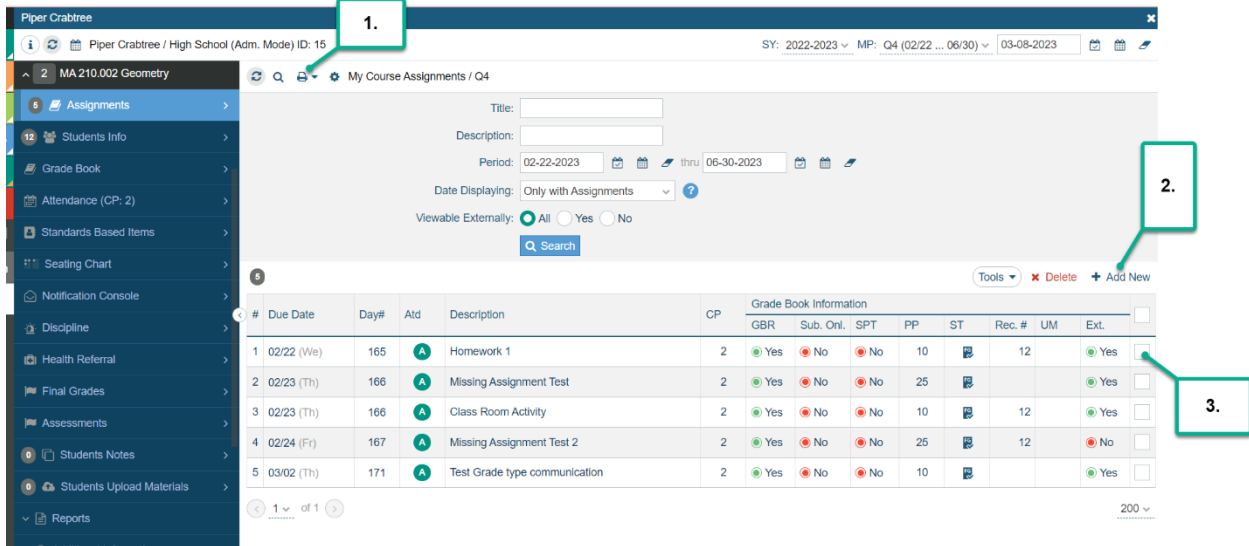


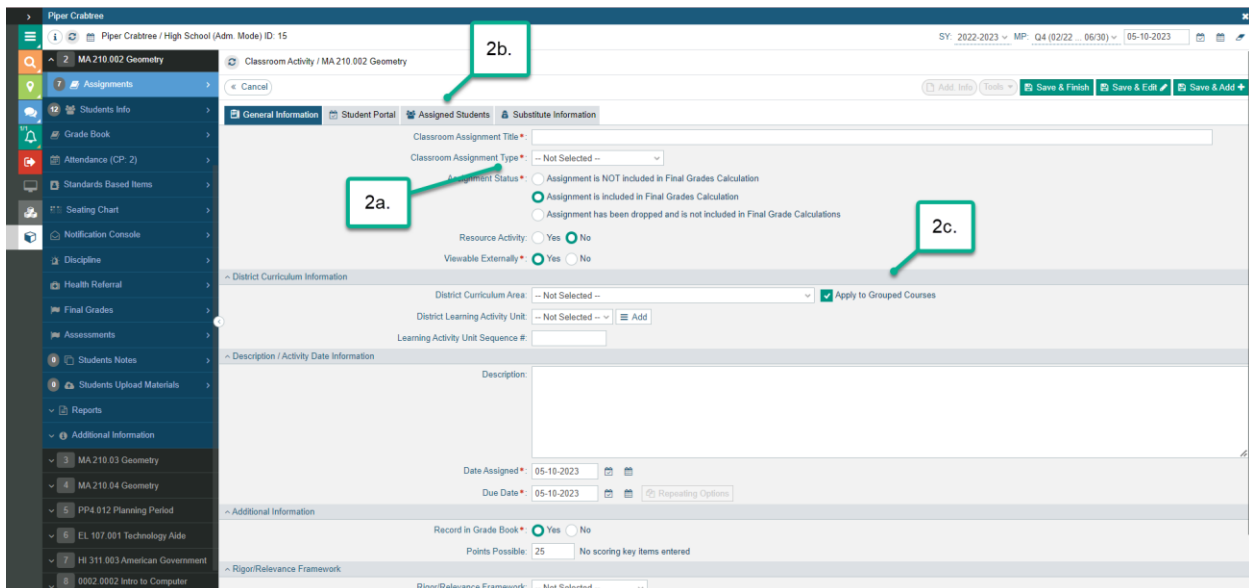
Instructor Suite - Assignments



The screenshot shows the 'My Course Assignments / Q4' page. The left sidebar contains navigation options like Assignments, Students Info, Grade Book, etc. The main area displays a table of assignments with columns for Due Date, Day#, Atd, Description, CP, and Grade Book Information. A printer icon is located at the top right of the table area. The '+ Add New' button is at the top right of the page. A checkbox in the 'Ext.' column of the first row is checked.

| # | Due Date | Day# | Atd | Description | CP | Grade Book Information | | | | | | | Ext. |
|---|------------|------|-----|-------------------------------|----|------------------------|-----------|-----|----|----|--------|-----|-------------------------------------|
| | | | | | | GBR | Sub. Onl. | SPT | PP | ST | Rec. # | UM | |
| 1 | 02/22 (We) | 165 | A | Homework 1 | 2 | Yes | No | No | 10 | | 12 | Yes | <input checked="" type="checkbox"/> |
| 2 | 02/23 (Th) | 166 | A | Missing Assignment Test | 2 | Yes | No | No | 25 | | | Yes | <input type="checkbox"/> |
| 3 | 02/23 (Th) | 166 | A | Class Room Activity | 2 | Yes | No | No | 10 | | 12 | Yes | <input type="checkbox"/> |
| 4 | 02/24 (Fr) | 167 | A | Missing Assignment Test 2 | 2 | Yes | No | No | 25 | | 12 | No | <input type="checkbox"/> |
| 5 | 03/02 (Th) | 171 | A | Test Grade type communication | 2 | Yes | No | No | 10 | | | Yes | <input type="checkbox"/> |

1. Click on the Printer icon to print a PDF or CSV of your assignments. This will list the Due Date, Description or Title of the assignment, Class period, Points Possible, etc.
2. Click on +Add New to add a new assignment
3. If you need to delete an assignment you will have to check the box here in the Assignments application and click on Delete.



The screenshot shows the 'Classroom Activity / MA 210.002 Geometry' form. The 'Assigned Students' tab is selected. The form contains several sections with red asterisks indicating required fields. The 'Classroom Assignment Title' field is highlighted with callout '2a.'. The 'Assigned Students' tab is highlighted with callout '2b.'. The 'Assignment Status' section is highlighted with callout '2c.'.

- 2a. You will fill out all red asterisk items/required fields
- 2b. Assigned Students tab allows you to choose which specific students this assignment is assigned to if not assigned to all students.

Instructor Suite - Assignments

2c. Apply to Group Courses: This will be check marked if this course is grouped with another. It will default to group so that you only have to enter the assignment in one time and it will post to all courses in that grouping. If you'd like to add this assignment for just that course you may uncheck this box and the assignment will only post to the course you are currently in.

mode) ID: 13 SY: 2022-2023 IMP: Q4 (02/22 ... 06/30)

My Course Assignments / Q4

Title:

Description:

Period: 02-22-2023 thru 06-30-2023

Date Displaying:

Viewable Externally:

| Due Date | Day# | Atd | Description | CP | Grade Book Information | | | | | |
|----------|------|-----|-------------|----|------------------------|-----------|-----|----|----|--------|
| | | | | | GBR | Sub. Onl. | SPT | PP | ST | Rec. # |

4. Date Displaying: You can display only the dates with an Assignments entered, or you can display All dates for the Marking Period. (Examples below)

130 Tools

| # | Due Date | Day# | Atd | Description | CP | Grade Book Information | | | | | | | |
|----|------------|------|-----|-------------------------------|----|--------------------------------------|---------------------------|---------------------------|----|--------------------------|--------|--------------------------------------|--------------------------|
| | | | | | | GBR | Sub. Onl. | SPT | PP | ST | Rec. # | UM | Ext. |
| 1 | 02/22 (We) | 165 | A | Homework 1 | 2 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | 10 | <input type="checkbox"/> | 12 | <input checked="" type="radio"/> Yes | <input type="checkbox"/> |
| 2 | 02/23 (Th) | 166 | A | Missing Assignment Test | 2 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | 25 | <input type="checkbox"/> | | <input checked="" type="radio"/> Yes | <input type="checkbox"/> |
| 3 | 02/23 (Th) | 166 | A | Class Room Activity | 2 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | 10 | <input type="checkbox"/> | 12 | <input checked="" type="radio"/> Yes | <input type="checkbox"/> |
| 4 | 02/24 (Fr) | 167 | A | Missing Assignment Test 2 | 2 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | 25 | <input type="checkbox"/> | 12 | <input type="radio"/> No | <input type="checkbox"/> |
| 5 | 02/25 (Sa) | NA | NA | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |
| 6 | 02/26 (Su) | NA | NA | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |
| 7 | 02/27 (Mo) | 168 | A | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |
| 8 | 02/28 (Tu) | 169 | A | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |
| 9 | 03/01 (We) | 170 | A | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |
| 10 | 03/02 (Th) | 171 | A | Test Grade type communication | 2 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | 10 | <input type="checkbox"/> | | <input checked="" type="radio"/> Yes | <input type="checkbox"/> |
| 11 | 03/03 (Fr) | 172 | A | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |
| 12 | 03/04 (Sa) | NA | NA | | | <input type="radio"/> N/D | <input type="radio"/> N/D | <input type="radio"/> N/D | | | | <input type="radio"/> N/D | <input type="checkbox"/> |

4a. Example of Displaying all dates in the marking period.

5. You can add an assignment from the date column as well. Just click on an empty Attendance Day row and you can add a new assignment there. If you





Instructor Suite - Assignments


click on a row with an assignment already listed, you can edit that current assignment.

My Course Assignments / Q4

Title:



Description:
















Period: 02-22-2023   thru 06-30-2023  

Date Displaying: Only with Assignments 

Viewable Externally: All Yes No

6.

Tools  Delete  Add

| Day# | Atd | Description | CP | Grade Book | GBR | # | UM | Ext. |
|------|---|---------------------------|----|---|---|----|----|---|
| 165 |  | Homework 1 | 2 |  | | | 12 |  |
| 166 |  | Missing Assignment Test | 2 |  |  | 25 | |  |
| 166 |  | Class Room Activity | 2 |  |  | 10 | 12 |  |
| 167 |  | Missing Assignment Test 2 | 2 |  |  | 25 | 12 |  |

Sample of Date Displaying Only with Assignments in the above image. You will only see dates with an assignment added.

- You can click on Tools drop down menu and Copy Assignments from a Previous SY or Marking Period or Add from District Curr Activity Master.

Copy Assignments from Previous School Year

Select Assignments from the List to be Copied

Instructor: Crabtree, Piper (High School)

School Year: 2021-2022

Select MP of Course Class Assignments to be copied: All

Select Course to be Copied: All






Title:

Description:

6a.

6b.

6c.

| # | Due Date | Day # | Classroom Assignment | Instructor | Description | Grade Book | Possible Points | New Date |
|---------------------|------------|-------|----------------------|-----------------|----------------|---|-----------------|--------------------------|
| MA 210.04 Geometry | | | | | | | | |
| 1 | 07/05/2021 | 3 | DAILY ASSIGNMENT | Crabtree, Piper | Learning Lumen |  | 14 | <input type="checkbox"/> |
| MA 210.03 Geometry | | | | | | | | |
| 2 | 07/05/2021 | 3 | DAILY ASSIGNMENT | Crabtree, Piper | Learning Lumen |  | 14 | <input type="checkbox"/> |
| MA 210.002 Geometry | | | | | | | | |
| 3 | 07/05/2021 | 3 | DAILY ASSIGNMENT | Crabtree, Piper | Learning Lumen |  | 14 | <input type="checkbox"/> |
| 4 | 07/21/2021 | 15 | HOMEWORK | Crabtree, Piper | HW 1 |  | 5 | <input type="checkbox"/> |
| MA 210.04 Geometry | | | | | | | | |
| 5 | 07/21/2021 | 15 | HOMEWORK | Crabtree, Piper | HW 1 |  | 5 | <input type="checkbox"/> |

- You can choose the criteria that you'd like to copy from.
- Select the assignments you'd like to copy to your current grade book.
- Click on Copy Assignments.