


## 9.2 Staff View

There are two ways for a teacher to enter input a term grade for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).
- Posting grades from teacher-created categories and assignments. (Teacher uses MyEducation BC to manage daily assessment). This applies only to courses above elementary grade levels.

### 9.2.1 Entering a Term Grade Directly to the Term Grade Screen.

1. Log in as a teacher.
2. From the **Pages** top tab, click on the  icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Grade Columns** field, choose **Post Columns – Term**.
4. In the **Term** field, choose the appropriate term for which grades are being entered.



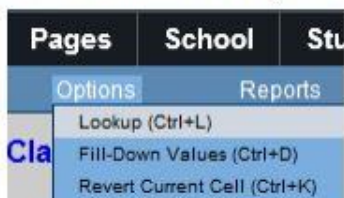
- **Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.
  - **Green** pushpins with a triangle beside them appear *during* the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them.
  - **Red** pushpins with a red square beside them appear when the Post button has been pushed and grades have been posted to the student record. Even if the pushpins are red, grades can be re-posted as long as school settings permit it.
5. Enter grades, work habits and comments as appropriate. Data is automatically saved.

**Quick Tips:** Use the Options menu for shortcuts available for entering data, or use the quick keys.

**Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined.

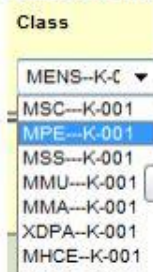
**Fill-Down Values (Ctrl+D):** takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

**Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value.



For transcript definitions with a calculation, an "Update" button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

6. When data entry is complete, click the  button. This process creates the the grade record for the student which will appear on the report card.
7. Use the **Class** dropdown menu to select the next class.



8. Repeat the process until grades are entered for all classes.