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.

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.

By Assignment: Two ways to access the assignment view.

First:
Click on the **Scores Side Tab**, and change the View to **"Standard View"** by clicking on the radio button.
Click on the double arrow (toggle arrow) for the specific assignment you'd like to enter marks for.

1	**Second:** Click on the **"Assignment"** leaf under the Scores side tab. This will allow for all standards for one assignment.
2	Type in the three-letter abbreviation for each proficiency. Type in the comment/feedback if desired.

3	Enter in **Special Codes** in the **"Traditional"** column.
	Use the navigation arrows to navigate between assignments

Using Academics Tab to View Assignments in Student Portal

Student Top Tab. Select a student.	
Academics Side Tab. Select the course.	
Assignments Leaf Displays: 　1. Special Code from Traditional Column 　2. Proficiency 　3. Competency 　**4.** Feedback	