

TOPIC: Teacher Mark Entry

Resources

<https://MyEducationBC.info>

- Website available 24/7 for information
- Resources Top Tab
- Choose Teacher Resource from drop down menu

2 great resources are under the Quick Start Videos & Quick Reference Cards (QRC) section

Term Mark Entry - Teacher (Video)
 QRC: Term Mark Entry - Teacher (Quick Reference Card)

▶ **Term Mark Entry – Teacher**

▶ **QRC: Term Mark Entry – Teacher**

Proficiency Abbreviations

- DEV - Developing
- EMG - Emerging
- EXT - Extending
- PRF - Proficient

	DATE	VERSION
Preparing for Learning Update – Checklist	05-May-2024	1.0
Teacher Gradebook Checklist	08-Apr-2024	1.0
Gradebook Quick Guide	08-Apr-2024	1.0
Staff View Setup and Navigation	27-Jul-2020	2.0
Teacher Gradebook Setup – learning event recording	11-Sep-2024	N/A
Traditional Gradebook	02-Sep-2022	2.2
Using the Competency Based Gradebook	19-Apr-2024	2.9
Supporting Learning in MyEducation BC – video tutorial series from the Student Learning Committee	Various	N/A

QUICK START VIDEOS & QUICK REFERENCE CARDS (QRC)	DATE	VERSION
Learning Update – Teacher	11-Aug-2023	1.0
QRC: Learning Update – Teacher	5-May-2024	1.1
Competency Grade Assignment Mark Entry	22-Aug-2023	1.0

Shortcut Keys

Shortcut Keys

CTRL+L = Lookup valid scores that can be used

CTRL+D = Fills all cells below with the same score

CTRL+K = to undo the last change

CTRL+E = To exempt a grade from calculated average

CTRL+M = To add a note that can be visible to the teacher only or to the student and parents. A score must be entered in a cell prior to using this feature.

Comment Copy/Paste

Populating free-form text fields

Follow these tips to avoid corrupting your data with unsupported fonts or formatting that can cause errors when running reports.

- ✓ Type directly into the field.
- ✓ Copy from Notepad, and Paste as usual.
- ✓ Copy from MS Word, but to prevent bringing in formatting or unsupported fonts, paste as **unformatted text or plain text**.
- ✗ Don't copy from MS Word and paste straight into MyEdBC.
- ✗ Don't use rich text formatting such as bold or italics