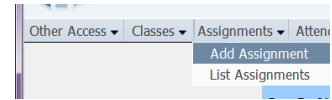


Add Assignments

1. Open up a gradebook. Hover over **Assignments**→**Add Assignment**
2. Setting up the assignment:



- **Category:** TPT, DLY, TST (these are set by district/campus)
- **Description:** unique assignment description
- **Detailed Description:** optional
- **Assignment Group:** optional
 - Customized groups set up by teacher (i.e. Unit1, Unit2, etc.)
 - Sort Assignments by Assignment Group must be selected in the Assignment Display Options.

- **Assign Date:** date the assignment was given
- **Proposed Due Date:** date assignment collected and scored
- **Actual Due Date:** can be entered if needed for assignment extension.

Dates default to date entered. This date **MUST** fall into the grading window to be counted.

- **Max Score:** Default value is 100. This is the maximum value for regular credit. Extra credit should not be included in this number. Extra credit assignments should be created with a total Max Score of "0" so that all points awarded will be applied correctly.
- **Weight Multiplier:** Default value is 1. If an assignment has more weight than another outside of categories, then you would change this value. A value of 2 will double the effective value of the assignment.

Assignment Maintenance

Add Assignment

Category: **TPT - Total Points**

Description:

Detailed Description:

Assignment Group:

Entered Date: **Fri, Jun 8 2012**

Assign Date: May 31 2012 Thu, May 31 2012

Proposed Due Date: May 31 2012 Thu, May 31 2012

Actual Due Date: 01 2012

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score

Select the Classes where this Assign

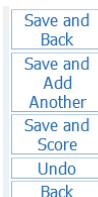
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	D	
<input type="checkbox"/>	043	03	03	1 to 6	1	MTWRF	8256 / 301	A
<input type="checkbox"/>	043	03	03	1 to 6	2	MTWRF	8200 / 302	M
<input type="checkbox"/>	043	03	03	1 to 6	3	MTWRF	8200 / 303	M
<input type="checkbox"/>	043	03	03	1 to 6	4	MTWRF	8200 / 304	M
<input type="checkbox"/>	043	03	03	1 to 6	5	MTWRF	8200 / 305	M
<input type="checkbox"/>	043	03	03	1 to 6	6	MTWRF	8256 / 306	A
<input type="checkbox"/>	043	15	15	1 to 6	8	MTWRF	8000 / 8A2	A

- **Show Assignment Score As:** options for viewing the score
 - **Score**-will place value based on total points; 210 (out of 300) if assignment weighted 3
 - **Check**-will place a ✓ for the assignment grade
 - **Percent**- will place the percentage correct
 - **Grade Mark**- will place value received on a 100 scale regardless of weight; 210/300 score would show 70

3. Select the class(s) that will have the assignment. (all classes are listed at the bottom of screen)

4. Save Assignment options:

- Save and Back
- Save and Add Another Assignment
- Save and Score the Assignment



5. Assignments are posted to Skyward Family Access.