

Entering Marks for Foundations 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

HOW TO ENTER FOUNDATIONS MARKS.

Here is a step by step process for entering Foundations Marks for Instructors:

To Enter Foundations Marks:

1) Click Menu

- Record Grades
- Search
- Click on your course.

2) Go to Record Grades in Lumens Menu

3) Click on Foundations course you are teaching

4) Enter Mark Information for each student:

- Recommended Level
- Marks for the 3 strands
- I Report
- Final Mark
- Final Grade

5) Use the chart "Reporting Grade Scale in Lumens"

****Important **** For Reporting Grade Scale in Lumens -

Go to Instructor Welcome Under Menu

Scroll down (Under Peanuts Comic)

Click where it says [Click here for Reporting/ Grade Scales](#)- (Foundations)

CORE COURSE

LAST VIEWED

Record Grades

Class Name Literacy Foundations 3 (171)
(ID):

Class Schedule:

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	9/8/2018-11/29/2018	Weekly - Thu	8:10 PM - 9:30 PM	Academy - Classroom	Michael Gifford

For each row

- The 'recorded by' column is updated only when the final grade is entered.
- To enter your comments for students on each grade, click on the exam / lesson name.

Details		Grade	
LearnerID	47955	Recommended Level	14 <input type="text"/> (F4)
Student Name		Oral Language	1 <input type="text"/> (1)
Recorded By		Reading and Viewing	1 <input type="text"/> (1)
Recorded On	3/11/2019	Writing and Representing	2 <input type="text"/> (2)
		I Report	<input type="text"/>
		Final Mark	1 <input type="text"/> (1)
		Final Letter Grade	5 <input type="text"/> (A)

COMPANION COURSE

- 5) To put Comments in for Each Student- Click on Final Letter Grade on Marks Entry Page
- 6) Make sure to Click Blue Save Changes Button to Save Comments

- 7) Make Sure to Click Submit Button at end of all Reports to Save Your Marks

Step One: Log into your profile in LUMENS.

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

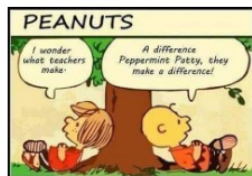
BROWSE

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.

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"/>		
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:

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): Literacy Foundations 2/3 (134)

Class Schedule: Schedule Information:

Skip dates:

(No class on 10/8/2018)

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	9/5/2018-11/7/2018	Weekly - Wed, Fri, Mon	8:55 AM - 12:00 PM	Coquitlam, Millside Centre Map	

For each row

- The 'recorded by' column is updated only when the final grade is entered.
- To enter your comments for students on each grade, click on the exam / lesson name.

Details	Grade
LearnerID	Recommended Level <input type="text"/>
Student Name	Oral Language <input type="text"/>
Recorded By	Reading and Viewing <input type="text"/>
Recorded On	Writing and Representing <input type="text"/>
	I Report Mark <input type="text"/>
	Final Mark <input type="text"/>
	Final Letter Grade <input type="text"/>

Record Grades

Class Name (ID): Literacy Foundations 2/3 (134)

Class Schedule: Schedule Information:

Skip dates:

(No class on 10/8/2018)

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	9/5/2018-11/7/2018	Weekly - Wed, Fri, Mon	8:55 AM - 12:00 PM	Coquitlam, Millside Centre Map	[REDACTED]

For each row

- The 'recorded by' column is updated only when the final grade is entered.
- To enter your comments for students on each grade, click on the exam / lesson name.

Details	Grade
LearnerID [REDACTED] 7	Recommended Level <input type="text"/>
Student Name [REDACTED] a	Oral Language <input type="text"/>
Recorded By	Reading and Viewing <input type="text"/>
Recorded On	Writing and Representing <input type="text"/>
	I Report Mark <input type="text"/>
	Final Mark <input type="text"/>
	Final Letter Grade <input type="text"/>

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:

Grade Comments ×

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.