



# 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:

**Learning Standards**

**Curricular Competencies**

*Students are expected to be able to do the following:*

Reasoning and modelling ←

▶ Develop **thinking strategies** to solve puzzles and play games

Expand All | Collapse All

- REASONING AND MODELLING** ←
- + All (Weight: 0.00)
- + Communicating and Representing (Weight: 0.00)
- + Connecting and Reflecting (Weight: 0.00)
- + Reasoning and Modelling (Weight: 0.00) ←
- + Understanding and Solving (Weight: 0.00)

OK  Cancel

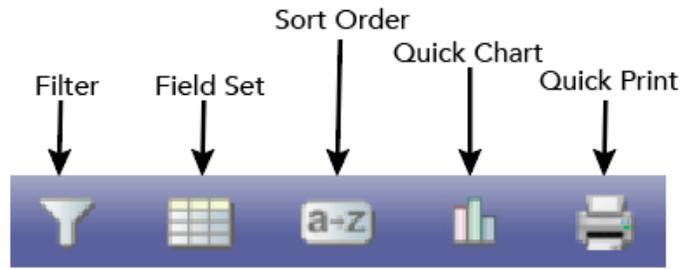
When I add items like that, I use ALLCAPS. It makes them bubble up to the top in the list of competencies, as shown here. There will be no “sub-items” within it.

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

## Initial Setup > Gradebook TopTab

### 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.**

The screenshot shows a form for adding a new standard. The fields are as follows:

Name *	All
Column header *	All
Hide in portal	<input checked="" type="checkbox"/>
<u>Rubric Rating Scale</u>	
Name *	05 - EMG-DEV-PRF-EXT
Description	EMG-DEV-PRF-EXT
Maximum points	4.0
Comment	05 - EMG-DEV-PRF-EXT

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

The screenshot shows the 'Standards' tab in an assignment interface. The interface includes a sidebar with navigation options like 'Details', 'Roster', 'Seating Chart', 'Groups', 'Reporting Standards', 'Categories', and 'Assignments'. The main content area has tabs for 'General', 'Portal Description', and 'Standards'. Below the tabs is a table for 'Section Reporting Standards' with columns for 'Name', 'ColHdr', and 'Standards'. The table currently shows 'No matching records'. At the bottom right of the table area are buttons for 'Multi-Add...' and 'Delete'.