



Staff View > Gradebook TT > Scores ST

Once the grade/marks have been entered for all the courses, the teacher will be required to post the grades which creates a transcript record in MyEd BC. The learning update shows the grades/marks once the transcript record has been created. Therefore it is important to post grades for the learning update to work.

For each course, the teacher will post grade:

Staff View > Gradebook TT > Scores ST > Options > Post Grades

The screenshot shows the Gradebook TT interface. At the top, there are tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, and Tools. Below the tabs, the page title is "Class List :: 2023-2024 - MEN--04-007 - ENGLISH LANGUAGE ARTS 4". On the left, there is a sidebar with a list of options: Details, Roster, Seating Chart, Groups, Curricular Competencies, Categories, Assignments, Scores (Student, Assignment), and Post Grades. The "Options" menu is open, showing a list of actions: 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... (highlighted), Prepopulate Rubric Scores, Remove Footnote (Ctrl+Shift+L), Revert Current Cell (Ctrl+K), and Update Post Columns... The background shows a table with columns for Term 3 Mark, Term 3 Com, and Final, with rows for various students and their grades.

This will bring Post Grades pop up. Please note the following:

Class – Identifies the course for which grades are to be posted

Grade Term – Identifies the Term for which grades are to be posted.

Grades to Post – Term Grades for all students

The screenshot shows the "Post Grades" pop-up window. It has a title bar with the URL "sdt.myeducation.gov.bc.ca/aspen/staffPostGrades.do?...". The main content area has a form with three fields: "Class" (MEN--04-007 ENGLISH LANGUAGE ARTS 4), "Grade Term" (Tri 3), and "Grades to post" (Term grades for all students). At the bottom, there are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an X icon). A blue arrow points to the "OK" button.

Once the information in the pop up is verified, click **OK**.

This will change the color of the pushpins in the Term 3 Mark, Term 3 Comment and Final Columns. Before they were **green** but after posting grades, they will become **red**, which means grades have been posted.

Class List :: 2023-2024 - MEN--04-007 - ENGLISH LANGUAGE ARTS 4

Details
Roster
Seating Chart
Groups
Curricular Competencies
Categories
Assignments
Scores
Student
Assignment

Options Reports Help

Students: All Grade Columns: Post Columns Term: Tri 3 Display: Grade

Name	YOG	Term 3 Mark	Term 3 Com	Final
	2032	PRF		PRF
	2032	DEV		DEV
	2032	EMG		EMG
	2032	DEV		DEV
	2032	DEV		DEV
	2032	PRF		PRF
	2032	EMG		EMG

Once grades have been posted for all the courses, it is time to run the learning update.

Staff View > Student TT > Reports > Learning Update

Pages My Info Student Attendance Gradebook Planner Tools

Student List

Details
Contacts
Attendance
Transcript
Assessments
Schedule
Membership
Transactions

Options Reports Help Search on Name

☐ Name
☐
☐
☐
☐
☐
☐

Annual Instructional Plan
 BC Homeroom List w. Grid
 BC Student Information with Photo
 Students Missing Self Assessment Document
Learning Update
 *Report Cards prior to July 1, 2023
 BC Homeroom List w. Desig
 Quick Chart
 Quick Report
 My Job Queue...

This will open Learning Update pop up that has multiple tabs:

Learning Update

Student Selection/Sort | Term Selection | Student Group Selection | Student Grade Selection | User Specific Parameters | Descriptor Selection

School: Albion Elementary SD42

School year: 2024

Attendance Reported up to: 6/6/2024

Students to include: Current selection

Search value:

Sort students by: Name

Format: Adobe Acrobat (PDF)

Run Cancel

Student Selection/Sort Tab: To select specific students (snapshot) or all students for whom learning update needs to be created. Keep this setting as is if the teacher needs to run the learning update for all students.

Term Selection Tab: To select the term for which you need to run the learning update. If no term is selected, the report card will show the latest term marks and comments only.

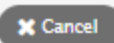
Student Selection Tab: Can be skipped

Student Grade Selection: Can be skipped

User Specific Parameters: Please ensure the following setting has been made, each time teacher runs the learning update:

Learning Update

Student Selection/Sort	Term Selection	Student Group Selection	Student Grade Selection	User Specific Parameters
Student name to be printed		Legal Name		▼
Display Final		Display below term mark		▼
Display Programs/Plans		Top		▼
Display School Message		☒		
Display Course Summary		☒		
Display Course Dates		☐		
Print Double-Sided		☒		
Print On Legal Paper		☐		
Print Using French Language		☐		
Display Class Teacher Name		☐		
Display Current School Course ONLY		☒		
Display Student Self Assessment		☐		
Display Teacher Overall Comment		☒		
Display Student Homeroom Number		☐		
Display Homeroom Teacher Name		☒		
Display Box For Principal Signature		☐		
Display Box For Teacher Signature		☐		
Display Box For Parent Signature		☐		
Display Attendance		Daily Attendance		▼
Display Attachments With Report Message		☐		
Display Back Page		☒		
Display Student Photo		☐		
Display Proficiency Label (Term / Final)		☒		

 Run  Cancel



Once the setting have been made, click **Run**

This will open another pop up with all the student's learning updates as PDF file. Teacher can now save it to their computer and print.