

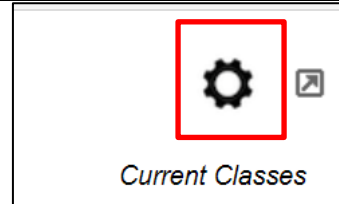
Setting Up the Competency Based Gradebook

These instructions will help you set up your gradebook to assess students using the Proficiency scale (Developing, Emerging, Proficient, Extending).

Setting up Gradebook Defaults:

1

Click on the **Gradebook top** tab, then click on the **Settings cog** located to the right of the window.



2

Specific items in the Gradebook can be customized depending on the tab that is selected. The **General tab** allows the user to change the appearance of the gradebook scores page as well as the assignment column order.

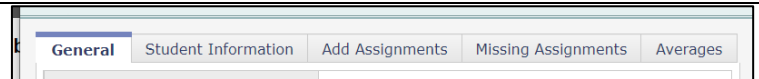
The **Assignments tab** allows user to add assignments to ALL linked classes by default.

The **Missing Assignments** tab allows user to change behaviour of marks depending on what is chosen.

The **Averages** tab allows the user to determine how the points are determined (Categories only is to be selected for Competency Based) as well as the **Default** grade scale for ALL of the courses. If you are a grade 8/9 teacher only, you can select **K-9 2023 English EMG-DEV-PRF-EXT**.

If you teach both, leave this blank so it can be selected at the course level.

If you teach grades 10 and up – select **10-12 2023 %-LG**.



Name	Max	Min
<input checked="" type="radio"/> 10-12 2023 %-LG	100.0	0.0
<input type="radio"/> IB 0-8 Term Level Scale	8.0	0.0
<input type="radio"/> IB Grade Scale	100.0	0.0
<input type="radio"/> IB Overall Grade Scale	32.0	0.0
<input type="radio"/> IB Overall Grade Scale - 24	24.0	0.0
<input type="radio"/> IB to BC Grades Mark Scale	32.0	0.0
<input type="radio"/> IB to BC Grades Mark Scale - 24	24.0	0.0
<input type="radio"/> IB to BC Provincial % Scale	32.0	0.0
<input type="radio"/> IB to BC Provincial % Scale - 24	24.0	0.0
<input type="radio"/> K-9 2023 English EMG-DEV-PRF-EXT	1.0	0.0

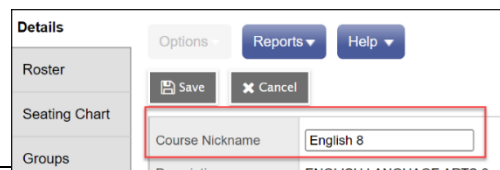
Setting Up Course Details:

1

Click on the **Gradebook top** tab, then click on the course you would like to set up.

2

You can give your course a **Nickname** to help you find it easily.



3	You don't need to change the Average Mode or Average grade scale as it will default to the Gradebook Default.
4	If you would like to you can type a brief description of the course for the parents and students to see in the Portal Notes . Click on Show Notes on Portals to allow them to see them.

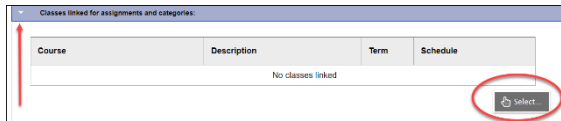
Linking classes:

5 If you teach more than one section/grade of the same course, you can link the classes so you only have to create the assignments once.

NOTE: If you are teaching a grade 9 AND 10 section of the same course, you will have to have two separate gradebooks as the entry marks will be different (% vs proficiency scale).

- Click on **Classes linked for assignments** and categories.
- Click on **Select** on the bottom right to open a list of your courses
- Select the courses to link it to.

At the bottom give your linked courses a name.

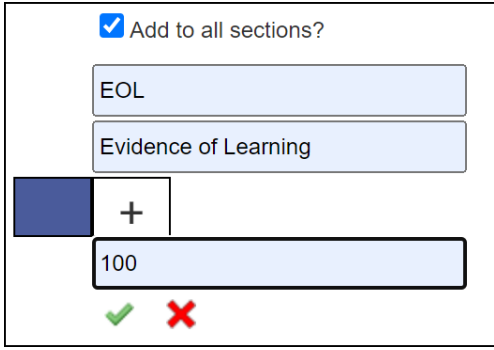


Categories:

6 You will be using one category called **EOL** (Evidence of Learning).

- Click on **Add**
- Fill in the boxes
- Click on the check mark

Check the box "Add to all sections" so this only needs to be done once.



7 **Adjust weights by Term and Drop Mode** are not relevant to this type of reporting.

You are finished now. Click **Save** at the bottom left or top left.