MYEDUCATION BC
ELEMENTARY GRADE INPUT

GRADE TERMS

Grade Terms are the period of time a Report Card covers.

Grade Terms should:

- Run from the first day of school to the last day of school over Trimesters Tri 1, Tri 2, Tri 3;
- include weekend days;
- NOT overlap with other terms;
- NOT be adjusted to give teacher access to enter marks.
    - Only grade input determines when a teacher can enter/update marks.

Grades TT > Grade Terms > Check dates

	ID	Start	End	GrdTermDef > Name
☐	Tri 1	06/09/2022	09/12/2022	Standard Trimester Grades
☐	Tri 2	10/12/2022	17/03/2023	Standard Trimester Grades
☐	Tri 3	18/03/2023	29/06/2023	Standard Trimester Grades

PREPARING GRADE INPUT

The Grade Input window needs to be prepared for each reporting period. All reporting periods can be set after subject sections are setup. Ensure that students are in ELL courses so they are included in Grade Input.
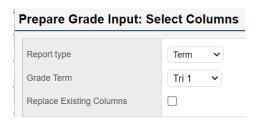
NOTE: Courses with zero students are not included in procedure

Grades TT > Grad Input ST > Options > Prepare Grade Input
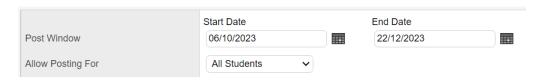
Step 1 > Current Selection > Click **Next** button

Prepare For:

- ⦿ Current selection: 317
- ◯ Selected Sections: 0
- ◯ All Sections

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

Prepare Grade Input: Select Columns

Report type	Term
Grade Term	Tri 1
Replace Existing Columns	☐

NOTE: Leave 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
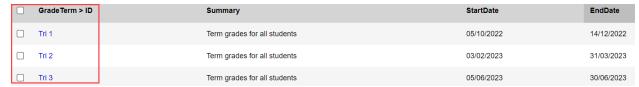
GRADE POST CONTROLS

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

- Select Grade Term

	Grade Term > 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 End Date
- Click **Save** button

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 *	05/10/2022
End date *	14/12/2022