# **Competency-Based Report Card Entry**



## **Entering Marks**

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.

Pages	My Info Student	Attendance	Gradebook	Planner	Analyt	ics Ass	sessment	PD
	Teacher Classes							
Home	Previous		Monday,	onday, October 24				
Page	Classes Meeting		Att	Attendance Posted			Posted	Email
Directory	PM - ATTPM-01 -	PM Atte	III I	æ				<b>6</b>
	AM - ATTAM-01 -	AM Atte	E.	æ				<b>6</b>
	Classes Not Meeting					Grades	Posted	Email
	MADST-K-01 - A	PPLIED	•					5
	MAEK-01 - AR	TS ED 👔				1		2
	MCEK-01 - CA	REER In.				1		

	Pages	My In	fo Student	Attendanc	e Gradeboo	Planner	Analytics	Assessment	PD Too			
	Class List :: 2022-2023 - MENK-01 - ENGLISH LANGUAGE ARTS K											
OR	Details		Options • Reports • Help •									
ON	Roster		Grade Columns			splay	Status		Class			
	Seating Ch	art	Post Columns - T	erm ♥		Grade		lled 🔾 Withdrawr	MENK			
	Groups		Name	YOG	Term 1 Com	Term 1 Mark	Term 2 Com	Term 2 Mark	Term 3 Cor ↓↓			
	Curricular Competence				~	~	~	~	~			
	Competent	Jes	International Association	-	2		2					
	Categories	/	Data data data data data data data data	1000	2		2		2			
			They is a street	1000	2		2		2			
	Assign	ts	ferraria, and	1 (in 1977)	2		2		2			
	Scores	_	second, second	1000	2		2		2			
	Student		and the party	1000	2		2		2			
	Assignment		10000	1000	2		2		2			
			terry stations	1000	2		2		2			

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

Details Roster	Options - Reports	s▼ Help					_		•	You can also switch	
Seating Chart	Grade Columns Post Columns - Term	<b>y</b> )(Tr		splay Grade	Status	olled () Withdraw	MADST- V	Update Post Columns	Post Grades	between courses using these arrow controls	
òroups	Name	YOG	erm 3 Com	Term 3 Mark	Final	Tri 3 Ma	MAEK-01 MPHEK-01 MADST-K-01 MSSK-01				
Curricular Competencies	THE R. P. LEWIS CO.			PRF		2	MENK-01 MCEK-01				
Categories	man, may		2 2	P.N.P			XTCK-01 MSCK-01				
ssignments	The second second		2	<u>\</u>	N.						
cores	manual menual		3								
Student Assignment	NAME AND ADDRESS OF		2								

- 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:**

Grade Columns dropdown.

Level	Emerging	Developing	Proficient	Extending
MyEd Abbreviation	EMG	DEV	PRF	EXT

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.

## **Entering Comments**

Comments can be entered for each course that needs them by clicking on the "comment icon" under the "Tri # Com".

NOTE: If you are using ePortfolios, you can refer to recent posts made about these areas to address descriptive feedback, Core Competencies assessment and learning goals.



#### 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)



# **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.

Class List ::	2016-2017 - XTC07-13	- TERM C	OMMENT 7 🍰				I	•	Q
Details	Options	Help 🔻							
Roster	Grade Columns	Term	Display	Status	Class				
Seating Chart	Post Columns - Term V	Tri 3 Tri 3 Com	Grade Color	Enrolled  Withdrawn	XTC07· ▼	Update Post Columns	st Grades	*	

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

sdt.myeducation.go	v.bc.ca/aspen/staffP	-		×					
a sdt.myeducatio	n.gov.bc.ca/aspen/s	taffPos	tGrades	.do					
Post Grades									
Class	MMA04-17 MAT	HEMAT	ICS 4						
Grade Term	Tri 3 🗸								
Grades to post	Term grades for	r all stu	der 🗸						
Cancel									

3. Click OK