Quick Guide

Gradebook: Associating Competencies to Assignments

Overview:

This guide describes the steps for setting up assignments in the gradebook for the purposes of posting grades to the Competency Report Card template used in the Elementary grade levels.

Steps:

You must first create an assignment and save it before associating competencies since the list of competencies depends on the course that is selected for the assignment. After creating assignments you can follow these steps to associate the competencies to assignments.

1. Click **My Courses** to open the Gradebook.

2. Select a class from the **Course** drop-down.

   Course: | 1_English 0141ENG01 (1234) | ▼
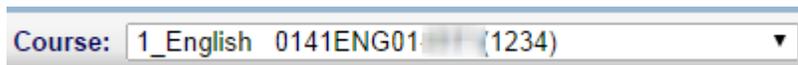
3. Click the ⬇ near the column header of an assignment and select ☑ Manage .

4. The "Update Assignment" pop-up window displays. Scroll down until the **Competencies** section is visible. The competency tasks that are associated with the course will be displayed. Each task corresponds to an assessment row that will be available on the elementary report card.

   Competencies tasks that display on the Assignment
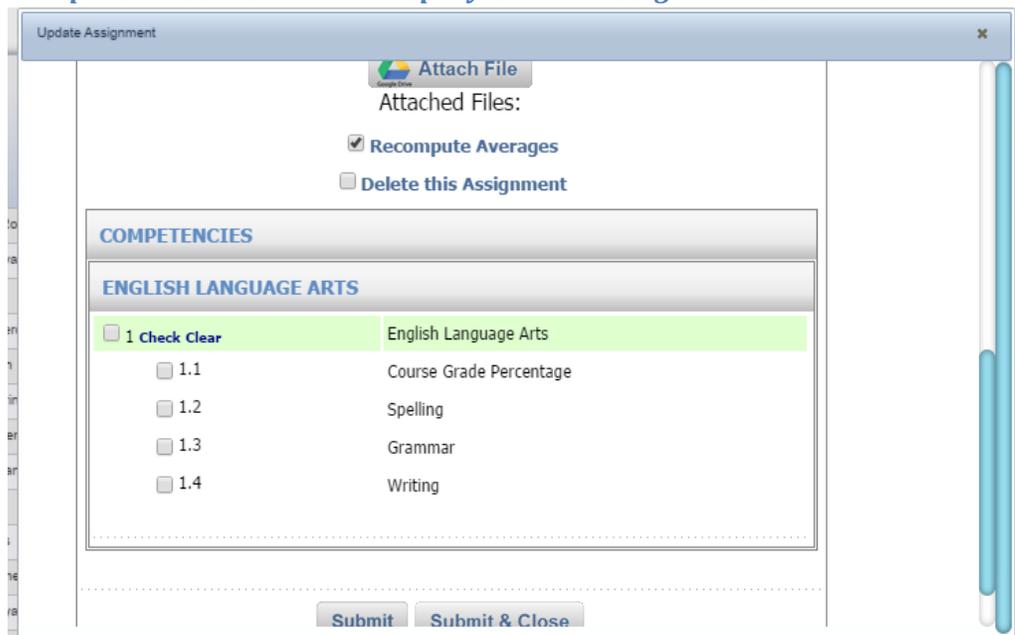
5. Check the competency task(s) that are associated with the assignment you are editing and click Submit .