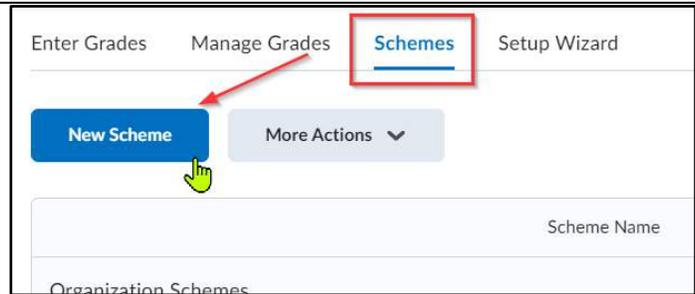# Creating and Utilizing a Standards Gradebook in Brightspace
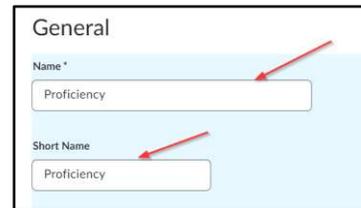
By default, a numerical gradebook is the one used in Brightspace. However, a new "Scheme" can be created that reflects the proficiencies used in K-9 evaluation. Depending on preference, an "IE" can be added as one of the "Ranges" to be used when entering a mark.

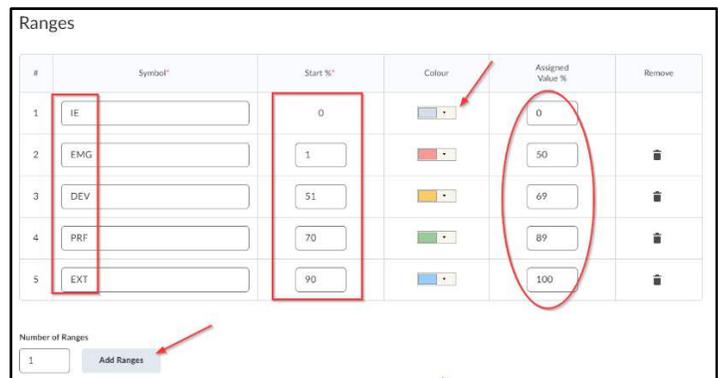|	Create a "Proficiency" Scheme	
1	Navigate to "Grades" -> "Scheme" -> "New Scheme".	
2	Add a name in the space provided.	
3	Under the "Ranges" section, enter in the proficiencies in the "Symbol" space. (this is where you could add the "IE" for the "0" Start/Assign). Click "Add Ranges" to create a space for "Extending" (and IE if including this). Select the desired colour to represent each proficiency by using the drop-down arrow. Enter in the "Assigned Value". *NOTE: this is the value you enter in the "mark" section of the assignment to represent proficiency that will automatically reflect this. Be mindful of the numbers entered here and be ready to "override" auto assigned proficiencies.* Click "Save and Close" when done.	

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

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

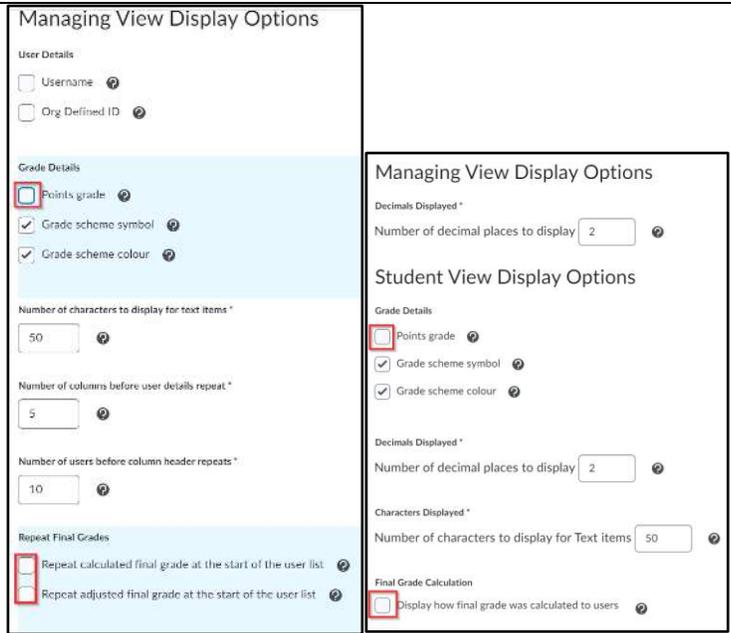| 4 | Be sure your new scheme is set as the default for the Gradebook. | |

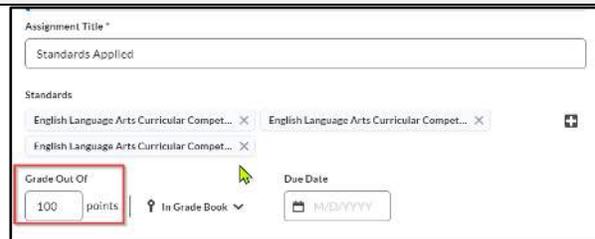| 5 | In order to reflect a true competency/proficiency gradebook, all numerical values must be removed from any views.
Click on the **"Settings Cog"** top right of the Grades screen.
Under **"Personal display options"**, uncheck **"Points Grade"** and **"Repeat Final Grades"**.

Under **"Org Unit display options"**, uncheck **"Points Grade"** and **"Final Grade Calculation"**. | |

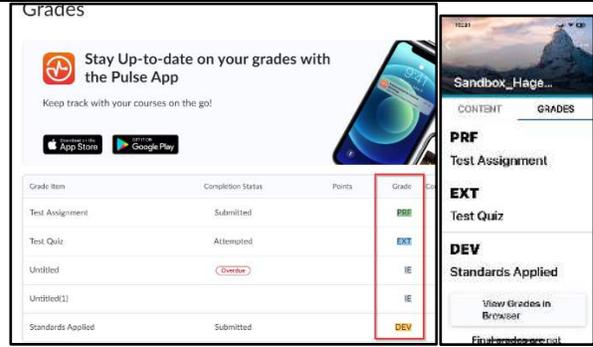## Creating Assignments

| 1 | When creating assignments, for easy "proficiency" assessment, set **"Grade out of"** to 100.

When entering a mark, enter the **"Assigned Value"** (from your "Proficiency grade scheme") that represents the proficiency you wish to display. | |

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

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

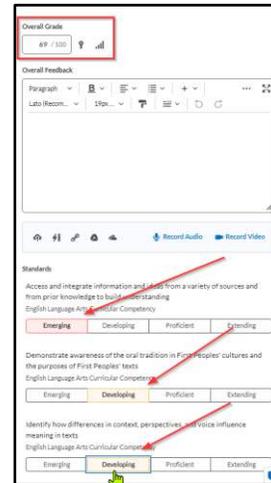| 2 | Students will be able to view their mark as a proficiency in the **Grades tab** in the Student view from the Browser, as well as the **Pulse app**. | |

Combining Standards and Proficiency Assessment

Standards (competencies) can be applied and used to assess assignments. View the "Utilizing Standards in Brightspace " documentation to learn how to add standards to your course. This can then provide more detailed information of the OVERALL mark assigned to the assignment.

| 1 | Once standards are applied to an assignment AND a **"Grade out of"** is selected, teachers have the ability to provide proficiencies for specific standards AND assign an **OVERALL** proficiency for the assignment itself. This is beneficial so that parents and students can see this overall mark in the Brightspace or Pulse app.

NOTE: Please be mindful in assigning an overall grade. | |

Quizzes

Since quizzes can be "auto-marked" and published, some intervention may be required by the teacher to ensure the correct proficiency is displayed.

| 1 | Once the quiz has been created, make sure the auto-publish has been unchecked

This way you can manually publish the quiz to ensure the "numerical value" will display the correct proficiency. | |