

Quick Reference - Add Assignment

Assignment Maintenance
My Pri

Add Assignment

Category: Clwk - 25% - Classwork
Description:
Detailed Description:
Assignment Group:
Entered Date: Thu, May 18 2017
Assign Date: May 18 2017 Thu, May 18 2017
Proposed Due Date: May 18 2017 Thu, May 18 2017
Actual Due Date: 01 2017
Max Score: 100
Weight Multiplier: 1.00
☒ Post to Family Access
☒ Post to Student Access

Save and Back
Save and Add Another
Save and Score
Undo
Back
Attach (0)
Options

Display Options
Show Score As: Score
☐ Show Comments
☐ Show On Lesson Scheduler
☐ Use Expected Levels of Performance (ELP) ?

Class Options ?

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
☒ 0012	SS		3 - 4	1	MTWRF	2108300 / 2001	Sociology
☐ 0012	SS	WH	1 - 4	2	MTWRF	2109320 / 3002	World History Honors
☐ 0012	SS		3 - 4	3	MTWRF	2108300 / 2003	Sociology

ADD ASSIGNMENT

In Gradebook, select **Assignment > Add Assignment** to create a new assignment.

- **Category** – Select a category code from the dropdown menu. The categories displaying are based upon the ones selected to be used by the class.
- **Description** – Enter the description of the assignment; maximum of 30 characters. Example – Chapter 1 Test, Worksheet 1B.
- **Detailed Description** - Enter a detailed explanation of the assignment; maximum of 3000 characters. **The Detailed Description can be viewed within Family and Student Access.** Click the icon to access a larger window to view and enter the Detailed Description. Example - Chapter 1 Test covering equations.
- **Assignment Group** – The Assignment Group allows you to create a customized grouping for assignments. You can choose to Sort Assignments by Assignment Group in the Assignment Display Options. Example - Unit 1, Unit 2, etc. As a result, all assignments with the corresponding assignment group would display together on the Gradebook Main Screen.
- **Assign Date** - Enter the date the assignment was given to the students; it defaults to the current date.
- **Proposed Due Date** - Enter the date you anticipate that the assignment will be due. You can enter a future Assign and Proposed Date; this allows the assignment to display as a future assignment in Family and Student Access.
- **Actual Due Date** - Date entered for assignment receiving an extension. An example of when you would enter an actual due is when you had an inclement weather day or just do not get to the assignment on the proposed due date. The actual due date will supersede the proposed due date.
- **Max Score** - Enter the maximum value a student may receive for the assignment; extra credit should not be included in this number. Assignments created to solely track extra credit can be created with a max score of zero.

- **Weight Multiplier** – Typically this value remains at '1' unless you wish to adjust the assignment value for varying difficulty in assignments.
Example: Assignment has a maximum score of 100. If you change the 'Weight Multiplier' field to .5, the assignment is given half the value or would reflect a maximum score of 50. By changing the 'Weight Multiplier' to 2, the assignment maximum score would double to 200. These values will print on reports and can display on the Gradebook Main Screen.
- **Show Assignment Score As** - Allows you to determine how the assignment will display on the Gradebook Main Screen. Options include:
 - o **Score** – Displays the student's score for the assignment.
 - o **Unweighted Score** – Displays the student's unweighted score for the assignment; only used if entering a Weight Multiplier other than 1.
 - o **Check** – Displays a check mark for any student that has a score for the assignment.
 - o **Percent** – Displays the student's percentage for the assignment.
 - o **Grade Mark** – Displays the grade mark earned on the assignment.
- **Show Comments** - Allows you to display the free form comment entered when scoring the assignment.
- **Select the Classes where the Assignment should be added** - Check the box to the left of any class(es) that will be using the same assignment information. If a class is grayed out, it is because the class does not contain the selected Category or does not contain the selected Assign and Due Dates.

Buttons found on the right side of the Assignment screen:

- **Attach** - Allows you to attach a file to the assignment. This option can be an effective method of communicating worksheets and homework questions to absent students because the attachment displays in Family and Student Access. You will click on the **Browse** button to locate the file and then click on **Upload** to attach the file to the assignment. After the file(s) have been attached to the assignment, you will click on the **Save** button.
- **Options** - Allows you to make this assignment an online assignment that can be completed through Student Access.
- **Attach Academic Standards/Benchmarks** - Allows you to attach Benchmarks/Academic Standards (Common Core or state/local defined standards) to an assignment.

Assignment Save Options

- **Save and Back** – This option will save the assignment and allow you to go back to the Gradebook Main Screen.
- **Save and Add Another** – If this option is selected, it will save the current assignment and allow you to create another assignment.
- **Save and Score** – This option allows you to save the current assignment and then go directly to the score entry screen.