Gradebook top tab > **Scores** side tab

❶ Tri 1 or 2 Grade : 'EMG, DEV, PRF, EXT' is required

❷ Com: **Curricular Competencies and Personalized Comment** required

❸ Final : 'EMG, DEV,PRF, EXT' is required

Term 1 (First formal) reporting:
Marks need to be in the Term 1 grade column
Comments must be in the Term 1 comment column

Term 2 (Second formal) reporting:
Marks need to be in the Term 2 grade column
Comments must be in the Term 2 comment column

June Final (End of year) reporting:
Marks must be in the Final column NOT the Term 3 column
Comments must be in the Term 3 comment column

The red circle symbol in Final column indicates the grade value has been adjusted manually and was not auto-updated from the gradebook. This is expected behaviour and the teacher(s) can ignore this alert.

⬇▶ *Grades have **NOT** been posted yet.*   ⬇■ *Grades have been **posted**.*   ⬇ *Not able to post. **Check with clerical***
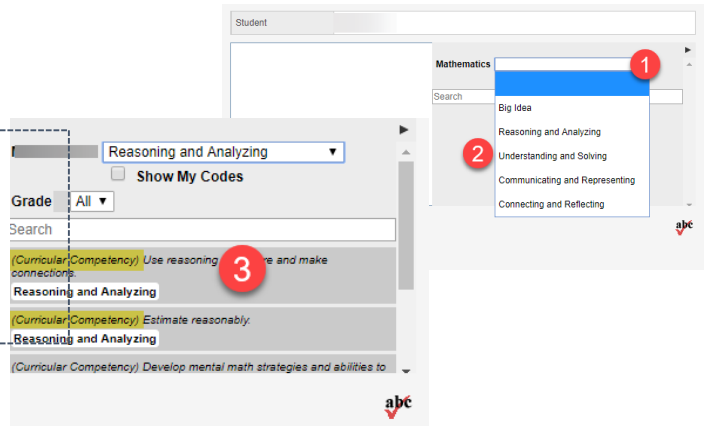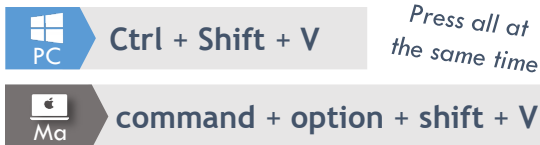
📝 Comments

* Curricular Competencies

❶ Use the drop down arrow

❷ Select the appropriate category

❸ Click the comment you want to use and it will be moved to the text box on the left

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✂ Copying and Pasting within MyEdBC

Caution: You cannot copy and paste from one student to another within MyEdBC without losing your formatting. In order to copy and paste a comment from one student to another, highlight the section you wish to copy, paste the text as **Plain Text**.

Ctrl + Shift + V
Press all at the same time

command + option + shift + V

Reminder

Data is automatically saved, a **yellow cell** indicates the save is in progress.

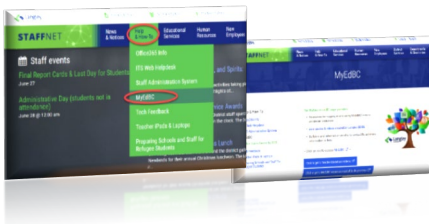▼

Wait for the yellow to clear before moving to next item.

When entering Comments for a student Click 🖫 Save ◀ or 🖫 Save ▶ .
This saves your comment, and opens the Edit Text Comment box for the previous or next student. Continue to click the buttons and enter comments as needed. Then Click Save to close the pop-up.

MyEdBC User Guide
(created by SD35)

https://staffnet.sd35.bc.ca/

MyEdBC System Weekly Maintenance
The system may be down

Every **Wednesday** from 6 to 11 **pm**
& Every **Sunday** from 6 to 11 **am**