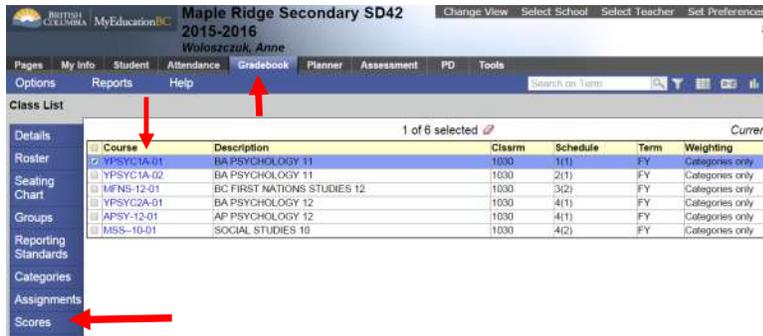
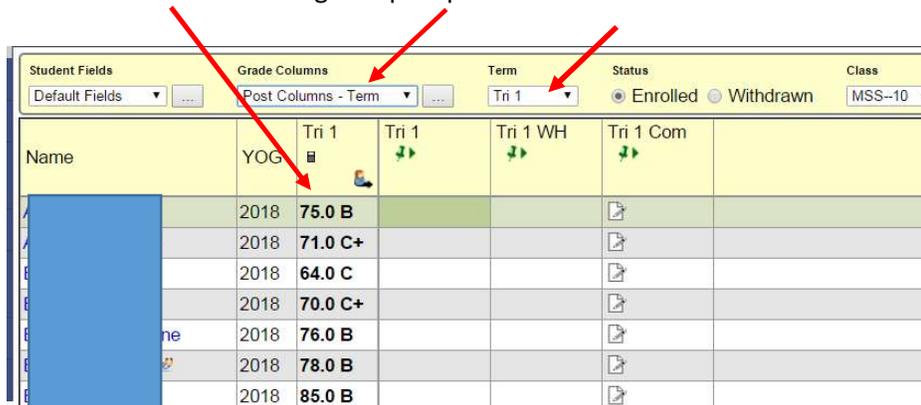


Term Marks- Gradebook was MyEdBC

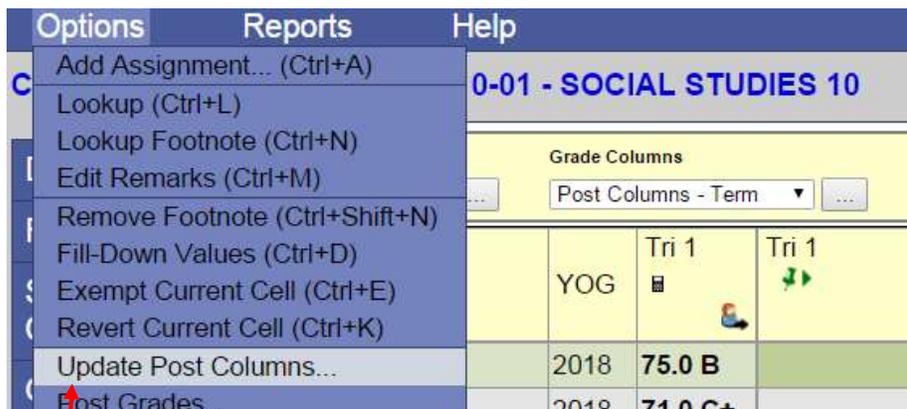
- 1) Gradebook top tab → Select the course you wish to enter mars for→ click Scores Sidetab



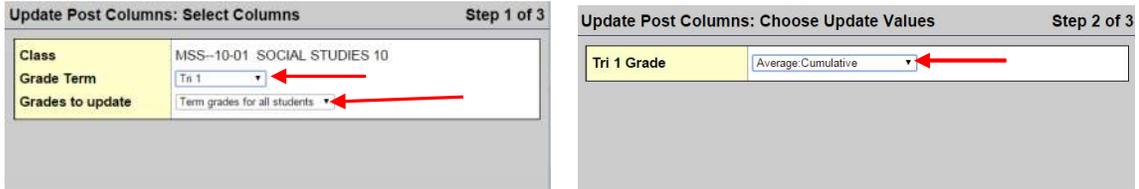
- 2) Select the POST COLUMNS-TERM from the grade column dropdown, select the appropriate value in the TERM dropdown. Notice in the example below, the marks are in the Tri 1 column that does not contain the green pushpin.



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



- 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).



- 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 the 85% to an 86% so the student receives an A.

Name	YOG	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com
[Redacted]	2018	75.0 B	75		
	2018	71.0 C+	71		
	2018	64.0 C	64		
	2018	70.0 C+	70		
	2018	76.0 B	76		
	2018	78.0 B	78		
	2018	85.0 B	86		

- 6) Enter the work habit **upper case G, S N** in the Tri 1 WH column.

Name	YOG	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com
[Redacted]	2018	75.0 B	75	G	
	2018	71.0 C+	71	S	
	2018	64.0 C	64		
	2018	70.0 C+	70		
	2018	76.0 B	76		
	2018	78.0 B	78		
	2018	85.0 B	86		

- 7) Click on the paper icon in the Tri 1 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.





- 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.

Congratulations on your good work.

Category 1 **ACHIEVEMENT** Show My Codes

Subject **All**

Search

Excellent achievement.

ACHIEVEMENT

{{person.firstName|lower|capitalize}} has excellent potential in this area.

OK Cancel

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

Name	YOG	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com	Post Grades
	2018	75.0 B	75	G		
	2018	71.0 C+	71	S		
	2018	64.0 C	64	S		
	2018	70.0 C+	70	N		
	2018	76.0 B	76	S		
	2018	78.0 B	78	S		
	2018	85.0 B	86	G		

Post Grades

Class: YPSYC1A-01 BA PSYCHOLOGY 11

Post course dates

Grade Term: Tri 1

Grades to post: Term grade for all students

OK Cancel