# Teachers: Customizing Reporting Standards For the Standards-Based Gradebook

http://www.yukonsis.ca/teachers.html

For each of your course sections, there are a set of Reporting Standards (Curricular Competencies) that can be attached to assignments in your gradebook. This set can be customized (add and delete).

Recommended: Keep what is in there, but you can add your own items. For example, some teachers like to use the curricular organizers/headers from the curriculum page:
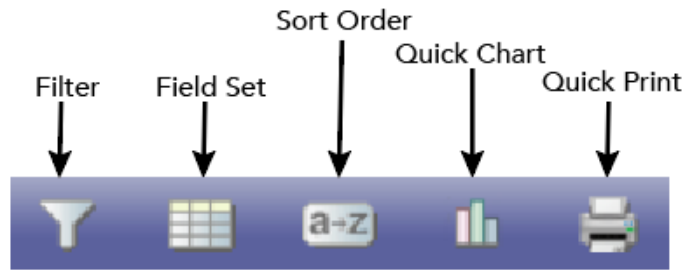


When I add items like that, I use ALLCAPS. It makes them bubble up to the top in the list of competencies, as shown here. There will be no "sub-items" within it.

This "Reasoning and Modelling" has competencies within it when you open it up.

# Initial Setup > Gradebook TopTab



Filter   Field Set   Sort Order   Quick Chart   Quick Print

## Manage Filters
1. Click on the FILTER Icon
2. Select Manage Filters…
3. Select the filter that you'd like as a default
4. Click the UP button until it is at the top
5. Click the SAVE button

## Manage Field Sets
1. Click on the FIELD SET Icon
2. Select Manage Field Sets…
3. Select the Yukon field set (it will become the default)
4. Click the UP button until it is at the top
5. Click the SAVE button

In the future, whenever you come to this screen, your defaults will automatically display.
For now, go back to the FILTER icon, and select the filter that you want, and the same with the FIELD SET icon.

Within the reporting standards for the course, there is a field set to set up, as well.

1. Gradebook TopTab
2. Select a course
3. Reporting Standards SideTab

## Manage Field Sets
1. Click on the FIELD SET Icon
2. Select Manage Field Sets…
3. Select the Yukon field set (it will become the default)
4. Click the UP button until it is at the top
5. Click the SAVE button

# Adding the "All" Standard

Your first standard should be the "All" standard, **which gets added to every assignment**. This provides an overall view of standards in your grade book.

1. Gradebook TopTab > Choose a course (check the box beside it)
2. Reporting Standards SideTab
3. Options > Add
4. Give your item a Name, a unique Column Header, and choose the rating scale.
5. For the All standard, you can also click Hide in Portal.

**Note: You don't click Hide in Portal for any other standards that you create.**



Now, when you click the Multi-Add button in an assignment Standards tab, you will see your new item in the list of competencies.