

## Entering Marks for High School Credit Face-to-Face Classes

### 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

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

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



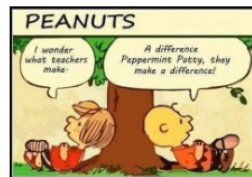
LAST VIEWED

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 <input type="text" value="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"/> 

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):** Communications 12 (Gleneagle Night School) (294)

**Class Schedule:** Schedule Information:

Skip dates:  
(No class on 12/25/2018, 12/27/2018, 1/1/2019, 1/3/2019)

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	9/27/2018-1/29/2019	Weekly - Thu, Tue	8:30 PM - 9:30 PM	<a href="#">Coquitlam, Gleneagle Secondary Map</a>	

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.

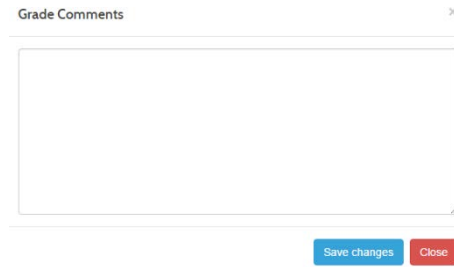
Details	Grade
LearnerID 	<a href="#">Midterm Mark</a> <input type="text"/>
Student Name 	<a href="#">Report Mark</a> <input type="text"/>
Recorded By	<a href="#">Final Mark</a> <input type="text"/>
Recorded On	

Midterm/Final Marks: Enter a % from the Reporting/Grade Scales HSC section and it will translate into a letter grade on the right-hand side of the field box.

Click the 'Midterm Mark' and 'Final Mark' links to enter your comments. Be sure to save your comments.

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:



***For each comment area, please enter the % received as the first item in the comment*** (this is so the student can see the % they received in the class. i.e. “76% This term....etc”)

**BE SURE TO HIT THE SAVE BUTTON AT THE BOTTOM OF THE SCREEN**

**WHEN YOU HAVE COMPLETED YOUR ENTRIES.**