Central Okanagan School District

SD No. 23 | *Together We Learn*

BRITISH COLUMBIA | MyEducationBC

TEACHER GRADEBOOK

Draft – Sept. 2015

Table of Contents

About This Guide....2
About The Parent and Student Portal....2
Gradebook Preferences....2
Recommended Gradebook Preferences....3
Gradebook Preference Details....4
Naming Classes....7
Linking Classes....7
Term Weighting....8
Categories....9
Assignments....10
Scores....12
Keyboard Shortcuts....12
Special Codes....12
Technical Support....12

About This Guide

This guide is intended to provide teachers in the Central Okanagan School District with an 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

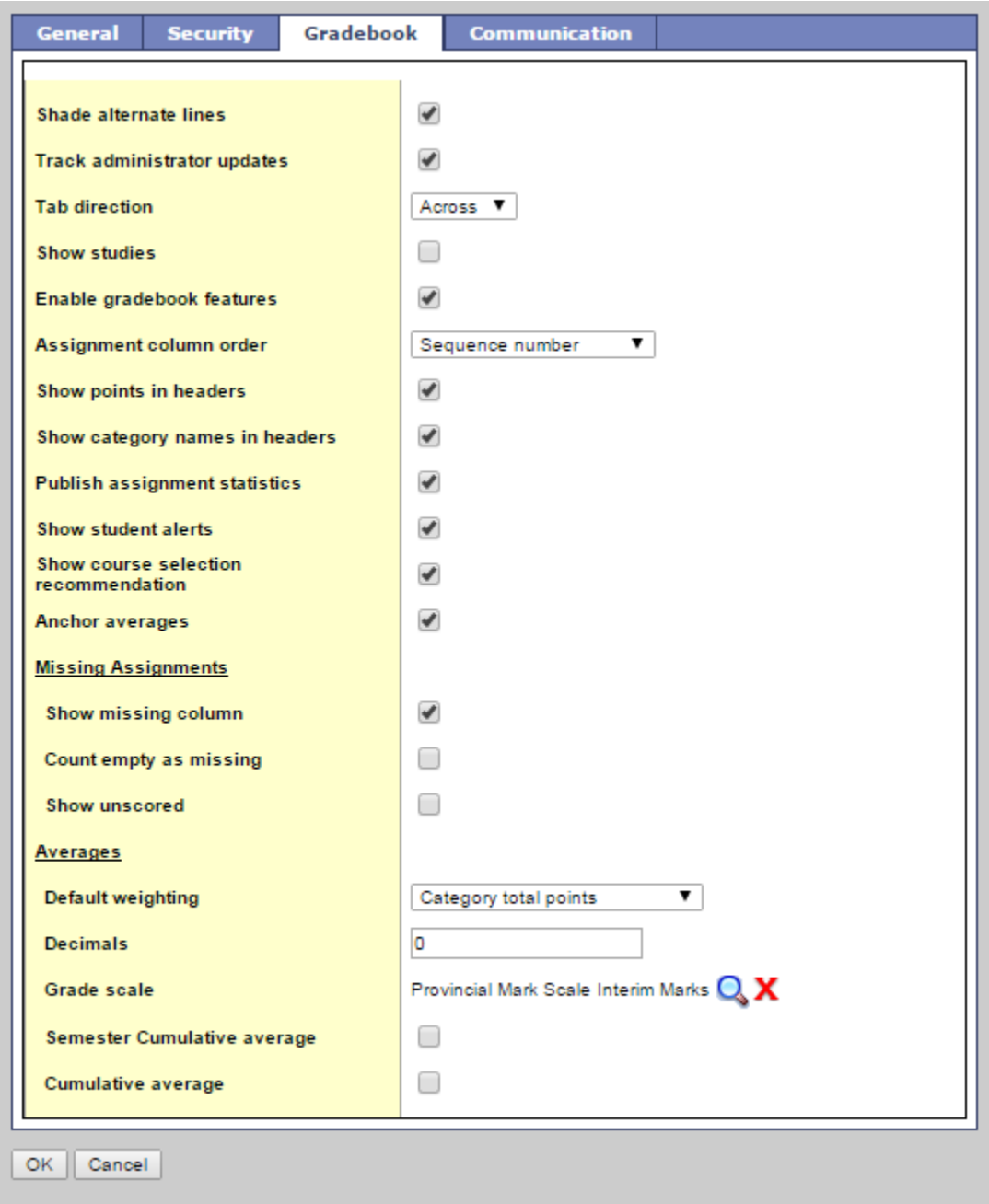
MyEd has a robust Parent and Student Portal which allows secure access to a pre-determined scope of information (attendance, marks, etc.). Only those assignments scores which the teacher has selected for public viewing will be available to parents. Additional information about the parent Portal will be provided before September 18th.

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



Gradebook Preference Details

SETTING	NOTES
Shade alternate lines	
Track administrator updates	A blue exclamation mark appears next to any posted grades or comments changed by an administrator. **Note: School-based admin <u>cannot</u> access the teacher gradebook scores (only posted scores).**
Tab direction	Down or Across
Show studies	Not used in BC
Enable gradebook features	MUST be checked or nothing works
Assignment column order	Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.
Show points in header	Displays total points for an assignment in the column header.
Show category names in header	Displays abbreviated category code in the assignment column header, such as HW, Test, etc.
Publish assignment statistics	Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal.
Show Student Alerts	Displays alert icons next to student names.
Show course selection recommendation	Displays recommendation column. Recommendations pertain to teacher suggestions for course selections in the next year. Recommendations can only be made at times designated by the school administration and set at the school level. **Not in use at this time.**
Anchor averages	Displays running average for the marking period in the column to the right of student's names, rather than the far left after all scores.
Missing Assignments	Show missing column. If you create special codes that you enter for missing assignments, select this checkbox to view the Missing column on the Scores page. **Note: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Enterprise views.**
Count empty as missing	If you selected the Show missing column checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.
Default weighting	This setting is significant as it sets the default mark calculation for the gradebook. Note however, that this setting can be overridden at the course, category or assignments levels as it is strictly a default. An explanation of each of the settings is provided below, as well as from online resources. **Categories Only:** (weighted categories) if you want to weight only the categories in your gradebook, assignments are averaged within each category. For example, if you create three categories: Homework, Tests, and Quizzes. All homework assignments are calculated as a percentage and averaged, as are all tests and quizzes. To determine student term averages, Homework might be set to 25% of the grade, Tests 50% of the final grade, and Quizzes worth 25% of the final grade.

	Category and Assignments: (weighted) if you want to weight both categories and assignments within those categories. Assignments are weighted first after converting to percentages and then multiplied by the weighted value. For example, a student's homework average is worth 25% of the term grade, but each assignment within the category is weighted differently. Perhaps a reading homework assignment is weighted as1, and an intensive writing homework assignment 3. The marks will first be converted to a percentage and then multiplied by the set values. **Total Points:** if you want to calculate averages by dividing the total points a student earns by the total number of points possible, regardless of category; assignments are not converted to percentages. For example, a student receives 10/10, 9/10, 8/10 for Assignments, and 7/10, 8/15 for Tests. The student's average is 42/55 = 76%. **Category Total Points**: if you want to use total points calculation for individual assignments within categories that are weighted. For example, a Homework category is weighted at 25%. Within the Homework category are assignments; 8/10, 7/10, 12/15 for a total of 27/35 possible points or 77%. This value is then multiplied by the category weight 77 x .25 in calculating the term average. This is how Master Grade, Jupiter Grade, and Integrade Pro calculate by default, and is recommend for all teachers as a starting point. Additional Resources: Help > Videos > Teacher Gradebook > Setting up your Aspen Gradebook > QRG > Understanding Averaging Modes.
Decimals	Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only. Grades posted to transcripts will conform to the district defined decimal rules (no decimals in BC). This also impacts how percentages are rounded and transposed to letter grades. If you are wanting a 66.67 to round up to 67 (C+ rather than C), then you MUST set decimals to zero.
Grade scale	BC districts have uniform grade scales. The following are recommended defaults: • Provincial Mark Scale Interim Marks (recommended for grades 7-12) • Provincial Intermediate Mark Scale (recommended grades 4-6 Teachers may also go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales (Rubric scales, etc).
Semester Cumulative Average	Select this checkbox to show a semester cumulative average. Students and family can view this column in the Student and Family views.
Cumulative Average	Select this checkbox to show an overall course cumulative mark calculation.

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

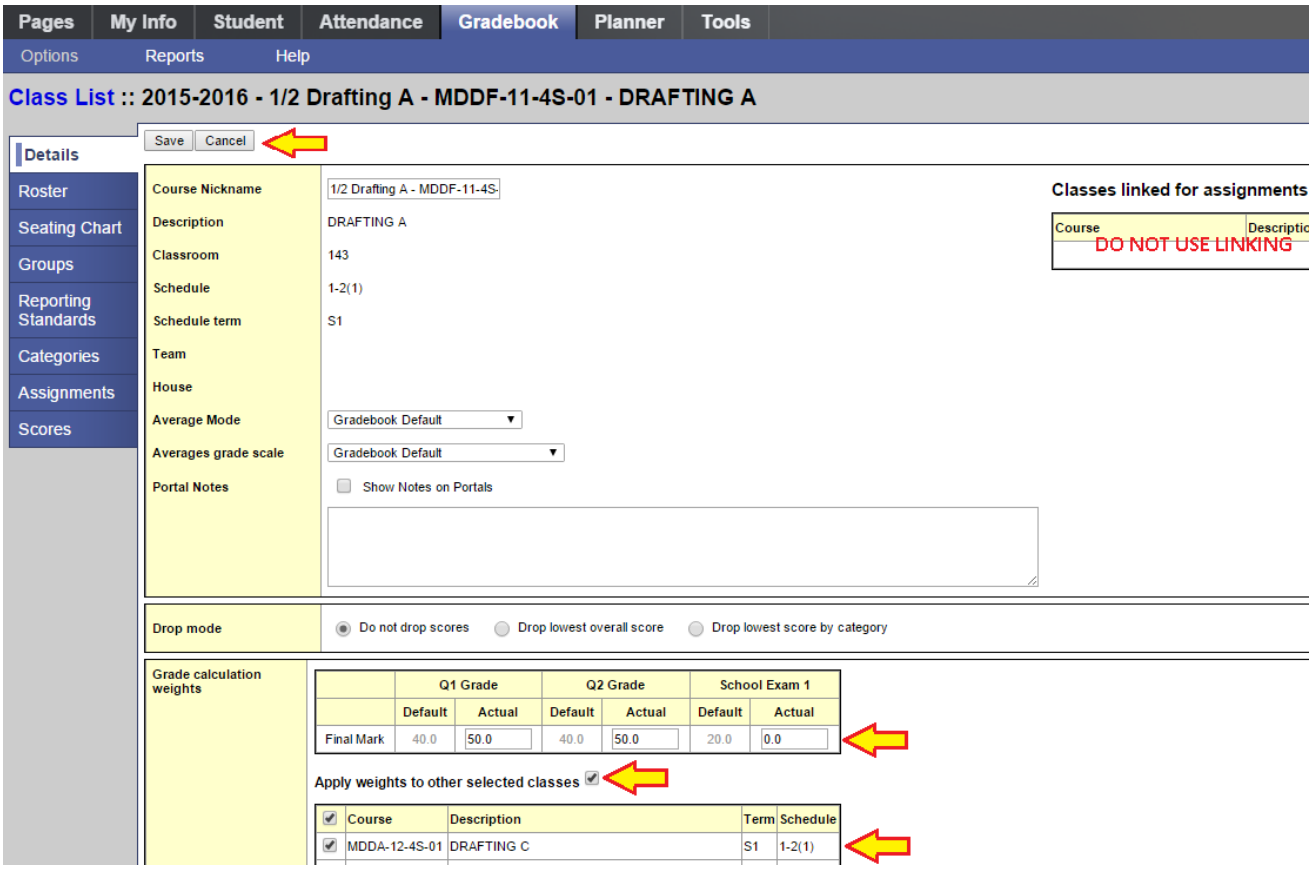
At this time, Linking Classes is NOT RECOMMENDED.

You may copy assignments from class to class very easily via the options > copy assignments.

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 (proportional, does not need to be out of 100)
- Apply weights to other selected classes if needed.
- Press Save.
- Use the to move to the next course (and repeat)

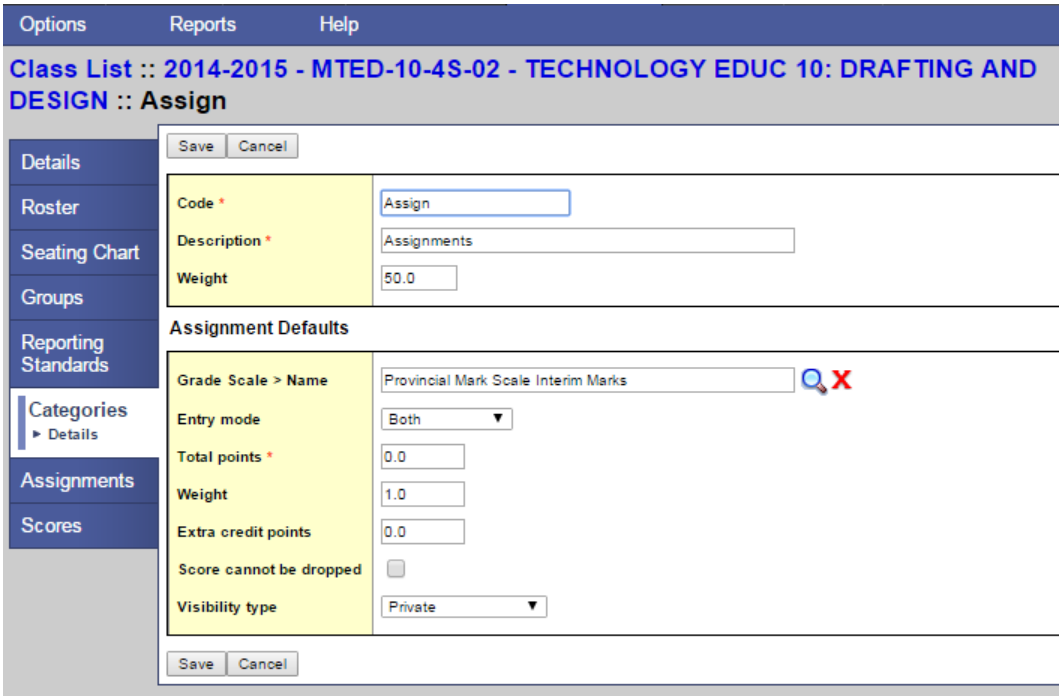


Categories

Categories define the type of assignments teachers will use in student assessment. The QRC Advanced Gradebook, is an excellent resource for step-by-step instructions. 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.

Go to **Options** > **Add** to create additional categories.



- **Code** – An abbreviated label for the category to fit in the column header in the Gradebook (HW)
- **Description** – The complete name of the category (Homework)
- **Weight** – Enter the weight of the category in terms of the value of its percentage when calculating the average. For example, the category homework might be 25 % of the term grade.
- **Grade scale** – Select from the dropdown
- **Total points** – Number of points anticipated for each assignment. Can be changed for individual assignments.
- **Extra credit points** – Enter value if assignments in this category will routinely have extra credit points.
- **Score cannot be dropped** – Check this box if you do not want the system to drop any lowest scores from this category.
- **Visibility type** – **Private** means that assignments in the category will not be seen in the portal. **Public** means that assignments in the category are displayed in the portal. **Public-no grades** means that the assignment appears in the portal, but no grades entered by the teacher appear in the portal.

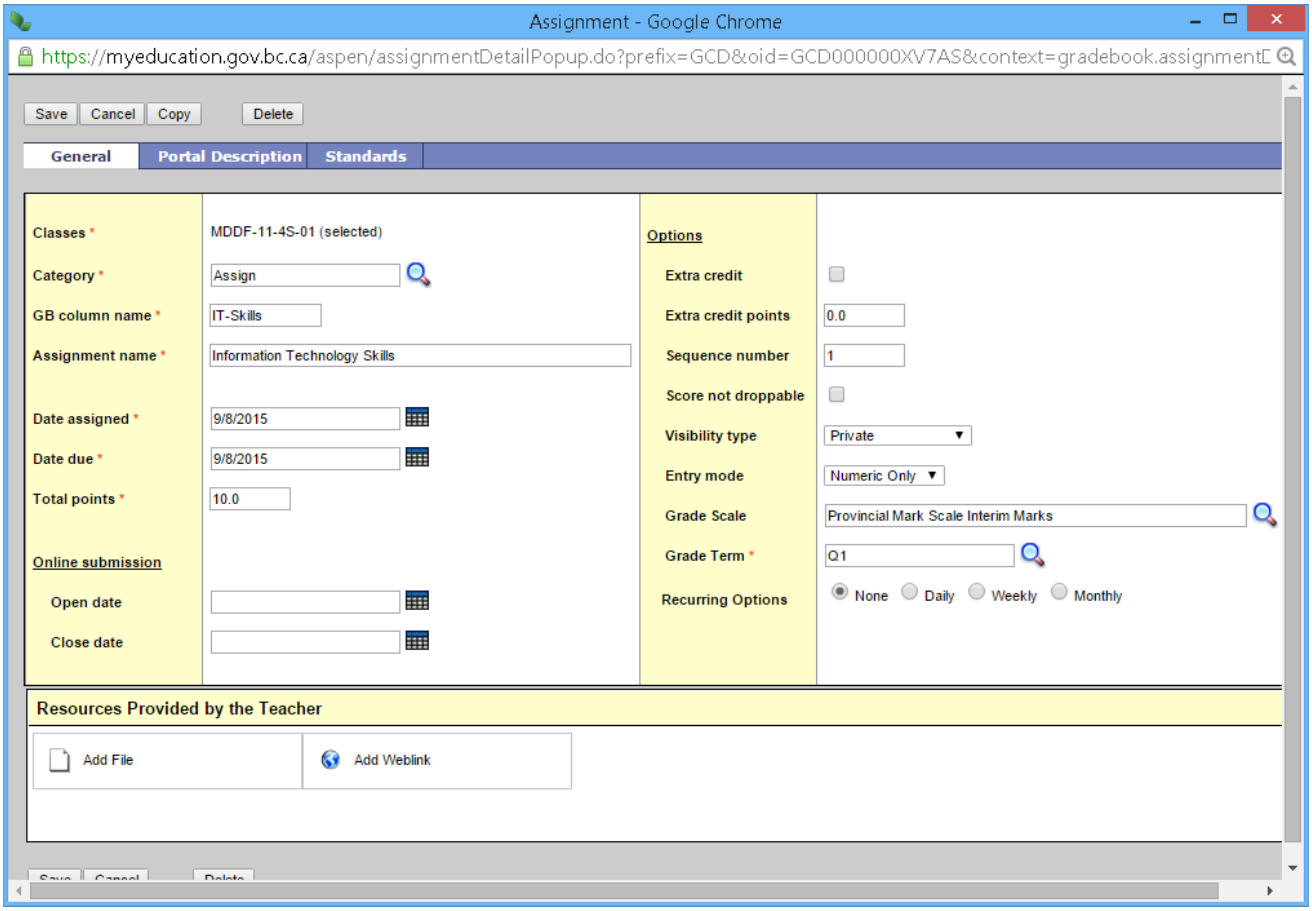
- **Also add this category to linked classes** – *MUST* check this box so that categories are duplicated in all linked classes.
- **Save.**

See Options → Import Categories (menu bar) to bring in categories from other (non-linked) classes

Assignments

Assignments can be created in the same manner as categories from Gradebook > Assignments > Options > Add. They can be added by clicking the **Add Assignment** button at the top right from Gradebook > Scores or using Options > Add from this view. Assignments can also be added from the **Planner**.

Go to **Gradebook** top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template.



- Category – Click the magnifying glass and select a category or type the first few letters
- Gradebook column name – Enter an abbreviation for the name of the assignment.

- Assignment name – Enter the full name of the assignment.
- Date assigned – Date on which assignment will be given to the class.
- Date due – Date on which assignment must be turned in.
- Total points – Total points *without* extra credit; what the assignment will be out of.
- Online submission – To enable online submission of assignments, enter an Open date and a Close date. Note that the Student Portal must be open to enable online submission of assignments.
- Extra credit – Check the box ONLY if the ENTIRE ASSIGNMENT is extra credit.
- Extra Credit Points – Enter points value for extra credit if the assignment includes a component for extra credit.
- Sequence number – Optional. Assign a number if the teacher is using sequence numbers to organize assignments in the Gradebook.
- Score not droppable – Check the box if the score cannot be dropped when calculating averages. (Relates to field in Category definitions.)
- Visibility type – Public means assignment can be viewed in the Portal. Private means neither the assignment nor the grade can be viewed in the Portal. The grade viewed in the portal will be different from the average in Gradebook. Public no grades means the assignment appears in the portals, but no scores or grades appear.
- Entry mode – Select Letter Only, Numeric Only, or Both from the dropdown.
- Grade Scale- Click the magnifying glass and select.
- Grade Term - Select the term in which the grade will be used in the calculated average. Important at the end of a term.
- Recurring Options – Select Daily, Weekly, or Monthly to repeat the assignment at the designated frequency. Example: a weekly spelling test. Selecting a recurring option prompts a popup in which parameters for the frequency are defined.
- Also add this assignment to linked classes – Check the box to duplicate the assignment in the Gradebook for linked classes. This option does not appear if the class for which the assignment is being created is not linked to any other class.
- Resources Provided by the Teacher – The teacher can add files and web links. The Student Portal must be open to enable students to access the links and files. Schools which use Curriculum and Learning can also add Online Quizzes and Google Docs.
- Save
- If the Student/Family Portal is open and the assignment is public, click the Portal Description tab. Enter assignment description and details.
- Go to 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. In Set Preferences > Gradebook, be sure Enable gradebook features is checked.

See Options Menu to:

- Add Ungraded Assignment
- Delete
- Copy Assignments - This will copy a selected assignment from a class to the same class.
- Import Assignments - Users can import assignments from any of their other classes to the current class. Dates are automatically adjusted if copying from one term to another; however the dates and the terms will likely need to be changed to meet the teacher's needs.
- Shift Assignment Dates.

Scores

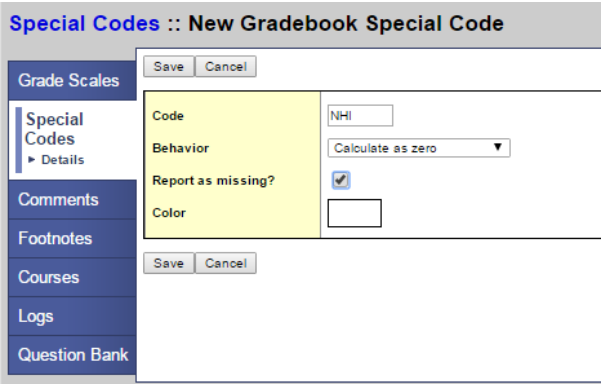
Go to **Gradebook** > Select class from class list > **Scores** side tab. Note the information and icons in yellow shaded column header. Enter students' assignment scores in the Gradebook column.

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. Notes can be visible to the teacher only or to the student and parents. Note that a score must be entered in a cell prior to using this feature to add a note.

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.



Resist the urge to use colors … they are impossible to read and impossible to remove!

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.