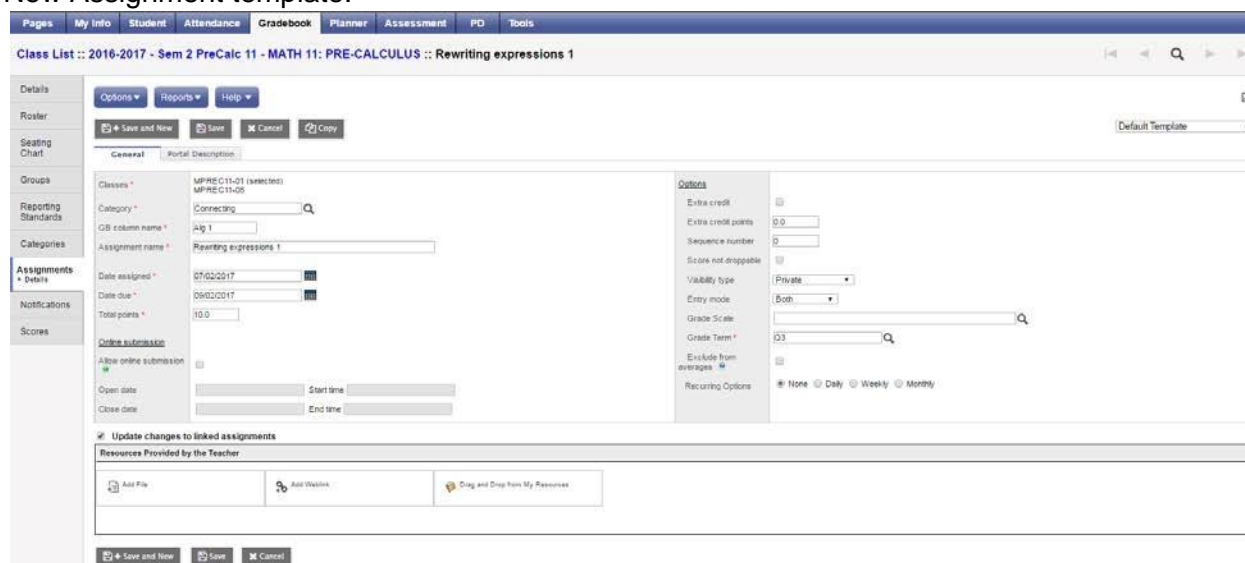# 5.0 Gradebook: Assignments

Assignments can be created in singles or multiples and from different areas within the Staff view.

5.1 Create Single Assignments

Single assignments can be created from Gradebook > Assignments, Gradebook > Scores, or from Planner using Options > Add.

Gradebook top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template.

- **Category** – Click the magnifying glass and select a category.
- **Gradebook column name** – Enter an abbreviation for the name of the assignment.
- **Assignment name** – Enter the full name of the assignment.
- **Date assigned** – Date on which assignment will be given to the class.
- **Date due** – Date on which assignment must be turned in.
- **Total points** – Total points *without* extra credit; what the assignment will be out of.
- **Online submission** – To enable online submission of assignments in the student portal, enter an Open date and a Close date and times.
- **Extra credit** – Check the box **ONLY** if the **ENTIRE ASSIGNMENT** is extra credit.
- **Extra Credit Points** – Enter points value for extra credit if the assignment includes a *component for extra credit*.
- **Sequence number** – Optional. Assign a number if the teacher preference uses sequence numbers to organize assignments in the Gradebook. Lower numbers are closer to the student name.
- **Score not droppable** – Check the box if the score cannot be dropped when calculating averages. (Relates to field in Category definitions.)
- **Visibility type** –The grade viewed in the portal will be different from the average in Gradebook based on these settings. **The grade viewed in the portal is based only on the assignment grades made public.** Private assignments are not used in the portal calculations.

- o **Public** means assignment and grade can be viewed in the Portal.
- o **Private** means neither the assignment nor the grade can be viewed in the Portal.
- o **Public no grades** means the assignment appears in the portal, however no assignment scores or grades appear in the Portal.

- • **Entry mode** – From the dropdown, Select Letter Only, Numeric Only, or Both.
- • **Grade Term** - Select the term in which the grade will be used in the calculated average. Important at the end of a term.
- • **Exclude from averages** – check this box to remove the assignment score from all average calculations. When this box is checked, the column header name in the scores screen appears with a line through the name.


- • **Recurring Options** – Select Daily, Weekly, or Monthly to repeat the assignment at the designated frequency. Selecting a recurring option prompts a popup in which parameters for the frequency are defined. Example: a weekly learning log.

- • **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. This option does not appear if the class for which the assignment is being created is not linked to any other class.

- **Resources Provided by the Teacher** – The teacher can add files and web links. The Student Portal must be open to enable students to access the links and files.
- **Save** (or, **Save and New** to create another assignment)
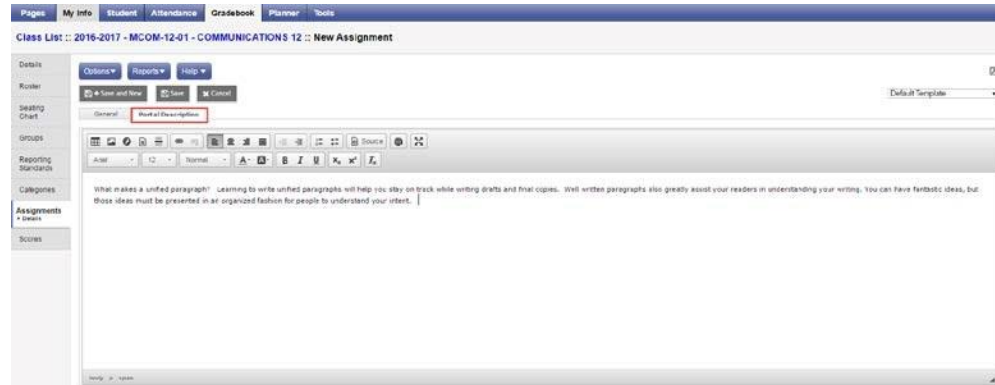
If the Student/Family Portal is open and the assignment is public, click the Portal Description tab and enter the assignment description and details that will be visible in the portal.

Go to Scores side tab to view the new assignment column created in the Gradebook. If the column does not appear, change Grade columns dropdown to All. In Set Preferences > Gradebook, Enable gradebook features must be checked in Preferences.

5.2 Create Multiple Assignments

Multiple assignments can be created from Gradebook > Assignments > Options > Add Multiple Assignments.

Go to Gradebook top tab > Assignments > Side tab > Options > Add Multiple Assignments. In the pop-up window complete the Multi Add Assignment template.

- **Copies per category** – Enter the number of assignments you would like to create for each of the categories selected in the next step.
- **Categories** – From the pick list, select the category or categories.
- **Number of Assignments to create** – a total number of assignments that will be created based on the selections made in the settings above. In the example below, 2 copies x 4 categories = 8 total assignments that will be created.

The settings in the second box are default for the block of assignments created, they can be adjusted by assignment in the next step. For details on any of these settings see section 15.1 Create Assignments.

- **GB column name** – the default gradebook column name for each assignment
- **Assignment name** – the default assignment name for each assignment
- **Date Assigned** – the default date assigned for each assignment
- **Date Due** – the default date due for each assignment
- **Grade Term** – the default term the assignments will be created in
- **Points** – the default point value for each assignment
- **Visibility type** – the default visibility for each assignment
- **Save**

After clicking Save, the group of assignments will be displayed for review and editing.

- Go to Options > Modify List to display the individual items in an editable column format.
- A pencil icon at the top of a column indicates the column is available to edit.
- Click on the pencil to open the fields for editing, make the changes to the column and click the green checkbox to save the column.
- Move to the next column to edit, click the pencil icon and repeat the process until it is complete.

- Assignments can also be edited by clicking into the details of each assignment.

5.3 Copy Assignments

Gradebook > Assignments > select an assignment(s) to copy > Options > Copy Assignments. This will create a copy of each selected assignment. Details for the assignment can be edited by clicking into the hyperlink assignment name.

5.4 Import Assignments

Gradebook > Assignments > Options > Import Assignments.

- In the pop up select the course section, then
- Identify if you want to select individual assignments to import, import all assignments within a specific category, or all assignments in the course section.
- Select the Assignments (selection) or Category (category)
- Click the Import button

5.5 Create Ungraded Assignments

An ungraded assignment will display in your planner and in the Family/Student Portal if visibility is set to public but will not display on the scores side tab.

Gradebook > Assignments > Options > Add Ungraded Assignment or Planner > Options > Add Ungraded Assignment and enter the following fields in the pop up

- Assignment name
- Gradebook Column name (optional)
- Date Assigned
- Date Due
- Grade Term
- Visibility type (optional)
- Description (optional)
- Save

5.6 Shift Assignment Dates

This is a handy feature for adjusting assignment dates and or re-aligning terms following the use of Import Assignments. Be sure to choose assignments and use Show Selected before applying changes.

To re-align terms following an import of assignments, select the assignments to be adjusted. Only check Update grade terms as needed, and set School days to shift as 1. In this way, no dates will actually be adjusted, but the terms will be re-aligned to the assignment dates.