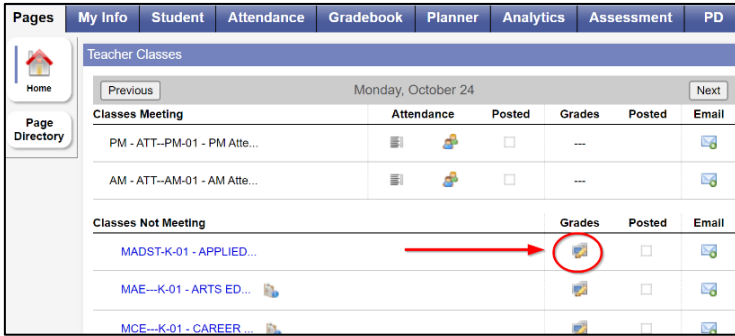
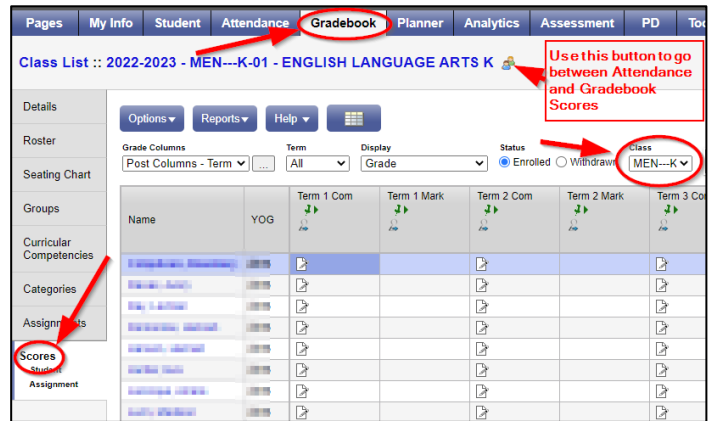


Competency-Based Report Card Entry

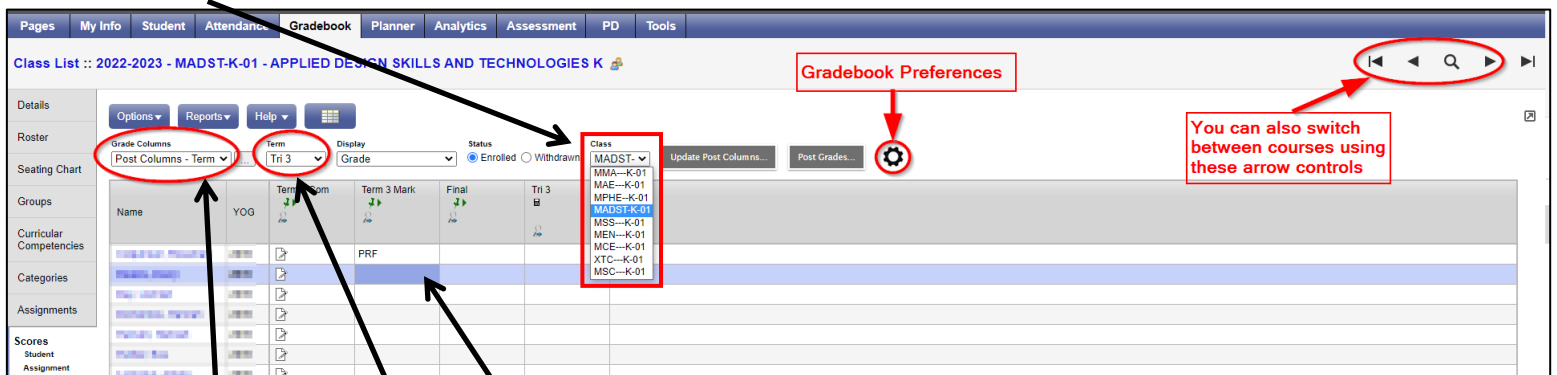
1. On **Pages** top tab click on the **Grades** icon beside the course or click on the **Gradebook** top tab, click the **Scores** side tab then select your course.



OR



2. Use the dropdown menu to switch between your courses.



3. When posting term grades, make sure that you have **"Term"** selected in the Grade Columns dropdown.

4. Make sure you are either in **ALL** under **TERM** or that you have selected the term you want to work with. **ALL** will allow you to see the whole year.

5. In the **Term # Mark** column for the current term, click on the cell that you would like to enter and enter your Proficiency Scale abbreviation. You don't need to worry about entering the marks in upper or lower case as it will change it to upper case.

Proficiency Scale Abbreviations:

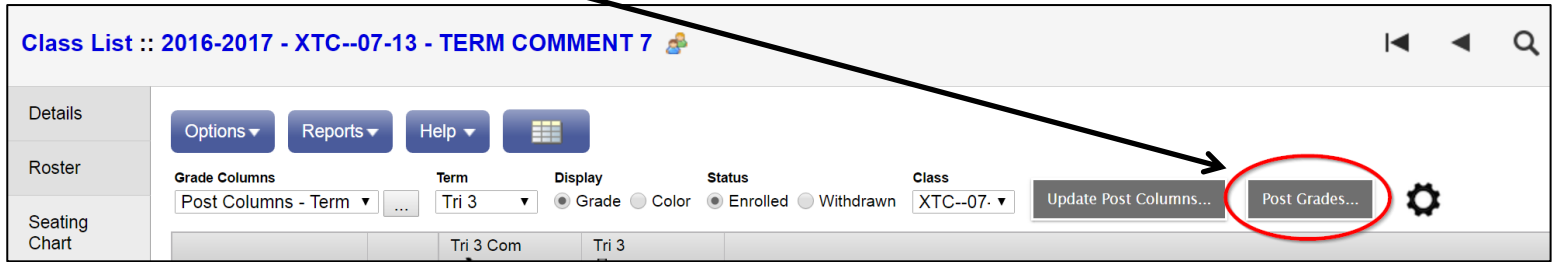
Level	Emerging	Developing	Proficient	Extending
MyEd Abbreviation	EMG	DEV	PRF	EXT
	➔			

Intermediate teachers will be posting numerical grades for terms 1-3 with an overall letter grade in June as required by the Ministry of Education.

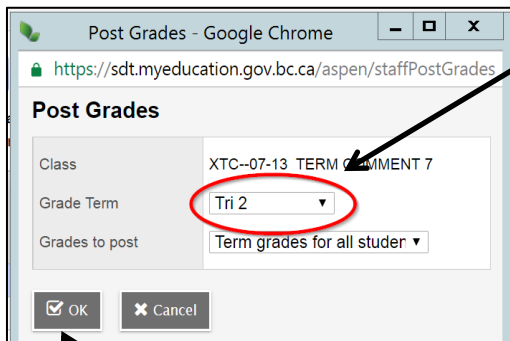
Students away for extended period of time when a mark is not possible receive an empty box where the mark should go. An explanation should be placed in the comment box as to why this student does not receive a mark.

Posting Grades

1. Click on **Post Grades** when you are ready to send this information to the report card. You can post again later if you have made changes. You do not have to post grades to save your data. It just allows the data to appear on the report card. Sometimes there is a lag during this process. No information is lost.



2. After you click the **Post Grades** button. You will need to pick the term that you would like to post grades for:



3. Click **OK**

Copying and Pasting Comments from a Word Document:

1. Select what you would like to copy in your word document by clicking and dragging your mouse to highlight it. Right click then select **Copy**.
2. Navigate back to your report card. In the comment section of your report card, **right click** and select **Paste as Plain Text**.
3. Click **OK** to return to the Grade Input screen.
4. You will see the paper symbol now has blue lines on it. Press **CTRL + D** if you would like to copy the same Comment into all the other students

Overall Term Comment:

After you do comments that are specific to each subject, you can do a final comment at the end of the report. To complete this:

1. Click on **Pages** and then scroll down to the **Term Comment** for the appropriate term. Click on the **Grades** icon beside it.



2. Make sure that the **Grade Columns** and **Term** are set up correctly (same as #3 under Report Card Entry)

3. Click on comment icon under **Tri # Com** and enter comments the same way you did for each subject.

