

TROUBLE SHOOTING -LEARNING UPDATES

GRADE POST CONTROLS CHECK

Grades TT > Grade Post Controls ST

Symptom > Teachers are reporting they cannot post marks and comments

- These are the dates that teachers are allowed to post marks and comments
- Common clerical error is to accidentally go into the Grade Terms ST and change these dates.
- Have a conversation with admin before every reporting period to clarify what the start and end date should be

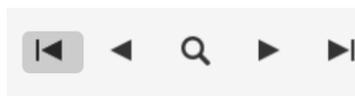
CHECK CO-TEACHERS ARE ADDED AND HAVE GRADEBOOK ACCESS

Symptom > Teachers cannot see the subject areas they teach in MyEd Gradebook TT > Scores ST

I would suggest the following as a way of checking...

- Schedule TT
- Filter = Platoon=? > Enter the Division # you want the Co-Teacher added
- This will give you a list of all the sections
- Choose the first section and click the Teachers leaf in the Master ST > Sections SST
- Add the co-teacher to any sections where they are missing
 - Options > Add
- Any teacher who needs to write on a Learning Update for that subject needs to have Gradebook Access Set to Y

Use the navigation to move through the sections quickly checking your co-teacher gradebook access



ENSURE GRADE INPUT IS DONE FOR ALL SECTIONS

Grades TT > Grade Input ST

Symptom > Teachers are reporting they do not see columns to enter marks or comments

Check that they have Grade Columns set to Post Columns - Term



Grade Input is generally done for all three Grade Terms in October after all the scheduling is done. Push your ELL teachers to get you the lists of students so those sections are done before Grade Input. **Any section without students will not be included in Grade Input and will cause an issue later.**

When the Grade Input is done correctly for a section it should look like this. All three terms showing if Term is set to ALL

Name	YOG	Term 1 Mark	Term 1 Com	Term 2 Mark	Term 2 Com	Term 3 Mark	Term 3 Com	Final
		↔	↔	↔	↔	↔	↔	↔

ENSURE TEACHER HAS POSTED AFTER ALL CHANGES TO THEIR SECTIONS

Symptom > Learning Updates are missing information that teachers have entered in Grade Input

It is easy for a teacher or admin to check to see if a section is posted by checking a single student in that section

- Student TT > Select the student > Transcripts ST > Dictionary to ALL
- Click into the record that they don't see on the Learning Update to see if it is posted
 - Check for Comment Term Mark and Final if applicable

I recommend that teachers just run through all of their sections, before they print paper Learning Updates, and post them all sections again

If you have a teacher in front of you and you suspect posting is the issue, you can ask them for permission to post for all their sections again for them

- Grades TT > Grade Input ST > Sort on Teacher Name
- Select all the sections for that Teacher
- Options > Show Selected (now only that teacher's sections are showing)
- Options > Post Grades > Choose Term and post

TEACHERS NOT BEING CONSISTENT IN FOLLOWING PRINTING INSTRUCTIONS

Symptom > Parts of Learning Updates are missing

Carefully follow the printing instructions and print them the same way every time.

<https://hub.sd63.bc.ca/course/view.php?id=128>