

6.0 Gradebook > Scores

In MyEducation BC student marks are entered in the Scores window by clicking in the appropriate cell and either manually entering the mark or by using the Ctrl-L option to select from the list of acceptable values. The view in this screen is determined in part by the preference settings outlined in Section 3.0 above. Refer to the **QRC Advanced Gradebook, Side 2** and the **QRC Tips & Shortcuts-Teachers**.

The screenshot shows the MyEducation BC Gradebook interface. At the top, there are tabs for Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools. Below the tabs, the course name is displayed as "2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS". A callout box labeled "Quick link to attendance" points to a small icon next to the course name. Below this, there are buttons for Options, Reports, Help, and a grid icon. A callout box labeled "Menu items" points to these buttons. Below the buttons, there are filters for Grade Columns (All), Term (All), Display (Grade, Color), Status (Enrolled, Withdrawn), and Class (Nickname). There is also a "+ Add Assignment" button and a gear icon for "Gradebook Preferences". The main area is a table with columns for Name, YOG, and several assignment columns. A callout box labeled "Information icon" points to a question mark icon in the first row of the table.

Name	YOG	19/09 Alg-4 Connecting 10 pts.	28/09 Sample-2B Representing 10 pts.	28/09 Sample-2A Reasoning 10 pts.	28/09 Sample-2D	28/09 Sample-2C	28/09 Sample-1
	2018	9	ABS	7			
	2017	9	EX	7	10	9	8
	2018	9	NHI	7	10	9	8
Divichandana, Maykin	2017	9	8	7	10	9	8

6.1 Entering Marks for Students

6.1.1 Scores Window for Mark Entry

Go to **Gradebook** > Select class from class list > **Scores** side tab.

- Enter students' assignment scores in the Gradebook column.
- Make use of the following shortcuts:

Control + D – Fills all cells below with the same score.

Control + K – To undo the last change.

Control + E – To exempt a grade from the calculated average.

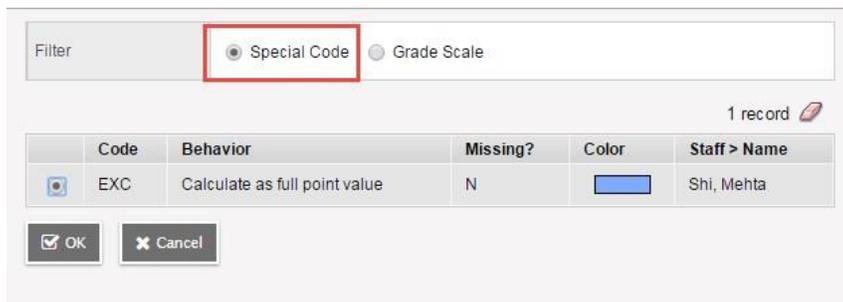
Control + N – To add a footnote visible only to the teacher. Footnotes are created on the Tools top tab. Enter a score in the cell, press **Control + N** on the keyboard, and select the note from the pick list.

Control + M – To add notes. Notes can be visible to the teacher only or to the student and parents. Note that a score must be entered in a cell prior to using this feature to add a note.

Note: Shortcut key combinations are shown within the Options menu when working in the Gradebook scores columns, as well as on the QRC.

- **Special Codes** - Special codes impact the grade entered in a cell. Special codes are created from the **Tools** top tab. To utilize special codes set up in Tools > Special Codes

in the Gradebook, type the code into the cell or use Ctrl + L with your cursor in the cell and filter by special code.



- Enter 0 (zero) for assignments not submitted. The system does not include blank cells in calculated averages.
- MyEducation BC automatically saves each entry and updates the average when the user leaves a cell.
- To view grades for a single student, click on the student's name.
- There are a number of icons with associated behaviours that appear in the Gradebook

Gradebook Column Icons

- Use the Single Assignment Entry page to enter scores for that assignment only.
- Download assignment submitted online.
- Enter text comment with grade.
- Enter feedback for a specific score.
- Create new grade column set.
- Enter grades but not able to post to transcript yet.
- Enter grades and post to transcript.
- Grades have been posted; changes made will not update on transcript.
- Assignment is private and does not appear in portals. Click to change to public.
- Assignment is public and appears in portals. Click to change to private.
- Assignment is public and appears in portals, but grades are private and do not appear.
- The column is locked and you cannot enter scores. Click to unlock.
- The column is unlocked and you can enter scores. Click to lock.

The screenshot above is taken from:

Help > Quick Reference Cards > Tips and Shortcuts - Teachers, to see a complete list of all the symbols and shortcuts. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Scores can also be entered in single student view by Student using Gradebook > Scores > Student. All assignments are visible for a selected student and mark changes or mark entry can be done in this view.

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Bartoneeq, Pontedura

Options Reports Help

View: [All] Display: Grade Color Term: [All] Depth Control

Single Student View
> View all students

Name	Score	Student Submission	Assignment feedback	Teacher's Notes
Rewriting expressions-1 19/09 Connecting 10 pts.	9		Feedback visible to paren ...	Notes for the teacher only
Assignment-2B 28/09 Representing 10 pts.	ABS			
Assignment-2A 28/09 Reasoning 10 pts.	7			
Assignment-2D 28/09 Connecting 10 pts.	10			
Assignment-2C 28/09 Solving 10 pts.	9			
Assignment-1D 28/09 Connecting 10 pts.	8			
Assignment-1C 28/09 Solving 10 pts.	7			
Assignment-1B 28/09 Representing 10 pts.	10			
Assignment-1A 23/02 Reasoning 10 pts.	9			
Q1				
Q2				
Q3	72.5 C+			
Q4				

Scores can also be entered by single assignment view using Gradebook > Scores > Assignment. All students are visible for a selected assignment and mark changes or mark entry can be done in this view.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Connecting - Rewriting expressions 1 - Alg 1

Details

Options Reports Help

Roster

Display: Grade Color Status: Enrolled Withdrawn

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Notifications

Scores Student Assignment

Single Assignment View
> View all assignments

Name	YOG	19/09 Alg-1 Connecting 10 pts.	Student Submission	Assignment feedback	Teacher's Notes
Bartoneq, Pontedura	2018	9		Feedback visible to paren ...	Notes for the teacher only
Beyllei, Jetormike	2017	9			
Bhota, Brianloraine	2018	9			
Divichandana, Maykin	2017	9			
Dodds, Yunejung	2018	9			
Ellickson, Robbandlaurie	2017	9			
Garciarivera, Fesan	2018	9			
Garyspence, Pratapreddy	2018	9			
Gomezgoenaga, Bkanita	2018	9			
Graveness, Douglalurel	2018	9			
Jaaleid, Frankxufu	2019	9			
Josejuan, Eggracesean	2018	9			
Khmal, Daver	2017	9			

6.1.2 Accessing the Scores View From Pages

The **Scores** window can be accessed quickly and easily from the **Pages** top tab start screen. In the **Teacher Classes** widget, click on the Grades  icon.

Teacher Classes

Previous Friday, June 26 Today Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - MSS--11-03 - SOCIAL ...					
1 - YED--1A-12 - TEACHER...					
2 - MSS--10-05 - SOCIAL ...					
3 - Soc 10 - SOCIAL STUD...					
4 - MSS--11-08 - SOCIAL ...					

icon.