

# Quick Guide: iTeacher - Submitting Competency Grades from Gradebook

## Overview:

The attached guide describes the steps for converting gradebook averages into competency grades for the purposes of producing a competency or skill-based report card for elementary grade levels.

Please note the following:

- Competencies and tasks must be assigned to individual assignments in the gradebook BEFORE submitting grades. ([Click here for more information](#))
- The assignment type weighting and the “drop score” features on the *Course Weights* screen are NOT used when the system calculates competency and task averages.

**\*\* See attached document below for complete guide and steps.**

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<http://www.imgsoftware.com/kb/entry/819/>