Setting up the Colour Codes for Your Proficiency Scale:

1	Click on the **Gradebook** top tab	
2	Click on the **Curricular Competencies Side** Tab then on the **Rubric Rating Scales** leaf.	
3	Click on **Ratings** on the side tab.	
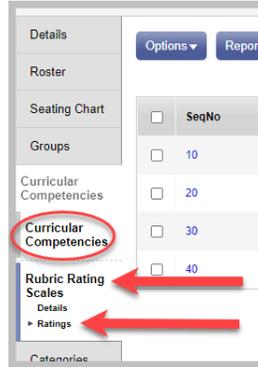
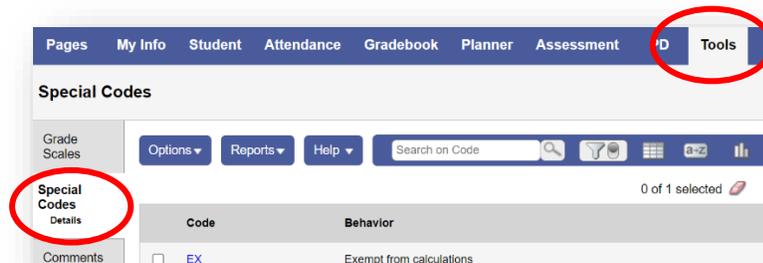| 4	Click on **Add Colour** then click in the square that appears. Choose your colour and click **OK.** You can change the colours any time you would like. Recommendations: *(think stoplight)* **EMG:** Red **DEV:** Yellow (Amber) **PRF:** Green **EXT:** Colour of your choice	

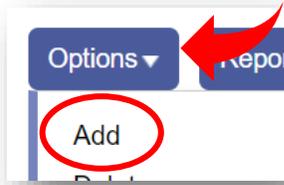## Creating Special Codes for NHI & EX (Not Handed In; Excused)

1	Click on the **Tools** top tab -> **Special Codes** side tab.	

2	Click on **Options** dropdown -> **Add**	
3	Enter **Code; Behaviour & Colour.** (Choose a deep colour so it is visible). Click "**Save".**	