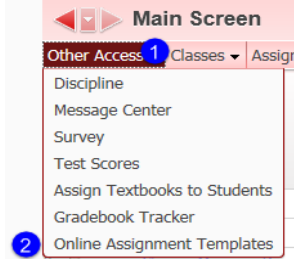
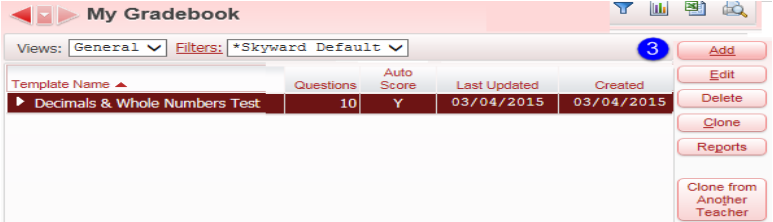
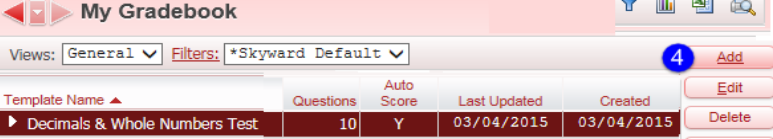
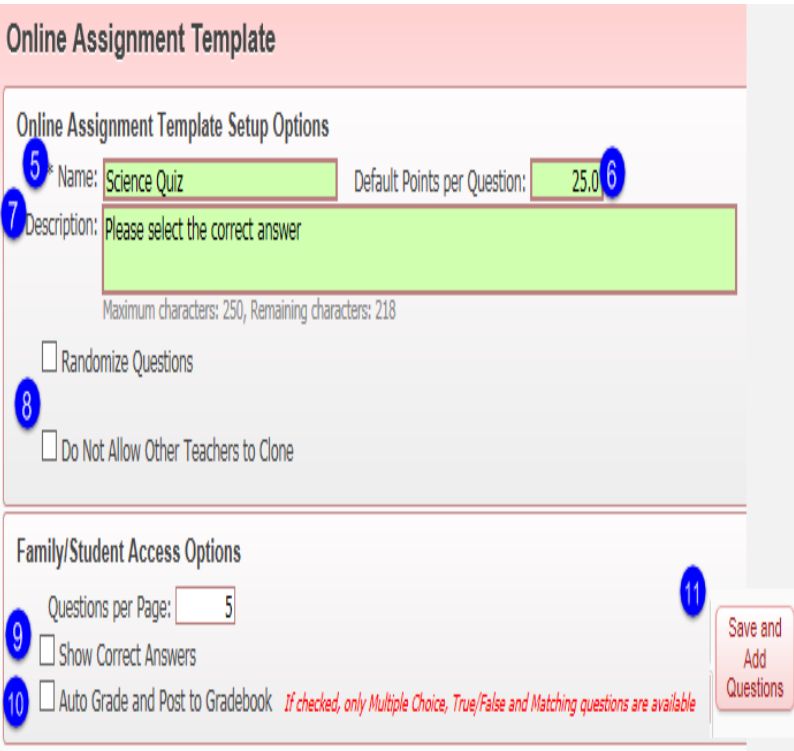


Create Online Assignment Template

| | |
|--|---|
| <p>Open the Gradebook to enter the Assignment</p> <ol style="list-style-type: none"> 1. Go to Other Access dropdown menu 2. Choose Online Assignment Template |  |
| <ol style="list-style-type: none"> 3. Choose the options that meet your needs: <ol style="list-style-type: none"> (a) Add (b) Clone Template listed (c) Clone from Another Teacher |  |
| <ol style="list-style-type: none"> 4. Add Template |  |
| <ol style="list-style-type: none"> 5. Enter Quiz name 6. Select the Default Points per Question; may be modified when creating questions, if needed 7. Enter either instructions or more information regarding the assignment/assessment 8. Select Options for online assignment 9. Choose to show correct answers to display in Student Access for the online assignment (tip: students could share the correct answers if this options is selected once they have completed the assignment) 10. If Auto Grade and Post to Gradebook option is selected, the Online Assignment will be scored automatically and entered in the Gradebook. When this option is selected, only Multiple Choice, True/False and Matching questions are available 11. Save and Add Questions |  |

12. Choose the Question Type from the dropdown menu. Then type the 1st Question in the box provided

13. Click on the Style Toolbar to modify font to display

14. Verify or modify Points per Question

15. Enter Answers for the Question

16. Place a checkmark in the Correct answer

17. Save and Add Another question for the quiz. Once all questions have been entered for the quiz, click on Save and Back

Question for Science Quiz
The Auto Score option is checked for this Assignment. Only Multiple Choice, True/False and Matching questions are available.
Academic Standards and Benchmarks: None selected
Question Number: 1
* Question Type: Multiple Choice
* Question: Which two planets are most similar in size diameter wise?
Extra Content:
Points for Question: 25.00

Answers to Question Number 1
Answer A: Mars and Mercury
Answer B: Venus and Earth
Answer C: Uranus and Neptune
Answer D: Jupiter and Saturn

18. Verify Online Assignment Template Questions; Points per question; If need choose to either Add, Edit, Delete or Shuffle Question Order

19. If everything is good, click the Save and Back tab

Online Assignment Template Setup Options
* Name: Science Quiz Default Points per Question: 25.0
Description: Please select the correct answer
Maximum characters: 250, Remaining characters: 218
 Randomize Questions
 Do Not Allow Other Teachers to Clone

Family/Student Access Options
Questions per Page: 5
 Show Correct Answers
 Auto Grade and Post to Gradebook

Online Assignment Template Questions

| Number | Type | Question | Points | Attach |
|--------|-----------------|---|--------|--------|
| 1 | Multiple Choice | Which two planets are most similar in size diameter wise? | 25.00 | N |
| 2 | Multiple Choice | Which of these terms is defined as the study of how the positions of stars and planets can influence? | 25.00 | N |
| 3 | Multiple Choice | Which of these is the main way that ocean tides are created? | 25.00 | N |
| 4 | Multiple Choice | Which kind of waves are used to make and receive cellphone calls? | 25.00 | N |

20. Online Assignment Template is now listed and available to choose

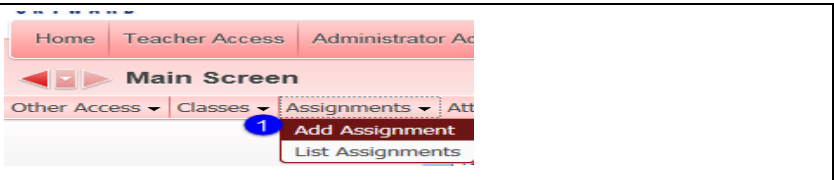
My Gradebook
Views: General Filters: *Skyward Default

| Template Name | Questions | Auto Score | Last Updated | Created |
|---------------|-----------|------------|--------------|------------|
| Science Quiz | 4 | Y | 01/16/2019 | 01/16/2019 |

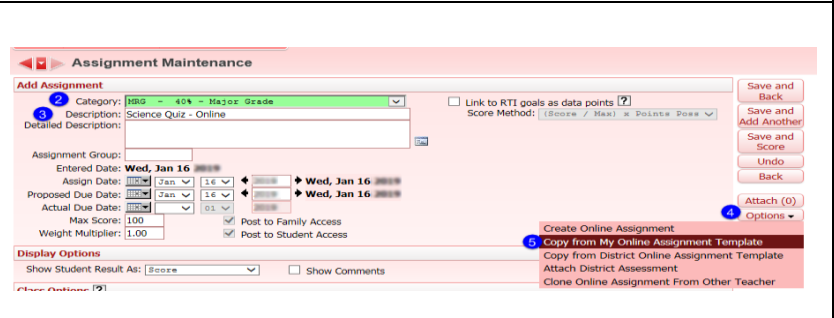
Add the Online Assignment for Students

Open the Gradebook to enter the Assignment

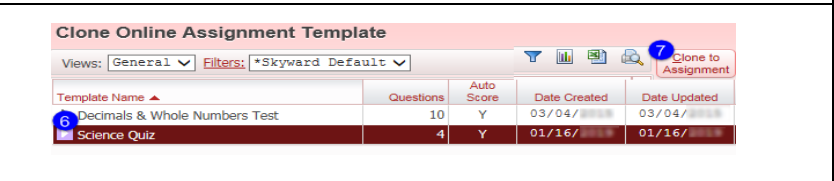
1. Add Assignment



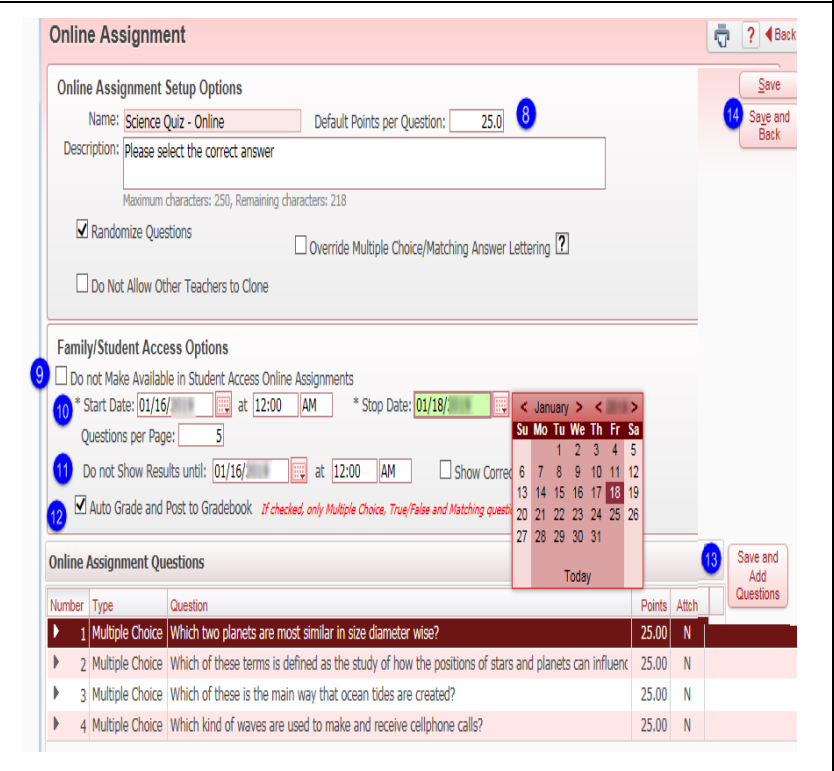
2. Select Category
3. Enter Description of Assignment
4. Click on the Options dropdown menu
5. Choose the type of Online Assignment to use



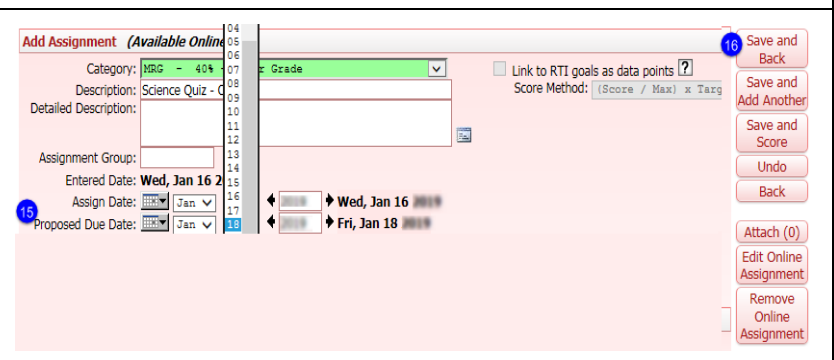
6. Select the Online Assignment Template
7. Clone to Assignment



8. Verify Default Points per Question
9. Options to choose not to make available in Student Access
10. Select Stop and Start Dates Online Assignment is available to the students
11. Choose the dates to show results in Skyward
12. Choose to Auto Grade and Post to Gradebook once student submits assignment
13. Verify or Modify Questions
14. Save and Back



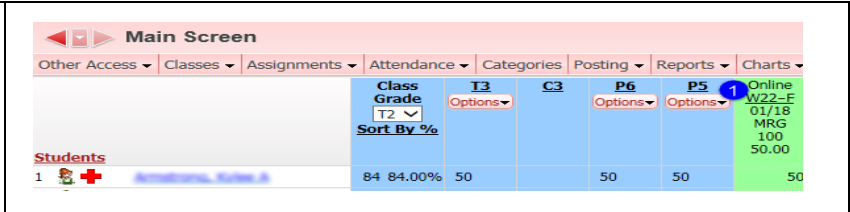
15. Edit the Proposed Due date to match the Online Assignment Stop Date
16. Save and Back



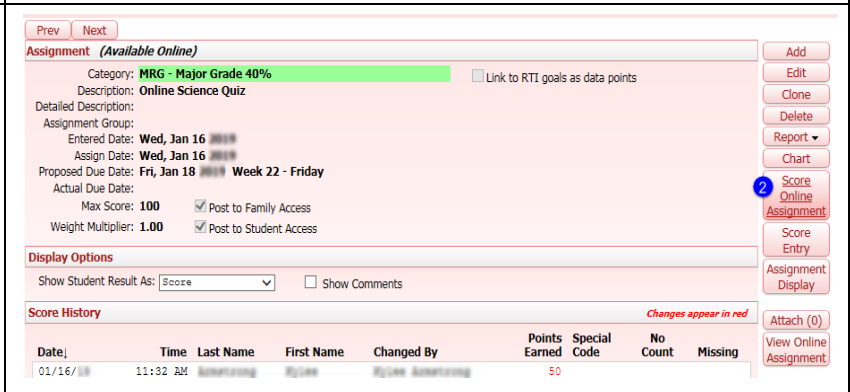
Review Grade Posted for Online Assignment

Open the Gradebook to enter the Assignment

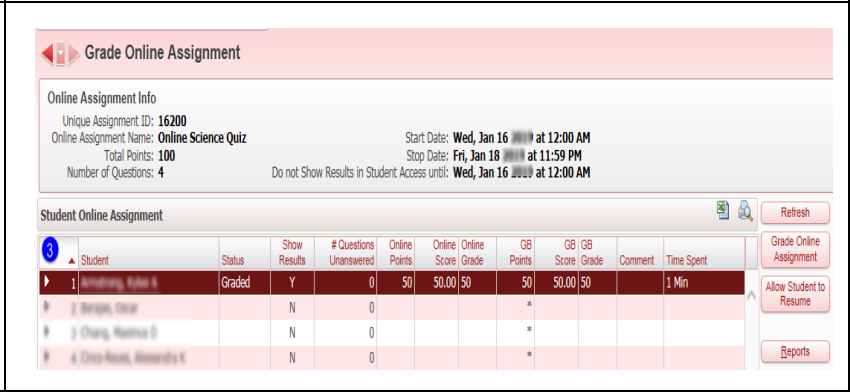
1. Click on the Assignment



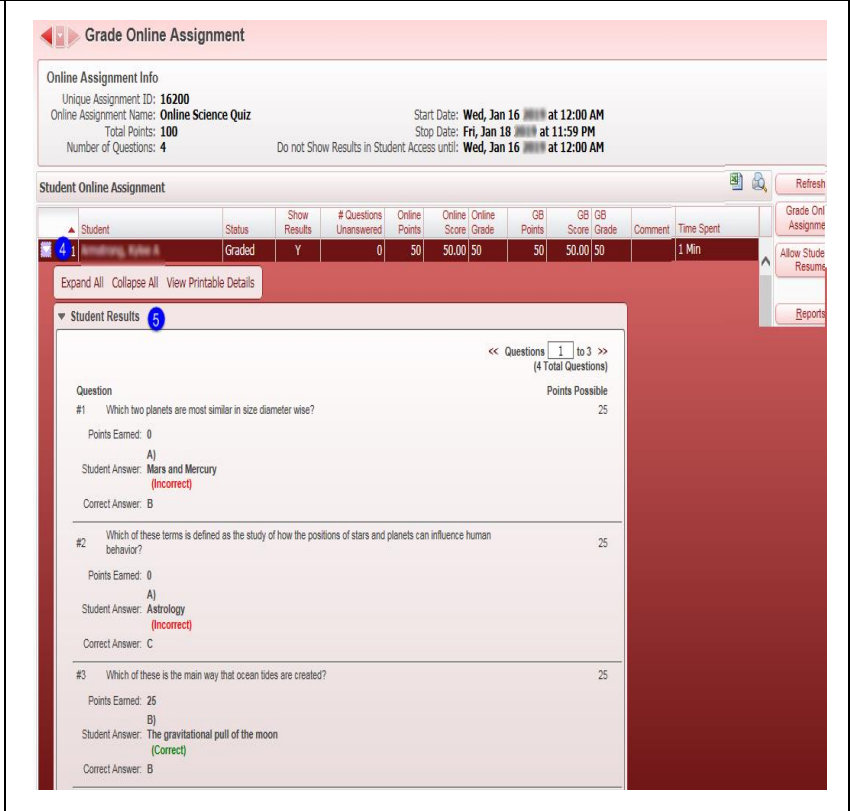
2. Select Score Online Assignment tab



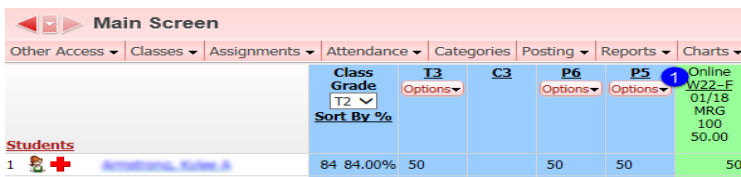
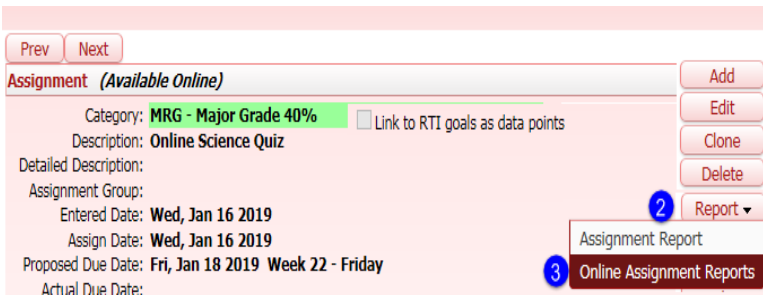
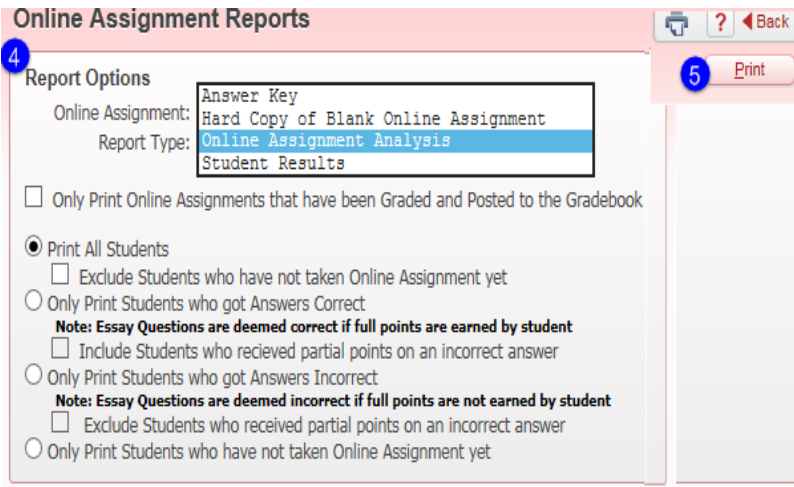
3. Review Posted Grade for Students



4. To review the individual student quiz, click on the expand arrow next to the student's name
5. Review the Student Results



Report for Online Assignment

| | |
|--|---|
| <p>Open the Gradebook to enter the Assignment</p> <ol style="list-style-type: none"> 1. Click on the Online Assignment |  |
| <ol style="list-style-type: none"> 2. Click on the Reports dropdown menu 3. Choose Online Assignment Report |  |
| <ol style="list-style-type: none"> 4. Select the Online Reports clicking on the Report Type dropdown menu 5. Once Report Type have been chosen and options selected, click Print |  |