



Central Okanagan School District

SD No. 23 | *Together We Learn*



MyEducationBC

TEACHER GUIDE – END OF TERM

Middle / Secondary

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About This Guide

This guide is intended to provide middle/secondary teachers in the Central Okanagan School District with a general overview and reference guide to support the end of term process in MyEducationBC. Although the end of term process resides in the gradebook interface, there is no requirement for teachers to use the calculated gradebook to complete the end of term process.

First Reporting Period – What to Expect

Similarities

There are many similarities in the end of term process between BCeSIS and MyEdBC. These include:

- a unified screen to gather student progress, in work habit and comments
- the ability to draw student comments from a centralized school comment bank
- the ability to “post” marks to the office once a teacher is satisfied with the data entered
- the ability to “repost” changes to the office
- the ability to “copy down” to pre-fill a progress mark, work habit or comment for an entire class
- the ability to “import” progress information from the MyEdBC gradebook (if using)

Differences

There are also differences in the end of term process between BCeSIS and MyEdBC. These include:

- automatic saving and validation (after each item is entered)
- the ability to manage and draw student comments from your own personalized teacher comment bank
- the ability to integrate variables (such as student name and gender specific pronouns) into personalized comments
- the ability to enter comments free-form (hand entered or copy/pasted) for specific individual comments
- an integrated spellcheck in the comment editor

Navigation

The **Teacher Classes** area on the **Pages Top Tab** is immediately viewable to teachers after logging in. This provides quick access to Grades as well as an indication if grades have been posted to the office for the current reporting period. Click on the Grades icon for the desired class:

Teacher Classes

Previous Friday, October 30 Today Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
1:58 PM 1 - YHRA-2B-4S-01 - HEAL...				<input type="checkbox"/>	
12:34 PM 2 - YHRA-2B-4S-02 - HEAL...				<input type="checkbox"/>	
10:25 AM 3 - MBI-12-4S-09 - BIOL...				<input type="checkbox"/>	
9:00 AM 4 - MBI-12-4S-04 - BIOL...				<input type="checkbox"/>	

Access to Grades (end of term and gradebook)

Have grades been posted?

Once you have clicked on the Grades icon, you will be transported to the Gradebook Score Side Tab:

Pages My Info Student Attendance **Gradebook** Planner Assessment PD Tools

Options Reports Help

Class List :: 2015-2016 - YHRA-2B-4S-01 - HEALTH SCIENCE 12

Student Fields	Grade Columns	Term	Status	Class	Post Grades...
Default Fields	Post Columns - Term	Q1	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	YHRA-2B-4	Add Assignment

Must Select Post Columns - Term

Select the Correct Term!

Change Class

Post Grades to Office

Details Roster Seating Chart Groups Reporting Standards Categories Assignments **Scores** Student Assignment Notifications

Important Notes:

- Notice the **Gradebook** top tab and **Scores** side tab. You may navigate here directly rather than using the **Teacher Classes** area on the **Pages** Top Tab.
- It is critical that you select "Post Columns – Term" and the correct Term before any data entry commences. There is no process to copy data that is entered in an incorrect term.
- Use the class drop-down to quickly navigate to another class. Alternatively, you may also use the Records Navigation Bar (top left) to navigate to another class.
- Use the Post Grades button to post progress information (or corrections) to the office.

Mark Input – Manual Entry

Step 1: Navigate to grades and ensure you have selected “Post Columns – Term” the correct Term and class:

Grade Columns	Term	Status	Class
Post Columns - Term ▼ ...	Q1 ▼	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MBI-12-4S- ▼

Step 2: As required by the ministry, enter the percentage or letter grade into the grade column:

Q1 Grade ↓↑	or	Q1 Grade ↓↑
C+		77
B		88
A		91
C-		55

Useful Tips:

- Data is saved every time you exit a cell (ENTER key, ARROW key, or mouse click)
- Letter grades entered in lower case will automatically be capitalized.
- After clicking a cell, press CTRL + L to display a list of acceptable values. (CTRL + L on Mac as well, not Command + L)
- After entering a value, press CTRL + D to “Fill Down” the same value to all cells below. (CTRL + D on Mac as well, not Command + D)

Mark Input – From Gradebook

For teachers that have managed student progress in the MyEdBC gradebook, it is possible to “Copy” the calculated marks from the gradebook into the grade column. Below are the steps required:

Step 1: Navigate to grades and ensure you have selected “Post Columns – Term” the correct Term and class:

Grade Columns	Term	Status	Class
Post Columns - Term ▼ ...	Q1 ▼	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MBI--12-4S- ▼

Step 2: Select Options > Update Post Columns from the menubar.

Step 3: Select the correct grade term and press Next.

Step 4: Select Average from term or cumulative, depending on your assessment practice. Press Next.

Step 5: Press Finish.

Teachers are encouraged to review and modify marks using their professional discretion once they are imported.

IMPORTANT!

The calculated gradebook marks and end of term marks are NOT LINKED in any way. The process outlined above inserts a copy of calculated marks into the end of term column.

This means that changes made to the gradebook after copying marks from gradebook will not automatically be reflected in the end of term marks. It is possible to repeat the process above if additional changes were made to the gradebook which are needed for end of term.

Work Ethic Input

Step 1: Navigate to grades and ensure you have selected “Post Columns – Term” the correct Term and class:

Grade Columns	Term	Status	Class
Post Columns - Term ▼ ...	Q1 ▼	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MBI-12-4S ▼

Step 2: Enter G, S or N as required into the WH column:

Useful Tips:

- Data is saved every time you exit a cell (ENTER key, ARROW key, or mouse click)
- Work Habit entered in lower case will NOT be accepted as valid input. Only uppercase G, S, and N will be accepted. CAPS LOCK key is your friend.
- After clicking a cell, press CTRL + L to display a list of acceptable values. (CTRL + L on Mac as well, not Command + L)
- After entering a value, press CTRL + D to fill the same value to all cells below. (CTRL + D on Mac as well, not Command + D).

WHAT ABOUT E FOR EXCELLENT?

The E for Excellent is an enterprise (provincial) level setting which we cannot change or hide. Typically the E is used in private school settings in British Columbia. At this time, do not use the E for Work Habit.

Comment Input

Commenting Options

Comments can be assigned to students in one of three ways:

1. from a centralized school comment bank which was imported from BCeSIS
2. from your personalized teacher comment bank
3. free-form (hand entered or copy/pasted) for specific individual comment

Comment Management

The comment management model within MyEd BC encourages:

- a) The school office team maintains a small bank of general comments to promote consistent wording with commonly used scenarios (attendance, learning plans, IEPs, etc.).
- b) Teachers to add and manage comments specific to their subject area without the need for clerical support.

WILL MY COMMENTS FOLLOW ME FROM YEAR TO YEAR?

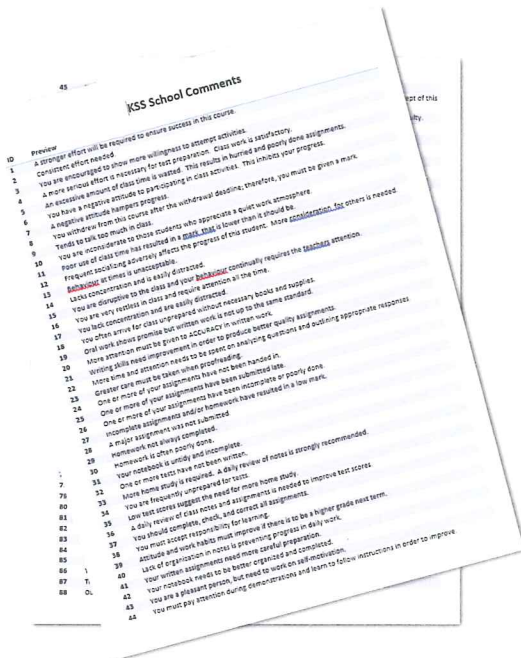
We have confirmed that personal teacher comment banks do follow a teacher from school year to school year, as long as they are at the same school. This allows teachers to develop comments over time. In the event that a teacher migrates from one school to another, the comments do not transfer, but they may be exported by the teacher for future reference.

Using School Comment Banks

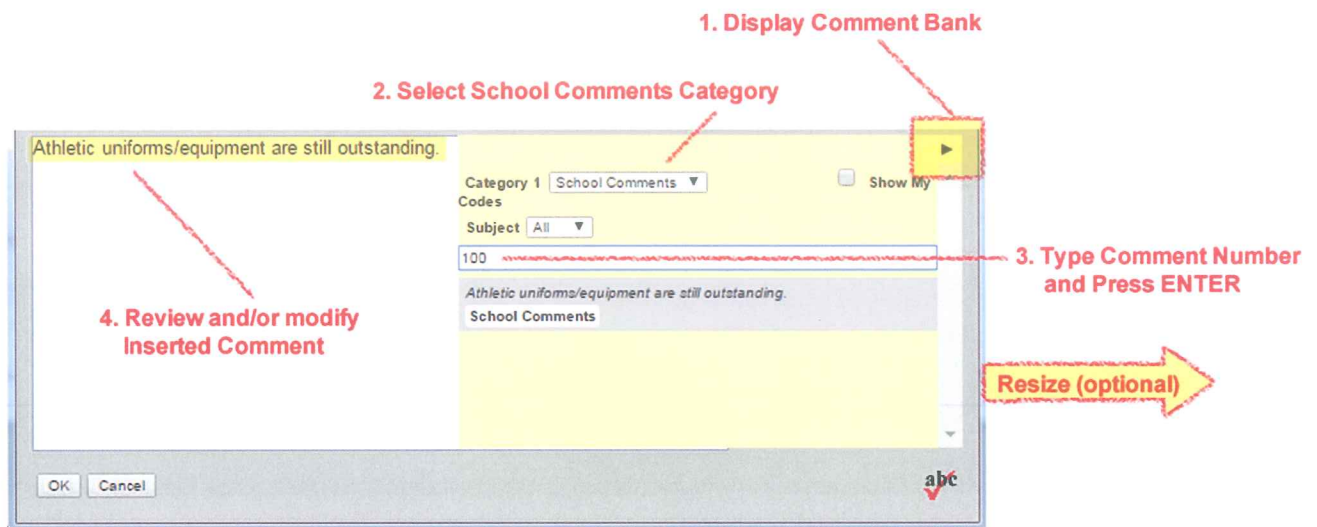
Step 1: Navigate to grades and ensure you have selected “Post Columns – Term” the correct Term and class:

Grade Columns	Term	Status	Class
Post Columns - Term	Q1	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MBI--12-4S-

Step 2: Reference your school comment list. This will likely be in PDF format and issued from your office.



Step 3: Click the  icon in the Comment column, and follow the four steps illustrated below:



Repeat steps 3 and 4 to insert additional school comments. Click OK when finished.

Useful Tips:

- There is an integrated spell check for use when proofing comments.
- Copy Down (CTRL + D) is very useful to pre-populate common comments to all students before specific ones are addressed.
- Teachers may “string” together multiple comments.
- There is a maximum 2000 character limit on each student comment.

Creating and Managing Personal Comment Banks

Navigate to the Tools top tab, Comments side tab, and Codes Sub Side Tab:



Adding Comments:

1. From the Options Menu, select Add
2. Enter an **ID** number. The ID number is somewhat confusing and a fallback to the school comment paradigm. They do not need to be unique, nor do they need to be numeric. It would be entirely acceptable to use the ID “P” for every single teacher comment. They are a required field, and are searchable and could potentially be used in creative ways.
3. Bypass the **Comment Preview** field and populate the **Comment** field.
4. Copy/Paste the comment into the **Comment Preview** field.
5. Use **Category 1** to distinguish and categorize your comments from the school comment bank. For example, if personal comments were added with the “Media Arts” and “Physical Education” as Category 1, the following would show up when adding comments:



6. Review the comment for questionable spelling
7. Press **Save**
8. Repeat steps 1 to 6 as needed.
9. Click **Gradebook** top tab to return to Grades.

Editing Comments:

1. Click the link under the ID column.
2. Review and edit the comment as desired.
3. Press **Save**
4. Click **Gradebook** top tab to return to Grade.

IMPORTANT!

Changes to the personal comment bank do not impact students who already have comments assigned.

Using Smart Tags in Comments

MyEdBC allows teachers to personalize comments further by inserting smart tags. This can transform a comment such as:

Your son/daughter had an outstanding final presentation. I am very proud of him/her.

To

Jane had an outstanding final presentation. I am very proud of her.

The general format of smart tags are {{smarttagname}}. When the comment is **APPLIED** to a student, MyEdBC will resolve the tag to the correct information. Below is a summary of commonly used tags:

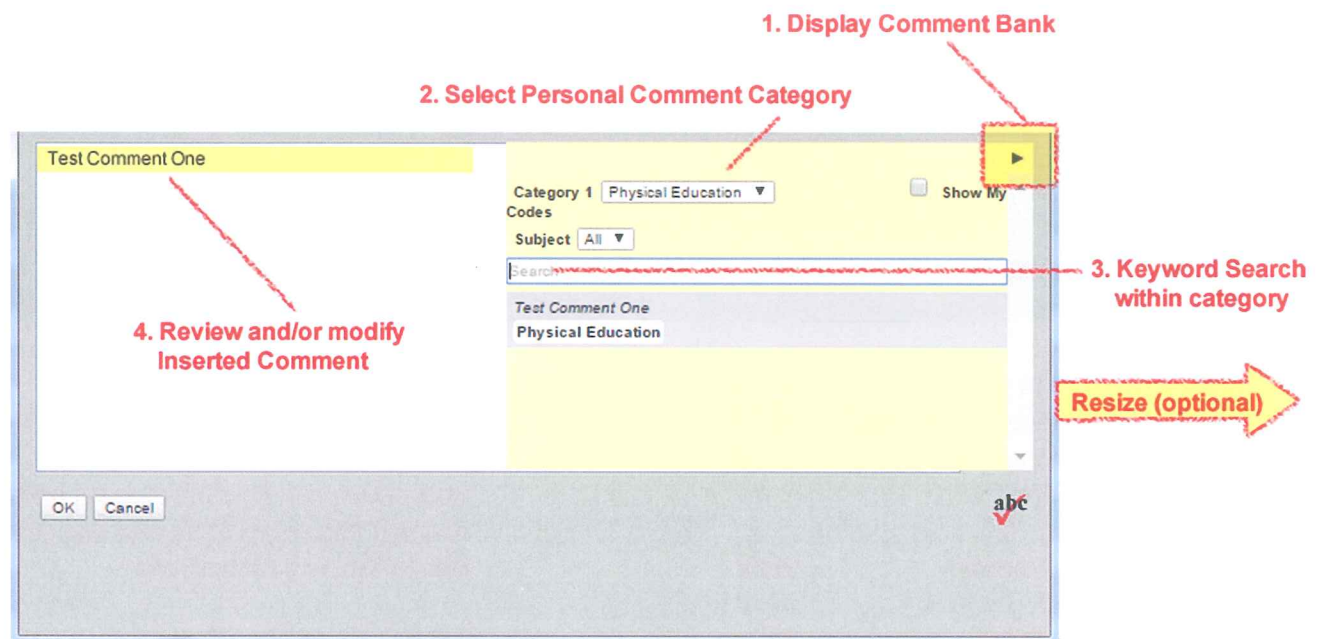
Description	Tag Format	This appears in comment.
Student first name	{{person.firstName}}	Jane
Student last name	{{person.lastName}}	Doe
Gender specific for His/Her (capitalized)	{{person.genderCode gender: His,Her}}	His or Her
Gender specific for His/Her (lowercase)	{{person.genderCode gender: his,her}}	his or her
Gender specific for He/She (capitalized)	{{person.genderCode gender: He,She}}	He or She
Gender specific for he/she (lowercase)	{{person.genderCode gender: he,she}}	he or she
Gender specific for Himself,Herself (capitalized)	Can you guess???	

Using Personal Comment Banks

Step 1: Navigate to grades and ensure you have selected “Post Columns – Term” the correct Term and class:

Grade Columns	Term	Status	Class
Post Columns - Term	Q1	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MBI--12-4S-

Step 2: Click the  icon in the Comment column, and follow the four steps illustrated below:



1. Display Comment Bank

2. Select Personal Comment Category

3. Keyword Search within category

4. Review and/or modify Inserted Comment

Resize (optional)

Repeat steps 3 and 4 to insert additional school comments. Click OK when finished.

Useful Tips:

- There is an integrated spell check for use when proofing comments.
- Copy Down (CTRL + D) is very useful to pre-populate common comments to all students before specific ones are addressed.
- There is a maximum 2000 character limit on each student comment
- Click the **Show My Codes** checkbox to hide school comments

Using Free Form Comments

Step 1: Navigate to grades and ensure you have selected “Post Columns – Term” the correct Term and class:

Grade Columns	Term	Status	Class
Post Columns - Term ▼ ...	Q1 ▼	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	MBI--12-4S- ▼

Step 2: Click the  icon in the Comment column and compose or copy/paste your comment.

Step 3: Click OK.

IMPORTANT NOTE REGARDING COPY/PASTE

It is our firm belief that MyEdBC should behave similar in all browsers and on all platforms. However, we have recently identified (and reported) differences in how browsers paste text that has been copied from Microsoft Word. Below is a summary of our findings:

Platform	Browser	Paste Text from Word	Workaround
Windows	Internet Explorer	Works	
Windows	Chrome	Works	
Windows	Firefox	Error	No workaround. Possible to paste into notepad, then copy paste into MyEdBC
Mac OS X	Chrome	Error	Edit > Paste and Match Style
Mac OS X	Firefox	Works	
Mac OS X	Safari	Error	Edit > Paste and Match Style

Other Formatting Findings:



- Smart quotes (66 and 99) seem to resolve correctly (no upside down question marks)
- Bullets do NOT convert properly. Recommend not using.

Posting Grades

The process of posting grades is unchanged in MyEdBC. Posting grades does two things:

1. Notifies the office that you have completed report cards for a given subject.
2. Transfers a COPY of your Grades for the office.

To post grades to the office:

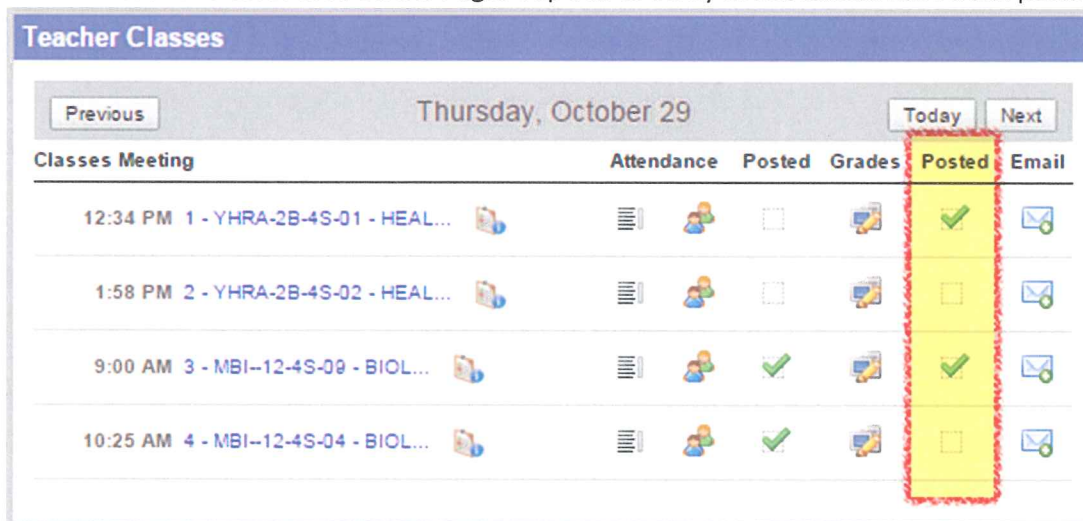
1. Review your grade and work habit for all students in the current class.
2. Ensure all comments are populated correct icon:
 = comment populated
 = comment empty
3. Press the **Post Grades** button.























4. Confirm the correct **Grade Term** and press **OK**.
5. Navigate to another class and repeat steps 1 – 4.

Useful Tips:

- Use the **Teacher Classes** area on the **Pages Top Tab** to verify which classes have been posted.



The screenshot shows the 'Teacher Classes' interface for Thursday, October 29. It features a table with the following columns: 'Classes Meeting', 'Attendance', 'Posted', 'Grades', 'Posted', and 'Email'. The 'Posted' column is highlighted with a red dashed box. The table contains four rows of class data:

Classes Meeting	Attendance	Posted	Grades	Posted	Email
12:34 PM 1 - YHRA-2B-4S-01 - HEAL...					
1:58 PM 2 - YHRA-2B-4S-02 - HEAL...					
9:00 AM 3 - MBI-12-4S-00 - BIOL...					
10:25 AM 4 - MBI-12-4S-04 - BIOL...					

- Changes to grades, work habit or comments AFTER posting are not available to the office unless you post again.
- If the posting end-date has already passed, the office will need to make the changes on your behalf.

Printing/Proofing Report Cards

Your office staff will likely be running some type of verification report to confirm and validate your data entry. If you are interested in how your data entry will appear on the official report cards, you may generate report cards for your students at any time.

Generating Report Card Proofs

- Select Reports > Report Cards > Report Cards - Middle Years and Secondary from the menu bar.
- Feel free to adjust any of the print options.
- Click Run (watch for popup blockers).

Technical Support

Questions and technical support inquiries should be directed initially to your school-based trainers. Any technical support issues requiring additional support will be escalated to district support.