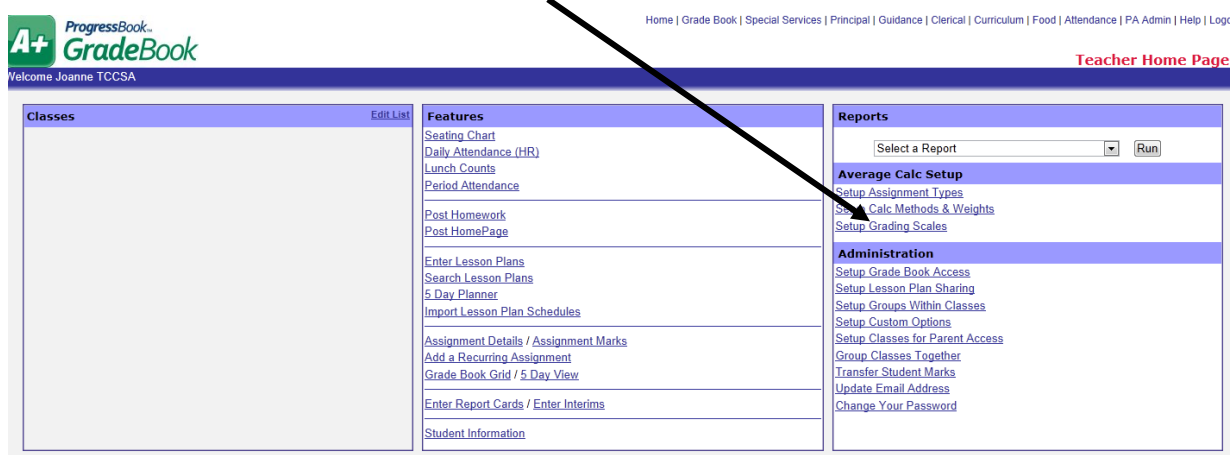


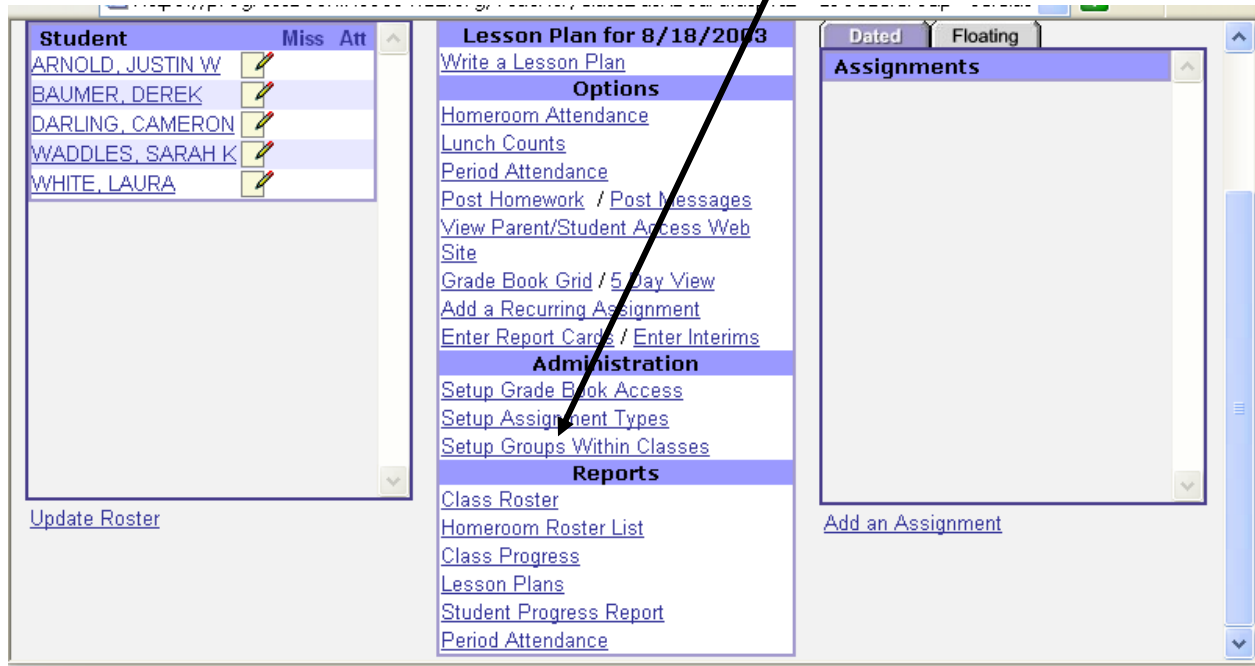
Assignment Types

Assignment types are big categories of the types of assignment you record grades for in your grade book. (Example homework, class work, test, quiz.) They are not the individual assignments.

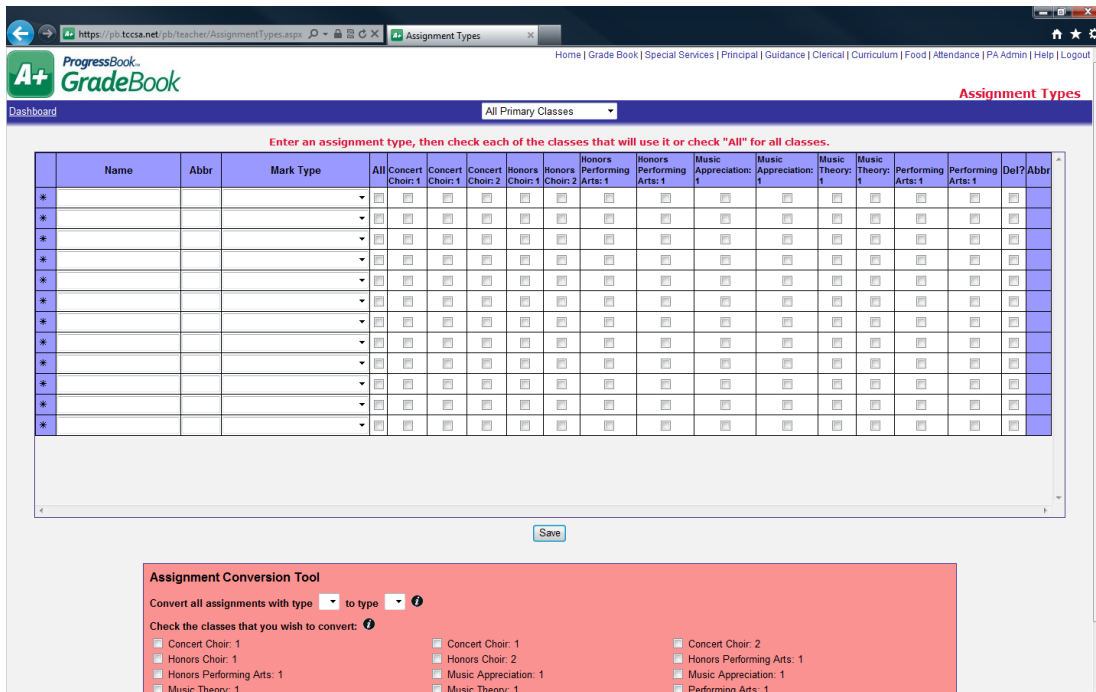
Click on the "Set-Up Assignment Types" in the Average Calc Setup of your Grade Book.



Or from a class dashboard select "Set-Up Assignment Types"



You will type in the descriptive name of the assignment type, a short name - up to 4 characters, and then select the mark type. We highly recommend you use points. If you use percents, consider each assignment a 100 points. If you use a 3 or 4 point grading scale (Example: CA, P, NI), consider all assignments 3 points.



Now, check the boxes for which you wish to use those assignment types.

Sample:

Enter an assignment type, then check each of the classes that will u

	Name	Abbr	Mark Type
	Homework and Classwork	Hmwk	Points
	Labs	Lab	Points
	Tests	Test	Points