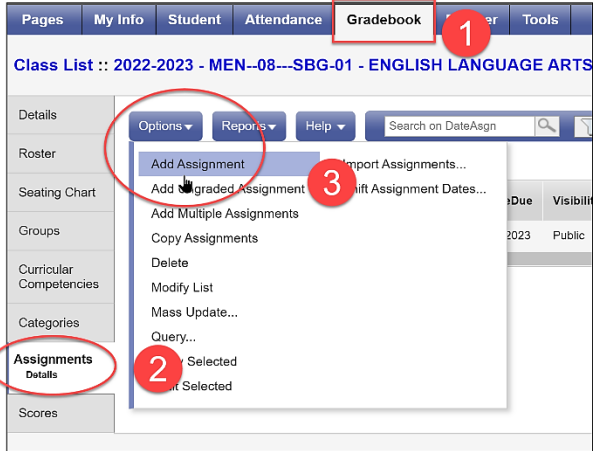
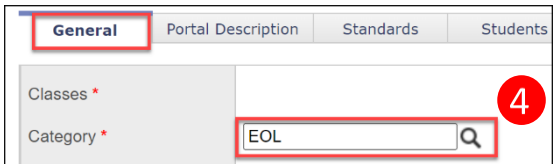
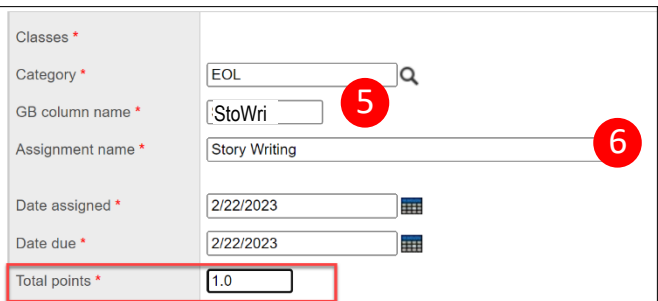
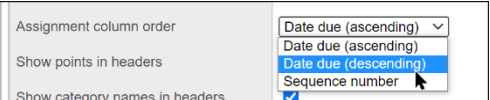
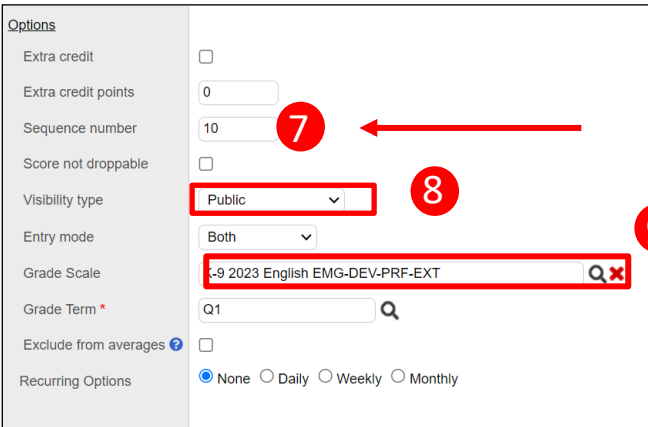


# Setting up Assignments in a Competency Based Gradebook

Assignments can be used again with other classes and in other years.

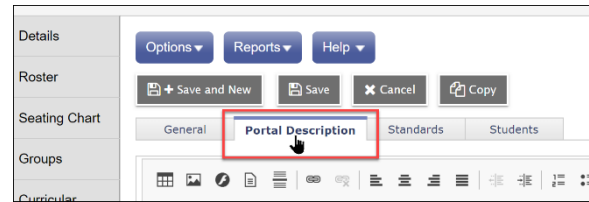
General Tab:		
1	Click on the <b>Gradebook</b> top tab and select the course you would like to create an assignment for.	
2	Click on the <b>Assignments</b> side tab.	
3	Click on <b>Options</b> then <b>Add Assignment</b> .	
4	Click on the magnifying glass beside <b>Category</b> and choose <b>EOL</b> (Evidence of Learning) then click <b>Ok</b> .	
5	Give your assignment a <b>Column name</b> . This is the abbreviated name of the <b>Assignment Name</b> .	
6	Fill out the <b>Assignment name</b> and due dates. <b>Total Points</b> should be <b>1.0</b> .	
7	<p><b>Sequence Number:</b> This is the order that the assignments show up in the gradebook. Label by 10s (10, 20, etc) so that assignments can add in between if needed. If you would like the newest assignments to be displayed in the furthest left column, click on your name at the top (Profile) then <b>Set Preferences</b> and then choose <b>Assignment Column Order - Date Due (descending)</b>.</p> 	
8	<b>Visibility:</b> <b>Public</b> will appear in the portal. Private will allow changes BEFORE making visible.	
9	For <b>Grade Scale</b> click on Magnifying glass -> <b>K-9 2023 English EMG-DEV-PRF-EXT</b>	

10 Click on **Save** at the bottom or top left.

## Portal Description Tab:

1

Look below the upper **Save** button to find the sub top tab **Portal Description** and click on it.



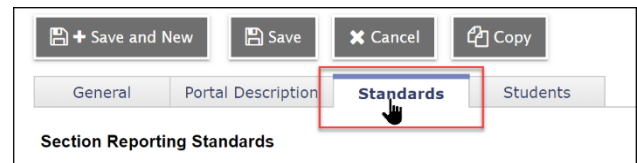
2

The **Portal Description** is where you can write a description of the assignment. You could include the specific content/big ideas you are covering and add visuals. You can also simply add a Word Document below and put "Please see Word Document" for the portal description to make it easy.

## Standards Tab (Curricular Competencies):

1

Click on the **Standards** sub top tab



2

To add **Competencies** that are being evaluated for assignment, Click on **Multi-Add...** at the bottom right



3

**\*\*\*ALWAYS SELECT "ALL"\*\*\*** This is required in order to see the Standards in the various Gradebook views.

Now select the **Competencies** you wish to cover for this assignment. Clicking the plus sign expands the selection to display the individual standards. Don't select too many competencies-try just two or three.

4

Scroll down to the bottom of the competency selection window and click **Ok** when you are done. Then click **Save**.

## Students Tab:

1

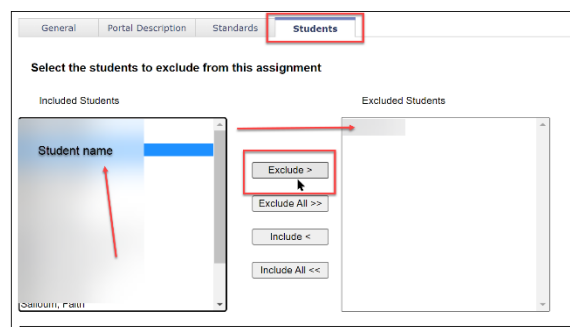
Click on the **Students** sub top tab.

2

Here you can select students that you **do not** want to receive that particular assignment.

- Click on the student's name
- Click **Exclude**

These students will not see the assignment in their "To Do" list or the student portal.



3

If you make any mistakes, click Include to move them back.

4

Click **Save** at the bottom or top.