Family views.

Note: Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated.

MyEducation BC uses the column header Semester # (for example, Semester 1) for semester running average columns.

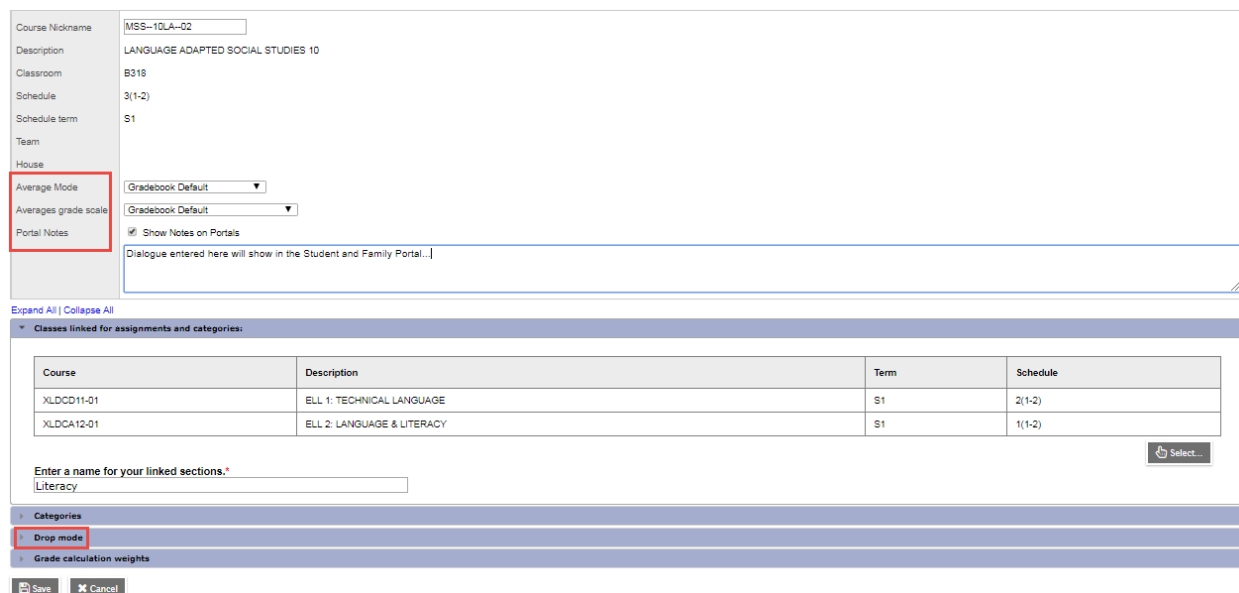
- **Cumulative Average:** Select this checkbox to show an overall course cumulative mark calculation when using Total Points averaging mode. Selecting this option along with a default weighting of **Total Points** or **Category Total Points** produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades** has **Semester Cumulative Average** and **Overall Cumulative Average** checked.

5.0 Gradebook > Details: Linking Classes, Grade Calculation Weights, Categories

A teacher can link his/her classes allowing them to create categories and assignments for one class which automatically add them to other classes linked to it.

5.1 Class Details

The class details screen provides the means to link classes and determine settings. At the bottom of the page are expandable sections for linked classes, categories, drop mode and grade calculation weights.



Course Nickname: MSS-10LA-02

Description: LANGUAGE ADAPTED SOCIAL STUDIES 10

Classroom: B318

Schedule: 3(1-2)

Schedule term: S1

Team:

House:

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: ☒ Show Notes on Portals

Dialogue entered here will show in the Student and Family Portal...

Expand All | Collapse All

Classes linked for assignments and categories:

Course	Description	Term	Schedule
XLDCD11-01	ELL 1: TECHNICAL LANGUAGE	S1	2(1-2)
XLDCA12-01	ELL 2: LANGUAGE & LITERACY	S1	1(1-2)

Enter a name for your linked sections.*

Literacy

Categories

Drop mode

Grade calculation weights

Save Cancel

- In the **Average Mode** dropdown, teachers can override the averaging method they selected in Preferences.
- **Averages Grade Scale** can be changed from the default preference setting.
- **Portal Notes** allows the teacher to enter a comment about the class that will appear in the Student and Family portals.

- Expand the **Drop mode** at the bottom of the screen, do one of the following to determine if you want to drop the lowest scores for this class:

Select **Do not drop scores** if you do not want the system to drop any scores for this class.
 Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term.
 Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the **# to drop** column for each category, for each term.

5.2 Classes Linked for Assignments and Categories

- Go to **Gradebook** top tab > Select a class > **Details** side tab
- Review the information on the Details screen for the class selected.
- At the bottom of the screen, expand the section **Classes linked for assignments and categories**, click the Select button and select sections that are the same as the class you are viewing, and click OK.
- Enter a name for the group of linked classes. Click Save.

Linking classes enables the teacher to enter information for categories and assignments just once for each course. MyEducation BC will duplicate the categories and assignments for each of the linked classes.

The screenshot shows the 'Details' tab for a class named 'MPREC11-08 - MATH 11: PRE-CALCULUS'. The 'Schedule Master Pick List' dialog box is open, displaying a table of courses to link:

Course	Description	Term
☐ MFORM-11-01	MATH 11: FOUNDATIONS OF MATHEMATICS	S2
☒ MPREC11-01	MATH 11: PRE-CALCULUS	S2
☐ MPREC11-03	MATH 11: PRE-CALCULUS	S1

Below the dialog box, the 'Classes linked for assignments and categories' section is expanded, showing a table of linked sections:

Course	Description	Term	Schedule
MPREC11-01	MATH 11: PRE-CALCULUS	S2	1(3-4) 2(1-2) 3(5-6)

At the bottom, there is a text input field for 'Enter a name for your linked sections.' and a 'Select' button.

Note: Creating assignments for linked classes does not adjust dates or grade terms. Multi Add assignments creates assignments for one course section at a time, even when sections are linked.

5.3 Grade Calculation Weights

If the Grade Category in School Preferences is set to **Allow editing of term weights by staff**, courses set up with **calculated transcript definitions** can be adjusted by teachers.

From the course details screen in the gradebook, in the lower block of the window teachers can change the calculation of the final mark by adjusting the weightings of the terms and/or exams.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Details

Options: Reports Help

Save Cancel

Course Nickname: Course Nickname

Description: MATH 11: PRE-CALCULUS

Classroom: 305

Schedule: 11(1-2) 2(5-6) 3(3-4)

Schedule term: S1

Team:

House: 11

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: ☐ Show Notes on Portals

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

Expand All Collapse All

Classes linked for assignments and categories:

Categories:

Drop mode:

Grade calculation weights

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

Apply weights to other selected classes

Save Cancel

Note: School View > Grades > **Grade Post Controls** must have the dates for the final grade term “open” for weights to be adjusted.

In summary, three conditions must be met in order for teachers to be able to adjust term weights:

1. Grade preferences are set to “**Allow editing of term weights by staff**” in the School view.
2. Grade Post Controls must be open for weights to be adjusted.
3. The transcript definition associated with the course must be one of the ones which are set up to be calculated.

5.4 Create Categories

Categories group the learning tasks that teachers will use in student assessment. The QRC **Advanced Gradebook**, in the online Help, is an excellent resource for step-by-step instructions. Defaults selected when creating categories can be overridden for individual assignments within the category.

- Go to **Gradebook** top tab > Select a class > expand the **Categories** section.
- Any existing categories for the class are displayed on the screen.

The screenshot shows the 'Categories' section of the Gradebook interface. The 'Add' button is highlighted. The existing categories are listed as follows:

Category	Weight	Percentage
Reasoning	1.0	25.0%
Solving	1.0	25.0%
Representing	1.0	25.0%
Connecting	1.0	25.0%

- Go to the **Add** button to create additional categories. Note that if the course is linked to another, this will also add categories to the linked course sections.

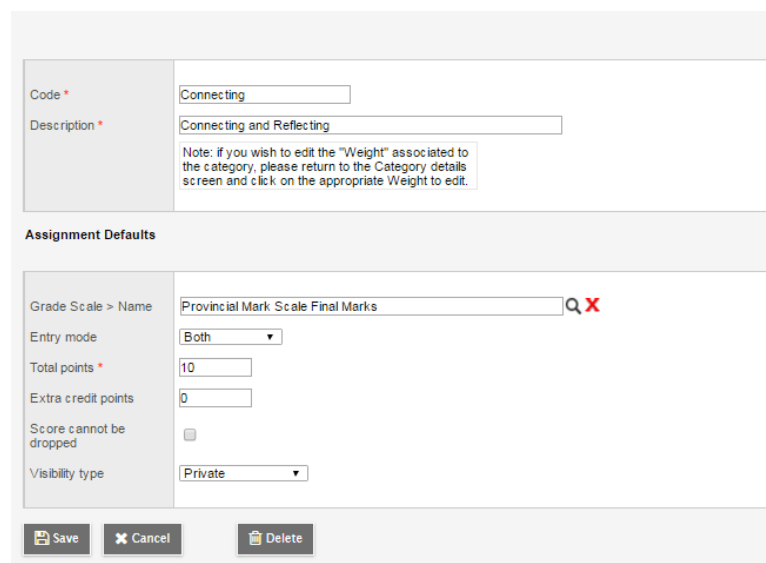
The screenshot shows the 'Categories' section with the 'Add' button highlighted. A new category 'Connecting' is being added, with a weight of 1.0 and a percentage of 33.3%. The existing categories are listed as follows:

Category	Weight	Percentage
Reasoning	1.0	33.3%
Solving	1.0	33.3%
Representing	1.0	33.3%
Connecting	1.0	33.3%

Enter the code, description and weight (if applicable), click the check mark.

- **Code** – An abbreviated label for the category to fit in the column header in the Gradebook: Connecting
****note:** the Code must be 20 characters or less and cannot contain spaces.
- **Description** – The complete name of the category: Connecting and Reflecting
- **Weight** – Enter the weight of the category in terms of the value of its percentage when calculating the average. For example, the category Test might be worth double what the Homework category is worth.

Click into the Category header to enter the category details pop up:



The screenshot shows a 'Category Details' pop-up form. At the top, there are two text input fields: 'Code *' with the value 'Connecting' and 'Description *' with the value 'Connecting and Reflecting'. Below these is a note: 'Note: if you wish to edit the "Weight" associated to the category, please return to the Category details screen and click on the appropriate Weight to edit.' Below the note is a section titled 'Assignment Defaults'. This section contains several fields: 'Grade Scale > Name' with a dropdown menu showing 'Provincial Mark Scale Final Marks' and a search icon; 'Entry mode' with a dropdown menu showing 'Both'; 'Total points *' with a text input field showing '10'; 'Extra credit points' with a text input field showing '0'; 'Score cannot be dropped' with an unchecked checkbox; and 'Visibility type' with a dropdown menu showing 'Private'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Delete'.

- **Grade scale** – Select from the dropdown
- **Entry mode** – Select Numeric, Letter or Both
- **Total points** – Number of points anticipated for each assignment. Can be changed for individual assignments.
- **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.
- **Visibility type** – Will the assignment be displayed for students and parents in the portal?
 - **Private** means that assignments in the category will not be seen in the portal or included in portal averages.
 - **Public** means that assignments in the category are displayed in the portal and will be included in portal averages.
 - **Public-no grades** means that the assignment appears in the portal, but no grades entered by the teacher appear in the portal or are included in the portal averages.
- **Save** – at the top of the details screen

5.4.1 Delete Categories

From Gradebook > Details >

- Expand the Categories section
- Click into the hyperlink details of the category
- In the pop up, click the Delete button
- Save – at the top of the details screen

5.4.2 Importing Categories

Categories can be imported into an individual course section from another course section.

From Gradebook > Details >

- Expand the Categories section
- Click the Import button
- In the pop up, select a course section, the categories from the selected course section will populate

Schedule > Year	Course	Description
2017	MPMP-10-08	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS
2017	MPREC11-03	MATH 11: PRE-CALCULUS
2017	MPREC11-08	MATH 11: PRE-CALCULUS
2016	MPMP-10-07	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS
2016	MPMP-10P-01	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS
2016	MPOM-11-01	MATH 11: FOUNDATIONS OF MATHEMATICS
2016	MPREC11-04	MATH 11: PRE-CALCULUS
2016	MPREC11-06	MATH 11: PRE-CALCULUS
2016	MPREC11-07	MATH 11: PRE-CALCULUS
2015	MPMP-10S4-05	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS

- Select the category to import

- Click OK
- Edit any of the category details as needed by clicking into the hyperlink of the category
- Save – at the top of the details screen

5.4.3 Creating Exams as Categories

Exams can be separate mark columns as they are associated with a variety of Transcript Definitions. If the course being taught is not associated with an exam or if you would like to track a separately weighted project (e.g., a mid-term exam), you can use the Categories feature in the Gradebook to integrate it.

In the example below, there is an assumption there is no mid-term or final exam being accounted for in the structure of the transcript definition. The mid-term is being conducted in Q2 and the final exam is in Q4. As such, the “Adjust Weights By Term” checkbox is checked to allow the weightings to be adjusted for each term.

Add to All Terms

Import to All Terms

☒ Adjust Weights By Term

READING

WRITING

ORAL

EX...

EX...

Q1

20.0

33.3%

20.0

33.3%

20.0

33.3%

0.0

0.0...

0.0

0.0...

+

READING

WRITING

ORAL

EXAM1

EX...

Q2

20.0

25.0%

20.0

25.0%

20.0

25.0%

20.0

25.0%

0.0

0.0...

+

	READING	WRITING	ORAL	EXAM1	EX...	
Q3	20.0 25.0%	20.0 25.0%	20.0 25.0%	20.0 25.0%	0.0 0.0...	+
	READING	WRITING	ORAL	EXAM1	EXAM2	
Q4	20.0 20.0%	20.0 20.0%	20.0 20.0%	20.0 20.0%	20.0 20.0%	+

Once your exam Category or Categories have been created, an individual assignment will need to be created in each of them to hold the associated marks.

As an extension of the Categories example above, only one assignment will need to be created for each category to hold the exam marks: one in Q2 to hold the mid-term exam and one in Q4 to hold the final exam.

Seating Chart
Groups
Reporting Standards
Categories
Assignments
Notifications
Scores

General Portal Description

Classes *
Category * EXAM1
GB column name * Exam1
Assignment name * MidTerm
Date assigned * 12/12/2016
Date due * 12/12/2016
Total points * 50
Online submission
Allow online submission ☐
Open date Start time
Close date End time

Options
Extra credit ☐
Extra credit points 0.0
Sequence number 0
Score not droppable ☐
Visibility type Public
Entry mode Numeric Only
Grade Scale Provincial Intermediate Mark Scale
Grade Term * Q2
Exclude from averages ☐
Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

Save and New Save Cancel Copy

General Portal Description

Classes * MEN-07-74 (selected)
Category * EXAM2
GB column name * Exam2
Assignment name * Final Exam
Date assigned * 22/06/2017
Date due * 22/06/2017
Total points * 100.0
Online submission
Allow online submission ☐
Open date Start time
Close date End time

Options
Extra credit ☐
Extra credit points 0.0
Sequence number 1
Score not droppable ☐
Visibility type Public
Entry mode Letter Only
Grade Scale Provincial Intermediate Mark Scale
Grade Term * Q4
Exclude from averages ☐
Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

Default Template

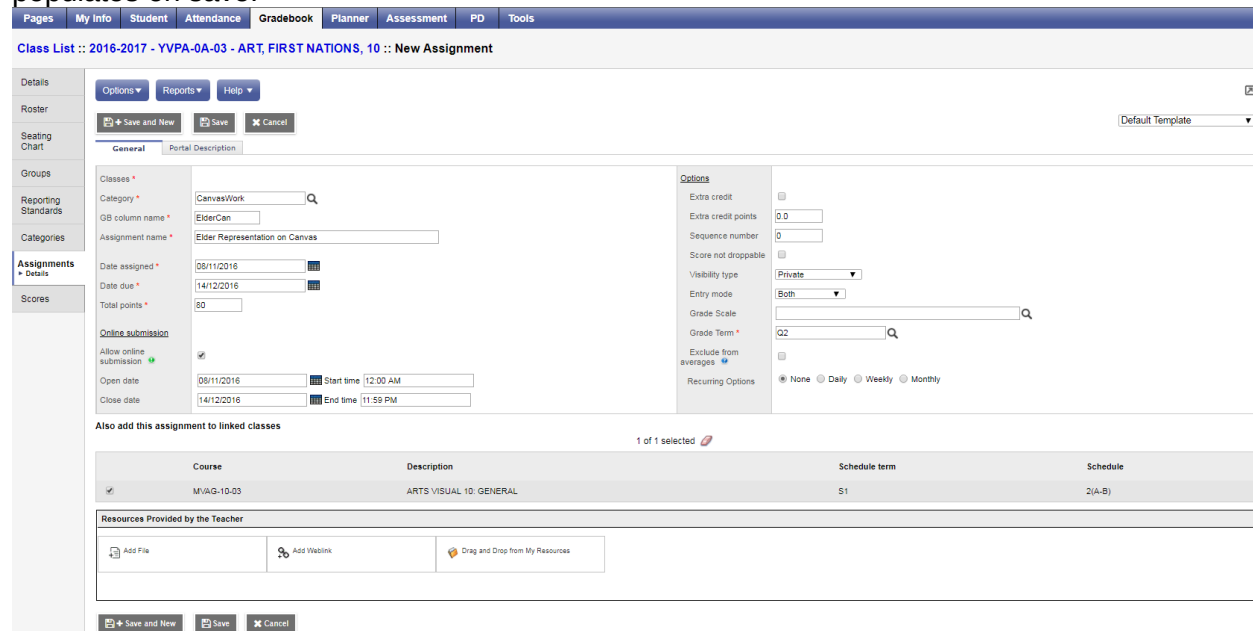
6.0 Gradebook: Assignments

Assignments can be created in singles or multiples and from different areas within the Staff view.

6.1 Create Single Assignments

Single assignments can be created from Gradebook > Assignments, Gradebook > Scores, or from Planner using Options > Add.

Gradebook top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template. Fields with a red star are required fields. The Classes field populates on save.



- **Category** – Click the magnifying glass and select a category.
- **Gradebook column name** – Enter an abbreviation for the name of the assignment.
- **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; what the assignment will be out of.
- **Online submission** – To enable online submission of assignments in the student portal; enter an Open date and a Close date and times.
- **Extra credit** – Check the box **ONLY** if the **ENTIRE ASSIGNMENT** is extra credit.
- **Extra Credit Points** – Enter points value for extra credit if the assignment includes a *component for extra credit*.
- **Sequence number** – Assign a number if the teacher preference uses sequence numbers to organize assignments in the Gradebook. Lower numbers are closer to the student name.

- | | |
|---|---|
| 19/09
Alg-4
Connecting
10 pts.
 | 28/09
Sample-2B
Representing
10 pts.
 |
| | |
| | |
| | |

- Open date

Start time

Recurring

Close date

End time
- Also add this assignment to linked classes
- 0 of 1 selected
- | | Course | Description |
|-------------------------------------|------------|-------------------------|
| ☒ | MVAG-10-03 | ARTS VISUAL 10: GENERAL |
- Resources Provided by the Teacher

Add File

Add Weblink

Drag and Drop from My Resources

Outline .pdf

Outline .pdf
- + Save and New

Save

Cancel
- My Resources

Group Folder

Home

MyEducationBC.info

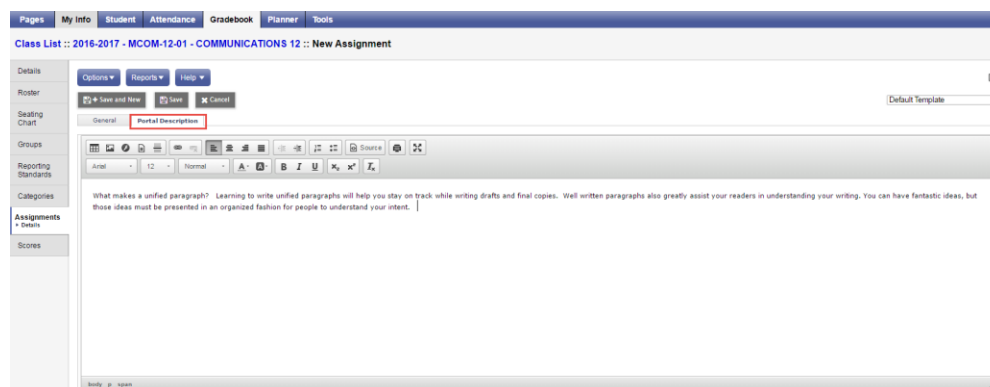
Outline .pdf

Add

Edit

My Quota (246 MB left)

- **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. The box will automatically be checked if the preference *Add to all linked classes by default* is selected. 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 using: *Add File*, *Add Weblink* or *Drag and Drop from My Resources*. To *Drag and Drop*, select the item from the My Resources pop-up window and drag into the Resources Provided by the Teacher box until the green checkmark appears, then let go of the item. The Student Portal must be open to enable students to access the links and files.
- **Save** (or, **Save and New** to create another assignment) When using Save and New review all settings and Portal Descriptions to ensure they are accurate for the current assignment.



If the Student/Family Portal is open and the assignment is public, click the Portal Description tab and enter the assignment description and details that will be visible in the portal.

Go to Scores side tab to view the new assignment column created in the Gradebook. If the column does not appear, change Grade columns dropdown to All. In Set Preferences > Gradebook, Enable gradebook features must be checked in Preferences.

6.2 Create Multiple Assignments

Multiple assignments can be created from Gradebook > Assignments > Options > Add Multiple Assignments.

Go to Gradebook top tab > Assignments > Side tab > Options > Add Multiple Assignments. In the pop-up window complete the Multi Add Assignment template. In the Add Multiple Assignments screen there is no option to add these assignments to linked courses. The assignments entered through Add Multiple Assignments will apply to this course section only.

- **Copies per category** – Enter the number of assignments you would like to create for each of the categories selected in the next step.
- **Categories** – From the pick list, select the category or categories.

- **Number of Assignments to create** – a total number of assignments that will be created based on the selections made in the settings above. In the example below, 2 copies x 4 categories = 8 total assignments that will be created.

The screenshot shows a web form for creating assignments. It is divided into two main sections. The top section, enclosed in a red border, includes three fields: 'Copies per category' with a value of 2, 'Categories' with a search bar containing 'Reasoning, Representing, Solving, Connecting', and 'Number of assignments to create' with a value of 8. The bottom section contains several other fields: 'GB column name' (Sample), 'Assignment name' (Assignment), 'Date assigned' (15/02/2017), 'Date due' (22/02/2017), 'Grade Term' (Q3), 'Points' (10), and 'Visibility type' (Public). At the bottom of the form are 'Save' and 'Cancel' buttons.

The settings in the second box are default for the block of assignments created, they can be adjusted by assignment in the next step. For details on any of these settings see section 15.1 Create Assignments.

- **GB column name** – the default gradebook column name for each assignment
- **Assignment name** – the default assignment name for each assignment
- **Date Assigned** – the default date assigned for each assignment
- **Date Due** – the default date due for each assignment
- **Grade Term** – the default term the assignments will be created in
- **Points** – the default point value for each assignment
- **Visibility type** – Defaults to the visibility type set in the category selected. See note below.
- **Save**

After clicking Save, the group of assignments will be displayed for review and editing.

Creating multiple assignments may be done using multiple categories, and categories can have different default assignment settings. Particular attention should be paid to the Visibility Type field during the creation wizard and during the updating of the individual assignment fields.

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

Class List :: 2016-2017 - MEN--12-03 - ENGLISH 12

Options | Reports | Help | Search on DateAssign

0 of 8 selected

AssignmentName	GBColumnName	DateAssign	DateDue	Visibility	Points	AssmtWeight	GradeTerm > ID	Category > Code	Category >
Sample-1A	Sample-1A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-1B	Sample-1B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0
Sample-2A	Sample-2A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-2B	Sample-2B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0
Sample-3A	Sample-3A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-3B	Sample-3B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0
Sample-4A	Sample-4A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-4B	Sample-4B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0

- Go to Options > Modify List to display the individual items in an editable column format.
- Options > Mass Update could be used if the entire column would be updated with the same value.
- A pencil icon at the top of a column indicates the column is available to edit.
- Click on the pencil to open the fields for editing, make the changes to the column and click the green checkbox to save the column.
- Move to the next column to edit, click the pencil icon and repeat the process until it is complete.
- Assignments can also be edited by clicking into the details of each assignment.

6.3 Copy Assignments

Gradebook > Assignments > select an assignment(s) to copy > Options > Copy Assignments. This will create a copy of each selected assignment. Details for the assignment can be edited by clicking into the hyperlink assignment name.

6.4 Import Assignments

Import Assignments is really a copy function, accessing the user's assignment setup for past or current course sections. It is very useful for moving assignments from class to class and year to year.

Pathway: Gradebook > Assignments > Options > Import Assignments

- In the pop up select the course section, then
- Identify if you want to select individual assignments to import, import all assignments within a specific category, or all assignments in the course section.
- Select the Assignments (selection) or Category (category)
- Click the Import button
- Review all settings and descriptions to ensure they are accurate for this course section.

Once assignments are moved into this class' gradebook, some changes can be made using the Options > Modify List functionality. Fields that can be modified this way include:

- Assignment Name
- Gradebook Column Name
- Assign Date
- Due Date
- Visibility Type
- Points
- Assignment weight

Changes to other fields such as Grade Term require the user to go into the details of each assignment.

It is also very helpful to use the Options > Shift Assignments Dates functionality after an "import" to help align your dates in an expedient manner (section 5.5 below).

6.5 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.

Shift Assignment Dates

Class meeting days to shift

4

Forward

Dates to adjust

Assigned

Due

Submission open

Submission close

Update grade terms as needed

☒

☒

☒

☒

☒

☒ OK

☐ Cancel

Assignments can only be shifted to the first / last day of the course section's schedule at the most.

An ungraded assignment will display in your planner and in the Family/Student Portal if visibility is set to public but will not display on the scores side tab.

- Assignment name
- Gradebook Column name (optional)
- Date Assigned
- Date Due
- Grade Term
- Visibility type (optional)
- Description (optional)
- Save

Traditional Gradebook v1.4

6.7 DL/CE Active Assignment Checkbox

Distributed Learning and Continuing Education schools have options available for the auto population of Active Dates.

If the school preference setting for Active date is: Enabled by multiple assignments, the Staff view > Gradebook > Assignments template will have a checkbox for Active Assignment under Options.

The screenshot shows the 'Assignments' template in the Gradebook section. The 'Options' tab is selected, and the 'Active Assignment' checkbox is checked. Other options include 'Extra credit', 'Extra credit points', 'Sequence number', 'Score not droppable', 'Visibility type', 'Entry mode', 'Grade Scale', 'Grade Term', 'Exclude from averages', and 'Recurring Options'.

Teachers can select one or several assignments to flag as an Active Assignment. When all the flagged assignments are marked, the active date will auto populate into the Active Date column in the scores screen and can then be posted to the student transcript record.

Date columns are created when Prepare Grade input for Course Dates is run at the school level.

See the DL and CE Schools Setup and Processes guide for more details on the Active Date Preference Settings.

7.0 Gradebook > Scores

In MyEducation BC student marks are entered in the Scores window by clicking in the appropriate cell and either manually entering the mark or by using the Ctrl-L option to select from the list of acceptable values. The view in this screen is determined in part by the preference settings outlined in Section 3.0 above. Refer to the **QRC Advanced Gradebook, Side 2** and the **QRC Tips & Shortcuts-Teachers**.

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

2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS  Quick link to attendance

Options▼ Reports▼ Help▼  Menu items

Grade Columns: [All] Term: [All] Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐ Withdrawn Class: [Nickname] + Add Assignment 

Name	YOG	19/09 Alg+4 Connecting 10 pts.	28/09 Sample-2B Representing 10 pts.	28/09 Sample-2A Reasoning 10 pts.	28/09 Sample-2D	28/09 Sample-2C	28/09 Sample-11
 2018	9	ABS	7				
 2017	9	EX	7	10	9	8	
 2018	9	NHI	7	10	9	8	
 Divichandana, Maykin	2017	9	8	7	10	9	8

Information icon

Gradebook Preferences

7.1 Entering Marks for Students

7.1.1 Scores Window for Mark Entry

Go to **Gradebook** > Select class from class list > **Scores** side tab.

- Enter students' assignment scores in the Gradebook column.
- Make use of the following shortcuts:
 - 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. Enter a score in the cell, press **Control + N** on the keyboard, and select the note from the pick list.
 - Control + M** – To add notes. 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.

Note: Shortcut key combinations are shown within the Options menu when working in the Gradebook scores columns, as well as on the QRC.

- Special Codes** - Special codes impact the grade entered in a cell. Special codes are created from the **Tools** top tab. To utilize special codes set up in Tools > Special Codes in the Gradebook, type the code into the cell or use Ctrl + L with your cursor in the cell and filter by special code.

Filter ☒ Special Code ☐ Grade Scale

1 record 

	Code	Behavior	Missing?	Color	Staff > Name
	EXC	Calculate as full point value	N		Shi, Mehta

☒ OK ☐ Cancel

- Enter 0 (zero) for assignments not submitted. The system does not include blank cells in calculated averages.
- MyEducation BC automatically saves each entry and updates the average when the user leaves a cell.
- To view grades for a single student, click on the student's name.
- There are a number of icons with associated behaviours that appear in the Gradebook

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.

The screenshot above is taken from:

Help > Quick Reference Cards > Tips and Shortcuts - Teachers, to see a complete list of all the symbols and shortcuts. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Scores can also be entered in single student view by Student using Gradebook > Scores > Student. All assignments are visible for a selected student and mark changes or mark entry can be done in this view.

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

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Bartoneeq, Pontedura

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

Options ▾ | Reports ▾ | Help ▾

View: [All ▾] | Display: ☒ Grade ☐ Color | Term: [All ▾] | Depth Control: [All ▾]

Single Student View
> View all students

Name	Score	Student Submission	Assignment feedback	Teacher's Notes
Rewriting expressions-1 19/09 Connecting 10 pts.	9		Feedback visible to paren ...	Notes for the teacher only
Assignment-2B 28/09 Representing 10 pts.	ABS			
Assignment-2A 28/09 Reasoning 10 pts.	7			
Assignment-2D 28/09 Connecting 10 pts.	10			
Assignment-2C 28/09 Solving 10 pts.	9			
Assignment-1D 28/09 Connecting 10 pts.	8			
Assignment-1C 28/09 Solving 10 pts.	7			
Assignment-1B 28/09 Representing 10 pts.	10			
Assignment-1A 23/02 Reasoning 10 pts.	9			
Q1				
Q2				
Q3	72.5 C+			
Q4				

Scores can also be entered by single assignment view using Gradebook > Scores > Assignment. All students are visible for a selected assignment and mark changes or mark entry can be done in this view.

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

Options
Reports
Help

Display
Grade
Color
Status
Enrolled
Withdrawn

Single Assignment View
View all assignments

Name	YOG	19/09 Alg-1 Connecting 10 pts	Student Submission	Assignment feedback	Teacher's Notes
Bartoneeq, Pontedura	2018	9		Feedback visible to paren ...	Notes for the teacher only
Beyllei, Jetormike	2017	9			
Bhota, Brianloraine	2018	9			
Divichandana, Maykin	2017	9			
Dodds, Yunejung	2018	9			
Ellickson, Robbandlaurie	2017	9			
Garciaivera, Fesan	2018	9			
Garyspence, Pratapreddy	2018	9			
Gomezgoenaga, Bkanita	2018	9			
Graveness, Douglareul	2018	9			
Jaleaid, Frankxufu	2019	9			
Josejuan, Eograceean	2018	9			
Khmal, Daver	2017	9			

7.1.2 Accessing the Scores View From Pages

The **Scores** window can be accessed quickly and easily from the **Pages** top tab start screen. In the **Teacher Classes** widget, click on the Grades  icon.

Previous
Friday, June 26
Today
Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - MSS--11-03 - SOCIAL ...					
1 - YED--1A-12 - TEACHER...					
2 - MSS--10-05 - SOCIAL ...					
3 - Soc 10 - SOCIAL STUD...					
4 - MSS--11-06 - SOCIAL ...					

8.0 Gradebook: Posting Grades

There are two ways to enter grades for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).
- Updating Post Columns from teacher-created assignments in the Gradebook. (Teacher uses MyEducation BC to manage daily assessment).

8.1 Entering a Term Grade Directly to the Term Grade Screen.

1. Log in as a teacher.
2. From the **Pages** top tab, click on the  icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Grade Columns** field, choose **Post Columns – Term**.
4. In the **Term** field, choose the appropriate term for which grades are being entered.

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

Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12

Details | Options | Reports | Help

Grade Columns: Post Columns - Term | Term: Q1 | Display: Grade | Color: Enrolled | Withdrawn | Class: MCOM-1 | Update Post Columns... | Post Grades...

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bedria, Aadel	2017	95	G		
Dumo, Mmmrsl	2017	85	G		
Frankmarash, Yanfentanny	2017	75	G		
Grossutti, Kianjefferon	2017	65	G		
Mmmrshams, Kwit	2017	95	G		
Niechwiadowicz, Janeorlester	2017	85	G		
Oudjehane, Simandeep	2017	75	G		
Panluatle, Kuemyoung	2017	65	G		

Black pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.

Green pushpins with a triangle beside them appear *during* the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them.

Red pushpins with a red square beside them appear when the Post button has been pushed. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

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

Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12

Details | Options | Reports | Help

Grade Columns: Post Columns - Term | Term: Q1 | Display: Grade | Color: Enrolled | Withdrawn | Class: MCOM-1 | Update Post Columns... | Post Grades...

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bedria, Aadel	2017	95	G		
Dumo, Mmmrsl	2017	85	G		
Frankmarash, Yanfentanny	2017	75	G		
Grossutti, Kianjefferon	2017	65	G		
Mmmrshams, Kwit	2017	95	G		
Niechwiadowicz, Janeorlester	2017	85	G		
Oudjehane, Simandeep	2017	75	G		
Panluatle, Kuemyoung	2017	65	G		
Saadolding, Joechery	2017	95	G		
Vallejo, Hannahloraine	2017	85	G		
Zibocdale, Sheriandken	2017	75	G		
Average score		81.8			

MyEducation BC: Edit Text Comment - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/textCommentEdit.do?std=stdX2000220845&colClass=GCD00

Student: Bedria, Aadel

Sample Q1 Report Card Comment: |

Save Cancel

Clicking on a comment places it in the comment field. **Show My Codes** displays the user's comments only within the selected category.

The Options menu provides the following:

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

Fill-Down Values (Ctrl+D): takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.

For transcript definitions with a calculation, an **“Update”** button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

Term: Q2 Display: Grade Color Status: Enrolled Withdrawn Class: MCOM-1 Update Post Columns... Post Grades...

	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
2017						95	
2017						85	

When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card.

Use the **Class** dropdown menu or the navigation bar to select the next class.

Pages: My Info Student Attendance Gradebook Planner Tools

Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12

Details: Options Reports Help

Roster: Grade Columns Post Columns - Term Term: Q2 Display: Grade Color Status: Enrolled Withdrawn Class: MCOM-1 Update Post Columns... Post Grades...

Seating Chart

Repeat the process until grades are entered and posted for all classes.

8.2 Update Post Columns (Enter Term Grades) From Teacher-created Categories/Assignments in the Gradebook

- **Pages** top tab, click on the  icon beside the class for grade entry. Or Gradebook top tab > Scores side tab.
- Click the **Update Post Columns** button.
- In Step 1 of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term**. Leave the **Grades to update** at Term grades for all students.
- Click **Next**.
- In Step 2 of the wizard, use the drop-down menu to select the grade to populate the term report card grade for the students in this class. Click **Next**.

Update Post Columns: Choose Update Values Step 2 of 3

Q3 Grade (Do Not Update)

(Do Not Update)
 Average:Q3
 Average:Cumulative
 Average:Connecting Q3
 Average:Reasoning Q3
 Average:Representing Q3
 Average:Solving Q3
 Assignment:Rewriting expressions 1
 Assignment:Assignment-1A
 Assignment:Assignment-1B
 Assignment:Assignment-1C
 Assignment:Assignment-1D
 Assignment:Assignment-2A
 Assignment:Assignment-2B
 Assignment:Assignment-2C
 Assignment:Assignment-2D

Previous Next Finish Cancel

- In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**. Complete the entry of work habits and comments in the Post Columns Term for the appropriate term.

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bartoneeq, Pontedura	2018	73	G !		
Beylell, Jetormike	2017	87	G		
Bhota, Brianloraine	2018	73	G		
Divichandana, Maykin	2017	84	G		

For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

- Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bartoneeq, Pontedura	2018	73	G !		
Beylell, Jetormike	2017	87	G		
Bhota, Brianloraine	2018	73	G		
Divichandana, Maykin	2017	84	G		
Dodds, Yunejung	2018	84	G		
Ellickson, Robbandaurie	2017	84	G		
Garciaivera, Fesan	2018	84	G		
Garyspence, Pratapredy	2018	84	G		
Gomezgoenaga, Bkanita	2018	84	G		
Graveness, Douglelurel	2018	84	G		

Clicking on a comment places it in the comment field. Show My Codes displays the user's comments only within the selected category.

Student: Bedria, Adel

Sample Q1 Report Card Comment. Writes and speaks appropriately in a v exam result.

Category 1: ENG

My Codes

Subject: All

Search

Poor reading comprehension impacts all areas of the curriculum.
ENG

Written work is imaginative, creative and engaging.
ENG

Uses effective Standard English in speaking and writing.
ENG

Save Cancel

The Options menu provides the following:

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

Fill-Down Values (Ctrl+D): takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

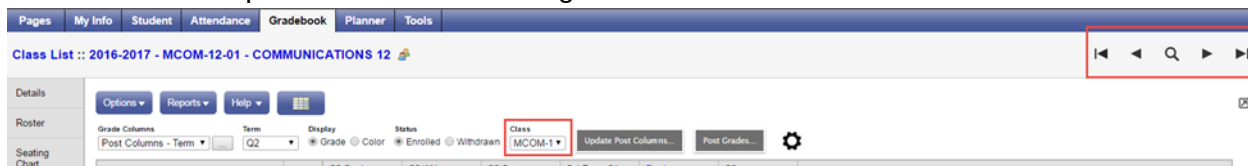
Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.

Term: Q2 Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐ Withdrawn Class: MCOM-1

Update Post Columns... Post Grades...

	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
						Update	
2017						95	
2017						85	

- When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student which will appear on the report card.
- Use the **Class** dropdown menu or the navigation bar to select the next class.



- Repeat the process until grades are entered for all classes.

9.0 Gradebook: Reports

9.1 Gradebook > Class List Reports

From the Gradebook top tab > Class List, choose Reports. If you don't want reports run for all classes, check beside the classes to select, do an Options > Show Selected.

Reports available are:

- **BC Class List w. Designation** - Includes parameters for aboriginal and designations.
- **BC Class List w. Grid** - Generates a class list with 10 columns; headings can be typed or written in afterwards.
- **BC Marks Verification with Comments** – Generates a class list showing the marks and comments entered for the selected reporting term.
- **Blank Grading Sheet** - a very handy report providing a class list and up to 10 columns
- **Class Lists** - List students and YOG
- **Grade Input Sheet** - Report for entering or displaying term grade and work habits.

9.2 Gradebook > Scores Reports

A number of analysis reports can be found from Gradebook > Scores > Reports. These reports include:

- | | |
|----------------------------|---------------------------------------|
| - Assignment History | - Gradebook Sheet |
| - Assignment Summary | - Progress Reports (see below) |
| - Class Attendance Summary | - Student Average Breakdown |
| - Class Statistics | - BC Marks Verification with Comments |

9.2.1 Progress Reports

Progress reports can be run on a class of students or selected students. Teachers have a variety of parameters to choose from and the option to enter a message to display on the progress report.

10.0 Report Cards

A class set of report cards can be printed from class rosters as described in Section 11.0. To print report cards for all students or for a select group of students, go to the Student top tab. For only a select group of students, select the students and go to Options > Show Selected. To run the report cards, begin from Reports > Report Cards and choose the appropriate report card from the Report Card Type drop down selection.

Report Cards - Middle Years and Secondary

Report Card Type	Secondary ▼ Middle Secondary
School year	
Term	Q1 Q
Students to include	Current selection ▼
Search value	
Sort students by	Name ▼
Alternate mailings	☐

Complete the parameter form and click Run.

11.0 The Planner

The Planner is a useful visual calendar of upcoming class related items and appointments. Class assignments and tests can be viewed from the Planner and filtered for a particular class and/or term.

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

Options Reports Help

- Add Assignment
- Add Ungraded Assignment
- Copy Assignment
- Add Appointment
- Delete Calendar Item
- Edit Calendar Item
- Edit Lesson Plans
- Planner Settings

February 2017

Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	
5	6	7	8	9	10
		Rewriting expressions 1 Assignment 1B	Rewriting expressions 1 Assignment 1C	Assignment 1C Assignment 1D	Assignment 1D
12	13	14	15	16	17
Assignment 1D	Assignment 1D Assignment 2A	Assignment 2A Assignment 2B	Assignment 2B Assignment 2C	Assignment 2C Assignment 2D	Assignment 2A Assignment 2B Learning Log
19	20	21	22	23	24
				Assignment 5A	
26	27	28	1	2	3
					4

My Resources (245 MB left)

My Resources

- Group Folder
- This is the Title
- PreCalc 11
- Rewriting Expressions.pdf

The **Planner** displays student assignment dates as set in Gradebook > Assignments. Assignments can also be added from the Planner either by clicking on a date and opening up an options menu including; **Add Assignment**, **Add Ungraded Assignment** or **Add Appointment**. The Options menu includes these items as well as **Edit Calendar Item**, **Delete A Calendar Item**, **Edit Lesson Plans**, **Copy Assignment** and accessing **Planner Settings**. Selecting My

Resources will add a window with your saved resources for easy drag and drop access for assignments.

If using Group > Events, these also will display within the Planner.

12.0 Tools

Provided in the Staff View for teachers is the availability of **Special Codes** and **Footnotes** which offer further methods of notating information to student assignments. It is under the Tools top tab that teachers can also build their banked **Comments**.

12.1 Special Codes

Tools top tab > **Special Codes** side tab

Teachers can create special gradebook codes to exempt an assignment score from a student's average or to count as a zero (0). For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that the score does not affect the student's average.

Note: Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a campus event code C if your grade scale contains a C grade.

12.2 Footnotes

Tools top tab > **Footnotes** side tab

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.

After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code

12.3 Teacher Comment Bank

Teacher comment banks fit within the school bank which fits within a district bank, should there be one. The school should have a single comment bank created for the teacher to select and add their own comments. The comments of each teacher/user are visible only to the individual who created them even though they reside within the greater bank. It is important to understand that only a single comment bank can be associated to each course from the School View, Schedule > Courses > Details. It is for this reason that if a district wishes to create a bank then the schools should enter their comments within this one as should the teachers. Otherwise the school should create a bank within which the staff can enter their comments and then only one bank exists to be added to every course.

- Staff > **Tools** 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.
- On the **Options** menu, click **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. For example, you might type **(Student) shows innovative thinking** so that users will know the student's name is inserted once they select it.
- In the Comment field, type the actual comment. You can include a variable, which is text enclosed in double curly braces **{{xxx}}** and a filter, which is pipe-delimited text after a variable (hold the **Shift** key while clicking the backspace key to create the **|** symbol). For example, **{{studentName|capitalize}}** prompts the system to insert *Jon* instead of *jon*.
- 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**.

See Appendix B for further details on comment banks and the use of variables.

Appendix A – Understanding Average Modes

A.1 Averaging Mode #1: Categories only (weighted categories)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. Assignment **percentages are averaged within each category**. (Assignment percentages are added together and multiplied by the total number of assignments in the category)

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> CR Category: (Weight: 50)
RA 1: 10 of 10 = 100%	US 1: 50 of 50 = 100%	CR 1: 80 of 100 = 80%
RA 2: 9 of 10 = 90%	US 2: 42 of 50 = 84%	CR 2: 94 of 100 = 94%
RA 3: 15 of 20 = 75%	US 3: 48 of 50 = 96%	CR 3: 180 of 200 = 90%
RA 4: 4 of 5 = 80%		
RA Average: $(100+90+75+80)/4 = 86.25\%$	US Average: $(100+84+96)/3 = 93.33\%$	CR Average: $(80+94+90)/3 = 88\%$

3. **Category averages are weighted**. (The category average is multiplied by the weight given to the category.)
4. **Calculate Average**. Calculated category averages are added together.

$$(86.25 \times 25/100) + (93.33 \times 25/100) + (88 \times 50/100) = 88.89\%$$

A.2 Averaging Mode #2: Categories and assignments (weighted)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.
- A weight for each assignment in Gradebook > Assignment > Details. See section 15 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. **Assignments are weighted.** Assignment percentages are multiplied by the weight given to the assignment.
3. **Categories are Averaged.**

$$\text{HW: } (100 \times 2/5) + (90 \times 1/5) + (75 \times 1/5) + (80 \times 1/5) = 89\%$$

$$\text{Quiz: } (100 \times 1/3) + (84 \times 1/3) + (96 \times 1/3) = 93.33\%$$

$$\text{Test: } (80 \times 1/5) + (94 \times 2/5) + (90 \times 2/5) = 89.6\%$$

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> CR Category: (Weight: 50)
RA 1 (wt=2): 10 of 10 = 100%	US 1 (wt=1): 50 of 50 = 100%	CR 1 (wt=1): 80 of 100 = 80%
RA 2 (wt=1): 9 of 10 = 90%	US 2 (wt=1): 42 of 50 = 84%	CR 2 (wt=2): 94 of 100 = 94%
RA 3 (wt =1): 15 of 20 = 75%	US 3 (wt=1): 48 of 50 = 96%	CR 3 (wt=2): 180 of 200 = 90%
RA 4 (wt=1): 4 of 5 = 80%		
RA Average: 89.00%	US Average: 93.33%	CR Average: 89.60%

4. **Category averages are weighted.** (The category average is multiplied by the weight given to the category.)

$$(89 \times 1/4) + (93.33 \times 1/4) + (89.60 \times 1/2) = 90.38\%$$

5. **Calculate Average.** Calculated category averages are added together.

A.3 Averaging Mode #3: Total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Points Earned.** All points a student receives for each assignment are added together.
2. **Calculate Points Possible.** Total Points Possible for all assignments are added together.
3. **Calculate Average.** Total Points Earned is divided by Total Points Possible.

<i>Reasoning and Analyzing RA Category:</i>	<i>Understanding and Solving US Category:</i>	<i>Communicating and Representing CR Category:</i>
RA 1: 10 of 10	US 1: 50 of 50	CR 1: 80 of 100
RA 2: 9 of 10	US 2: 42 of 50	CR 2: 94 of 100
RA 3: 15 of 20	US 3: 48 of 50	CR 3: 180 of 200
RA 4: 4 of 5		
RA Total points earned: 38 Total points possible: 45	US Total points earned: 140 Total points possible: 150	CR Total points earned: 354 Total points possible: 400

Total Points Earned: $38 + 140 + 354 = 532$

Total Points Possible: $45 + 150 + 400 = 595$

$532/595 = 89.41\%$

A.4 Averaging Mode #4: Category total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Category Points Earned.** The points a student receives for each assignment in a category are added together.
2. **Calculate Points Possible.** The Total Points Possible for each assignment in a category are added together.
3. **Categories are Averaged.**

Homework: 38/45 = 84.44 Quiz: 140/150 = 93.33 Test: 354/400 = 88.5

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> CR Category: (Weight: 25)
RA 1: 10 of 10	US 1: 50 of 50	CR 1: 80 of 100
RA 2: 9 of 10	US 2: 42 of 50	CR 2: 94 of 100
RA 3: 15 of 20	US 3: 48 of 50	CR 3: 180 of 200
RA 4: 4 of 5		
RA Average: 38/45 84.44%	US Average: 140/150 93.33%	CR Average: 354/400 88.5%

4. **Categories are Weighted.** Category Averages are multiplied by the weight given to the category.

$$(84.44 \times 25/100) + (93.33 \times 25/100) + (88.5 \times 50/100) = 88.69\%$$

5. **Calculate Average.** Calculated category averages are added together.

Appendix B – Comment Bank Variables and Setup

Create Comments in a Comment Bank

After you create a comment **bank**, define the comments that are available within the **bank**.

When you create a comment, you can use variables to call information specific to the record or student the comment is being entered for. For example, if you use the variable `{{person.firstName}}`, the system inserts the student's first name where the variable appears in the comment text:

`{{person.firstName}}` is a creative and critical thinker. = **Jane is a creative and critical thinker.**

To create comments in a comment **bank**:

1. Do one of the following:
 - For a district: Log on to the District view. Click the Admin tab, then the Data Dictionary side-tab. On the Data Dictionary side-tab, click Comments.
 - For a school: Log on to the School view. Click the Admin tab and the Comments side-tab.
 - For staff members: Log on to the Staff view. Click the Tools tab and the Comments side-tab.
2. A list of any comment banks already created appears. Select a comment bank, and click Codes on the Data Dictionary side-tab.
3. On the Options menu, click Add. The New Comment Bank Code page appears.
4. 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.
5. 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. For example, you might type (Student) is disruptive in class so that users will know the student's name is inserted once they select it.
6. In the Code field, type the actual comment. You can include a variable, which is text enclosed in double curly braces `{{xxx}}` and a filter, which is pipe-delimited text after a variable (hold the Shift key while clicking the backslash key to create the `|` symbol). For example, `{{studentName|capitalize}}` prompts the system to insert Jon instead of jon.
7. Use the following table to enter the available filters in your variables:

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on record)
Capitalize	The system capitalizes the first letter.	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's third incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName lower}}	jane

Filter Type	Description	If you type this:	This appears in the comment:
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy,girl,it}}	Gender
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)

Note: You can chain filters by adding more filters separated by pipe (|) characters. For example, if you wanted to lower a text and then immediately capitalize it, you could use {{variable|lower|capitalize}}.

- 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.
- Select the Disabled indicator checkbox if you do not want this comment to appear in the pick list for any users. For example, this would let you remove it from view without deleting it permanently.
- Click **Save**.

Note: Staff members who create comment bank codes for school-owned banks will lose the codes if they move to a different school. However, codes created for comment banks owned by the Enterprise or district will remain if the user who created them changes schools within the Enterprise or district.