
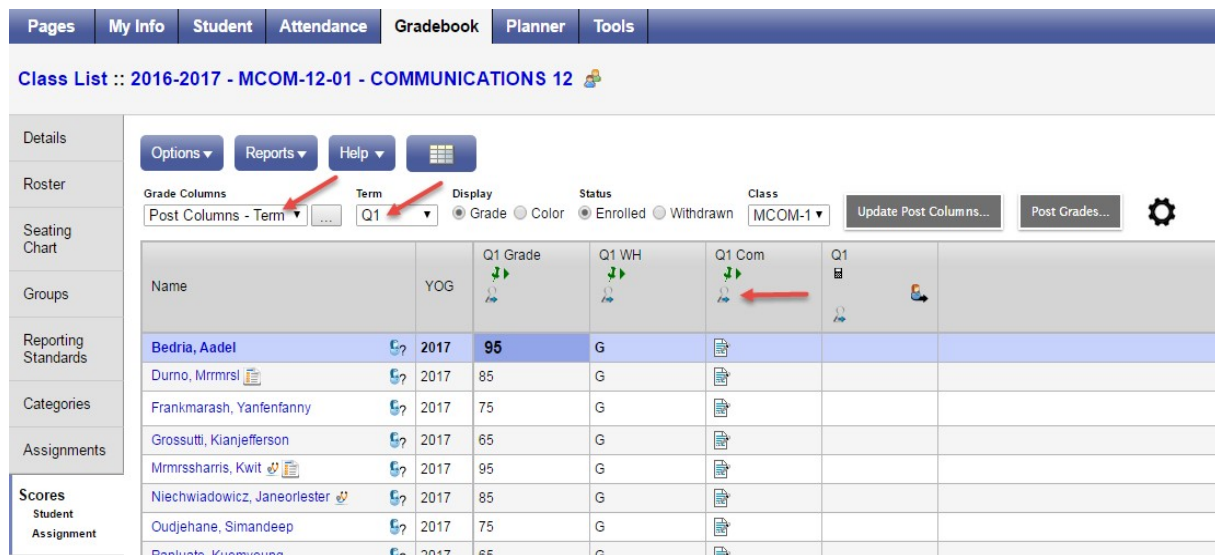


Manually Entering Marks for Report Cards

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. (**Q1, Q2, Q3, Q4**)



The screenshot shows the 'Gradebook' tab selected in the top navigation bar. Below it, the 'Class List' is set to '2016-2017 - MCOM-12-01 - COMMUNICATIONS 12'. The 'Details' sidebar on the left is open to the 'Scores' section. The main area displays a table with columns for Name, YOG, Q1 Grade, Q1 WH, Q1 Com, and Q1. The 'Q1 Grade' column contains a score of 95 for student 'Bedria, Aadel'. The 'Q1 Com' column has a red arrow pointing to it, indicating it is the active column for entry. Above the table, there are controls for 'Grade Columns' (set to 'Post Columns - Term'), 'Term' (set to 'Q1'), and 'Display' (set to 'Grade'). There are also buttons for 'Update Post Columns...' and 'Post Grades...'.

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.

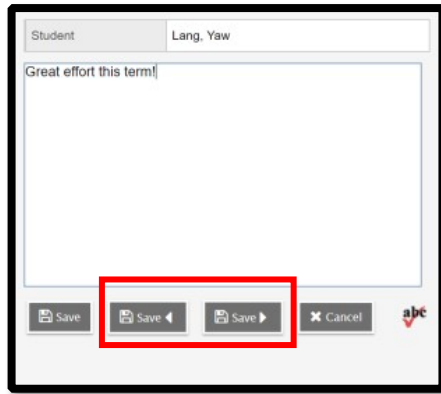
Red pushpins with a red square beside them appear when the Post button has been pushed. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Enter grades, work habits and comments as appropriate. Data is automatically saved, a yellow cell indicates the save is in progress, wait for the yellow to clear before entering a score into the next cell.

Comments can be entered manually after clicking on the notepad icon. They can be typed directly into the window OR can be copied from a previously created word document.

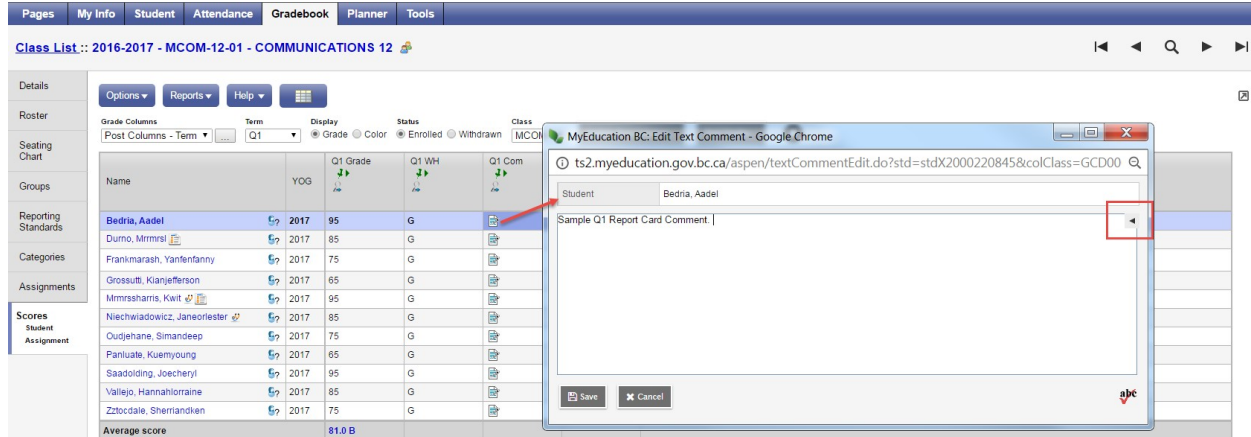
Note, this must be done in Chrome – Edge does not allow the copy/paste feature.

When entering Comments for a student Click  or . This saves your comment, and opens the Edit Text Comment box for the previous or next student. Continue to click the buttons and enter comments as needed. Then Click Save to close the pop-up.



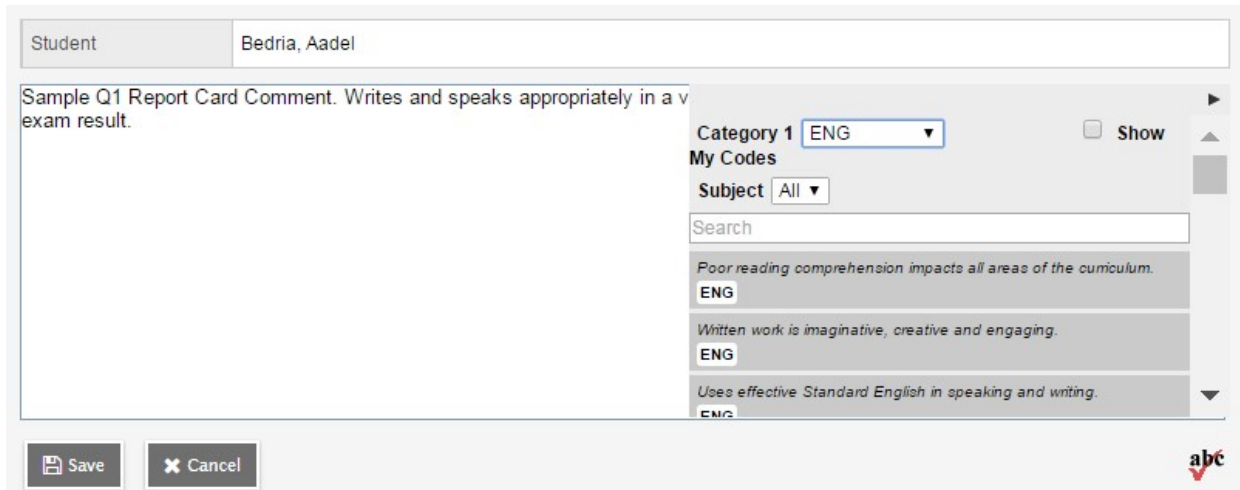
Using the Comment Bank to Enter Comments

Clicking the black triangle at the top right of the comment box opens the comment bank selection box.



Name	YOG	Q1 Grade	Q1 W/N	Q1 Com
Bedria, Aadel	2017	95	G	
Dumo, Mmmml	2017	85	G	
Frankmarash, Yanfenfanny	2017	75	G	
Grossutti, Kianjefferson	2017	65	G	
Mmmssharris, Kwit	2017	95	G	
Nieschwiadowicz, Jansorlester	2017	85	G	
Oudjehane, Simandeep	2017	75	G	
Panluale, Kuemyoung	2017	65	G	
Saadolding, Joecheryl	2017	95	G	
Vallejo, Hannahlorraine	2017	85	G	
Zstodale, Sherriandian	2017	75	G	
Average score		81.0 B		

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



Click Save to close the pop up.

The Options menu provides the following:

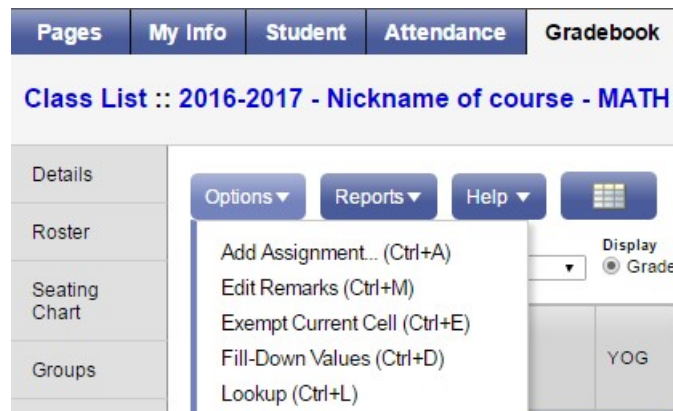
Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

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.

Note: This is how the “report topic” is added for courses. Add the comment to the first student’s comment section and copy it down through to the rest. Add personal comments as needed.

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



Final Grades

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

	Q3 Grade (Q3)		Q4 Grade (Q4)		School Exam 2 (Q4)	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	20.0	20.0

Note: By default, this is BUT can be changed at any time.

Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

The screenshot shows the gradebook interface with the following elements:

- Term: Q2
- Display: Grade (selected), Color
- Status: Enrolled (selected), Withdrawn
- Class: MCOM-1
- Buttons: Update Post Columns..., Post Grades... (highlighted with a red box)
- Table columns: YOG, Q2 Grade, Q2 WH, Q2 Com, SchExam S1, Final, Q2
- Table rows: 2017 (Final: 95), 2017 (Final: 85)

FINAL marks can also be entered manually, in the same method as the Term marks.

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.

NOTE: This MUST be done in order for the office to print the report card and for grades to be officially submitted.

Use the **Class** dropdown menu to select the course section by nickname or the navigation bar to select the next class.

The screenshot shows the gradebook interface with the following elements:

- Navigation bar: Pages, My Info, Student, Attendance, Gradebook, Planner, Tools
- Class List: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12
- Navigation icons: Home, Previous, Search, Next, End
- Details: Options, Reports, Help
- Roster: Grade Columns, Term, Display, Status
- Seating Chart: Post Columns - Term, Q2, Class: MCOM-1 (highlighted with a red box), Update Post Columns..., Post Grades... (highlighted with a red box)

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

10.0 Gradebook: Reports

10.1 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 Reports - BC Class List w. Designation** - Includes parameters for aboriginal and designations.
- **BC Class List Reports - BC Class List w. Grid** - Generates a class list with 10 columns; headings can be typed or written in afterwards.
- **BC Class List Reports - Class Lists – Name Only** - List students and YOG
- **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
- **Grade Input Sheet** - Report for entering or displaying term grade and work habits.