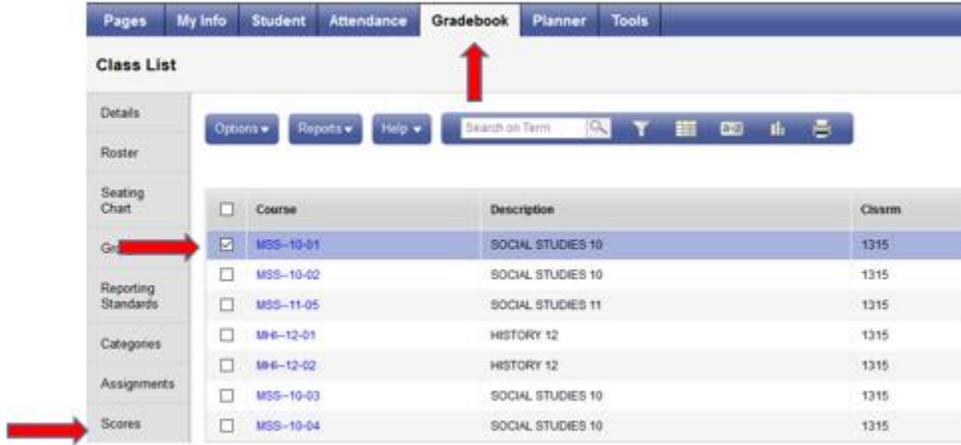


Final Marks- Gradebook was MyEdBC

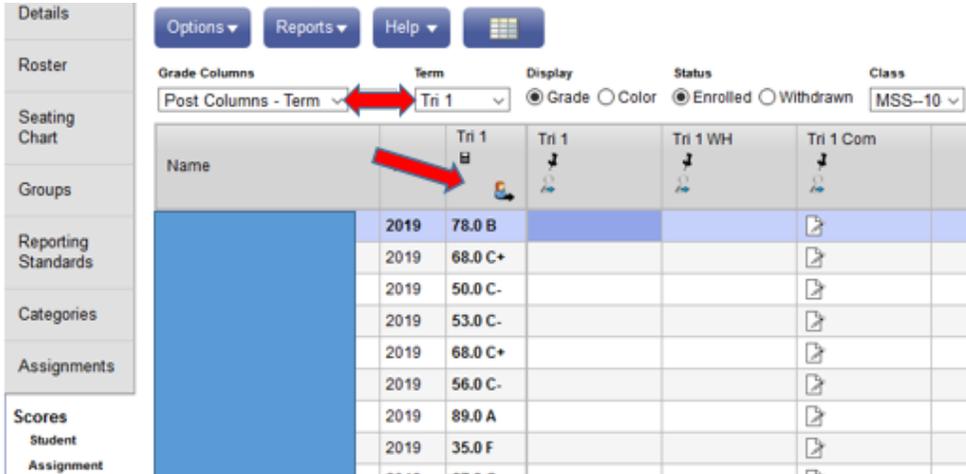
- 1) Gradebook top tab → Select the course you wish to enter marks for → click Scores side tab



The screenshot shows the MyEdBC interface with the 'Gradebook' tab selected in the top navigation bar. On the left sidebar, the 'Scores' option is highlighted with a red arrow. The main area displays a table of courses with the following data:

Course	Description	Class
<input checked="" type="checkbox"/> MSS-10-01	SOCIAL STUDIES 10	1315
<input type="checkbox"/> MSS-10-02	SOCIAL STUDIES 10	1315
<input type="checkbox"/> MSS-11-05	SOCIAL STUDIES 11	1315
<input type="checkbox"/> MH-12-01	HISTORY 12	1315
<input type="checkbox"/> MH-12-02	HISTORY 12	1315
<input type="checkbox"/> MSS-10-03	SOCIAL STUDIES 10	1315
<input type="checkbox"/> MSS-10-04	SOCIAL STUDIES 10	1315

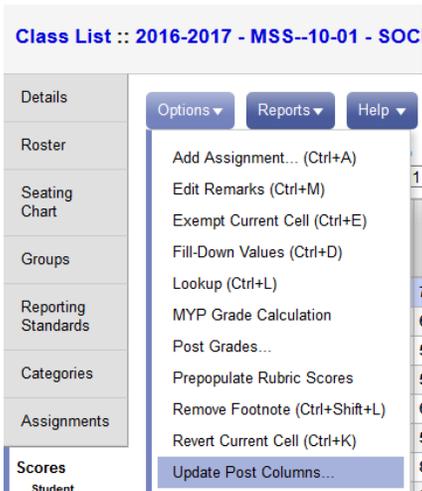
- 2) Select the POST COLUMNS-TERM from the grade column dropdown, select the appropriate value in the TERM dropdown. Notice in the example below, the marks are in the Tri 1 column that does not contain the green pushpin.



The screenshot shows the MyEdBC interface with the 'Post Columns - Term' dropdown selected in the 'Grade Columns' section and 'Tri 1' selected in the 'Term' dropdown. The 'Display' section shows 'Grade' selected. The 'Status' section shows 'Enrolled' selected. The 'Class' dropdown is set to 'MSS-10'. The main area displays a table of student scores with the following data:

Name	2019	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com
	2019	78.0 B			
	2019	68.0 C+			
	2019	50.0 C-			
	2019	53.0 C-			
	2019	68.0 C+			
	2019	56.0 C-			
	2019	89.0 A			
	2019	35.0 F			

- 3) You must go to Options and chose **Update Post Columns** to move your gradebook mark to the term mark column.



The screenshot shows the MyEdBC interface with the 'Options' menu open. The 'Update Post Columns...' option is selected. The menu items are:

- Add Assignment... (Ctrl+A)
- Edit Remarks (Ctrl+M)
- Exempt Current Cell (Ctrl+E)
- Fill-Down Values (Ctrl+D)
- Lookup (Ctrl+L)
- MYP Grade Calculation
- Post Grades...
- Prepopulate Rubric Scores
- Remove Footnote (Ctrl+Shift+L)
- Revert Current Cell (Ctrl+K)
- Update Post Columns...

- 4) In the pop up select the appropriate term and choose term grade for all students, click next, and choose average cumulative for the update values, click next, and click finish. (Do not worry about manually adjusted scores).

Update Post Columns: Select Columns Step 1 of 3

Class: MSS-10-01 SOCIAL STUDIES 10

Grade Term: Tri 1

Grades to update: Term grades for all student

Update Post Columns: Choose Update Values Step 2 of 3

Tri 1 Grade: Average: Cumulative

- 5) Notice now the Tri 1 pushpin column has the appropriate term grade. This is what appears on your report card. You can now adjust any grades in this column to reflect what you want to appear on the report card. For example, I can switch an 85% to an 86% so the student receives an A.

Name	YOG	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com
[Redacted]	2019	78.0 B	78		
	2019	68.0 C+	68		
	2019	50.0 C-	50		
	2019	53.0 C-	53		

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

Name	YOG	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com
[Redacted]	2019	78.0 B	78	G	
	2019	68.0 C+	68	S	
	2019	50.0 C-	50		

- 7) 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.

Student: [Redacted]

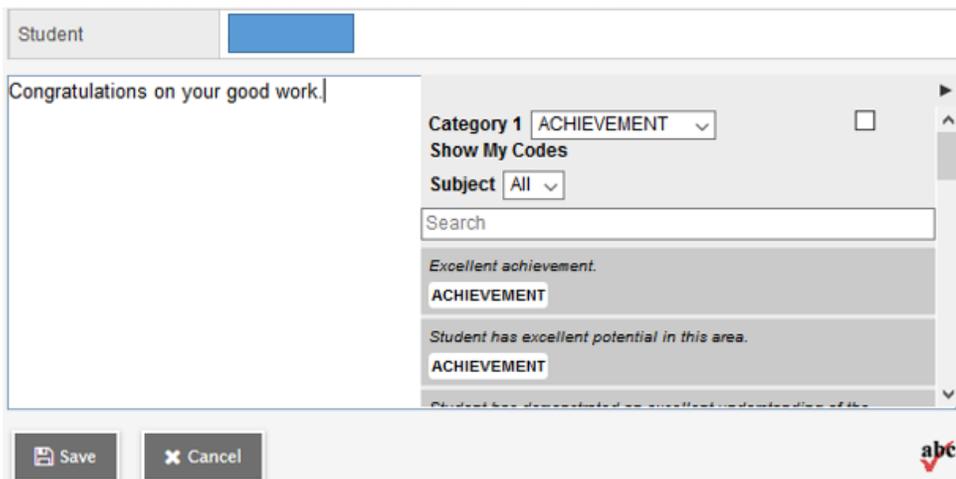
Congratulations on your good work.

 Save

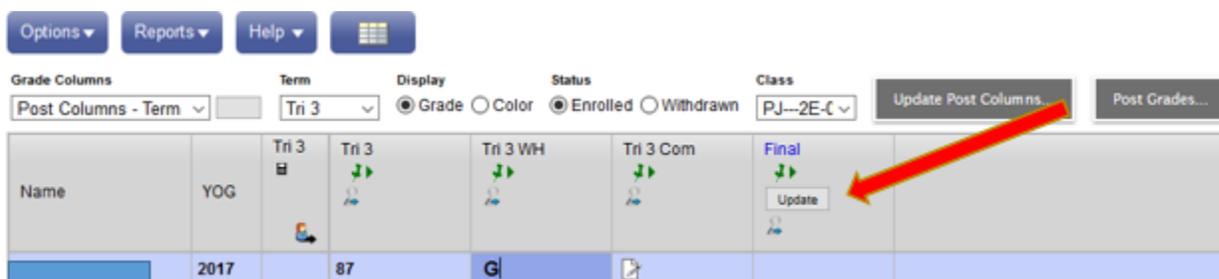
 Cancel

 abc

- 8) 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.



- 9) Once you are finished with your Tri 3 entries, you have 2 options for the final. Cumulative or Terms Average.
- Cumulative:** Copy the term 3 mark into the final column. **Do Not Click UPDATE.**
 - 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		

- 10) When finished click Post Grades. Select the proper term and click OK

