



# Creating Assignments

## Creating an Assignment (minimum required)

### Entering Assignments

Select the class on the left and then select Assignments. There are two options for how the dates and assignments are displayed. One is to show only the dates with assignments and the other is to show all dates of the marking period or in the date period selected.

Period: 03-09-2019 thru 06-29-2019

Date Displaying:  Only with Assignments  
 All Dates for Marking Period

#	Due Date	Day#	Description	Grade Book Information						
				GBR	Sub. Onl.	SPT	PP	ST	Rec. #	UM
There is no information...										

If choosing to display by dates of the marking period, an assignment can be created by clicking on a date to open the assignment window with the due date selected. Otherwise, select Add New.

Period: 05-13-2019 thru 05-20-2019

Date Displaying: All Dates for Marking Period

#	Due Date	Day#	Description	Grade Book Information						
				GBR	Sub. Onl.	SPT	PP	ST	Rec. #	UM
1	05/13 (Mo)	218		N/D	N/D	N/D				
2	05/14 (Tu)	219		N/D	N/D	N/D				
3	05/15 (We)	220		N/D	N/D	N/D				
4	05/16 (Th)	221		N/D	N/D	N/D				
5	05/17 (Fr)	222		N/D	N/D	N/D				
6	05/20 (Mo)	223		N/D	N/D	N/D				

The minimum information needed to enter an assignment is marked by a red asterisk ( \* ).

Classroom Assignment Title

Classroom Assignment Type: Each school can add to this list if needed.

Assignment Status: Should be the default of “Assignment is NOT included in Final Grades”. When grades are entered in the grade book, this can be quickly changed.

Viewable Externally: Viewable in the Student and Parent Portal

Date Assigned Due Date: Date the assignment is due. This is the date that will display with the activity in the grade book and in the portals.

Record in Grade Book: Default is Yes. Change to No only when no grade will be given.

The screenshot shows the 'Classroom Activity' form for '0406.02 Anatomy and Physiology'. The form is divided into several sections:

- General Information:** Classroom Assignment Title (text input), Classroom Assignment Type (dropdown menu), Assignment Status (radio buttons: NOT included, included, or dropped), Resource Activity (radio buttons: Yes, No), Viewable Externally (radio buttons: Yes, No).
- District Curricular Information:** District Curriculum Area (dropdown menu), District Learning Activity Unit (dropdown menu), Learning Activity Unit Sequence # (text input).
- Description / Activity Date Information:** Description (text area), Date Assigned (calendar icon, date: 05-13-2019), Due Date (calendar icon, date: 05-13-2019, Repeating Options button).
- Additional Information:** Record in Grade Book\* (radio buttons: Yes, No), Points Possible: 100 (text input), No scoring key items entered (checkbox).
- Rigor/Relevance Framework:** Depth of Knowledge (dropdown menu).

Buttons at the top and bottom include: Cancel, Question / Scoring Keys, Additional Information, Tools, Save & Finish, Save & Edit, and Save & Add.

Points Possible: Default can be set in My Preferences.

The assignment will be available in the grade book when selecting Save & Finish.

The screenshot shows the 'Options' form for 'Classroom Assignment Types'. The 'General Settings' section is visible, showing 'Learning Activity Points Possible' set to 100. There is a help icon (question mark) next to the input field. A 'Save & Edit' button is located at the bottom right of the form.