

Grade 8-9 Summary of Learning

Instructions for completing Summary of Learning (final marks) for competency-based reporting.

Accessing Gradebook

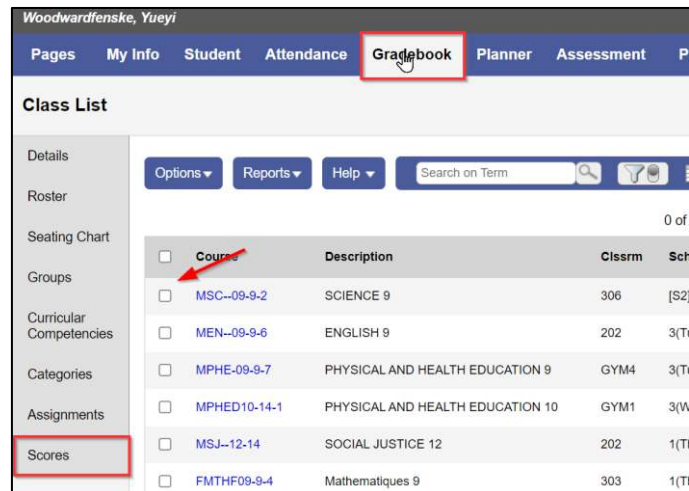
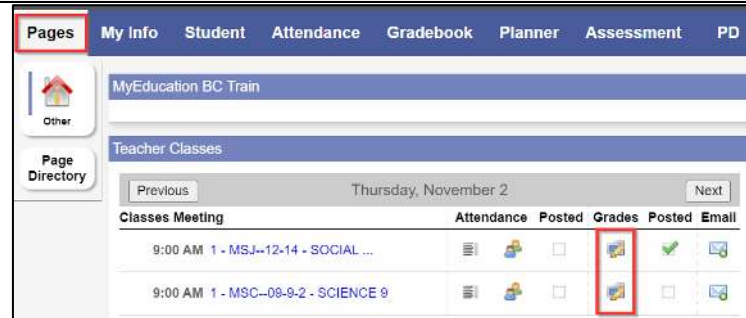
Log into MyEd.

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.

1



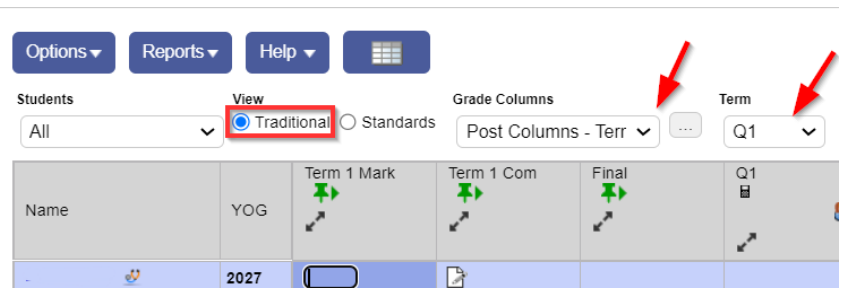
Change to “Traditional” view. (Marks *MUST* be completed in this view for report cards.)

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

Select **Q4** for Term

The three character codes for the proficiencies are entered in the “Term Mark” column.

2



3

Determine the most common proficiency for the students in this course.

Enter in the **three character code** for the proficiency. It does not need to be capitalized. MyEd will make this correction.

Press **CTRL + D** on the keyboard to duplicate these values for all of the students.

The cell will quickly flash yellow. This is the online saving process. Let this finish before moving on.

Name	YOG	Term 1 Mark
Aguilartufino, Jasvini	2027	prf
Ahvenus, Ruveljr	2027	
Ancuta, Xiya	2027	
Bartholet, Aloyna	2027	
Bidell, Siewching	2027	
Brittz, Halleyah	2027	

4

Review the list to change the marks that need to be changed.

Just click on the cell and type in the new mark.

Do the same process for entering marks in the "Final" column.

Aguilartufino, Jasvini	2027	PRF
Ahvenus, Ruveljr	2027	PRF
Ancuta, Xiya	2027	DEV
Bartholet, Aloyna	2027	PRF

5

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

If you have made your own comments in the comment bank, 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.

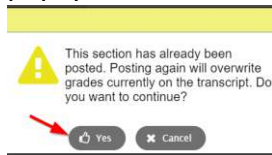
Need help writing "descriptive feedback" comments? Then check out [THIS template](#) or [THIS video](#) providing more information on them.

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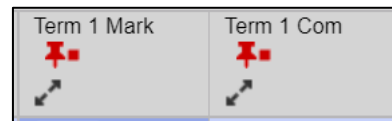
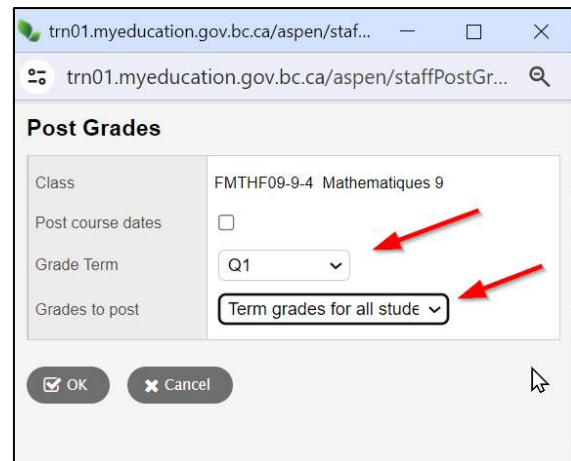
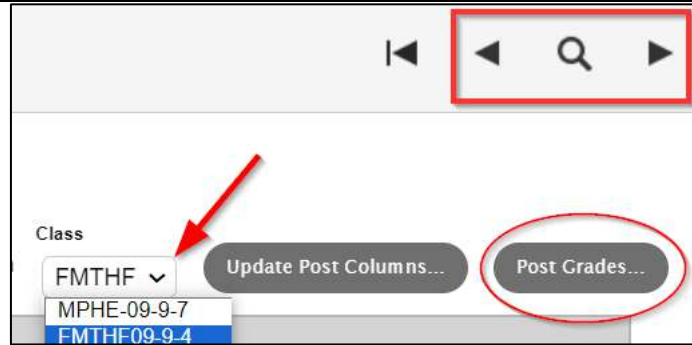
When you have finished entering the marks and comments, click the **Post Grades** button to send them to the office.

Be sure to select **Q4**.
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.



Marks Verification

1

Once all the marks and comments have been entered and sent to the office, a BC Marks Verification with Comments can be printed. This will display the mark that was entered as well as the comment for every student in the course to be viewed for accuracy/proofing.

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

