

Entering Marks for BCJS Classes

NOTE: Students will be able to access the grade information you enter into LUMENS as soon as you save your entries.

Hints:

Do not click the back button in your browser while working on marks entry; you may lose your work. Do not use Firefox or Edge as your browser. Use Chrome or Internet Explorer

Step One: Log into your profile in LUMENS.

You will then see this screen. Click on the link, "[Click here for Reporting/Grade Scales...](#)"

BROWSE



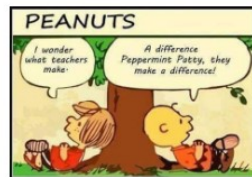
LAST VIEWED

MATHEMATICS

MENU



Welcome, if you have any questions about this site, please call 604.936.4261



ATTENDANCE:

Click here for [How to Enter Attendance](#) documentation.

Note: Re: HSC and Foundations F2F classes: Students who cancel prior to the third class (Active Date) will be removed from the roster. Students who cancel after attending the third class/beyond will remain on the class roster. Teachers will need to adjust the attendance for those students to zero (0.00) hours. We are working with Augusoft to find a solution, but in the meantime, please enter your attendance carefully - thank you.

ENTERING GRADES:

Click here for [How to Enter Marks \(PENDING\)](#)

Literacy Foundations

HSC F2F

[Click here for Reporting/Grade Scales - Foundations, LINC, HSC, HSC DL and BCJS](#)

The document will open in a new window. Feel free to save and/or print the document for your use.

Step Two: Go back to the LUMENS window.

Step Three: Click MENU and then RECORD GRADES

Step Four: Click the blue SEARCH button and then select your class.

BROWSE



MENU



- MY PROFILE >
- CONTACT US >
- PAST ROSTERS >
- FUTURE ROSTERS >
- RECORD ATTENDANCE >
- RECORD GRADES >
- CURRENT ROSTERS >
- INSTRUCTOR WELCOME >

Record grades: Select a class

Search for a Class using the search fields

Class Name	<input type="text"/>	Class ID	<input type="text"/>
Course Number	<input type="text"/>	Class Type	All Classes
Schedule Type	<input type="text" value="v"/>		
Class Start Date on or After	<input type="text" value="mm/d/yyyy"/>	Class Start Date on or Before	<input type="text" value="m/d/yyyy"/>
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>			

Once you have selected the class, you will see a screen like the one below:

Showing records 1 through 10 of 48.

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input type="radio"/>	BCJS Custom Training (1/2 hour review) Nov.27/18(5520003 /599)		
<input type="radio"/>	BCJS Custom Training (Bookkeeping - Session 2)(5520001 /338)		
<input type="radio"/>	BCJS Custom Training (Bookkeeping)(5520001 /337)		
<input type="radio"/>	BCJS Custom Training- K.Ross Bookkeeping(5520003 /1162)		
<input type="radio"/>	BCJS Custom Training- K.Ross Payroll(5520003 /1163)		
<input type="radio"/>	BCJS Custom Training- K.Ross Quickbooks(5520003 /1164)		
<input type="radio"/>	BCJS Practicums- AACAA(5000007 /129)	07/02/2018	06/28/2019
<input type="radio"/>	BCJS Practicums- CA(5000007 /128)	07/02/2018	06/28/2019
<input type="radio"/>	*Information Session- Administrative Assistant/Computerized Accounting/Marketing Essentials Diplomas(5000009 /138)	09/06/2018	09/06/2018
<input checked="" type="radio"/>	Bookkeeping(5050004 /13)	10/29/2018	11/02/2018

Using the Reporting/Grade Scales document, you will notice different values for different grades. Each section is used for different portions of the marks entry screen below.

Record Grades

Class Name (ID): Bookkeeping (13)

Class Schedule:

Schedule Information:

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	10/29/2018-11/2/2018	Daily - Mon,Tue,Wed,Thu,Fri	9:00 AM - 3:30 PM	Coquitlam, Montgomery Centre Map	[Redacted]

For each row

- If 'recorded by' column is empty then modifications on that row will be saved only if a 'grade' is entered.
- If 'recorded by' column is not empty, then 'recorded by' column on that row will be updated only if the 'grade' is changed from current value.

Learner ID	Student name	Grade	Recorded by	Recorded on	Comments
50566	[Redacted]	92	[Redacted]	11/5/2018	[Redacted]

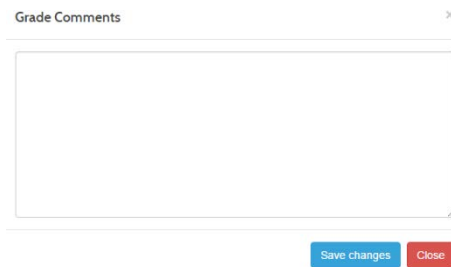
Once you have entered the grade and comment (both visible to students in their report card), please be sure to click the SUBMIT button on the bottom of the page.

Recommended Level: Enter 12 through 17; 21 through 27 or 30. You'll notice they translate into the proper level just to the right of the field.

Individual Assessment Areas: The next few entry fields will vary depending on the type of Foundations class you teach. In this case, it lists Oral Language, Reading and Viewing and Writing and Representing. Enter 1 through 4 for these areas (1-Exceeding, 2-Fully Meeting, 3-Developing, 4-Not Yet Meeting).

I Report Mark: If you are providing an I Report, please enter a zero, "0" in the field and click on the "I Report Mark" to open the Comments section.

Each comment section looks like this:



Final Mark: Enter 1 through 4 (1-Exceeding, 2-Fully Meeting, 3-Developing, 4-Not Yet Meeting).

Final Letter Grade: Enter 5 (A) through 10 (F) for the Final Letter Grade. Click on the Final Letter Grade to enter your comment. Be sure to hit "Save Changes" when you are finished.

**BE SURE TO HIT THE SAVE BUTTON AT THE BOTTOM OF THE SCREEN
WHEN YOU HAVE COMPLETED YOUR ENTRIES.**