Adding the Core Competencies

Note: If this is a new course or you did not import your previous course shell then skip to step #4.

1. First check to see if you have the old core competencies (3-point scale) in your course. Click Outcomes to view competencies are in your course.

2. If old core competencies exist (with the 3-point scale) you will want to Archive these. Click on +Group in your outcomes area to create an Archive CC folder:
3. Hold your mouse button and drag the old core competencies into the Archive CC folder you just created.

4. Now it is time to locate and add the new 5-point core competencies to your course. Still within the Outcomes tab - click on Find:
5. Click on Core Competencies. Click on the Competency you want to add and click Import. You will repeat this step for each competency for that semester.

6. The core competencies are now in your course. Now it is time to tag them to an artifact. Choose the artifact/assignment that you would like to tag and Click +Rubric:
7. Name the Rubric. Remove the automated 5 point “description of criterion” field and mark the checkbox “Hide score total for assessment results”

8. Now find your Core Competency by clicking Find Outcome.
9. Now choose your core competency, uncheck the box, and click Import.

10. Repeat this step for each core competency. Note: Some artifacts may have multiple core competencies tagged. Now under Speedgrader you can click “View Rubric” to view the rubric for scoring: