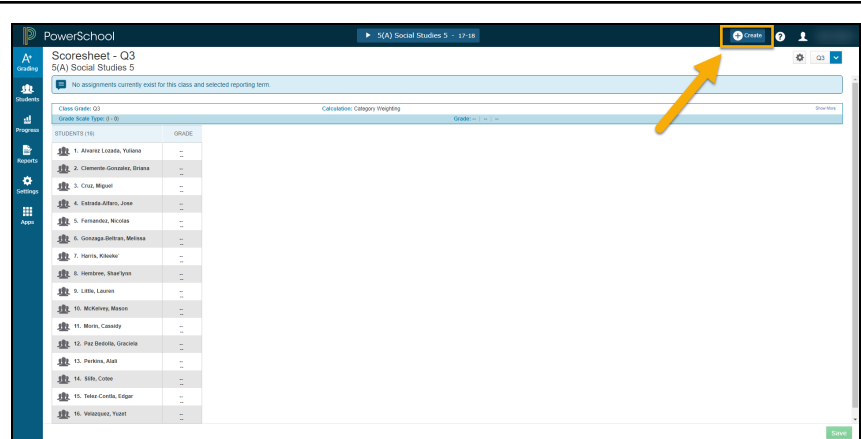


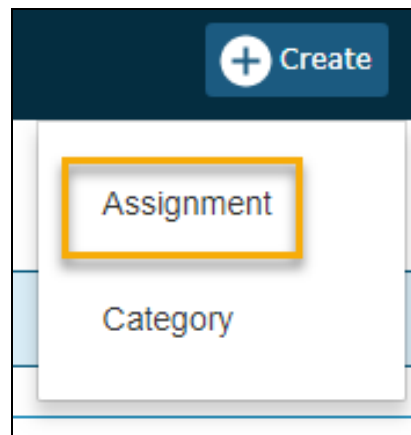
Creating an Assignment

View assignments on both the **Assignments** and **Scoresheet** pages. Set up assignments at the beginning of a school term or at any time during the term.

1. In the top right corner, click on the **Create** button.



2. Select **Assignment**



3. Open the **Select Classes** menu and select a class.

A screenshot of the 'Create: Assignment' form. The 'Select Classes' dropdown menu is highlighted with a yellow box. The form includes fields for 'Assignment Name*', 'Category *', 'Score Type', 'Score Entry Points*', 'Count in Final Grade', 'Due Date*', and 'Description'.

4. You can select multiple classes if needed. Click outside of the Select Classes menu to close it.

The screenshot shows a 'Select Classes' dropdown menu. It has a title bar with 'Select Classes' and a close button. The menu lists several classes with checkboxes for selection. The first class, '5(A) Social Studies 5', is selected (checkbox is checked). Below it is a section for 'Other Classes'. The second class, '1(A) Homeroom Grade 5', is not selected. The third, fourth, and fifth classes are all '5(A) Social Studies 5' and are all selected. The sixth class is '6(A) Penmanship 5' and is not selected. All classes listed have '17-18' in the right column.

Class Name	Year	Selected
5(A) Social Studies 5	17-18	☒
Other Classes		
1(A) Homeroom Grade 5	17-18	☐
5(A) Social Studies 5	17-18	☒
5(A) Social Studies 5	17-18	☒
5(A) Social Studies 5	17-18	☒
6(A) Penmanship 5	17-18	☐

5. Enter the **Assignment Name**

The screenshot shows the 'Create: Unit Test 1' form. It has tabs for 'Assignment', 'Students', and 'Publish'. The 'Assignment' tab is active. The 'Classes' section shows '4 Classes: Social Studies 5 [5(A), 5(A), 5(A), 5(A)] (More)'. The 'Assignment Name*' field is highlighted with an orange box and contains the text 'Unit Test 1'. The 'Category *' field has a 'Select Category' dropdown. The 'Score Type' field has a 'Points' dropdown. The 'Score' field has '+ Extra Points' and '+ Weight' buttons. The 'Score Entry Points*' field contains the number '10'.

6. Select a **Category** for the assignment

The screenshot shows the 'Create: Unit Test 1' form with the 'Select Category' dropdown open. The dropdown menu is highlighted with an orange box and shows four options: 'Major (District)' with a red square, 'Minor (District)' with a purple square, 'Homework (District)' with a blue square, and 'Exam (District)' with a green square. The 'Assignment Name*' field contains 'Unit Test 1'. The 'Classes' section shows '4 Classes: Social Studies 5 [5(A), 5(A), 5(A), 5(A)] (More)'. The 'Score Type' field has a 'Points' dropdown. The 'Score' field has '+ Extra Points' and '+ Weight' buttons. The 'Score Entry Points*' field contains the number '10'.

7. Select a **Score Type** such as Points or Percentage

The screenshot shows the 'Create: Unit Test 1' form. The 'Score Type' dropdown menu is highlighted with a yellow box and is set to 'Points'. Other visible fields include 'Assignment Name*' (Unit Test 1), 'Category *' (Major (District)), 'Score Entry Points*' (100), and 'Due Date*' (Friday 3/23/2018).

8. You can add extra **Score Points**, if the assignment was eligible for bonus points above 100.

The default **Score Entry Points** is set at 100

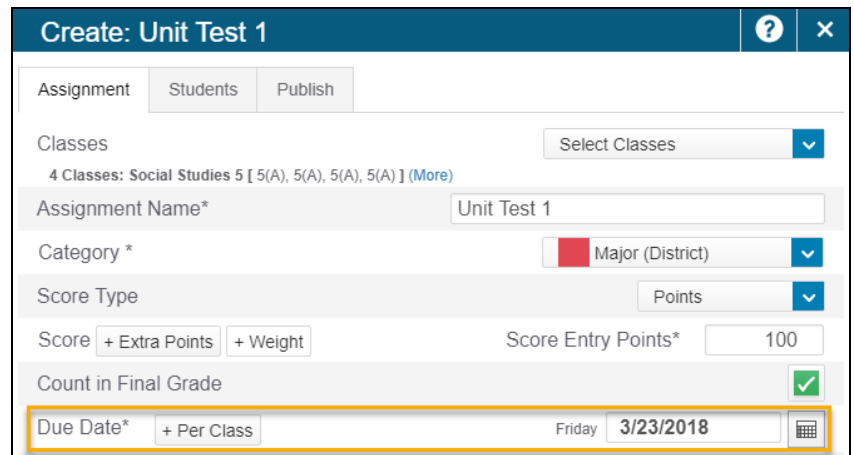
The screenshot shows the 'Create: Unit Test 1' form. The 'Score Entry Points*' input field is highlighted with a yellow box and contains the value '100'. Other visible fields include 'Assignment Name*' (Unit Test 1), 'Category *' (Major (District)), 'Score Type' (Points), and 'Due Date*' (Friday 3/23/2018).

9. To include the assignment in the students' final grades, verify that **Count in Final Grade** is checked.

The screenshot shows the 'Create: Unit Test 1' form. The 'Count in Final Grade' checkbox is highlighted with a yellow box and is checked. Other visible fields include 'Assignment Name*' (Unit Test 1), 'Category *' (Major (District)), 'Score Type' (Points), 'Score Entry Points*' (100), and 'Due Date*' (Friday 3/23/2018).

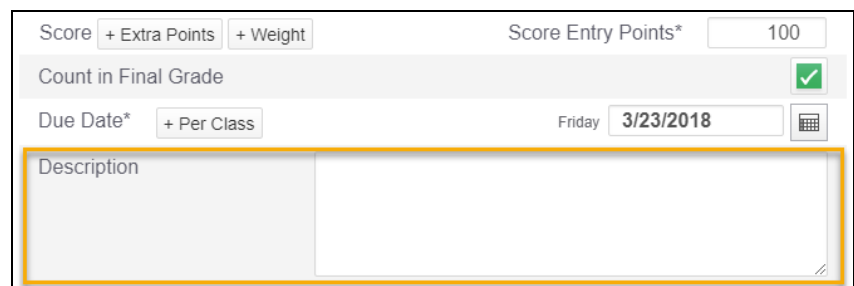
10. Enter the assignment **Due Date**.

The default due date will be that particular date.



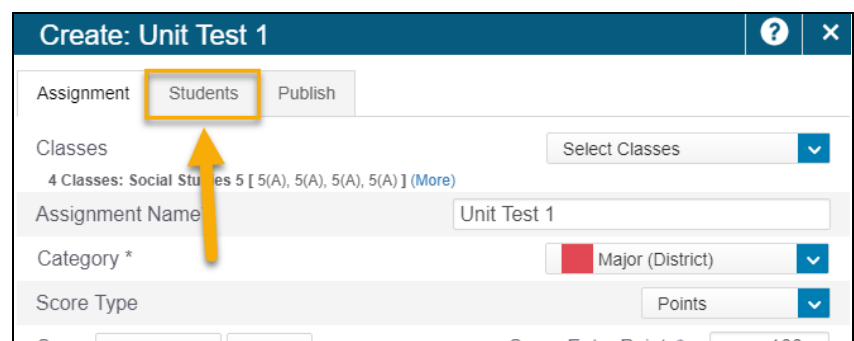
The screenshot shows the 'Create: Unit Test 1' form. The 'Assignment' tab is selected. The 'Due Date' field is highlighted with a yellow box. The due date is set to Friday, 3/23/2018. Other fields include 'Assignment Name' (Unit Test 1), 'Category' (Major (District)), 'Score Type' (Points), 'Score Entry Points' (100), and 'Count in Final Grade' (checked).

11. You may enter a **Description** for the assignment.



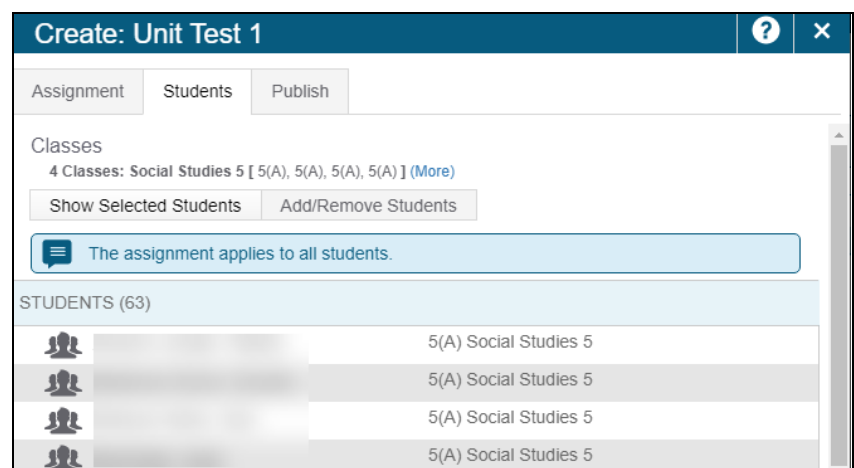
The screenshot shows the 'Create: Unit Test 1' form. The 'Description' field is highlighted with a yellow box. The due date is still Friday, 3/23/2018. Other fields include 'Score Entry Points' (100), 'Count in Final Grade' (checked), and 'Due Date' (Friday, 3/23/2018).

12. Click on the **Students** tab



The screenshot shows the 'Create: Unit Test 1' form. The 'Students' tab is highlighted with a yellow box and an orange arrow. The 'Assignment' tab is also visible. The 'Due Date' field is still Friday, 3/23/2018. Other fields include 'Score Entry Points' (100), 'Count in Final Grade' (checked), and 'Assignment Name' (Unit Test 1).

13. Verify that the assignment applies to all students.



The screenshot shows the 'Create: Unit Test 1' form. The 'Students' tab is selected. A message box says 'The assignment applies to all students.' Below this, there is a list of students under the heading 'STUDENTS (63)'. The list shows four students, all with the name '5(A) Social Studies 5'.

14. To apply the assignment to a selection of students, click **Add/Remove Students**. Then click the check box next to each students' name that you wish to remove from the assignment.

Create: Unit Test 1

Assignment Students Publish

Classes
4 Classes: Social Studies 5 [5(A), 5(A), 5(A), 5(A)] [\(More\)](#)

Show Selected Students **Add/Remove Students**

The assignment applies to all students.

FILTER

		5(A) Social Studies 5	☒
		5(A) Social Studies 5	☒
		5(A) Social Studies 5	☒

15. Click **Save** or **Save and Close** to finalize the assignment.

Duplicate Save **Save and Close**