

# Grade 10-12 Traditional Term Reporting

Instructions for completing term and final reporting for traditional gradebook reporting.

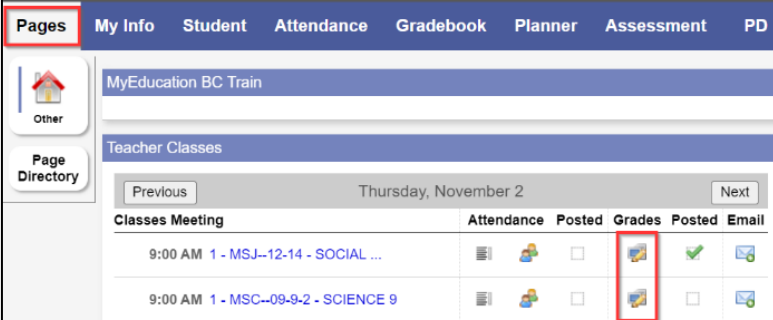
## Accessing Gradebook

Log into MyEd.

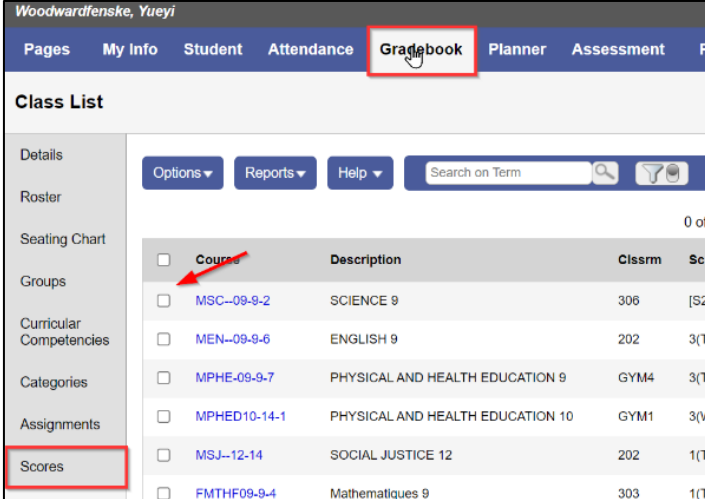
From the “**Pages**” screen, click on the “**Grades** icon” associated with the course you’d like enter grades for.

OR

Click on the **Gradebook** top tab. Select the course by checking the box. **Scores** side tab.



The screenshot shows the 'Pages' tab selected in the top navigation bar. Below the navigation, there is a 'MyEducation BC Train' header and a 'Teacher Classes' section. A table lists classes with columns for 'Classes Meeting', 'Attendance', 'Posted', 'Grades', 'Posted', and 'Email'. The 'Grades' icon in the table is highlighted with a red box.

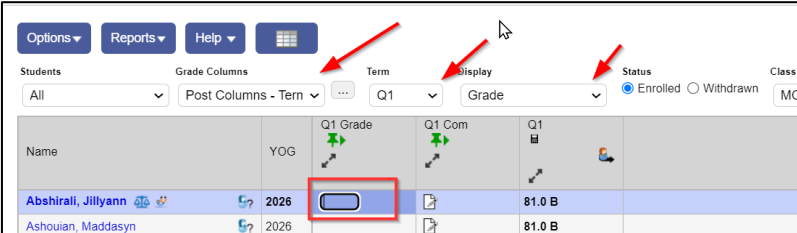


The screenshot shows the 'Gradebook' tab selected in the top navigation bar. Below the navigation, there is a 'Class List' section. On the left side, there is a 'Details' sidebar with a 'Scores' tab highlighted in a red box. The main area shows a table of classes with columns for 'Course', 'Description', 'Classroom', and 'Schedule'.

Click on the drop down for “**Grade Columns**” select “**Post Columns-Terms**”.

Select the correct grading period for **Term**.

Enter the % value for each student in the **Grade Column**.



The screenshot shows the 'Grade Columns' screen. The 'Grade Columns' dropdown is set to 'Post Columns - Term'. The 'Term' dropdown is set to 'Q1'. The 'Display' dropdown is set to 'Grade'. The 'Status' is set to 'Enrolled'. A table shows student names and their grades in the 'Q1 Grade' column, which is highlighted in a red box.

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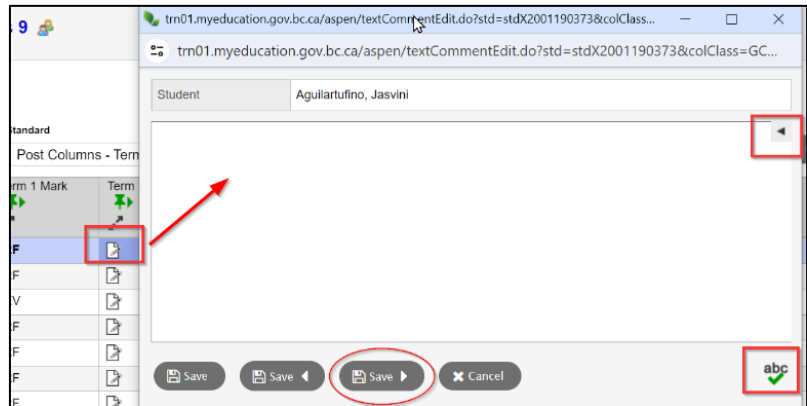
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Click on the “**Comments icon**” to open the text box to write your comment.

If you have made your own comments, click on the **black triangle** in the top right of the screen to look these up.

The spell checker is located on the bottom right.

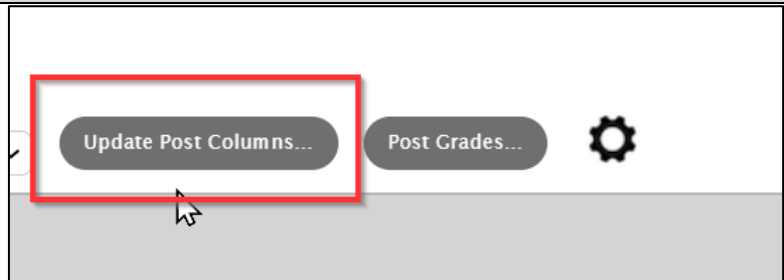
Click **Save ->** to save this set of comments and automatically navigate to the next student on the list.



Need help writing “descriptive feedback” comments? Then check out [THIS template](#) or [THIS video](#) providing more information on them.

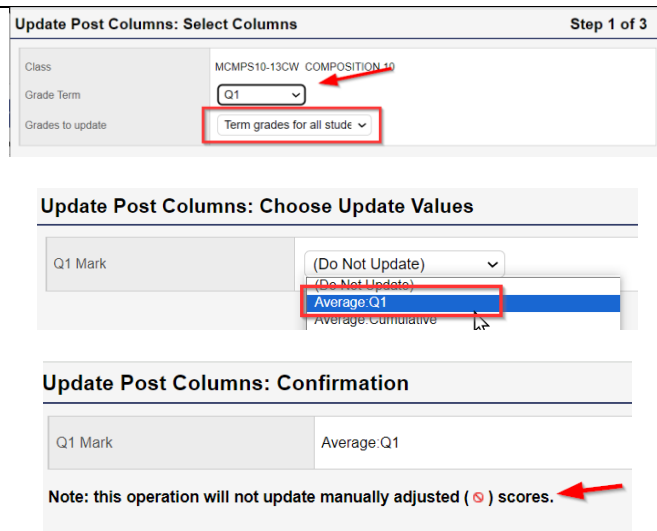
## Using the “Update Post Columns” Button

If you are confident with the **Q1 (current term mark)** mark that is being displayed, you can copy this mark to the Term Grade column. This is done by using the “**Update Post Columns**” button.



Follow the steps to complete this process:

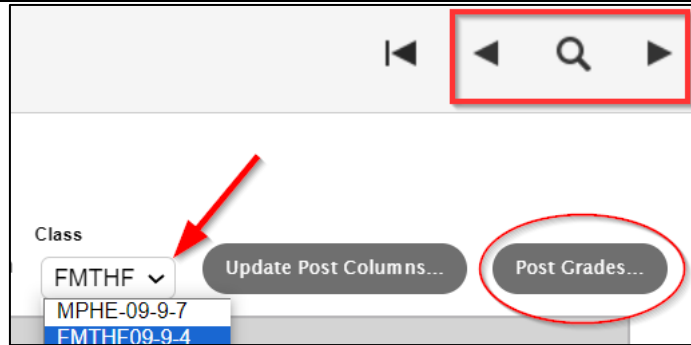
1. Select correct term & “all students”.
2. Select the correct column (Average Q1 OR the current term)
3. Finish



This will automatically populate the **Grade Term** column. However, you can always change the populated grade and manually enter your own by clicking on the cell and typing in a new value.

Abshirali, Jillyann	2026	81
Ashouian, Maddasyn	2026	81
Contrerasvaldes, Aimreen	2026	85
Diga, Takoda	2026	81

When you have finished entering the marks and comments, click the **Post Grades** button to send them to the office.

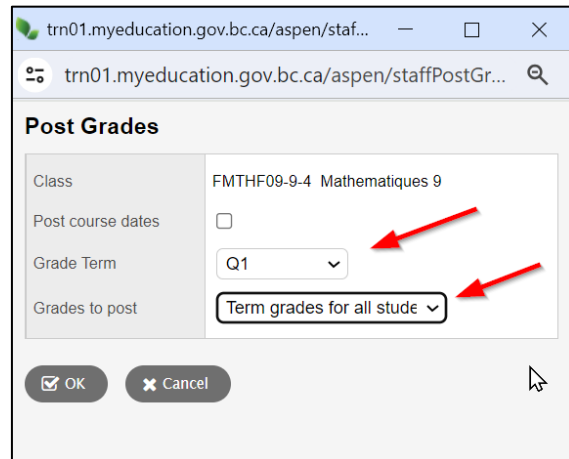
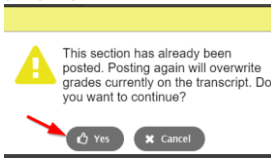


Be sure to select the correct **Grade Term**.

Be sure that **“Term grades for all students”** is selected.

You will know this has been successful as the push pins will now be red.

Note: You can always “repost” if changes were made to the marks sheet. Just click “yes” to the below popup.



Use the navigation arrow or the drop-down menu to navigate to another course.



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## Marks Verification

Print verification report to ensure marks and comments are accurate.

1 Click on the **“Reports”** drop down arrow -> **BC Marks Verification with Comments**

