



MySchoolSask MonÉcoleSask

Using Gradebook

March 2019 v1.0

Version History

Version	Date	Description
1.0	March 11, 2019	First published version (Collation of <i>Traditional Gradebook</i> and <i>Using the Standards Based Gradebook</i>)

Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. and Follett of Canada Inc. (submitted with their permission). The recipient of this document agrees to not use or reproduce it for any purpose other than its intended application which is to provide support and learning material for School Divisions implementing and using MySchoolSask. Without the prior consent of Fujitsu Consulting (Canada) Inc. and Follett of Canada Inc., the posting of a copy of the original document on a public website is prohibited.

Table of Contents

1.0 OVERVIEW.....	5
1.1 Objectives	5
1.2 Areas of Consideration for Gradebook	5
1.3 Resources.....	5
2.0 GRADEBOOK PREFERENCES	6
2.1 General	6
2.2 Student Information:.....	7
2.3 Add Assignments	8
2.4 Missing Assignments	8
2.5 Averages.....	9
3.0 GRADEBOOK > DETAILS: LINKING CLASSES, GRADE CALCULATION WEIGHTS, CATEGORIES, REPORTING STANDARDS	10
3.1 Class Details	10
3.2 Classes Linked for Assignments and Categories	11
3.3 Reporting Standards	12
3.4 Grade Calculation Weights.....	13
3.5 Create Categories	13
3.5.1 Delete Categories	15
3.5.2 Importing Categories.....	16
4.0 GRADEBOOK: ASSIGNMENTS	17
4.1 Create Single Assignments	17
4.2 Outcome/Strand-based Assignments	20
4.3 Adding Standards to an Assignment	21
4.4 Create Multiple Assignments.....	22
4.5 Copy Assignments	23
4.6 Import Assignments	23
4.7 Shift Assignment Dates	24
4.8 Create Ungraded Assignments	25
5.0 GRADEBOOK > SCORES.....	26
5.1 Entering Marks for Students.....	26
5.1.1 Scores Window for Mark Entry.....	26
5.1.2 Accessing the Scores View From Pages.....	29
6.0 ENTER ASSESSMENT INFORMATION.....	29

6.1	By Standard	30
6.2	By Student	30
6.3	By Assignment	31
7.0	GRADEBOOK: POSTING GRADES	31
7.1	Entering a Term Grade Directly to the Term Grade Screen	31
7.2	Update Post Columns (Enter Term Grades) From Teacher-created Categories/Assignments in the Gradebook	33
8.0	GRADEBOOK: REPORTS	36
8.1	Gradebook > Class List Reports	36
8.2	Gradebook > Scores Reports.....	36
9.0	THE PLANNER.....	37
10.0	TOOLS.....	38
10.1	Special Codes.....	38
10.2	Footnotes.....	39
10.3	Teacher Comment Bank	39
10.4	Setting Colours to Proficiency Scales.....	40
11.0	APPENDIX A – UNDERSTANDING AVERAGE MODES	41
A.1	Averaging Mode #1: Categories only (weighted categories)	41
A.2	Averaging Mode #2: Categories and assignments (weighted)	42
A.3	Averaging Mode #3: Total points	43
A.4	Averaging Mode #4: Category total points	44
12.0	APPENDIX B – COMMENT BANK VARIABLES AND SETUP	45

1.0 Overview

MySchoolSask supports Saskatchewan's newest curricula, best practice in assessment, reporting, and communication using several tools:

- Outcomes based gradebook
- Family and student portal and pages

While each tool can be used independently, together they form a powerful support for student learning, providing clear communication to parents regarding their child's learning.

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View and for setting up Gradebooks, whether for Outcomes/Strands-based reporting, or more traditional Units of Study based reporting.

1.1 Objectives

- Setting Gradebook Preferences
- Linking Classes
- Creating Categories and Assignments
- Entering Marks
- Posting Grades
- Using Optional Tools

1.2 Areas of Consideration for Gradebook

Primary considerations for the setup and use of the teacher gradebook include:

- Does the associated transcript definition allow marks to be calculated?
- Will teachers be allowed to modify weights?
- Does the division or school require a specific method of gradebook mark calculation?
- Will the division or school be using the student/family portal during the school year?
- Will the division and/or school be providing a comment bank; can teachers create their own comments?

1.3 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources:

- Online Help - this will scope to the area from which the help was accessed.
- Quick Reference Cards
 - Gradebook Basic
 - Gradebook Advanced
 - Tips and Shortcuts – Teachers
 - Gradebook – Beginning of the Year Setup (checklist QRG)
- User Guides
 - Staff View Setup and Navigation

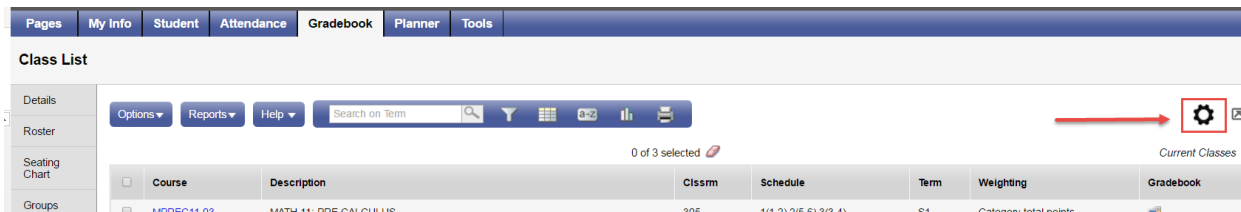
2.0 Gradebook Preferences

Gradebook Preferences are specific to Gradebook use. They allow teachers to define the behaviour, view and default mark calculations for their gradebook.

Note: The preference settings that a teacher can see or change are determined by division or school settings.

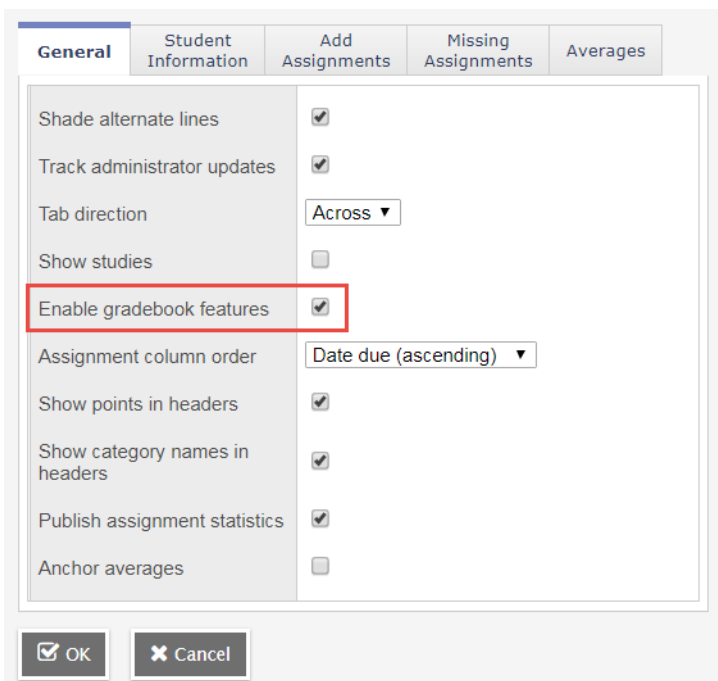
They can be accessed via the Gradebook tab under User Preferences but also, and more conveniently, by using the gear icon in Gradebook.

From the **Gradebook** top tab, in Staff View, click on the gear icon:



Five top tabs define the organizational grouping of the settings: **General**, **Student Information**, **Add Assignments**, **Missing Assignments** and **Averages**.

2.1 General



Shade alternate lines: on all tables.

Track administrator updates: A blue exclamation mark appears next to any grades or comments changed by an administrator.

Tab direction: Down or Across. The direction the cursor will go when the tab key is pressed during grade entry.

Show studies: Includes rosters for advisory or study periods - not used in MSS/MÉS at this time.

Enable gradebook features: This MUST be checked or gradebook functions will not work.

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.

Publish assignment statistics: Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the division level.

Anchor averages: Displays running average for the marking period in the column to the right of student's names.

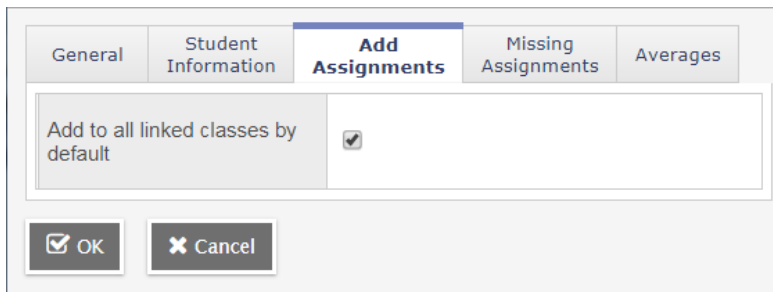
Grade change tracking days: Indicates the number of days past an assignment's due date that the "Changed score" icon can appear in the Teacher Classes widget. The "Changed score" icon shows that an administrator or other user changed an assignment's score. The default setting is 3 (days).

2.2 Student Information:

General	Student Information	Add Assignments	Missing Assignments	Averages
<div>Show student alerts <input checked="" type="checkbox"/></div> <div>Enable student details <input checked="" type="checkbox"/></div> <div>Enable student academics <input checked="" type="checkbox"/></div> <div>Show course selection recommendation <input checked="" type="checkbox"/></div>				

- **Show Student Alerts:** Displays alert icons next to student names.
- **Enable student details:** An information icon ⓘ next to the student name in the scores page provides student contact information.
- **Enable student academics:** An information icon ⓘ next to the student name in the scores page provides student academic information.
- **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 set at the school level. Teachers may want to leave this box unchecked when not in use.

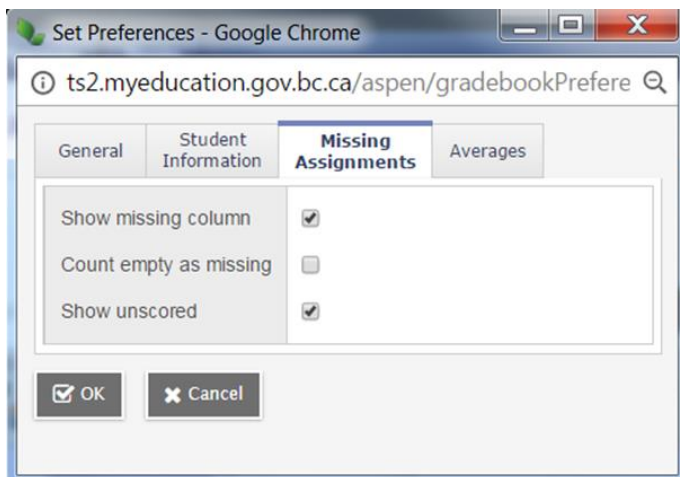
2.3 Add Assignments



The screenshot shows the 'Add Assignments' tab in a web application. It features a tabbed interface with 'General', 'Student Information', 'Add Assignments', 'Missing Assignments', and 'Averages'. The 'Add Assignments' tab is active, showing a checkbox labeled 'Add to all linked classes by default' which is checked. Below this are 'OK' and 'Cancel' buttons.

- **Add to all linked classes by default** – When course sections are linked for categories and assignments, the add assignment screen will automatically check the box to add the assignment to all linked classes on any template where the option exists. Course sections can be deselected if the assignment should not be added to that section. See the section *Gradebook: Assignments* for details.

2.4 Missing Assignments



The screenshot shows the 'Missing Assignments' tab in the Gradebook Preferences window. It features a tabbed interface with 'General', 'Student Information', 'Missing Assignments', and 'Averages'. The 'Missing Assignments' tab is active, showing three checkboxes: 'Show missing column' (checked), 'Count empty as missing' (unchecked), and 'Show unscored' (checked). Below these are 'OK' and 'Cancel' buttons.

- **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.
For each student, the **Missing** column includes assignments entered using special codes (see section 5.0 *Optional Tools* below for further information on the use of special codes).
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 Province 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.
Note: You may want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the **Missing** column will include scores for assignments you have not graded yet.
- **Show unscored** – Only used with courses that have a rubric definition assigned to it.

2.5 Averages

The screenshot shows the 'Averages' tab selected in a multi-tabbed interface. The tabs are 'General', 'Student Information', 'Add Assignments', 'Missing Assignments', and 'Averages'. The 'Averages' tab contains the following settings:

- Default weighting:** A dropdown menu set to 'Category total points'.
- Decimals:** A text input field containing the number '0'.
- Grade scale:** A text input field containing 'Provincial Mark Scale Final Marks' with a red 'X' icon to its right.
- Semester Cumulative average:** A checkbox that is unchecked, with a green information icon to its right.
- Cumulative average:** A checkbox that is checked, with a green information icon to its right.

At the bottom of the tab are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with an 'X' icon).

Default weighting: This setting is significant as it sets the default mark calculation for the gradebook. This setting can be overridden at the course detail level for individual courses. A short explanation of each of the settings is provided below, detailed explanations can be found in **Appendix A** and from online resources.

Categories only (weighted categories) if you want to weight only the categories in your gradebook.

Assignments are converted to a percentage then averaged within each category. The category average is multiplied by the assigned weight, and the weighted category averages are added together.

Category and assignments (weighted) if you want to weight both categories and weight the assignments within those categories.

Assignments are converted to a percentage, multiplied by the assigned weight and a category average is calculated. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

Select **Total points** if you want the overall value of an assignment to be determined by the maximum points possible for the assignment.

Assignments are not converted to a percentage. The total points a student earns is divided by the total number of points possible.

Select **Category total points** if you want a category weighted and the value of an assignment within a category to be based on the points possible for the assignment.

Assignments are not converted to a percentage. Within each category, total points earned are divided by total points possible to determine the category average. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

Additional Resources:

Help > Quick Reference Cards > Gradebook—Beginning-of-the-Year Setup

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 division defined decimal rules.

Grade scale: Some divisions have uniform grade scales. If not established by the division, participants can select a scale from the list viewed by clicking the magnifying glass.

- Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade –I.
- Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
- The IB Grade Scale is for use by authorized IB Schools only.
- If the division or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales

Semester Cumulative Average: Select this checkbox to show semester running averages on your Scores page. MSS/MÉS calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term.

Students and family can view this column in the Student and Family views.

Note: Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated.

MSS/MÉS uses the column header Semester # (for example, Semester 1) for semester running average columns.

Cumulative Average: Select this checkbox to show an overall course cumulative mark calculation when using Total Points averaging mode. Selecting this option along with a default weighting of **Total Points** or **Category Total Points** produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades** has **Semester Cumulative Average** and **Overall Cumulative Average** checked.

3.0 Gradebook > Details: Linking Classes, Grade Calculation Weights, Categories, Reporting Standards

A teacher can link his/her classes allowing them to create categories and assignments for one class, which automatically add them to other classes linked to it.

3.1 Class Details

The class details screen provides the means to link classes and determine settings. At the bottom of the page are expandable sections for linked classes, categories, drop mode, and grade calculation weights.

Course Nickname: MSS-10LA-02

Description: LANGUAGE ADAPTED SOCIAL STUDIES 10

Classroom: B318

Schedule: 3(1-2)

Schedule term: S1

Team:

House:

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: ☒ Show Notes on Portals

Dialogue entered here will show in the Student and Family Portal...

Expand All | Collapse All

Classes linked for assignments and categories:

Course	Description	Term	Schedule
XLDCD11-01	ELL 1: TECHNICAL LANGUAGE	S1	2(1-2)
XLDCA12-01	ELL 2: LANGUAGE & LITERACY	S1	1(1-2)

Enter a name for your linked sections.*
Literacy

Categories

Drop mode

Grade calculation weights

Save Cancel

In the **Average Mode** dropdown, teachers can override the averaging method they selected in Preferences.

Averages Grade Scale can be changed from the default preference setting.

Portal Notes allows the teacher to enter a comment about the class that will appear in the Student and Family portals.

Expand the **Drop mode** at the bottom of the screen, do one of the following to determine if you want to drop the lowest scores for this class:

Select **Do not drop scores** if you do not want the system to drop any scores for this class.

Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term.

Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the **# to drop** column for each category, for each term.

3.2 Classes Linked for Assignments and Categories

Go to **Gradebook** top tab > Select a class > **Details** side tab

Review the information on the Details screen for the class selected.

At the bottom of the screen, expand the section **Classes linked for assignments and categories**, click the Select button and choose sections that are the same as the class you are viewing, and click OK.

Enter a name for the group of linked classes. Click Save.

Linking classes enables the teacher to enter information for categories and assignments just once for each course. MSS/MÉS will duplicate the categories and assignments for each of the linked classes.

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

Class List :: 2016-2017 - MPREC11-08 - MATH 11: PRE-CALCULUS

Details

Options | Reports | Help

Save | Cancel

Course Nickname: MPREC11-08

Description: MATH 11: PRE-CALCULUS

Classroom: 305

Schedule: 1(1-2) 2(5-6) 3(3-4)

Schedule term: S2

Team:

House: 11

Average Mode: Categories only

Averages grade scale: Provincial Mark Scale Final Marks

Portal Notes: ☐ Show Notes on Portals

Expand All | Collapse All

Classes linked for assignments and categories:

Course	Description	Term	Schedule
MPREC11-01	MATH 11: PRE-CALCULUS	S2	1(3-4) 2(1-2) 3(5-6)

Enter a name for your linked sections.*
Linked sections Pre Cal 11

Schedule Master Pick List - Google Chrome

ts2.myeducation.gov.bc.ca/asp/pickList.do?multi=true&fie

1 of 3 selected

Course	Description	Term
<input type="checkbox"/> MFOH-11-01	MATH 11: FOUNDATIONS OF MATHEMATICS	S2
<input checked="" type="checkbox"/> MPREC11-01	MATH 11: PRE-CALCULUS	S2
<input type="checkbox"/> MPREC11-03	MATH 11: PRE-CALCULUS	S1

OK | Cancel

Note: Creating assignments for linked classes does not adjust dates or grade terms. Multi Add assignments creates assignments for one course section at a time, even when sections are linked.

3.3 Reporting Standards

Go to **Staff View**, select **Gradebook** top tab

Teacher settings in the standards-based gradebook:

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

Class List :: 2016-2017 - Math block B - MATHEMATICS 8

Details

Options | Reports | Help

Save | Cancel

Course Nickname: Math block B When you first open the details of a course, this is a code. You can change it.

Description: MATHEMATICS 8

Classroom:

Schedule:

Schedule term: FY

Team:

House:

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: ☒ Show Notes on Portals

Details of the Math 8 curriculum can be found here: <https://curriculum.gov.bc.ca/curriculum/mathematics/8>

Classes :: Suite, Carry - MMA--08----03 - MATHEMATICS 8 family view

Details

Options | Reports | Help

Assignments

Attendance

Teacher: Biffard, Joohyen

Teacher Notes

Details of the Math 8 curriculum can be found here: <https://curriculum.gov.bc.ca/curriculum/mathematics/8>

Text
Notes here appear in the parent portal if you check the Show Notes on Portals box. This is meant to be brief and simple.

Expand All | Collapse All

Classes linked for assignments and categories:

Course	Description	Term	Schedule
MSC--08----03	SCIENCE 8	FY	

If you assess learning tasks in more than one subject area, you can link the courses. When you create an assignment in one course, it is copied to both courses. You can choose not to copy some assignments to both when you create the assignment.

Enter a name for your linked sections.*
Math and Science

Categories

Drop mode

Save | Cancel

3.4 Grade Calculation Weights

If the Grade Category in School Preferences is set to **Allow editing of term weights by staff**, courses set up with **calculated transcript definitions** can be adjusted by teachers.

From the course details screen in the gradebook, in the lower block of the window teachers can change the calculation of the final mark by adjusting the weightings of the terms and/or exams.

	Q1 Grade (Q1)		Q2 Grade (Q2)		School Exam 1 (Q2)	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	20.0	20.0

	Q1 Grade (Q1)		Q2 Grade (Q2)		School Exam 1 (Q2)	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	20.0	20.0

Note: School View > Grades > **Grade Post Controls** must have the dates for the final grade term “open” for weights to be adjusted.

In summary, three conditions must be met in order for teachers to be able to adjust term weights:

1. Grade preferences are set to “**Allow editing of term weights by staff**” in the School view.
2. Grade Post Controls must be open for weights to be adjusted.
3. The transcript definition associated with the course must be one of the ones that are set up to be calculated.

3.5 Create Categories

Categories group the learning tasks that teachers will use in student assessment. At least one category must be created in each course as a “container” to hold assignments. The Quick Reference Card **Advanced Gradebook**, in the online Help, 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 > expand the **Categories** section, or use the **Gradebook** top tab > Select a class > **Categories** side tab

- Any existing categories for the class are displayed on the screen.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Details

Options Reports Help

Save Cancel

Course Nickname: Nickname of course

Description: MATH 11: PRE-CALCULUS

Classroom: 305

Schedule: 11(1-2) 2(5-6) 3(3-4)

Schedule term: S1

Team: 11

House: 11

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: ☐ Show Notes on Portals

Expand All Collapse All

Classes linked for assignments and categories:

Categories

Add Import Adjust Weights By Term

Reasoning	Solving	Representing	Connecting
1.0	1.0	1.0	1.0
25.0%	25.0%	25.0%	25.0%

Drop mode

Grade calculation weights

Save Cancel

- Go to the **Add** button to create additional categories. Note that if the course is linked to another, this will also add categories to the linked course sections.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Details

Options Reports Help

Save Cancel

Course Nickname: Nickname of course

Description: MATH 11: PRE-CALCULUS

Classroom: 305

Schedule: 11(1-2) 2(5-6) 3(3-4)

Schedule term: S1

Team: 11

House: 11

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal Notes: ☐ Show Notes on Portals

Expand All Collapse All

Classes linked for assignments and categories:

Categories

Add Import Adjust Weights By Term

Reasoning	Solving	Representing	Connecting
1.0	1.0	1.0	1.0
33.3%	33.3%	33.3%	33.3%

Drop mode

Grade calculation weights

Save Cancel

Enter the code, description and weight (if applicable), and click the check mark.

- Code** – An abbreviated label for the category to fit in the column header in the Gradebook: Connecting
 - **note:** the Code must be 20 characters or less and cannot contain spaces.
- Description** – The complete name of the category: Connecting and Reflecting

- **Weight** – Enter the weight of the category in terms of the value of its percentage when calculating the average. For example, the category Test might be worth double what the Homework category is worth.

Click into the Category header to enter the category details pop up:

- **Grade scale** – Select from the dropdown
- **Entry mode** – Select Numeric, Letter or Both
- **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** – Will the assignment be displayed for students and parents in the portal?
 - **Private** means that assignments in the category will not be seen in the portal or included in portal averages.
 - **Public** means that assignments in the category are displayed in the portal and will be included in portal averages.
 - **Public-no grades** means that the assignment appears in the portal, but no grades entered by the teacher appear in the portal or are included in the portal averages.
- **Save** – at the top of the details screen

3.5.1 Delete Categories

From **Gradebook > Details** > expand **Categories** section, Or, **Gradebook > Categories** side tab

- Click into the hyperlink details of the category
- In the pop up, click the Delete button
- Save – at the top of the details screen

Code * Connecting

Description * Connecting and Reflecting

Note: if you wish to edit the "Weight" associated to the category, please return to the Category details screen and click on the appropriate Weight to edit.

Assignment Defaults

Grade Scale > Name Provincial Mark Scale Final Marks

Entry mode Both

Total points * 10

Extra credit points 0

Score cannot be dropped ☐

Visibility type Private

Save Cancel Delete

3.5.2 Importing Categories

Categories can be imported into an individual course section from another course section.

From Gradebook > Details >

- Expand the Categories section
- Click the Import button
- In the pop up, select a course section, and Selected or All Categories
 - Selected: a pop up displays and individual categories can be selected for import
 - All Categories: All of the categories from the selected course section will import

From Gradebook > Categories

- Options > Import Categories ...
- In the pop up, select a course section, and Selected or All Categories
 - Selected: a pop up displays and individual categories can be selected for import
 - All Categories: All of the categories from the selected course section will import

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools

Class List :: 2016-2017 - Sem 2 PreCalc 11 - MATH 11: PRE-CALCULUS

Details

Options Reports Help

Roster Seating Chart Groups Reporting Standards Categories Assignments Notifications Scores

Course Nickname Sem 2 PreCalc 11

Description MATH 11: PRE-CALCULUS

Classroom 305

Schedule 1(3-4) 2(1-2) 3(5-6)

Schedule term 52

Team 11

House 11

Average Mode Gradebook Default

Averages grade scale Gradebook Default

Partial Notes Show Notes on

Expand All Collapse All

Classes linked for assignments and categories

Categories

Add Import Add

Drop mode

Grade calculation weights

Save Cancel

Import Categories Pick List - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/importCategoriesPickList.do

1 2017 MFNP-10-08 11 records

Schedule > Year	Course	Description
2017	MPNP-10-08	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS
2017	MPREC11-03	MATH 11: PRE-CALCULUS
2017	MPREC11-08	MATH 11: PRE-CALCULUS
2016	MPNP-10-07	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS
2016	MPNP-10P-01	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS
2016	MPOM-11-01	MATH 11: FOUNDATIONS OF MATHEMATICS
2016	MPREC11-04	MATH 11: PRE-CALCULUS
2016	MPREC11-06	MATH 11: PRE-CALCULUS
2016	MPREC11-07	MATH 11: PRE-CALCULUS
2015	MPNP-10S4-05	MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS

Import from

Code

No matching records

OK Cancel

- Select the category to import

- Click OK
- Edit any of the category details as needed by clicking into the hyperlink of the category
- Save – at the top of the details screen if in section details

4.0 Gradebook: Assignments

Assignments can be created in singles or multiples and from different areas within the Staff view.

4.1 Create Single Assignments

Single assignments can be created from Gradebook > Assignments, Gradebook > Scores, or from Planner using Options > Add.

Gradebook top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template. Fields with a red star are required fields. The Classes field populates on save.

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

Class List :: 2016-2017 - YVPA-0A-03 - ART, FIRST NATIONS, 10 :: New Assignment

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments > Details
Scores

Options ▾ | Reports ▾ | Help ▾

+ Save and New | Save | Cancel

Default Template ▾

General | Portal Description

Classes *
Category * CanvasWork
GB column name * ElderCan
Assignment name * Elder Representation on Canvas
Date assigned * 08/11/2016
Date due * 14/12/2016
Total points * 80
Online submission
Allow online submission ☒
Open date 08/11/2016 Start time 12:00 AM
Close date 14/12/2016 End time 11:58 PM

Options
Extra credit ☐
Extra credit points 0.0
Sequence number 0
Score not droppable ☐
Visibility type Private
Entry mode Both
Grade Scale
Grade Term * Q2
Exclude from averages ☒
Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

Also add this assignment to linked classes 1 of 1 selected

Course	Description	Schedule term	Schedule
<input checked="" type="checkbox"/> M/VAG-10-03	ARTS VISUAL 10: GENERAL	S1	2(A-B)

Resources Provided by the Teacher

Add File | Add Weblink | Drag and Drop from My Resources

+ Save and New | Save | Cancel

- **Category** – Click the magnifying glass and select a category.
- **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 in the student portal; enter an Open date and a Close date and times.
- **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** – Assign a number if the teacher preference uses sequence numbers to organize assignments in the Gradebook. Lower numbers are closer to the student name.
- **Score not droppable** – Check the box if the score cannot be dropped when calculating averages. (Relates to field in Category definitions.)
- **Visibility type** – Defaults to the visibility type set in the category selected above. The grade viewed in the portal will be different from the average in Gradebook based on these settings. **The grade viewed in the portal is based only on the assignment grades made public.** Private assignments are not used in the portal calculations.
 - **Public** means assignment and grade can be viewed in the Portal.
 - **Private** means neither the assignment nor the grade can be viewed in the Portal.
 - **Public no grades** means the assignment appears in the portal, however no assignment scores or grades appear in the Portal.
- **Entry mode** – From the dropdown, Select Letter Only, Numeric Only, or Both.
- **Grade Scale** – Select a grade scale from the picklist if desired.

- **Grade Term** - Select the term in which the grade will be used in the calculated average. Important at the end of a term.
- **Exclude from averages** – check this box to remove the assignment score from all average calculations. When this box is checked, the column header name in the scores screen appears with a line through the name.

19/09 Alg 4 Connecting 10 pts.	28/09 Sample-2B Representing 10 pts.

- **Recurring Options** – Select Daily, Weekly, or Monthly to repeat the assignment at the designated frequency. Selecting a recurring option prompts a popup in which parameters for the frequency are defined. Example: a weekly learning log.
- **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. The box will automatically be checked if the preference *Add to all linked classes by default* is selected. 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 using: *Add File*, *Add Weblink* or *Drag and Drop from My Resources*. To *Drag and Drop*, select the item from the My Resources pop-up window and drag into the Resources Provided by the Teacher box until the green checkmark appears, then let go of the item. The Student Portal must be open to enable students to access the links and files.

Open date: Start time: Recurring:

Close date: End time:

Also add this assignment to linked classes 0 of 1 selected

	Course	Description	Score
<input checked="" type="checkbox"/>	MVAG-10-03	ARTS VISUAL 10: GENERAL	2(A)

Resources Provided by the Teacher

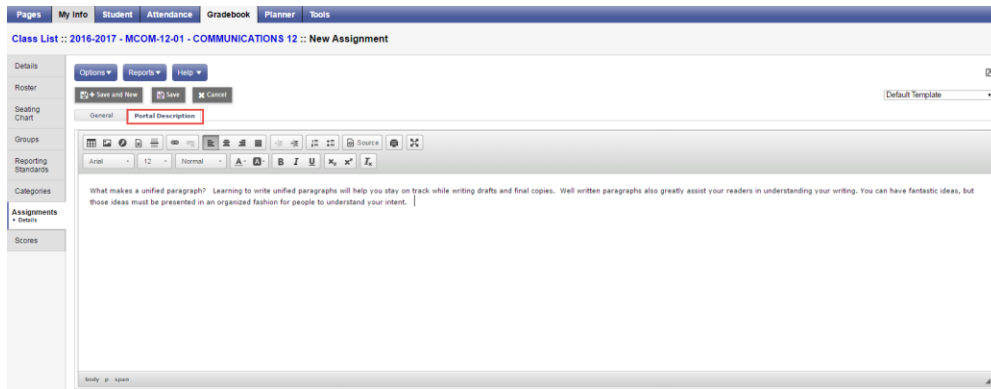
Outline .pdf ☒ Outline .pdf

My Resources

- Group Folder
- Home
- MyEducationBC.info
- Outline .pdf

Add Edit My Quota (246 MB left)

- **Save** (or, **Save and New** to create another assignment) When using Save and New review all settings and Portal Descriptions to ensure they are accurate for the current assignment.



If the Student/Family Portal is open and the assignment is public, click the Portal Description tab and enter the assignment description and details that will be visible in the portal.

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, Enable gradebook features must be checked in Preferences.

4.2 Outcomes/Strand-based Assignments

- Add the assignments details on the General tab:

- If Portal is in use, add a Portal Description so details of the assignment will display there:

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Scores

Options
Reports
Help
Save and New
Save
Cancel
Copy
General
Portal Description
Standards

Font
Size
Format
A
B
I
U
X
X*
I_x

Primary Document analysis (formative)

- Compare the Crusader speeches of Pope Urban 11 and Saladin
- Complete a Tug of War
- Identify the two opposing sides
- Create reasons to support each side (2 column notes)
- Determine the strength of each tug (piece of evidence)
- Strongest tugs at end of each line

Resources Provided by the Teacher

Add File
Add Weblink
Drag and Drop from My Resources

How to Analyze a Primary Source

4.3 Adding Standards to an Assignment

For each assignment, attach the standards that will be assessed, one or many.

Class List :: 2016-2017 - MEN-08----01 - ENGLISH LANGUAGE ARTS 8 :: one

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Notifications
Scores

Options
Reports
Help
Save and New
Save
Cancel
Copy
General
Portal Description
Standards

Expand All
Collapse All

☐ All (Weight: 0.00) Choose ALL for every assignment. It allows you to see all assignments on one screen.

☒ Comprehend and Connect (Weight: 0.00) The + opens up the nested standards so you can choose individual standards.

Extending (4.00)	Emerging (1.00)	Developing (2.00)	Proficient (3.00)
<input type="checkbox"/> Recognize features etc. have different purposes (Weight: 0.00)	<input type="checkbox"/> Recognize story & oral tradition for First People (Weight: 0.00)	<input type="checkbox"/> Access ideas and evaluate relevance, accuracy (Weight: 0.00)	<input type="checkbox"/> Recognize role of contexts in texts (Weight: 0.00)
<input type="checkbox"/> Apply comprehension strategies, inquiry (Weight: 0.00)	<input type="checkbox"/> Recognize how language constructs identity (Weight: 0.00)	<input type="checkbox"/> Construct connections between self, text, world (Weight: 0.00)	<input type="checkbox"/> Respond to text - personal, creative, critical (Weight: 0.00)
<input type="checkbox"/> Recognize range of text structures (Weight: 0.00)	<input type="checkbox"/> Think critically, creatively, reflectively (Weight: 0.00)	<input type="checkbox"/> Aware of protocols and ownership in First Peoples (Weight: 0.00)	<input type="checkbox"/> Recognize how literary elements shape meaning (Weight: 0.00)
<input type="checkbox"/> Create and Communicate (Weight: 0.00)			

OK
Cancel

Standards

Multi-Add...
Delete

4.4 Create Multiple Assignments

Multiple assignments can be created from Gradebook > Assignments > Options > Add Multiple Assignments.

Go to Gradebook top tab > Assignments > Side tab > Options > Add Multiple Assignments. In the pop-up window, complete the Multi Add Assignment template. In the Add Multiple Assignments screen, there is no option to add these assignments to linked courses. The assignments entered through Add Multiple Assignments will apply to this course section only.

- **Copies per category** – Enter the number of assignments you would like to create for each of the categories selected in the next step.
- **Categories** – From the pick list, select the category or categories.
- **Number of assignments to create** – a total number of assignments that will be created based on the selections made in the settings above. In the example below, 2 copies x 4 categories = 8 total assignments that will be created.

The screenshot shows a form for creating multiple assignments. The top section, highlighted with a red border, includes three fields: 'Copies per category' with a value of 2, 'Categories' with a pick list showing 'Reasoning, Representing, Solving, Connecting', and 'Number of assignments to create' with a value of 8. The bottom section contains several other fields: 'GB column name' (Sample), 'Assignment name' (Assignment), 'Date assigned' (15/02/2017), 'Date due' (22/02/2017), 'Grade Term' (Q3), 'Points' (10), and 'Visibility type' (Public). At the bottom of the form are 'Save' and 'Cancel' buttons.

The settings in the second box are default for the block of assignments created; they can be adjusted by assignment in the next step.

- **GB column name** – the default gradebook column name for each assignment
- **Assignment name** – the default assignment name for each assignment
- **Date Assigned** – the default date assigned for each assignment
- **Date Due** – the default date due for each assignment
- **Grade Term** – the default term the assignments will be created in
- **Points** – the default point value for each assignment
- **Visibility type** – Defaults to the visibility type set in the category selected. See note below.
- **Save**

After clicking Save, the group of assignments will be displayed for review and editing.

Pages | My info | Student | Attendance | **Gradebook** | Planner | Assessment | PD | Tools

Class List :: 2016-2017 - MEN--12-03 - ENGLISH 12

Options | Reports | Help | Search on DateAssign

0 of 8 selected

AssignmentName	GBColumnName	DateAssign	DateDue	Visibility	Points	AssmtWeight	GradeTerm > ID	Category > Code	Category >
Sample-1A	Sample-1A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-1B	Sample-1B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0
Sample-2A	Sample-2A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-2B	Sample-2B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0
Sample-3A	Sample-3A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-3B	Sample-3B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0
Sample-4A	Sample-4A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
Sample-4B	Sample-4B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateCommu	1.0

- Go to Options > Modify List to display the individual items in an editable column format.
- Options > Mass Update could be used if the entire column would be updated with the same value.
- A pencil icon at the top of a column indicates the column is available to edit.
- Click on the pencil to open the fields for editing, make the changes to the column and click the green checkbox to save the column.
- Move to the next column to edit, click the pencil icon and repeat the process until it is complete.
- Assignments can also be edited by clicking into the details of each assignment.

4.5 Copy Assignments

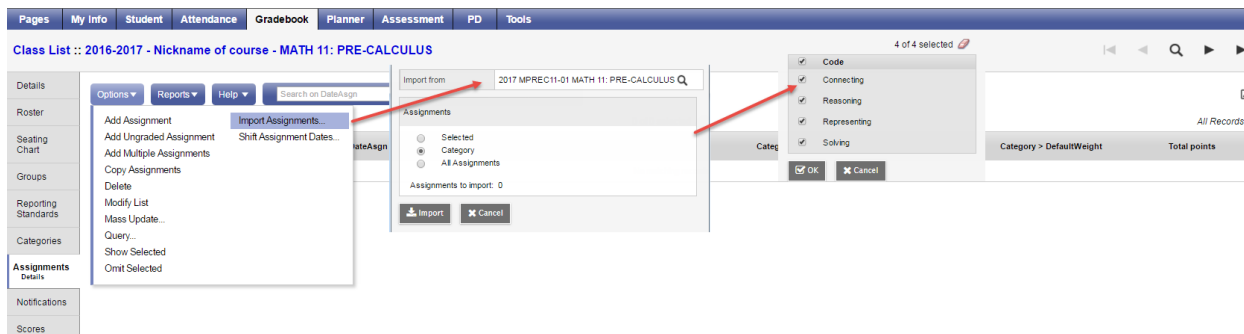
Gradebook > Assignments > select an assignment(s) to copy > Options > Copy Assignments. This will create a copy of each selected assignment. Details for the assignment can be edited by clicking into the hyperlink assignment name.

4.6 Import Assignments

Import Assignments is really a copy function, accessing the user's assignment setup for past or current course sections. It is very useful for moving assignments from class to class and year to year.

Pathway: Gradebook > Assignments > Options > Import Assignments

- In the pop up select the course section, then
- Identify if you want to select individual assignments to import, import all assignments within a specific category, or all assignments in the course section.
- Select the Assignments (selection) or Category (category)
- Click the Import button
- Review all settings and descriptions to ensure they are accurate for this course section.



Once assignments are moved into this class' gradebook, some changes can be made using the Options > Modify List functionality. Fields that can be modified this way include:

- Assignment Name
- Gradebook Column Name
- Assign Date
- Due Date
- Visibility Type
- Points
- Assignment weight

Changes to other fields such as Grade Term require the user to go into the details of each assignment.

It is also very helpful to use the Options > Shift Assignments Dates functionality after an "import" to help align your dates in an expedient manner (section 5.5 below).

4.7 Shift Assignment Dates

This is a handy feature for adjusting assignment dates and or re-aligning terms following the use of Import Assignments. Be sure to choose assignments and use Show Selected before applying changes.

To re-align terms following an import of assignments, select the assignments to be adjusted. Only check Update grade terms, as needed, and set School days to shift as 1. In this way, no dates will actually be adjusted, but the terms will be re-aligned to the assignment dates.

Assignments can only be shifted to the first / last day of the course section's schedule at the most.

4.8 Create Ungraded Assignments

An ungraded assignment will display in your planner and in the Family/Student Portal if visibility is set to public but will not display on the scores side tab.

Gradebook > Assignments > Options > Add Ungraded Assignment or Planner > Options > Add Ungraded Assignment and enter the following fields in the pop up

- Assignment name
- Gradebook Column name (optional)
- Date Assigned
- Date Due
- Grade Term
- Visibility type (optional)
- Description (optional)
- Save

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: New Assignment

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments Details

Notifications

Scores

Options Reports Help

+ Save and New Save Cancel

Default Template

Classes *

Assignment name * Learning Log

Date assigned * 17/02/2017

GB column name Weekly Log

Date due * 17/02/2017

Category * Connecting

Grade Term * G3

Visibility type Private

body p

Resources Provided by the Teacher

Add File Add Weblink Drag and Drop from My Resources

+ Save and New Save Cancel

5.0 Gradebook > Scores

In MSS/MÉS, student marks are entered in the Scores window by clicking in the appropriate cell and either manually entering the mark or by using the Ctrl-L option to select from the list of acceptable values. Data is automatically saved as the values are entered; a yellow cell indicates the save is in progress. Wait for the yellow to clear before entering a score in the next cell. The view in this screen is determined in part by the preference settings outlined in Section 3.0 above. Refer to the **QRC Advanced Gradebook, Side 2** and the **QRC Tips & Shortcuts-Teachers**.

The screenshot shows the Gradebook Scores window. At the top, there are tabs: Info, Student, Attendance, Gradebook (selected), Planner, Assessment, PD, and Tools. Below the tabs, the text "2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS" is displayed. A red box highlights a small icon next to the course name, with a green callout box labeled "Quick link to attendance". Below this, there are buttons for Options, Reports, Help, and a grid icon. A red box highlights these buttons, with a green callout box labeled "Menu items". Below the buttons, there are dropdown menus for Grade Columns (set to All), Term (set to All), Display (set to Grade), Status (set to Enrolled), and Class (set to Nicknam). There is also a "+ Add Assignment" button and a gear icon for settings. A red box highlights the gear icon, with a green callout box labeled "Gradebook Preferences". Below the settings, there is a table with columns for Name, YOG, and various assignment scores. A red box highlights an information icon in the first row, with a green callout box labeled "Information icon".

Name	YOG	19/09 Alg-4 Connecting 10 pts.	28/09 Sample-2B Representing 10 pts.	28/09 Sample-2A Reasoning 10 pts.	28/09 Sample-2D	28/09 Sample-2C	28/09 Sample-11
Divichandana, Maykin	2018	9	ABS	7			
	2017	9	EX	7	10	9	8
	2018	9	NHI	7	10	9	8
	2017	9	8	7	10	9	8

5.1 Entering Marks for Students

5.1.1 Scores Window for Mark Entry

Go to **Gradebook** > Select class from class list > **Scores** side tab.

Enter students' assignment scores in the Gradebook column.

Make use of the following 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 + N – To add a footnote visible only to the teacher. Footnotes are created on the Tools top tab. Enter a score in the cell, press **Control + N** on the keyboard, and select the note from the pick list.


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.

Note: Shortcut key combinations are shown within the Options menu when working in the Gradebook scores columns, as well as on the QRC.

Special Codes - Special codes impact the grade entered in a cell. Special codes are created from the **Tools** top tab. To utilize special codes set up in Tools > Special Codes in the Gradebook, type the code into the cell or use Ctrl + L with your cursor in the cell and filter by special code.

Filter ☒ Special Code ☐ Grade Scale

1 record 

	Code	Behavior	Missing?	Color	Staff > Name
	EXC	Calculate as full point value	N	<div style="background-color: blue; width: 20px; height: 10px;"></div>	Shi, Mehta

☒ OK ☐ Cancel














Enter 0 (zero) for assignments not submitted. The system does not include blank cells in calculated averages.

MSS/MÉS automatically saves each entry and updates the average when the user leaves a cell.

To view grades for a single student, click on the student's name.

There are a number of icons with associated behaviours that appear in the Gradebook:

Gradebook Column Icons

-  Use the Single Assignment Entry page to enter scores for that assignment only.
-  Download assignment submitted online.
-  Enter text comment with grade.
-  Enter feedback for a specific score.
-  Create new grade column set.
-  Enter grades but not able to post to transcript yet.
-  Enter grades and post to transcript.
-  Grades have been posted; changes made will not update on transcript.
-  Assignment is private and does not appear in portals. Click to change to public.
-  Assignment is public and appears in portals. Click to change to private.
-  Assignment is public and appears in portals, but grades are private and do not appear.
-  The column is locked and you cannot enter scores. Click to unlock.
-  The column is unlocked and you can enter scores. Click to lock.

- **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. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

See **Help > Quick Reference Cards > Tips and Shortcuts - Teachers**, to see a complete list of all the symbols and shortcuts. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Scores can also be entered in single student view by Student using **Gradebook > Scores > Student**. All assignments are visible for a selected student and mark changes or mark entry can be done in this view.

Pages
My Info
Student
Attendance
Gradebook
Planner
Assessment
PD
Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Bartoneeq, Pontedura

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

Options
Reports
Help

View
Display
Term
Depth Control

Single Student View
View all students

Name	Score	Student Submission	Assignment feedback	Teacher's Notes
Rewriting-expressions-1 19/09 Connecting 10 pts.	9		Feedback visible to paren ...	Notes for the teacher only
Assignment-2B 28/09 Representing 10 pts.	ABS			
Assignment-2A 28/09 Reasoning 10 pts.	7			
Assignment-2D 28/09 Connecting 10 pts.	10			
Assignment-2C 28/09 Solving 10 pts.	9			
Assignment-1D 28/09 Connecting 10 pts.	8			
Assignment-1C 28/09 Solving 10 pts.	7			
Assignment-1B 28/09 Representing 10 pts.	10			
Assignment-1A 23/02 Reasoning 10 pts.	9			
Q1				
Q2				
Q3	72.5 C+			
Q4				

Scores can also be entered by single assignment view using **Gradebook > Scores > Assignment**. All students are visible for a selected assignment and mark changes or mark entry can be done in this view.

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

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Connecting - Rewriting expressions 1 - Alg 1

Details Options Reports Help

Roster Display Grade Color Status Enrolled Withdrawn

Seating Chart

Groups

Reporting Standards

Categories

Assignments


Notifications

Scores Student Assignment

Single Assignment View
> View all assignments

Name	YOG	19/09 Alg-4 Connecting 10 pts	Student Submission	Assignment feedback	Teacher's Notes
Bartoneeq, Pontedura	2018	9		Feedback visible to paren ...	Notes for the teacher only
Beyllei, Jetormike	2017	9			
Bhota, Brianloraine	2018	9			
Divichandana, Maykin	2017	9			
Dodds, Yunejung	2018	9			
Ellickson, Robbandlaurie	2017	9			
Garciaivera, Fesan	2018	9			
Garyspence, Pratapreddy	2018	9			
Gomezgoenaga, Bkanita	2018	9			
Graveness, Douglauriel	2018	9			
Jaalaidd, Frankxufu	2019	9			
Josejuan, Eograceean	2018	9			
Khmal, Dever	2017	9			

5.1.2 Accessing the Scores View from Pages

The **Scores** window can be accessed quickly and easily from the **Pages** top tab start screen. In the **Teacher Classes** widget, click on the Grades  icon.

Teacher Classes

Previous Friday, June 26 Today Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - MSS--11-03 - SOCIAL ...					
1 - YED--1A-12 - TEACHER...					
2 - MSS--10-05 - SOCIAL ...					
3 - Soc 10 - SOCIAL STUD...					
4 - MSS--11-08 - SOCIAL ...					

6.0 Enter Assessment Information

Ensure you are in the standards-based gradebook. Assessment information can be entered here in three ways:

1. By standard
2. By student
3. By assignment

6.1 By Standard

When you first enter the Scores Side Tab, you are in Standard View. In this view, you can enter all of the assessment information from your assignments that relates to one standard only. As you change the standard, the assignments available on the page change. The assessment information entered is for that specific standard only.

Class List :: 2016-2017 - MEN--08----01 - ENGLISH LANGUAGE ARTS 8

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Notifications

Scores

- Student
- Assignment

Options

Reports

Help

View

Standard

Term

Display

Status

☐ Traditional

☒ Standards

Synthesize ideas to bu

Term

☒ Grade

☐ Color

☒ Enrolled

☐

Name	YOG	21/09 1 eol	Term COMP33 (Trend)	Term COMP33 (Avg)
Sulte, Carry	2021	EMG	1.0	1.0
Suzukimerkley, Breenie	2021			
Targonski, Sohraab	2021			
Trigg, Imogin	2021			
Ververgaert, Bjoma	2021			
Watkinsrodriguez, Seonho	2021			
Average score		1.0	1.0	1.0

6.2 By Student

Click on the “Student” leaf under the Scores side tab or on a student’s name. One student’s information is on the screen. Entering assessment information by student is also related to a specific standard. Attach the standard “ALL” to every assignment in order to see all assignments on the screen. When you hover over the column header, you see a short version of the competency.

Class List :: 2016-2017 - Math block B - MATHEMATICS 8 :: Sulte, Carry

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Notifications

Scores

- Student
- Assignment

Options

Reports

Help

View

Standard

Term

Display

☐ Traditional

☒ Standards

ALL

Term

☒ Grade

☐ Color

Assign ALL to every assignment. Choose ALL to see all of the assignments.

Single Student View

View all students

Name	Score	ALL	CRap4	CRap1	CRap2	RA3	ConR1	US4	ConR2	RA5	ConR3	US2	RA4	RA6	RA2	RA8	Student Submission	Assignment feedback	Teacher's Notes
Task 1 14/08 EOL		EE				NYM					NYM								
Self Designed Task 2 14/08 EOL		ME						ME											
Test 3 14/08 EOL		NYM																	
Assignment 4 14/08 EOL				AE					ME			EE							
Collaborative work 5 14/08 EOL					ME						AE								
Observation 6 14/08 EOL							NYM		NYM		NYM								
Project 9 14/08 EOL			ME		AE		NYM					EE							
Task 11 14/08 EOL			ME		ME				AE										
Inquiry 13 14/08 EOL								AE				EE							
Observation 6 14/08 EOL						ME				ME									
Discussion 14 14/08 EOL			AE																
Task 7 14/08 EOL			AE																
Presentation 15 14/08 EOL			AE	AE	AE														
Task 10 14/08 EOL			ME						ME										
Task 16 14/08 EOL			AE		ME														
Project 12 14/08 EOL			NYM	NYM	NYM		NYM		NYM		NYM								
MATH Odd or Even? (Probability) 24/08 EOL																			Extended the question - w ...
the assignment I made in question 31/08 EOL				ME															
Student Led Conference November 31/08 EOL																			Notes from the SLC Life i ...
October Report to Parents 01/09 EOL		ME	ME																Carry is meeting expectat ...
Assignment 20 from Maple Ridge 02/10 EOL																			Connecting and Reflecting ...
Term ALL (Trend) M	3.0																		
Term ALL (Avg) M	3.0																		
Trend Score		3.0	2.0	2.0	2.0	3.0	1.0	2.0	1.0	3.0	2.0	4.0							

6.3 By Assignment

Click on the “Assignment” leaf under the Scores side tab. This view allows you to enter data for all standards for one assignment. You can also enter assignment view by clicking on the magnifying glass icon next to the column header in other views.

Class List :: 2016-2017 - SS 8 Block A - SOCIAL STUDIES 8 :: EOL - Primary Document Analysis: Tugs - TUGS

Details | Options | Reports | Help | [Grid Icon]

Roster | Seating Chart | Groups | Reporting Standards | Categories | Assignments

Scores
Student
Assignment

Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐ Withdrawn [Gear Icon]

Single Assignment View
> View all assignments

Name	YOG	Gender	Traditional 17/03 TUGS EOL [Icons]	Reporting Standard Scores					Student Subm
				EV04	EJ05	SIG04	PERS06	INQ01	
Abulhamid, Angeliatj	2021	F	[Icon]	ME	AE	AE	AE	ME	
Amyottekidd, Mikemerry	2021	F		ME	ME	ME	ME	ME	
Bourette, Hsiangcheng [Icon]	2021	F	NH [Icon]						
Callin, Carling [Icon]	2021	M		ME	NYM	ME	ME	ME	
Cliffordeq, Ravim	2021	F		AE	ME	AE	ME	ME	
Average score									

7.0 Gradebook: Posting Grades

There are two ways to enter grades for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MSS/MÉS.
- Updating Post Columns from teacher-created assignments in the Gradebook. (Teacher uses MSS/MÉS to manage daily assessment).

7.1 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] 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.

Pages | My Info | Student | Attendance | Gradebook | Planner | Tools

Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12 [Icon]

Details | Options | Reports | Help | [Grid Icon]

Roster | Seating Chart | Groups | Reporting Standards | Categories | Assignments

Scores
Student
Assignment

Grade Columns: [Post Columns - Term] Term: [Q1] Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐ Withdrawn Class: [MCOM-1] [Update Post Columns...] [Post Grades...] [Gear Icon]

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1 li
Bedria, Aadel	2017	95	G		
Dumo, Mmmrl [Icon]	2017	85	G		
Frankmarash, Vanlenfanny	2017	75	G		
Grossuti, Kianjefferson	2017	65	G		
Mmmrsharris, Kwit [Icon]	2017	95	G		
Niechwiadowicz, Janeorlester [Icon]	2017	85	G		
Oudjehane, Simandeep	2017	75	G		
Pankhate, Khammunn	2017	65	G		

Enter grades, work habits and comments as appropriate. Data is automatically saved, a yellow cell indicates the save is in progress, wait for the yellow to clear before entering a score into the next cell.

Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

Class List: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12

Name	YOG	Q1 Grade	Q1 WH	Q1 Com
Bedria, Aadel	2017	95	G	
Dumo, Mmmrsl	2017	85	G	
Frankmarash, Yanfenanny	2017	75	G	
Grossutti, Kianjefferson	2017	85	G	
Mmmrshams, Kwt	2017	95	G	
Niechwiadawicz, Janeorlester	2017	85	G	
Oudjehane, Simandeep	2017	75	G	
Panluale, Kuemyoung	2017	65	G	
Saadolding, Joecheryl	2017	95	G	
Vallejo, Hannahloraine	2017	85	G	
Zibocdale, Shemlandken	2017	75	G	
Average score		81.0 B		

Clicking on a comment places it in the comment field. **Show My Codes** displays the user's comments only within the selected category.

Student: Bedria, Aadel

Sample Q1 Report Card Comment. Writes and speaks appropriately in a exam result.

Category 1: ENG

My Codes

Subject: All

Search

Poor reading comprehension impacts all areas of the curriculum.
ENG

Written work is imaginative, creative and engaging.
ENG

Uses effective Standard English in speaking and writing.
ENG

Save Cancel

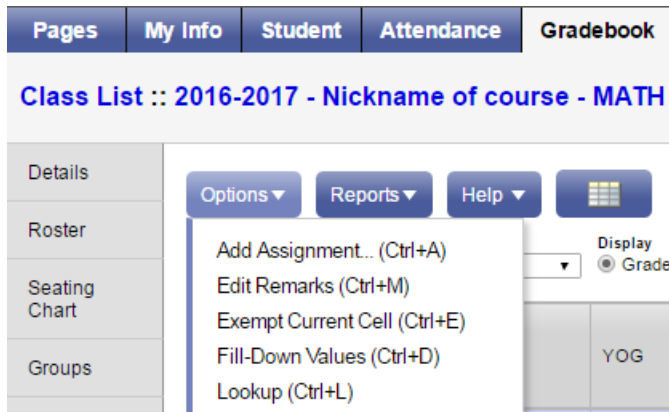
The Options menu provides the following:

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

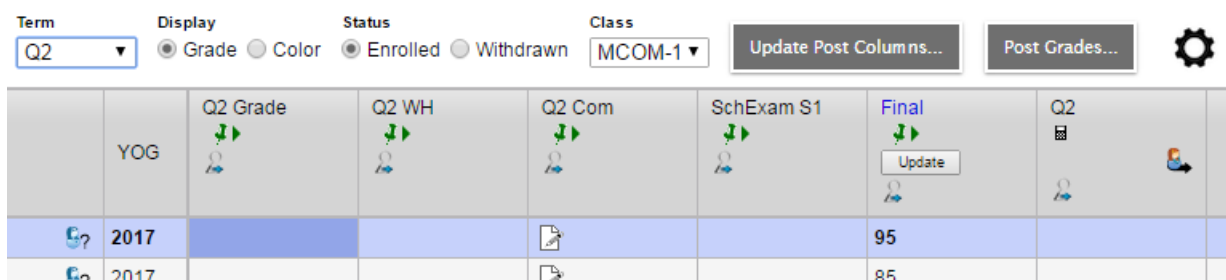
Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

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.




When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student, which will appear on the report card.

Use the **Class** dropdown menu to select the course section by nickname or the navigation bar to select the next class.



Repeat the process until grades are entered and posted for all classes.

7.2 Update Post Columns (Enter Term Grades) From Teacher-created Categories/Assignments in the Gradebook

- **Pages** top tab, click on the  icon beside the class for grade entry. Or Gradebook top tab > Scores side tab.
- Click the **Update Post Columns** button.
- In Step 1 of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term**. Leave the **Grades to update** at Term grades for all students.
- Click **Next**.
- In Step 2 of the wizard, use the drop-down menu to select the grade to populate the term report card grade for the students in this class. Click **Next**.

Update Post Columns: Choose Update Values Step 2 of 3

Q3 Grade

(Do Not Update)

(Do Not Update)

Average:Q3

Average:Cumulative

Average:Connecting Q3

Average:Reasoning Q3

Average:Representing Q3

Average:Solving Q3

Assignment:Rewriting expressions 1

Assignment:Assignment-1A

Assignment:Assignment-1B

Assignment:Assignment-1C

Assignment:Assignment-1D

Assignment:Assignment-2A

Assignment:Assignment-2B

Assignment:Assignment-2C

Assignment:Assignment-2D

← Previous

Next →

Finish

Cancel

- In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**. Complete the entry of work habits and comments in the Post Columns Term for the appropriate term.

Options ▾

Reports ▾

Help ▾

Grade Columns

Term

Display

Status

Class

Update

Post Columns - Term ▾

...

Q1 ▾

Grade

Color

Enrolled

Withdrawn

Nicknam ▾

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bartoneeq, Pontedura	2018	73	G !		
Beylell, Jetormike	2017	87	G		
Bhota, Brianloraine	2018	73	G		
Divichandana, Maykin	2017	84	G		

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.

- Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

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

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Options | Reports | Help

Grade Columns: Post Columns - Term | Term: Q1 | Display: Grade | Status: Enrolled | Class: Nicknam

Name	YOG	Q1 Grade	Q1 WH	Q1 Com
Bartoneeq, Pontedura	2018	73	G	
Beyllet, Jetormike	2017	87	G	
Bhota, Brianloraine	2018	73	G	
Divichandana, Maykin	2017	84	G	
Dodds, Yunejung	2018	84	G	
Ellickson, Robbandaurie	2017	84	G	
Garciaivera, Fesan	2018	84	G	
Garyspence, Pratapredy	2018	84	G	
Gomezgoenaga, Bkanita	2018	84	G	
Graveness, Douglarell	2018	84	G	

MyEducation BC: Edit Text Comment - Google Chr...
 ts2.myeducation.gov.bc.ca/aspen/textCommentEdit.do?
 Student: Bartoneeq, Pontedura
 Sample anecdotal comment |
 Save Cancel

Clicking on a comment places it in the comment field. Show My Codes displays the user's comments only within the selected category.

Student: Bedria, Aadel

Sample Q1 Report Card Comment. Writes and speaks appropriately in a exam result.

Category 1: ENG Show

My Codes

Subject: All

Search

Poor reading comprehension impacts all areas of the curriculum.
ENG

Written work is imaginative, creative and engaging.
ENG

Uses effective Standard English in speaking and writing.
ENG

Save Cancel

abc

The Options menu provides the following:

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

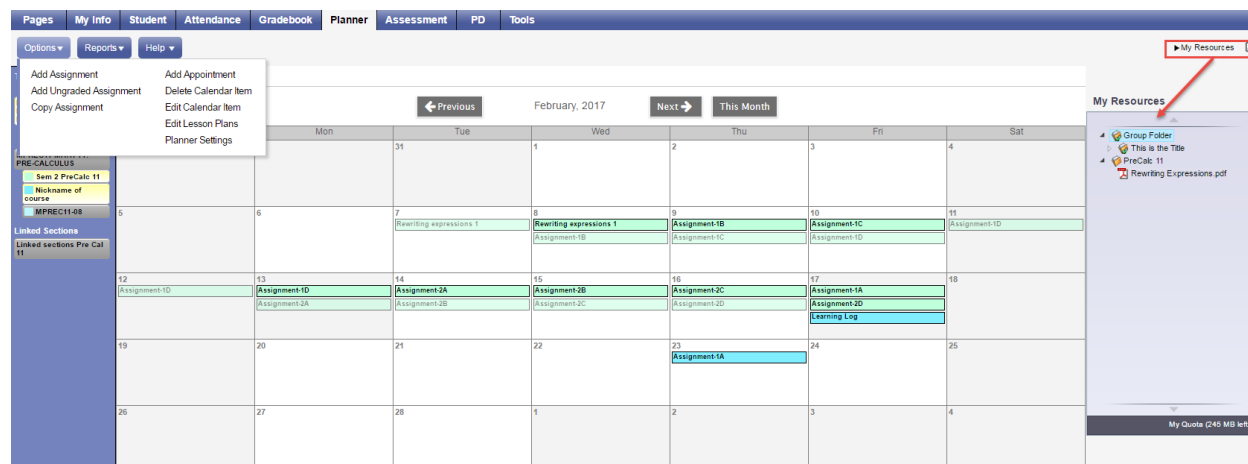
Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

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.

9.0 The Planner

The Planner is a useful visual calendar of upcoming class related items and appointments. Class assignments and tests can be viewed from the Planner and filtered for a particular class and/or term.



The **Planner** displays student assignment dates as set in Gradebook > Assignments. Assignments can also be added from the Planner either by clicking on a date or opening up an options menu including: **Add Assignment**, **Add Ungraded Assignment** or **Add Appointment**.

When adding an assignment in the Planner view, the classes picklist will display the nickname if the teacher has given one to the class. Nicknames are defined in the Class details.

Details

Options Reports Help

Save Cancel

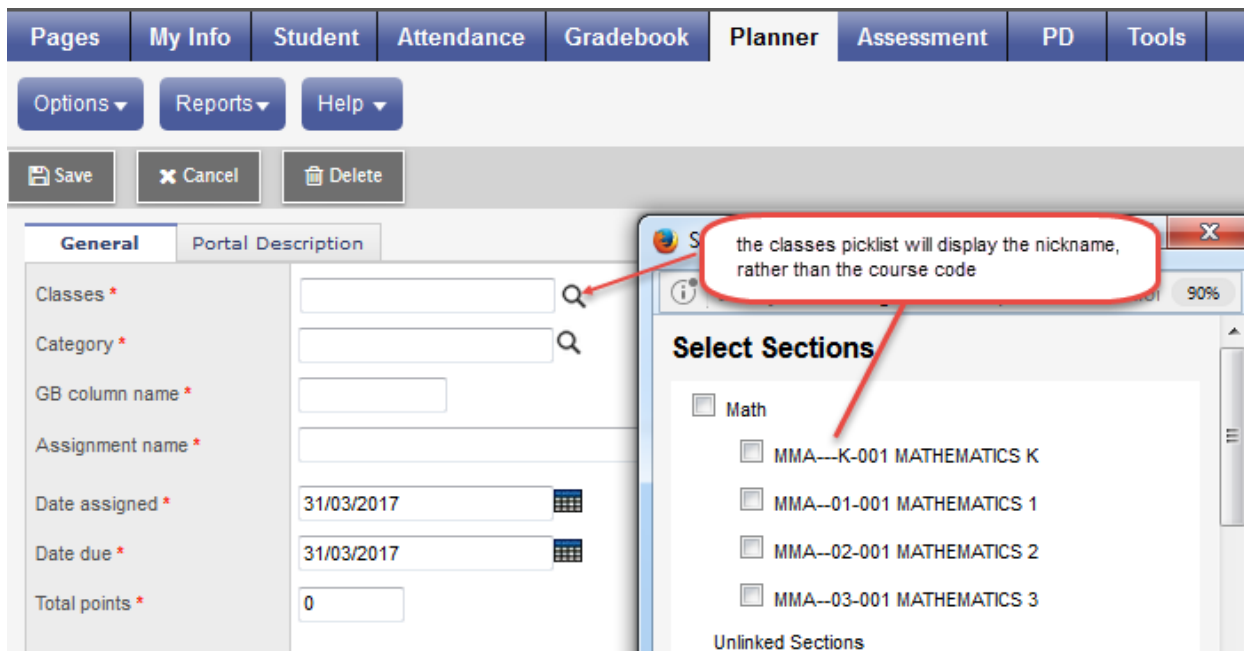
Details for a class

Course Nickname Primary Science

Description SCIENCE 1

Seating Chart

Groups



The Options menu includes these items as well as **Edit Calendar Item**, **Delete A Calendar Item**, **Edit Lesson Plans**, **Copy Assignment** and accessing **Planner Settings**. Selecting My Resources will add a window with your saved resources for easy drag and drop access for assignments.

If using Group > Events, these also will display within the Planner.

10.0 Tools

Provided in the Staff View for teachers is the availability of **Special Codes** and **Footnotes** which offer further methods of notating information to student assignments. It is under the Tools top tab that teachers can also build their banked **Comments**.

10.1 Special Codes

Tools top tab > Special Codes side tab.

These offer additional methods of notating information to student assignments.

Tools top tab > Special Codes side tab

Teachers can create special gradebook codes to exempt an assignment score from a student's average or to count as a zero (0). For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that the score does not affect the student's average.



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

Special Codes

Grade Scales

Options ▾ Reports ▾ Help ▾ Search on Code 🔍

0 of 2 selected 📄 All Records

<input type="checkbox"/>	Code	Behavior	Missing?	Color
<input type="checkbox"/>	ILL	Exempt from calculations	N	
<input type="checkbox"/>	NHI	Exempt from calculations	N	

Special Codes Details

Comments

Footnotes

Note: Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a campus event code C if your grade scale contains a C grade.

10.2 Footnotes

Tools top tab > **Footnotes** side tab

Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.

After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code

10.3 Teacher Comment Bank

Teacher comment banks fit within the school bank, which fits within a division bank, should there be one. The school should have a single comment bank created for the teacher to select and add their own comments. The comments of each teacher/user are visible only to the individual who created them even though they reside within the greater bank. **It is important to understand that only a single comment bank can be associated to each course from the School View, Schedule > Courses > Details.** For this reason, if a division decides to create a comment bank then schools should enter their comments within it, as should the teachers. Otherwise, the school should create a bank within which staff can enter their comments and then only one bank exists to be added to every course.

- Staff > **Tools** tab > **Comments** side-tab.
- A list of any comment banks already created appears. Select a comment bank, and click **Comments** side tab > **Codes** sub-side tab.
- On the **Options** menu, click **Add**. The New Comment Bank Code page appears.
- In the **ID** field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.
- In the **Preview** field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field. For example, you might type **(Student) shows innovative thinking** so that users will know the student's name is inserted once they select it.
- In the Comment field, type the actual comment. You can include a variable, which is text enclosed in double curly braces **{{xxx}}** and a filter, which is pipe-delimited text after a variable

(hold the **Shift** key while clicking the backspace key to create the | symbol). For example, {{studentName|capitalize}} prompts the system to insert *Jon* instead of *jon*.

- In the **Category 1-3** fields, you can enter specific names for the categories defined for the comment **bank** itself. For example, if the comment **bank** has **Category 1** defined as **Department**, **Category 2** defined as **Course**, and **Category 3** defined as **Level**, the specific categories you might enter for a comment could be **English**, **Creative Writing**, and **AP**.

See Appendix B for further details on comment banks and the use of variables.

10.4 Setting Colours to Proficiency Scales

Reporting Standards side tab > Rubric Rating Scales > Ratings

Class List :: 2016-2017 - Math block B - MATHEMATICS 8 :: BC Primary/Intermediate Performance Scale

Options ▾ Reports ▾ Help ▾ Search on SeqNo 🔍

0 of 4 selected 📄 All Records

<input type="checkbox"/>	SeqNo	Id	Name	Points	Mastery?	Colors
<input type="checkbox"/>	10	EE	Exceeding Expectations	4.0	Y	
<input type="checkbox"/>	20	ME	Meeting Expectations	3.0		
<input type="checkbox"/>	30	AE	Approaching Expectations	2.0	Y	
<input type="checkbox"/>	40	NYM	Not Yet Meeting Expectations	1.0	N	

Reporting Standards

Rubric Rating Scales

Ratings

Showing colours in Gradebook

Options ▾ Reports ▾ Help ▾

View: Traditional Standards INQ01 - This is what parents Display: **Color** Term Depth Control

Single Student View [View all students](#)

Name	Score	CAUSE05	CONT05	EJ05	EV05	INQ01	PERS06	SIG04	SIG05	Student Submission	Assignment feedback	Teacher's Notes
Positive effects of the Crusades 28/02 EOL	1	EE				ME						
Assignment 5 01/03 EOL	1		AE	ME		EE						
Think Puzzle Explore: Crusades 03/03 EOL												
Assignment 1 03/03 EOL	1		ME			EE		AE				
Map Skills and Analysis 08/03 EOL	1		AE			NYM	ME		ME			
Primary Document Analysis: Tugs 17/03 EOL	1			AE	ME	ME	AE	AE				
Term INQ01 (Trend)	2.0											

11.0 Appendix A – Understanding Average Modes

A.1 Averaging Mode #1: Categories only (weighted categories)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. Assignment **percentages are averaged within each category**. (Assignment percentages are added together and multiplied by the total number of assignments in the category)

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> CR Category: (Weight: 50)
RA 1: 10 of 10 =100%	US 1: 50 of 50=100%	CR 1: 80 of 100 = 80%
RA 2: 9 of 10 = 90%	US 2: 42 of 50 = 84%	CR 2: 94 of 100 = 94%
RA 3: 15 of 20 = 75%	US 3: 48 of 50 = 96%	CR 3: 180 of 200 = 90%
RA 4: 4 of 5 = 80%		
RA Average: $(100+90+75+80)/4 = 86.25\%$	US Average: $(100+84+96)/3 = 93.33\%$	CR Average: $(80+94+90)/3 = 88\%$

3. **Category averages are weighted**. (The category average is multiplied by the weight given to the category.)
4. **Calculate Average**. Calculated category averages are added together.

$$(86.25 \times 25/100) + (93.33 \times 25/100) + (88 \times 50/100) = 88.89\%$$

A.2 Averaging Mode #2: Categories and assignments (weighted)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.
- A weight for each assignment in Gradebook > Assignment > Details. See section 15 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. **Assignments are weighted.** Assignment percentages are multiplied by the weight given to the assignment.
3. **Categories are Averaged.**

$$\text{HW: } (100 \times 2/5) + (90 \times 1/5) + (75 \times 1/5) + (80 \times 1/5) = 89\%$$

$$\text{Quiz: } (100 \times 1/3) + (84 \times 1/3) + (96 \times 1/3) = 93.33\%$$

$$\text{Test: } (80 \times 1/5) + (94 \times 2/5) + (90 \times 2/5) = 89.6\%$$

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> CR Category: (Weight: 50)
RA 1 (wt=2): 10 of 10 = 100%	US 1 (wt=1): 50 of 50 = 100%	CR 1 (wt=1): 80 of 100 = 80%
RA 2 (wt=1): 9 of 10 = 90%	US 2 (wt=1): 42 of 50 = 84%	CR 2 (wt=2): 94 of 100 = 94%
RA 3 (wt =1): 15 of 20 = 75%	US 3 (wt=1): 48 of 50 = 96%	CR 3 (wt=2): 180 of 200 = 90%
RA 4 (wt=1): 4 of 5 = 80%		
RA Average: 89.00%	US Average: 93.33%	CR Average: 89.60%

4. **Category averages are weighted.** (The category average is multiplied by the weight given to the category.)

$$(89 \times 1/4) + (93.33 \times 1/4) + (89.60 \times 1/2) = 90.38\%$$

5. **Calculate Average.** Calculated category averages are added together.

A.3 Averaging Mode #3: Total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Points Earned.** All points a student receives for each assignment are added together.
2. **Calculate Points Possible.** Total Points Possible for all assignments are added together.
3. **Calculate Average.** Total Points Earned is divided by Total Points Possible.

<i>Reasoning and Analyzing RA Category:</i>	<i>Understanding and Solving US Category:</i>	<i>Communicating and Representing CR Category:</i>
RA 1: 10 of 10	US 1: 50 of 50	CR 1: 80 of 100
RA 2: 9 of 10	US 2: 42 of 50	CR 2: 94 of 100
RA 3: 15 of 20	US 3: 48 of 50	CR 3: 180 of 200
RA 4: 4 of 5		
RA Total points earned: 38 Total points possible: 45	US Total points earned: 140 Total points possible: 150	CR Total points earned: 354 Total points possible: 400

Total Points Earned: $38 + 140 + 354 = 532$

Total Points Possible: $45 + 150 + 400 = 595$

$532/595 = 89.41\%$

A.4 Averaging Mode #4: Category total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Category Points Earned.** The points a student receives for each assignment in a category are added together.
2. **Calculate Points Possible.** The Total Points Possible for each assignment in a category are added together.
3. **Categories are Averaged.**

Homework: $38/45 = 84.44$ Quiz: $140/150 = 93.33$ Test: $354/400 = 88.5$

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> CR Category: (Weight: 25)
RA 1: 10 of 10	US 1: 50 of 50	CR 1: 80 of 100
RA 2: 9 of 10	US 2: 42 of 50	CR 2: 94 of 100
RA 3: 15 of 20	US 3: 48 of 50	CR 3: 180 of 200
RA 4: 4 of 5		
RA Average: 38/45 84.44%	US Average: 140/150 93.33%	CR Average: 354/400 88.5%

4. **Categories are Weighted.** Category Averages are multiplied by the weight given to the category.

$$(84.44 \times 25/100) + (93.33 \times 25/100) + (88.5 \times 50/100) = 88.69\%$$

5. **Calculate Average.** Calculated category averages are added together.

12.0 Appendix B – Comment Bank Variables and Setup

Create Comments in a Comment Bank

After you create a comment **bank**, define the comments that are available within the **bank**.

When you create a comment, you can use variables to call information specific to the record or student the comment is being entered for. For example, if you use the variable `{{person.firstName}}`, the system inserts the student's legal first name where the variable appears in the comment text:

`{{person.firstName}}` is a creative and critical thinker. = Jane is a creative and critical thinker.

To create comments in a comment **bank**:

1. Do one of the following:
 - For a division: Log on to the Division view. Click the Admin tab, then the Data Dictionary side-tab. On the Data Dictionary side-tab, click Comments.
 - For a school: Log on to the School view. Click the Admin tab and the Comments side-tab.
 - For staff members: Log on to the Staff view. Click the Tools tab and the Comments side-tab.
2. A list of any comment banks already created appears. Select a comment bank, and click Codes on the Data Dictionary side-tab.
3. On the Options menu, click Add. The New Comment Bank Code page appears.
4. In the ID field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.
5. In the Preview field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field. For example, you might type (Student) is disruptive in class so that users will know the student's name is inserted once they select it.
6. In the Code field, type the actual comment. You can include a variable, which is text enclosed in double curly braces `{{xxx}}` and a filter, which is pipe-delimited text after a variable (hold the Shift key while clicking the backslash key to create the `|` symbol). For example, `{{studentName|capitalize}}` prompts the system to insert Jon instead of jon.

Use the following table to enter the available filters in your variables:

Note: The samples below use Legal Name formats. If Usual Name is preferred, substitute *person.fieldC001* for *firstName* and *person.fieldC003* for *lastName*.

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on record)
Capitalize	The system capitalizes the first letter.	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's third incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName lower}}	jane

Filter Type	Description	If you type this:	This appears in the comment:
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{person.genderCode gender: He, She}} Can also be used with: Him, Her or His, Hers	Gender
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)

Note: You can chain filters by adding more filters separated by pipe (|) characters. For example, if you wanted to lower a text and then immediately capitalize it, you could use {{variable|lower|capitalize}}.

- In the Category 1-3 fields, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has Category 1 defined as Department, Category 2 defined as Course, and Category 3 defined as Level, the specific categories you might enter for a comment could be English, Creative Writing, and AP.
- Select the Disabled indicator checkbox if you do not want this comment to appear in the pick list for any users. For example, this would let you remove it from view without deleting it permanently.
- Click **Save**.

Note: Staff members who create comment bank codes for school-owned banks will lose the codes if they move to a different school. However, codes created for comment banks owned by the Province or division will remain if the user who created them changes schools within the Province or division.