Creating Your Category

You only need one category for the Competency/Proficiency based gradebook. This will be worth 100% of your mark as weighing and averaging are irrelevant in this type of reporting.

Steps:		
1	Click on Gradebook on the top tab.	
2	Click on Categories on the side tab.	
3	Click on Options and then Add .	Pages My Info Student Attendance Class List :: 2022-2023 - MEN08SBG-0 Details Options V Reports V Roster Add Import Cat Seating Chart Te Modify List Groups Outset Outset
4	Beside Code type in EOL	
5	Beside Description type in Evidence of Learning	
6	For Category Calculation Weight make it 100%	
7	For the Grade Scale click on the magnifying glass and select EMG-DEV-PRF-EXT (Emerging, Developing, Proficient, Extending). Click on Ok at the bottom.	Code EOL Description * Evidence of Learning Category Calculation Weight 100.0 Assignment Defaults Grade Scale > Name EMG-DEV-PRF-EXT Entry mode Letter Only • Total points * 1.0 Extra credit points 0.0 Score cannot be dropped
8	For Entry Mode it is recommended to select Letter Only (using numbers will imply averaging).	
9	Beside Total Points put 1 .	
10	Beside Extra Credit put 0 (it is not relevant in this type of reporting).	
11	Do not select Score cannot be dropped (again, not relevant for this type of reporting).	
12	Visibity – Private is recommended. Assignments created with the visibility of Private allows the teacher to determine when (or if) each individual assignment is ready to be viewed in the Student and Family Portal.	
13	Click on Save	