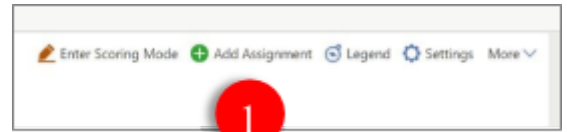


Adding an Assignment to Your Gradebook

You can add an assignment to your gradebook from the gradesheet (click Menu / Gradebook / Gradesheet) or from the assignments list (click Menu / Gradebook / Assignments).

1. From either screen, click Add Assignment at the top right corner of the window.



2. This is the Add Assignment screen. Choose *assigned* and *due* dates.

A screenshot of the 'Add Assignment' screen in Skyward. The screen is titled 'Add Assignment' and 'Enter Assignment Details'. It has a dark blue header with navigation links like 'What's New', 'My Tasks', 'Knowledge', 'Help Center', and 'New Window'. Below the header are several tabs: 'Save & Add Attachment', 'Save & Clone', 'Save & Add Another', 'Save & Enter Scores', 'Save', and 'Cancel'. The main form area contains several sections: 'Course Code' (ELM201), 'Class Description' (SECOND GRADE), 'Section' (MIE), 'Section Length' (YR), 'Start Date' (09/06/2022), 'End Date' (06/23/2023), and 'Primary Display Period' (1). Below this is the 'ASSIGNMENT DETAILS' section, which includes fields for '*Assigned Date' (06/23/2023 Friday), '*Due Date' (06/23/2023 Friday), '*Category' (a dropdown menu), '*Assignment Name', and 'Assignment Description'. There are also fields for 'Subjects / Standards' with 'Subject' and 'Standard' dropdowns. At the bottom, there are checkboxes for 'Post to Family / Student Access' and 'Use Grade Mark Scoring', along with fields for '*Max Score', '*Weight' (1.00), and 'Score Display Type' (Score (unweighted)). A 'CLASSES TO SYNC TO' table is also visible. A red circle labeled 2 highlights the '*Assigned Date' field, a red circle labeled 3 highlights the '*Due Date' field, a red circle labeled 4 highlights the '*Category' dropdown, and a red circle labeled 3 highlights the '*Assignment Name' field. An inset window titled 'ASSIGNMENT DETAILS' is shown in the bottom right, showing a similar form with a red circle labeled 3 highlighting the '*Category' dropdown. This inset window also shows a table with 'Category Code' and 'Category Description' columns, with 'SB' and 'STANDARDS BASED' highlighted.

3. Use the dropdown to select a category for the new assignment. The category for elementary gradebooks is set to "Standards Based" by default.

4. Add a name and description for the assignment.

5. Use the dropdown to choose standards to associate with the assignment. If you are assessing multiple standards with this assignment, see the *Assessing Multiple Standards* quick guide.

The screenshot displays the 'Add Assignment' form in the Skyward system. The form is titled 'Add Assignment' and 'Enter Assignment Details'. It includes a top navigation bar with 'What's', 'My', 'My Tasks', and 'Knowledge' links. The form is divided into several sections:

- Assignment Details:** Includes fields for Course Code (ELM201), Class Description (SECOND GRADE), Section (MIE), Section Length (YR), Start Date (09/06/2022), End Date (06/23/2023), and Primary Display Period (1).
- ASSIGNMENT DETAILS:** Includes fields for Assigned Date (06/23/2023 Friday), Due Date (06/23/2023 Friday), Category (dropdown), Assignment Name, and Assignment Description.
- Subjects / Standards:** Includes a Subject dropdown, a Standard dropdown, and a 'Clear Subject / Standard' button.
- Post to Family / Student Access:** Includes a checkbox for 'Post to Family / Student Access' (checked), 'Use Grade Mark Scoring' (unchecked), 'Max Score' (dropdown), 'Weight' (1.00), and 'Score Display Type' (Score (unweighted)).
- CLASSES TO SYNC TO:** Includes a table with columns for 'Sync To Class', 'Class Description', and 'Course Code'. The table shows 'SECOND GRADE' and 'ELM201'.

A red circle highlights the 'Standard' dropdown in the 'Subjects / Standards' section. Another red circle highlights the 'Post to Family / Student Access' checkbox. A third red circle highlights the 'Standard' dropdown in the 'CLASSES TO SYNC TO' table.

Description	Key
Select Career Planning and Life Management	GRADE 2.02.Career-16
Select Culture and the Arts	GRADE 2.02.Cultu-16
Select Information and Communication Technology	GRADE 2.02.Infor-16
Select Interdisciplinary Skills and Attributes	GRADE 2.02.Inter-16
Select Mathematics Common Core State Standards	GRADE 2.02.Mathe-16
Select Reading	GRADE 2.02.Read-44
Select Reading at Grade Level	GRADE 2.02.Read-45
Select Reading Foundational Skills	GRADE 2.02.Read-46
Select Science	GRADE 2.02.Scienc-16
Select Social Studies	GRADE 2.02.Socia-16

6. Make sure the Post to Family/Student Access box is checked if you want the assignment to be visible to students and families.

CLASSES TO SYNC TO								
Sync To Class	↑1 Class Description	↑3 Course Code	Section	Start Date	End Date	↑2 Primary Display Period	Days	Entity Code
☐	PE 2/3	ELM290	LAR	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE 2/3	ELM290	MCC	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE-1ST GRADE	ELM170	ERN	09/03/2024	06/18/2025	0	MTWRF	122
☐	PE-1ST GRADE	ELM170	TRO	09/03/2024	06/18/2025	0	MTWRF	122
☐	PE-1ST GRADE	ELM170	AZO	09/03/2024	06/18/2025	3	MTWRF	116
☐	PE-2ND GRADE	ELM270	GOR	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE-2ND GRADE	ELM270	STG	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE-3RD GRADE	ELM370	DEL	09/03/2024	06/18/2025	3	MTWRF	122
☒	PE-4TH GRADE	ELM470	HOB	09/03/2024	06/18/2025	3	MTWRF	122
☒	PE-4TH GRADE	ELM470	MOO	09/03/2024	06/18/2025	3	MTWRF	122
☒	PE-4TH GRADE	ELM470	MID	09/03/2024	06/18/2025	3	MTWRF	122
☒	PE-5TH GRADE	ELM570	EMI	09/03/2024	06/18/2025			122
☒	PE-5TH GRADE	ELM570	HIS	09/03/2024	06/18/2025	3	MTWRF	122
☒	PE-5TH GRADE	ELM570	WIL	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE-KINDERGARTEN	ELM070	BER	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE-KINDERGARTEN	ELM070	IVE	09/03/2024	06/18/2025	3	MTWRF	122
☐	PE-KINDERGARTEN	ELM070	CRE	09/03/2024	06/18/2025	3	MTWRF	122

Add Assignment
Enter Assignment Details

Save & Add Attachment

Save & Clone

Save & Add Another

Save & Enter Scores

Save

Cancel

Course Code	Class Description	Section	Section Length	Start Date	End Date	Primary Display Period
ELM201	SECOND GRADE	MIE	YR	09/06/2022	06/23/2023	1

ASSIGNMENT DETAILS

*Assigned Date

06/23/2023 Friday

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