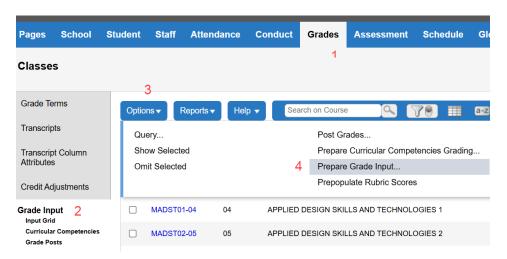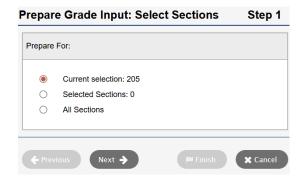# MYEDUCATION BC
# ELEMENTARY-PREPARE GRADE INPUT

The Grade Input posting window needs to be prepared for each separate reporting period. All reporting periods can be set after school course sections are created and students have been loaded into their classes. Ensure that students are in ELL/LIT courses, so they are included in Grade Input.

**NOTE:** Courses **MUST** have at least 1 student for the "Prepare Grade Input "procedure to work.
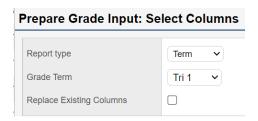
Grades TT > Grad Input ST > Options > Prepare Grade Input



Step 1 > Current Selection > Click **Next** button

Step 2 > **Report Type** = Term AND **Grade Term** = "term desired"

**Prepare Grade Input: Select Columns**

| | |
|---|---|
| Report type | Term ⌄ |
| Grade Term | Tri 1 ⌄ |
| Replace Existing Columns | ☐ |

**NOTE:** Replace existing Columns blank. If you need to Prepare Grade Input again for some reason please contact Helpdesk for assistance

Step 3 > Post Window > Set Start and End date > Click **Next**

| | Start Date | End Date |
|---|---|---|
| Post Window | 06/10/2023 | 22/12/2023 |
| Allow Posting For | All Students ⌄ | |

Step 4 > Click **Next** to confirm choices or Click **Finish**
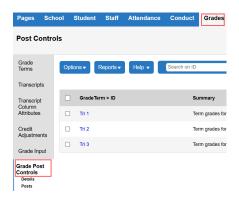
Step 5 > Repeat for each term in year

## GRADE POST CONTROLS

Grade Post Controls represent the window of time that teachers can enter and post Marks and Comments. These dates are very important and should be discussed with Admin. Clerical staff can create and manage these dates.

**NOTE:** If teachers need to adjust marks, select and edit the appropriate post control by changing the window end date.

### EDITING POST WINDOW

Grades TT > Grade Post Controls ST

| Pages | School | Student | Staff | Attendance | Conduct | **Grades** |
|---|---|---|---|---|---|---|

**Post Controls**

| | |
|---|---|
| Grade Terms | Options ▾  Reports ▾  Help ▾  Search on ID |
| Transcripts | |
| Transcript Column Attributes | ☐  **GradeTerm > ID**   **Summary** |
| | ☐ Tri 1   Term grades for |
| Credit Adjustments | ☐ Tri 2   Term grades for |
| | ☐ Tri 3   Term grades for |
| Grade Input | |
| **Grade Post Controls** | |
| Details | |
| Posts | |

Select posting term to edit

| | GradeTerm > ID | Summary | StartDate | EndDate |
|---|---|---|---|---|
| ☐ | Tri 1 | Term grades for all students | 05/10/2022 | 14/12/2022 |
| ☐ | Tri 2 | Term grades for all students | 03/02/2023 | 31/03/2023 |
| ☐ | Tri 3 | Term grades for all students | 05/06/2023 | 30/06/2023 |

Edit the posting window

Click **Save** button

[Options ▾] [Reports ▾] [Help ▾]

[💾 Save] [✖ Cancel]

| | |
|---|---|
| Grade Term > Grade Term Definition > Name | Standard Trimester Grades |
| Grade Term > Term ID * | Tri 1   🔍 ✖ |
| Grade type * | Term |
| Criteria type * | All Students |
| Criteria | |
| Start date * | 11/3/2025   ▦ |
| End date * | 12/19/2025   ▦ |

[💾 Save] [✖ Cancel]