

GRADEBOOK: CREATING AN ASSIGNMENT

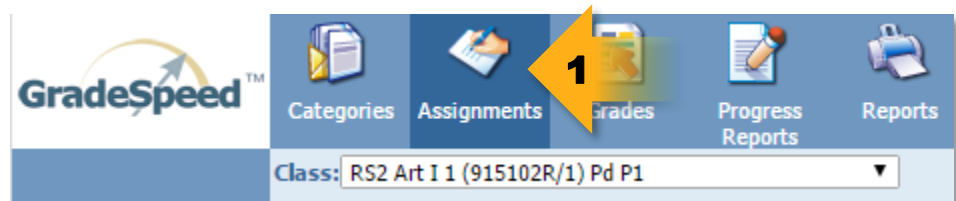
Quick Start Guide

This Quick Start Guide will take you through the process of creating an assignment in your Gradebook, including extra credit entries and attaching documents.

Note: Grading Categories must be established before creating an assignment. See *QSG Modifying Grading Categories* for details.

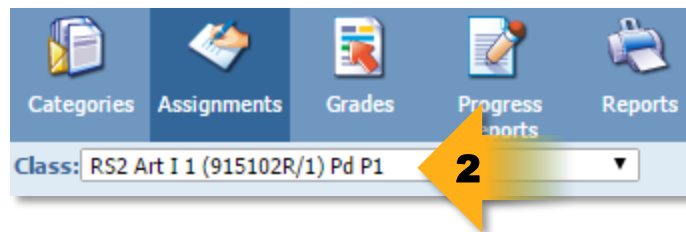
Open the Assignments Screen

1. In the menu bar, click "Assignments."



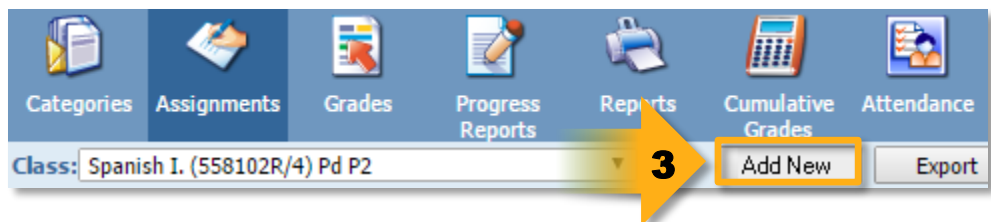
Select a Class

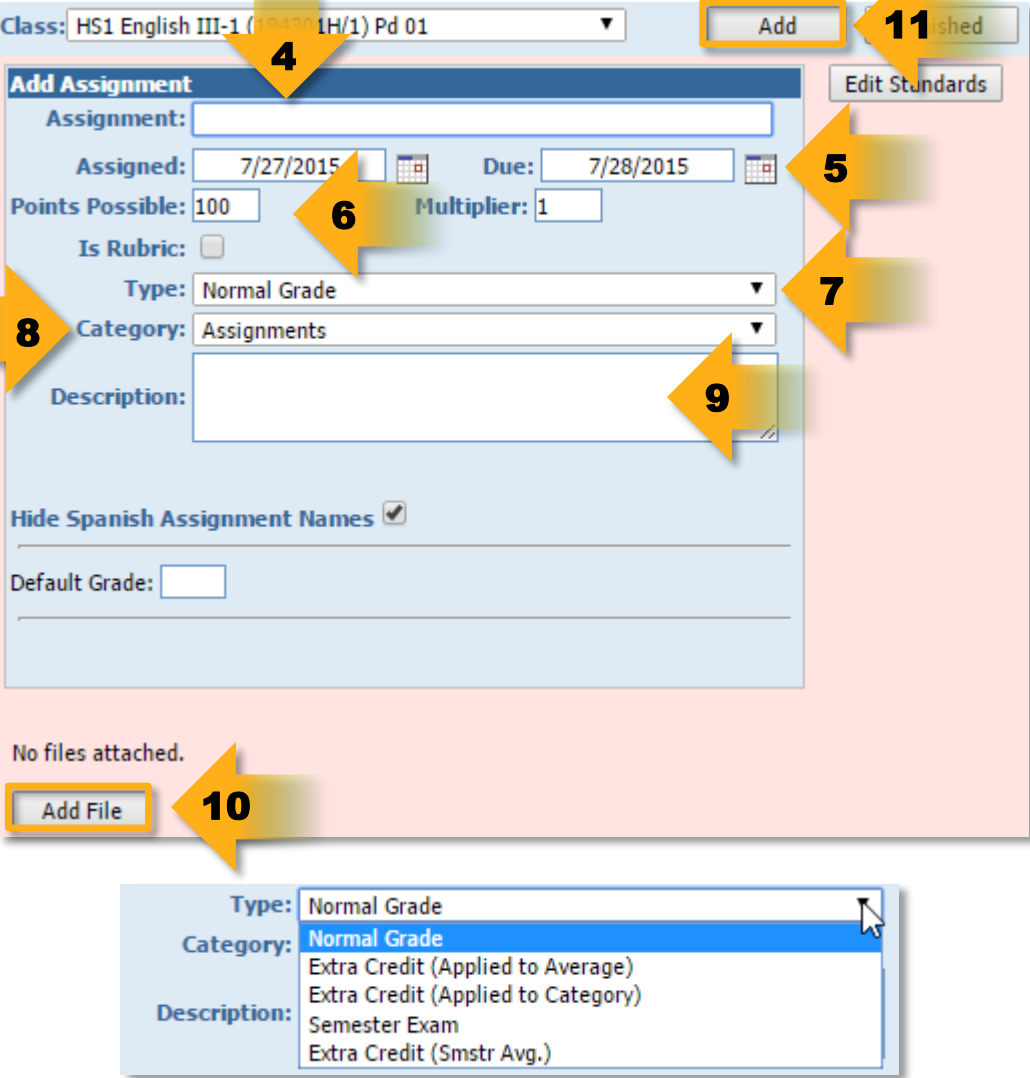
2. In the Class dropdown, select the desired class.



Add New Assignment

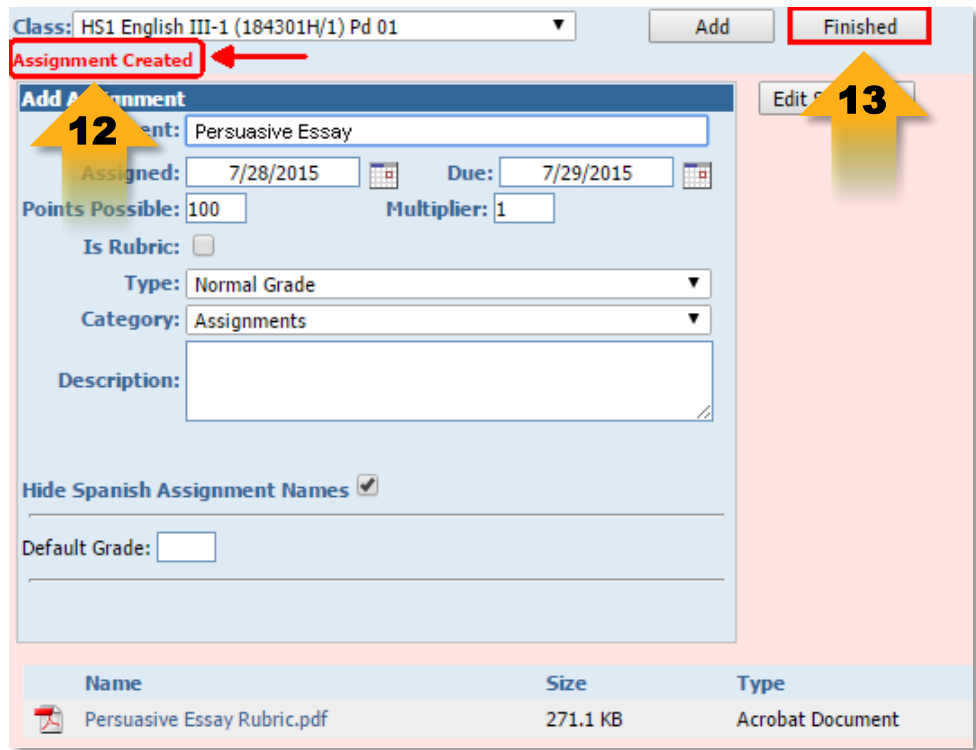
3. Click .



<p>Enter Assignment Details</p> <p>4. Type the name of the assignment.</p>	
<p>5. Enter assigned and due dates.</p>	
<p>6. Populate the points possible.</p>	
<p>7. Indicate the assignment type. For extra credit, change the type to "Extra Credit."</p> <p><i>Note: See extra credit options on the second image below.</i></p>	
<p>8. Select the grading category to which this assignment will apply.</p>	
<p>9. Enter a description if desired.</p> <p><i>Note: Class description is displayed in Parent Portal.</i></p>	
<p>10. Click Add File to attach a file if desired, such as a rubric or syllabus.</p> <p><i>Note: Attached files are available in Parent and Student Portals.</i></p>	
<p>11. Click Add to create the assignment.</p>	 <p>How to Enter Extra Credit?</p> <ul style="list-style-type: none"> -Extra Credit (Applied to Average): Apply extra points to a student's cycle average -Extra Credit (Applied to Category): Apply extra points to the overall assignment category (i.e. add 5 extra points to the 'Homework' category) -Extra Credit (Smstr Avg): Apply extra points to the overall semester average (i.e. add 5 extra points to the total points for the entire course at the semester level)

Go Back to the Assignments Page

12. When assignment creation has been successful, it will indicate it on the page.



Class: HS1 English III-1 (184301H/1) Pd 01

Assignment Created

Add Assignment

Assignment: Persuasive Essay

Assigned: 7/28/2015 Due: 7/29/2015

Points Possible: 100 Multiplier: 1

Is Rubric:

Type: Normal Grade

Category: Assignments

Description:

Hide Spanish Assignment Names

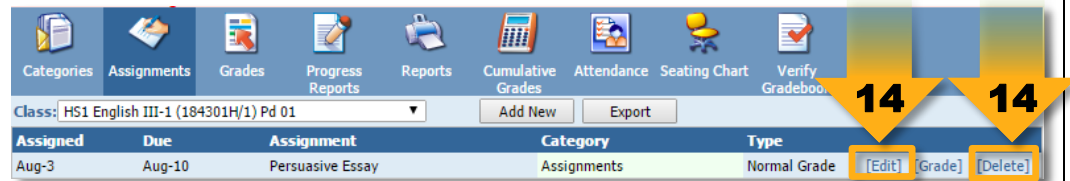
Default Grade:

Name	Size	Type
Persuasive Essay Rubric.pdf	271.1 KB	Acrobat Document

13. Click **Finished** to be taken back to the assignments landing page.

Making Changes to a Created Assignment

14. You can **[Edit]** or **[Delete]** an existing assignment here.



Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook

Class: HS1 English III-1 (184301H/1) Pd 01

Add New Export

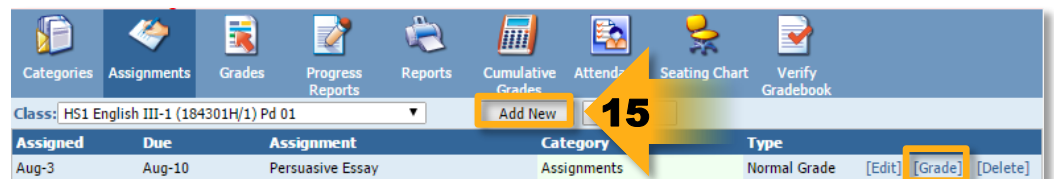
Assigned	Due	Assignment	Category	Type	[Edit]	[Grade]	[Delete]
Aug-3	Aug-10	Persuasive Essay	Assignments	Normal Grade	[Edit]	[Grade]	[Delete]

Next Steps

15. Click **[Grade]** to record grades for the recently created assignment

OR

Click **Add New** to create another assignment.



Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook

Class: HS1 English III-1 (184301H/1) Pd 01

Add New

Assigned	Due	Assignment	Category	Type	[Edit]	[Grade]	[Delete]
Aug-3	Aug-10	Persuasive Essay	Assignments	Normal Grade	[Edit]	[Grade]	[Delete]