

## Final Marks- Gradebook was not MyEdBC

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

Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tools			
Class List											
Details	Optic	ns T Ren	oorts▼ Help ▼	Search on	Term		a	2 IIı	8		
Roster Seating	Oput							-	-	0 of 7 selected 🥖	
Chart		Course		Description	n			Clssr	m	Schedule	Term
Groups		MSS10-01		SOCIAL ST	SOCIAL STUDIES 10			1315		1(1) 3(2)	FY
Reporting		MSS10-02		SOCIAL STUDIES 10				1315		1(2) 3(1)	FY
Standards		MSS11-05		SOCIAL ST	SOCIAL STUDIES 11			1315		1(3) 3(4)	FY
Categories		MHI12-01		HISTORY 1	HISTORY 12			1315		1(4) 3(3)	FY
Assignments		MHI12-02		HISTORY 1	HISTORY 12			1315		2(1) 4(2)	FY
Scores		MSS-10-03 SOCIAL STUDIES 10				1315			2(2) 4(1)	FY	
		MSS 10.04		SOCIAL ST				1315		2(3) 4(4)	FV

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

Pages	My Info	Student	Attendance	Gradebo	ok Planner	Assessment	PD	Tools	_	
Class Lis	st :: 2016	-2017 - MS	S10-01 - SO	CIAL STU	JDIES 10 🆽					
Details	Opti	ons 🔻 🛛 Rep	oorts▼ Help ▼							
Roster		Columns	Term			Status	Class			
Seating Chart	Post	Columns - Ter	rm 🔻 Tri 3	3 ▼ ● Tri 3 Tri ;		Enrolled      Withdray     WH     Tri 3 Co		10 ▼	Jpdate Post Columns	Post Grades
Groups	Nam	e	YOG	∎ , & 2	<b>4</b>	<b>4</b>	om	7 2		
Reporting			2019			2				
Standards			2019							
Categories			2019			2				
			2019							
Assignmen	ts		2019			Ľ≯				
Scores			2019							
Student			2019			2				
Assignment			2019			Da				

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

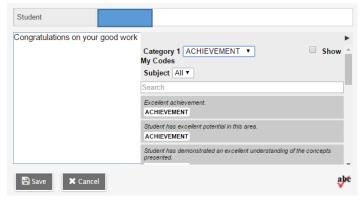
Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tools		
	Class List :: 2016-2017 - MSS10-01 - SOCIAL STUDIES 10 💣									
Details	Optio	ons 🔻 Rep	orts 🔻 🛛 Help 🔻							
Roster		Columns	Term	Displa	y St	atus	Class	_		
Seating Chart	Post	Post Columns - Term ▼ Tri 3 ▼								
	Nam	A	YOG	Tri 3 Tri 3	Tri 3	WH Tri3C	om	Final		
Groups		Name		S. 2	2	2		2		

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.



Tri 3 Com	
2	

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. <u>Do Not Click UPDATE.</u>
  - b) Term Avg: Click the <u>Update</u> button. This will average out Terms 1, 2 and 3 and give you a final mark.

Options  Report:	sv H	ielp 🔻				
Grade Columns Post Columns - Term	~	Term Tri 3	Display Grade	Status Color  Enrol	led () Withdrawn	Class Update Post Columns Post Grades
Name	YOG	Tri 3 H	Tri 3	Tri 3 WH	Tri 3 Com	Final J ) Update Se
	2017		87	G	2	

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

Post Grades	
Class	PJ2E-01 KWANTLEN UNIVERSITY COLLEGE COURSE 12E
Grade Term	Tri 3 v
Grades to post	Te m grades for all student $\sim$
	bel