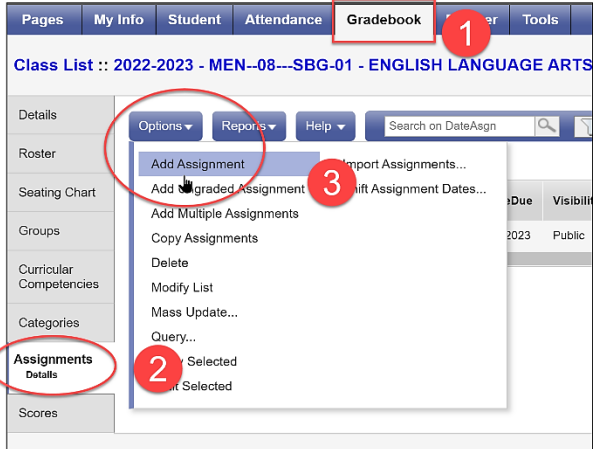
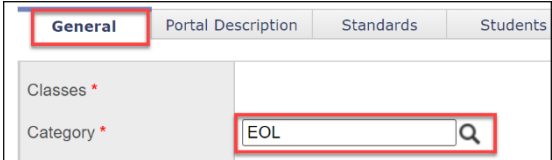
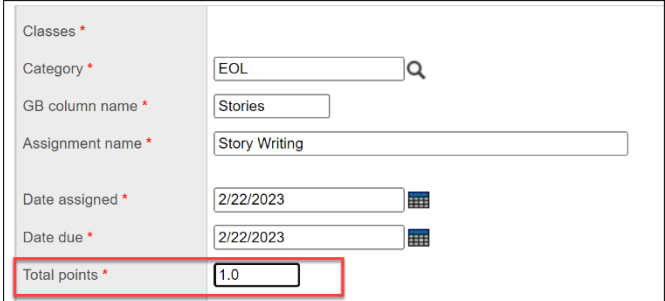
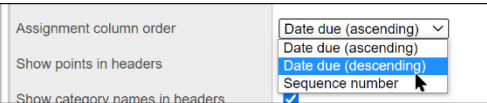
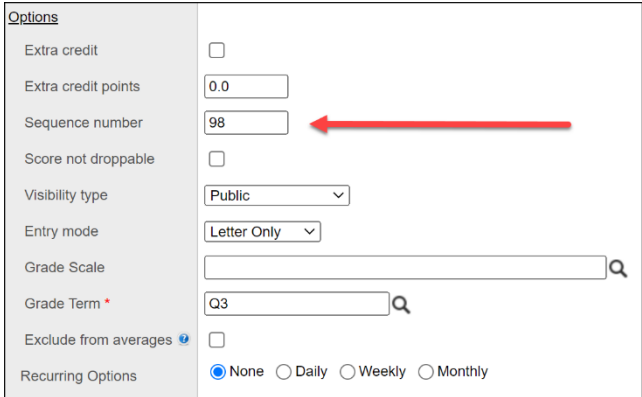


Setting up Assignments in a Competency Based Gradebook

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

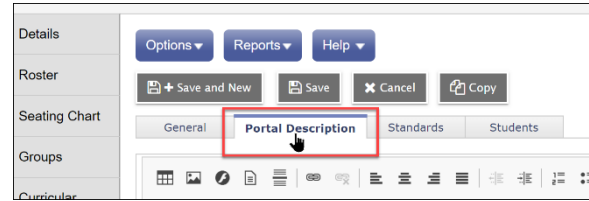
General Tab:

1	Click on the Gradebook top tab and select the course you would like to create an assignment for.	
2	Click on the Assignments side tab.	
3	Click on Options then Add Assignment .	
4	Click on the magnifying glass beside Category and choose EOL (Evidence of Learning) then click Ok .	
5	Give your assignment a Column name . This is what shows up on the Gradebook.	
6	Fill out the Assignment name and due dates. Total Points should be 1.0 .	
7	<p>Sequence Number: This is the order that the assignments show up in the gradebook. If you would like the newest assignment to be closest to the student names on the left, order the sequence backwards (ex. 100, 99, 98...) or click on your name at the top, then Set Preferences and then choose Assignment Column Order - Date Due.</p> 	
8	Visibility: Public will appear in the portal	
9	For Grade Scale leave it blank.	
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.



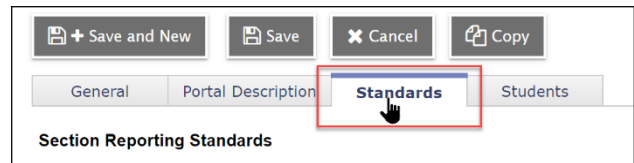
2

The **Portal Description** is where you can write a description of the assignment. Include what competencies 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:

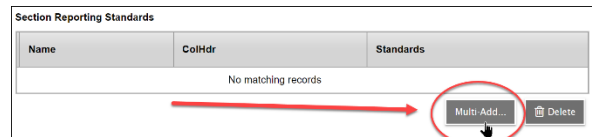
1

Click on the **Standards** sub top tab



2

Click on **Multi-Add...** at the bottom right



3

Now select the Competencies you wish to cover for this assignment. Choosing the standard called **ALL** provides a way to see all assignments in the gradebook. 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 and click **Ok** when you are done. Then click **Save**.

Students Tab:

1

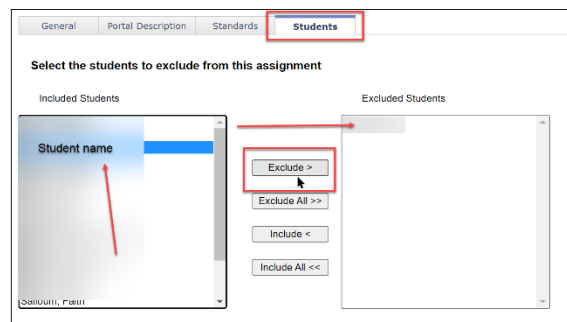
Click on the **Students** sub top tab.

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.