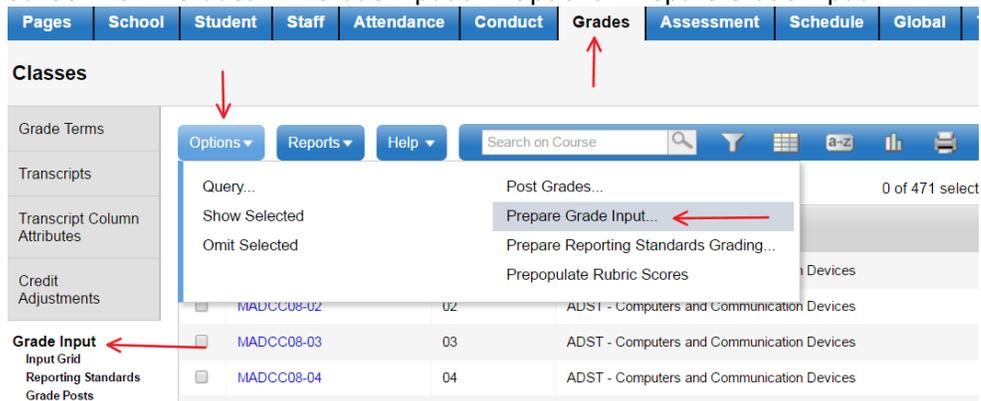


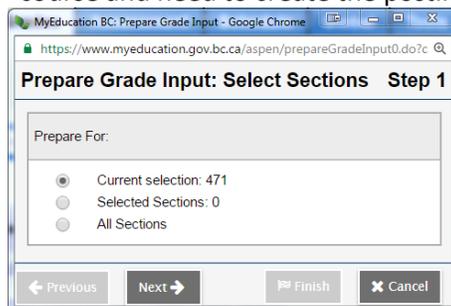
Preparing Grade Input and the Post Column Windows

Preparing grade input is a process that creates the posting columns in the teacher gradebook for reporting marks, work habits and comments. It also allows them a posting marks window of time. It is recommended that this process be completed just prior to the end of September (once student movement and course section creation is finalized).

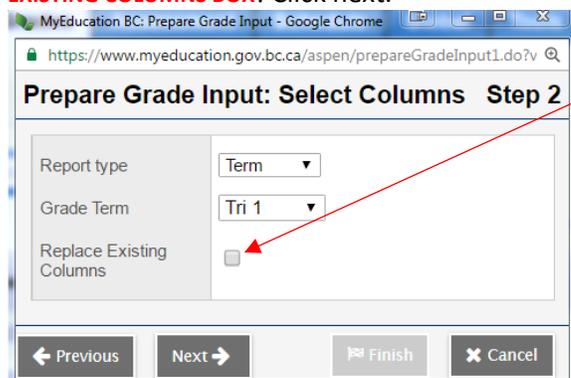
1. School View > Grades TT > Grade Input ST > Options > Prepare Grade Input



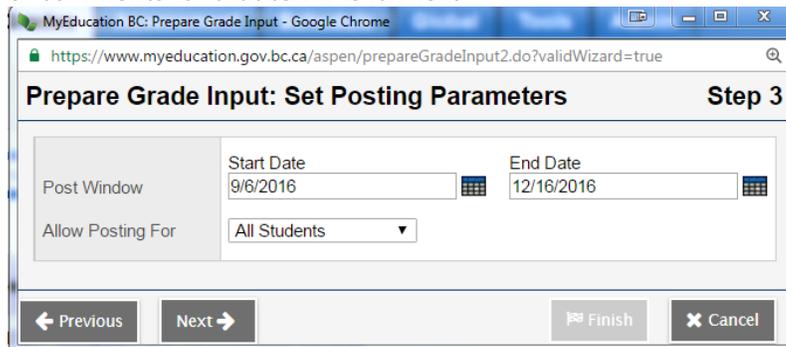
2. A popup window will appear. You can run it for all sections (and doing this more than once is not an issue), or you can select a particular section (eg. You've created a new section for a course and need to create the posting columns for just the one section). Click next.



3. Select the term or course you are preparing for. Note: At the beginning of every year you will need to prepare grade input for all 3 terms and for the course. **DO NOT EVER CHECK THE REPLACE EXISTING COLUMNS BOX!** Click next.



- Choose the dates you want to allow for teachers to be able to post marks, make changes to term marks, work habits and/or comments. You can leave this open for the entire year for all 3 terms or you can close the term when you want to stop allowing teachers the ability to post. NOTE: Once the end date has passed, no one can make changes to the term grade, work habit or comments for that term. Click next.



MyEducation BC: Prepare Grade Input - Google Chrome

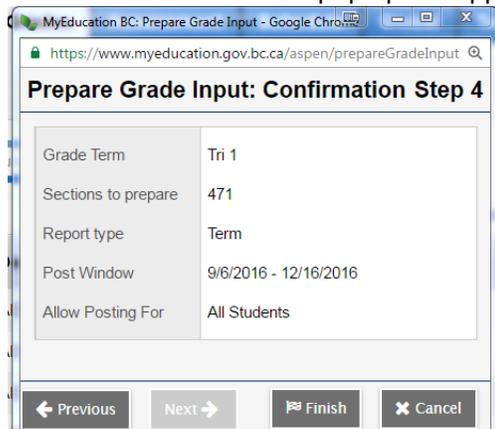
https://www.myeducation.gov.bc.ca/asp/prepareGradeInput2.do?validWizard=true

Prepare Grade Input: Set Posting Parameters Step 3

Post Window	Start Date 9/6/2016	End Date 12/16/2016
Allow Posting For	All Students	

← Previous Next → Finish Cancel

- Review and click finish. A pop up will appear confirming the grade input is complete.



MyEducation BC: Prepare Grade Input - Google Chrome

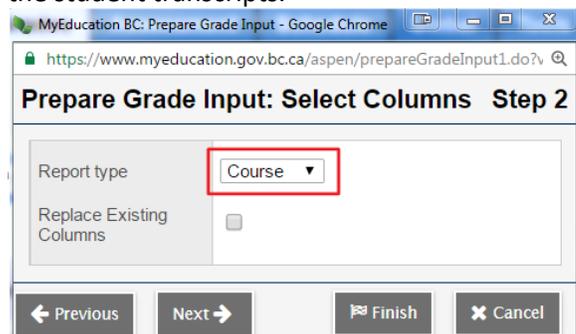
https://www.myeducation.gov.bc.ca/asp/prepareGradeInput

Prepare Grade Input: Confirmation Step 4

Grade Term	Tri 1
Sections to prepare	471
Report type	Term
Post Window	9/6/2016 - 12/16/2016
Allow Posting For	All Students

← Previous Next → Finish Cancel

- Repeat the process for the terms 2 and 3, as well as for the 'course' (in order to post dates to the student transcripts).



MyEducation BC: Prepare Grade Input - Google Chrome

https://www.myeducation.gov.bc.ca/asp/prepareGradeInput1.do?v

Prepare Grade Input: Select Columns Step 2

Report type	Course
Replace Existing Columns	<input type="checkbox"/>

← Previous Next → Finish Cancel