



Central Okanagan School District

SD No. 23 | *Together We Learn*



MyEducationBC

TEACHER GRADEBOOK - BASICS

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Table of Contents

About This Guide.....	2
About The Parent and Student Portal.....	2
Gradebook Preferences	3
Recommended Gradebook Preferences – see Teacher Gradebook for setting details.....	3
Naming Classes	4
Linking Classes.....	4
Term Weighting	4
Categories	5
Assignments	6
Scores	7
Keyboard Shortcuts.....	7
Special Codes	7

About This Guide

This guide is intended to provide teachers in the Central Okanagan School District with an basic overview of the gradebook functionality in MyEd. Some important points about the MyEd gradebook:

- The gradebook is used for both end of term reporting as well as a calculated gradebook.
- Using the calculated gradebook (assignments and scores) is entirely optional, and teachers may hand enter end of term (summative) progress and comments.
- Teachers who use the calculated gradebook will be able to transfer (and tweak) summative marks from the gradebook to the end of term marks, without the need to reenter information.
- Teachers will retain access to the gradebook after the school year completes (full historical access, unlike BCeSIS).
- The gradebook is similar in functionality to other calculated gradebooks such as MasterGrade, Jupiter Grades, and Intergrade Pro.
- The gradebook can be used on any browser or mobile device, including iPhone, iPad, and Android devices.

At this time, this guide will focus specifically on the calculated gradebook functionality. Additional details about end of term processes will be provided before the first reporting period.

About The Parent and Student Portal

At the present time the Portal is not turned on. MyEd has a robust Parent and Student Portal which allows secure access to a pre-determined scope of information (attendance, marks, etc.). Only those assignments scores which the teacher has selected for public viewing will be available to parents.

Gradebook Preferences

The MyEd gradebook is highly configurable, and it is important that you start off with familiar settings and understand how changes impact the display and calculation of your scores. Gradebook preferences (unlike those in BCeSIS) can be changed at any time meaning you are safe to experiment with “what if” scenarios, or try different calculation models.

To access gradebook preferences click the SET PREFERENCES button in the top right corner of the MyEd interface, then click the Gradebook tab


Recommended Gradebook Preferences – see [Teacher Gradebook](#) for setting details.

Setting	Value/Status
Shade alternate lines	<input checked="" type="checkbox"/>
Track administrator updates	<input checked="" type="checkbox"/>
Tab direction	Across
Show studies	<input type="checkbox"/>
Enable gradebook features	<input checked="" type="checkbox"/>
Assignment column order	Sequence number
Show points in headers	<input checked="" type="checkbox"/>
Show category names in headers	<input checked="" type="checkbox"/>
Publish assignment statistics	<input checked="" type="checkbox"/>
Show student alerts	<input checked="" type="checkbox"/>
Show course selection recommendation	<input checked="" type="checkbox"/>
Anchor averages	<input checked="" type="checkbox"/>
<u>Missing Assignments</u>	
Show missing column	<input checked="" type="checkbox"/>
Count empty as missing	<input type="checkbox"/>
Show unscored	<input type="checkbox"/>
<u>Averages</u>	
Default weighting	Category total points
Decimals	0
Grade scale	Provincial Mark Scale Interim Marks
Semester Cumulative average	<input type="checkbox"/>
Cumulative average	<input type="checkbox"/>

NOTE: You may prefer to change the Assignment Column Order from SEQUENCE NUMBER to DUE DATE.

NOTE: Default Weighting needs to be CATEGORY TOTAL POINTS for proper calculations

Naming Classes

- Navigate to **Gradebook** top tab > Select a class > **Details** side tab
- Add a Friendly name to the “Course Nickname”
- Press Save
- Use the  to move to the next course (and repeat)


Linking Classes

At this time, Linking Classes is NOT RECOMMENDED.

- In the assignment topic there are instructions on importing assignments from another class.

Term Weighting

Depending on your calculation (weighting) settings, you may wish to override the default term weighting or the manner in which each term (and exam) contribute to the overall calculated grade. Most teachers will find the defaults are just right.

- Navigate to **Gradebook** top tab > Select a class > **Details** side tab
- Adjust the actual weighting for each term and School Exam – default is T1=40%, T2=40%, Exam=20%.
- Select Apply Weights to Other Selected Classes to select and change weighting in other similar classes .
- Press Save.
- Use the  to move to the next course (and repeat)

Pages My Info Student Attendance Gradebook Planner Tools

Options Reports Help

Class List :: 2015-2016 - 1/2 Drafting A - MDDF-11-4S-01 - DRAFTING A

Save Cancel

Details
 Roster
 Seating Chart
 Groups
 Reporting Standards
 Categories
 Assignments
 Scores

Course Nickname	1/2 Drafting A - MDDF-11-4S-				
Description	DRAFTING A				
Classroom	143				
Schedule	1-2(1)				
Schedule term	S1				
Team					
House					
Average Mode	Gradebook Default				
Averages grade scale	Gradebook Default				
Portal Notes	<input type="checkbox"/> Show Notes on Portals				

Drop mode
 Do not drop scores
 Drop lowest overall score
 Drop lowest score by category

	Q1 Grade		Q2 Grade		School Exam 1	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	50.0	40.0	50.0	20.0	0.0

Apply weights to other selected classes

<input checked="" type="checkbox"/>	Course	Description	Term	Schedule
<input checked="" type="checkbox"/>	MDDA-12-4S-01	DRAFTING C	S1	1-2(1)

Classes linked for assignments

Course	Description
DO NOT USE LINKING	

Categories

Categories define the type of assignments teachers will use in student assessment.

NOTE: Defaults selected when creating categories can be overridden for individual assignments within the category.

Go to **Gradebook** top tab > Select a class > **Categories** side tab. Any existing categories for the class are displayed on the screen.

Select **Categories / Details** then go to **Options** > **Add** to create additional categories.

The screenshot shows the MyEducationBC interface for Mount Boucherie Secondary 2015-2016. The top navigation bar includes Pages, My Info, Student, Attendance, Gradebook, Planner, and Tools. The 'Options' menu is open, showing 'Add', 'Copy...', and 'Delete'. The 'Details' section is highlighted in the left sidebar. The 'Assignment Defaults' section is also visible, with the following fields and values:

Code *	Assign ← SHORT NAME
Description *	Assignments ← LONG NAME
Weight	50 ← CATEGORY % OF TERM GRADE
Grade Scale > Name	Provincial Mark Scale Interim Marks ← USE THIS SETTING
Entry mode	Numeric Only
Total points *	10.0 ← DEFAULT VALUE OF EACH ASSIGN - can change for individual assignments
Extra credit points	0.0 ← CHANGE ONLY IF MOST IN THIS CATEGORY ARE BONUS
Score cannot be dropped	<input type="checkbox"/> ← CHECK IF NOT DROPPING ANY LOWEST SCORES FROM CATEGORY
Visibility type	Private ▼ ← PUBLIC = PARENT S CAN SEE

COPYING CATEGORIES TO ANOTHER CLASS

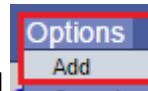
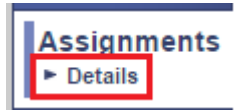
- Navigate to the class you wish to copy categories to.
- Left click on Categories (cannot be on Categories Details)
- Select Options → Import Categories (menu bar) to bring in categories from other classes



Assignments

Assignments can be created in the same manner as categories:

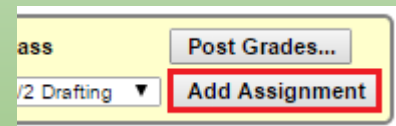
Go to **Gradebook** top tab > Select a class > **Assignments** side tab. Any existing assignments for the class are displayed on the screen.



Select **Assignment / Details** then go to **Options > Add** to create assignments.

OTHER WAYS TO ADD ASSIGNMENTS

- Below Assignments select Scores
 - At the top right is an Add Assignment button
- Assignments can also be added from the Planner top tab.



Assignment - Google Chrome

https://myeducation.gov.bc.ca/aspen/assignmentDetailPopup.do?prefix=GCD&oid=GCD000000XV7AS&context=gradebook.assignmentE

Save Cancel Copy Delete

General Portal Description Standards

Classes * MDDF-11-4S-01 (selected)

Category * Assign

GB column name * IT-Skills ← SHORT NAME

Assignment name * Information Technology Skills ← LONG NAME

Date assigned * 9/8/2015

Date due * 9/8/2015

Total points * 10.0 ← DEFAULT VALUE SET IN CATEGORY, BUT CAN BE CHANGED HERE

Online submission

Open date MyEd PORTAL USE

Close date

Options

Extra credit ← BONUS MARKS

Extra credit points 0.0

Sequence number 1 ← CAN SORT BY SEQUENCE OR DATE

Score not droppable ← THIS TASK WILL NOT BE DROPPED

Visibility type Private ← NOT SEEN BY PARENTS

Entry mode Numeric Only

Grade Scale Provincial Mark Scale Interim Marks ← USE THIS

Grade Term * Q1

Recurring Options None Daily Weekly Monthly

Resources Provided by the Teacher

Add File MyEd PORTAL USE Add Weblink

NOTE: You can only set weighting of Categories not Assignments.

NOTE: MyEd BC does not have a setting for Percent of Term a particular Assignment only for Categories.

Scores

- Go to the **Scores** side tab to view the new assignment column created in the Gradebook. If the column does not appear, change Grade columns dropdown to All.
- NOTE: You can also Add Assignments on this menu.
- NOTE: If not showing go to Set Preferences > Gradebook and be sure Enable Gradebook Features is checked.

The screenshot shows the Gradebook interface with the 'Scores' side tab selected. The main area displays a table of assignments for the class '2015-2016 - 1/2 Drafting A - MDDF-11-4S-01 - DRAFTING A'. The table has columns for Student Fields, Grade Columns (set to 'All'), Term (set to 'Q1'), Status (Enrolled/Withdrawn), and Class (1/2 Drafting). The 'Add Assignment' button is highlighted in red.

Name	YOG	Q1	IT-Skills 09/08 Assign 10 pts.	Lettering 09/11 Assign 10 pts.	Iso-Sketch 09/15 Assign 10 pts.	Scales 09/15 Assign 10 pts.	Orth-Sketc 09/17 Assign 10 pts.
Ben, Hannah	2018						
Brian, Jeffrey	2018						
Brian, Ty	2018						
Brian, Jonathan	2018						
Brian, Sarah	2016						

See Options Menu to: Add Ungraded Assignment / Delete / Copy Assignments within a class / Import Assignments from other classes in your Gradebook / Shift Assignment Dates.

Keyboard Shortcuts

- **Control + D** – Fills all cells below with the same score.
- **Control + K** – To undo the last change.
- **Control + E** – To exempt a grade from the calculated average.
- **Control + M** – To add notes.

The screenshot shows the 'Special Codes' dialog box for creating a new gradebook special code. The 'Code' field is set to 'NHI', the 'Behavior' is set to 'Calculate as zero', and the 'Report as missing?' checkbox is checked. The 'Color' field is empty. The 'Save' and 'Cancel' buttons are visible at the top and bottom of the dialog.

Special Codes

Special codes impact the grade entered in a cell. Special codes are created from the **Tools** top tab, **Special Codes** side tab. To add a code, use **Options** > Add from the menu bar. **NOTE: Colors can be hard to read and remove!**