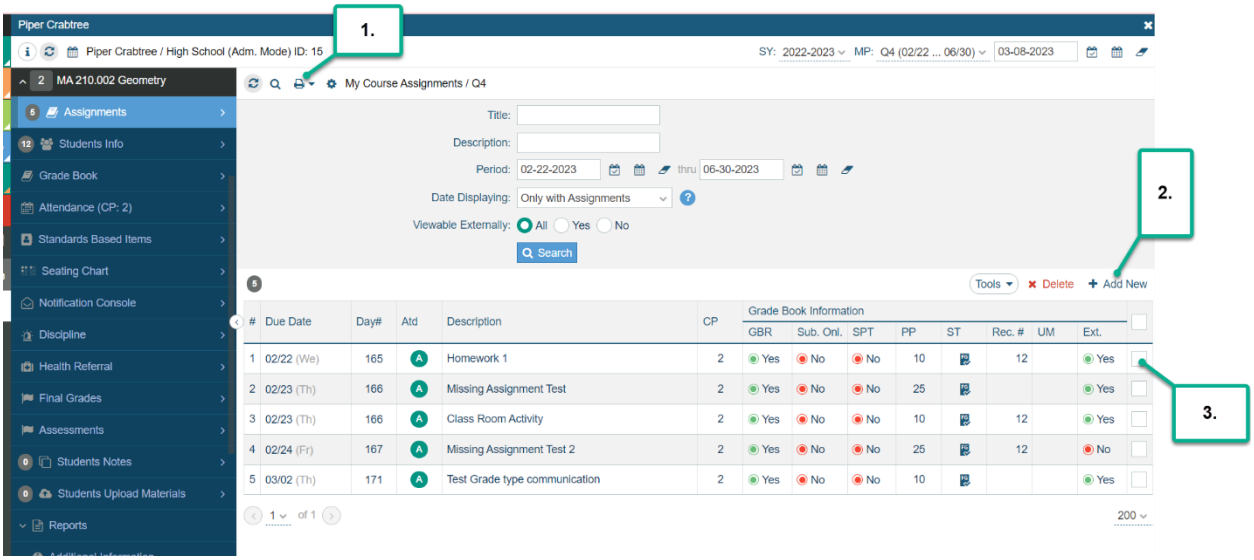
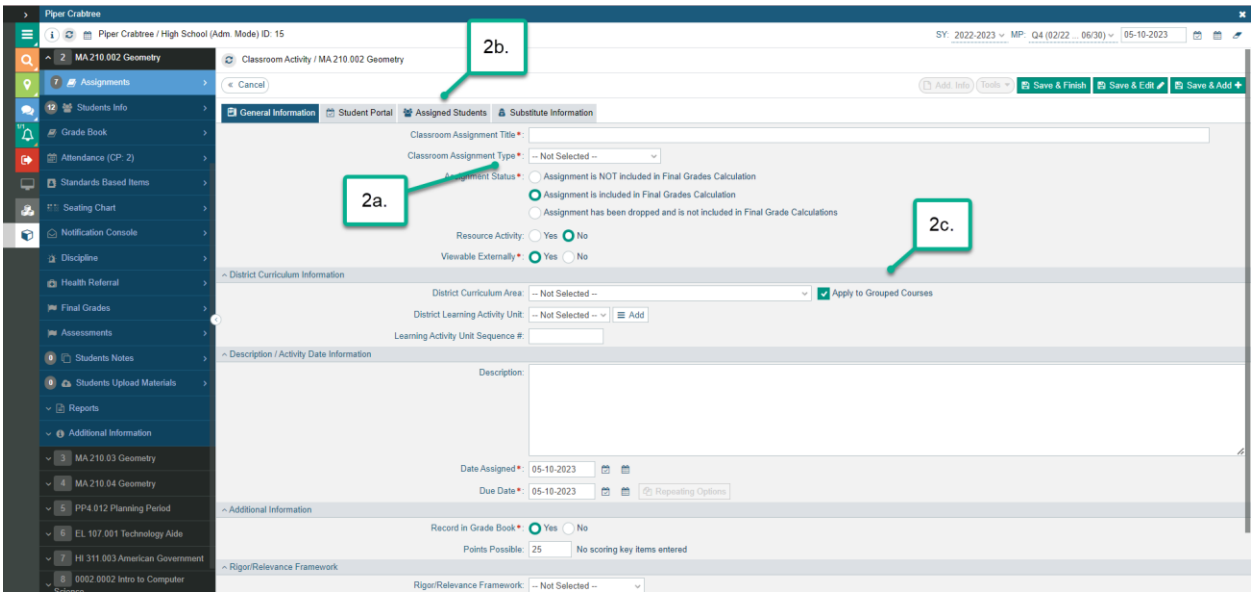
Instructor Suite - Assignments



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.



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.

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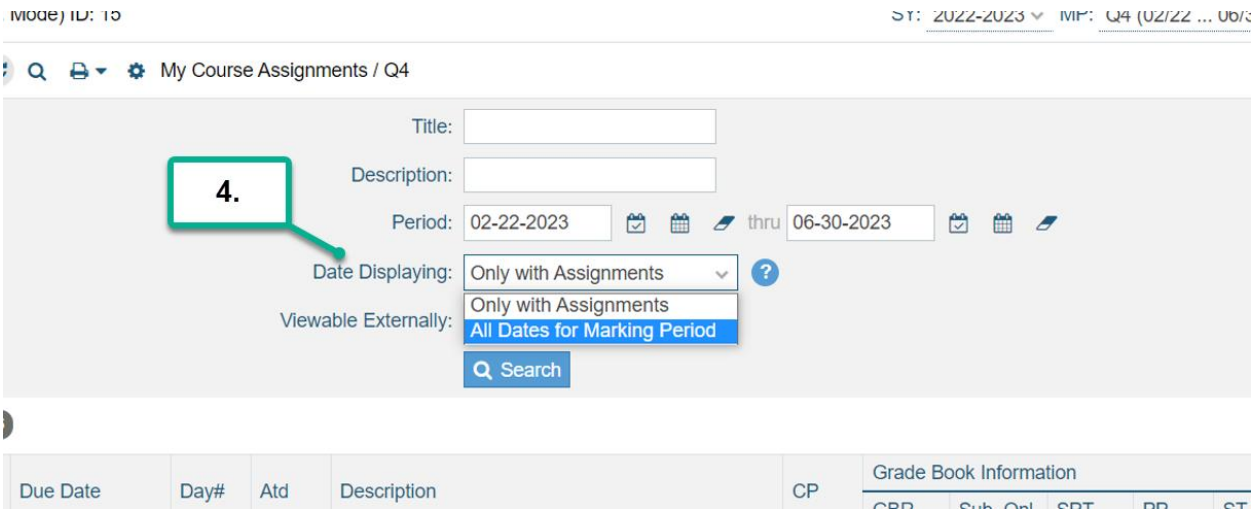
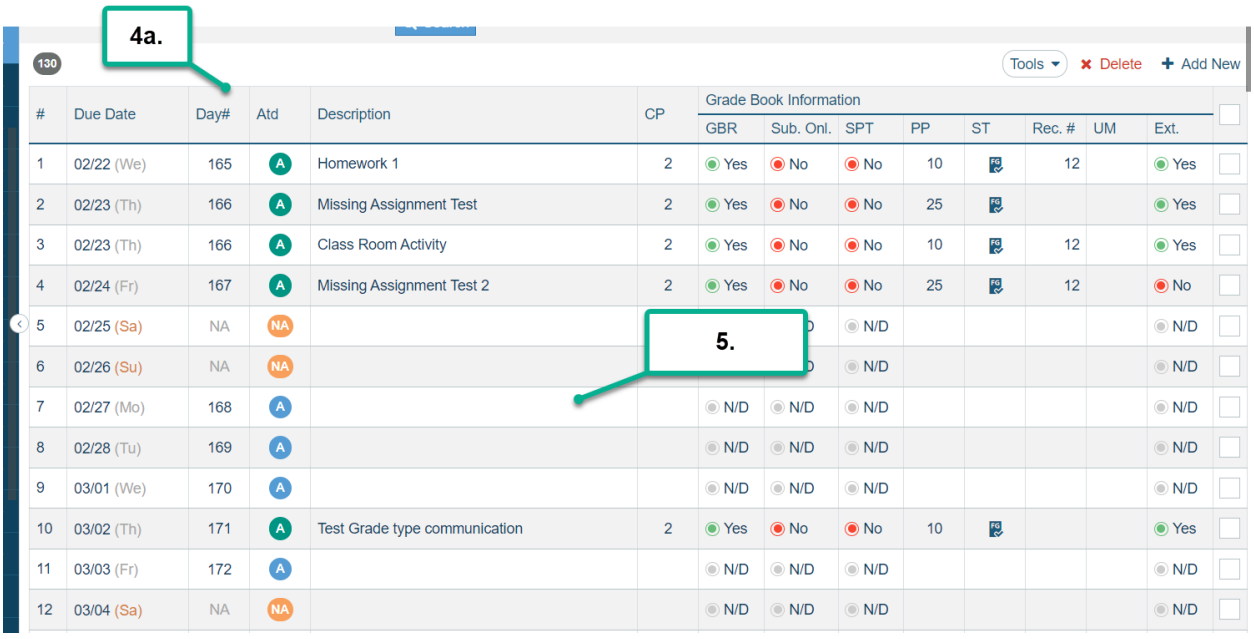
2c. Apply to Group Courses: This will be check marked if this course is grouped with another. It will default to group so that you only have to enter the assignment in one time and it will post to all courses in that grouping. If you'd like to add this assigment for just that course you may uncheck this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



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)



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

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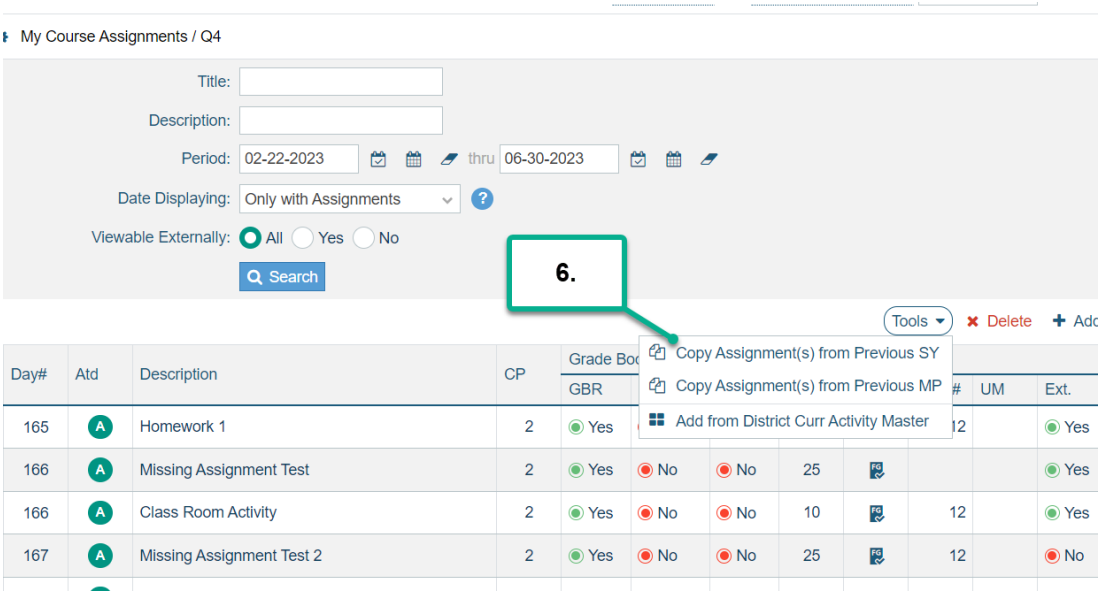
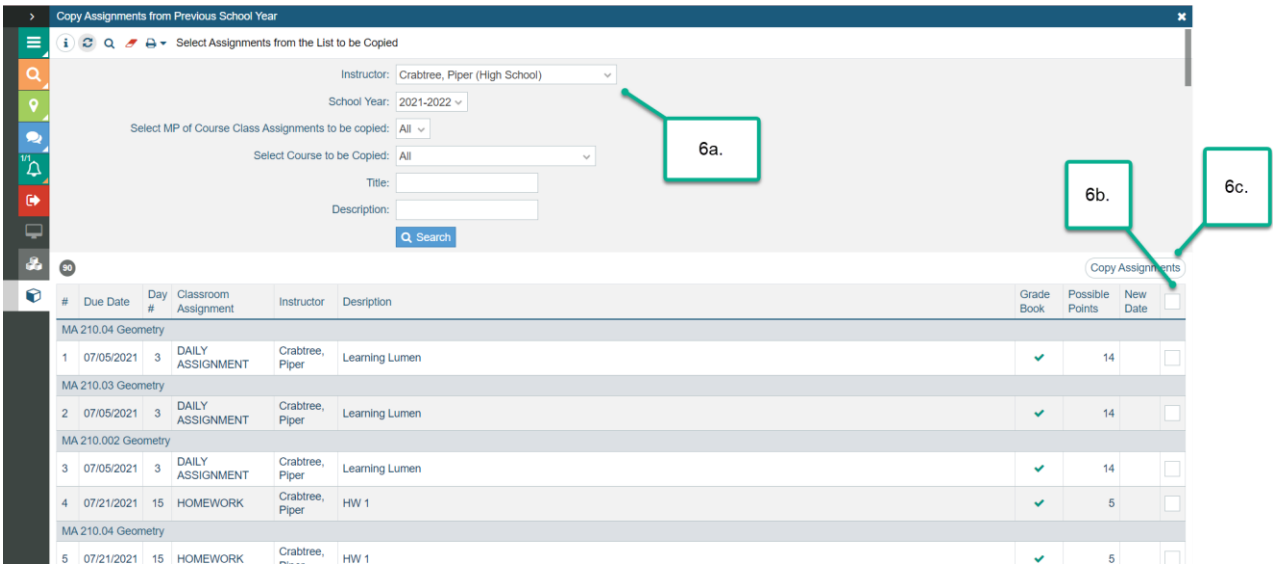
click on a row with an assignment already listed, you can edit that current assignment.



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

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



6a. You can choose the criteria that you'd like to copy from.
6b. Select the assignments you'd like to copy to your current grade book.
6c. Click on Copy Assignments.

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