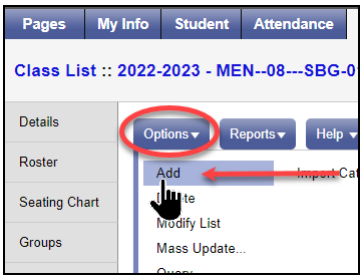
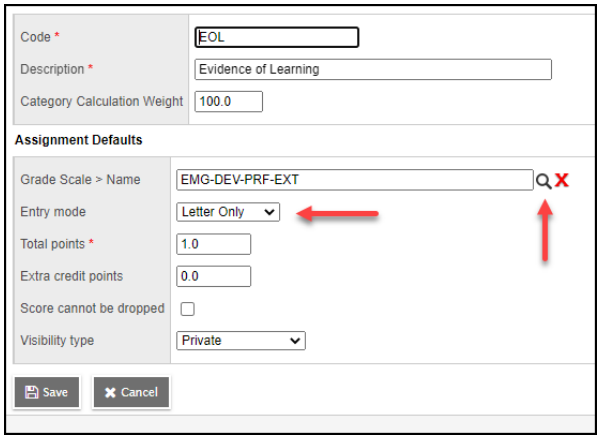
Creating Your Category

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**.	
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.	
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**	