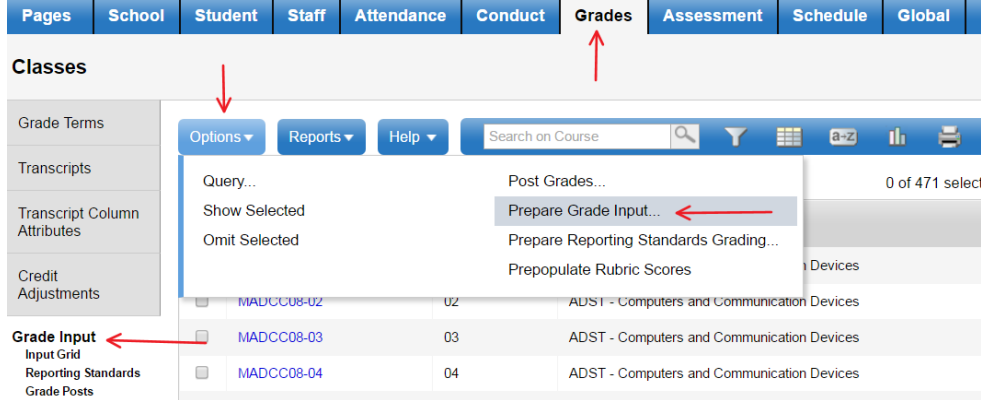


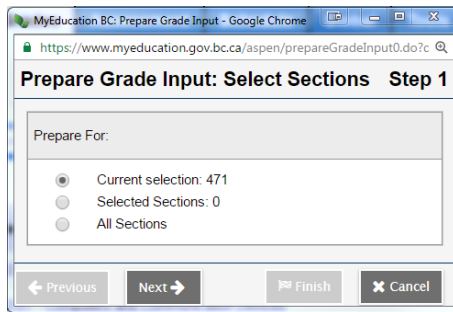
Prepare Grade Input and Post Column Windows

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 window of time in which to enter marks. Do not run this process until after September 1701 (September 29).

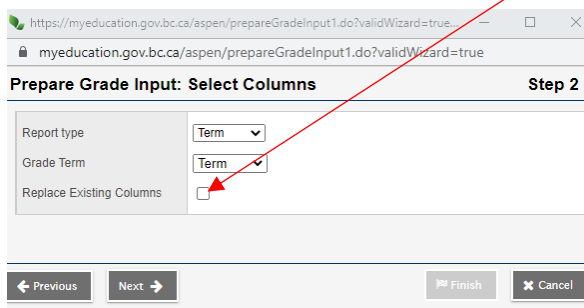
1. School View > Grades TT > Grade Input ST > Options > Prepare Grade Input



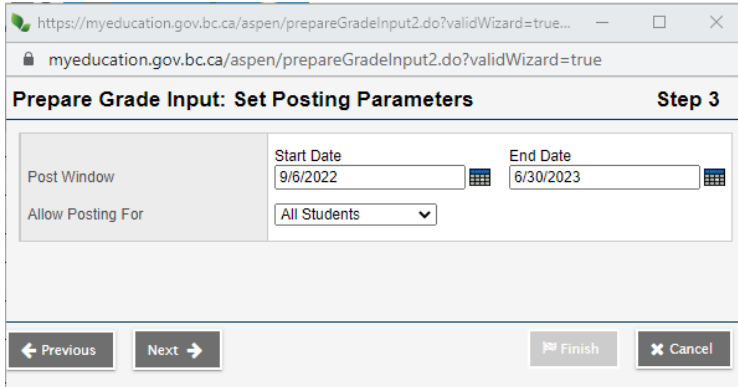
2. A popup window will appear. You can run it for all sections (and doing this more than once is not an issue), or you can select a particular section (eg. You've created a new section for a course and need to create the posting columns for just the one section). Click next.



3. Select the Term or Quarter you are preparing for. **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 Terms and Quarters or you can enter an end date when you want to stop allowing teachers the ability to post (usually right before report cards are published). 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.



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

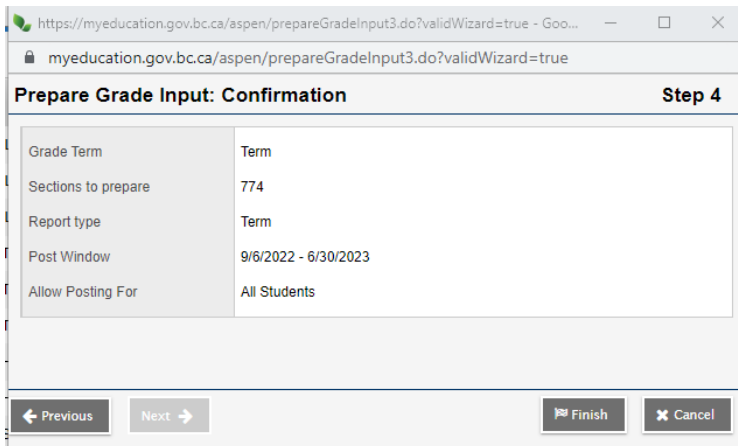
myeducation.gov.bc.ca/aspn/prepareGradeInput2.do?validWizard=true

Prepare Grade Input: Set Posting Parameters Step 3

Post Window	Start Date 9/6/2022	End Date 6/30/2023
Allow Posting For	All Students	

Previous Next Finish Cancel

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



https://myeducation.gov.bc.ca/aspn/prepareGradeInput3.do?validWizard=true

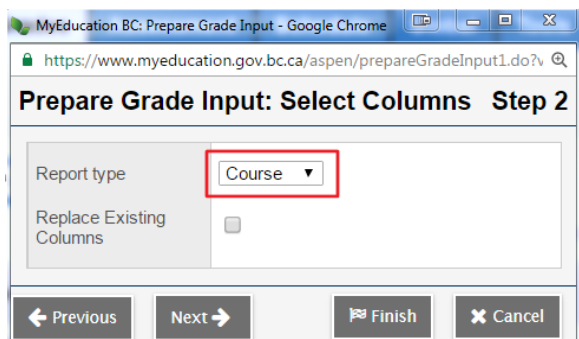
myeducation.gov.bc.ca/aspn/prepareGradeInput3.do?validWizard=true

Prepare Grade Input: Confirmation Step 4

Grade Term	Term
Sections to prepare	774
Report type	Term
Post Window	9/6/2022 - 6/30/2023
Allow Posting For	All Students

Previous Next Finish Cancel

- Repeat the process for all Quarters, 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/aspn/prepareGradeInput1.do?v

Prepare Grade Input: Select Columns Step 2

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

Previous Next Finish Cancel