

Entering Scores (Proficiencies)

In the competency-based gradebook, there are various ways to fill in the assessment information:

1. By student
2. By assignment (leaf or toggle arrows)

By Student

- 1 Click on the **“Student”** leaf under the Scores side tab or on the student’s name from the list.
- 2 One student’s information is on the screen. Entering assessment information by student is also related to a specific standard. Attach the standard **“ALL”** to every assignment and select this from the Standard dropdown selection to view ALL of the standards available for the student.
- 3 Type in the three-letter abbreviation for each proficiency. Type in the comment/feedback if desired. The cells with the white fill are the ones associated with the specific assignments.
- 4 Special codes can be entered into the **“Traditional”** column. These will display in the portal. Comments/feedback can also be entered into this column by clicking on the **“comment”** icon.

View: Traditional Standards

Standard: All **2** Display: Grade Term: Q4

Single Student View
[View all students](#)

Name	Traditional	Reporting Standard Scores					
		All	CD14 5	CD23	CE1	CE2	EC14
More Story Writing 27/04 EOL 4 pts.	NHI 4						
Self portrait 27/04 EOL 4 pts.					PRF	DEV	
paint 27/04 EOL 4 pts.	<input type="text"/> <input type="text"/> 3		EMG				
Story Writing 27/04 EOL 4 pts.				DEV			DEV
Colouring in the lines 28/04 EOL 4 pts.	<input type="text"/>						

- 5 Hover over the column header, to view the short version of the competency.
- 6 Changing the Display from **“Grade”** to **“Colour”** will colour code the proficiencies for a visual representation.

Enter in **Special Codes** in the “**Traditional**” column.

3

Use the navigation arrows to navigate between assignments

Single Assignment View
[> View all assignments](#)

Name	YOG	Traditional	Reporting Standard Scores			Student Submission	Assignment feedback
		27/04 Writing EOL	All	CE1	EC18		
Asenciomedina, Carterlynn	2026	NHI					This is where I can enter ...
Bremnercrabe, Shazneigh	2026			PRF	DEV		
Bugg, Rovanych	2026			PRF	DEV		
Cassetti, Hedayatullah	2026			PRF	DEV		
Chales, Maryjoanna	2026			PRF	DEV		
Average score		0.0					

Using Academics Tab to View Assignments in Student Portal

Student Top Tab. Select a student.

Pages My Info **Student** Attendance Gradebook Planner Assessm

Student List

Details Options Reports Help Search on Name

Contacts 1:Afolabi, Jukryzysheen

School > ID	Pupil #	UsualLast	UsualFirst	Grade
<input type="checkbox"/> 7171054	1188469	Afolabi	Jukryzysheen	09
<input type="checkbox"/> 7171054	1386607	Akey	Arshidasadat	09

Academics Side Tab. Select the course.

Attendance

Conduct

Academics

Assignments Attendance

Transcript

Course	Description	Te
<input checked="" type="checkbox"/> MPHE-09-02	PHYSICAL AND HEALTH EDUCATION 9	FY
<input type="checkbox"/> MEN--09-06	English 9	FY
<input type="checkbox"/> XAT--12-04	Teacher Advisory	FY
<input type="checkbox"/> MDR--09-1G	Drama 9	Q1
<input type="checkbox"/> MVA--09_VA-1C	Visual Arts 9	Q1

Assignments Leaf

Displays:

1. Special Code from Traditional Column
2. Proficiency
3. Competency
4. Feedback

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
<input type="checkbox"/> mini book showing plot	25/09/2023	26/09/2023	NHI (Exempt Missing)	This assignment was not handed in. Plea
<input type="checkbox"/> Humor booklet	18/09/2023	26/09/2023	PRF Proficient	Recognize how literary elements shape meaning Great job. You have shown that you can