

Creating a Course-End Summary of Progress in MyEdBC

[Click here for a video tutorial of this process.](#)

Step 1:

Login to MyEdBC.

Step 2:

Click on "Gradebook" tab in the navigation menu at the top of the screen.



Welcome to MyEducation BC SDTest

MyEducationBC

Teacher Classes

Previous Friday, November 27 Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
AM - ATT--AM-10Smi - AM A...					
PM - ATT--PM-10Smi - PM A...					

Classes Not Meeting	Grades	Posted	Email
MADST02-01 - Design ...			
MADST03-03 - Design ...			

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

System Maintenance & Announcements

Welcome to MyEducation BC SDTest

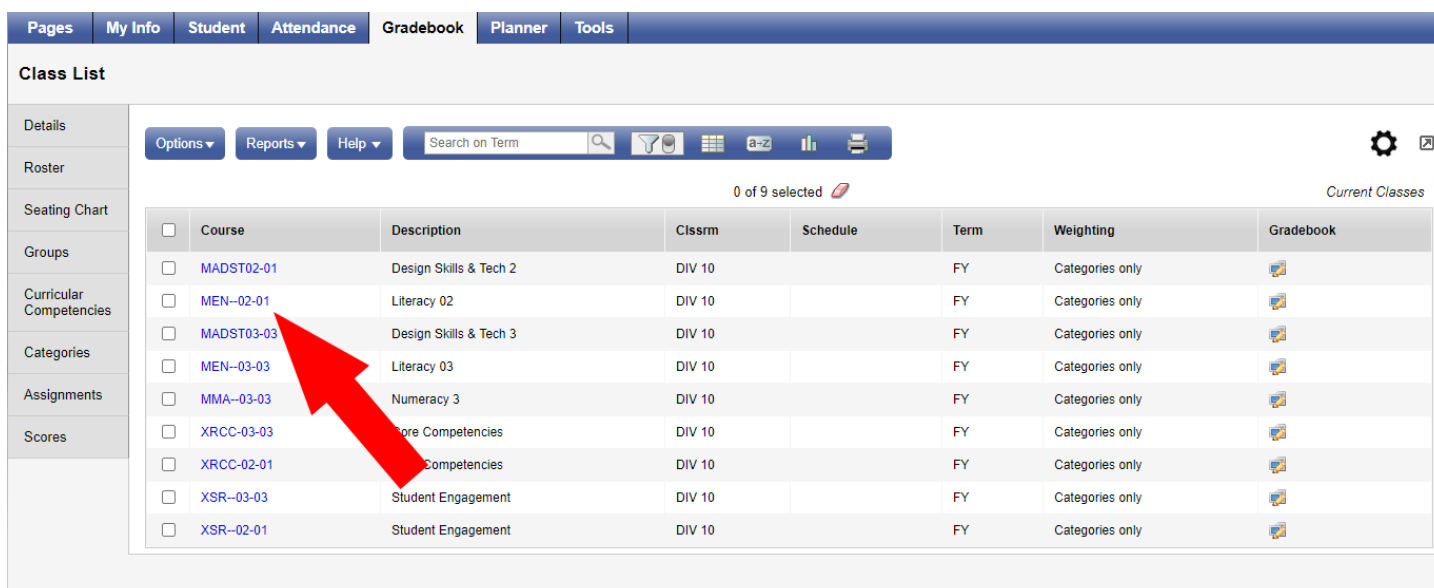
Refreshed with PROD data as of Sat. Nov. 14/2020 - 12:01 AM

Weekly Maintenance Windows - Outages may be required

Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the environment will be unavailable during these windows.

Step 3:

Click on the name of the course the you want to start with. Remember that the Course-End Summary of Progress consists of all areas of learning.



Class List

Options Reports Help Search on Term

0 of 9 selected

	Course	Description	Classrm	Schedule	Term	Weighting	Gradebook
☐	MADST02-01	Design Skills & Tech 2	DIV 10		FY	Categories only	
☐	MEN--02-01	Literacy 02	DIV 10		FY	Categories only	
☐	MADST03-03	Design Skills & Tech 3	DIV 10		FY	Categories only	
☐	MEN--03-03	Literacy 03	DIV 10		FY	Categories only	
☐	MMA--03-03	Numeracy 3	DIV 10		FY	Categories only	
☐	XRCC-03-03	Core Competencies	DIV 10		FY	Categories only	
☐	XRCC-02-01	Core Competencies	DIV 10		FY	Categories only	
☐	XSR--03-03	Student Engagement	DIV 10		FY	Categories only	
☐	XSR--02-01	Student Engagement	DIV 10		FY	Categories only	

Step 4:

Click on "Scores" in the vertical navigation menu on the left of the screen.

The screenshot shows the Gradebook interface for the class "2020-2021 - MEN--02-01 - Literacy 02". The left navigation menu has "Scores" highlighted with a red arrow. The main area shows the "Details" tab with fields for Course Nickname (MEN--02-01), Description (Literacy 02), Classroom (DIV 10), Schedule (FY), and Team. Below these are dropdowns for "Gradebook Default" and "Averages grade scale", both with red warning messages: "This gradebook section is shared with other teachers, please set the average mode to a value besides Gradebook Default." and "This gradebook section is shared with other teachers. Please set the averages grade scale to a value besides Gradebook Default." There is also a checkbox for "Show Notes on Portals".

Step 5:

Choose "Post Columns - Term" from the "Grade Columns" drop-down menu.

The screenshot shows the Gradebook interface with the "Grade Columns" dropdown menu open. The menu options are "All", "Averages", "Post Columns - Course", and "Post Columns - Term". The "Post Columns - Term" option is highlighted with a red arrow. The main area shows a table with columns for "Name", "2031", "0", "Tri 1", "Tri 2", and "Tri 3". The "2031" column contains a list of student names, and the "0" column contains a list of scores. The "Tri 1", "Tri 2", and "Tri 3" columns are currently empty. The "Average score" row at the bottom shows the average for each column.

Step 6:

Choose "Tri 3" from the "Term" drop-down menu.

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Tools

Class List :: 2020-2021 - MEN--02-01 - Literacy 02

Details | Roster | Seating Chart | Groups | Curricular Competencies | Categories | Assignments | **Scores** | Student | Assignment

Options | Reports | Help

View: ☒ Traditional ☐ Standards Grade Columns: Post Columns - Term Term: **Tri 3** Display: Grade Status: ☒ Enrolled ☐ Withdrawn Class: MEN--02 Update Post Columns... Post Grades...

Name	YOG	Tri 1	Tri 2	Tri 3	Term 1 Com	Term 1 Mark	Term 2 Com	Term 2 Mark	Term 3 Com	Term 3 Mark	Final
	2031										
	2031										
	2031										
	2031										
	2031										
	2031										
	2031										
Average score											

Step 7:

Click on the small page icon in the "Term 3 Com" column beside the name of the student whose strength-based comment you would like to write.

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Tools

Class List :: 2020-2021 - MEN--02-01 - Literacy 02

Details | Roster | Seating Chart | Groups | Curricular Competencies | Categories | Assignments | **Scores** | Student | Assignment

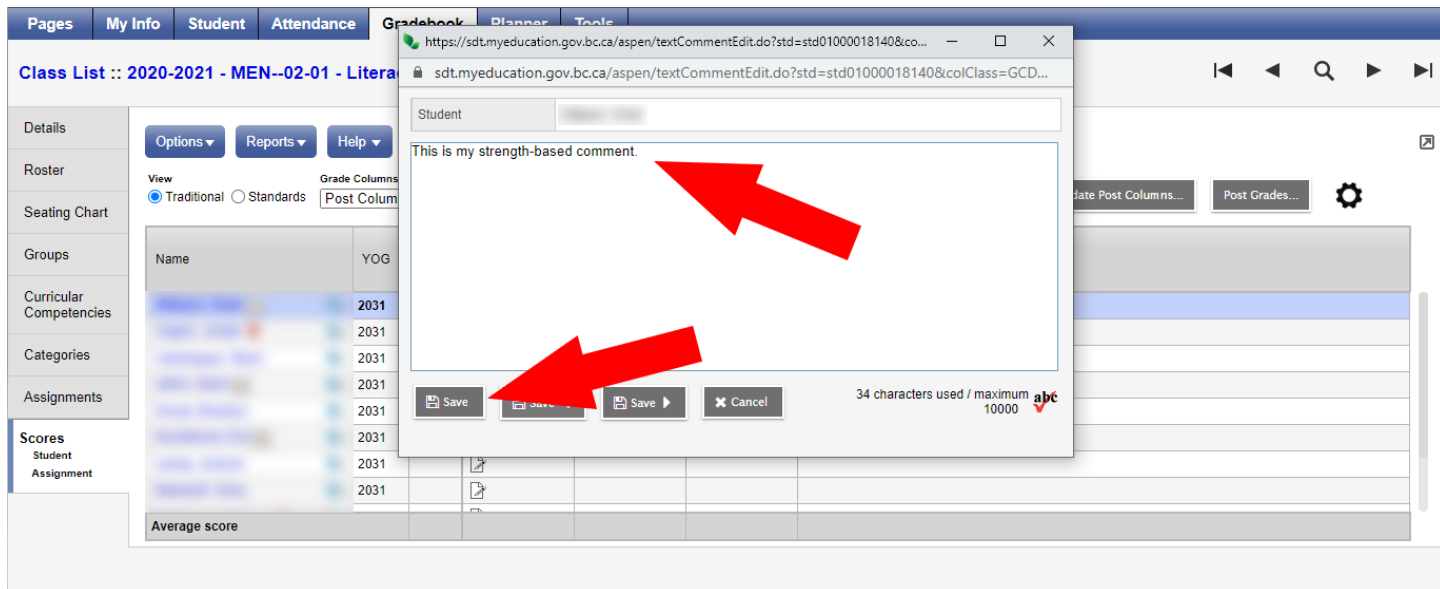
Options | Reports | Help

View: ☒ Traditional ☐ Standards Grade Columns: Post Columns - Term Term: **Tri 3** Display: Grade Status: ☒ Enrolled ☐ Withdrawn Class: MEN--02 Update Post Columns... Post Grades...

Name	YOG	Tri 3	Term 3 Com	Term 3 Mark	Final
Alfaauri, Omar	2031				
Angers, Jordan	2031				
Castonguay, Tatum	2031				
Jakhu, Navin	2031				
Krusel, Brooklyn	2031				
Kuznetsova, Eva	2031				
Lemay, Jordynn	2031				
Makasoff, Olivia	2031				
Average score					

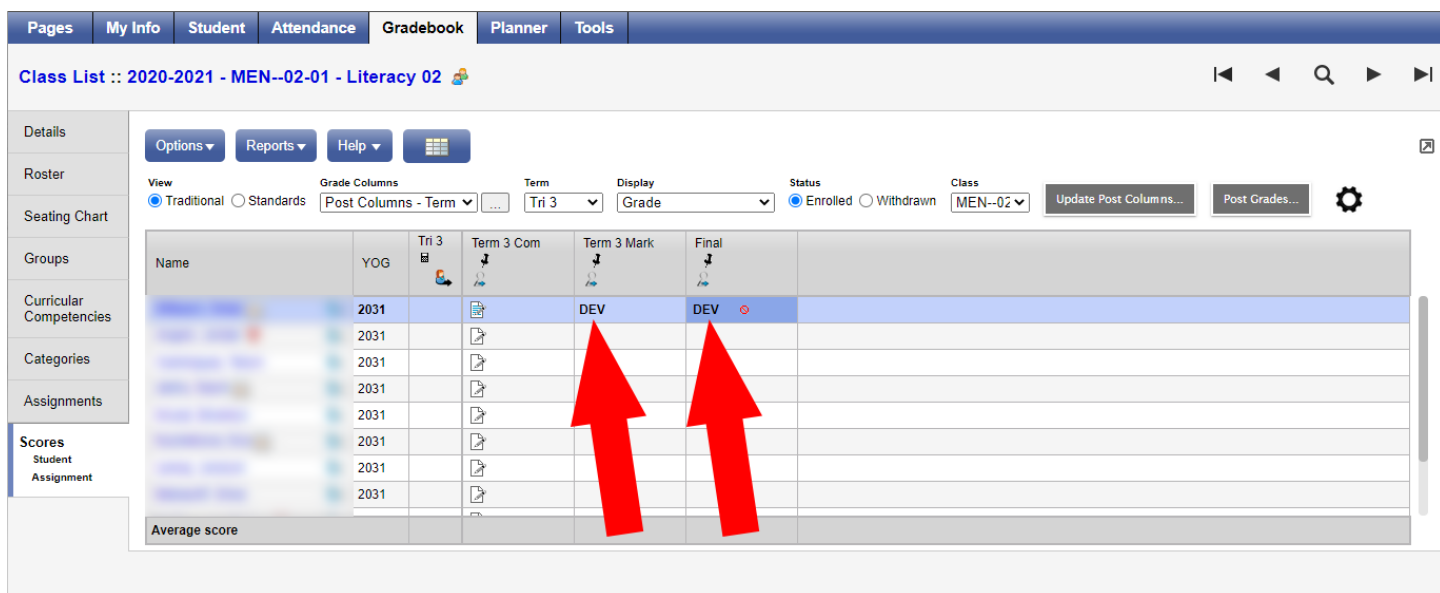
Step 8:

Enter in your strength-based comment in the text field in the window that pops up. Click the save button when you are done.



Step 9:

Enter the proficiency level of the student (EMG-DEV-PRF-EXT) in both the "Term 3 Mark" and "Final" columns beside their name.



Step 10:

Repeat steps 7-9 for each student enrolled in the course.

Step 11:

Once you have entered all of your comments and proficiency levels for this course, click on the "Post Grades..." button in the upper right-hand corner of the page.

The screenshot shows the Gradebook interface for the course "2020-2021 - MEN--02-01 - Literacy 02". The interface includes a top navigation bar with tabs: Pages, My Info, Student, Attendance, Gradebook (selected), Planner, and Tools. Below the navigation bar, there is a "Class List" header and a search bar. On the left side, there is a sidebar with various options: Details, Roster, Seating Chart, Groups, Curricular Competencies, Categories, Assignments, and Scores (Student, Assignment). The main area displays a table with columns: Name, YOG, Tri 3, Term 3 Com, Term 3 Mark, and Final. The table contains several rows of student data, with the last row highlighted in blue. A red arrow points to the "Post Grades..." button in the upper right-hand corner of the page.

Name	YOG	Tri 3	Term 3 Com	Term 3 Mark	Final
	2031		DEV	DEV	DEV
	2031		PRF	PRF	PRF
	2031		EMG	EMG	EMG
	2031		DEV	DEV	DEV
	2031		DEV	DEV	DEV
	2031		EXT	EXT	EXT
	2031		DEV	DEV	DEV
	2031		DEV	DEV	DEV
Average score					

Step 12:

Complete steps 2-11 for each course. Remember that the Course-End Summary of Progress consists of all areas of learning.