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**.

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.

		Code	Behavior	Missing?	Color	Staff > Name
Filter	◉ Special Code ○ Grade Scale					1 record
	◉	EXC	Calculate as full point value	N		Shi, Mehta

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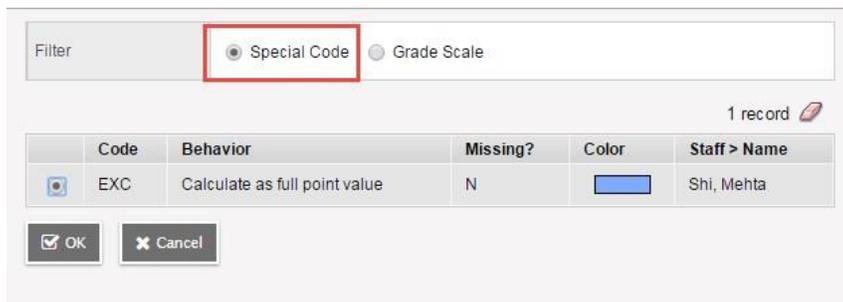
- Enter 0 (zero) for assignments not submitted. The system does not include blank cells in calculated averages.
- MyEducation BC automatically saves each entry and updates the average when the user leaves a cell.
- To view grades for a single student, click on the student's name.
- There are a number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

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.

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.