


[Creating a Point of Progress using MyEdBC](#)

This guide will help you to create a Point of Progress for ongoing communication with parents through MyEdBC. There are other options available to create POP's besides this platform. For more information about these options please refer to page 18 in the [CSL Handbook](#). Please note that this POP is for *ongoing communication with parents for all subject areas* and does not replace or act as the Mid-Year Communication of Progress.

In MyEdBC Points of Progress are created as assignments in the Standards Based Grade Book. The assignment can be made public for parents to see. It is best practice to notify parents (via email) that there is a Point of Progress available to view in a certain subject area once you have completed the POP.





Follow these instructions to create a POP. If you prefer, please view the video version [HERE](#).

Login to MyEdBC and go to **Gradebook** tab (row), then **Categories** tab (column), **Click Options – ADD**






Fill in as stated in the image. 

Pages	My Info	Student	Attendance	Gradebook	Planner	Tools
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Class List :: 2020-2021 - Literacy 6 - Literacy 06 :: New Category

Details	Options ▾ Reports ▾ Help ▾
Roster	 Save  Cancel
Seating Chart	Code * <input type="text" value="POP"/> 
Groups	Description * <input type="text" value="Point of Progress"/> 
Curricular Competencies	Category Calculation Weight <input type="text" value="0"/>

Categories

Categories ▸ Details	Assignment Defaults
Assignments	Grade Scale > Name <input type="text" value="EMG-DEV-PRF-EXT"/>   
Scores	Entry mode <input type="text" value="Both"/> ▾
	Total points * <input type="text" value="1"/> 
	Extra credit points <input type="text" value="0"/>
	Score cannot be dropped <input type="checkbox"/>
	Visibility type <input type="text" value="Public"/> ▾ 

Also add this category to classes

Then click Save 

Click the "Add Category" box to add this to all classes.

Now go to **Gradebook** tab (row), then **Assignment** tab (column), **Click Options – New Assignment**

- 1) Category POP
- 2) Column name subject area
- 3) Assignment Name - Point of Progress + Subject Name (ex. Point of Progress Literacy)
- 4) Make total Point = 1 (it just needs a value there)

- 5) Visibility type – Public (you can make private until you are ready to share if you wish)
- 6) Grade Scale – Choose 6th one down EMG-DEV-PRF-EXT (see photo)
- 7) Grade Term = Tri 1 (this applies to ALL POP's year round)

Click Portal Description –

In this area you can write a description of the POP that will go to every parent – a summary so to speak. This is not mandatory but is helpful to provide more info to parents.

You can add specific learning standards that were covered in the POP by clicking **Standards**.

Choose **Multi-Add** to select the Standards.

Class List :: 2020-2021 - Literacy 6 - Literacy 06 :: New Assignment

Options ▾ Reports ▾ Help ▾

Save and New Save Cancel

General Portal Description **Standards** Students

Section Reporting Standards

Name	ColHdr	Standards
No matching records		

Multi-Add... Delete

Also add this assignment to classes 0 of 7 selected

<input type="checkbox"/> Add Assignment?	Course	Description	Schedule term	Schedule
<input type="checkbox"/>	MEN-07-02	Literacy 07	FY	null
<input type="checkbox"/>	MMA-06-02	Numeracy 6	FY	null

You can also add this Point of Progress to another class. This is particularly helpful if you are teaching in a multi-grade classroom. You can add the POP that you are creating in Literacy 6 to Literacy 7 (or any other subject) so you don't have to recreate an assignment.

Select **all standards** available for subject areas, then click OK. You may need to scroll down to see all.

https://myeducation.gov.bc.ca/aspn/multiAddStandardsToAssignment.do?auth=9BzJ0mFK/AJNEbwGQXm7fxYfmco=...

myeducation.gov.bc.ca/aspn/multiAddStandardsToAssignment.do?auth=9BzJ0mFK/AJNEbwGQXm7fxYfmco=&deploy...

Expand All | Collapse All

Name	ColHdr	Standards
<input type="checkbox"/> + All (Weight: 0.00)	All	
<input checked="" type="checkbox"/> + Comprehend and Connect (Weight: 0.00)	COMP	
<input checked="" type="checkbox"/> + Create and Communicate (Weight: 0.00)	COMM	

OK Cancel

MyEdBC will automatically create to POP for ALL students, if you would like to **exclude a student**, click on the Students tab, select their name and click exclude.

Class List :: 2020-2021 - Literacy 6 - Literacy 06 :: New Assignment

Options ▾ Reports ▾ Help ▾

+ Save and New Save Cancel

General Portal Description Standards **Students**

Select the students to exclude from this assignment

Included Students Excluded Students

Exclude > Exclude All >> Include < Include All <<

YOU ARE NOW READY TO SAVE!

The POP is ready for the gradebook.

Now you are ready to add the proficiency level for each student for the standards you have covered:

- 1) Stay in Gradebook and go to **Scores**.
- 2) Choose **Standards** gradebook.
- 3) Select or confirm **Term = Tri 1**

Class List :: 2020-2021 - Literacy 6 - Literacy 06

Options Reports Help

View: Traditional Standards Standard: Apply comprehensive Term: Tri 1 Display: Grade Status: Enrolled Withdrawn Class: Literacy Add Assignment

Name	YOG	Tri 1 COMP36 (Trend)	Tri 1 COMP36 (Avg)	Average of Standards Tri 1	11/27 Literacy POP
Coulter, Ashton	2027	3.0	3.0		PRF
Fitzpatrick, Caelyn	2027	1.0	1.0		EMG
Gislason, Macy	2027	2.0	2.0		DEV
Pedersen, Maeda	2027	3.0	3.0		PRF
Saxton, Jack	2027				
Shaw, Caleb	2027				
Stromme, Alexa	2027				
Sutton, Taylor	2027				
Swanson, Nixon	2027				
Average score		2.0	2.0		2.0

Select the standard you wish to communicate proficiency level on. Enter each student's proficiency level for that standard in the column.

Repeat this step for each standard you wish to communicate on.

Click this icon to enter the strength-based comments.

Please note that the comment box applies to all of the standards you have chosen. You do not comment on each individual standard separately, there is ONE comment box that captures all.

Once you have entered the proficiency for each standard and completed your comment box you have completed the Point of Progress. Remember, if you did not make the POP (assignment) "public" in previous steps, you must do so before parents will see it. Once it is public you can direct parents to login to myEdBC to view the Point of Progress you created. They will see the POP under the "Recent Activities" widget on the landing page, or they can go to Academics and choose the subject area for which you made the Point of Progress.