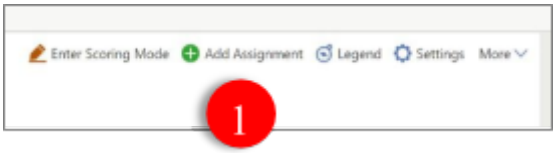
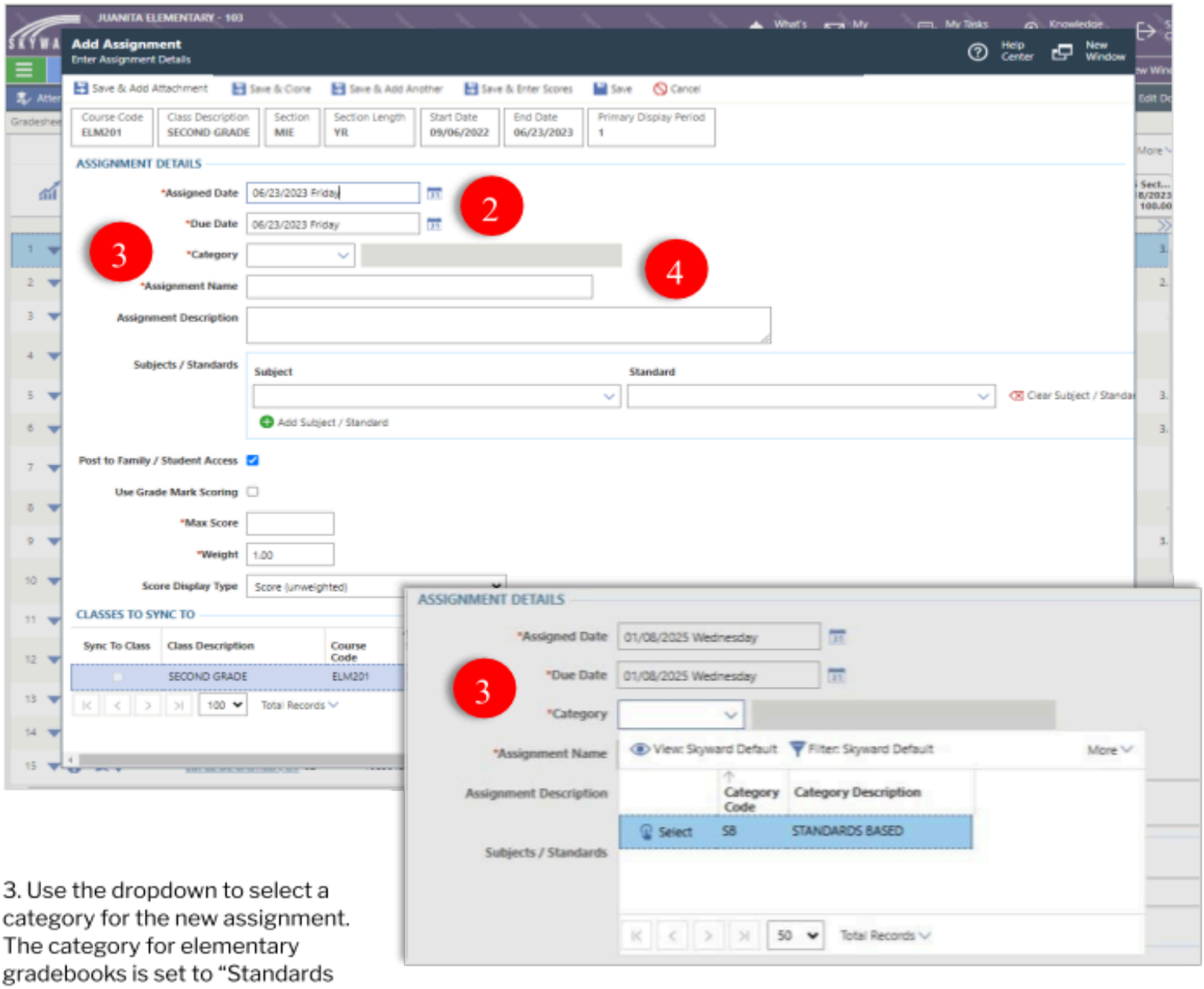
Adding an Assignment to Your Gradebook

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.



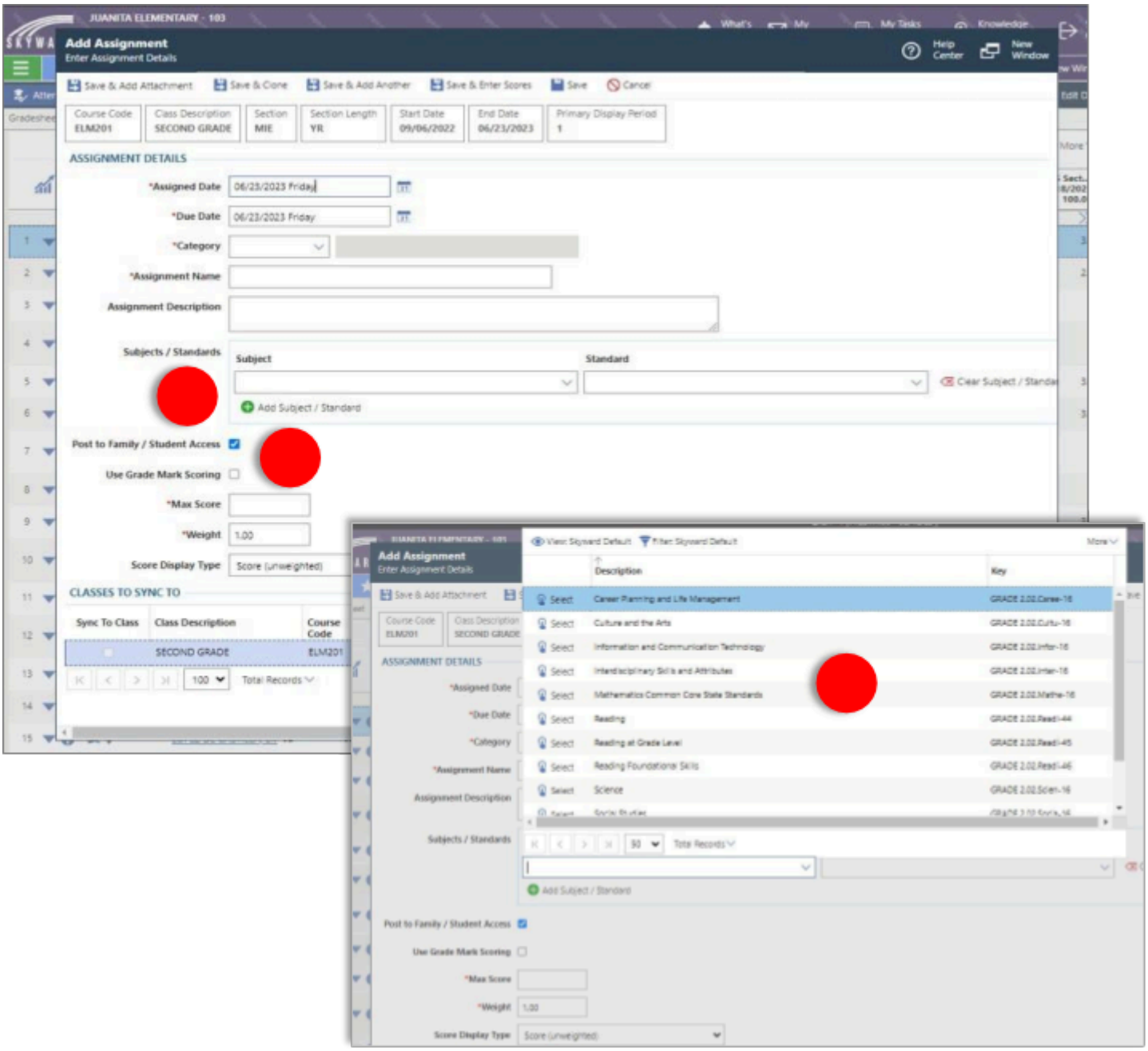
2. This is the Add Assignment screen. Choose *assigned* and *due* dates.



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

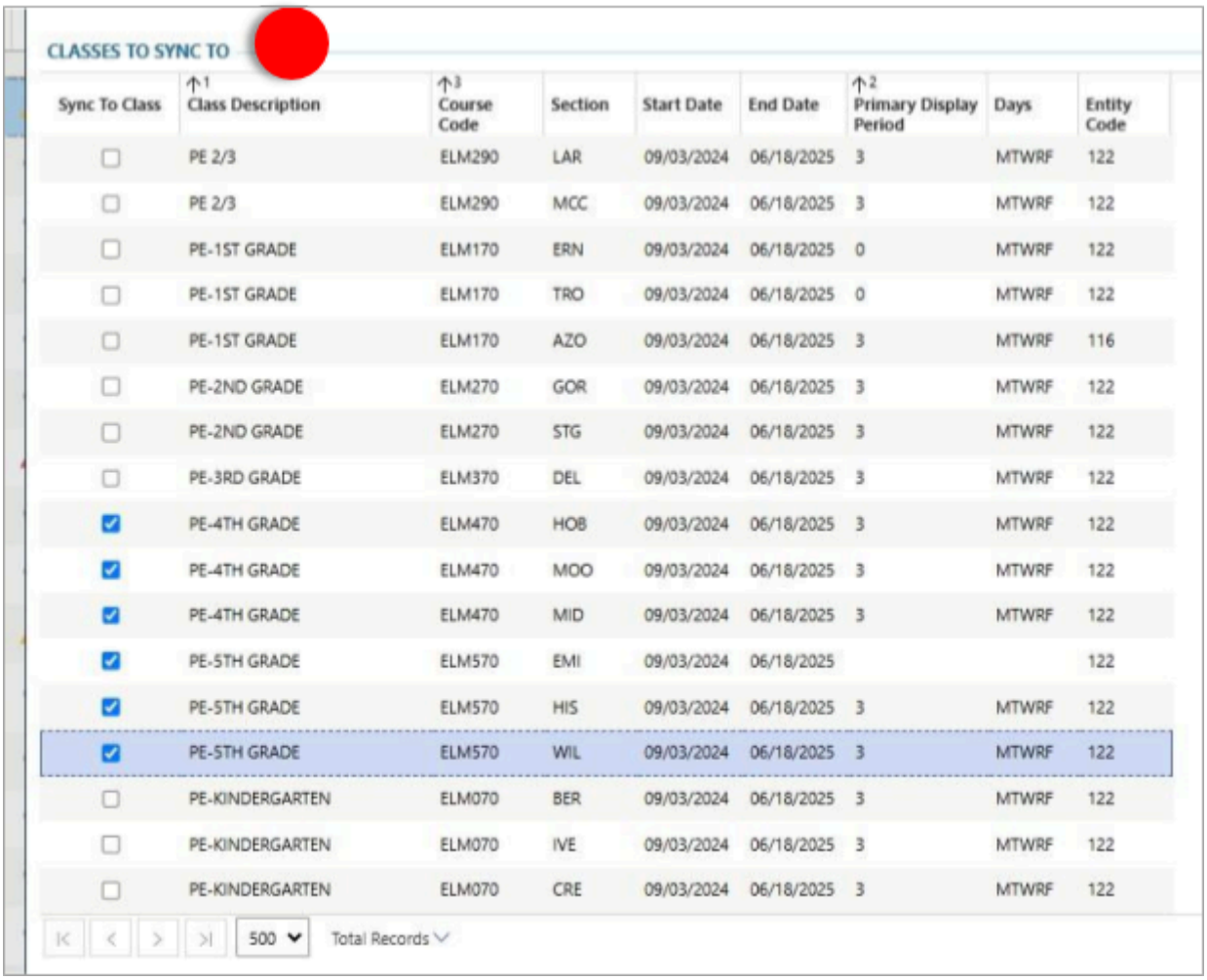
4. Add a name and description for the assignment.

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.



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

7. To save time, you can add the new assignment to multiple classes at once. Scroll to the Classes to Sync to section at the bottom of the window. Check the boxes next to any additional classes you'd like to add the assignment to.



Sync To Class	Class Description	Course Code	Section	Start Date	End Date	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

500 Total Records

8. If you wish to proceed immediately to scoring the assignment, click Save and Enter Scores at the top of the window. This will return you to the gradesheet in score-entry mode (with editable fields where you can enter scores). For more information about entering scores, see the *Scoring Assignments* quick guide.

