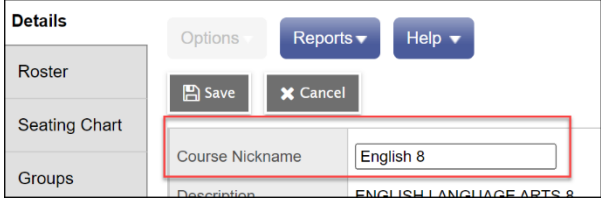


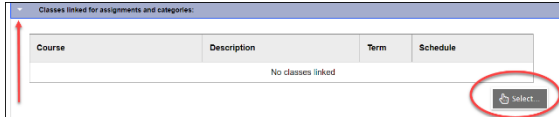
# Setting Up the Competency Based Gradebook

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

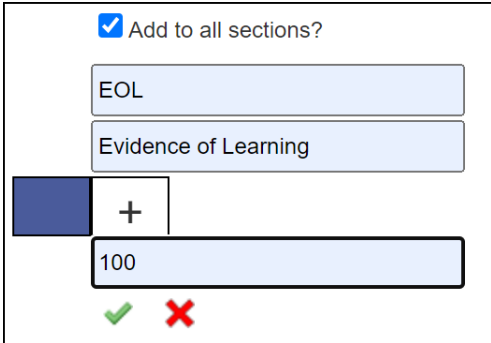
## Setting Up Course Details and Linking Classes:

1	Click on the <b>Gradebook</b> top tab, then click on the course you would like to set up.	
2	You can give your course a <b>Nickname</b> to help you find it easily.	
3	You don't need to change the <b>Average Mode</b> or <b>Average grade scale</b> 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 <b>Portal Notes</b> . Click on <b>Show Notes on Portals</b> to allow them to see them.	

## Linking classes:

5	<p>If your assignments cover more than one subject you can link the classes and the assignment will show up in both.</p> <ul style="list-style-type: none"> <li>-Click on <b>Classes linked for assignments</b> and categories.</li> <li>-Click on <b>Select</b> on the bottom right to open a list of your courses</li> <li>-Select the courses to link it to.</li> </ul> <p>At the bottom give your linked courses a name.</p>	
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## Categories:

6	<p>You will be using one category called <b>EOL</b> (Evidence of Learning). You should have already created it and it should show up by default.</p> <p>If it doesn't show up:</p> <ul style="list-style-type: none"> <li>-Click on <b>Add</b></li> <li>-Fill in the boxes</li> <li>-Click on the check mark</li> </ul>	
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7

**Adjust weights by Term** is not relevant to this type of reporting.

Drop mode is irrelevant to this type of reporting.

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