

PTP Assignments - Creating an Assignment

Before you begin creating assignments:

- [create categories so you can group assignments by type](#)
- [set-up the traditional final grade calculation for the current reporting term](#)

Assignments can be viewed on both the Assignments and Scoresheet pages.

Set up assignments at the beginning of a school term or at any time during the term.

To save time, duplicate existing assignments or create duplicates while creating a new assignment or [come back later to copy the assignment](#).

For weighted category grade calculations to function properly please insure: each assignment within a category must be worth an equal number of points AND there is at least 1 graded assignment to each category. Ideally there will be a minimum of 3 graded assignments in each category.

Creating an Assignment:

- Create (plus sign) > Assignment
- Select a class (or classes)
Click outside the Select Classes menu to close it.
- Enter the name of the assignment
- Select a category
- Select a score type
- Enter the number of score entry points
- Count in final grade = check to include, uncheck to exclude
- Enter the assignment due date ([select a date within the date range for the desired reporting term](#))
The default due date is today's date.
- Enter a description; hyperlinks and photos can be included
- Click the Students tab > verify that the assignment applies to all students
To apply the assignment to a selection of students, click Add/Remove Students. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.
- Open the Publish Assignment menu and choose when to publish the assignment for students and parents
- To publish students' scores once you've scored the assignment, check Publish Scores
- Click Save and Close at the bottom of the Create window Instead of closing the edit window, you could also copy the assignment by clicking Duplicate at the bottom of the Create window.

[Score the new assignment immediately by clicking Score Assignment in the alert at the top of the window](#)