Comox Valley Schools
A Community of Learners
INNOVATIVE • INQUISITIVE • INCLUSIVE

Comox Valley Schools
A Community of Learners
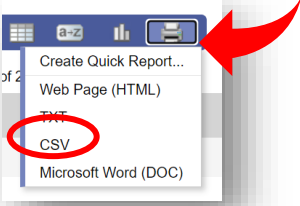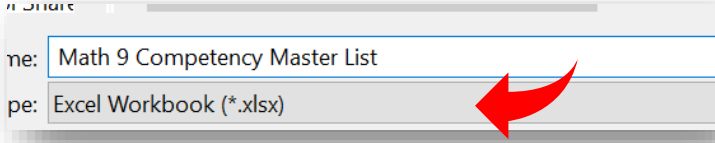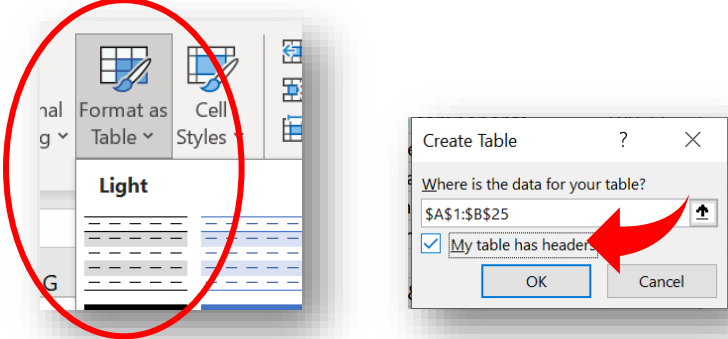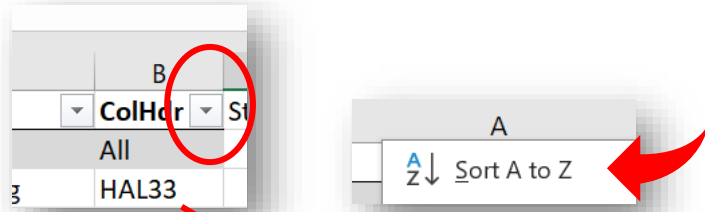INNOVATIVE • INQUISITIVE • INCLUSIVE

Creating Excel Document from MyEd Assignment Competencies

Create a quick reference guide from the competencies listed in MyEd.

Steps:

1	Go to: Gradebook Top Tab -> (Course) Curricular Competencies Side Tab	
2	Click on "Quick Print Menu" icon (printer icon) -> Select "CSV".	
3	Access csv from "Download" folder. Open document -> Save as "{Course} Competency Master List.xlxs"	
4	Highlight active (filled in cells) (click hold and drag selection) Click on "**Format as Table** (*select option)".* Click "**My table has headers**". Click "**Okay**".	

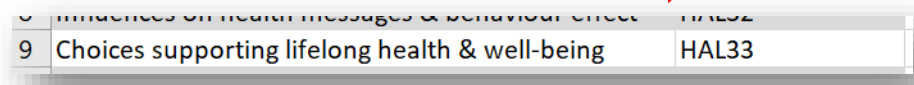|		
5	Click on drop down arrow beside "ColHdr" -> "**Sort A to Z**" *(This will put them in the correct headings AND in alpha/numerical order.)*	
6	Use this as a cross reference when entering in marks in the **"Assignment"** grade entry screen.	
7	It will provide the full description of the column header.	
8		

Reporting Standard Scores

All	HAL23	HAL25	HAL29	HAL30	HAL32	HAL33	
	EMG	**DEV**					
	EMG	DEV					
	EMG	DEV					
	EMG	DEV					
	EMG	DEV					

	Influences on health messages & behaviour effect	HAL32
9	Choices supporting lifelong health & well-being	HAL33