

MYEDUCATION BC

ELEMENTARY-PREPARE GRADE INPUT

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

The screenshot shows the MYEDUCATION BC interface. At the top, there is a navigation bar with tabs: Pages, School, Student, Staff, Attendance, Conduct, **Grades**, Assessment, Schedule, and GL. Below the navigation bar, there is a 'Classes' section. On the left, there is a sidebar with links: Grade Terms, Transcripts, Transcript Column Attributes, Credit Adjustments, **Grade Input** (highlighted with a red '2'), Input Grid, Curricular Competencies, and Grade Posts. In the main area, the 'Options' dropdown menu is open (highlighted with a red '3'). The dropdown menu contains the following options: Query..., Show Selected, Omit Selected, Post Grades..., Prepare Curricular Competencies Grading..., **Prepare Grade Input...** (highlighted with a red '4'), and Prepopulate Rubric Scores. Below the dropdown menu, there is a table with two rows of course sections:

Course ID	Section ID	Section Name
MADST01-04	04	APPLIED DESIGN SKILLS AND TECHNOLOGIES 1
MADST02-05	05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 2

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

The screenshot shows the 'Prepare Grade Input: Select Sections' window. The window has a title bar with 'Prepare Grade Input: Select Sections' and 'Step 1'. Below the title bar, there is a section labeled 'Prepare For:'. Inside this section, there are three radio buttons: ☒ Current selection: 205, ☐ Selected Sections: 0, and ☐ All Sections. At the bottom of the window, there are four buttons: Previous, Next (highlighted with a red arrow), Finish, and Cancel.

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	<input type="checkbox"/>

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**

Post Window	Start Date	End Date
Allow Posting For	06/10/2023	22/12/2023
	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

Credit Adjustments

Grade Input

Grade Post Controls

Details

Posts

<input type="checkbox"/> GradeTerm > ID	Summary
<input type="checkbox"/> Tri 1	Term grades for
<input type="checkbox"/> Tri 2	Term grades for
<input type="checkbox"/> Tri 3	Term grades for

Select posting term to edit

<input type="checkbox"/> Grade Term > ID	Summary	StartDate	EndDate
<input type="checkbox"/> Tri 1	Term grades for all students	05/10/2022	14/12/2022
<input type="checkbox"/> Tri 2	Term grades for all students	03/02/2023	31/03/2023
<input type="checkbox"/> 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

Grade Term > Term ID *

Grade type *

Criteria type *

Criteria

Start date *

End date *

Standard Trimester Grades

Tri 1

Q

X

Term

▼

All Students

▼

11/3/2025

📅

12/19/2025

📅

Save

Cancel