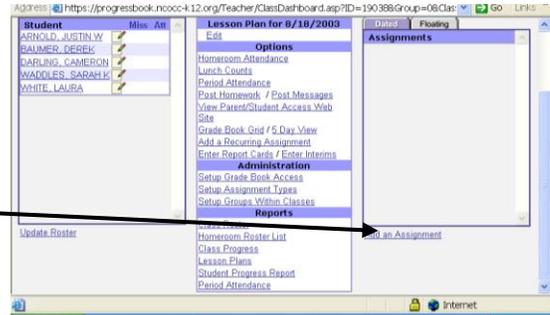


## Adding Assignments:

Click on Add an Assignment below the Assignment Area.



On this screen you will add your assignment by:

Add an Assignment

Description: Chapter 1 Review Questions

Assignment Type: homework

Date Assigned: 8/18/2003

Date Due: 8/18/2003

Points: 50

Sequence: 1

Weight: 1

Assign to Student Group: All Students

Setup as a floating assignment?:  Exclude from student averages?:

Post to the homework web page?:  Post the marks to the web?:

Also use this assignment in the following classes:

<input type="checkbox"/> COMPUTER ART & DESIGN 01	<input type="checkbox"/> COMPUTER ART & DESIGN 01	<input type="checkbox"/> COMPUTER ART & DESIGN 01
<input type="checkbox"/> CURRICULUM PERIOD 02	<input type="checkbox"/> INTEGRATED MATH 2 01	<input type="checkbox"/> INTEGRATED MATH 2 01
<input type="checkbox"/> INTEGRATED MATH 4 01	<input type="checkbox"/> INTEGRATED MATH 4 01	

Select All

De-Select All

1. Enter a description for the assignment.
2. Click on the drop down window for the "Assignment Type:" box and make your selection. These are the assignment types that you created before.
3. Enter Date Assigned and Due The **Date Due** is most important. Make sure it is within the grading period for which you want it to be averaged.
4. Enter the total number possible points for the assignment.
5. Sequence allows you to order the assignments you have assigned for the same day, that way you can see certain assignments first in the assignment area. *Most people ignore this.*
7. Enter the weight of the assignment. The default is 1. (This allows you to weight individual assignments.)

Other options:

8. You can post this assignment to the website (if parent access is in place in your

district).

9. You can eliminate the assignment from the students' averages by clicking in the box

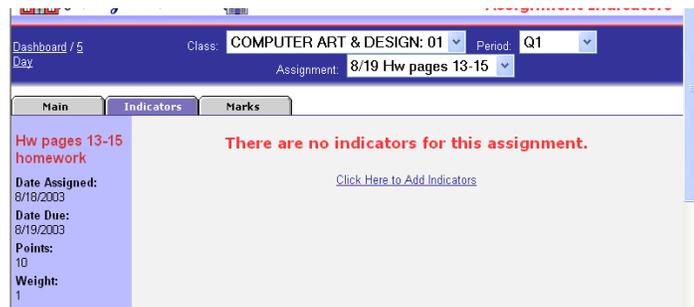
10. You also have the option of copying this assignment to your other classes by simply clicking on the click boxes and clicking on save.

## Entering Grades for you assignment

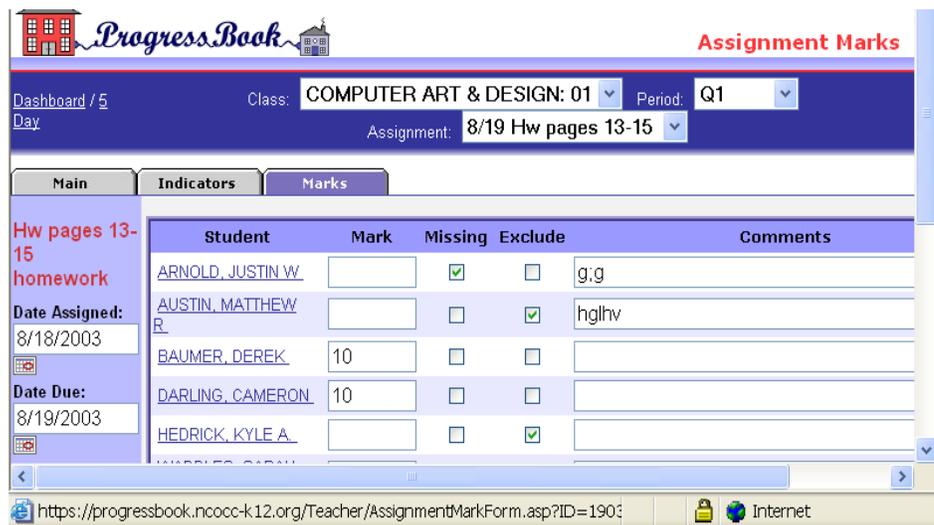
After you save your assignment: You will now have 3 tabs across the top

### Entering Indicators for Assignments: This is an optional step.

You can add indicators for that assignment if you wish. Click on the Indicator Tab. These are State Standards.



### Enter Marks



To enter Marks for an assignment simply click on the Marks Tab. At this point you can enter the Mark (grade) of the Assignment. *On the screen shot the students have received 10 out of 10 points.*

Options:

- You can also click if the assignment is missing, *counts as a zero* or if it is to be excluded from the calculations, *does not calculate in final grade*.
- If you mark an assignment missing, it will show on the class dashboard beside the student name!

- You can also add a comment about the mark or the assignment if you want. This is an individual comment for that assignment. Printed reports will show it and it will be seen on Parent Access.

**Grade book grid:** The Grade book grid is a more traditional view of your grade book. There will be a shortcut to it on the dark blue ribbon.

- You can also enter grades on it. As soon as 1 grade is entered, you should see an average.
- You can go to Create an Assignment from this screen.
- Click on the shortcut at the top of each column to go back to that assignments info.
- It will show the current day attendance and an area for daily comments.
- Note the color code for squares in the grid. The past due feature is new, showing marks left blank on the
- In the pink box at the bottom of the screen you can adjust the page for display features that meet your personal needs.

Home | Grade Book | Principal | Clerical | Food Services | Help | Logout

ProgressBook

Grade Book Grid for

Dashboard Class: Math Period: Q1 View: Dated Assignments - All Go

Update Roster Create an Assignment Save

Student	Avg	Ms	Att	Cmt	HW 9/4	HW 9/11	HW 9/18	Lab 9/29	TT 10/1	HW 10/2	Lab 10/7	HW 10/8	HW 10/9	HW 10/9
GRAY, KATIE														
KENNEDY, SARAH														
SMITH, JOHN	91.25 B+	1					8	25	42	6	20	10	25	10
SWARTZMILLER, WILLIAM	86 B						8	25	35	8	20	10	15	8
TEST, SUSIE	48.67 F	2				10	8		25	10		10		10
WISEMAN, LESLIE	95.71 A					10	8	25	48	8			25	10
Average Points						10	8	25	37.5	8	20	10	21.7	9.5
Possible Points						10	10	10	25	50	10	10	25	10
Average Percentage	80.4													
Assignment Weight						1	1	1	1	1	1	1	1	1
Post Marks to the Web?						<input type="checkbox"/>								
Student	Avg	Ms	Att	Cmt	HW 9/4	HW 9/11	HW 9/18	Lab 9/29	TT 10/1	HW 10/2	Lab 10/7	HW 10/8	HW 10/9	HW 10/9

Update Roster Create an Assignment Save

m = Missing  d = Past Due  x = Excluded  
To mark an assignment as missing, enter a question mark.  
To include or exclude a student from an assignment, enter an exclamation point.  
The enter key will act as the tab key when using Internet Explorer on Windows

**Display Preferences**

*This page can be customized for each of your classes. Choose your preferences and press the "Save" button.*

Student Averages Column:  Show  Hide    Assignments per Page:

Missing Assignments Column:  Show  Hide    Colors/Codes:

Homeroom Attendance Column:  Show  Hide    Default View:

Daily Comments Column:  Show  Hide    Days to Display: M T W Th F Sa Su  
(for attendance & comments)