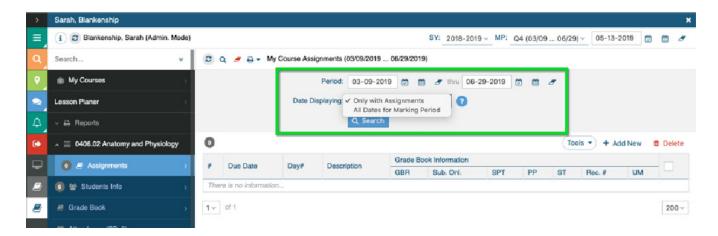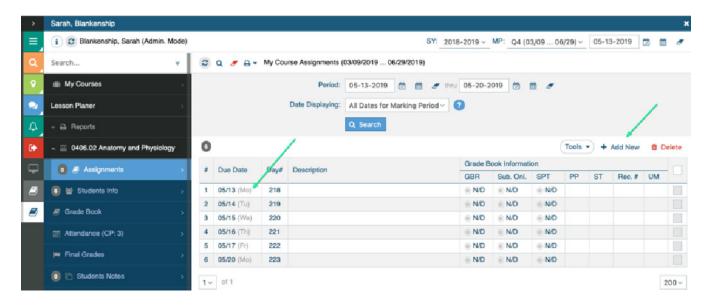# Creating Assignments

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.

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.

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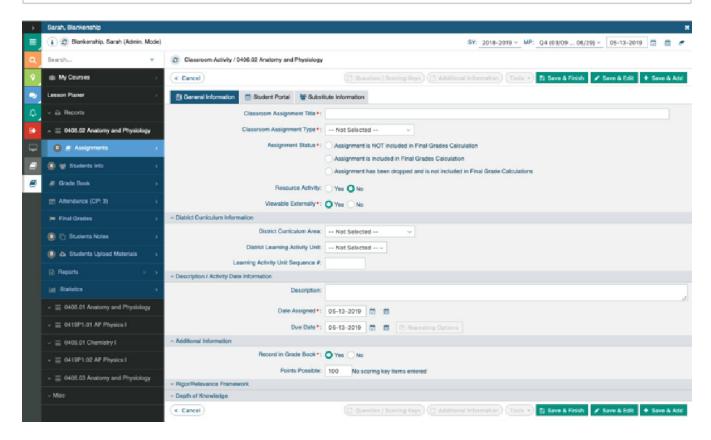
Classroom Assignment Title

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.

Points Possible: Default can be set in My Preferences.

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