



MyEducationBC

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# Using the Competency Based Gradebook

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January 2023 v2.8

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## 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.

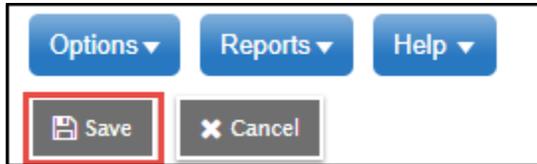
If the Curricular Competencies are not available for use, contact the school office or District Level 1 Support for assistance.

**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 Post Columns - Term Term All Status  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
Danielle Hughes	2021	94	E		90	E

## 3.0 Setup for Competency-based Gradebook

Refer to the Grade Management guide at [www.MyEducationBC.info](http://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.

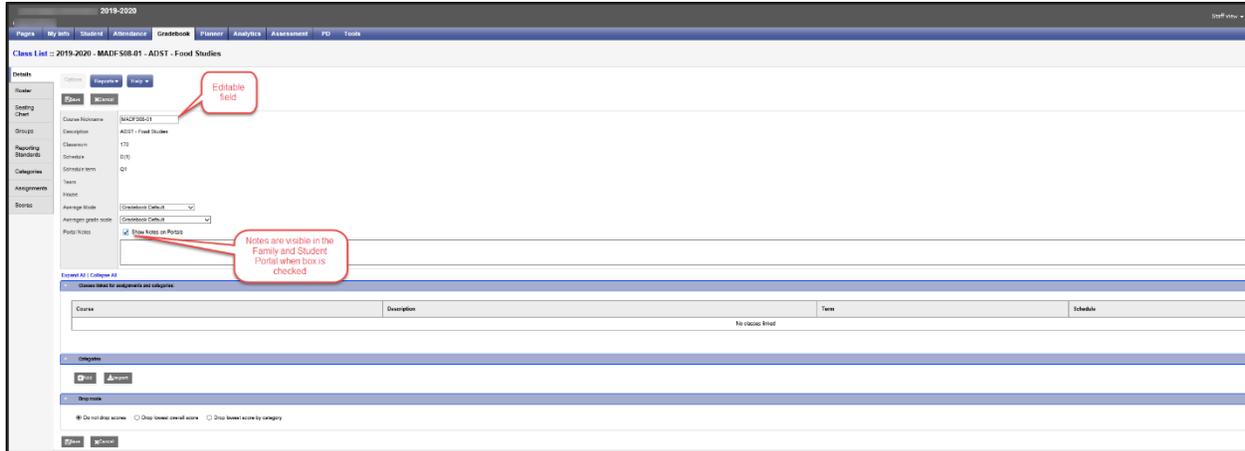
**Example:** Grade 10-12 courses reporting with percentages on report cards (and TRAX) can use the Competency Based gradebook assignments.

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:



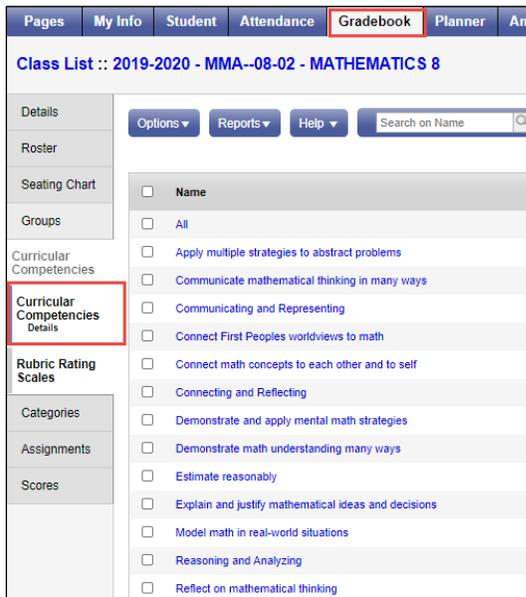
### 4.1 Curricular Competencies in the Gradebook

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

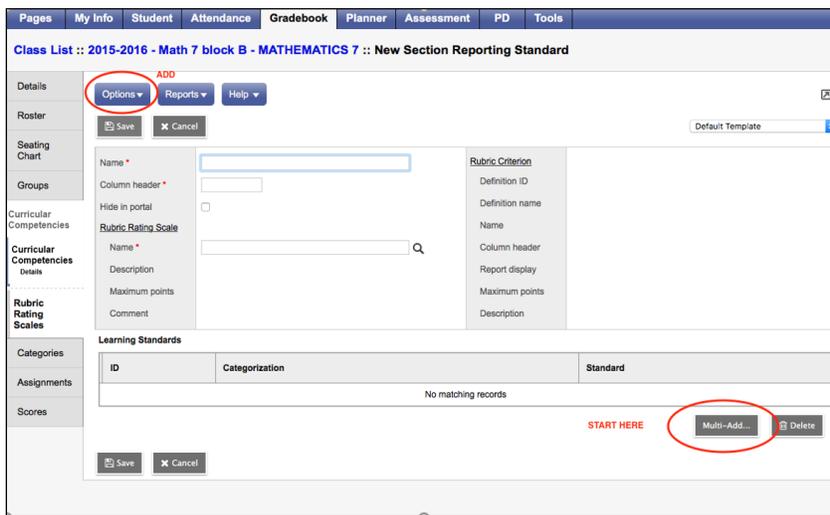


### 4.1.1 Manually Adding a Reporting Standard

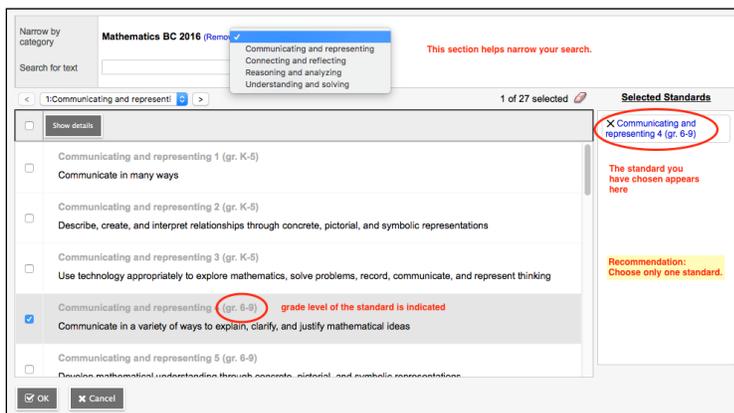
Curricular Competencies can also be added manually for individual users. For example, a class may master a standard and begin working on the next level up.

**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  
 Roster  
 Seating Chart  
 Groups  
 Curricular Competencies  
**Curricular Competencies Details**  
 Rubric Rating Scales  
 Categories  
 Assignments  
 Scores

Options ▾
Reports ▾
Help ▾

Save
Cancel
Default Template

Name \*

Column header \*

Hide in portal

**Rubric Rating Scale**

Name \*

Description

Maximum points

Comment

**Rubric Criterion**

Definition ID

Definition name

Name

Column header

Report display

Maximum points

Description

Parents see this "Name" in the portal.

**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...

Save
Cancel
Multi-Add...
Delete

## 4.2 Categories

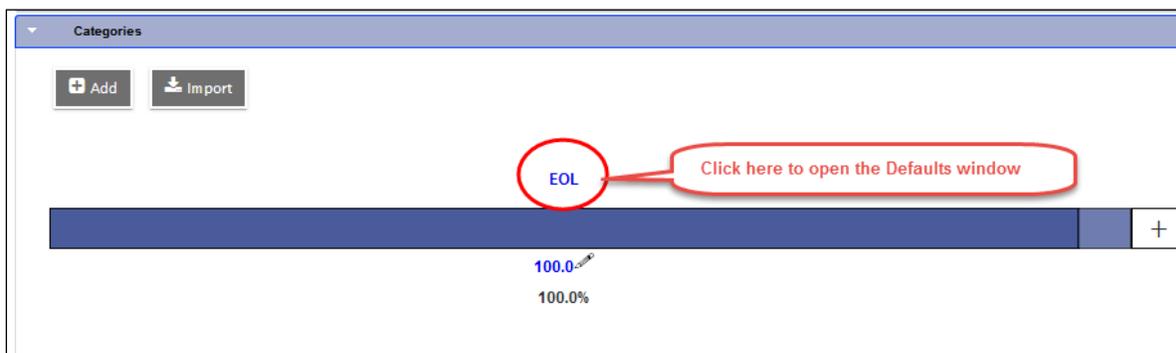
Staff view > Gradebook top tab > Details side tab

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 overwitten 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.**

The screenshot shows the 'Assignment Defaults' form for the 'EOL' category. The form includes the following fields and values:

- Code: EOL
- Description: Evidence of Learning
- Category Calculation Weight: 100.0
- Grade Scale > Name: BEG-DEV-APP-EXT
- Entry mode: Letter Only
- Total points: 1
- Extra credit points: 0
- Score cannot be dropped:
- Visibility type: Private

Buttons for Save, Cancel, and Delete are visible at the bottom.

### 4.3 Assignments

Gradebook top tab > Assignments side tab

#### 4.3.1 General tab

Add the assignments details on the General tab:

**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 \*  Q

GB column name \*

Assignment name \*

Date assigned \*  [calendar icon]

Date due \*  [calendar icon]

Total points \*

Options

Extra credit

Extra credit points

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

Score not droppable

Visibility type  v *"Public" will appear in the portal*

Entry mode  v

Grade Scale  Q X

Grade Term \*  Q

Exclude from averages

Recurring Options  None  Daily  Weekly  Monthly

Online submission

Allow online submission  *Use these if your students are submitting online*

Open date  [calendar icon] Start time

Close date  [calendar icon] End time

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

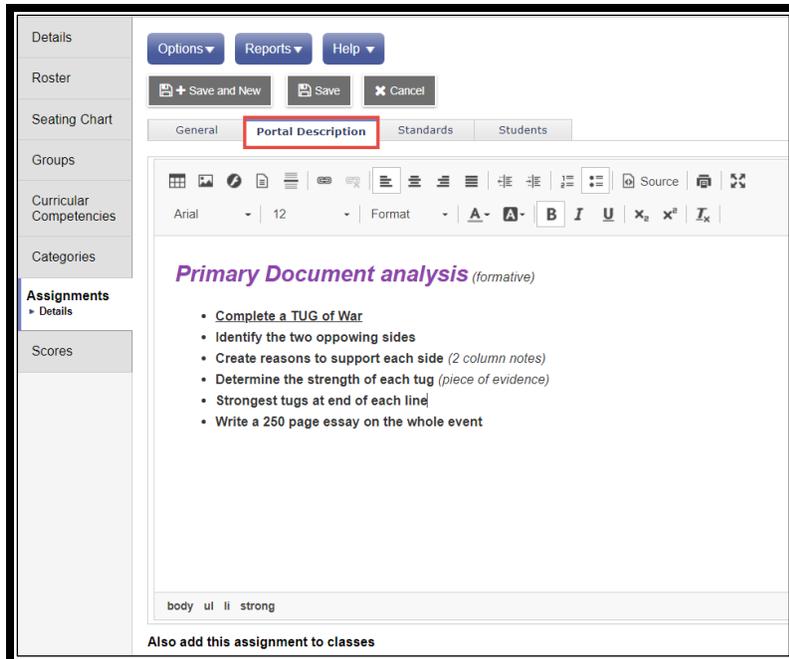
Add File | Select Google Doc | Add Weblink | Drag and Drop from My Resources

*Anything added here will show up in the portal.*

+ Save and New | Save | Cancel

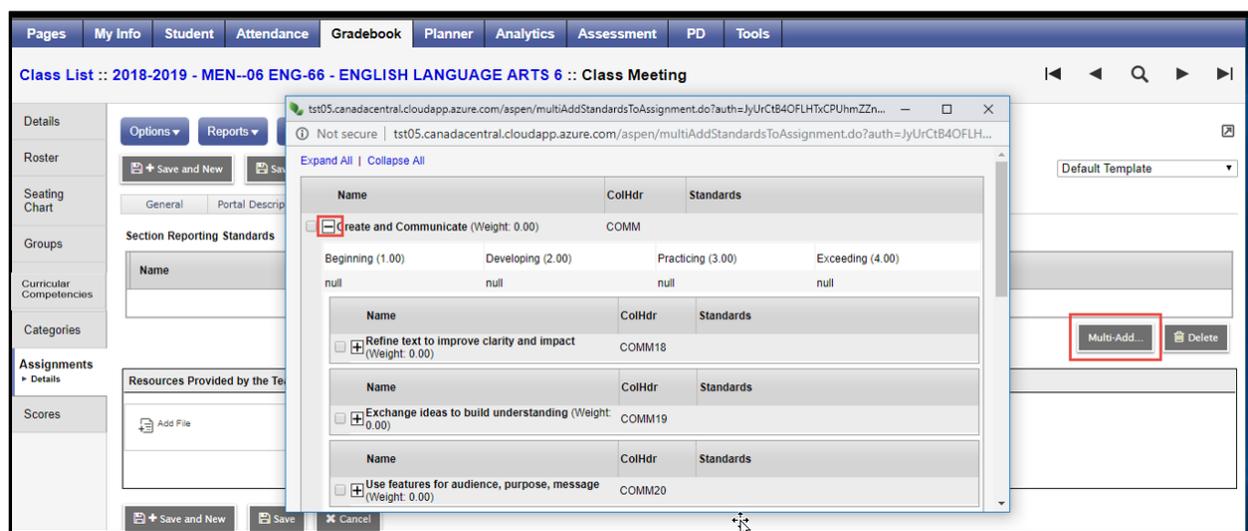
### 4.3.2 Portal Description tab

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



### 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.



### 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**

Groups | Select the students to exclude from this assignment

Curricular Competencies | Included Students | Excluded Students

Categories | Abner, Lubby | Abner, Lubby

**Assignments > Details**

Scores

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 | Last 30 days

Search: | Attendance | Grades

• 06/28/2019 - Assignment Grade (FRENCH 8) Grade: \_3XCLUD3D\_ Assignment: Generic Assignment

**To Do**

Overdue Online Assignments |  Today |  Tomorrow | [Week View](#)

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

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.
<b>Abner, Lubby</b>	2023	0	83.0 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

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

## 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

**Scores**

Student

Assignment

Options ▾
Reports ▾
Help ▾

View
Standard
Term
Display
Status

Traditional  Standards
Synthesize ideas to bu
Term
 Grade  Color  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				
<b>Average score</b>		1.0	1.0	1.0	

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--0

+ Add Assignment

Name	YOG	Term US (Trend)	Term US (Avg)	Average of Standards Term
Collicuttjesso, Kaiying	2028			
Goronai, Criszel	2028			
Iscala, Monta	2028			
Kovelakaru, Gerritt	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--0

Update Post Columns... Post Grades...

Name	YOG	Term Grade	Com	Final	Term
Collicuttjesso, Kaiying	2028				
Goronai, Criszel	2028				
Iscala, Monta	2028				
Kovelakaru, Gerritt	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



## 6.0 Reports

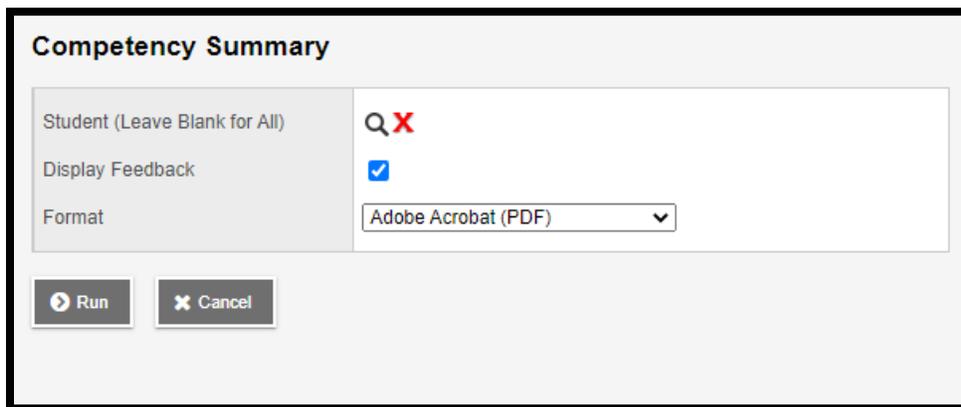
### 6.1 Competency Summary Report

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.



**Competency Summary**

Student (Leave Blank for All)

Display Feedback

Format

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

## Competency Summary

Zynyn Abdulbaqi

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

Mrs. Parasdeep Afosamunoz

### Proficiency Scale

Emerging   Developing   Proficient   Extending

23/11/2022	<p><b>Assignment: Assignment 1</b></p> <p><i>Feedback: Assignment feedback comment</i></p> <p>Extending Access ideas and evaluate relevance, accuracy</p> <p>Proficient Apply comprehension strategies, inquiry</p> <p>Developing Comprehend and Connect</p> <p>Emerging Construct connections between self, text, world</p> <p>Emerging Recognize features etc. have different purposes</p> <p>Developing Recognize how language constructs identity</p> <p>Extending Recognize range of text structures</p> <p>Proficient Recognize role of contexts in texts</p> <p>Developing Recognize story &amp; oral tradition for First People</p> <p>Emerging Recognize validity of First Peoples oral tradition</p> <p>Extending Respond to text - personal, creative, critical</p> <p>Developing Synthesize ideas to build understanding</p> <p>Proficient Think critically, creatively, reflectively</p> <p>Extending Understand how literary elements enhance meaning</p>
23/11/2022	<p><b>Assignment: Assignment 2</b></p> <p><i>Feedback: Assignment feedback comment</i></p> <p>Extending Create and Communicate</p> <p>Developing Exchange ideas to build understanding</p> <p>Emerging Express an opinion and support it with credible evidence</p> <p>Extending Refine text to improve clarity and impact</p> <p>Extending Transform ideas and information to create original texts</p> <p>Proficient Use and experiment with oral storytelling processes</p> <p>Extending Use features for audience, purpose, message</p> <p>Developing Use increasing repertoire of conventions</p> <p>Extending Use writing and design processes to create text</p>

## 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.

Code	Behavior	Missing?	Color
ILL	Exempt from calculations	N	Yellow
NHI	Exempt from calculations	N	Purple

### 7.2 Setting Colours to Proficiency Scales

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

SeqNo	Id	Name	Points	Mastery?	Colors
10	EE	Exceeding Expectations	4.0	Y	Purple
20	ME	Meeting Expectations	3.0	Y	Green
30	AE	Approaching Expectations	2.0	Y	Cyan
40	NYM	Not Yet Meeting Expectations	1.0	N	Pink

Showing colours in Gradebook

Name	Score	CAUSE95	CONT95	EJ05	EV01	IN01	PERS06	SIG4	SIG5	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												
Assignment 1: 03/03 EOL	1		ME			EE		AE				
Map Skills and Analysis: 08/03 EOL	1		AE			NYM	ME		ME			
Primary Document Analysis: Tugs: 17/03 EOL	0			AE	ME	MS	AE	AE			Feedback to the student	Private teacher notes
Term INQ01 (Trend)	2.0											

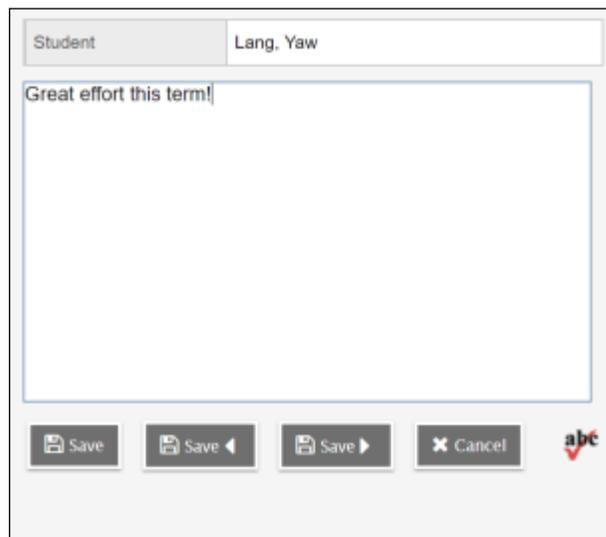
## 7.3 Report Card Comments

### 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.

