



MyEducationBC

Using the Competency Based Gradebook

January 2023 v2.8

Version History

Version	Date	Description
1.0	Aug 2017	Initial draft document created by Judy Smith, District Liaison
2.0	Oct 2017	Reviewed and updated by Judy Smith; formatted and posted as MyEdBC resource
2.1	Jul 2018	Added Save Functionality section
2.2	Aug 2018	Reviewed and edited in preparation for Learning Event
2.3	May 2019	Added hyperlinks to Table of Contents
2.4	Jul 2019	Release 5.10 updates to section 4, 7
2.5	May 2020	Updated the document for the relabeling of <i>Reporting Standard</i> to <i>Curricular Competencies</i>
2.6	July 2022	Release 6.1 updates, screenshots updated in section 4.0
2.7	Dec 2022	Added section 6.1 Competency Summary Report
2.8	Jan 2023	Standards button, 5.7 Follett release

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1.0 Overview

This document provides instructions on how to use learning standards (curricular competencies) in the teacher gradebook in MyEducation BC.

The competencies are assigned to each course by the school and prepared each year as a part of the Grade Management process. Once prepared, the competencies are available in the Staff View for use with assignments.

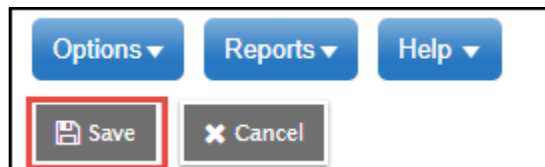
If the Curricular Competencies are not available for use, contact the school office or District Level 1 Support for assistance.

Helpful end user videos for teachers, prepared by the Student Learning committee on this topic, are available on the Ministry's learning support site:

<http://www.mytrainingbc.ca/learningsupport/>

2.0 Save Functionality

As with any software, users should ensure that they are saving often to avoid loss of work. **Save** buttons are available at the top and bottom of screens throughout the application.



2.1 Auto-Save

In addition to the Save buttons, many screens in MyEdBC have an Auto-Save feature. While this is handy functionality, users should not rely on it as a means of saving their work. Regular use of the save buttons should ALWAYS be the primary method for saving. See the separate *Fundamentals Appendix: Auto-Save Statistics* for a list of screens that provide the Auto-Save functionality as a back-up measure.

Note: The auto-save interval (number of minutes before a screen is auto-saved) is determined by the user preference settings as outlined in the *Preferences - General* section in the Fundamentals guide.

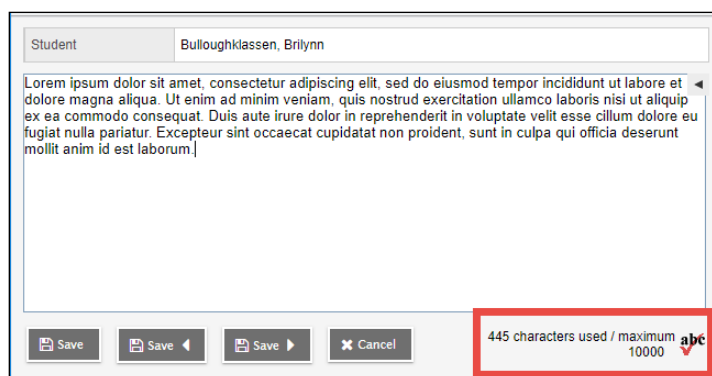
2.2 Gradebook and Grade Input Scores Save Functionality

Staff > Gradebook > Scores

School > Grades > Grade Input > Input Grid

The grade entry screens in School and Staff view have a save-as-you-go functionality. When a score is entered and the user moves out of the cell, the message: *Saving, Please Wait....* displays above the score grid and the cell will turn yellow. The mark column entry is saved when both the message and the yellow cell colour have cleared the screen. To avoid loss of work, do not begin entering information into the next cell until both the message and the yellow colour are no longer displayed on the screen, indicating the save has completed.

Comment character limit and count display in the bottom right of the comment entry text box, providing teachers the opportunity to edit the comment before saving if it is over the character limit.



If the comment is over the character limit, the comment cell displays red, and an error message shows at the top of the scores screen. The comment will not be saved if it is over limit. Edit the comment prior to leaving the scores screen to avoid duplicated efforts in recreating the comment.

Options
Reports
Help

Grade Columns
Term
Status

Post Columns - Term
All
Enrolled
Withdrawn

The comment length must be less than the field length of the associated transcript column.

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q2 Grade	Q2 WH
Bulloughklassen, Bri Lynn	2020	94	E		91	E
Churchferguson, Romerson	2021	93	E		88	G
Danville, Kuehwa	2021	94	E		90	E

3.0 Setup for Competency-based Gradebook

Refer to the Grade Management guide at www.MyEducationBC.info > *School User Resources* for instructions on preparing curricular competencies in the School view.

The **Transcript Definition** is required for each course and defines the Grade Scale for the marks/scores that are entered into the **report card term columns**.

The **Rubric Definition** defines the Grade Scale for the marks/scores that are entered into the **assignments**.

Both the Transcript Definition and Rubric Definition are applied at the school level.

When the Transcript Definition and Rubrics match, the *assignment scores* and the *report card scores* will use the same Grade Scale and can be used in both assignments and in term marks for report cards.

Example: Transcript Definition *05 *Single Term EMG-DEV-PRF-EXT* and *05 *BC Applied Design, Skills and Technology* use the same Grade Scale (*EMG-DEV-PRF-EXT* and Letter Grades). Teachers can use the same scores for both assignments and term marks.

However, this is not always possible or preferable and Schools can use Transcript Definitions that use one Grade Scale for term columns on report cards and a Rubric that uses a different Grade Scale for assignment scores in the Competency Based gradebook assignments. This is not problematic, but may be confusing for users, and clear end user instructions will be helpful in this scenario.

Example: Grade 10-12 courses reporting with percentages on report cards (and TRAX) can use the Competency Based gradebook assignments.

Transcript Definition Quarterly No Calculated Final (Provincial Grade Scale % and Letter Grade in the term report card columns) and *05 *Applied Design, Skills and Technology (EMG-DEV-PRF-EXT* and Letter Grades in the Competency Based gradebook assignments).

4.0 Staff View

Staff view > Gradebook top tab > Details side tab

Teacher settings in the competency-based gradebook:

4.1 Curricular Competencies in the Gradebook

Staff view > Gradebook top tab > Curricular Competencies side tab

The BC curricular competencies are available in the Curricular Competencies side tab once the school has run the Prepare Curricular Competencies procedure.

The standards are nested by category.

The standard called **ALL** provides a way to see all assignments in the gradebook.

4.1.1 Manually Adding a Reporting Standard

Curricular Competencies can also be added manually for individual users. For example, a class may master a standard and begin working on the next level up.

Note: *Manually added curricular competencies **do not copy to linked classes**, nor will they still be attached to an assignment that is imported from a previous year.*

Select **Options > Add** and then click on the **Multi-Add** button at the bottom of the screen:

The standards are categorized by area of learning and competency category. Grade levels are indicated.

Recommendation: Create the standard called ALL, if it does not already exist, and apply it to all assignments. This creates a way to see all assignments in the gradebook later.

Enter the details about the standard:

Pages My Info Student Attendance Gradebook **Planner** Assessment PD Tools

Class List :: 2015-2016 - Math 7 block B - MATHEMATICS 7 :: New Section Reporting Standard

Details Options Reports Help

Roster Save Cancel Default Template

Seating Chart

Groups

Curricular Competencies

Curricular Competencies Details

Rubric Rating Scales

Categories

Assignments

Scores

Name * Use mathematical arguments to support personal ch

Column header * Arguments

Hide in portal ☐ Parents see this "Name" in the portal.

Rubric Rating Scale

Name * BC Primary/Intermediate Performance Scale

Description BC Primary/Intermediate Performance Scale

Maximum points 4.0

Comment

Rubric Criterion

Definition ID

Definition name

Name

Column header

Report display

Maximum points

Description

Learning Standards

ID	Categorization	Standard
<input type="checkbox"/> Connecting and reflecting 6 (gr. 6-9)	Connecting and reflecting	Use mathematical arguments to support personal cho...

Multi-Add... Delete

Save Cancel

4.2 Categories

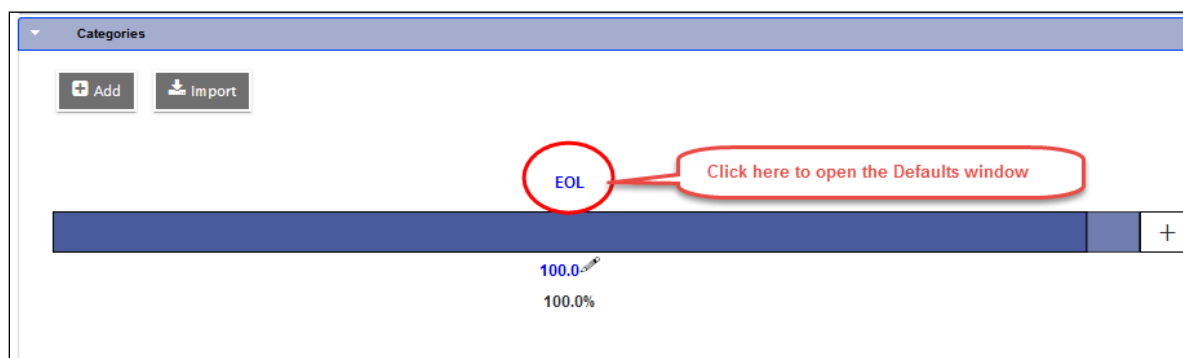
Staff view > Gradebook top tab > Details side tab

One category is needed in the competency-based gradebook to group assignments. Example name: *Evidence of Learning (EOL)*.

Notes from the Student Learning Committee: Many learning opportunities cover more than one Big Idea or content area. The type of learning opportunity (project, discussion, assignment, etc.) is irrelevant when assessing competencies. Competencies are assessed in all types of learning opportunities. A single category is a good way to set up a gradebook.

4.2.1 Category Defaults

Defaults are set the way a teacher most commonly enters information about their assignments. The default settings can be overwritten for individual assignments.



The recommended default Visibility type is **Private**. With the Private setting default all assignments are created with the visibility of Private, **allowing the teacher to determine when (or if) each individual assignment is ready to be viewed in the Student and Family Portal.**

Code *	EOL
Description *	Evidence of Learning
Category Calculation Weight	100.0
Assignment Defaults	
Grade Scale > Name	BEG-DEV-APP-EXT
Entry mode	Letter Only
Total points *	1
Extra credit points	0
Score cannot be dropped	<input type="checkbox"/>
Visibility type	Private
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

4.3 Assignments

Gradebook top tab > Assignments side tab

4.3.1 General tab

Add the assignments details on the General tab:

Pages My Info Student Attendance **Gradebook** Planner Analytics Assessment PD Tools

Class List :: 2021-2022 - MEN--08-01 - ENGLISH LANGUAGE ARTS 8 :: New Assignment

Details Roster Seating Chart Groups Curricular Competencies Categories **Assignments** Scores

Options Reports Help

+ Save and New Save Cancel Default Template

General Portal Description Standards Students

Classes *

Category * EOL

GB column name * TUGS

Assignment name * Primary Document Analysis: Tugs

Date assigned * 21/02/2022

Date due * 21/03/2022

Total points * 1.0

Online submission

Allow online submission ☒

Open date 21/02/2022 Start time 12:00 AM

Close date 21/03/2022 End time 11:59 PM

Options

Extra credit ☐

Extra credit points 0.0

Sequence number 2

Score not droppable ☐

Visibility type Public

Entry mode Letter Only

Grade Scale BEG-DEV-APP-EXT

Grade Term * Term

Exclude from averages ☐

Recurring Options ☒ None ☐ Daily ☐ Weekly ☐ Monthly

Sequence number lets you adjust the order the assignment columns appear in your gradebook. Larger numbers are further away from student name.

"Public" will appear in the portal

Use these if your students are submitting online

Also add this assignment to classes 1 of 11 selected

Add Assignment?	Course	Description	Schedule term	Schedule
<input type="checkbox"/>	ATT--AM-05	AM ATTENDANCE	FY	AM(1)
<input type="checkbox"/>	ATT--PM-05	PM ATTENDANCE	FY	PM(1)
<input type="checkbox"/>	ATT--PM-06	PM ATTENDANCE	FY	PM(1)
<input type="checkbox"/>	MCE--08-01	CAREER EDUCATION 8	FY	null
<input type="checkbox"/>	MDR--08-01	DRAMA 8	FY	null
<input type="checkbox"/>	MDR--08-02	DRAMA 8	FY	null
<input checked="" type="checkbox"/>	MEN--08-02	ENGLISH LANGUAGE ARTS 8	FY	null
<input type="checkbox"/>	MFR--08-01	FRENCH 8	FY	null
<input type="checkbox"/>	MFR--08-02	FRENCH 8	FY	null
<input type="checkbox"/>	MSC--08-01	SCIENCE 8	FY	null
<input type="checkbox"/>	MSC--08-02	SCIENCE 8	FY	null

Resources Provided by the Teacher

Add File Select Google Doc Add Weblink Drag and Drop from My Resources

Anything added here will show up in the portal.

+ Save and New Save Cancel

4.3.2 Portal Description tab

If Portal is in use, add a Portal Description so details of the assignment will display there:

The screenshot shows the 'Portal Description' tab selected in the assignment editor. The left sidebar contains navigation options: Details, Roster, Seating Chart, Groups, Curricular Competencies, Categories, Assignments (with a sub-link for Details), and Scores. The main content area has a toolbar with icons for text formatting and a rich text editor. The text entered is: **Primary Document analysis** (formative)

- Complete a TUG of War
- Identify the two opposing sides
- Create reasons to support each side (2 column notes)
- Determine the strength of each tug (piece of evidence)
- Strongest tugs at end of each line
- Write a 250 page essay on the whole event

Below the text area is a small toolbar with 'body', 'ul', 'li', and 'strong' options. At the bottom, there is a checkbox labeled 'Also add this assignment to classes'.

4.3.3 Standards tab

For each assignment, attach the standards that will be assessed, one or many. Choosing the standard called ALL provides a way to see all assignments in the gradebook. Clicking the plus sign expands the selection to display the individual standards.

The screenshot shows the 'Standards' tab selected in the assignment editor. The left sidebar is the same as in the previous screenshot. The main content area displays a table of standards. The table has columns for 'Name', 'ColHdr', and 'Standards'. The first row is 'Create and Communicate (Weight: 0.00)' with 'COMM' in the ColHdr column. Below this, there are four rows of standards, each with a plus sign icon in the Name column:

Name	ColHdr	Standards
Create and Communicate (Weight: 0.00)	COMM	
Beginning (1.00) Developing (2.00) Practicing (3.00) Exceeding (4.00)		
Refine text to improve clarity and impact (Weight: 0.00)	COMM18	
Exchange ideas to build understanding (Weight: 0.00)	COMM19	
Use features for audience, purpose, message (Weight: 0.00)	COMM20	

At the bottom right of the standards list, there is a 'Multi-Add...' button and a 'Delete' button. The 'Multi-Add...' button is highlighted with a red box.

4.3.4 Students tab

To apply an assignment to specific students:

- Click the 'Student' sub top tab.
- Select the student(s) that will not receive the assignment
- Click Exclude.

Houston Secondary 2018-2019
Kug, Solia

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Analytics | Tools

Class List :: 2018-2019 - MFR--08-001 - FRENCH 8 :: New Assignment

Details | Options | Reports | Help

Roster | + Save and New | Save | Cancel

Seating Chart | General | Portal Description | Standards | **Students**

Select the students to exclude from this assignment

Included Students: Abner, Lubby, AfricanoLeon, Moreen, Aljedaney, Kngaio, Bagangan, Soohah, Bernardes, Varrel, Calvo, Ieuan, Cuyler, Pitt, Dagg, Jilianjosh, Dechezet, Braley, Deforest, Rynnie, Demerson, Kunlong, Earhartwetherill, Stasia, Fazlic, Sanmohit, Gallatin, Geonho, Grobowskyhayden, Fayd

Excluded Students: **Abner, Lubby**

Buttons: Exclude >, Exclude All >>, Include <, Include All <<

The student(s) will not see the assignment in their To Do widget or on the assignments list in the Student portal.

Bulkley Valley 2018-2019
Abner, Lubby

Pages | My Info | Academics | Groups | Calendar | Locker

Tab 1 | Tab 2

Welcome to MyEducation BC PRODUCTION

MyEducationBC | One Student

Recent Activity

Search: 06/28/2019 - Assignment Grade (FRENCH 8) Grade: _3XCLUD3D_ Assignment: Generic Assignment

To Do

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled.			

Today: Friday, June 28

Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Saturday, June 29

Course	Assignment	Category	Completed
No assignments scheduled.			

On the Scores page, the grading cell for the assignment is grayed out for students that have been excluded from the assignment. No mark can be entered. The assignment does not affect the student's average; it does not exist for that excluded student.

Houston Secondary 2018-2019
Kug, Solia

Pages My Info Student Attendance **Gradebook** Planner Analytics Tools

Class List :: 2018-2019 - MFR--08-001 - FRENCH 8

Details Roster Seating Chart Groups Curricular Competencies Categories Assignments **Scores** Student Assignment

Options Reports Help

View: Traditional Standards Grade Columns: All Term: All Display: Grade Status: Enrolled Withdrawn Class: MFR--0

Name	YOG	Missing	Term	Cumulative	06/28 TEST work 10 pts.	01/31 animal sto work 51 pts.	01/28 oral final 5 pts.
Abner, Lubby	2023	0	3.0 B	73.0 B		47	4
Africanoleon, Moreen	2023	0	90.0 A	90.0 A		44	5
Aljedaney, Kngaio	2023	0	88.0 A	88.0 A		45	5
Bagangan, Sooahn	2023	0	57.0 C-	57.0 C-		48	4.5
Bernardes, Varrel	2023	0	74.0 B	74.0 B		49	5
Calvo, leuan	2023	0	86.0 A	86.0 A		50	5
Cuyler, Pitt	2023	1	69.0 C+	69.0 C+		46	5

5.0 Enter Assessment Information

In the competency-based gradebook, assessment information can be entered in three ways:

1. By standard
2. By student
3. By assignment

5.1 By Standard

When you first enter the Scores Side Tab, you are in Standard View. In this view, you can enter all the assessment information from your assignments that relates to one standard only. As you change the standard, the assignments available on the page change. The assessment information entered is for that specific standard only.

Class List :: 2016-2017 - MEN--08----01 - ENGLISH LANGUAGE ARTS 8

Details Roster Seating Chart Groups Curricular Competencies Categories Assignments Notifications

Options Reports Help

View: ☐ Traditional ☒ Standards Standard: Synthesize ideas to bu Term: Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐

Name	YOG	21/09 1 eol	Term COMP33 (Trend)	Term COMP33 (Avg)
Suite, Carry	2021	EMG	1.0	1.0
Suzukimerkley, Breenie	2021			
Targonski, Sohraab	2021			
Trigg, Imogin	2021			
Ververgaert, Bjorna	2021			
Watkinsrodriguez, Seonho	2021			
Average score		1.0	1.0	1.0

Scores
Student
Assignment

The standards-based view will now display buttons for “add Assignment” or Update Post columns” and “Post Grades, so that these actions can be taken during the Standards View. This can be changed for the viewer in Staff View and School View.

A D Rundle Middle School 2022-2023

Kiewiet, Charles Log Off

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

Class List :: 2022-2023 - MMA--07 MATH IAT-IAT A - MATHEMATICS 7 INTEGRATED ARTS & TECHNOLOGY

Details Options Reports Help

Roster View: ☐ Traditional ☒ Standards Standard: Understanding and Sr Term: Term Display: Grade Status: ☒ Enrolled ☐ Withdrawn Class: MMA--07 + Add Assignment

Name	YOG	Term US (Trend)	Term US (Avg)	Average of Standards Term
Collicuttjesso, Kaiying	2028			
Goronai, Criszel	2028			
Iscala, Monta	2028			
Kovelakaru, Gerrit	2028			
Leetan, Cules	2028			
Tamunokubie, Huynhlanthi	2028			
Terhaar, Zeah	2028			
Ulysses, Wanika	2028			
Average score				

In addition to the existing drop-down menu containing standards, teachers can select Post column views, so that they do not need to switch to traditional view. Teachers can edit term grades if Post Columns- Term is selected in Standards drop down menu

A D Rundle Middle School 2022-2023

Kiewiet, Charles Log Off

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

Class List :: 2022-2023 - MMA--07 MATH IAT-IAT A - MATHEMATICS 7 INTEGRATED ARTS & TECHNOLOGY

Details Options Reports Help

Roster View: ☐ Traditional ☒ Standards Standard: Post Columns - Term Term: Term Display: Grade Status: ☒ Enrolled ☐ Withdrawn Class: MMA--07 Update Post Columns... Post Grades...

Name	YOG	Term Grade	Com	Final	Term
Collicuttjesso, Kaiying	2028				
Goronai, Criszel	2028				
Iscala, Monta	2028				
Kovelakaru, Gerrit	2028				
Leetan, Cules	2028				
Tamunokubie, Huynhlanthi	2028				
Terhaar, Zeah	2028				
Ulysses, Wanika	2028				
Average score					

*If grades were posted during the posting window, the posted values are locked in the Staff View after the posting windows are closed.

*If grades were not posted during the posting window, the post columns are editable in the Staff View

5.2 By Student

Click on the “Student” leaf under the Scores side tab or on a student’s name. 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 to see all assignments on the screen. Hover over the column header, to see a short version of the competency.

Class List :: 2016-2017 - Math block B - MATHEMATICS 8 :: Suite, Carry

Options Reports Help

View: Traditional Standards **ALL** Display: Grade Color Term: 2

Assign ALL to every assignment. Choose ALL to see all of the assignments.

Single Student View
> View all students

Name	Score	ALL	CR4p4	CR4p1	CR4p2	RA3	CR4p1	US4	CR4p2	RA5	CR4p3	US2	RA4	RA6	RA3	RA5	Student Submission	Assignment feedback	Teacher's Notes
Task 1 14/08 EOL			EE			NYM					NYM								
Self Designed Task 2 14/08 EOL			ME					ME											
Task 3 14/08 EOL			NYM																
Assignment 4 14/08 EOL				AE					ME			EE							
Collaborative work 5 14/08 EOL					ME						AE								
Observation 8 14/08 EOL						NYM			NYM										
Project 9 14/08 EOL			ME		AE		NYM				EE								
Task 11 14/08 EOL			ME		ME				AE										
Inquiry 13 14/08 EOL								AE			EE								
Observation 14 14/08 EOL									ME										
Discussion 14 14/08 EOL			AE																
Task 7 14/08 EOL			AE																
Presentation 15 14/08 EOL			AE	AE	AE														
Task 10 14/08 EOL			ME						ME										
Task 16 14/08 EOL			AE		ME														
Project 12 14/08 EOL			NYM	NYM	NYM		NYM		NYM		NYM								
MATH Odd or Even? (Probability) 24/08 EOL																			
the assignment I made in quesnel 31/08 EOL					ME														
Student Led Conference November 31/08 EOL																			
October Report to Parents 01/09 EOL			ME	ME															
Assignment 20 from Maple Ridge 02/10 EOL																			
Term ALL (Trend)			3.0																
Term ALL (Avg)			3.0																
Trend Score			3.0	2.0	2.0	2.0	3.0	1.0	2.0	1.0	3.0	2.0	4.0						

this is NOT an average

5.3 By Assignment

Click on the “Assignment” leaf under the Scores side tab. This view allows data entry for all standards for one assignment. Click on the magnifying glass icon next to the column header in other views to enter assignment view.

Class List :: 2016-2017 - SS 8 Block A - SOCIAL STUDIES 8 :: EOL - Primary Document Analysis: Tugs - TUGS

Options Reports Help

Display: Grade Color Enrolled Withdrawn

Single Assignment View
> View all assignments

Name	YOG	Gender	Traditional	Reporting Standard Scores	EV04	EJ05	SIG04	PERS06	INQ01	Student Subm
Abulhamid, Angelia	2021	F	17/03 TUGS EOL		ME	AE	AE	AE	ME	
Amyottekidd, Mikemery	2021	F			ME	ME	ME	ME	ME	
Bourette, Hsiangcheng	2021	F								
Callin, Carling	2021	M			ME	NYM	ME	ME	ME	
Cliffordeq, Ravim	2021	F			AE	ME	AE	ME	ME	
Average score										

6.0 Reports

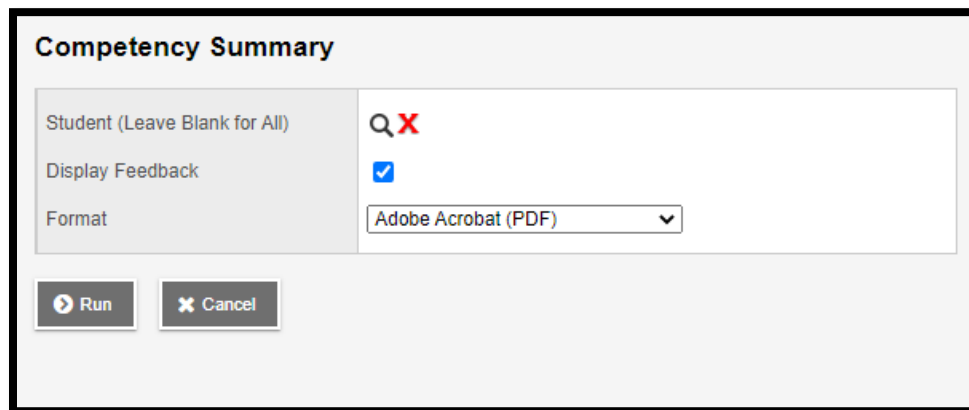
6.1 Competency Summary Report

The Competency Summary report provides teachers with the ability to print a summary by standard, listed alphabetically, for a student or all students in the course section.

Navigation to report:

- Staff view > Gradebook Top tab > Scores Side tab > Reports > Competency Summary
- Staff view > Gradebook Top tab > Scores Side tab > Student Sub-side tab > Reports > Competency Summary

The report runs for all the students in the course section if the student parameter is blank, or it can run for one student if selected from the pick list. You can also choose to not have assignment feedback displayed on the report by unchecking the Display Feedback checkbox.



The image shows a web form titled "Competency Summary". It contains three input fields: "Student (Leave Blank for All)" with a search icon and a red 'X' indicating a search error, "Display Feedback" with a checked checkbox, and "Format" with a dropdown menu set to "Adobe Acrobat (PDF)". At the bottom are "Run" and "Cancel" buttons.

The report output:

- Shows the student's proficiency for the standards defined for the course section
- Prints standard "All" on the report only if a proficiency is entered for that standard
- Displays the Proficiency Scale based on the Rubric Definition assigned to the course

Sea to Sky

Don Ross Middle School

Page 1

Competency Summary

November 24, 2022

Zynyn Abdulbaqi

MEN--07----111 ENGLISH LANGUAGE ARTS 7

Mrs. Parasdeep Afosamunoz

Proficiency Scale

Emerging Developing Proficient Extending

23/11/2022

Assignment: Assignment 1

Feedback: Assignment feedback comment

- Extending Access ideas and evaluate relevance, accuracy
- Proficient Apply comprehension strategies, inquiry
- Developing Comprehend and Connect
- Emerging Construct connections between self, text, world
- Emerging Recognize features etc. have different purposes
- Developing Recognize how language constructs identity
- Extending Recognize range of text structures
- Proficient Recognize role of contexts in texts
- Developing Recognize story & oral tradition for First People
- Emerging Recognize validity of First Peoples oral tradition
- Extending Respond to text - personal, creative, critical
- Developing Synthesize ideas to build understanding
- Proficient Think critically, creatively, reflectively
- Extending Understand how literary elements enhance meaning

23/11/2022

Assignment: Assignment 2

Feedback: Assignment feedback comment

- Extending Create and Communicate
- Developing Exchange ideas to build understanding
- Emerging Express an opinion and support it with credible evidence
- Extending Refine text to improve clarity and impact
- Extending Transform ideas and information to create original texts
- Proficient Use and experiment with oral storytelling processes
- Extending Use features for audience, purpose, message
- Developing Use increasing repertoire of conventions
- Extending Use writing and design processes to create text

7.0 Other Features

7.1 Special Codes

Tools top tab > Special Codes side tab.

Special codes offer additional methods of noting information to student assignments. Refer to the Traditional Gradebook reference guide for more information on entering special codes.

Pages

My Info

Student

Attendance

Gradebook

Planner

Assessment

PD

Tools

Special Codes

Grade Scales

Special Codes

Comments

Footnotes

Options

Reports

Help

Search on Code

a-z

0 of 2 selected

All Records

<input type="checkbox"/>	Code	Behavior	Missing?	Color
<input type="checkbox"/>	ILL	Exempt from calculations	N	
<input type="checkbox"/>	NHI	Exempt from calculations	N	

7.2 Setting Colours to Proficiency Scales

Gradebook top tab > Curricular Competencies side tab > Rubric Rating Scales > Ratings

Class List :: 2016-2017 - Math block B - MATHEMATICS 8 :: BC Primary/Intermediate Performance Scale																																									
Details	Options▼ Reports▼ Help▼ Search on SeqNo 🔍																																								
Roster	0 of 4 selected All Records																																								
Seating Chart	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>SeqNo</th> <th>Id</th> <th>Name</th> <th>Points</th> <th>Mastery?</th> <th>Colors</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10</td> <td>EE</td> <td>Exceeding Expectations</td> <td>4.0</td> <td>Y</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>20</td> <td>ME</td> <td>Meeting Expectations</td> <td>3.0</td> <td>Y</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>30</td> <td>AE</td> <td>Approaching Expectations</td> <td>2.0</td> <td>Y</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>40</td> <td>NYM</td> <td>Not Yet Meeting Expectations</td> <td>1.0</td> <td>N</td> <td> </td> </tr> </tbody> </table>						<input type="checkbox"/>	SeqNo	Id	Name	Points	Mastery?	Colors	<input type="checkbox"/>	10	EE	Exceeding Expectations	4.0	Y		<input type="checkbox"/>	20	ME	Meeting Expectations	3.0	Y		<input type="checkbox"/>	30	AE	Approaching Expectations	2.0	Y		<input type="checkbox"/>	40	NYM	Not Yet Meeting Expectations	1.0	N	
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Groups																																									
Curricular Competencies																																									
Curricular Competencies Details																																									
Rubric Rating Scales																																									
Ratings																																									

Showing colours in Gradebook

Options ▾ Reports ▾ Help ▾

View

Traditional Standards

INQ01 - This is what parents

Display

Grade Color

Term

Depth Control

Single Student View

> View all students

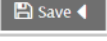
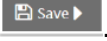
	Traditional	Reporting Standard Scores										
Name	Score	CAUSESS	CONTRES	EJOS	EVPI	INQ01	PERS06	SIG04	SIG05	Student Submission	Assignment feedback	Teacher's Notes
Positive effects of the Crusades 28/02 EOL	1	EE				ME						
Assignment 5 01/03 EOL	1		AE	ME		EE						
Think Puzzle Explore: Crusades 03/03 EOL								AE				
Assignment 1 03/03 EOL	1		ME			EE		AE		27/02/2017 11:56 PM		
Map Skills and Analysis 08/03 EOL	1		AE			NYM	ME		ME			
Primary Document Analysis: Tugs 17/03 EOL	1			AE	ME	ME	AE	AE			Feedback to the student	Private teacher notes
Term INQ01 (Trend) M	2.0											

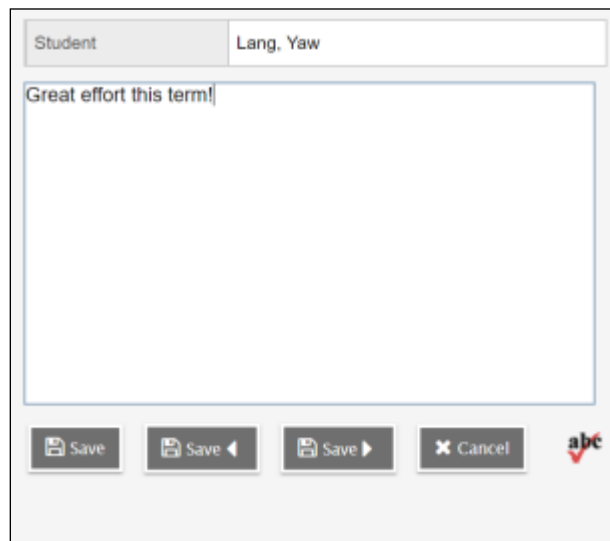
7.3 Report Card Comments

7.3.1 Move Between Students When Entering Report Card Comments

School View > Grades top tab > Grade Input side tab

Staff View > Gradebook top tab > Scores side tab

When entering comments for a student, click  or . This saves the comment and opens the Edit Text Comment box for the previous or next student. Continue to click the buttons and enter comments as needed. Then click Save to close the pop-up.



7.3.2 Character Count for Post Column/Report Card Comments

When teachers in Staff view, or school staff in School view, enter a post column/report card comment in the Gradebook, the character count and limit appear at the bottom right of the text comment box. This guide helps teachers stay within the report-defined text area. If the teacher enters a comment that exceeds the limit, the character count and limit are highlighted in red. This gives the teacher a chance to edit the comment and reduce its length. MyEducation BC will not save a comment if its length exceeds the limit.

