

Manually Creating a Competency

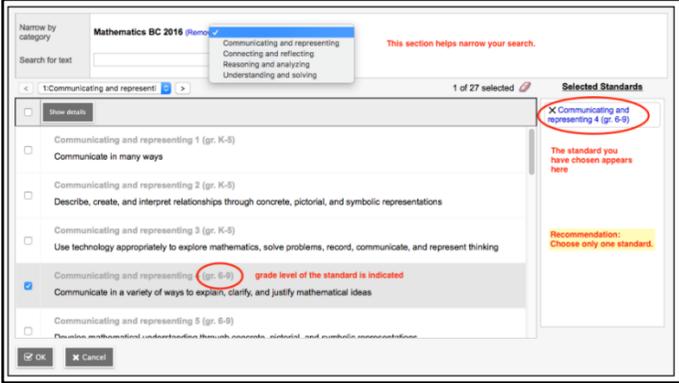
Curricular Competencies can also be added manually for individual users.

- Adding competencies for a BAA course.
- Adding *content* from the BC Curriculum Learning Standards section to report on specific skills.
- Adding the next level up competency as a class has mastered a standard.

Please note – do NOT add assignment names as "competencies".

Note: Manually added curricular competencies **do not copy to linked classes**, nor will they still be attached to an assignment that is imported from a previous year. Curricular competencies will need to be added to *each section* of the course taught within the school year.

Adding Competencies from Existing Standards

<p>1</p>	<p>Navigate to the course. Click on the “Curricular Competencies” side tab -> Options -> Add. Click on the “Multi-Add” button at the bottom of the screen.</p>	
<p>2</p>	<p>The standards are categorized by area of learning and competency category. Grade levels are indicated.</p> <p>Select the competency by clicking the box next to it.</p> <p>Click “OK”.</p>	

3

Enter the details about the standard.

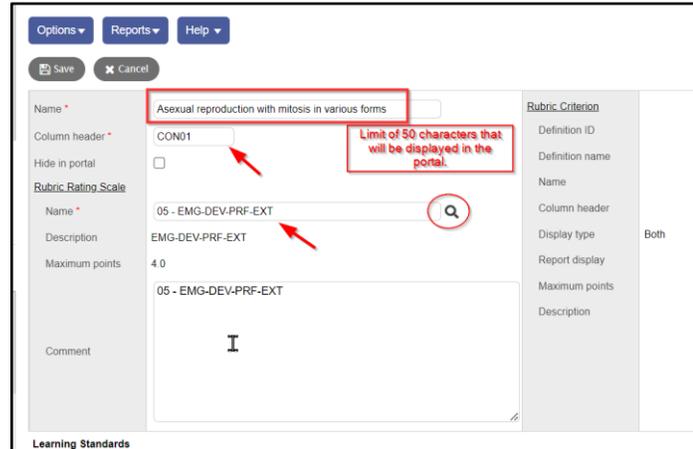
The “Name” will be displayed on the portal. This has a character limit of **50 characters**.

The “Column Header” should be a unique abbreviated code that will display on the scores page. It might be specifically related to the course (ie for Outdoor education -> OED01) or for general content additions (CON01).

This will make it easier to identify the standards from the scores page.

Click the magnifying glass to select the “05-EMG-DEV-PRF-EXT” rubric.

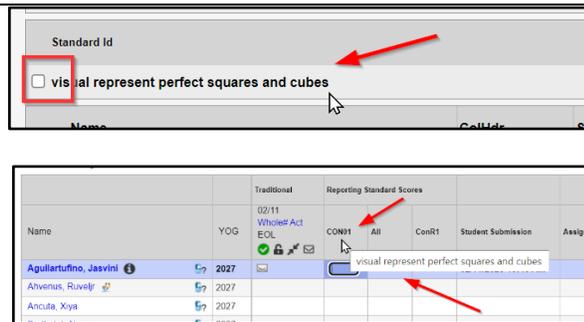
Click “Save”.



4

These can now be added from the Standards tab when creating assignments.

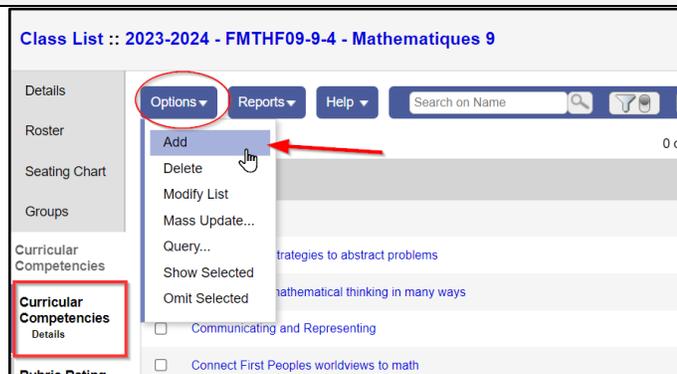
AND can be viewed from the Scores tab to add the proficiency.



Adding Competencies from Content Learning Standards

6

Navigate to the course. Click on the “Curricular Competencies” side tab -> Options -> Add.

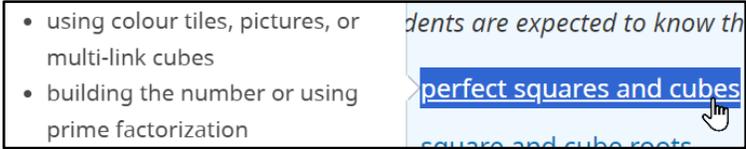


1 Visit the **Ministry BC Curriculum** page to view the Content Learning Standards attached to the course.

[BC Curriculum Website](#)

Select one.

It may need to be rewritten if exceeds the 50 character limit.



2 Paste into the “**Name**” section of the MyEd window (or rewrite if necessary).

Create your abbreviated code for the **Column Header**.

Use the magnifying glass to select the **Rubric Rating Scale**.

Click “**Save**”.



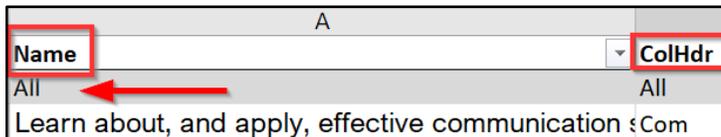
Adding Competencies for BAA Courses

There will be some courses (such as BAA courses) that will not have any Learning standards in MyEd OR on the Ministry webpage. These can still be manually added. However, it is recommended to create a Master List of the competencies to copy and paste them into MyEd.

1 Create the **Master List** of the competencies to be added (in Word or Excel).

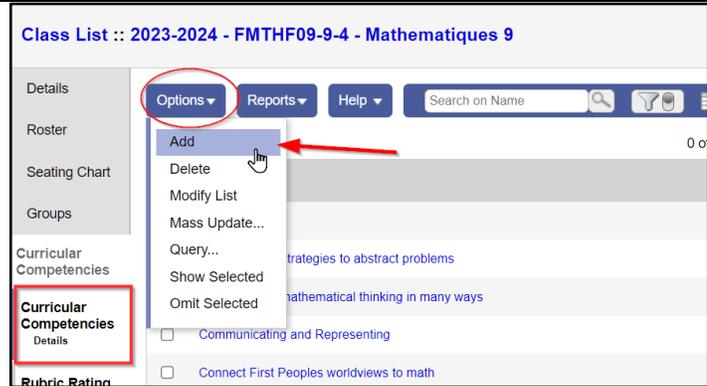
Create one column for the “**Name**” (*description or actual competency*) and one for the abbreviated “**Column Header.**”

Add an “**All**” Competency and apply to all assignments so that they can be visible in the Gradebook.



2

Navigate to the course. Click on the “Curricular Competencies” side tab -> Options -> Add.



3

Copy the competency from the “Master List” and paste into the “Name” section of the MyEd window.

Repeat this process for the Column Header.

Use the magnifying glass to select the **Rubric Rating Scale**.

Click “**Save**”.

Note: if you have more than one section of this course, you will need to do this for each section.

