



MySchoolSask MonÉcoleSask

Using Gradebook

February 2022 v3.0

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>)
2.0	August 04, 2021	Reviewed and revised to reflect SK school practices.
3.0	February 25, 2022	Reviewed and revised to reflect SK school practices.

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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

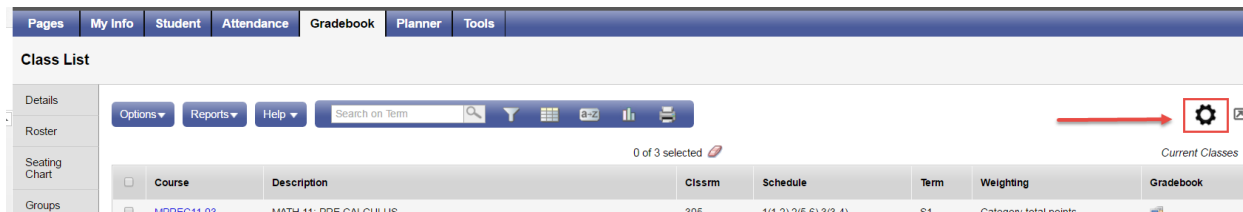
2.0 Gradebook Preferences

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.

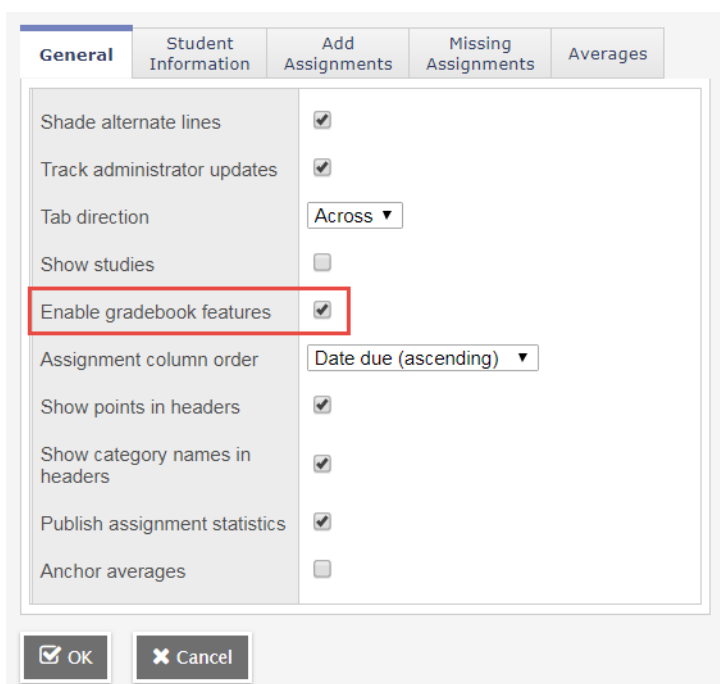
They can be accessed via the Gradebook tab under User Preferences but also, and more conveniently, by using the gear icon in Gradebook.

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. Note: 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. This setting is 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.

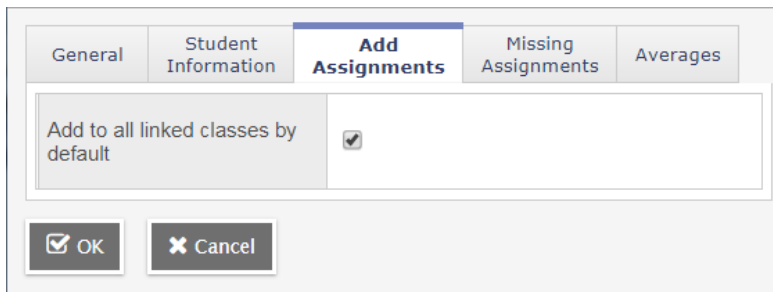
Grade change tracking days: Indicates the number of days past an assignment's due date that the "Changed score" icon can appear in the Teacher Classes widget. The "Changed score" icon shows that an administrator or other user changed an assignment's score. The default setting is 3 (days).

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's name in the scores page provides student contact information.
- **Enable student academics:** An information  icon next to the student's 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.

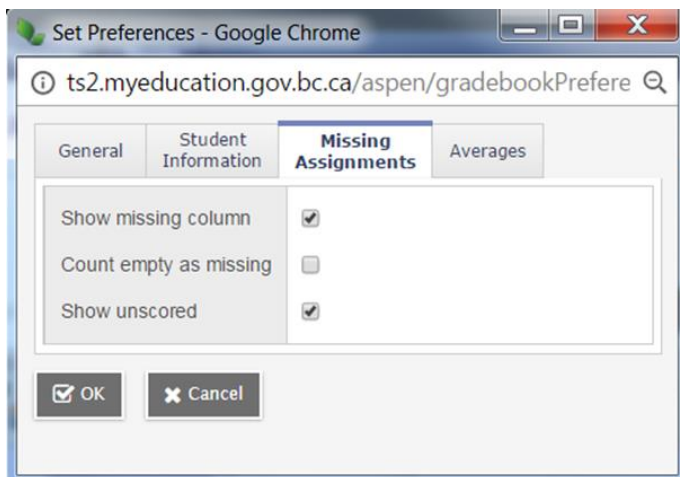
2.3 Add Assignments



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 a software interface with five tabs: General, Student Information, Add Assignments, Missing Assignments, and Averages. The 'Averages' tab is selected. Below the tabs, there are five settings:

- Default weighting:** A dropdown menu showing 'Category total points'.
- Decimals:** A text input field showing '0'.
- Grade scale:** A text input field showing 'Provincial Mark Scale Final Marks' with a red 'X' icon.
- Semester Cumulative average:** An unchecked checkbox with a green information icon.
- Cumulative average:** A checked checkbox with a green information icon.

At the bottom of the interface are two buttons: 'OK' and 'Cancel'.

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.

Important Note: *The Default weighting preference must be set by all teachers to ensure the Term Performance column in the Student and Family Portal match the Gradebook. Detailed steps can be found in **Appendix C**.*

Select **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.

Select **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 to be used by schools. If not established by the division, participants can select a scale from the list viewed by clicking the magnifying glass.

- 4PT AUE accepts EX, ME, AP, BE, IE, NA, IG or 4, 3, 2, 1, IE, NA, IG
- Percentage w/o Alpha accepts values between 0 and 100
- Percentage w/P/F accepts P or F
- SRSD119 High School High-Mid-Low to be used by Saskatchewan Rivers SD 119 only
- Elementary School Grade Scale – Aspen generic grade scale, **should not be used**
- High School Grade Scale – Aspen generic grade scale, **should not be used**
- Middle School Grade Scale – Aspen generic grade scale, **should not be used**

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.

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

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 cumulative average on your Scores page. The overall cumulative average includes all grades and scores entered since the beginning of the class, regardless of term. MSS/MÉS calculates the overall cumulative average using the averaging mode specified in your gradebook.

Students and family can view this column in the Student and Family views. In order to match the Gradebook, the **School > Preferences > Family/Student Portal > Show overall cumulative averages** preference needs to be checked.

Important Note: *this option is only available if the School > Preferences > Grades has Semester Cumulative Average and Overall Cumulative Average checked.*

MSS/MÉS uses the column header Cumulative for the overall cumulative average.

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.

The screenshot shows the Gradebook interface with the 'Details' tab selected. A modal window titled 'Schedule Master Pick List' is open, displaying a table of courses. A red arrow points from the 'Select' button in the modal to the 'Select' button at the bottom of the 'Classes linked for assignments and categories' section in the main interface.

Course	Description	Term
<input type="checkbox"/> MPOH-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

Course	Description	Term	Schedule
MPREC11-01	MATH 11: PRE-CALCULUS	S2	1(3-4) 2(1-2) 3(5-8)

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 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 > Details side tab > 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: 1(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: 1(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
 - Important Note:** the Code must be 20 characters or less and cannot contain spaces. It is not recommended to copy and paste from another document into the Code as formatting can cause a system error to be produced.
- Description** – The complete name of the category: Connecting and Reflecting

- **Important Note:** *It is not recommended to copy and paste from another document into the Description as formatting can cause a system error to be produced.*
- **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** mean 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

3.3.1 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

3.3.2 Importing Categories

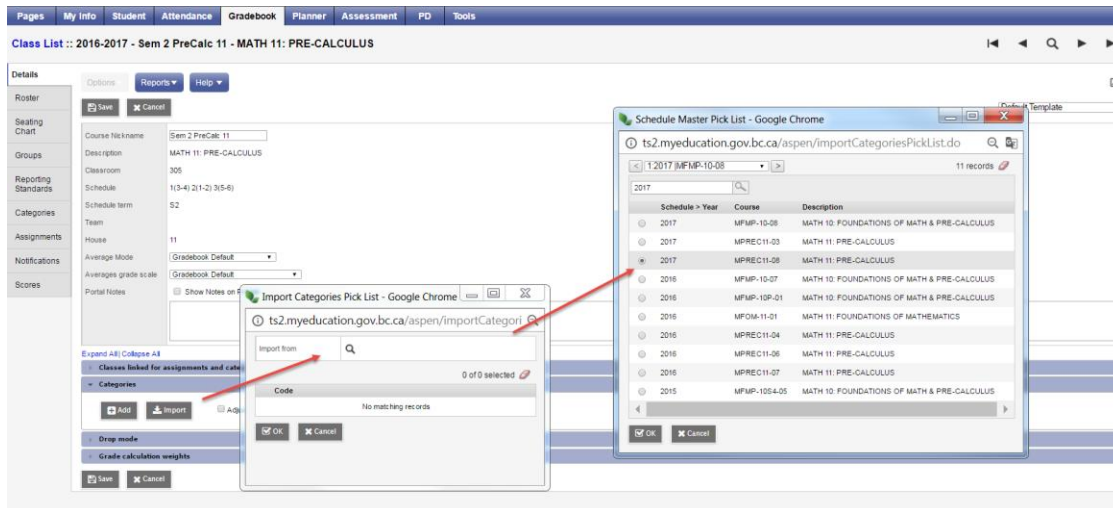
Categories can be imported into an individual course section from another course section.

From Gradebook > Details >

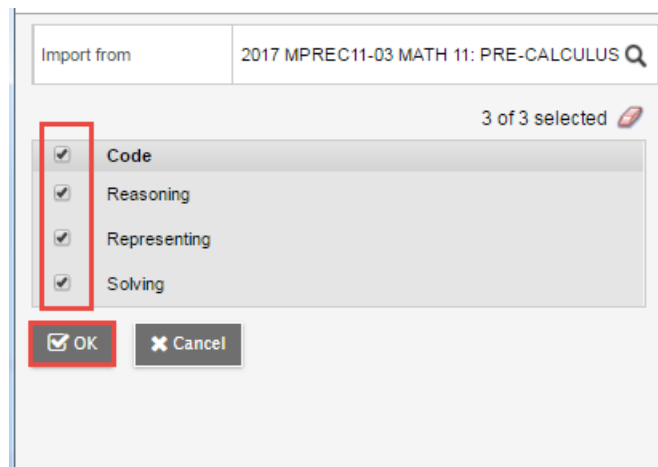
- Expand the Categories section
- Click the Import button
- In the pop up, select a course section, and Selected or All Categories
 - Selected: a pop up displays and individual categories can be selected for import
 - All Categories: All of the categories from the selected course section will import

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



- 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

Note: In order to successfully Import Categories from previous terms, the Grade Term must be unlocked. This can be changed by a school level user from the School view > Grades TT > Grade Term ST by entering into the details of the grade term.

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** | 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 * 05/11/2016

Date due * 14/12/2016

Total points * 80

Online submission

Allow online submission ☒

Open date 05/11/2016 Start time 12:00 AM

Close date 14/12/2016 End time 11:59 PM

Options

Extra credit ☐

Extra credit points 0.0

Sequence number 0

Score not droppable ☐

Visibility type Private

Entry mode Both

Grade Scale 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 Website | 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** mean 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-1 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: ☐ None ☐ Daily ☐ Weekly ☐ Monthly

Close date: End time:

Also add this assignment to linked classes 0 of 1 selected

Course	Description
<input checked="" type="checkbox"/> MVAG-10-03	ARTS VISUAL 10: GENERAL

Resources Provided by the Teacher

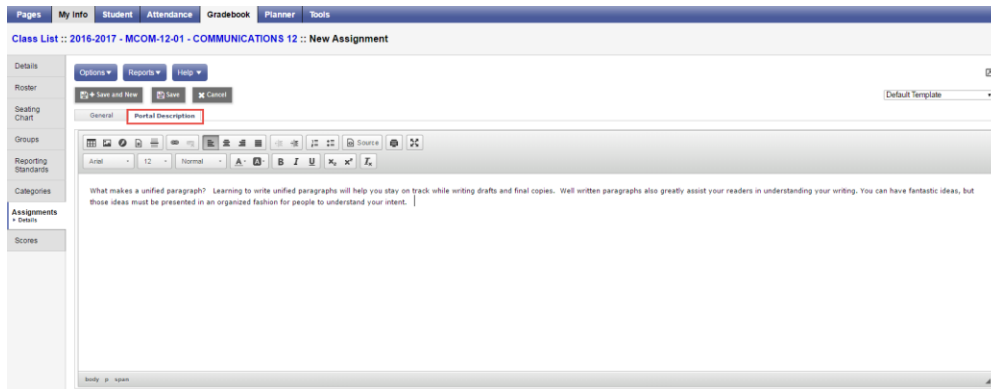
Outline .pdf ☒ Outline .pdf

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

4.2.1 Adding Standards to an Assignment

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

Class List :: 2020-2021 - ART 08-8F - Arts Education 8 :: New Assignment

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Scores

Options Reports Help

Save and New Save Cancel Copy

General Portal Description Standards Students

Section Reporting Standards

Name

Expand All Collapse All

creative-Productive (Weight: 1.00) CP

The + opens up the nested standards so you can choose individuals outcomes.

Critical-Responsive (Weight: 1.00) CR

Exemplary (4.00) Meeting (3.00) Approaching (2.00) Beginning (1.00) Insufficient Evidence (0.00) Not Applicable (0.00) Individualized Goals (0.00)

CR8.1 (Weight: 1.00) CR8.1

CR8.2 (Weight: 1.00) CR8.2

CR8.3 (Weight: 1.00) CR8.3

Cultural-Historical (Weight: 1.00) CH

Multi-Add Delete

Schedule

3(D4) 7-8(D5)

AM(D1-D6)

PW(D1-D6)

1-2(D2)

1-2(D2)

5(D5) 6(D1-D6) 7(D1-D4,D6)

5(D5) 6(D1-D6) 7(D1-D4,D6)

null

3(D1,D3) 8(D1,D6)

3(D1,D3) 8(D1,D6)

4-5(D6) 8(D2,D4)

4.3 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 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

Details

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments Details

Scores

Options

Reports

Help

Search on DateAssign

0 of 8 selected

Custom Selection

<input type="checkbox"/>	AssignmentName	GBColumnName	DateAssign	DateDue	Visibility	Points	AssmtWeight	GradeTerm > ID	Category > Code	Category >
<input type="checkbox"/>	Sample-1A	Sample-1A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
<input type="checkbox"/>	Sample-1B	Sample-1B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateComm	1.0
<input type="checkbox"/>	Sample-2A	Sample-2A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
<input type="checkbox"/>	Sample-2B	Sample-2B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateComm	1.0
<input type="checkbox"/>	Sample-3A	Sample-3A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
<input type="checkbox"/>	Sample-3B	Sample-3B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateComm	1.0
<input type="checkbox"/>	Sample-4A	Sample-4A	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CompCon	1.0
<input type="checkbox"/>	Sample-4B	Sample-4B	19/01/2017	19/01/2017	Public	10.0	1.0	Q2	CreateComm	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.

4.4 Copy Assignments

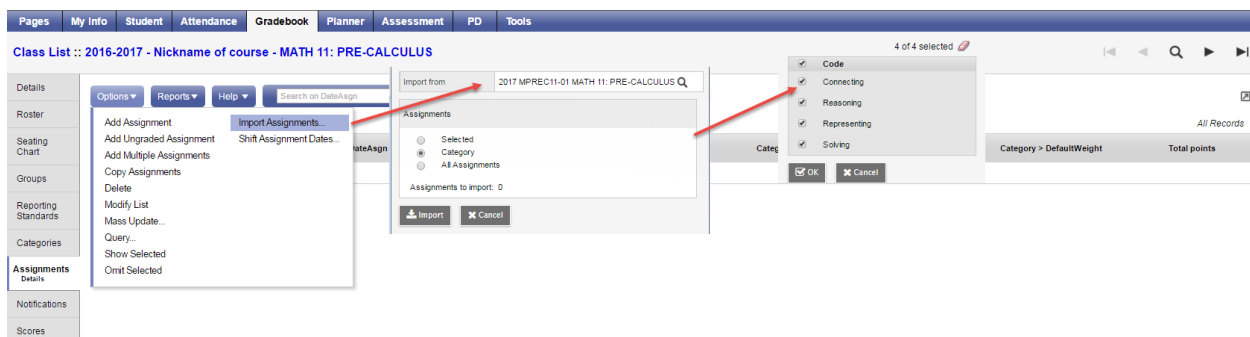
Gradebook > Assignments > select an assignment(s) to copy > Options > Copy Assignments. This will create a copy of each selected assignment. Details for the assignment can be edited by clicking into the hyperlink assignment name.

4.5 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

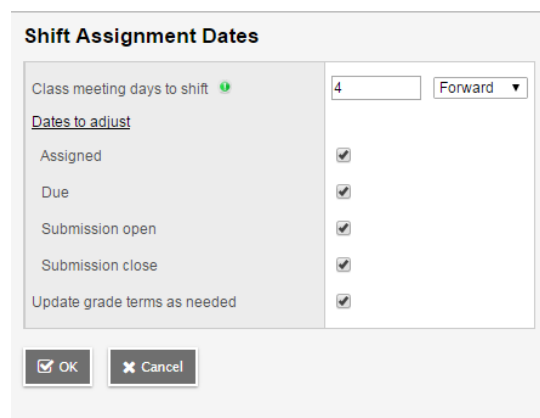
Changes to other fields such as Grade Term require the user to go into the details of each assignment.

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 4.7 below).

Note: *Assignments can only be imported if the term is unlocked. This can be changed by a school level user from the School view > Grades TT > Grade Term ST by entering into the details of the grade term.*

4.6 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.

4.7 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

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.

The screenshot shows the Gradebook Scores window. At the top, there is a navigation bar with tabs: Info, Student, Attendance, Gradebook (selected), Planner, Assessment, PD, and Tools. Below the navigation bar, the course name "2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS" is displayed. A red box highlights a "Quick link to attendance" button. Below this, a red box highlights a "Menu items" area containing "Options", "Reports", "Help", and a grid icon. To the right, a red box highlights a "Gradebook Preferences" gear icon. The main area displays a table with columns for Name, YOG, and various assignment scores. A red box highlights an "Information icon" in the first row. The table data is as follows:

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 – Traditional

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.

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		Shi, Mehta

☒ OK ☐ Cancel

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

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.

Scores can also be entered in single student view 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
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Groups
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Categories
Assignments
Notifications
Scores
Student
Assignment

Options
Reports
Help

View: All
Display: ☒ Grade ☐ Color
Term: All
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
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Notifications
Scores
Student
Assignment


Options
Reports
Help

Display: ☒ Grade ☐ Color
Status: ☒ Enrolled ☐ Withdrawn

Single Assignment View
[View all assignments](#)

Name	YOG	19/09 Alg-1 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, Douglareul	2018	9			
Jaaleid, Frankxufu	2019	9			
Josejuan, Eograceean	2018	9			
Khmat, Daver	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 ...					




5.2 Enter Marks for Students – Standards View

Ensure you are in the standards-based gradebook. Marks for outcomes/strands can be entered here in three ways:

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

5.2.1 By Standard

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

Class List :: 2016-2017 - MEN--08----01 - ENGLISH LANGUAGE ARTS 8 						
<div>Details</div> <div>Roster</div> <div>Seating Chart</div> <div>Groups</div> <div>Reporting Standards</div> <div>Categories</div> <div>Assignments</div> <div>Notifications</div> <div>Scores</div> <div>Student</div> <div>Assignment</div>	<div>Options ▾ Reports ▾ Help ▾ </div> <div>View <input type="radio"/> Traditional <input checked="" type="radio"/> Standards Standard Synthesize ideas to bu  Term <input type="radio"/> Term <input checked="" type="radio"/> Term Display <input checked="" type="radio"/> Grade <input type="radio"/> Color Status <input checked="" type="radio"/> Enrolled <input type="radio"/></div>					
	Name	YOG	21/09 1 eol 	Term COMP33 (Trend) 	Term COMP33 (Avg) 	
	Suite, Carry	2021	EMG	1.0	1.0	
	Suzukimerkey, Breenie	2021				
	Targonski, Sohraab	2021				
	Trigg, Imogin	2021				
	Ververgaert, Bjorna	2021				
	Watkinsrodriguez, Seonho	2021				
	Average score		1.0	1.0	1.0	

5.2.2 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 outcome/strand marks by student is also related to a specific standard.

Class List :: 2020-2021 - 6MAT-6 - Mathematics 6 :: Aquas, Hakim

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

Options Reports Help

View
Traditional Standards
Standard N6.1
Display Grade
Term Tri 1

Single Student View
The strand or outcome that is being assessed. All assignments with this reporting standard will display.
View all students

Name	Traditional Score	Reporting Standard Scores				Student Submission	Assignment feedback	Teacher's Notes
		N6.1	N6.3	N6.6	SS6.1			
Unit 2 - Lesson 1 - Place Value 02/11 Quiz 4 pts.	3							
Tri 1 N6.1 (Trend)	3.0							
Tri 1 N6.1 (Avg)	3.0							
Average of Standards Tri 1	3.0							
Trend Score	This is NOT an average	3.0						

5.2.3 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.

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

Options Reports Help

Display Grade Color
Status Enrolled Withdrawn

Single Assignment View
View all assignments

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

6.0 Gradebook: Posting Grades

Staff View > Gradebook TT > Scores ST

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).

6.1 Outcome/Strand Reporting – Manual Entry

1. In the **Grade Columns** field, choose **Post Columns – Term**.
2. Toggle **View** to **Traditional**.
3. In the **Term** field, choose the appropriate term for which grades are being entered.

Name	YOG	Tri 1	R1T IN IN6.1	R1T IN IN6.2	R1T IN IN6.3	R1T IN IN6.4	R1T IN Score	R1T DR DR6.1	R1T DR DR6.2	R1T DR DR6.3
Aquas, Hakim	2027		ME				ME 3			
Amst, Margarethe	2027		EX				EX 4			
Aroche, Kaml	2027		EX				EX 4			
Brugh, Benvenuto	2027		EX				EX 4			
Doiron, Arrigo	2027		ME				ME 3			

4. Enter grades for outcomes/strands and Factors Affecting Student Achievement as appropriate.
5. Enter comments as appropriate.

Note: When entering outcome grades (purple column) the system will automatically calculate the strand value (red column). If strands are not being reported on the column can be manually updated to NA and **Ctrl+D** can be used to copy down to all students. The auto-calculated values in the strand columns will display as both alpha and numeric in the Gradebook. If they are posted, they will appear as numeric on the transcript record. If alpha is desired, the strand column will have to manually be corrected to the alpha value prior to posting.

Comments can be entered manually after clicking on the notepad icon.

Name	YOG	Tri 1	R1T IN IN6.1	R1T IN IN6.2	R1T IN IN6.3	R1T IN IN6.4	R1T IN Score	R1T DR DR6.1	R1T DR DR6.2	R1T DR DR6.3
Beeghly, Karon	2028									
Bennington, Leonora	2028									
Brightharp, Carlotta	2027									
Clouser, Karle	2028									
Codd, Isador	2028									
Freehoffer, Arjun	2028									
Greem, Pearle	2028									
Hixenbaugh, Magdalena	2028									
Hylands, Natilie	2028									
Illiano, Jess	2027									
Landi, Ikraam	2028									
Average score			(3.0)				ME (3.0)			0.0

Clicking the black triangle at the top right of the comment box opens the comment bank selection box. Clicking on a comment enters it in the comment field. **Show My Codes** displays the user's comments only within the selected category.

Note: Comments can only be entered in Traditional view. If manually entering marks/assessments in Standards view toggle to Traditional view.

After data entry is complete, proceed to the Posting Grades section.

6.2 Outcome/Strand Reporting – Update Post Columns

1. Click the **Update Post Columns** button.
2. 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**.
3. 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**.

4. In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**.
5. Complete the entry of Factors Effecting Student Achievement and comments in the Post Columns Term for the appropriate term.

View: ☒ Traditional ☐ Standards

Grade Columns: Post Columns - Term

Term: Tri 1

Display: Grade

Status: ☒ Enrolled ☐ Withdrawn

Class: 6SOC-6

Update Post Columns... Post Grades...

Name	YOG	Tri 1	R1T IN IN6.1	R1T IN IN6.2	R1T IN IN6.3	R1T IN IN6.4	R1T IN Score	R1T DR DR6.1	R1T DR DR6.2	R1T DR DR6.3
Aguas, Hakim	2027		ME				ME 3			
Amst, Margarethe	2027		EX				EX 4			
Aroche, Kamil	2027		EX				EX 4			
Brugh, Benvenuto	2027		EX				EX 4			
Doiron, Arrigo	2027		ME				ME 3			

Note: When entering outcome grades (purple column) the system will automatically calculate the strand value (red column). If strands are not being reported on the column can be manually updated to NA and **Ctrl+D** can be used to copy down to all students.

Note: When using Update Post Columns, it will update outcomes (purple column) with the ID in the Rubric Rating Scale, for the AUE scale this would be the alpha values. If you report using the numeric values, it will need to be manually adjusted to the numeric equivalent. When Update Post Columns is used, the Strands (red column) will display both alpha and numeric for the AUE Rating Scale. When posting to the report card, it will post as numeric. If alpha is desired, the values will need to be manually overwritten with the alpha equivalent.

After data entry is complete, proceed to the Posting Grades section.

6.3 Percentage Reporting – Manual Entry

1. In the **Grade Columns** field, choose **Post Columns – Term**.
2. In the **Term** field, choose the appropriate term for which grades are being entered.

Pages: My Info Student Attendance **Gradebook** Planner Analytics Quest Assessment PD Tools

Class List :: 2021-2022 - 8018-001 - English Language Arts B 30

Details: Options Reports Help

Roster: Grade Columns: Post Columns - Term Term: Quarter 1 Display: Grade Status: ☒ Enrolled ☐ Withdrawn Class: 8018-001 Update Post Columns... Post Grades...

Name	YOG	G3T	ComT3	Quarter 3
Affleck, Ben	2030			
Asplund, Skyler	2022			
Atcher, Darnell	2021			
Crumpacker, Odell	2021			
Manco, Germaine	2020			
Palomo, Robin	2022			
Pico, Freeda	2022			
Average score				

Scores: Student Assignment

3. Enter term grades and comments as appropriate.

Comments can be entered manually after clicking on the notepad icon.

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

Class List :: 2021-2022 - 8018-001 - English Language Arts B 30

Details Options Reports Help

Roster Grade Columns Term Display Status Class

Post Columns - Term Quarter Grade Enrolled Withdrawn 8018-00 Update Post Columns Post Grades

Name	YOG	G3T	ComT3
Affleck, Ben	2030		
Asplund, Skyler	2022		
Atcher, Darnell	2021		
Crumpacker, Odell	2021		
Manco, Germaine	2020		
Palomo, Robin	2022		
Pico, Freeda	2022		
Average score			

Student Asplund, Skyler

Save Save Save Cancel

Clicking the black triangle at the top right of the comment box opens the comment bank selection box. Clicking on a comment enters 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 v 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

After data entry is complete, proceed to the Posting Grades section.

6.4 Percentage Reporting – Update Post Columns

1. Click the **Update Post Columns** button.
2. 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**.

Update Post Columns: Select Columns Step 1 of 3

Class 8018-001 English Language Arts B 30

Grade Term Quarter 3


Grades to update Term grades for all student

Previous Next Finish Cancel

3. 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

4. In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**.
5. Enter comments as appropriate.

After data entry is complete, proceed to the Posting Grades section.

6.5 Posting Grades

This process creates the transcript record for the student, which will appear on the report card.

The screenshot shows the top navigation bar with tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Tools. Below the tabs, the 'Class List' is displayed for '2016-2017 - MCOM-12-01 - COMMUNICATIONS 12'. The 'Gradebook' tab is active. In the Gradebook header, the 'Class' dropdown is set to 'MCOM-1'. The 'Post Grades' button is highlighted with a red box. Below the header, a table lists students and their grades. The first two rows are highlighted in blue.

Name	YOG	Tri 3	R3T N N6.1	R3T N N6.2	R3T N N6.3	R3T N N6.4	R3T N N6.5	R3T N N6.6	R3T N N6.7	R3T N N6.8
Aguas, Hakim	2027									
Arnst, Margarethe	2027									

1. Click the Post Grades button, a pop-up will appear.
2. Ensure the Grade Term is correct.
3. Grades to Post should be left as "Term grades for all students".
4. Press OK.

The 'Post Grades' pop-up window is shown. It has a title bar 'Post Grades'. Inside, there are three fields: 'Class' (6MAT-6 Mathematics 6), 'Grade Term' (Tri 3), and 'Grades to post' (Term grades for all student). At the bottom, there are two buttons: 'OK' and 'Cancel'.

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

The screenshot shows the Gradebook interface with the 'Post Grades' button highlighted. The 'Class' dropdown is set to 'MCOM-1'. The 'Post Grades' button is highlighted with a red box.

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

7.0 Gradebook: Reports

7.1 Gradebook > Class List Reports

From the Gradebook top tab > Class List, choose Reports. If you don't want reports run for all classes, check beside the classes to select, do an Options > Show Selected.

Reports available are:

- **Blank Grading Sheet** - a very handy report providing a class list and up to 10 columns
- **Class Lists** - List students and YOG
- **Grade Input Sheet** - Report for entering or displaying term grade and work habits.

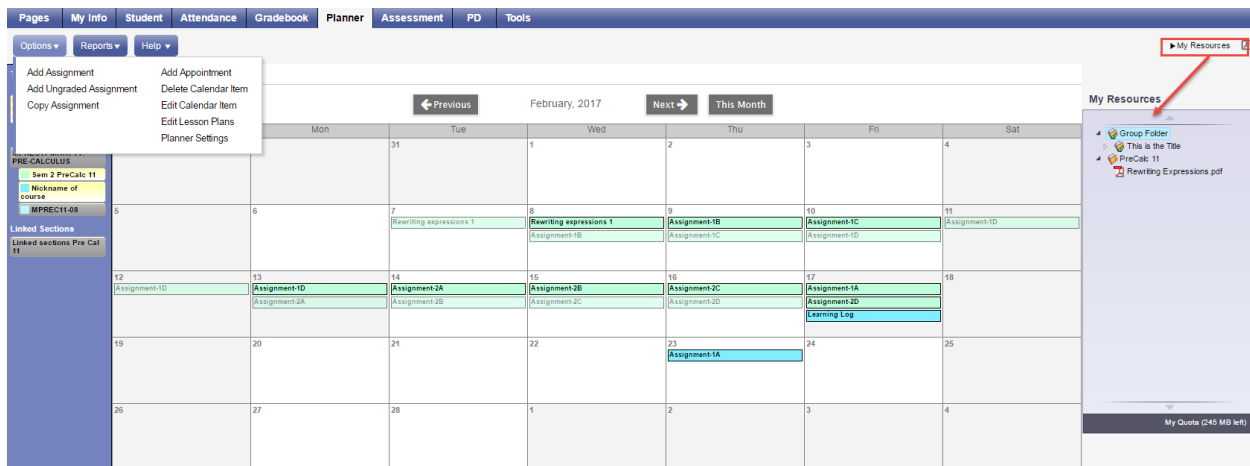
7.2 Gradebook > Scores Reports

A number of analysis reports can be found from Gradebook > Scores > Reports. These reports include:

- Assignment History
- Assignment Summary
- Class Attendance Summary
- Class Statistics
- Gradebook Sheet
- Progress Reports
- Student Average Breakdown

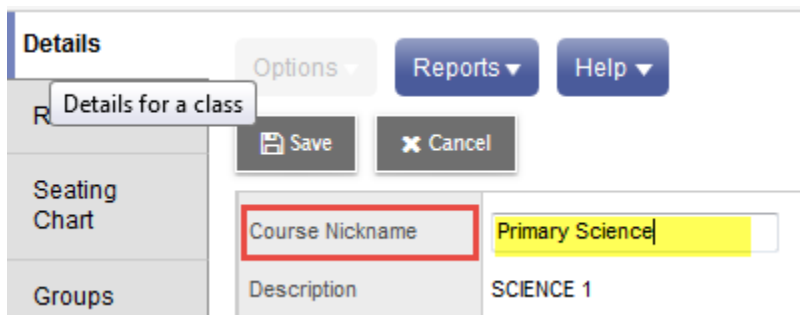
8.0 The Planner

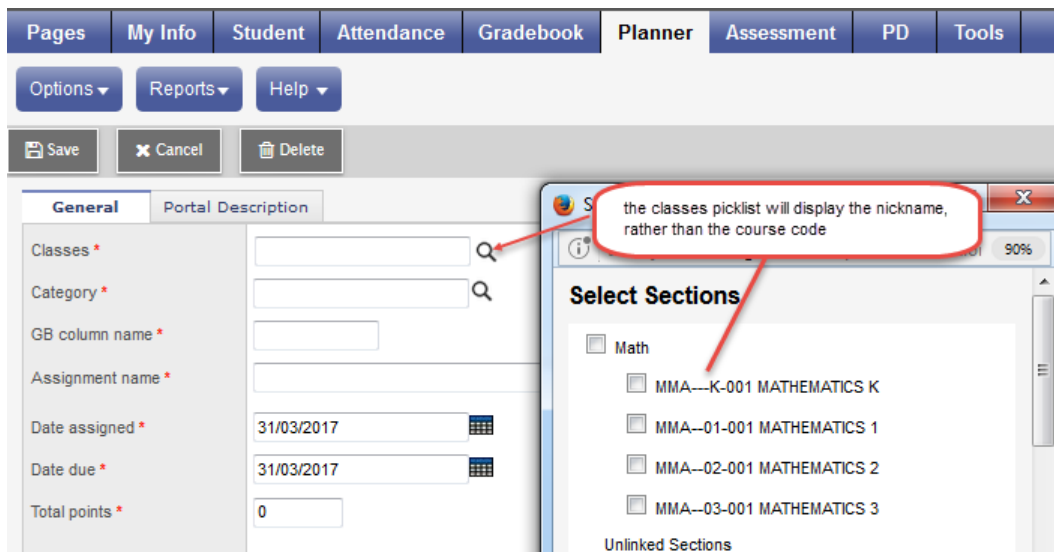
The Planner is a useful visual calendar of upcoming class related items and appointments. Class assignments and tests can be viewed from the Planner and filtered for a particular class and/or term.



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.





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.

9.0 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**.

9.1 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.

Note: Once a colour is assigned to a Special Code it cannot be removed.

9.2 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

9.3 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.

9.4 Setting Colours to Proficiency Scales

Reporting Standards side tab > Rubric Rating Scales > Ratings

Class List :: 2020-2021 - 6SOC-6 - Social Studies 6 :: AUE - Academic Achievement Scale (EX, ME, AP, BE)

Details	Options ▾	Reports ▾	Help ▾	Search on SeqNo	0 of 7 selected	All Records
Roster						
Seating Chart						
Groups						
Reporting Standards						
Reporting Standards						
Rubric Rating Scales						
Ratings						
Categories						
Assessments						

<input type="checkbox"/>	SeqNo	Id	Name	Points	Mastery?	Colors
<input type="checkbox"/>	10	EX	Exemplary	4.0	Y	
<input type="checkbox"/>	20	ME	Meeting	3.0	Y	
<input type="checkbox"/>	30	AP	Approaching	2.0	N	
<input type="checkbox"/>	40	BE	Beginning	1.0	N	
<input type="checkbox"/>	50	IE	Insufficient Evidence	0.0	N	
<input type="checkbox"/>	60	NA	Not Applicable	0.0	N	
<input type="checkbox"/>	70	IG	Individualized Goals	0.0	N	

Showing colours in Gradebook

Options ▾	Reports ▾	Help ▾	Color Filter ▾	The color filter allows users to select the colours they want to display. This could be used to easily identify students receiving a particular score.
Display	Status			
Color	Enrolled <input checked="" type="radio"/> Withdrawn <input type="radio"/>			
To switch to the colour display, use the Display drop down and select Color.				
Single Assignment View				
> View all assignments				

Name	YOG	Traditional	Standard	Student Submission	Assignment feedback	Teacher's Notes
Aguas, Hakim	2027	05/11 CanGeo ClassWork	EX			
Amst, Margarethe	2027		ME			
Aroche, Kami	2027		AP			
Brugh, Benvenuto	2027		BE			
Dolron, Arrigo	2027		IE			
Drust, Estella	2027		NA			
Emal, Elicia	2027		IG			
Average score						

Select All Clear All

AUE - Academic Achievement Scale (EX, ME, AP, BE)

☒ BE - Beginning

☒ AP - Approaching

☒ ME - Meeting

☒ EX - Exemplary

☒ IE - Insufficient Evidence

☒ NA - Not Applicable

☒ IG - Individualized Goals

10.0 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 3.3 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 3.3 for details.
- A weight for each assignment in Gradebook > Assignment > Details. See section 4.0 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.)

$$(89 \times 25/100) + (93.33 \times 25/100) + (89.60 \times 50/100) = 90.38\%$$

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</i> RA Category:	<i>Understanding and Solving</i> US Category:	<i>Communicating and Representing</i> CR Category:
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.

11.0 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:
 6. 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.
 7. For a school: Log on to the School view. Click the Admin tab and the Comments side-tab.
 8. 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
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)

Filter Type	Description	If you type this:	This appears in the comment:
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.

13.0 Appendix C – Set Default Weighting

There are two main reasons for Posted Grades not matching the Grade displayed in the Term Performance column in the Academics tab of the Student and Family Portal.

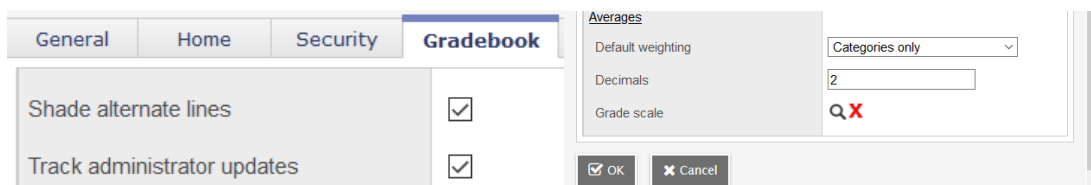
The first and most prevalent reason is a User (teacher) Gradebook preference that needs to be reset in order for the system to correctly apply weightings to averages. All users need to set this when they begin using the Gradebook.

Important Note: *If a Division has made the Gradebook > Averages: Default Weightings a Division or School owned setting then:*

- The Division L1 must first go into the setting (Division view: Division > Setup > Preferences > Category = Gradebook) to change the Averages: Default Weighting owner to User.
- Divisions will need to instruct their teachers on which Default Weighting should be chosen to align with Division standards.

Steps to follow to reset preference:

1. Teacher logs into MSS/MÉS
 - a. This task can be completed by L1s in Staff View on behalf of the Teacher.
2. In the Staff view, click the arrow next to your username on the settings bar, and then click Set preferences.
3. In the Set Preferences pop-up, click the Gradebook tab and scroll down to the Averages area > Default Weighting setting.

The screenshot shows the 'Gradebook' tab selected in a preferences window. On the left, under the 'Gradebook' tab, there are two checked options: 'Shade alternate lines' and 'Track administrator updates'. On the right, the 'Averages' section is visible, containing 'Default weighting' (set to 'Categories only'), 'Decimals' (set to '2'), and 'Grade scale' (with a search icon and a red 'X' icon). At the bottom of the 'Averages' section are 'OK' and 'Cancel' buttons.

If the setting displayed MATCHES the desired weighting, the teacher will need to toggle the setting by changing the Default Weighting to another value, clicking OK, and then repeating steps 1-3 to return to the setting and change it back to the desired value.

If the setting displayed DOES NOT MATCH the desired weighting, adjust the setting to the desired weighting. For further details on Average Modes see Appendix A.

The second reason for the Term Performance column value to differ from the Posted Grade value is Assignment Visibility.

The Assignment Visibility type determines what Family and Student Portal users can see for assignments in a given category.