BRITISH COLUMBIA | MyEducationBC

Train the Trainer

Staff View and Gradebook Setup for Middle and High Schools

April 2015 v1.1

FUJITSU

Version History

Version	Date	Description
1.0	April 6, 2015	Initial version
1.1	April 20, 2015	Re-organized sections, addition of Class Attendance > Trends

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1.0 MyEducation BC Teacher/Staff View & Gradebook Setup

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View and for setting up the gradebook for Middle and High School teachers' mark management.

1.1 Objectives

- Navigation in the Staff View
- View student information
- Setting user preferences
- Take attendance
- Gradebook Preferences
- Linking classes
- Create categories and assignments
- Enter Marks
- Posting Grades
- Optional Tools

1.2 Pre-training Requirements

Be sure that the school setup as covered in earlier training sessions has been completed. Some areas of particular note as pertaining to the gradebook setup are as follows:

- School level default transcript definition has been set and applied to all courses
- School setup preferences > schedule mode is set to Secondary
- School calendar is properly initialized
- Teachers are assigned to courses with students
- A school comment bank has been created or converted if comment banks are to be used
- Have grade terms been set up and grade input prepared

1.3 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 districts or schools be using locally developed transcript definition attributes?
- Will the chosen transcript definitions be calculated and if so, will teachers be allowed to modify weights?
- Does the district or school require a particular method of gradebook mark calculation?
- Might the district or school be using the student/family portal during the school year?
- Have teacher user accounts been setup and assigned with the appropriate role prior to the training session?

1.4 Resources

This guide can be found on the ISW under **Learning Resources > MyEdBC General 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:

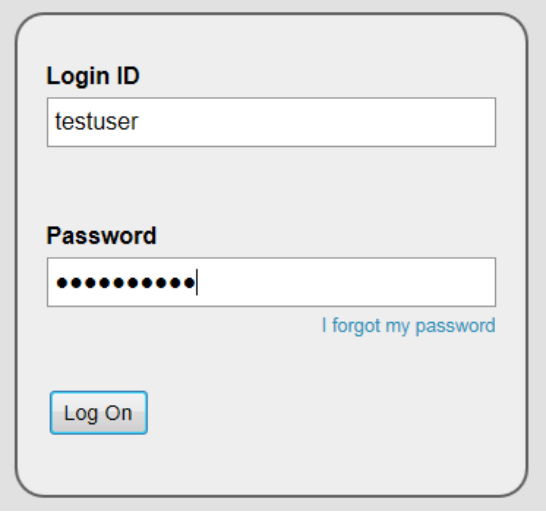
- Online Help - this will scope to the area from which the help was accessed.
- Quick Reference Cards
  - Gradebook Basic
  - Gradebook Advanced
  - Tips and Shortcuts - Teachers
  - Gradebook – Beginning of the Year Setup (checklist QRG)
- User Guides
  - Staff View and Teacher Gradebook
  - Standards-Based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

Level 1 Resources for the district user can be found at the **ISW > Level 1 Resources > MyEducation BC Information > Resources and Recordings**.

2.0 Logging In

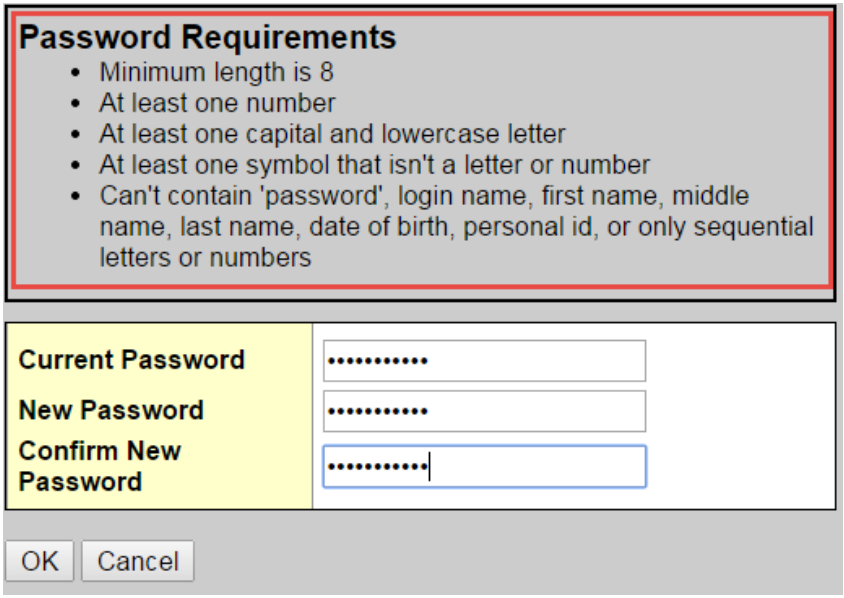
An account will be created and log-in information issued to a user as per district policy. When a user initially logs in, they will be prompted to change their password immediately. Usernames and passwords are case-sensitive. Passwords must be in compliance with the Ministry of Education requirements.

1. Go to https://www.myeducation.gov.bc.ca/aspen/logon.do
2. Enter the username provided to you in the **Login ID** field.
3. Enter the password provided to you in the **Password** field.



4. Click **Log On**.

5. You will be prompted with the following window. In the **Current Password** field, enter the password issued for your initial login. In **New Password** and **Confirm New Password**, enter a new password that observes the requirements indicated in the top portion of the pop-up.
6. Click **OK**.



Passwords can be changed should they be forgotten using the *I Forgot My Password* prompt at the login screen.

2.1 Password Expiration

MyEducation BC has the following standards for password expirations:

1. When creating a new User Account, or resetting a password, MyEducation BC defaults to the password expiring the next time the user logs in. This way the user will be able to create something more memorable to them.
2. Passwords set by the user will automatically expire 90 days after they are changed. This is an Enterprise-level setting, and will not be modified by anyone at the District or School level.

> **Note:** When a user first logs in, they will be prompted to select a security question and provide the answer. This is part of the overall authentication and privacy protection. If the user forgets their password, and clicks the I Forgot My Password link at the logon screen they will be required to supply the matching answer.

3.0 User Preferences

Logging onto MyEducation BC as a teacher opens at the **Pages** top tab in the **Staff View,** commonly referred to as the *Landing Page*. General user preferences and Security preferences are outlined below, Gradebook preferences are covered in Section 10.0.

3.1 Set Preferences

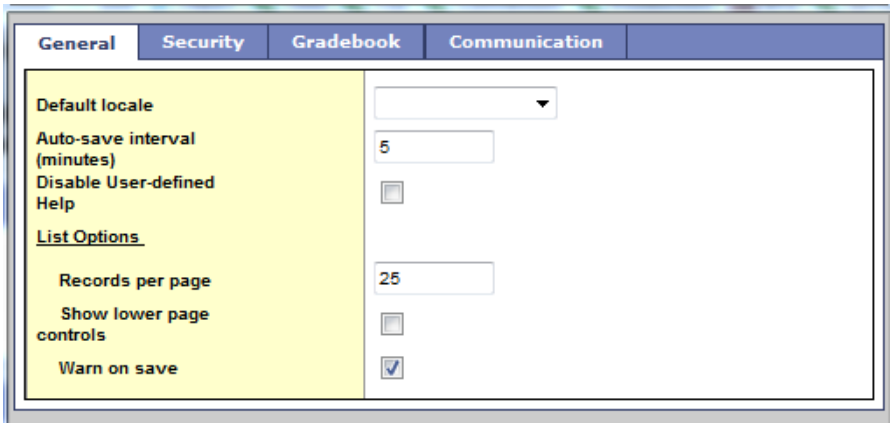
This option on the settings bar allows the user to personalize **MyEducation BC**. These settings are specific to each user's account. The options shown below are those available to a teacher in the **Staff View**.

Locate the Settings Bar in the top right of the window and click, **Set Preferences**.



3.2 General

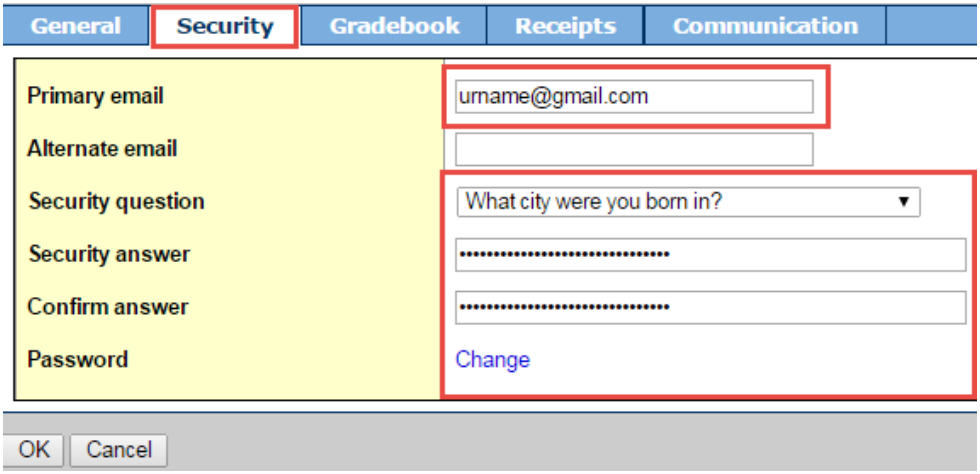
These settings determine the "look and feel" for MyEducation BC for the individual user. When choosing a high number of records per page, it would be recommended to also select Show lower page controls. See the table below the screenshot for a definition of each of these fields.



Field	Description
Default Locale	Click this drop-down to select your language and date preferences when using MyEducation BC. This selection also affects the display of dates in MyEducation BC. If you select: **English Canada**: Dates appear as date/month/year **French Canada**: Dates appear as year/month/date **US English**: Dates appear as month/date/year
Auto-save interval (minutes)	Type the number of minutes you want to lapse before the system automatically saves the information you enter on a detail page. The system displays a message to the right of the **Save** and **Cancel** buttons on detail pages, alerting you of the time of the last auto-save, or why the auto-save failed.
Disable User-defined Help	If your district creates and uses user-defined help, and you do not want to view the user-defined help icon for fields and templates, select this checkbox.
Records per page	Type the number of rows you prefer on a list page. (Most users like to see all rows on a page without having to scroll.)
Show lower page controls	Page controls will automatically appear at the top of a page where the number of records in the list exceeds one page. To display the page controls at the bottom of all list pages, select this checkbox. 
Warn on save	If you want the system to display a warning when you click Save on a list page after you have used the Modify List option, select this checkbox.

3.2.1 Security

The Security sub-top tab in Set Preferences records your email address and security question and answer. This information must be populated for the user to be able to use the *I Forgot My Password* function in MyEducation BC. This area also allows the user to change their password at any time. See the table below the screenshot for a definition of each of these fields.



Field	Description
Primary email	Type your primary email address. The system sends your password to this address if you click the 'I forgot my password' link on the logon page. Note: This is the address that appears in the From field when using the Send Email option.
Alternate email	If you already entered an alternate email address, such as for your Google Docs account, that address appears.
Security question	Click this drop-down to select the security question you want to answer if you forget your password.
Security answer	Type the security answer.
Confirm answer	Type the security answer again.
Password	Click Change to change your password. Password requirements can be viewed by clicking Click to view.

3.2.2 Log Off

All users should use the **Log Off** item in the *Settings Bar* to exit MyEducation BC. This will properly terminate the session and force the entry of a login id and password to re-enter the system.

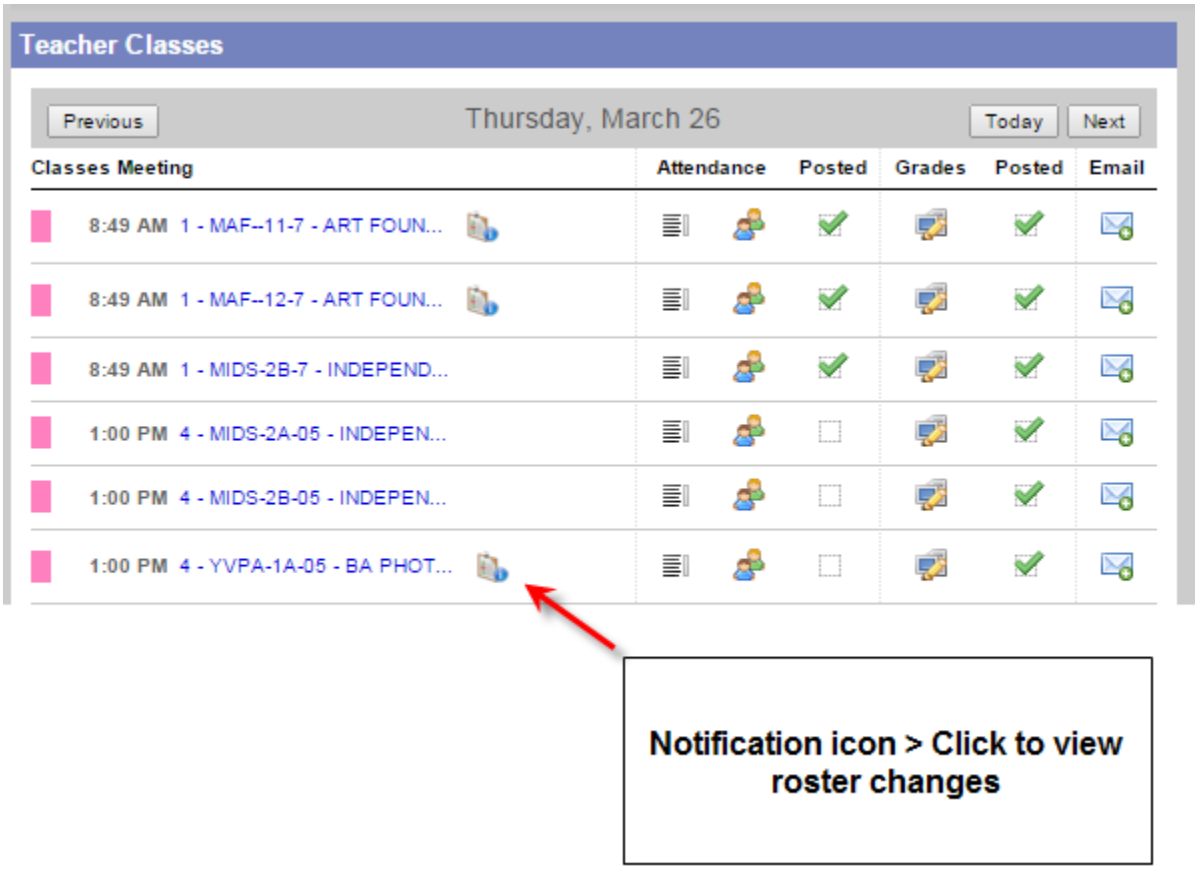
4.0 Home Page Widgets

Logging on to MyEducation BC brings the teacher to the landing page of the **Staff View**. The home page, or landing page, is made up of two blocks, or widgets. The top block is the **Announcements** widget. This widget is currently managed at the Enterprise level for important information and announcements. Below this is the **Teacher Classes** widget. This widget displays the classes meeting on the current date.

4.1 Teacher Classes Widget

The Teacher Classes widget provides quick access to a variety of areas within the Staff View, bypassing the need to navigate.

- **Date:** The date is displayed at the top, centre. Using the **Previous** and **Next** buttons allows the user to move forward and back in the calendar. The classes displayed will reflect the date selected. A **Today** button will display when on any other date.
- **Time:** The time displayed to the left of the class represents when the period is scheduled according to the bell schedule of the given day.
- **Classes:** Classes are displayed as a blue hyperlink. Clicking on the class takes the user to the class roster. Where the following icon,  appears to the right of the class description, a change to the roster has been made. Clicking this icon will display the roster change; a green entry for a new student, a red entry for a withdrawn student.
- **Attendance:** Two icons are presented; one showing a list  which takes the user to the Class > Input list and the pair of students icon  linking to the seating chart for attendance. The Posted check box indicates whether the attendance for the class has been posted or not.
- **Grades:** The Grades icon  takes the user to the Scores screen of the class for grade or mark entry. Where grades have been posted, the Posted box will display a green check mark



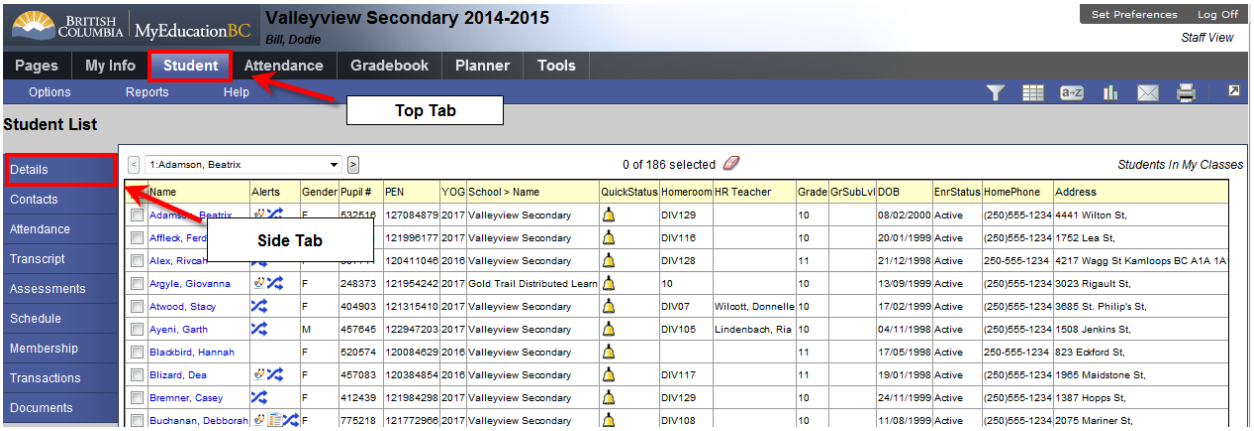
- **Email:** The email icon opens a popup email message window which defaults to the roster of the class chosen.

5.0 Navigation Tools

5.1 Top Tabs and Side Tabs

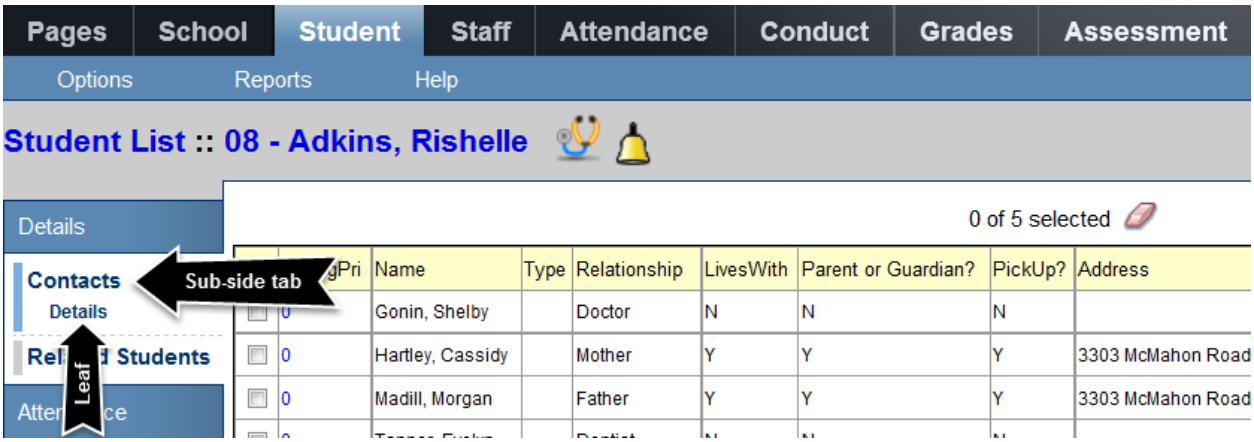
Top tabs represent functional areas of MyEducation BC. These are scoped to the user view and role, so a user will only see what they have been given to view or work with. The top tab that is highlighted indicates where the user is in the application.

Side tabs provide access to additional details of the top tab functional area.

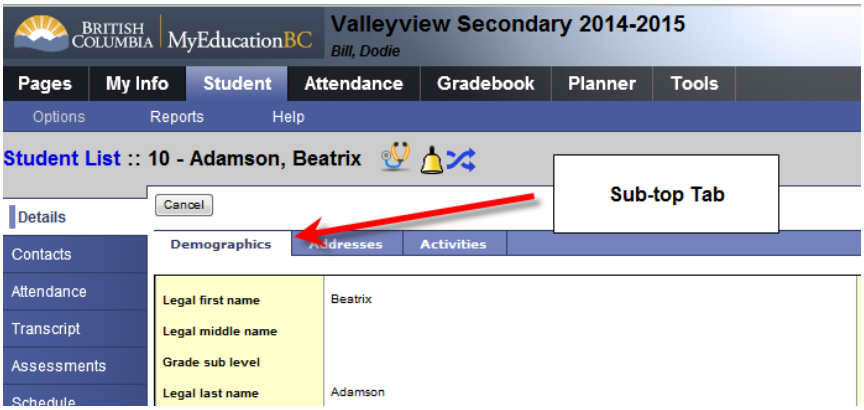


5.2 Sub-side Tabs, Sub-top Tabs and Leaves

Side tabs usually contain **sub-side tabs, leaves** and **sub-top tabs.**

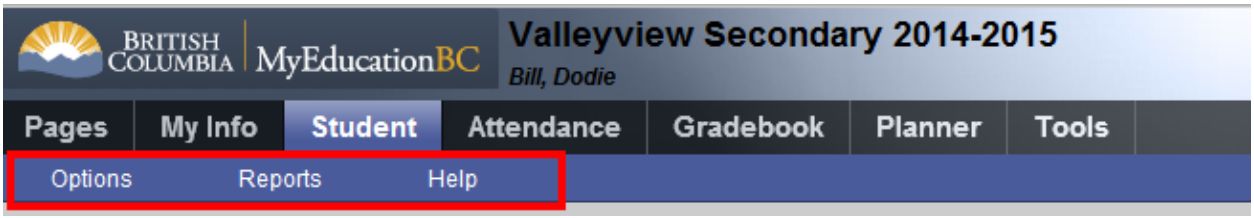


Sub-top tabs appear at the top of a list, when a side tab is selected. A good example of this is in the **Student** top tab > **Details** side tab.



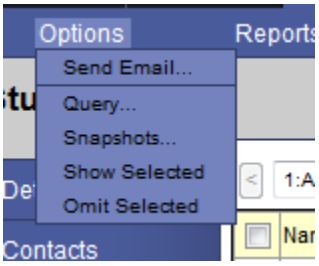
5.3 Menu Bar

The menu bar appears just below the top tabs in MyEducation BC. The menu headers are the same regardless of the top tab the user has selected. The items displayed in the menu will change, depending on the top tab *and* side tab the user has selected.



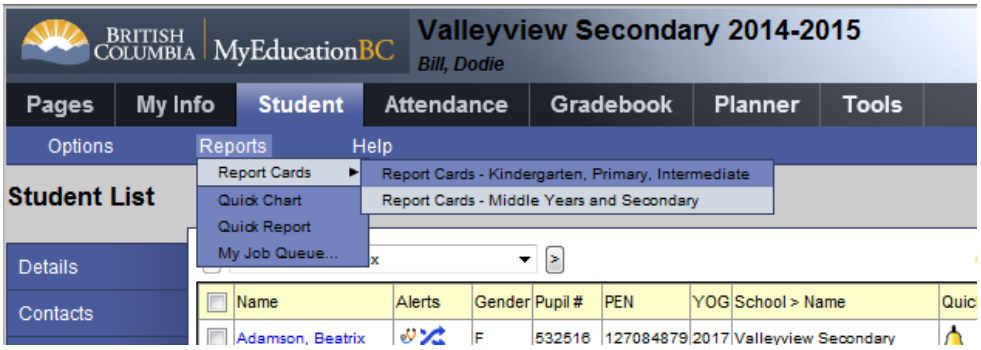
5.3.1 Options

The **Options** menu is an action centre. This is where a user can initiate actions on the data that is displayed on the screen. In some cases, the list of items may show an arrow, indicating additional options.



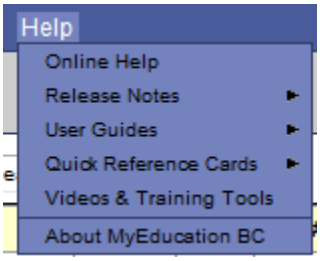
5.3.2 Reports

Reports will display a list of reports available in specific areas of the application. It is important to note that reports are associated with top tabs and side tabs and relate to the data displayed on page. For example: In the **Student** top tab, clicking on **Reports** will show an option to run report cards.



5.3.3 Help

Several Help options are available through Help on the menu bar as well. It is important to note that these tools are not yet customized for MyEducation BC and may reference options or functions that are not available to District and School Users. However, it is still useful for many basic functions. The Help menu is not available from the landing page.



The *About MyEducation BC* item will provide information about the server to which your session is connected. This will display below the copyright information and can be useful information for the service desk if users are experiencing problems with performance or report running in MyEducation BC. Example: vaspnapprd3 indicates that the user is on Server 3.

5.4 Menu Bar Tools

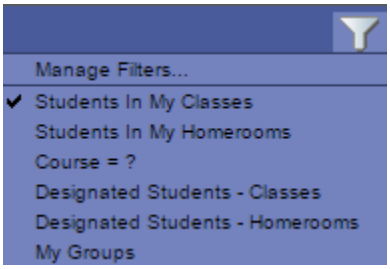
The menu bar provides several tools for filtering, displaying, sorting and exporting data in MyEducation BC. The options that display when using these tools depend on the top tab and side tabs of the application. For a more detailed outline of these tools, see the Fundamentals guide located on the ISW.



5.4.1 Filter

Filters provide the user with the ability to group records in a list. Filters are connected to queries, so they are dynamic – every time a user selects a filter, it will display all of the latest information in that group of records. Users have the ability to hide filters that are not useful to them and to change the order in which the filters display in the filter list.

Users also have the ability to create their own filters.



5.4.2 Field Sets 

Field sets simply display information in a list. By selecting a different field set, the user is choosing to display different columns of information for the same records in the list. Field sets can be very useful for creating commonly used sets of information and then extracting those into a spreadsheet for analysis or manipulation.

5.4.3 Sorts 

Click column heading to re-sort.

Multi-level sorts, up to three, third sort is primary.

Use Sort icon to return to default or create custom sorts.

5.4.4 Quick Charts 

Provides a method of generating a chart to display information from the current field set.

5.4.5 Quick Print 

Provides a method of extracting information in a variety of formats including csv from the current field set.

5.4.6 Maximize 

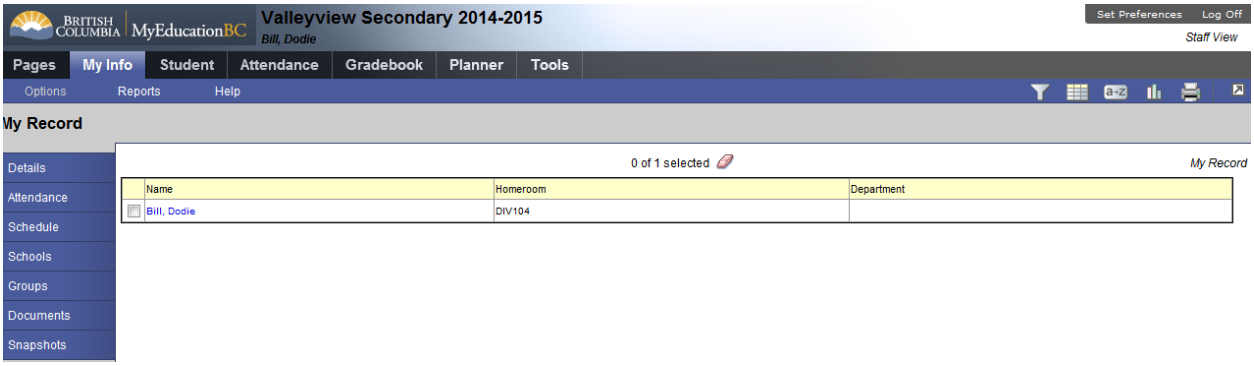
Use to hide top tabs to allow more records per page.

5.4.7 Minimize 

Return top tabs to view.

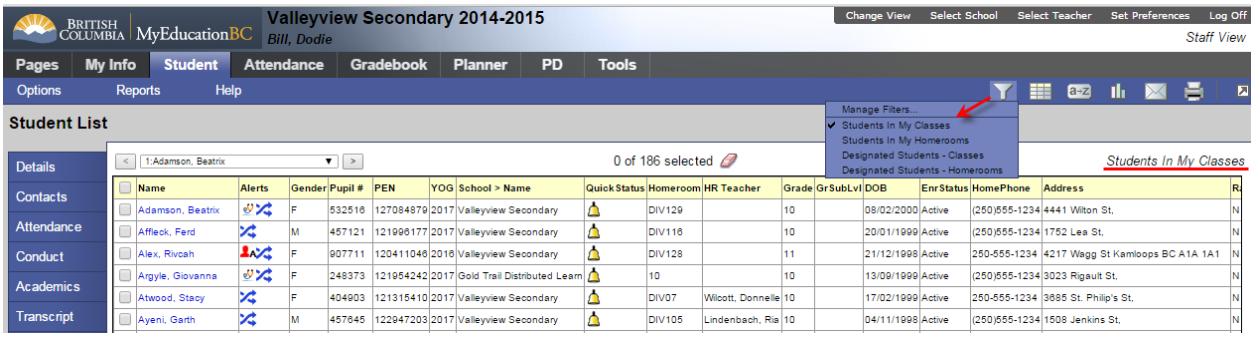
6.0 My Info

The **My Info** top tab provides user information such as the teacher's demographic details, schedule of courses, secondary schools, groups, snapshots and any documents added from the school for staff viewing.



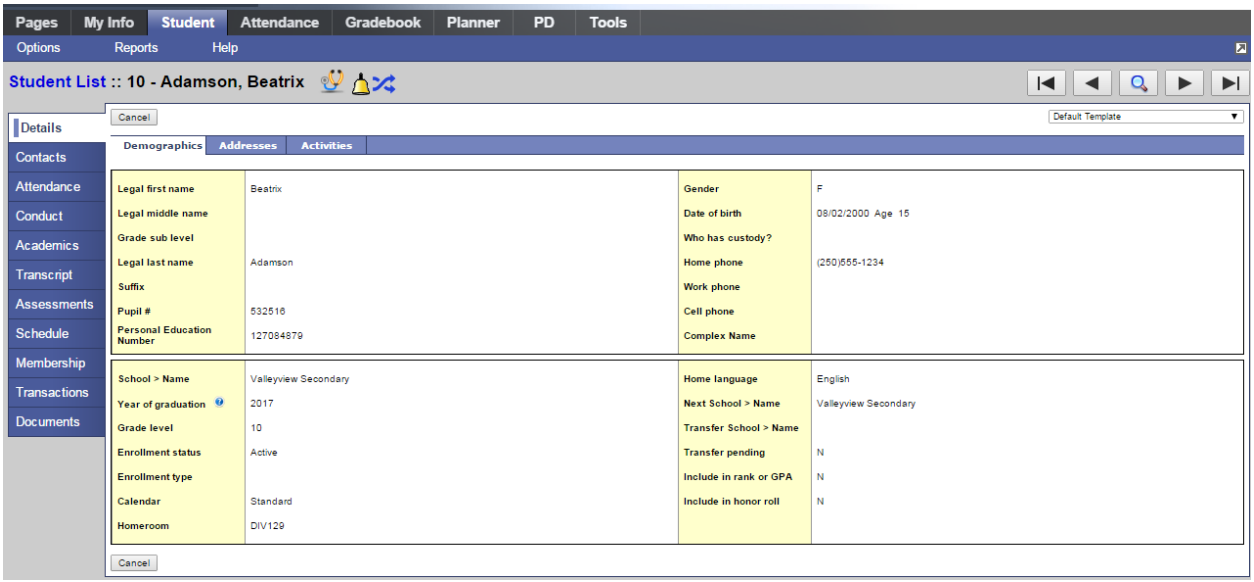
7.0 Student Top Tab

From the student top tab the default filters to **Students in My Classes**, displaying all of the teacher's students. Alternate filters provided are: Students in My Homerooms, Designated Students - Classes, and Designated Students - Homerooms.

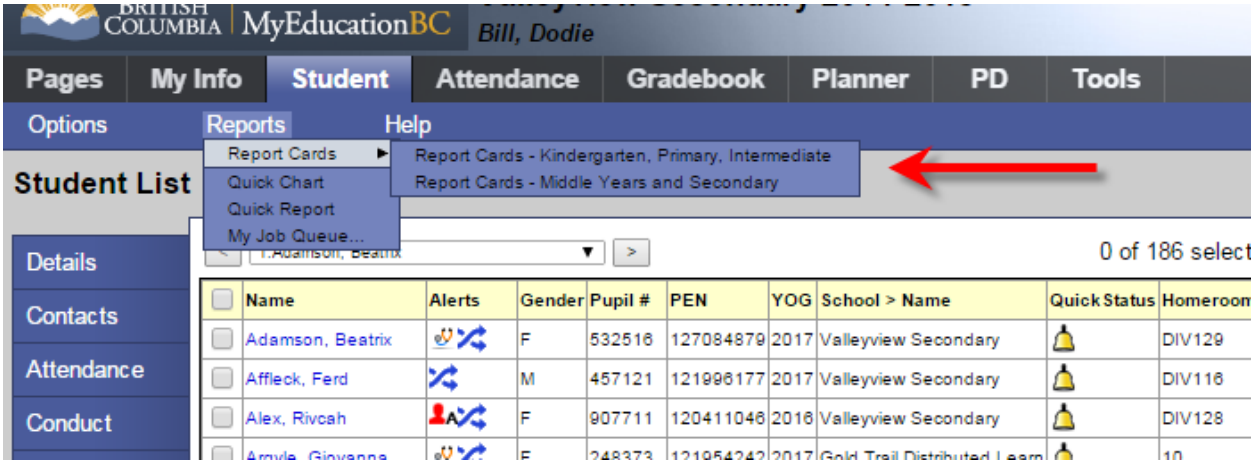


The field sets  provided under the student top tab provide a variety of information fields to the teacher. Field sets can be copied, edited and managed by the user.

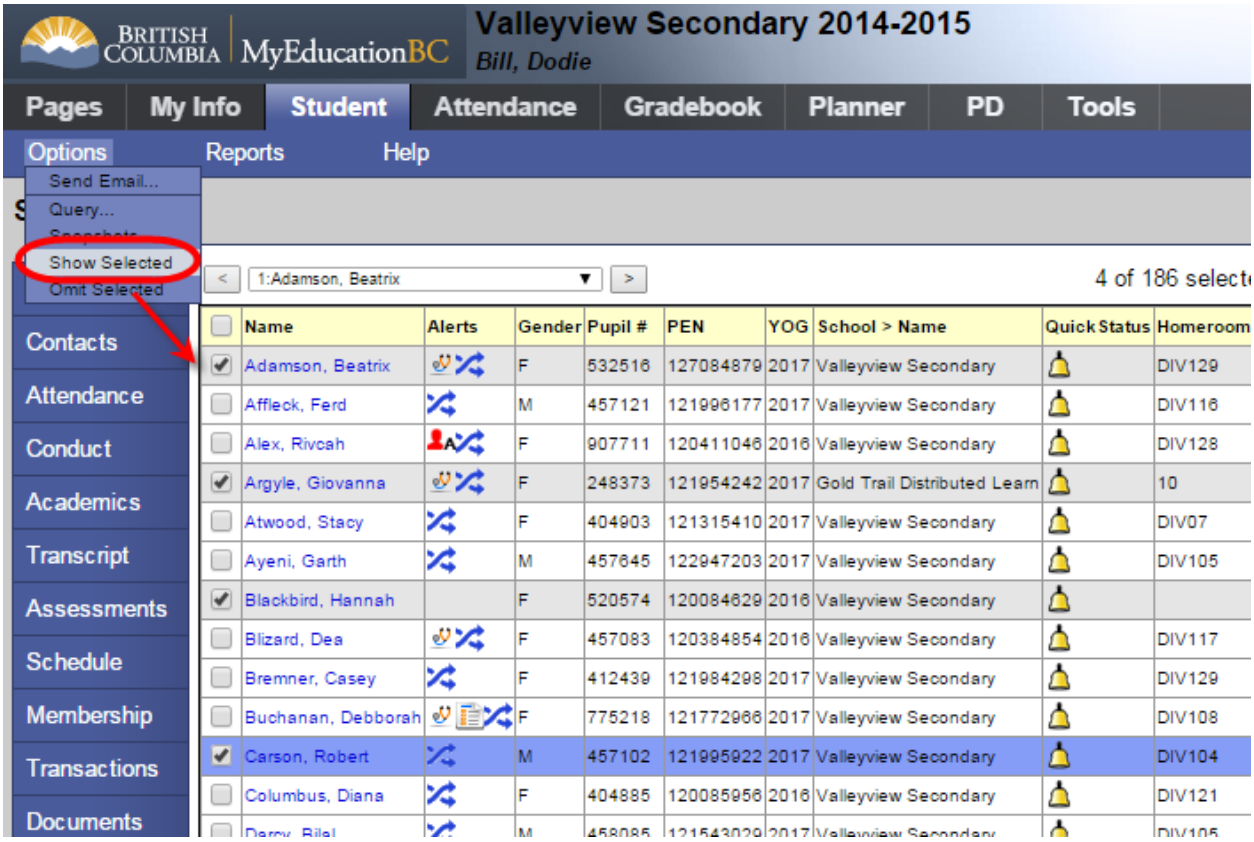
Clicking on the hyperlinked student name displays the read-only demographics.



It is also from the Student top tab that the teacher can click on the Reports menu and run report cards for all or a selected group of students.

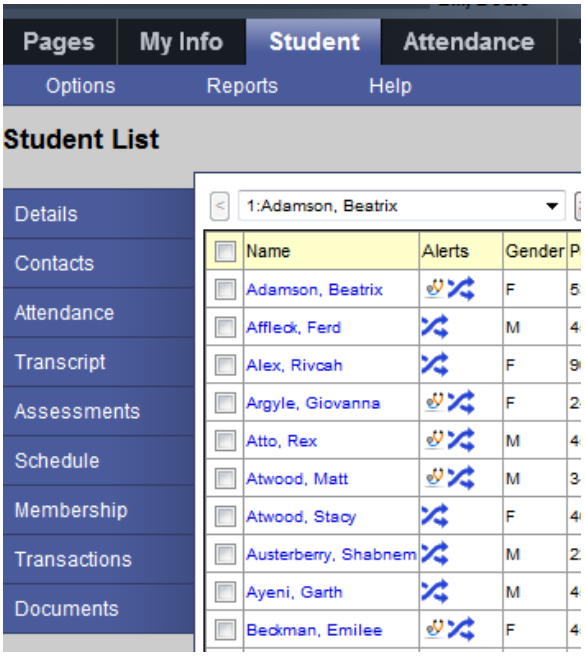


Using the Options menu > Show Selected allows the teacher to scope to a particular group or list of students.



8.0 Student Side Tabs

From the **Student** top tab, the side tabs in the **Staff View** provides read only access to individual student information. Select the student by checking/highlighting a student.

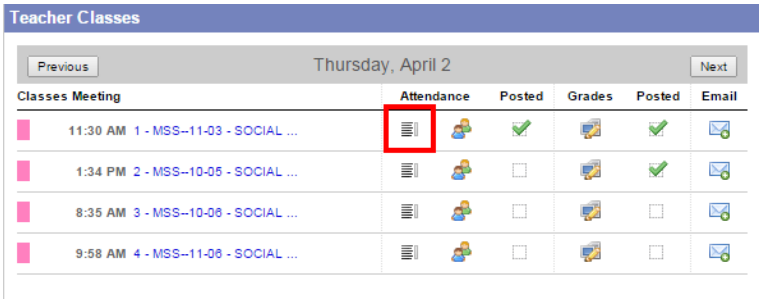


- Details - Provides demographic student information.
- Contacts - Student contacts including parents, guardians and other emergency contacts.
    - Related Students - Displays siblings entered in the system.
- Attendance - Attendance records for either daily or class attendance are displayed.
- Transcript - Provides access to all current and past transcript records for a student.
- Assessments - Provincial assessments such as FSA or Provincial Exams are accessed here.
- Schedule - View a student's schedule and course requests for the next year.
- Membership - Provides an enrollment history and any secondary school associations.
- Transactions - Fees and Inclusions can be found from this side tab.
- Documents - From this side tab teachers can view a designated student's IEP. Teachers also access Ed Plans/Student Learning Plans from here.

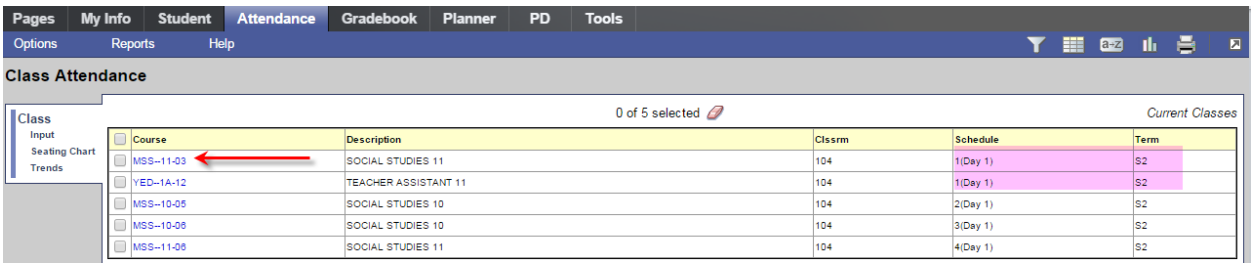
9.0 Attendance

9.1 Class Attendance

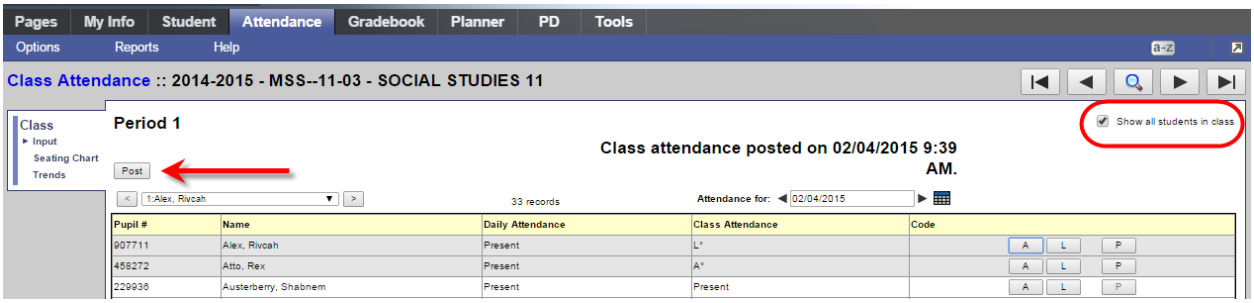
Teachers are different from Office Staff, as they access MyEducation only from the **Staff** view, and can enter and view Class Attendance using the **Attendance** top tab. The **Teacher Classes** widget on the **Pages** tab provides quick access to Class Attendance.



In the Staff View, attendance is also accessed from the **Attendance** top tab which will default to the **Class** side tab when the **Daily** side tab in the school preferences has been removed. Click the blue, hyperlinked course to take attendance:



This will bring up the class roster from which to enter, modify and post attendance. Where a **Classes** (combined class) grouping exists, a checkbox: **Show all students in class** will display at the top right. Click the *Quick Change* buttons to set attendance. The "P" is provided should a student be marked absent or late and needs to be changed to present. Prior to posting, an asterisk will display in the Class Attendance field and the student row will be highlighted in grey. Once complete, click the **Post** button which will remove the asterisks, remove the highlighting on the student records, copy all Class Attendance values to the Daily Attendance, and display a visual indicator at the top that attendance has been posted and when. Use the, **Attendance for** calendar to change the date if necessary. **Not a valid calendar date** will be displayed in a red warning message if this is the case.

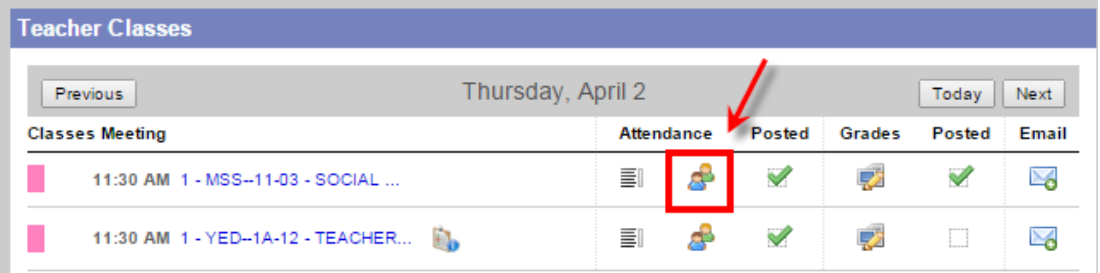


9.2 Seating Chart

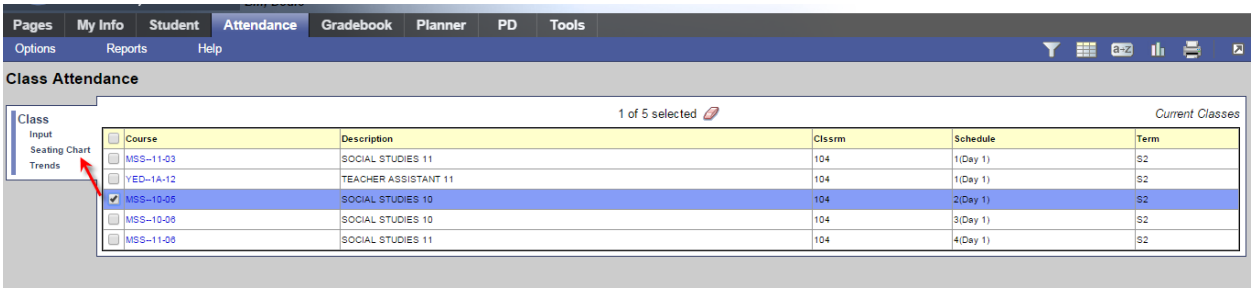
9.2.1 Taking Attendance Using the Seating Chart

Seating charts can be set up and used for attendance purposes or printed and used for TOCs to identify students as these include the student photos. Seating charts can be accessed from the landing page, from the **Attendance** top tab, and from the **Gradebook** top tab.

A quick link to the seating chart for attendance is presented on the **Teacher Classes** widget of the landing page.



The seating chart can also be accessed using the **Attendance top tab > Class Attendance > Seating Chart**. Select the class for attendance and click, **Seating Chart**.

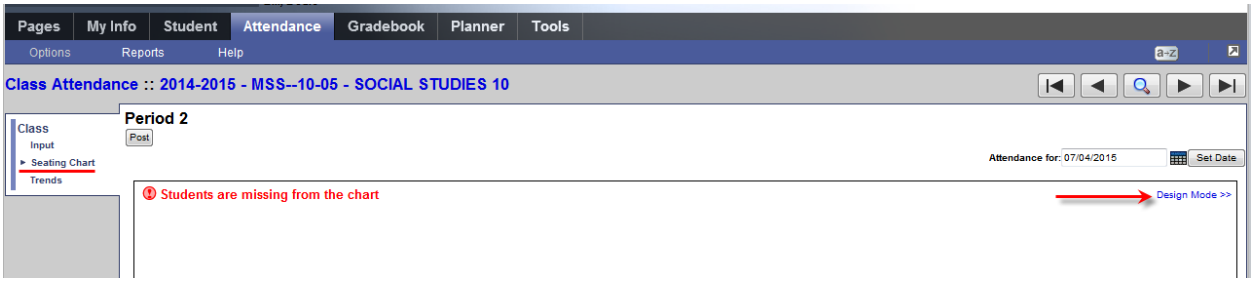


The seating chart presents an array of the student seating plan, the student's photo and the *Quick Change* buttons to mark attendance. Where attendance for a previous date is to be entered, adjust the date in the **Attendance for** field and click the **Set Date** button. When complete, click **Post**. Use the **Printer Friendly Version** at the top right to provide a seating plan with names and photos for TOCs not familiar with the students.

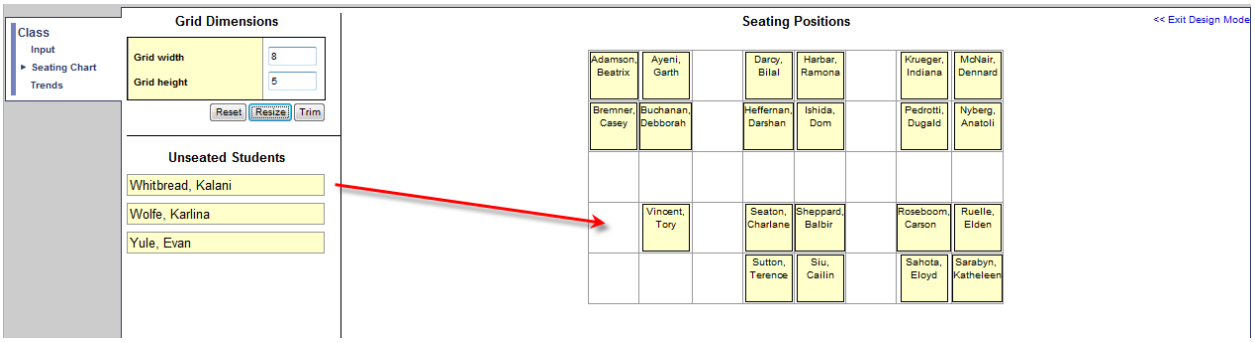


9.2.2 Creating the Seating Chart

To create a class seating chart navigate to **Attendance > Class Attendance > Seating Chart** and click on the hyperlinked, **Design Mode** at the top right of the screen. The message, **Students are missing from the chart** will be displayed where a seating chart has not yet been completed and students remain in the **Unseated Students** list.



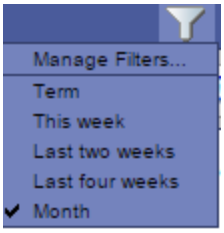
1. From within the design mode set the necessary grid dimensions.
2. Drag and drop students from the Unseated Students list onto the grid. Students can be moved within the grid in the same fashion, or dragged from the grid and returned to the list. There is no save, the chart remains intact until the user makes further changes.
3. The following buttons are provided:
    a. Reset - removes students from the grid and returns to the default grid dimensions.
    b. Resize - To change dimensions, adjust the grid width and/or height and click Resize.
    c. Trim - Where additional columns or rows outside of the seating chart exist, this will remove the extra.



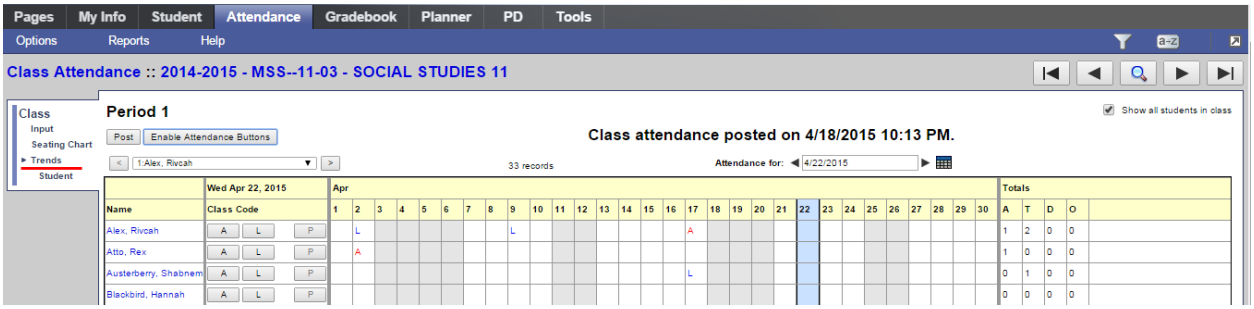
Note: The Seating Chart cannot be used with Classes groupings (combined courses) for taking attendance in a single screen. Use the Class Input list for combined Classes in order to see all students from the combined classes in one window.

9.3 Trends

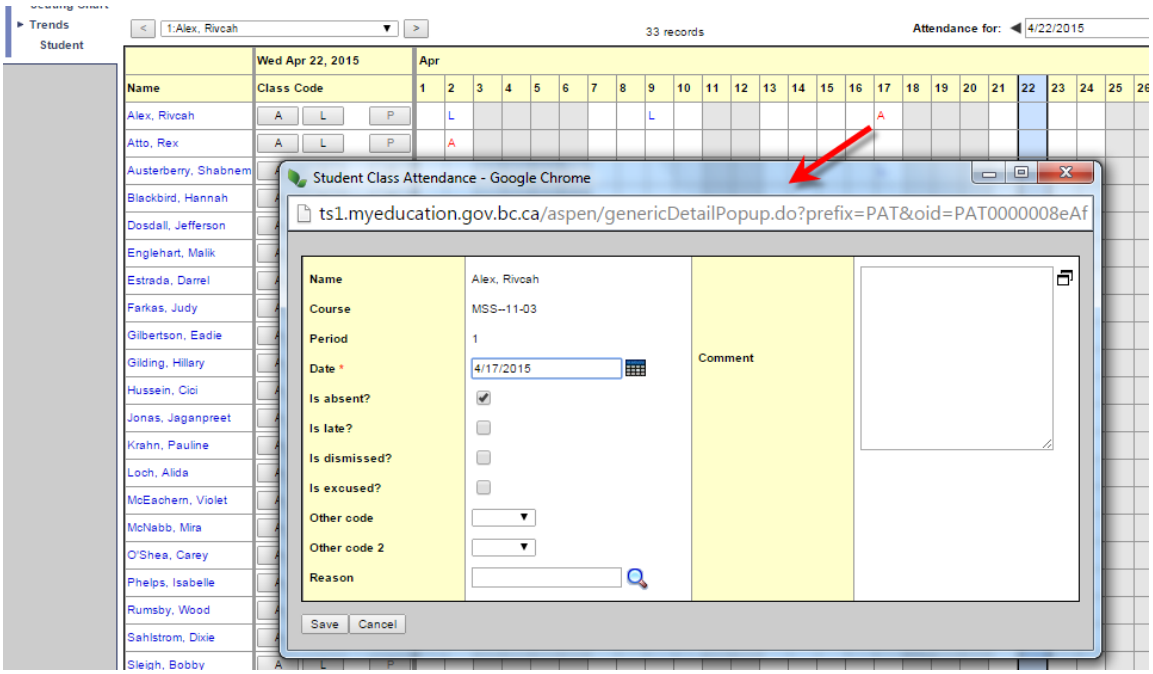
Teachers can use Class Attendance > Trends for both viewing trends in student attendance over periods of:



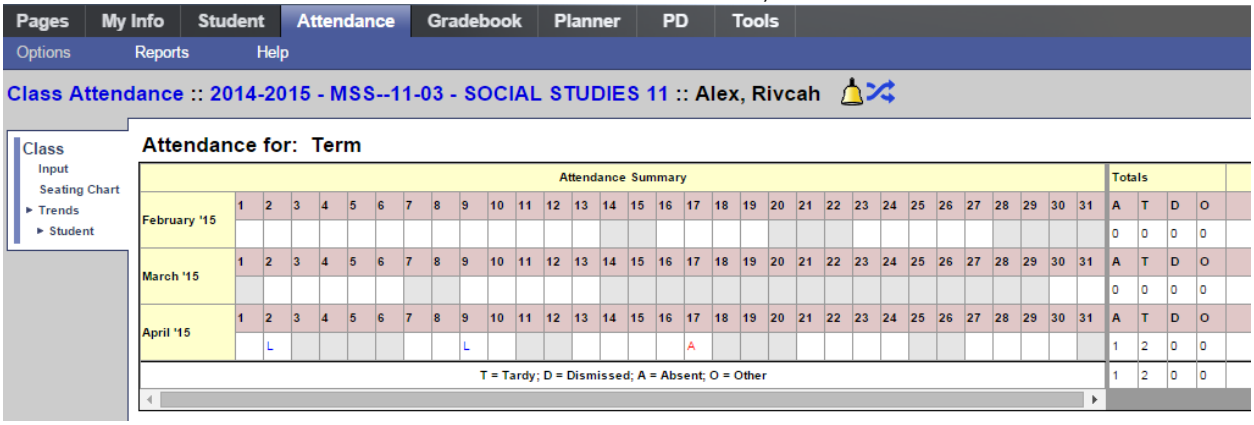
Or teachers can take attendance by using, Enable Attendance Buttons and selecting a date.



Clicking on the hyperlinked attendance records opens an attendance record window where particulars can be edited.



Clicking on a student's hyperlinked name from the Trends leaf displays the individual student's attendance trends. This can be filtered for the School Year, Term or Month.



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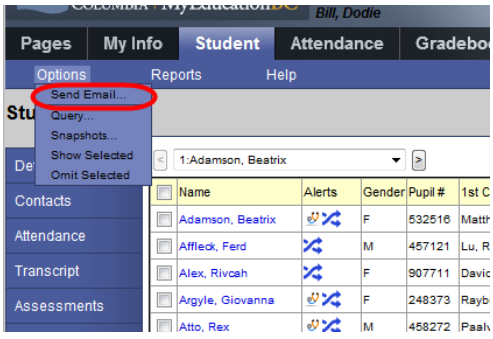
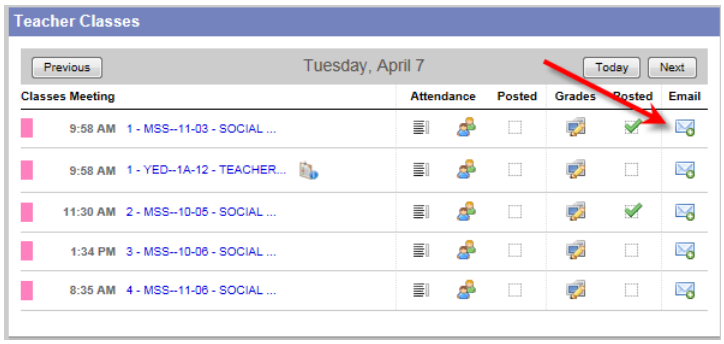
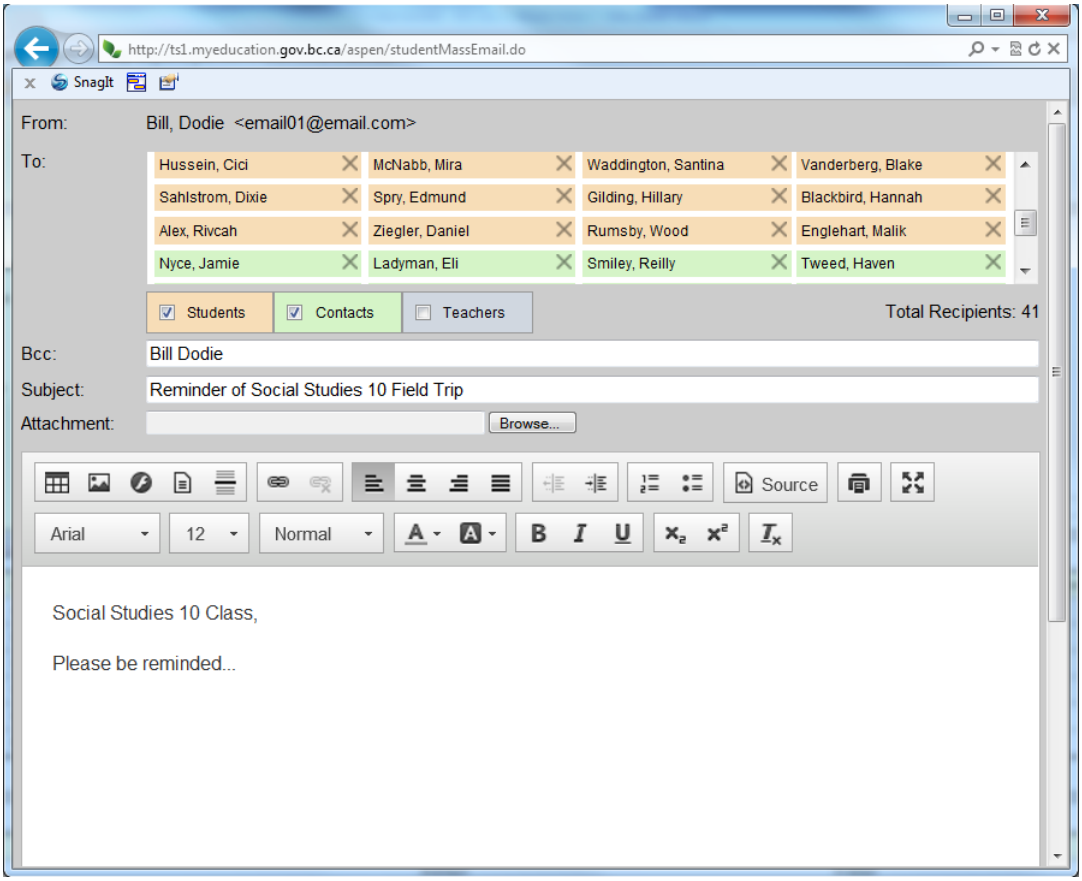
10.0 Email

Send Email can be found in the **Options** menu under the **Student** top tab or from a class roster. The former will default to send to all of the teacher's students, the latter only to the roster of a selected class. A quick access icon to email a class is also found on the Teacher Classes widget at the far right of the class.



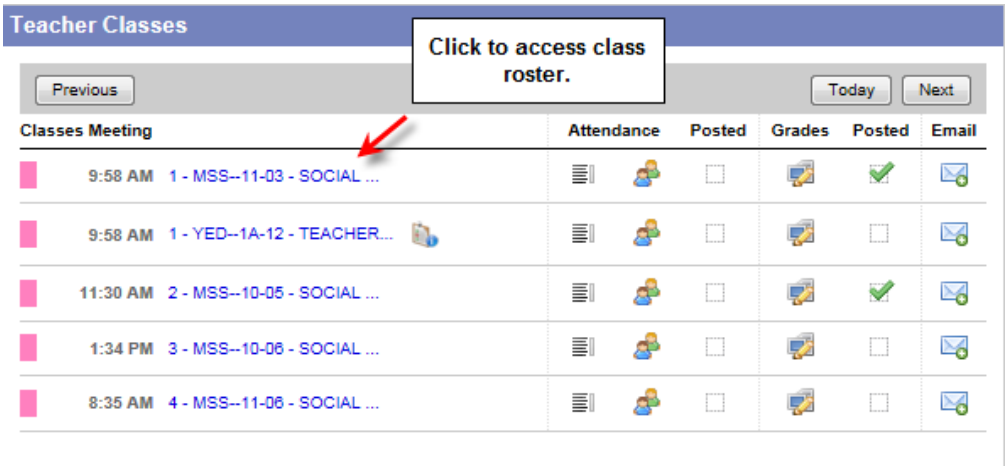


Provided there is a *Student email* address in the student's basic demographic details, they will be selected for email. Teachers can also include parent/guardian contacts for their students. Contacts must have a *Primary email* and *Receive email* checked on their details.
When using email in MyEd all recipients are Bcc'd. It is recommended that teachers include themselves as a Bcc recipient; otherwise they will not receive a copy of the email sent.
Recipients are colour coded according to students, contacts or teachers.

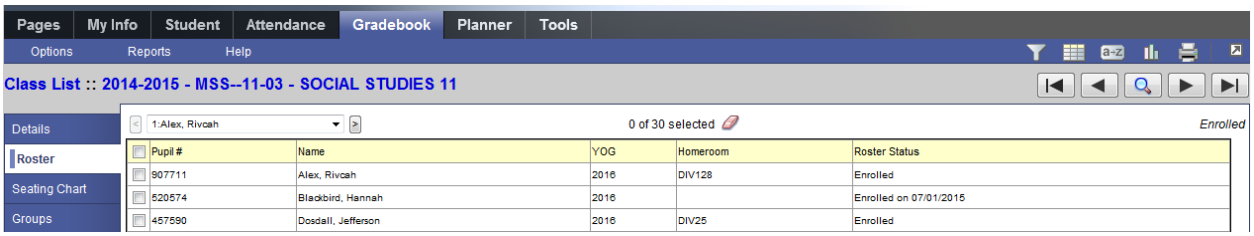


11.0 Rosters

Clicking on the hyperlinked class from the **Teacher Classes** widget will take the user to the class roster. Similarly, navigating to **Gradebook > Roster** will also produce the list of students in a given class.

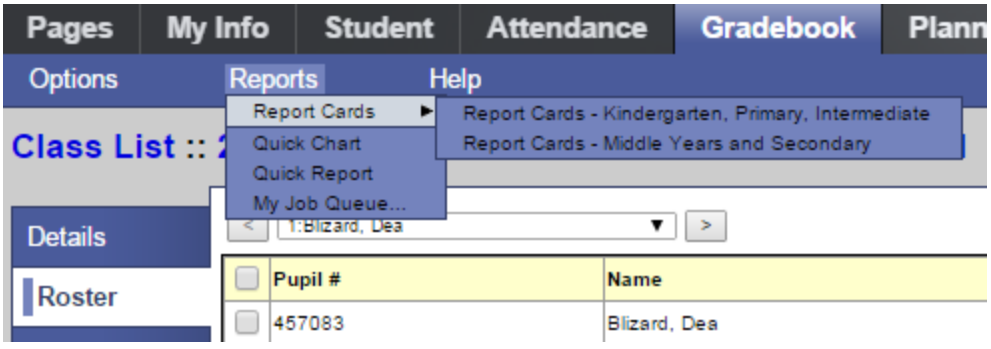


The class roster defaults to **Enrolled** students; however the filter can be changed to **Withdrawn** or **All Records**.



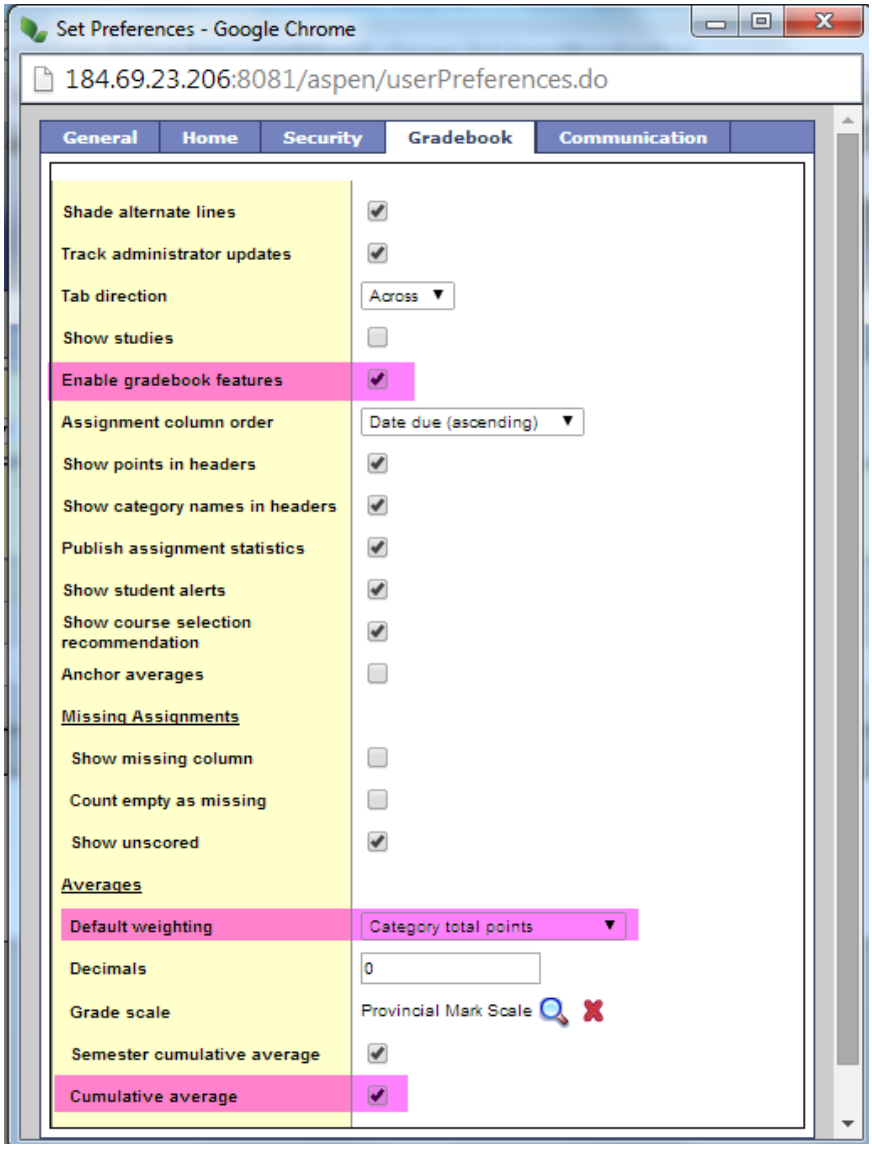
11.1.1 Printing Report Cards from the Class Roster

It is from the Roster that a class set of report cards can be printed. From the roster, go to Reports > Report Cards, and select one of the two report cards presented: Kindergarten, Primary, Intermediate or Middle Years and Secondary.



12.0 Setting Gradebook Preferences

From the **Settings Bar** in the top right of the **Staff View**, click on the **Gradebook** top tab of the Set Preferences popup window for the view shown below. It is here that teachers will set the behaviour, view and default mark calculations for their gradebook.



- 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)
- Show studies (Adds rosters for advisory or study periods - not used in BC at this time.)
- Enable gradebook features (*MUST be checked or nothing works*.)

- 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.)
- 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 designated by the school administration and set at the school level. 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 - 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 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.

- **Default weighting** – This setting is significant as it sets the default mark calculation for the gradebook. Note however, that this setting can be overridden at the course Category or Assignments levels as it is strictly a default. An explanation of each of the settings is provided below, as well as in **Appendix A** and from online resources.
    - Select **Categories only** (weighted categories) if you want to weight only the categories in your gradebook, assignments are averaged within each category. For example, if you create three categories: Homework, Tests, and Quizzes. All homework assignments are calculated as a percentage and averaged, as are all

tests and quizzes. To determine student term averages, Homework might be set to 25% of the grade, Tests 50% of the final grade, and Quizzes worth 25% of the final grade.

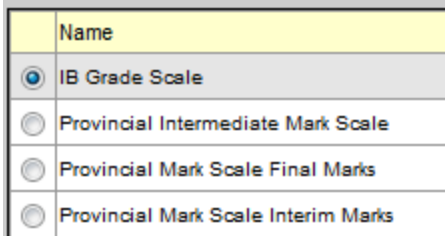
- Select **Category and assignments** (weighted) if you want to weight both categories and assignments within those categories. Assignments are weighted first after converting to percentages and then multiplied by the weighted value. For example, a student's homework average is worth 25% of the term grade, but each assignment within the category is weighted differently. Perhaps a reading homework assignment is weighted as1, and an intensive writing homework assignment 3. The marks will first be converted to a percentage and then multiplied by the set values.
- Select **Total points** to calculate averages by dividing the total points a student earns by the total number of points possible, regardless of category; assignments are not converted to percentages. For example, a student receives 10/10, 9/10, 8/10 for Assignments, and 7/10, 8/15 for Tests. The student's average is 42/55 = 76%.
- Select **Category total points** to use total points calculation for individual assignments within categories that are weighted. For example, a Homework category is weighted at 25%. Within the Homework category are assignments; 8/10, 7/10, 12/15 for a total of 27/35 possible points or 77%. This value is then multiplied by the category weight 77 x .25 in calculating the term average.

Additional Resources:

Help > Quick Reference Guides >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 - I.
Provincial mark scale interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
See Appendix D for grade scale definitions.

- If the district 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 a semester cumulative average.
  - Students and family can view this column in the Student and Family views.

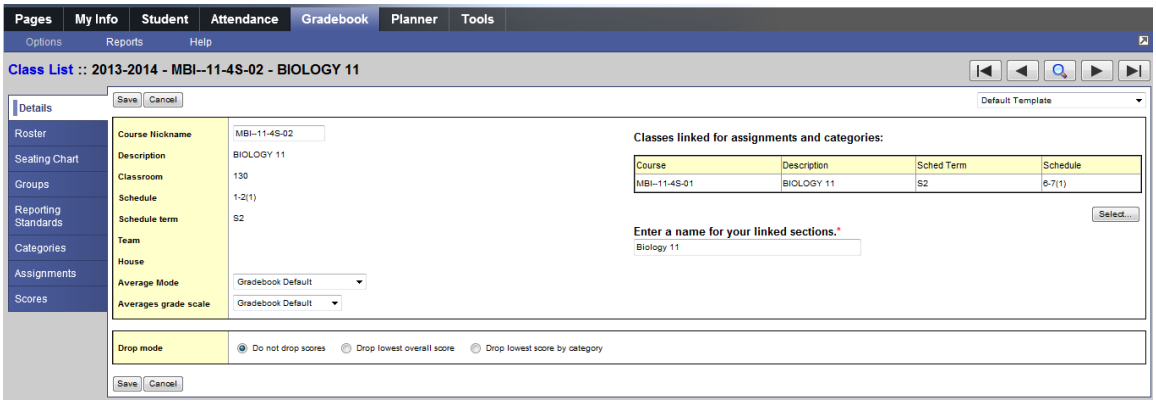
- **Cumulative Average**
  - Select this checkbox to show an overall course cumulative mark calculation. Selecting this option along with a default weighting of Category Total Points produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades**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

13.0 Gradebook > Details: Linking Classes, Grade Calculation Weights

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.

13.1 Link Classes

- Go to **Gradebook** top tab > Select a class > **Details** side tab
- Review the information on the Details screen for the class selected.
- In the Average mode dropdown, teachers can override the averaging method they selected in Preferences.
- On the right side of the screen, under the heading **Classes linked for assignments and categories**, click the Select button and select sections that are the same as the class you are viewing. Enter a name for the group of linked classes. *Note that this is a required field.* 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.



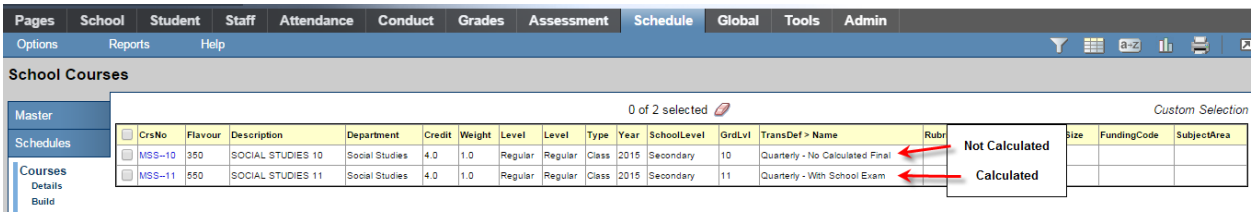
- Click **Save**.

- Return to Gradebook top tab > Details side tab and repeat the above steps to create additional links.

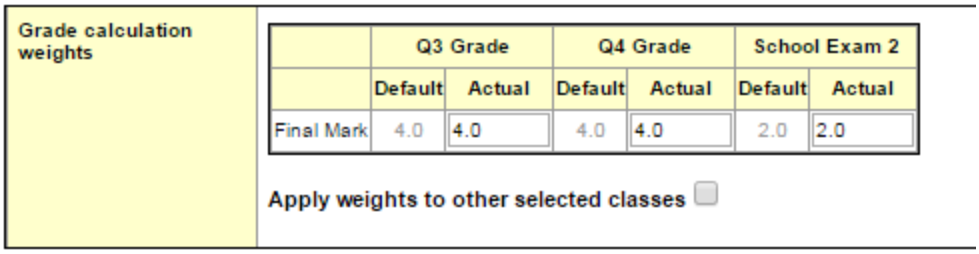
Note: Creating assignments for linked classes does not adjust dates or grade terms.

13.2 Grade Calculation Weights

Where school, grade preferences are set to **Allow editing of term weights by staff** is set to checked(yes), 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.



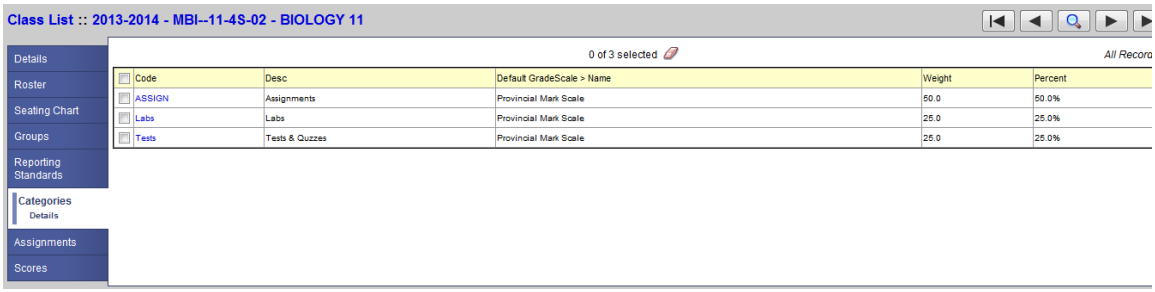
Note: School View > Grades > Grade Post Controls must have the dates for the final grade term "open" for weights to be adjusted.

14.0 Gradebook: Creating Categories and Assignments

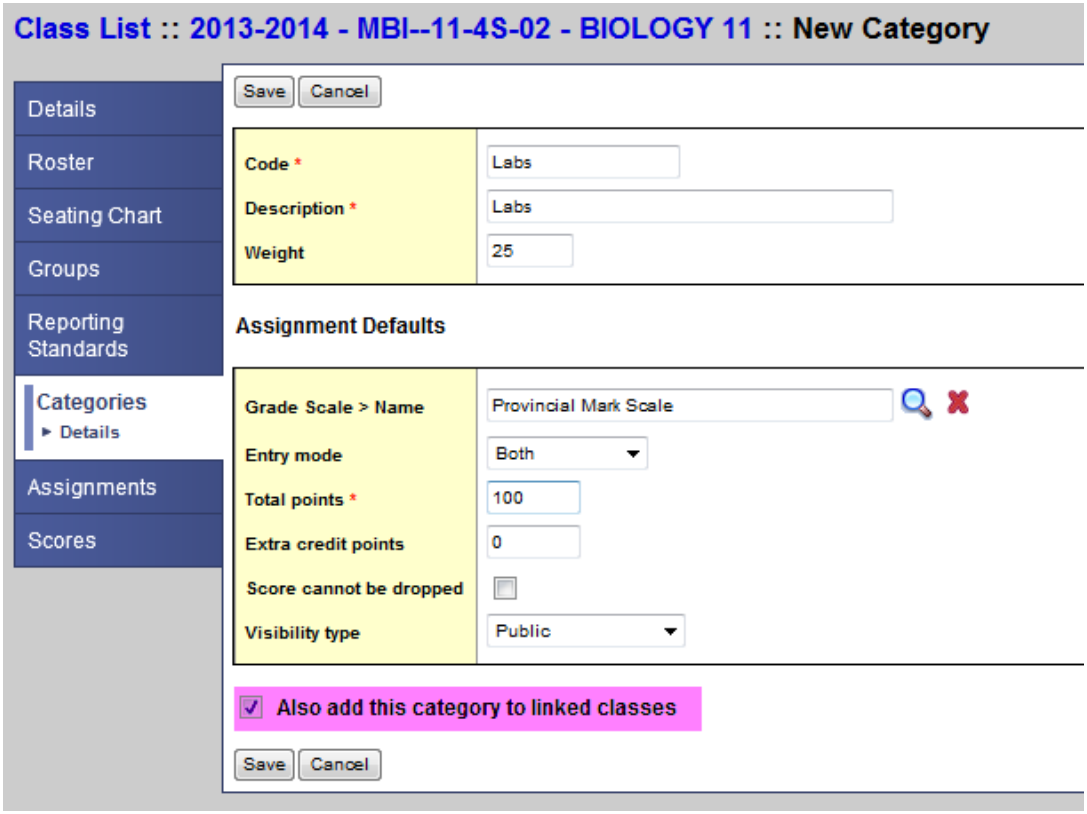
14.1 Create Categories

Categories define the type of assignments teachers will use in student assessment. The QRC **Advanced Gradebook,** 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 > **Categories** side tab.
- Any existing categories for the class are displayed on the screen.



- Go to **Options** > **Add** to create additional categories. Note that if the course is linked to another you will be provided the option in this screen.



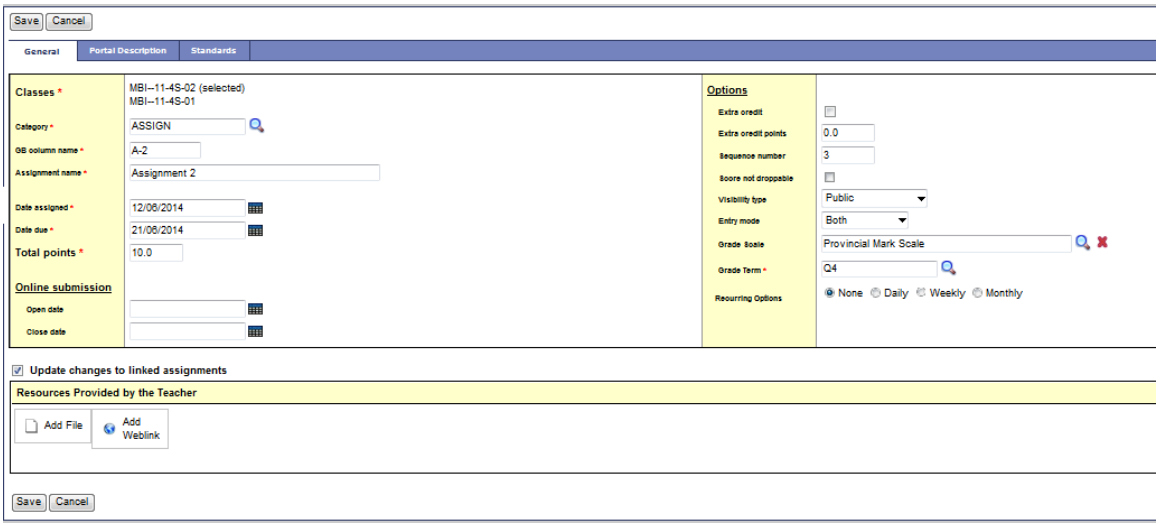
  - **Code** – An abbreviated label for the category to fit in the column header in the Gradebook (HW)
  - **Description** – The complete name of the category (Homework)
  - **Weight** – Enter the weight of the category in terms of the value of its percentage when calculating the average. For example, the category homework might be 25 % of the term grade.
  - **Grade scale** – Select from the dropdown
  - **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** – **Private** means that assignments in the category will not be seen in the portal. **Public** means that assignments in the category are displayed in the portal. **Public-no grades** means that the assignment appears in the portal, but no grades entered by the teacher appear in the portal.
- **Also add this category to linked classes** – *MUST* check this box so that categories are duplicated in all linked classes.
- **Save**

14.2 Create Assignments

Assignments can be created in the same manner as categories from Gradebook > Assignments > Options > Add. They can be added by clicking the **Add Assignment** button at the top right from Gradebook > Scores or using Options > Add from this view. Assignments can also be added from the **Planner**.

- Go to **Gradebook** top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template.



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

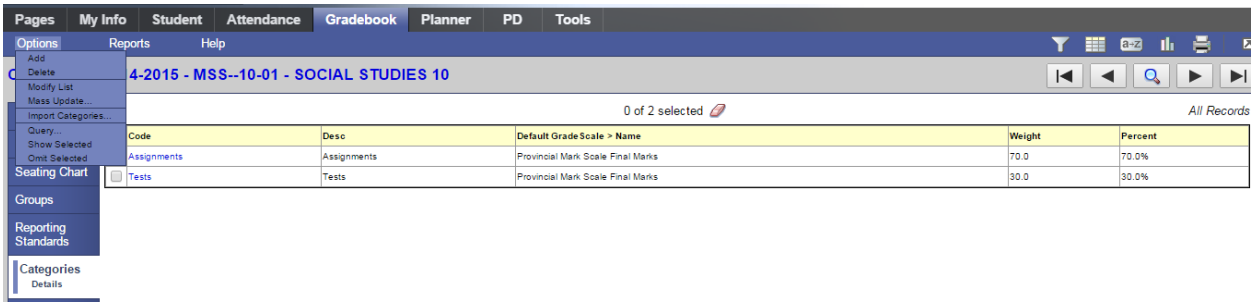
- Extra credit – Check the box ONLY if the ENTIRE ASSIGNMENT is extra credit.
- Extra Credit Points – Enter points value for extra credit if the assignment includes a component for extra credit.
- Sequence number – Optional. Assign a number if the teacher is using sequence numbers to organize assignments in the Gradebook.
- Score not droppable – Check the box if the score cannot be dropped when calculating averages. (Relates to field in Category definitions.)
- Visibility type – Public means assignment can be viewed in the Portal. Private means neither the assignment nor the grade can be viewed in the Portal. The grade viewed in the portal will be different from the average in Gradebook. Public no grades means the assignment appears in the portals, but no scores or grades appear.
- Entry mode – Select Letter Only, Numeric Only, or Both from the dropdown.
- Grade Scale- Click the magnifying glass and select.
- Grade Term - Select the term in which the grade will be used in the calculated average. Important at the end of a term.
- 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. Schools which use Curriculum and Learning can also add Online Quizzes and Google Docs.
- Save
- If the Student/Family Portal is open and the assignment is public, click the Portal Description tab. Enter assignment description and details.
- 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, be sure Enable gradebook features is checked.

15.0 Gradebook: Categories and Assignments - Options

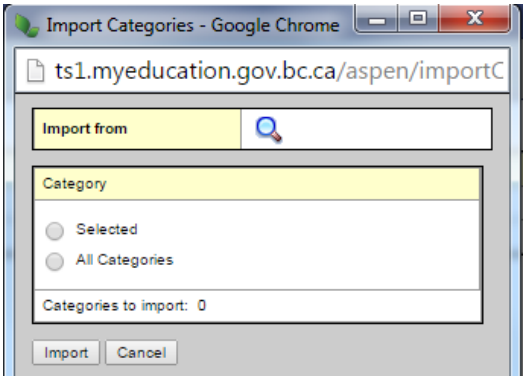
The Options menu for Categories and for Assignments provides opportunities to copy and import, as well as add and delete.

15.1 Categories > Options

Categories > Options for a selected class not only enables the user to **Add** a Category as outlined above, but is also where the user can **Delete** a selected Category. In addition the user can **Import** Categories from other classes.

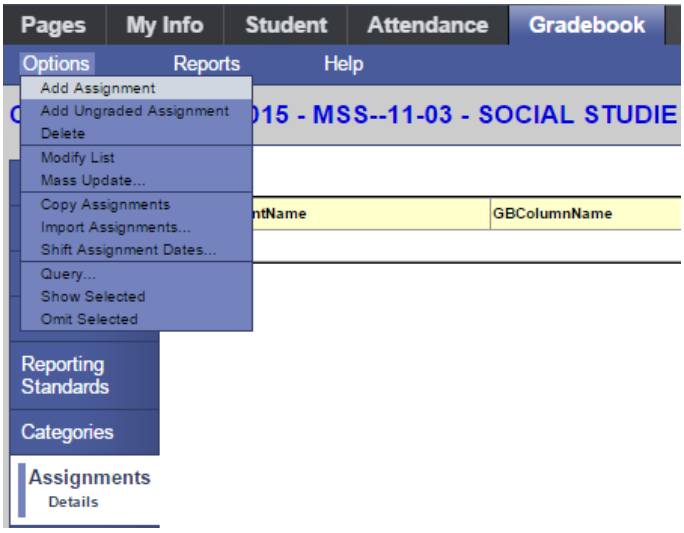


To Import Categories use the magnifying glass to access the pick list of classes from which to select categories. Choose Selected to pick individual categories from the chosen class, or click to select All Categories from the chosen class.



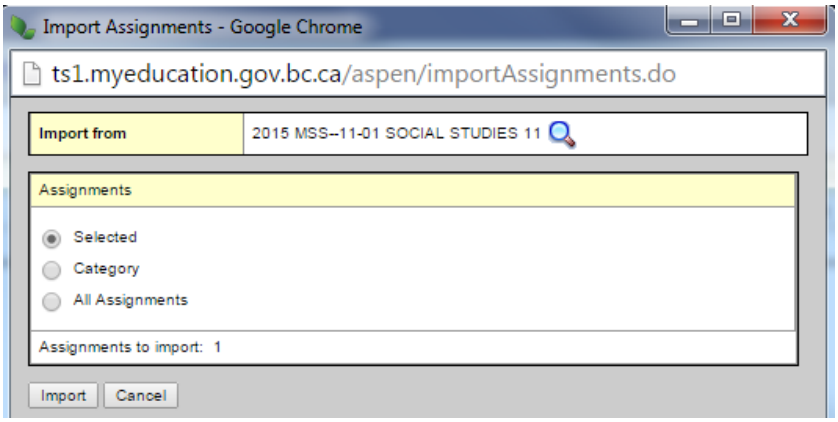
15.2 Assignments > Options

From the Assignments > Options menu the user is presented with the ability to Add an assignment as described above.

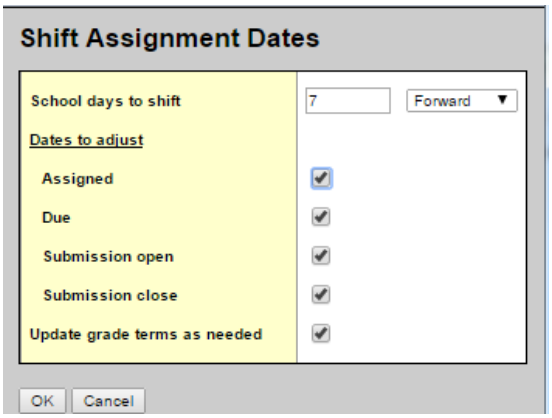


Additional options include:

- Add Ungraded Assignment
- Delete
- Copy Assignments - This will copy a selected assignment from a class to the same class.
- Import Assignments - Users can import assignments from any of their other classes to the current class. Dates are automatically adjusted if copying from one term to another; however the dates and the terms will likely need to be changed to meet the teacher's needs.



- Shift Assignment Dates -



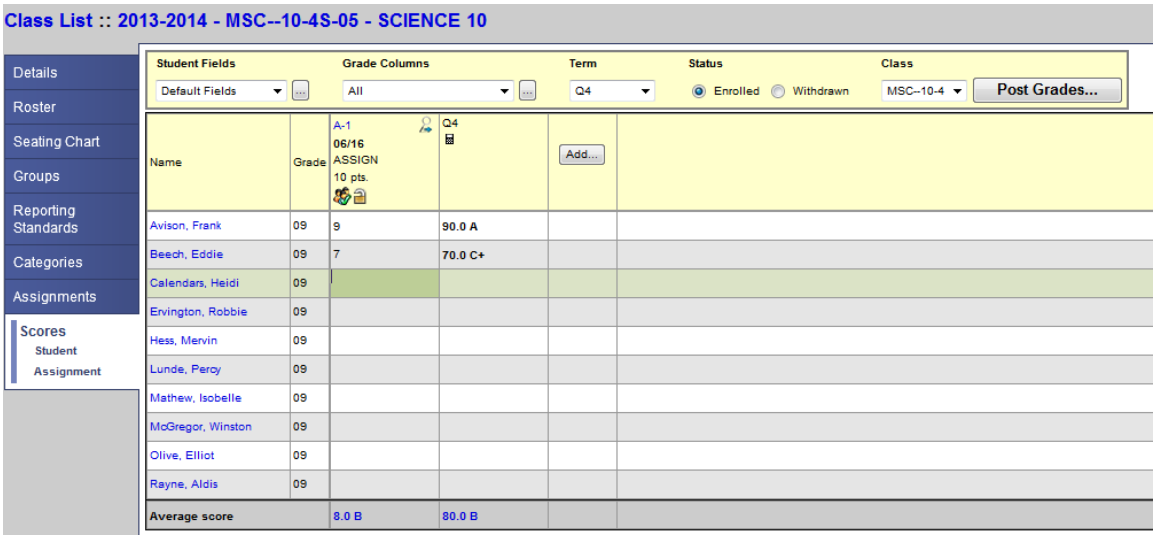
16.0 Gradebook > Scores: Entering Student Assignment/Test Marks

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**.

16.1 Entering Marks for Students

16.1.1 Scores Window for Mark Entry

- Go to **Gradebook** > Select class from class list > **Scores** side tab.
- Note the information and icons in yellow shaded column header.
- Enter students' assignment scores in the Gradebook column.
- Use 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.



- 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. There is no shortcut for entering special codes.

Note that these shortcuts can be viewed from the Options menu when working in the Gradebook scores columns as well as on the QRC. There are also a number of icons that appear in the Gradebook to indicate that a column is locked, assignments have been uploaded, etc. Go to:

Help > Videos > Quick Reference Guides > MyEducation BC Gradebook Essentials > Gradebook Symbols and Icons to see a complete list of all the symbols.

- 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.

16.1.2 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, select the course and click on the Grades  icon.

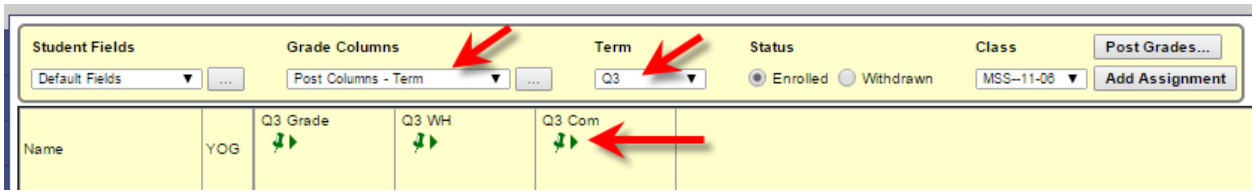
17.0 Gradebook: Posting Grades

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).
- Posting grades from teacher-created categories and assignments. (Teacher uses MyEducation BC to manage daily assessment).

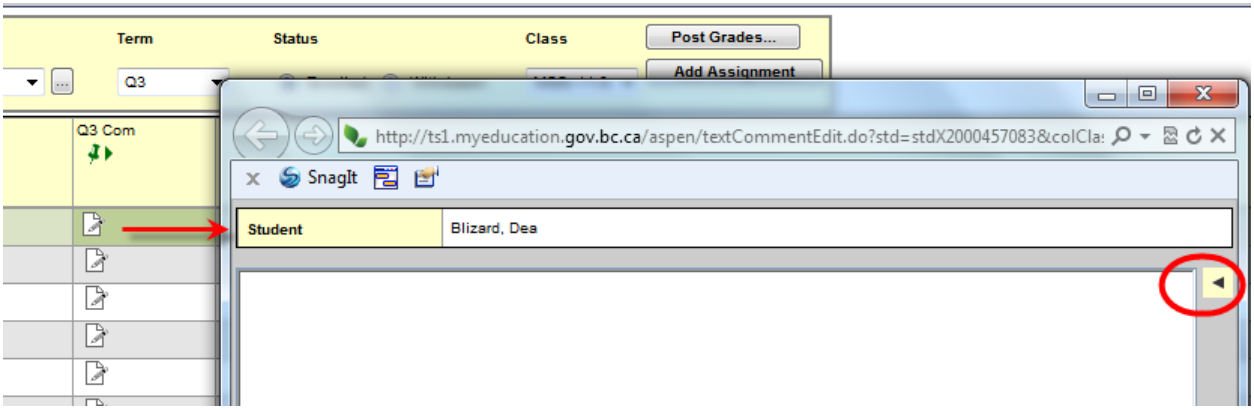
17.1 Entering a Term Grade Directly to the Term Grade Screen.

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.

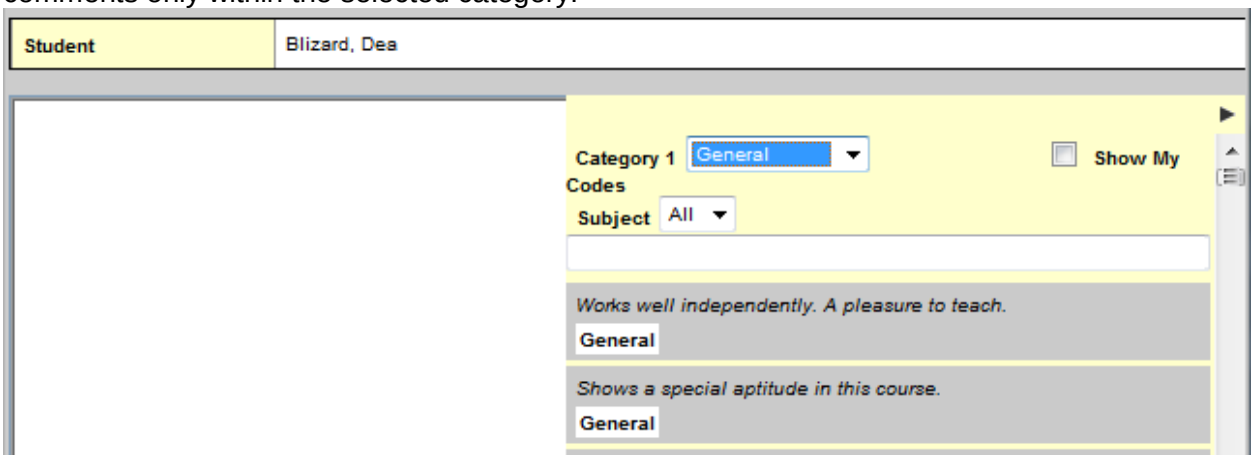


   - **Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.
   - **Green** pushpins with a triangle beside them appear ***during*** the dates defined for mark entry. This lets the teacher know that the grade 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.

5. 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.



Clicking on a comment places it in the comment field. Show My displays the users comments only within the selected category.



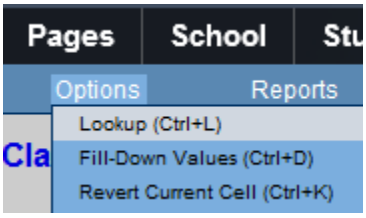
6. The Options menu provides the following:

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

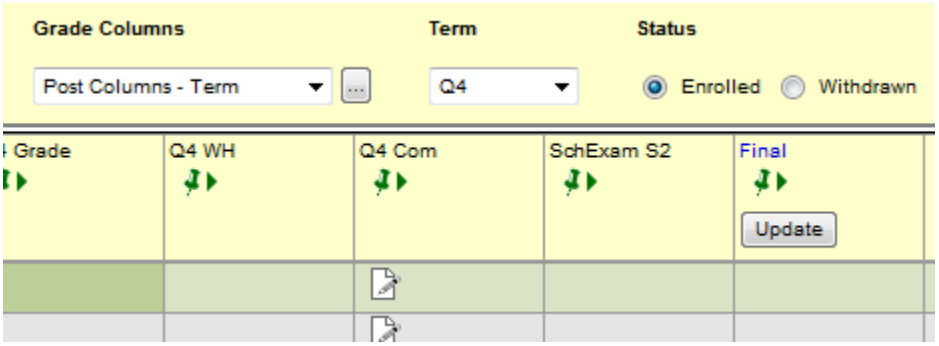
   Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined.

   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.

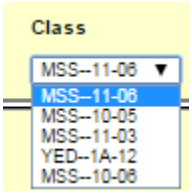
   Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.



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.



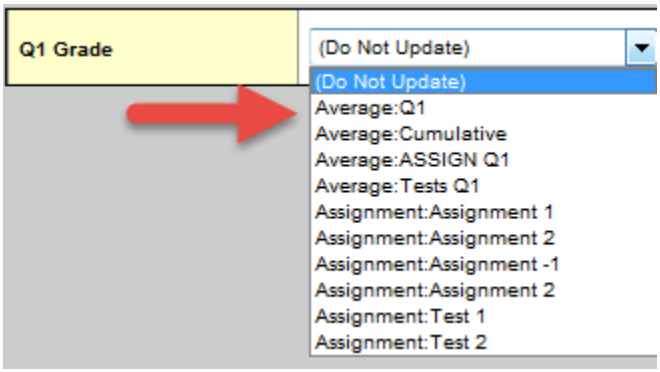
7. When data entry is complete, click the Post Grades... button. This process creates the the grade record for the student which will appear on the report card.
8. Use the **Class** dropdown menu to select the next class.



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

17.2 Posting Grades From Teacher-created Categories and Assignments

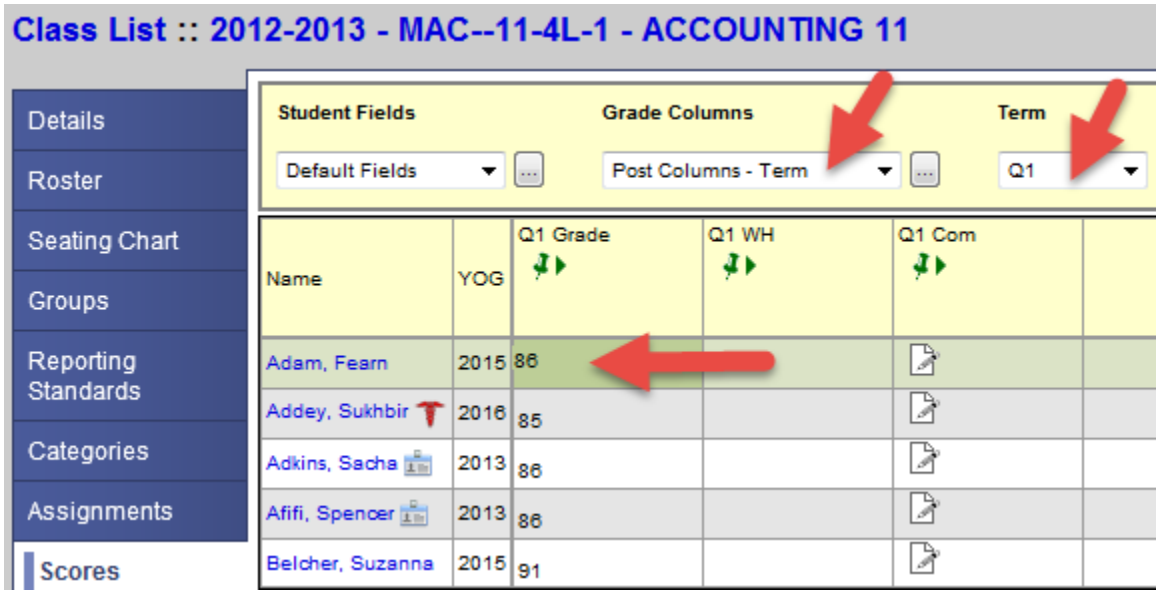
1. Log in as a teacher.
2. From the **Pages** top tab, click on the icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Options** menu, select **Update Post Columns.**
4. In Step 1 of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term.** Leave the **Grades to update** at Term grades for all students.
5. Click **Next.**
6. 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.**



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.

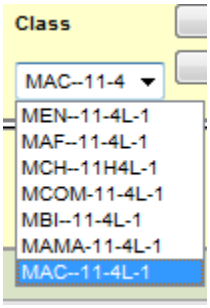


7. In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish.** This will move you to the **Scores** side tab where you will see the term grades populated for each student. Complete the entry of work habits and comments.



8. When data entry is complete, click the Post Grades... button. This process creates the the grade record for the student which will appear on the report card.

9. Use the **Class** dropdown menu to select the next class.

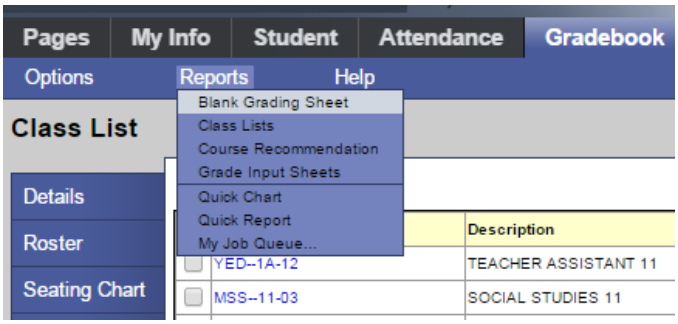


10. Repeat the process until grades are entered for all classes.

18.0 Gradebook: Reports

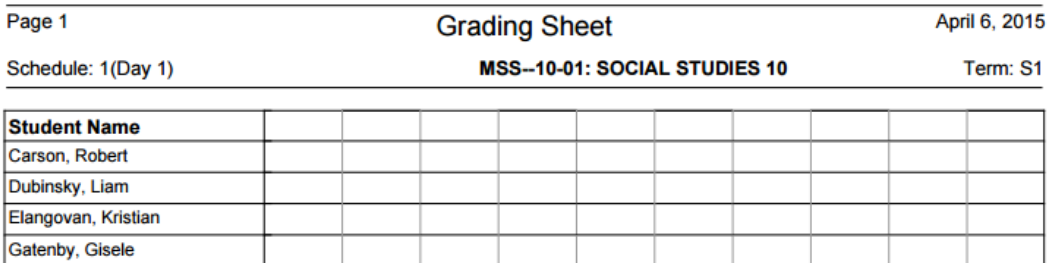
18.1 Gradebook > Class List Reports

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:

- Blank Grading Sheet - a very handy report providing a class list and up to 10 columns

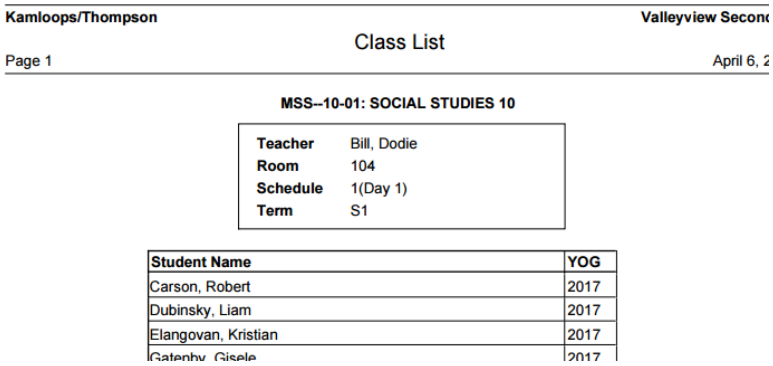


Page 1 — Grading Sheet — April 6, 2015

Schedule: 1(Day 1) — **MSS--10-01: SOCIAL STUDIES 10** — Term: S1

Student Name										
Carson, Robert										
Dubinsky, Liam										
Elangovan, Kristian										
Gatenby, Gisele										

- Class Lists - List students and YOG



Kamloops/Thompson — Valleyview Secon

Class List

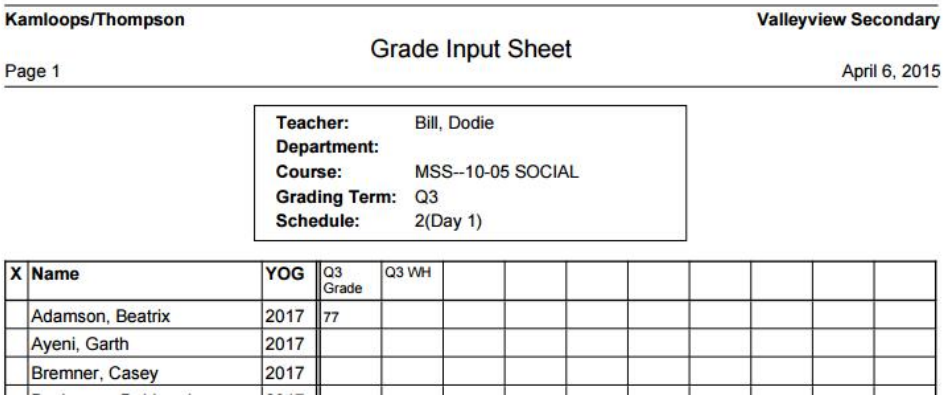
Page 1 — April 6, 2

MSS--10-01: SOCIAL STUDIES 10

Teacher	Bill, Dodie
Room	104
Schedule	1(Day 1)
Term	S1

Student Name	YOG
Carson, Robert	2017
Dubinsky, Liam	2017
Elangovan, Kristian	2017
Gatenby, Gisele	2017

- Course Recommendation - Used for next year scheduling
- Grade Input Sheet - Report for entering or displaying term grade and work habits.



Kamloops/Thompson — Valleyview Secondary

Grade Input Sheet

Page 1 — April 6, 2015

Teacher:	Bill, Dodie
Department:	
Course:	MSS--10-05 SOCIAL
Grading Term:	Q3
Schedule:	2(Day 1)

X	Name	YOG	Q3 Grade	Q3 WH								
	Adamson, Beatrix	2017	77									
	Ayeni, Garth	2017										
	Bremner, Casey	2017										

18.2 Gradebook > Scores Reports

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

- Assignment History
- Assignment Summary
- Class Attendance Summary
- Class Statistics
- Course Recommendation
- Gradebook Sheet
- Progress Reports - see below
- Student Average Breakdown

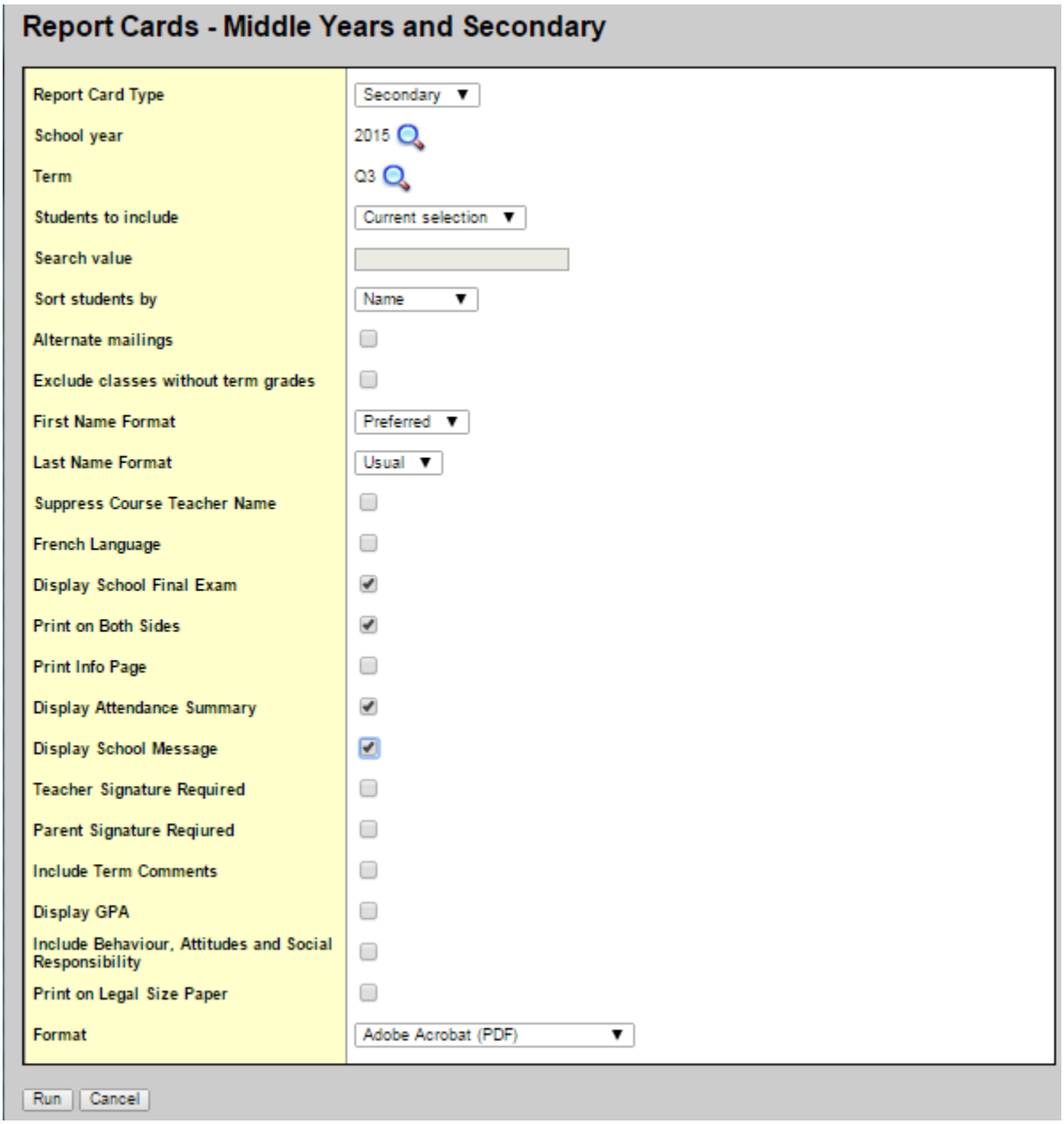
18.2.1 Progress Reports

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. Individual student progress reports can be emailed to parents; clicking to email the report in Step 6 of the wizard prompts for the family members to be sent the report.

19.0 Report Cards

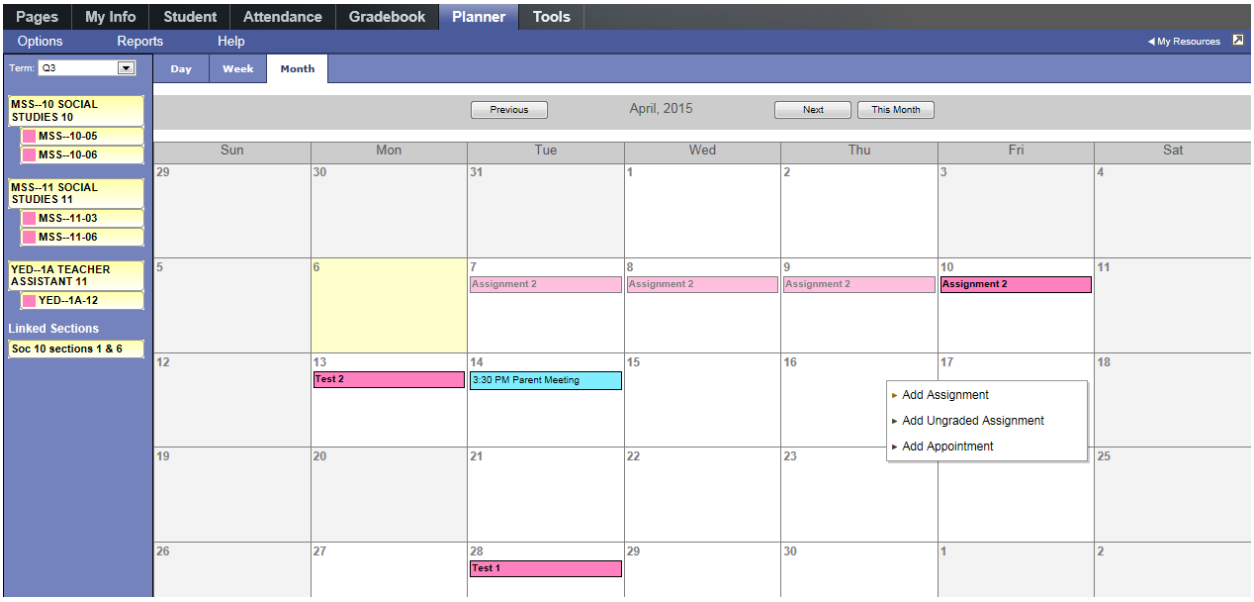
A class set of report cards can be printed from class rosters as described in Section 11.0. To print report cards for all students or for a select group of students, go to the Student top tab. For only a select group of students, select the students and go to Options > Show Selected. To run the report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

Complete the parameter form and click Run.

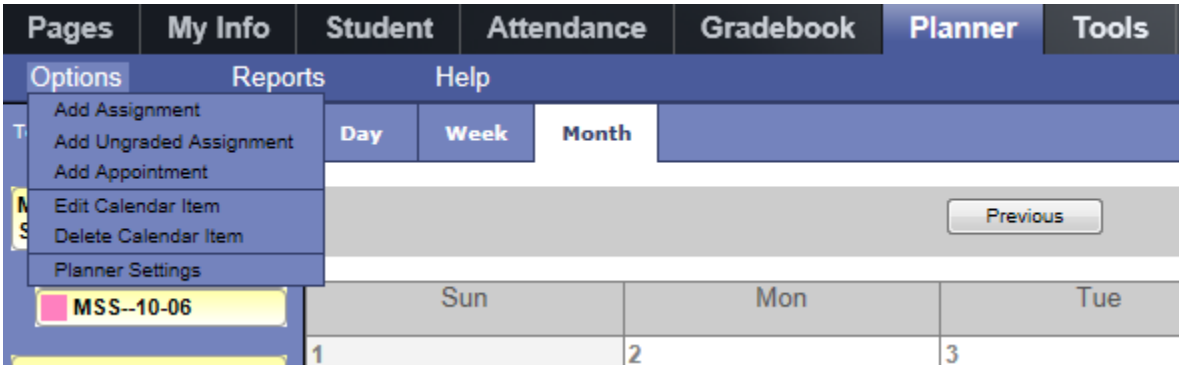


20.0 The Planner

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.



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 A Calendar Item**, **Delete A Calendar Item** and accessing **Planner Settings**.



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

21.0 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**.

21.1 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 cheating code C if your grade scale contains a C grade.

21.2 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.

For example, a student might receive a C for an assignment – two grades lower than he actually earned, because he submitted it two weeks late.

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

21.3 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. Please be aware that comment banks were converted into MyEd from BCeSIS.

1. 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 **Comments** side tab > **Codes** sub-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 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*.
7. 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.

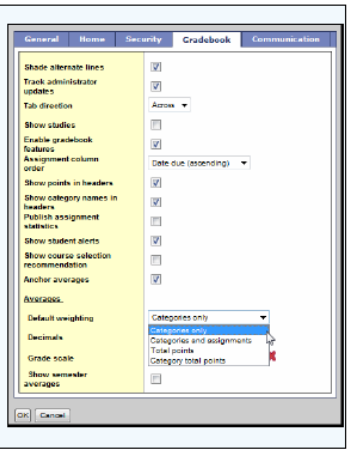
Appendix A – Understanding Average Modes

Select Your Averaging Mode
In your user preferences, select the mode you want Aspen to use to calculate your gradebook averages.

> ***Note:*** *You can determine a different averaging mode for specific classes on the Class Details page. Click the* ***Gradebook*** *tab. Select a class, and click the* ***Details*** *side-tab. At the* ***Average mode*** *drop-down, select a mode for that class, and any classes linked to that class.*

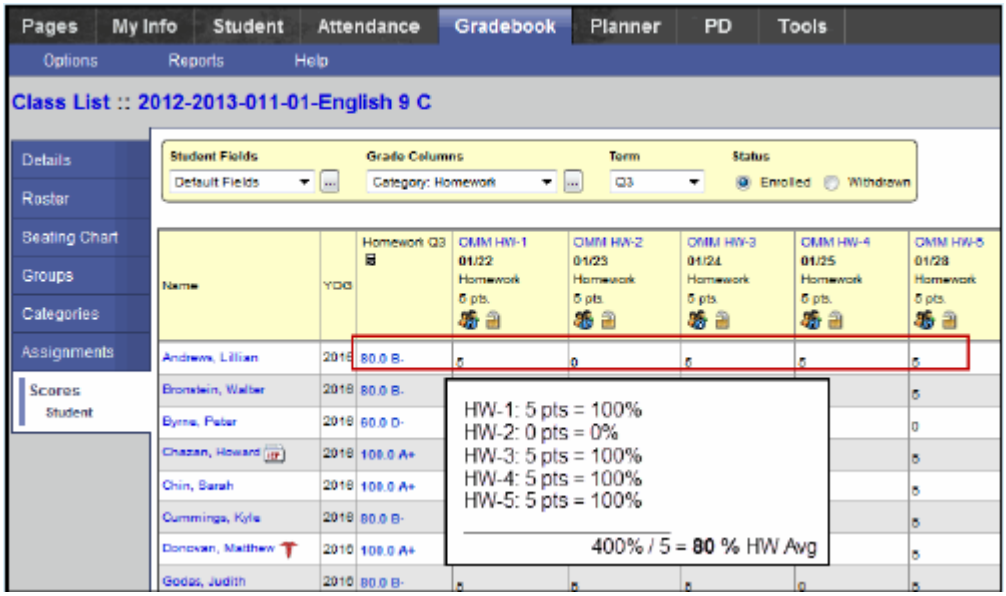
To set your default weighting mode:

1. Click **Set Preferences** at the top of your Staff view, and click the **Gradebook** sub-tab.
2. Click the **Default weighting** drop-down to select one of the following:
   - **Categories only**
   - **Categories and assignments**
   - **Total points**
   - **Category total points**

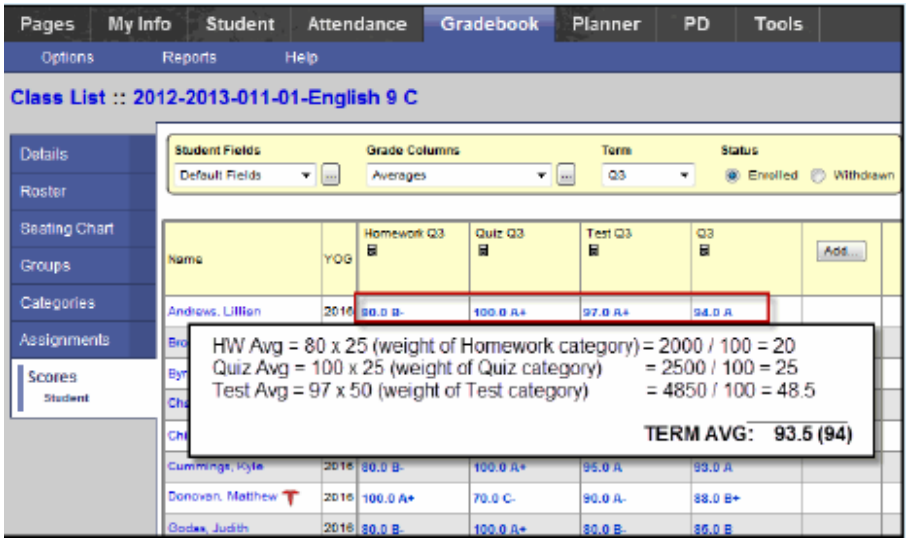


A.1 Averaging Mode #1: Categories only (weighted categories)

1. For each assignment category you create, define a weight for the category (for example, HW 25; Quizzes 25; Test 50).
2. To calculate a category average, Aspen converts each assignment score within a category into a percentage, adds them, and divides by the number of assignments in the category:

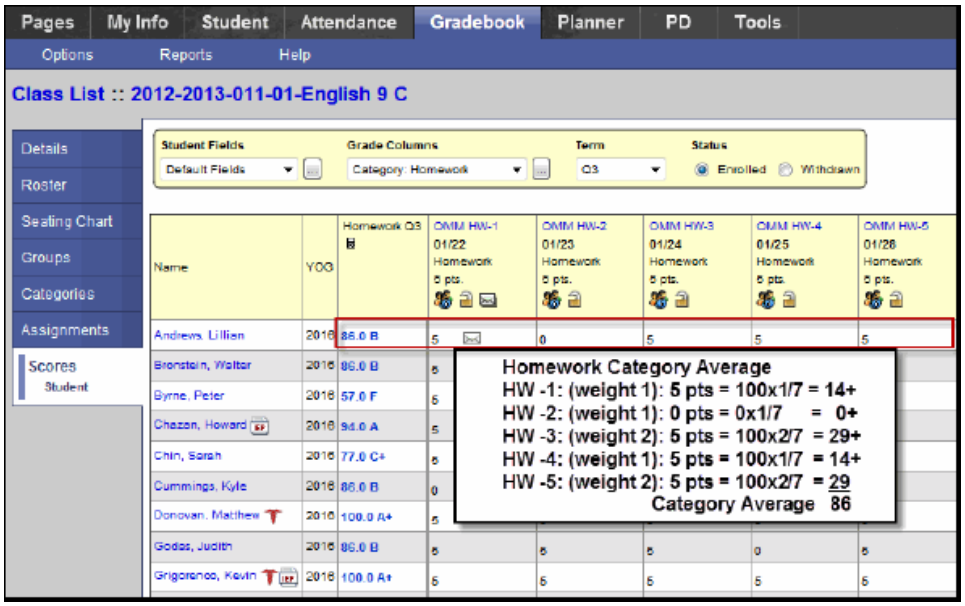


3. Aspen multiplies each category average by the weight you define for the category (divided by 100), and adds those values to determine the student's term average:



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

1. For each assignment category you create, define a weight for the category (for example, HW 25; Quizzes 25; Test 50), AND for each assignment you create (for example, Quiz 1: 10, Quiz 2: 20).
2. To calculate a category average, Aspen converts each assignment score within a category into a percentage (5 = 100%), then multiplies that percentage by the weight you define for the assignment divided by the total number of assignments (100x2/7). Those values are added: ***Note:*** *Even though there are five assignments in the screen below, since two of them have a weight of 2, the total number of assignments is 7:*

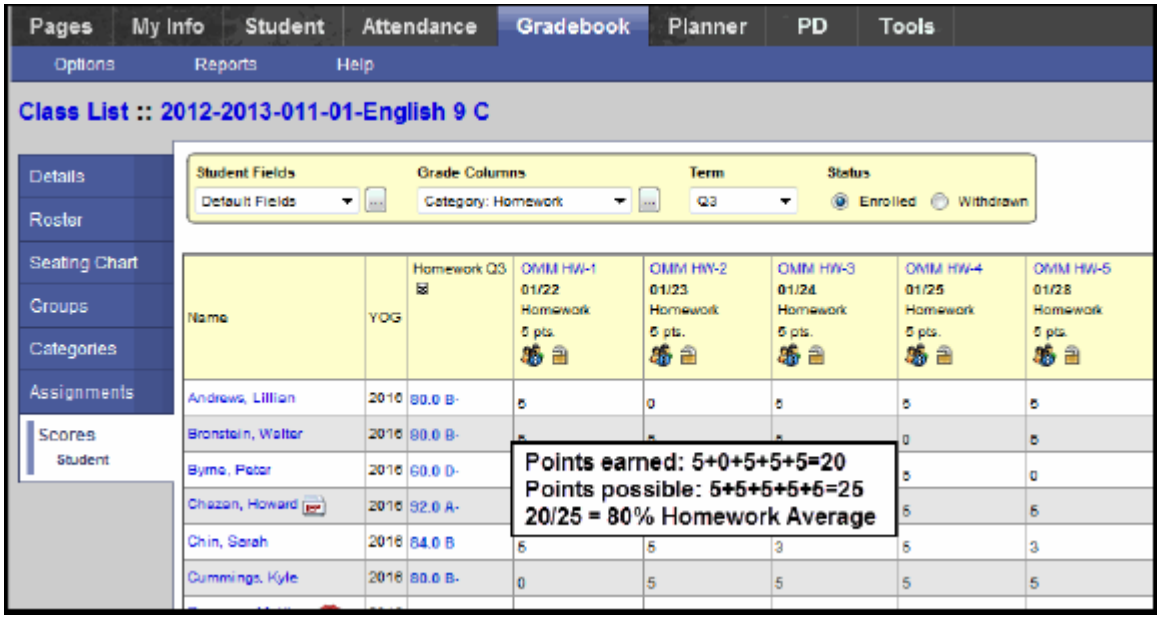


3. Aspen multiplies each category average by the weight you define for the category (divided by 100), and adds those values to determine the student's term average:

Category	Average		Weight
HW	86	x	25/100 = 21.5
Quiz	100	x	25/100 = 25
Test	97	x	50/100 = 48.5
			Term Average: 95

A.3 Averaging Mode #3: Total points

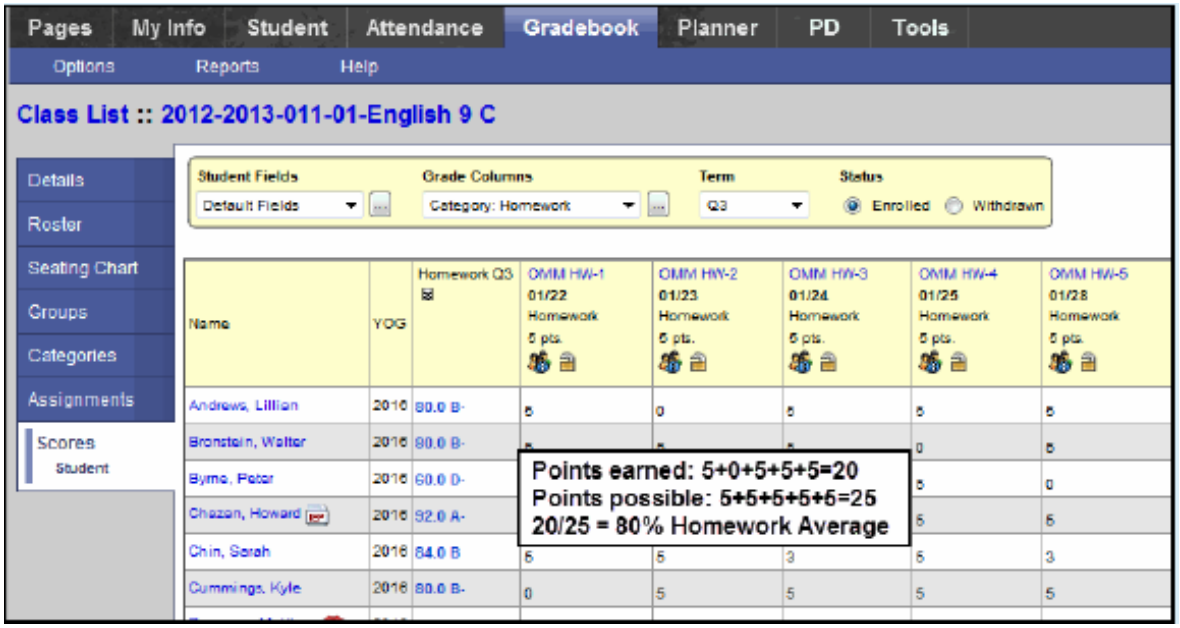
1. To calculate category averages, Aspen adds all the points earned by a student for each assignment in a category. Then, Aspen divides the total points earned by the student by the total points possible:



2. To calculate term averages, Aspen divides the sums of the points earned in each category by the points possible across all categories. For example, a student earns the following total points: HW (20) + Quizzes (100) + Tests (97) = 217 out of the points possible across all categories: HW (25) + Quizzes (100) + Tests (100) = 225. Aspen divides total points earned (217) by total points possible (225), resulting in a 96% term average.

A.4 Averaging Mode #4: Category total points

1. To calculate category averages, Aspen adds all the points earned by a student for each assignment in a category. Then, Aspen divides the total points earned by the student by the total points possible:



To calculate term averages, Aspen multiplies each category average by the weight you define for them, and adds those weighted values:

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 pleasure to have in class = **Jane is a pleasure to have in class**

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 backspace 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}}.

8. 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.
9. 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.
10. 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.

Appendix C - Transcript Definitions

Transcript Definition Name	Data collected	Reporting Frequency	Additional info
Comment Only Courses - Quarterly	Term comments	Quarterly - 4 times per year	Attached to courses that only receive a comment (Example: Social responsibility and Term Comments).
Comment Only Courses - Trimesters	Term Comments	Trimester - 3 times per year	As above
Elementary - Interm. with Final Uses a Rubric Definition with Intermediate Grade Scale or Primary/Intermediate Performance Scale	Trimester 1, 2, 3 marks, comments and final mark	Trimester - 3 times per year	No calculation applied. Requires a relevant Rubric Definition.
Elementary - Kindergarten/Primary Uses a Rubric Definition with Performance Scale	Trimester 1, 2, 3 marks and comments	Trimester - 3 times per year	No calculation applied. Requires a relevant Rubric Definition.
Quarterly - No Calculated Final	Quarter 1, 2, 3, 4 marks and comments and work habits	Quarterly - 4 times per year	No calculation applied
Quarterly - No School Exam	Quarter 1, 2, 3, 4 marks and comments and work habits	Quarterly - 4 times per year	Calculation of Q1+Q2+Q3+Q4/4 (all terms of equal weight)
Quarterly - With School Exam	Quarter 1, 2, 3, 4 marks, comments, school final exam, and work habits	Quarterly - 4 times per year	Calculation of Q1+Q2+Q3+Q4+SchExam/5 (all terms of equal weight and school exam worth 20%)
Trimester With Calculated Final Provincial Mark Scale	Trimester 1, 2, 3 marks, comments and final mark	Trimester - 3 times per year	Tri1+Tri2+Tri3/3 (all terms of equal weight)
Trimester With Cumulative Final Provincial Mark Scale	Trimester 1, 2, 3 marks, comments and work habits	Trimester - 3 times per year	No calculation applied. Tri 3 mark equals the final mark.
Trimester – Calculated Final (Sch Exam)	Trimester 1, 2, 3 marks, school final, comments and work habits	Trimester - 3 times per year	Tri1+Tri2+Tri3 + SchExam/3 (all terms and exam of equal weight)

Appendix D - Grade Scales

The following are the Enterprise grade scale definitions.

IB Grade Scale

Code	Value	Description	Cutoff	Credit?	NoNumericEquiv?
7	98.0	Excellent	96.0	Y	N
6	93.0	Very Good	90.0	Y	N
5	85.0	Good	80.0	Y	N
4	75.0	Satisfact	70.0	Y	N
3	65.0	Mediocre	60.0	Y	N
2	55.0	Poor	50.0	Y	N
1	25.0	Very Poor	0.0	N	N

Provincial Intermediate Mark Scale

Code	Value	Description	Cutoff	Credit?	NoNumericEquiv?
A	0.0	A	0.0	Y	Y
B	0.0	B	0.0	Y	Y
C+	0.0	C+	0.0	Y	Y
C-	0.0	C-	0.0	Y	Y
C	0.0	C	0.0	Y	Y
SG	0.0		0.0	Y	Y
F	0.0	Fail	0.0	N	N
TS	0.0		0.0	Y	Y
I	0.0	Incomplete	0.0	N	Y
W	0.0	Withdraw	0.0	N	Y
NM	0.0	No Mark	0.0	N	Y

Provincial Mark Scale Final Marks

Code	Value	Description	Cutoff	Credit?	NoNumericEquiv?
A	93.0		86.0	Y	N
B	79.0		73.0	Y	N
C+	69.0		67.0	Y	N
C	63.0		60.0	Y	N
C-	55.0		50.0	Y	N
F	25.0	Fail	0.0	N	N
TS	0.0		0.0	Y	Y
RM	0.0	Req Met	0.0	Y	Y
I	0.0	Incomplete	0.0	N	Y
AEG	0.0	Aegrotat	0.0	Y	Y
W	0.0	Withdraw	0.0	N	Y
WR	0.0	Wdr Reason	0.0	N	Y
NM	0.0	No Mark	0.0	Y	Y
SG	0.0		0.0	Y	Y

Provincial Mark Scale Interim Marks

Code	Value	Description	Cutoff	Credit?	NoNumericEquiv?
A	93.0		86.0	Y	N
B	79.0		73.0	Y	N
C+	69.0		67.0	Y	N
C	63.0		60.0	Y	N
C-	55.0		50.0	Y	N
I	25.0	Incomplete	0.0	N	N
TS	0.0		0.0	Y	Y
RM	0.0	Req Met	0.0	Y	Y
AEG	0.0	Aegrotat	0.0	Y	Y
W	0.0	Withdraw	0.0	N	Y
WR	0.0	Wdr Reason	0.0	N	Y
NM	0.0	No Mark	0.0	Y	Y
F	0.0	Fail	0.0	N	Y
SG	0.0		0.0	Y	Y