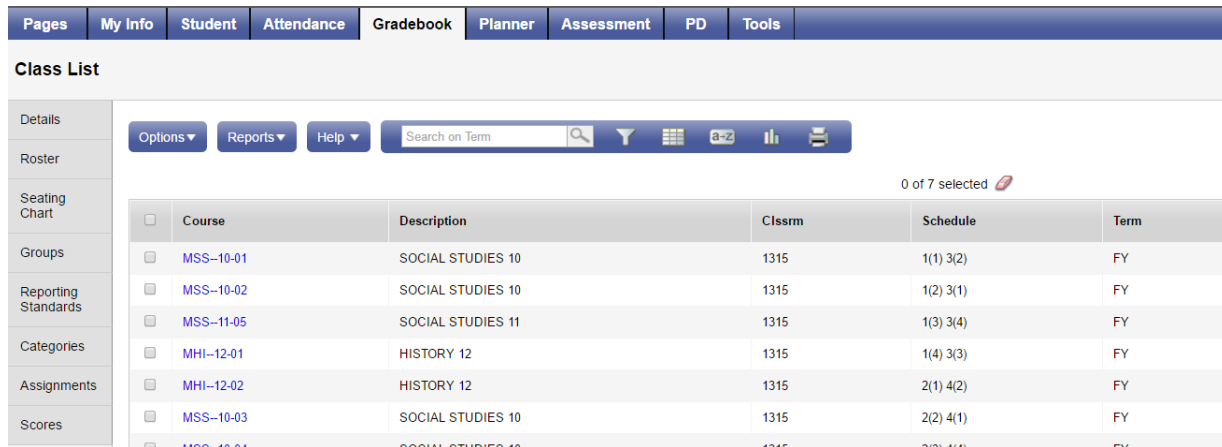


Final Marks- Gradebook was not MyEdBC

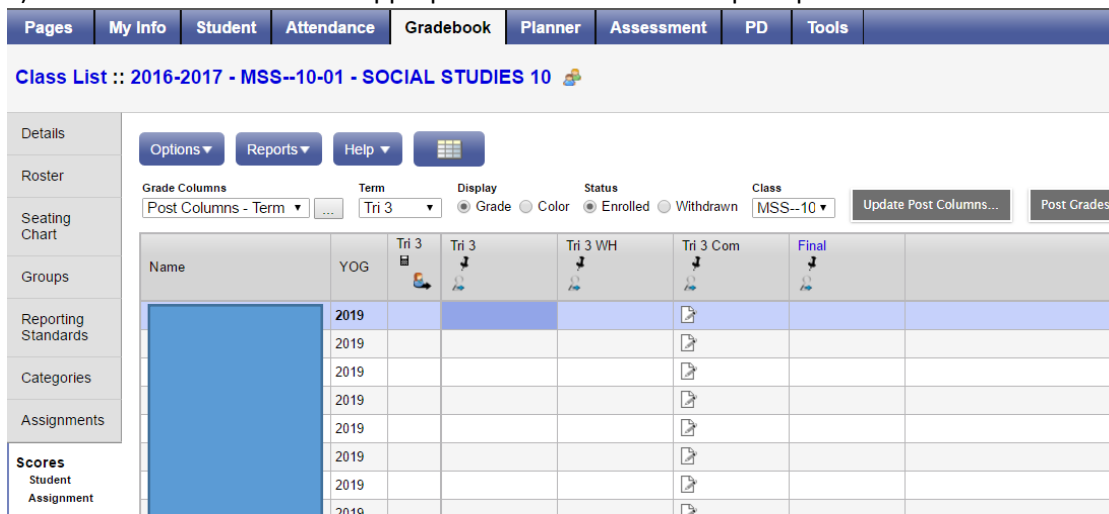
1) Gradebook top tab → Select the course you wish to enter marks for → click Scores Side tab



The screenshot shows the 'Gradebook' tab selected in the top navigation bar. On the left, the 'Scores' side tab is active. The main area displays a 'Class List' table with the following columns: Course, Description, Classrm, Schedule, and Term. There are 7 rows of data, all for 'SOCIAL STUDIES 10' in 'FY'.

| Course | Description | Classrm | Schedule | Term |
|------------|-------------------|---------|-----------|------|
| MSS--10-01 | SOCIAL STUDIES 10 | 1315 | 1(1) 3(2) | FY |
| MSS--10-02 | SOCIAL STUDIES 10 | 1315 | 1(2) 3(1) | FY |
| MSS--11-05 | SOCIAL STUDIES 11 | 1315 | 1(3) 3(4) | FY |
| MHI--12-01 | HISTORY 12 | 1315 | 1(4) 3(3) | FY |
| MHI--12-02 | HISTORY 12 | 1315 | 2(1) 4(2) | FY |
| MSS--10-03 | SOCIAL STUDIES 10 | 1315 | 2(2) 4(1) | FY |
| MSS--10-04 | SOCIAL STUDIES 10 | 1315 | 2(3) 4(4) | FY |

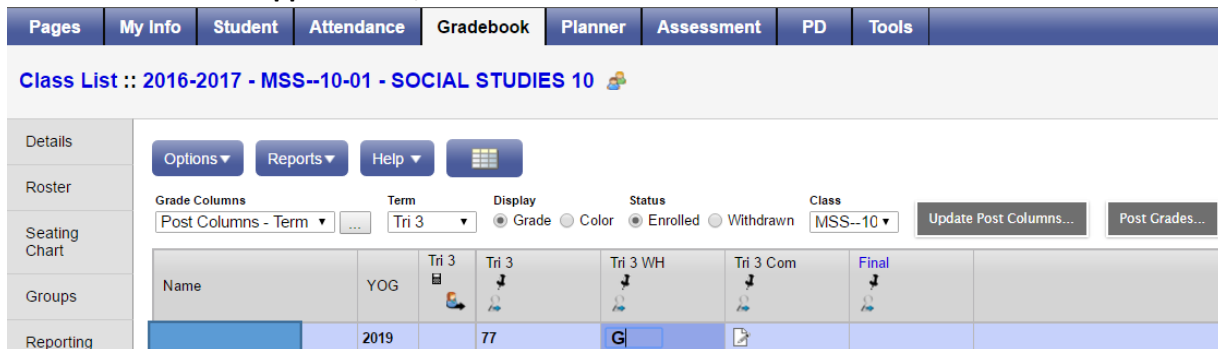
2) Select the POST COLUMNS-TERM for the grade column, select the appropriate value in the TERM dropdown (Tri 3) and enter the marks in the appropriate column where the push pin is located.



The screenshot shows the 'Gradebook' tab with 'Post Columns - Term' selected. The 'Term' dropdown is set to 'Tri 3'. The table has columns for 'Name', 'YOG', 'Tri 3', 'Tri 3 WH', 'Tri 3 Com', and 'Final'. The 'Tri 3 WH' column contains a pushpin icon. The 'Tri 3 Com' column contains a paper icon.

| Name | YOG | Tri 3 | Tri 3 WH | Tri 3 Com | Final |
|------|------|-------|----------|-----------|-------|
| | 2019 | | | | |
| | 2019 | | | | |
| | 2019 | | | | |
| | 2019 | | | | |
| | 2019 | | | | |
| | 2019 | | | | |
| | 2019 | | | | |
| | 2019 | | | | |

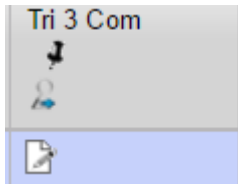
3) Enter the work habit **upper case G, S N** in the Tri 3 WH column



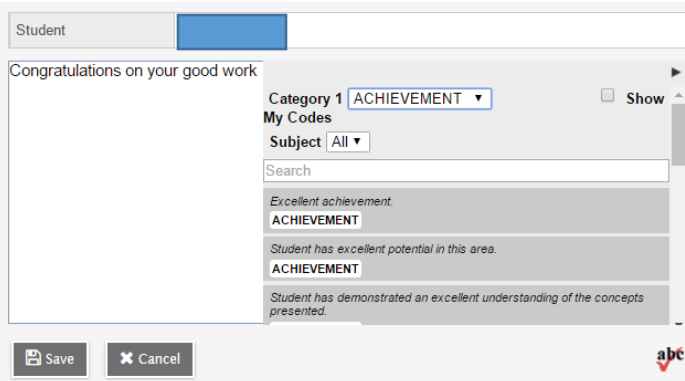
The screenshot shows the 'Gradebook' tab with 'Post Columns - Term' selected. The 'Term' dropdown is set to 'Tri 3'. The 'Tri 3 WH' column now contains the letter 'G'. The 'Tri 3 Com' column still contains a paper icon.

| Name | YOG | Tri 3 | Tri 3 WH | Tri 3 Com | Final |
|------|------|-------|----------|-----------|-------|
| | 2019 | 77 | G | | |

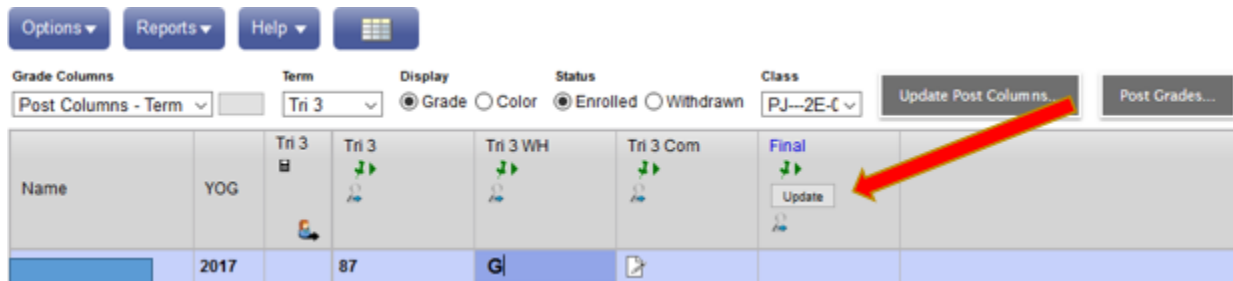
4) Click on the paper icon in the Tri 3 Com box to open the comment bank. The blank space is to write in personal comments. Click on the Arrow at the top right of the box to open the bank. Notice the spell check for your convenience.



- 5) Select the dropdown to choose the category of the comment you wish to use. Click on a comment to add it to the field. Click OK when finished.



- 6) Once you are finished with your Tri 3 entries, you have 2 options for the final. Cumulative or Terms Average.
 a) **Cumulative:** Copy the term 3 mark into the final column. **Do Not Click UPDATE.**
 b) **Term Avg:** Click the Update button. This will average out Terms 1, 2 and 3 and give you a final mark.



| Name | YOG | Tri 3 | Tri 3 WH | Tri 3 Com | Final |
|------|------|-------|----------|-----------|--------|
| | 2017 | 87 | G | | Update |

- 7) Once your final grades are complete, click Post Grades. Select the proper term and click OK

