



MyEducationBC

Preparing for Report Cards & Grade Entry

October 6, 2014 v1.0

Version History

Version	Date	Description
V1.0	October 6, 2014	Initial document created.

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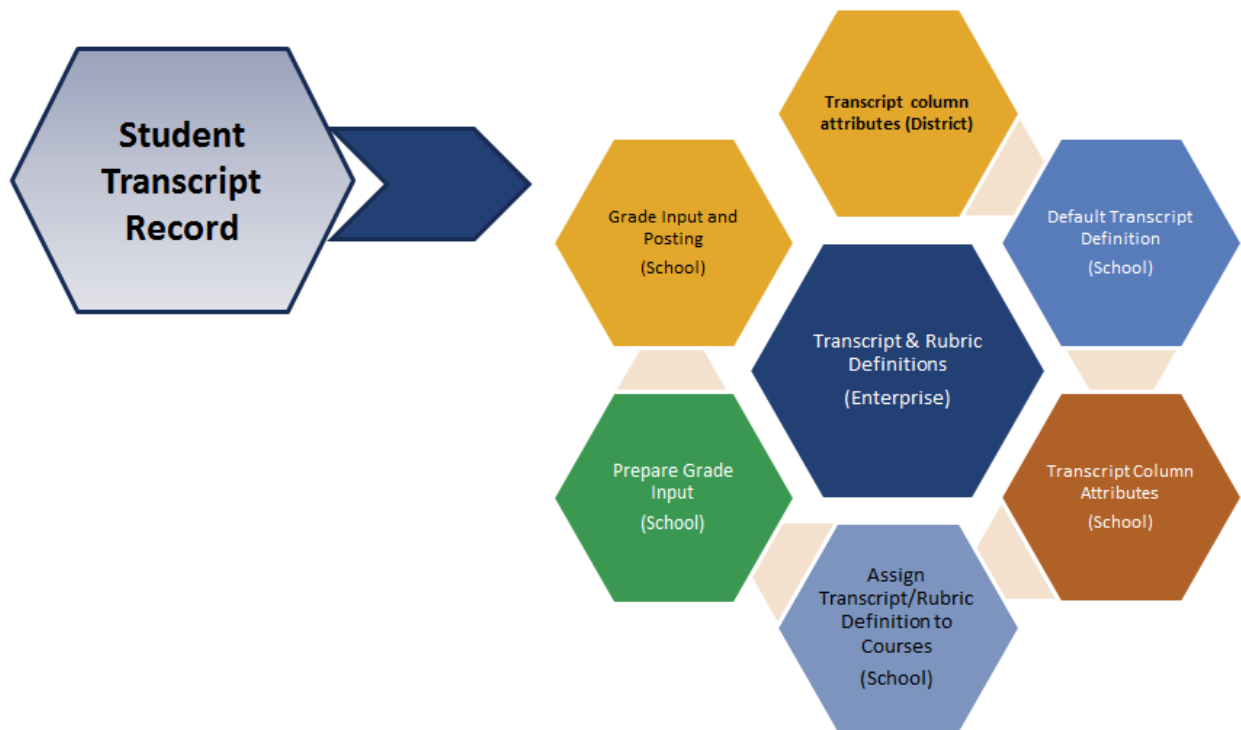
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1.0 Purpose

The purpose of this document is to provide school users with a **review** of the settings and processes that impact the generation of report cards. Detail on these activities can be found in the School Setup documentation. The items that will be reviewed in this document include:

- School preference settings as they relate to report cards
- Grade term setup
- Grade term cover maps
- Course attributes as they relate to report cards
- Preparing Grade Input
- Grade Input

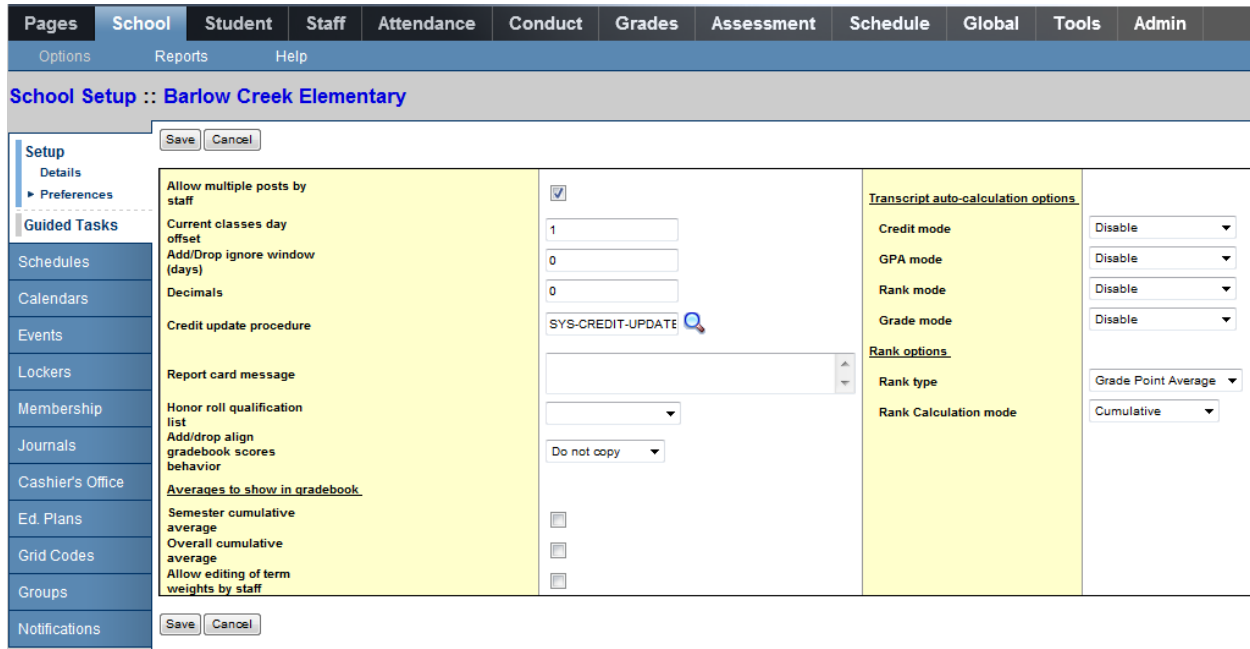
The Transcript Cycle



2.0 School Preferences

2.1 Grade Preferences

1. Go to **School** view.
2. Click on **School** top tab.
3. Click on the **Setup** side tab and select the **Preferences** leaf.
4. In the **Category** drop-down in the upper right corner, select **Grade**.



The School Setup document contains a detailed table of these settings.

3.0 Comment Banks

MyEducation BC has the ability to create both district and school-level comment banks. *It is important to note that only **one** comment bank can be attached to a course.* Ultimately, all comments, whether they are at the district or school level, must exist in **one** comment bank to be attached to courses. See Appendix A of this document for detailed instructions.


If a school wants users to access both district and school comments for report card purposes, they will need to add their school comments to the district comment bank or add the district comments to their school comment bank. If schools choose to add comments to the district bank, these school-created comments will not be visible to other schools in the district.

If a school is intending to use **only** a school comment bank, comments can be created directly within the school comment bank.

Teachers will see the school comment bank and can add their comments to the school comment bank. It is important to note that comments added to the school comment bank by an individual teacher are scoped to that teacher and are not visible to other teacher users.


3.1 District Comment Bank

If a district comment bank was converted in:

1. Go to **District** view.
2. Click on the **Admin** top tab.
3. Select the **Data Dictionary** side tab and select the **Comments** leaf.
4. If a district comment bank has been converted, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.
5. Click on the  icon and change the filter to **All Records**. If the schools have had comment banks converted, they will be visible here. Clicking the blue hyperlink on the name will display the comment entries created by schools.

3.2 School Comment Bank

If a school comment bank was converted in:

1. Go to **School** view.
2. Click on the **Admin** top tab.
3. Select the **Comments** side tab.
4. If a school comment bank has been converted, it is visible here. Click the blue hyperlink on the name and the comments entries are displayed.
5. Click on the  icon and change the filter to **All Records**. If a district comment bank has been converted, schools will see it in the list. Schools cannot change district comments, but schools can add their own comments to the district comment bank. Alternatively, schools can view the district comments and add district comments to the school comment bank. One of these two processes is necessary if the school wants their users to be able to access district **and** school comments.

See Appendix A of this document for details on adding codes to district and school comment banks.

4.0 Grade Terms

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Terms** side tab.
3. Confirm that the grade terms reflect the number of times per year and the dates that the school issues report cards.
4. If you have no grade terms, refer to the School Setup documentation for instructions.

Trimester example: (typical elementary/middle setup)

Trimester	Start Date	End Date
Tri 1	September 2	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27

Quarterly example: (typical secondary setup)

Quarter	Start Date	End Date
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

K-12 example:

Trimester	Start Date	End Date
Tri 1	September 3	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

5.0 Grade Term Cover Maps

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Structure** side tab, which will now display the **Terms** sub-side tab.
3. Click on each schedule term and ensure that the **Grade term cover map** boxes are checked appropriately.

Example of a common elementary or middle school setup: An elementary school will typically have only one schedule term of Full Year. All boxes of the grade term cover map should be checked because all of grades are reported in every term of the year.

Pages School Student Staff Attendance Conduct G

Options Reports Help

Schedule Terms :: FY

Master Schedules Courses Rooms

Terms Details Days Periods Bell Schedules

Save Cancel

Code: FY

Name: Full Year

Base terms per year: 1 Set

Term map:

Term Date Ranges:

1 Start: 9/2/2014 End: 8/25/2015

Grade term cover map:

Example of a common secondary school setup: A secondary school will have the grade term cover map boxes checked as appropriate for the terms in which that course would report. For example, a semester course only has the first two or last two boxes checked depending on which semester the course falls in.

Schedule Terms

Master Schedules Courses Rooms

<input type="checkbox"/>	Code	Name	Grade term cover map
<input type="checkbox"/>	FY	FY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	S1	S1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	S2	S2	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Example of a K-12 school setup:

While the K-12 setup looks the same as a secondary, this will still work for the elementary courses within the K-12 school that are reported on only three times per year. As long as trimester grade terms are set up and the correct transcript definitions are assigned to each course, the system will know that a FY trimester course will stop at the third term and will recognize the final grade based on the transcript definition chosen.

Schedule Terms

Master				
Schedules	<input type="checkbox"/>	Code	Name	Grade term cover map
Courses	<input type="checkbox"/>	FY	FY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Rooms	<input type="checkbox"/>	S1	S1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/>	S2	S2	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

6.0 Course Attributes

There are several course attributes that will affect report cards. The Report Card Field Set will give you a quick way to view the fields that will affect the visibility of courses on the report card. Details on these fields can be found in the School Setup document.

- All courses must have a transcript definition if grades, comments or work habits are to be entered against them.
- All courses with the word “Elementary – “ in their transcript definition will require a Rubric Definition to present the correct grading scales for the user entering grades. The only rubric definitions that should be used are the !Kindergarten, !Primary/Intermediate, and !Intermediate Grade Scale rubrics.
- Regular Trimester and Quarterly transcript definitions **should not** have a rubric definition attached.
- Other course attributes, such as the Term grades term map, Hide on report card, etc. should be reviewed if you find a course is not appearing as expected.
- If using a school or district comment bank, a mass update can be done to add the comment bank to all courses.

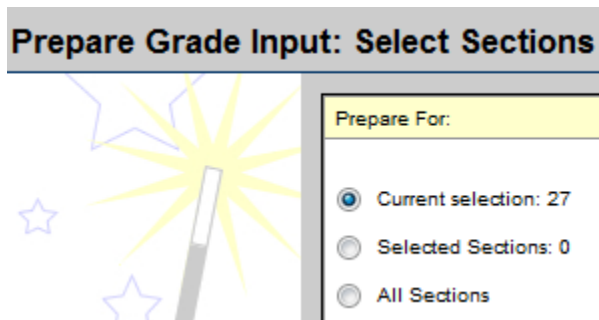
School Courses												
Master	2:MFAR-06										0 of 84 selected	School Year: 2014-2015
CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	GPA	HideFromGradeInput	RCrdHide	DisableTextCmt	DisableRefCmt	DisableNonRubric	TermGradesMap	
<input type="checkbox"/>	MFAR-06	FINE ARTS 6	06	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	N	N	N	111	
<input type="checkbox"/>	MFR-05	FRENCH 5	05	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	N	N	N	111	
<input type="checkbox"/>	MFR-06	FRENCH 6	06	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	Y	N	N	111	
<input type="checkbox"/>	MHCE-K	HEALTH AND CAREER EDUCATION K	KF	Elementary - Kindergarten/Primary	! Kindergarten	N	N	N	N	N	111	
<input type="checkbox"/>	MHCE-01	HEALTH AND CAREER EDUCATION 01	01	Elementary - Kindergarten/Primary	! Primary/Intermediate	N	N	Y	N	N	111	
<input type="checkbox"/>	MHCE-02	HEALTH AND CAREER EDUCATION 02	02	Elementary - Kindergarten/Primary	! Primary/Intermediate	N	N	Y	N	N	111	

7.0 Preparing Grade Input

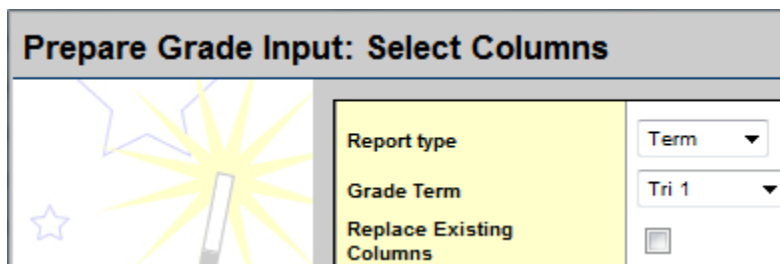
Preparing grade input is the process of creating the columns that users will see for entering grades, work habits and comments for the report card. If grade input is not prepared, users will have no way to enter data.

7.1 To Prepare Grade Input

1. In the **School** view, click on the **Grades** top tab.
2. Click on the **Grade Input** side tab. You will only see classes that have students in them. Empty sections will not appear in this screen.
3. In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.
4. Use the selection tools to choose which sections you want to prepare grade input for. If your school's master schedule is mostly settled for the year, there is no harm in preparing grade input for all sections. Click **Next**.



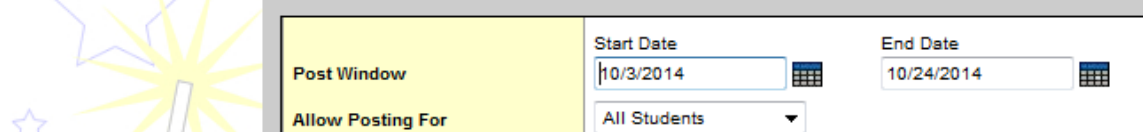
5. Choose the appropriate **Report type**. If this is an end-of-term report card, you will choose **Term**.
6. Choose the **Grade Term** you are preparing.
7. **Replace Existing Columns** should never be done once the school year is under way. Read the warning! Checking this box will delete all data entered for the term selected. There are very few circumstances where this would be done.
8. Click **Next**.



9. Enter the **Post Window** dates. This reflects the period of time for which you want users to be able to enter data. Once the **End Date** has passed, all changes would need to be made at the office.
10. **Allow Posting For** should be left to All Students. Click **Next**.

Prepare Grade Input: Set Posting Parameters

Step 3



Post Window	Start Date	End Date
Allow Posting For	10/3/2014	10/24/2014
	All Students	

11. In Step 4 of the wizard, confirm the information is correct.
12. Click **Finish**.

7.2 Grade Post Controls

These are created when you prepare grade input. Grade post controls are the `windows` of time set for your staff to be able to enter marks. Once the end date has passed, all mark changes have to be made through the office. To adjust the end date of a grade post control:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Post Controls** side tab.
3. Click on the blue hyperlink for the **GradeTerm>ID** to be adjusted.
4. Adjust the **Start date** or **End date** as necessary.
5. Click **Save**.

8.0 Grade Input

Grade input refers to the process of entering grades, comments and work habits for students. This can be done by office users through the **School** view, or by teachers, through the **Staff** view.

8.1 School View

In the event of an absence, office users can enter or modify grades for a teacher using the following steps. Manual changes made to a grade for a student will appear with a blue exclamation mark beside them. This indicates to the teacher that admin staff have entered or modified the grade.

For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final mark according to the calculation applied in the transcript definition.

8.1.1 Entering Grades

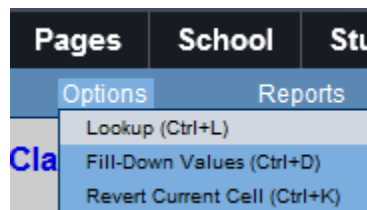
1. In the **School** view, select the **Grades** top tab.
2. Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.
3. Enter grades, work habits and comments as appropriate. Data is automatically saved.

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined.

Fill-Down Values (Ctrl+D): takes the value in the cell the user is in and copies it down to all students below that cell.

Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.



For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

8.1.2 Posting Grades

Once all grades are entered, they must be “posted” to create the transcript record for the student. This becomes the “official” term mark for the students. Grades can be posted by individual class or all classes at once.

8.1.2.1 Posting Grades By Individual Classes:

1. In the **School** view, select the **Grades** top tab.
2. Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf, **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.
3. Confirm grade entry is complete.
4. In the **Options** menu, select **Post Grades**. Confirm the correct **Class** is displayed.
5. Select the appropriate **Grade Term**.
6. Leave **Grades to post** at the default. Click **OK**.

8.1.2.2 Posting Grades For All Classes:


1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Input** side tab.
3. In the **Options** menu, select **Post Grades**.
4. Select the appropriate **Grade Term**.
5. Leave **Grades to post** at the default.
6. In the “Post for. . .” section, select **All Classes**. Click **OK**.

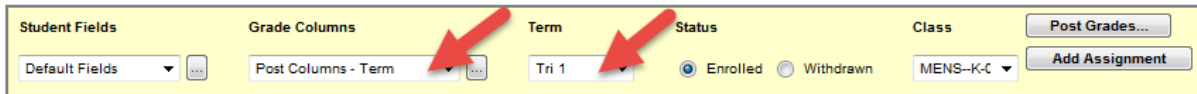
8.2 Staff View

There are two ways to enter grades for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEducation BC).
- Posting grades from teacher-created categories and assignments. (Teacher uses MyEducation BC to manage daily assessment).

8.2.1 Entering a Term Grade Directly to the Term Grade Screen.

1. Log in as a teacher.
2. From the **Pages** top tab, click on the  icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Grade Columns** field, choose **Post Columns – Term**.
4. In the **Term** field, choose the appropriate term for which grades are being entered.



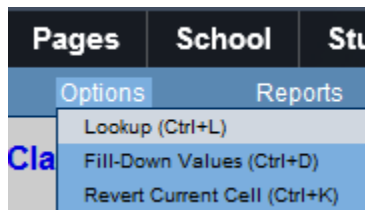
- **Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.
 - **Green** pushpins with a triangle beside them appear *during* the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them.
 - **Red** pushpins with a red square beside them appear when the Post button has been pushed.
5. Enter grades, work habits and comments as appropriate. Data is automatically saved.

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined.

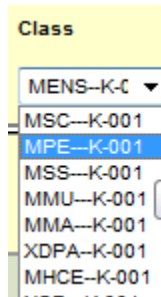
Fill-Down Values (Ctrl+D): takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.



For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

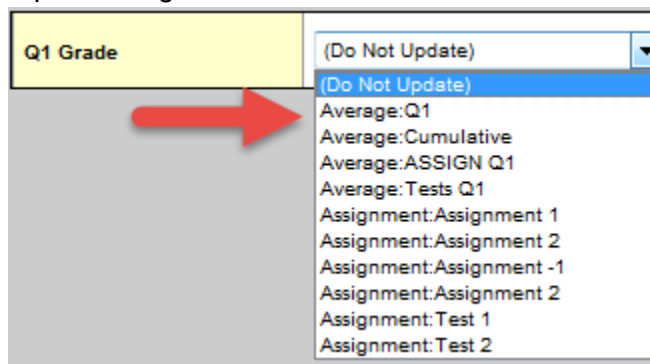
- When data entry is complete, click the **Post Grades...** button. This process creates the grade record for the student which will appear on the report card.
- Use the **Class** dropdown menu to select the next class.



- Repeat the process until grades are entered for all classes.

8.2.2 Posting Grades From Teacher-created Categories and Assignments

- Log in as a teacher.
- From the **Pages** top tab, click on the icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
- In the **Options** menu, select **Update Post Columns**.
- In Step 1 of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term**. Leave the **Grades to update** at Term grades for all students.
- Click **Next**.
- In Step 2 of the wizard, use the drop-down menu to select the grade to populate the term report card grade for the students in this class. Click **Next**.



For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

- In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish**. This will move you to the **Scores** side tab where you will see the term grades populated for each student. Complete the entry of work habits and comments.

Class List :: 2012-2013 - MAC--11-4L-1 - ACCOUNTING 11

Student Fields		Grade Columns		Term	
Default Fields		Post Columns - Term		Q1	
Name	YOG	Q1 Grade	Q1 WH	Q1 Com	
Adam, Fearn	2015	88			
Addey, Sukhbir	2016	85			
Adkins, Sacha	2013	88			
Afifi, Spencer	2013	88			
Belcher, Suzanna	2015	91			

- When data entry is complete, click the **Post Grades...** button. This process creates the the grade record for the student which will appear on the report card.
- Use the **Class** dropdown menu to select the next class.

Class

MAC--11-4

- MEN--11-4L-1
- MAF--11-4L-1
- MCH--11H4L-1
- MCOM--11-4L-1
- MBI--11-4L-1
- MAMA--11-4L-1
- MAC--11-4L-1

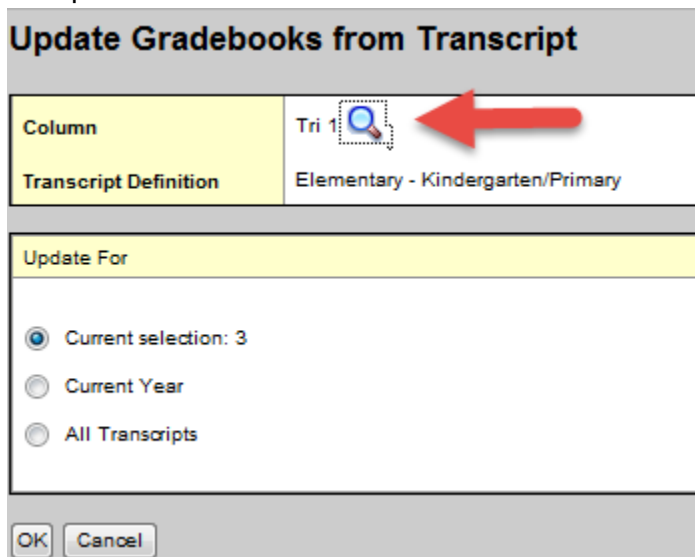
- Repeat the process until grades are entered for all classes.

8.3 Update Gradebooks

This function pushes any changes made directly on the student transcript record back to the teacher gradebook's **term grade** screen. If you make manual changes to term grades in the Transcript screen, they are not automatically reflected in the teacher's screen. Teachers should be aware of this process before it is executed as it will affect the marks they see in their term screen. This process does not reach back into the actual teacher gradebook where assignment marks are recorded.

To update gradebooks:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Transcripts** side tab.
3. Select all records that have been changed.
4. In the **Options** menu, choose **Show Selected**.
5. In the **Options** menu, choose **Update Gradebooks**.
6. In the Update Gradebooks from Transcript window:
 - o Select the correct transcript definition and column from the pick list. For example: you may be updating the Tri 1 grade for courses with an Elementary – Kindergarten/Primary transcript definition.
 - o Confirm the **Current Selection** reflects the number of records you selected to update.



7. Click **OK**.

9.0 Generating Report Cards

Report cards can be run from various areas in MyEducation BC for all students or for an individual student.

- **School** view > **Grades** top tab > **Transcript** side tab > **Reports** menu > **Report Cards** category > select the appropriate report card: for all students.
- **School** view > **Student** top tab > **Reports** menu > **Report Cards** category > select the appropriate report card: for all students
- **School** view > **Student** top tab > **Transcript** side tab > Reports menu > **Report Cards** category > select the appropriate report card: for an individual student.

9.1 Kindergarten, Primary, Intermediate

The parameter form for Kindergarten, Primary Intermediate:

Report Cards - Kindergarten, Primary, Intermediate

Report Card Type	Kindergarten ▾
School year	2015 🔍
Term	Tri 1 🔍
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort students by	Homeroom ▾
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input type="checkbox"/>
First Name Format	Preferred ▾
Last Name Format	Usual ▾
Display School Message	<input type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Print on Both Sides	<input type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input type="checkbox"/>
Print Performance Scale	<input type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

9.2 Middle Years and Secondary

The parameter form for Middle Years and Secondary:

Report Cards - Middle Years and Secondary

Report Card Type	Middle ▾
School year	2015 🔍
Term	Tri 1 🔍
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort students by	Name ▾
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input type="checkbox"/>
First Name Format	Preferred ▾
Last Name Format	Usual ▾
Suppress Course Teacher Name	<input type="checkbox"/>
French Language	<input type="checkbox"/>
Display School Final Exam	<input type="checkbox"/>
Print on Both Sides	<input type="checkbox"/>
Print Info Page	<input type="checkbox"/>
Display Attendance Summary	<input type="checkbox"/>
Display School Message	<input type="checkbox"/>
Teacher Signature Required	<input type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Display GPA	<input type="checkbox"/>
Include Behaviour, Attitudes and Social Responsibility	<input type="checkbox"/>
Print on Legal Size Paper	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

10.0 Appendix A

10.1 To Create or Modify a District Comment Bank

Categories within comment banks create filters for users that allows them to narrow the list of comments they see in the entry screen. Do some testing with categories on the comment bank as well as the codes, then view them from the grade entry screen to see if you have achieved the desired result.

1. Log in to **District** view.
2. Click on the **Admin** top tab.
3. Click on the **Data Dictionary** side tab and select the **Comments** leaf.
4. If a district comment bank exists, click on the name of the comment bank. If there is no bank, go to the **Options** menu and select **Add** to create the bank.

5. Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
Bank name	Enter a name for the comment bank that is descriptive for users.
Category 1	This creates a filter for users in the comment bank. The name of the category here should be generic (ex. Just call it Category). Then Category 1 on the actual comment can be called General for one comment, Work Habit for another comment, etc. This would create a drop-down menu called Category from the user screen and within the drop-down menu would be General and Work Habit.
Category 2	This is optional, but can be used to further filter comments
Category 3	This is optional, but can be used to further filter comments

6. Click **Save**.

10.1.1 To add or modify a comment in the district comment bank:

1. Log in to **District** view.
2. Click on the **Admin** top tab.
3. Click on the **Data Dictionary** side tab and select the **Comments** leaf

- Click on the **Codes** leaf. If comments exist, you will see them in the list. Click on the blue **ID** hyperlink of an existing comment to edit its content, if necessary.

ID	Preview	Category1	Category2	Category3
2	This is a test of the Distrt Comment System	Category	23	
3	This is a test of the Distrt Comment System	Category	20	
4	This is a test of the Distrt Comment System	Category	10	
5	This is a test of the Distrt Comment System	Category	27	

- To add a new code, go to the **Options** menu and select **Add**.
- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the uses cannot see the comment.

- Click **Save**.

10.2 To Create or Modify a School Comment Bank

Categories within comment banks create filters for users that allows them to narrow the list of comments they see in the entry screen. Do some testing with categories on the comment bank as well as the codes, then view them from the grade entry screen to see if you have achieved the desired result.

- Log in to **School** view.
- Click on the **Admin** top tab.
- Click on the **Comments** side tab.

- If a school comment bank exists, click on the name of the comment bank to view the comments already entered. If there is no bank, go to the **Options** menu and select **Add** to create the bank.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options		Reports		Help							
Comment Bank Tables											
Reference	0 of 1 selected										
Comments	Name	Category1	Category2	Category3	Owner						
Details	<input type="checkbox"/> School Comments	Category 1	Subject		Chilliwack Seco						

- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
Bank name	Enter a name for the comment bank that is descriptive for users.
Category 1	This creates a filter for users in the comment bank. The name of the category here should be generic (ex. Just call it Category). Then Category 1 on the actual comment can be called General for one comment, Work Habit for another comment, etc. This would create a drop-down menu called Category from the user screen and within the drop-down menu would be General and Work Habit.
Category 2	This is optional, but can be used to further filter comments
Category 3	This is optional, but can be used to further filter comments

- Click **Save**.

10.2.1 To add a comment to the school comment bank:

- Log in to **School** view.
- Click on the **Admin** top tab.
- Click on the **Comments** side tab.
- Click on the **Codes** leaf. If comments exist, you will see them in the list. Click on the blue hyperlink of an existing comment to edit its content, if necessary.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options		Reports		Help							
Comment Bank Tables :: School Comments											
Reference	1:100 0 of 165 selected										
Comments	<input type="checkbox"/> ID	Preview	Category1	Category2	Category3						
Details	<input type="checkbox"/> 100	Good Work {{ studentName lower capitalize }}!	General								
Codes	<input type="checkbox"/> 101	Satisfactory progress.	General								

- To add a new code, go to the **Options** menu and select **Add**.

- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the uses cannot see the comment.

- Click **Save**.

10.3 Adding a Teacher Comment to the school comment bank

As only one comment bank can be added to a course, and this is done at the school level, a teacher wanting to create their own custom comments will add their comments to the existing school comment bank. Only the teacher creating the comment will see these.

- Log in with a teacher account.
- Click on **Change View** and select **Staff view**, if necessary.
- Click the **Tools** top tab.
- Select the **Comments** side tab.
- The **School Comment** bank appears.
- Click the **Codes** leaf.
- To add a new code, go to the **Options** menu and select **Add**.
- Fill in the fields according to the table below. A red asterisk on the field indicates that it is required before you can save the comment.

Field	Description
ID	This identifies the comment entered. This value is often numeric, but can also be alpha or alpha numeric.
Comment Preview	This is a short preview of the comment that the user can see when they are in the selections screen.
Comment	Complete comment content.
Category 1	This creates a filter for users when they enter comments. For example, this comment may be in the General category. The user

	will be able to select General from a drop-down menu and see all the comments that have a Category 1 of General. Other comments may have a category of English, or Work Habit.
Category 2	This is optional, but can be used to further filter comments.
Category 3	This is optional, but can be used to further filter comments.
Disabled indicator	Checking this box will mean the uses cannot see the comment.

9. Click **Save**.

10.4 Using Tokens (Replacement Characters)

MyEducation BC has the ability to use replacement characters for name, gender, he/she, etc. These are called “tokens”. The codes to be used for character replacement are as defined in the table below.

Filter type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on file)
Capitalize	The system capitalizes the first letter.	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's 3 rd incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName lower}}	jane
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as 123 Main Streetxxx	123 Main Street (The address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy,girl,it}} OR {{person.genderCode gender: He, She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)

Example:

Comment Bank Tables :: School Comments

Reference	<input type="text" value="1:100"/>	
Comments Details ▶ Codes Fields	<input type="checkbox"/>	ID
Licenses	<input type="checkbox"/>	Preview
Logs	<input type="checkbox"/>	100 Good Work {{ studentName lower capitalize }}!
	<input type="checkbox"/>	101 Satisfactory progress.
	<input type="checkbox"/>	102 Good progress - quality work.
	<input type="checkbox"/>	103 {{ studentName lower capitalize }} participates well.
	<input type="checkbox"/>	104 Good work habits and attitude.
	<input type="checkbox"/>	105 {{ studentName lower capitalize }} is a pleasure to have in class.
	<input type="checkbox"/>	106 Excellent progress.
	<input type="checkbox"/>	107 A fine effort displayed.
	<input type="checkbox"/>	108 {{ studentName lower capitalize }} has special abilities.