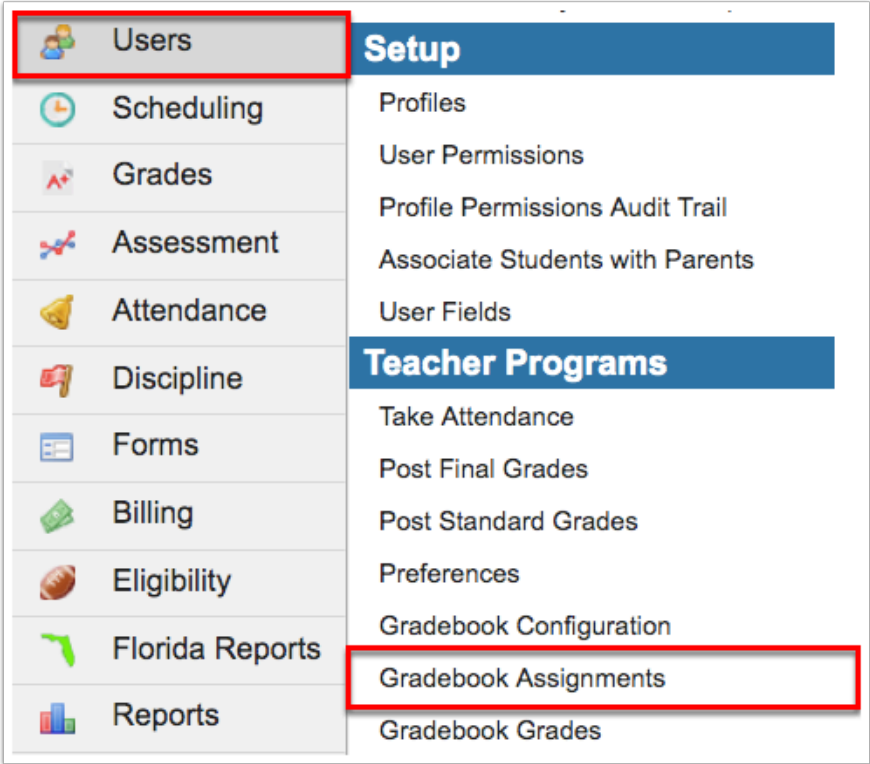


Gradebook Assignments (Teacher Programs)

The Gradebook Assignments module allows administrators to create assignments organized by specific categories for teachers, which is then made available via their gradebooks.

Searching for Users (Teachers)

1. To conduct a user search in order to add/edit/delete assignments/categories of a teacher's gradebook, from the **Users** menu, click **Gradebook Assignments** under the Teacher Programs submenu.



This will lead you to a Find a Teacher user search module where you can begin setting criteria for a search. The Search Screen module includes a search bar, the More Search Options feature, and options to Search All Schools, Include Parents, and Include Inactive Users.

2. Enter the user's name or ID in the User text box.

Teacher Program

Search Screen User List

Find a Teacher

User

▶ [More Search Options](#)

☐ Search All Schools
☐ Include Parents
☐ Include Inactive Users

💡 Click the **User List** tab for a complete list of users without conducting a search. You can also simply click the **Search** button and leave the User text box empty to pull all active users.

The search bar is not case sensitive, and full or partial entries can be in either a first last or last, first format. The comma is necessary in the last, first format. A full user name or ID number can also be entered into the search bar. Searching for "ma" will pull every user whose first or last name begins with "ma" into the search results.

Teacher Program

Search Screen User List

Find a Teacher

User Ma


▶ [More Search Options](#)

☐ Search All Schools
☐ Include Parents
☐ Include Inactive Users


Teacher Program

Search Screen **User List**

User: Ma

2 Users 

User	Local ID	Profiles	Schools
DeLoach, ...	231	Teacher	
Fry, ...	351	Teacher	

Search 

3. Click **More Search Options** to search for groups of users with similar information in any number of user fields and/or user data.

A list of modules can be opened and closed by clicking the gray triangles. Set as many selections as needed to yield more specific search results. Note that the Profile defaults to Teacher and cannot be changed. In the example shown, the user search will be defined by the Teacher Profile and the Female Gender.

Teacher Program

Search Screen

User List

Find a Teacher

User

▶ More Search Options


💡 To clear search parameters and start over, click the **Reset** button.

4. Click **Search**.
5. All resulting users will display in the **User List**. When you find the correct user, click on the user's name to open the user's record.

Teacher Program

Search Screen

User List

61 Users 

User	Local ID	Staff ID	Profiles	Schools
Ande	89	89	Teacher	High School - 0041
Block	159	159	Teacher	High School - 0041, School -
Boa	181	181	Teacher	High School - 0041, School -
Bos	31	31	Teacher	High School - 0041
Britton	34	34	Teacher	High School - 0041, School - 0321
Bro	39	39	Teacher	High School - 0041, School - 0291, Plar

6. Clicking the user's name navigates to the user's gradebook assignments screen. The user's name is displayed in the top right corner. Click the small red **X** next to the user's name to close the user and search for another one.

Gradebook Assignments

SIS ERP Lizette Garcia

High School - 0041

2018-2019

4th 9 Weeks

Erica

Teacher Program
01 - 001 - 1200320 ALG 1 HON

4 Assignment Categories

Assignment Category	Weight
assignments (9)	15%
homework (5)	5%
quizzes (3)	20%
Tests (2)	60%
+	

To open the selected user's [User Info](#) record, click on the user's name displayed in the header (next to the red x).

Adding an Assignment Category

Selecting a user navigates to the teacher's Gradebook Assignments screen where there are various options available.

Gradebook Assignments


Teacher Program

01 - 001 - 1200320 ALG 1 HON

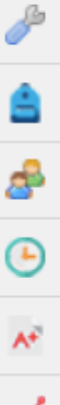
4 Assignment Categories

Assignment Category	Weight
assignments (9)	15%
homework (5)	5%
quizzes (3)	20%
Tests (2)	60%
+	

1. You can create assignments for a teacher by section. To select the applicable section, click the pull-down and make a selection.



Gradebook Assignments



Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON
02 - 001 - 1200310 ALG 1
04 - 004 - 1200310 ALG 1
06 - 007 - 1207300B LIB ARTS MATH 1
07 - 002 - 1200310 ALG 1

2. Any categories already created will display. To add a new category, click the **black plus sign** located at the bottom of the listed categories.

4 Assignment Categories	
Assignment Category	Weight
<u>assignments (9)</u>	15%
<u>homework (5)</u>	5%
<u>quizzes (3)</u>	20%
<u>Tests (2)</u>	60%
<div>+</div>	

Clicking the black plus sign opens a New Assignment Category section where you can define the category.

New Assignment Category

☐
☒
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☐
☐
☐
☐
☐

☐ Check All
ENG 1
☒ Period 1 - 004 - Lizette Garcia
AVID 3
☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)
FNC BAS SKLS READ E
☐ Period 2 - 003 - Lizette Garcia
☐ Period 2 - 006 - Lizette Garcia

☐ 1st 9 Weeks
☐ 2nd 9 Weeks
☐ 3rd 9 Weeks
☒ 4th 9 Weeks

3. Enter a **Title** for the category. The name entered here will display along with the other categories upon navigating to the Gradebook Assignments screen.
4. Enter the **Percent of Final Grade** in the provided text box. New categories must be added until this number equals 100%. This feature is useful for ensuring, for example, that class work makes up a minor percentage of the final course grade or that a group project represents a significant element in the course grade.

The screenshot shows the 'New Assignment Category' form. A red rectangular box highlights the 'Percent of Final Grade' input field. A tooltip with the text 'Positive Numbers Only' and a downward arrow points to the input field. The form also includes a 'Title' input field and an 'Automatically Drop the lowest X grades' input field.


i **Weight grades by assignment category** must be enabled via [Gradebook Configuration](#) in order for the option to appear.

5. If dropping the lowest grade, enter a numeric value in the **Automatically Drop the lowest X grades** text box. Using this option will automatically drop the lowest grades of the number of assignments for each class section assigned to this category and marking period. These will appear as gray values in the gradebook.

The screenshot shows the 'New Assignment Category' form. A red rectangular box highlights the 'Automatically Drop the lowest X grades' input field, which contains the value '2'. The form also includes a 'Title' input field and a 'Percent of Final Grade' input field.

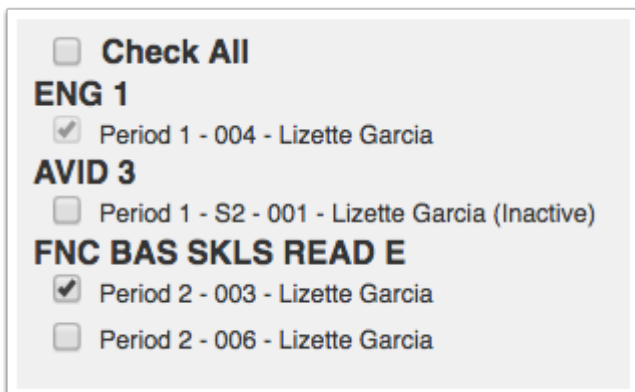
- i** If there is only one assignment in the category, no assignment grades will be dropped.
Note: If you enter 2 -- as in automatically drop the lowest 2 grades, and there are only 2 assignments, neither of the assignment grades will be dropped.

6. To assign a specific color to the new category, select the color from the **Color** section. Selecting a color will make it easier to distinguish which assignments belong to each category when looking at the column header of the gradebook. If you do not want to apply a color to the category, leave the selection to the defaulted coloring, which is gray.



The screenshot shows a form with a text input field containing the number '45' and the label 'Automatically Drop the lowest X grades'. To the right of this field is a 'Color' selection area, which is highlighted with a red rectangular border. This area contains a row of 15 circular color swatches. The first swatch is gray, and the others are various colors including blue, pink, light blue, dark green, red, dark red, dark gray, light pink, light blue, light purple, light green, light yellow, and light orange.

7. Select the sections that will use the new category by selecting the corresponding check boxes. To select all sections, select the **Check All** check box.



The screenshot shows a form with a 'Check All' checkbox and label. Below this are three categories of sections, each with a title and a list of sections with checkboxes:

- ENG 1**
 - ☒ Period 1 - 004 - Lizette Garcia
- AVID 3**
 - ☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)
- FNC BAS SKLS READ E**
 - ☒ Period 2 - 003 - Lizette Garcia
 - ☐ Period 2 - 006 - Lizette Garcia

- !** Do not select sections that have already been set up in a category; doing so will create duplicates.

- i** Notice that some of the courses cannot be cleared; the course and check box are inactive (grayed out).

8. The Category will display for selected marking periods; select the check box next to each marking period that should be included. The following is an example of why you would want to

set a specific marking period for a category: Students may only have a Final Project in Quarter 4, so the Category titled Final Project can be set to display and calculate only in the Students Quarter 4 Grade.

☐ Check All

ENG 1

☒ Period 1 - 004 - Lizette Garcia

AVID 3

☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)

FNC BAS SKLS READ E

☒ Period 2 - 003 - Lizette Garcia

☐ Period 2 - 006 - Lizette Garcia

☐ 1st 9 Weeks

☒ 2nd 9 Weeks

☒ 3rd 9 Weeks

☒ 4th 9 Weeks

i Notice that some of the marking periods cannot be cleared; the marking period and check box are inactive (grayed out). To edit data for an inactive marking period, select the marking period from the marking period pull-down located in the header; the marking period will become active once selected.

SISERP

Lizette Garcia

Teacher

High School - 0041

2017-2018

01 - 004 - ENG 1

4th 9 Weeks

9. When all information has been entered and all selections have been made, click the **Save** button to create the new category.

☐ Check All

ENG 1

☒ Period 1 - 004 - Lizette Garcia

AVID 3

☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)

FNC BAS SKLS READ E

☒ Period 2 - 003 - Lizette Garcia

☐ Period 2 - 006 - Lizette Garcia

☐ 1st 9 Weeks

☒ 2nd 9 Weeks


☒ 3rd 9 Weeks

☒ 4th 9 Weeks









Save

Editing or Deleting an Assignment Category

Selecting a user navigates to the teacher's Gradebook Assignments screen where there are various options available..



Gradebook Assignments




Teacher Program

01 - 001 - 1200320 ALG 1 HON







4 Assignment Categories

Assignment Category	Weight
<u>assignments</u> (9)	15%
<u>homework</u> (5)	5%
<u>quizzes</u> (3)	20%
<u>Tests</u> (2)	60%
+	

1. You can create assignments for a teacher by section. To select the applicable section, click the pull-down and make a selection.



Gradebook Assignments



Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON

02 - 001 - 1200310 ALG 1

04 - 004 - 1200310 ALG 1

06 - 007 - 1207300B LIB ARTS MATH 1

07 - 002 - 1200310 ALG 1

2. To delete or edit a category, click the **Assignment Category** in question. For example, if you wanted to edit category information, such as the name of the Classwork category, you would click Classwork.

4 Assignment Categories	
Assignment Category	Weight
Assessments/Projects/Writing (2)	60%
Classwork (1)	20%
Participation/Homework (0)	5%
Vocabulary (1)	15%
+	

Clicking the Assignment Category will open the category information (listed at the top of the screen) and all Assignments housed within the category.

Classwork		Delete Save	
Classwork	20	-	
Title	Percent of Final Grade	Automatically Drop the lowest X grades	Color
4 Assignment Categories		1 Assignment	
Assignment Category	Weight	Assignment	Due Date
Assessments/Projects/Writing (2)	60	Motivational Monday (100)	Jun 12, 2018
Classwork (1)	20	+	
Participation/Homework (0)	5%		
Vocabulary (1)	15		
+			


3. From this screen, you can edit the **Title**, the **Percent of Final Grade**, the **Automatically Drop the lowest X grades**, and **Color** sections by clicking the entered/selected data. For information on each of these options, see the section titled, [Adding an Assignment Category](#).

Classwork		Delete Save	
Classwork	20	-	
Title	Percent of Final Grade	Automatically Drop the lowest X grades	Color

! Changing the value entered in the **Automatically Drop the lowest X grades** field will change students' grades already entered.

4. When changes have been made, click the **Save** button.

5. If you want to delete a category, simple click the **Delete** button.

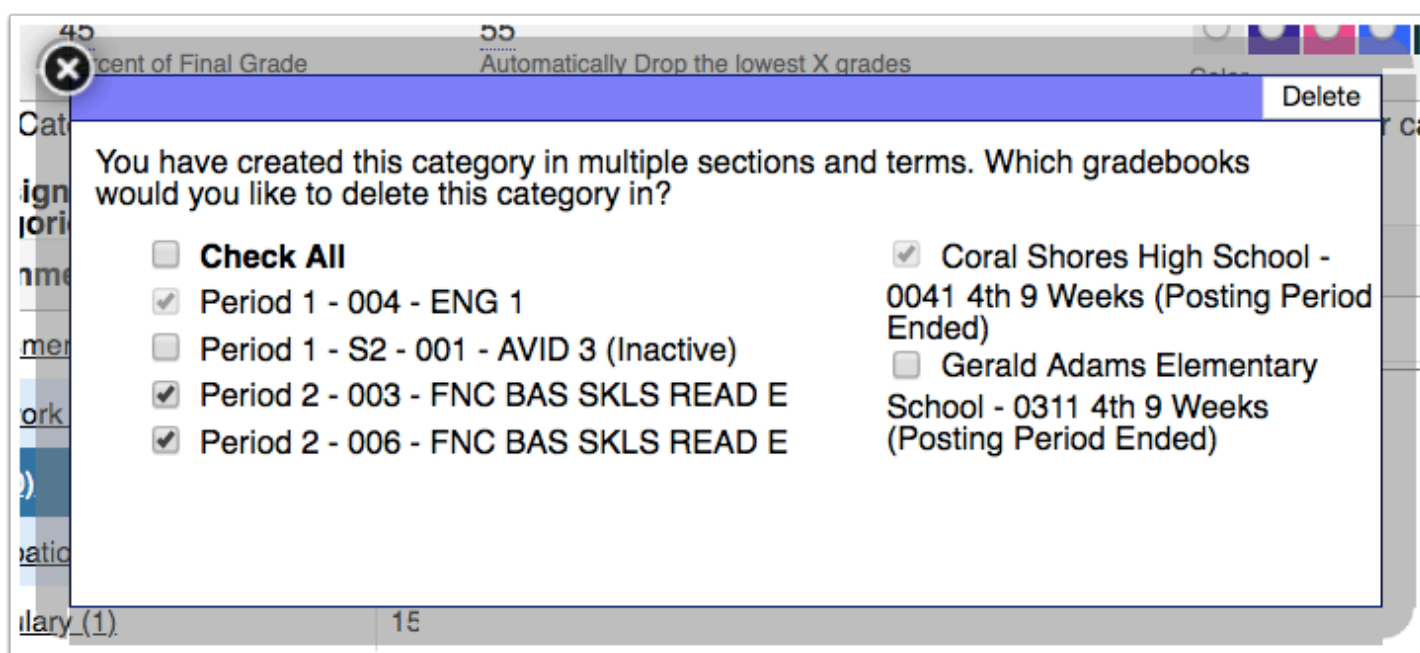


Color

Delete Save

i The category cannot be deleted if assignments are housed within the category across all sections.

a. If the category in question has been applied to multiple sections, the pop-up shown below will display: *You have created this category in multiple sections and terms. Which gradebooks would you like to delete this category in?* Select the corresponding check boxes for each section and terms from which the category should be deleted. When selections have been made, click the **Delete** button in the upper right corner of the pop-up to move on to the next phase of deleting the category.



45 Percent of Final Grade 55 Automatically Drop the lowest X grades

Category

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lary_(1) 15

Delete

You have created this category in multiple sections and terms. Which gradebooks would you like to delete this category in?

<input type="checkbox"/> Check All	<input checked="" type="checkbox"/> Coral Shores High School - 0041 4th 9 Weeks (Posting Period Ended)
<input checked="" type="checkbox"/> Period 1 - 004 - ENG 1	<input type="checkbox"/> Gerald Adams Elementary School - 0311 4th 9 Weeks (Posting Period Ended)
<input type="checkbox"/> Period 1 - S2 - 001 - AVID 3 (Inactive)	
<input checked="" type="checkbox"/> Period 2 - 003 - FNC BAS SKLS READ E	
<input checked="" type="checkbox"/> Period 2 - 006 - FNC BAS SKLS READ E	

b. A new Confirm Delete screen will display. Click the **Delete Category** button to finalize the removal of the Assignment Category or click the **Cancel** button to cancel and leave the category as is.


Confirm Delete

Are you sure you want to delete that assignment category in all of the selected sections and quarters?


Delete Category
Cancel

Adding Assignments to an Assignment Category

Selecting a user navigates to the teacher's Gradebook Assignments screen where there are various options available.




Gradebook Assignments



Teacher Program

01 - 001 - 1200320 ALG 1 HON



4 Assignment Categories

Assignment Category	Weight
<u>assignments</u> (9)	15%
<u>homework</u> (5)	5%
<u>quizzes</u> (3)	20%
<u>Tests</u> (2)	60%
+	

1. You can create assignments for a teacher by section. To select the applicable section, click the pull-down and make a selection.

FOCUS Gradebook Assignments

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON

02 - 001 - 1200310 ALG 1

04 - 004 - 1200310 ALG 1

06 - 007 - 1207300B LIB ARTS MATH 1

07 - 002 - 1200310 ALG 1

2. To view or create assignments for a specific category, click the **Category**. For example, if you want to add an assignment to the Classwork category, click Classwork.

4 Assignment Categories

Assignment Category	Weight
<u>Assessments/Projects/Writing (2)</u>	60%
<u>Classwork (1)</u>	20%
<u>Participation/Homework (0)</u>	5%
<u>Vocabulary (1)</u>	15%

+

3. Clicking the Assignment Category will open the category information (listed at the top of the screen) and all Assignments housed within the category. To add a new assignment, click the **black plus sign** at the bottom of the list.

Classwork Delete Save

Classwork 20 Percent of Final Grade Automatically Drop the lowest X grades Color

4 Assignment Categories	1 Assignment	Due Date
Assignment Category	Weight	Assignment
<u>Assessments/Projects/Writing (2)</u>	60%	Motivational Monday (100)
<u>Classwork (1)</u>	20%	+
<u>Participation/Homework (0)</u>	5%	
<u>Vocabulary (1)</u>	15%	

+

! In order to add an assignment, be sure you are clicking the black plus sign located in the **Assignment** column.

i If the **black plus sign** does not display, the district may have a gradebook template attached to the course which restricts you from making changes.

Clicking the black plus sign will open a New Assignment section at the top of the screen.

The screenshot shows the 'New Assignment' form. At the top left is the title 'New Assignment' and a 'Save' button at the top right. The form contains several input fields and checkboxes. On the left, there are three date pickers labeled 'Assigned', 'Due', and 'Publish', each with a calendar icon. In the center, there are three text boxes for 'Points' (containing '100'), 'Questions', and 'Auto-Fill Points'. To the right of these are two dropdown menus: 'Assignment Category' (set to 'Classwork (0)') and 'Marking Period' (set to 'Q4'). Further right is a 'Check All' checkbox and a list of items under the heading 'INTENS READ', including '01 - 006 - Jan', '03 - 004 - Jan', '04 - 002 - Jan', '05 - 010 - Jan', and '07 - 005 - Jan'. Below the date pickers is a 'Publish' section with a file upload area (containing '(Drag files to upload)' and a 'Select' button), a 'Hide From Excluded' checkbox, an 'Allow student uploads' checkbox, and an 'Exclude from average' checkbox. At the bottom is a large text area for the 'Description'.

4. Enter the **Title** of the assignment into the text box.

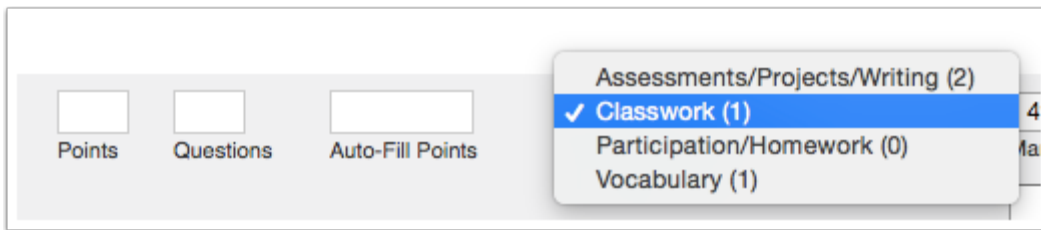
5. Enter the number of **Points** possible in the text box. If this is left blank, then the assignment will be taken out of 0 points and will count as extra credit when graded.

6. Enter the number of **Questions** in the text box. This is not required and is typically used when entering scores based upon questions correct/incorrect.

7. To fill in points for all students, type in the number of points in the **Auto-Fill Points** text box. If Auto-Fill Points is added after the assignment is created, it will only auto-fill empty cells for that assignment.

! If the assignment is being added to multiple sections, the value entered in the **Auto-Fill Points** text box will populate for all sections. The **Auto-Fill Points** text box should not be populated until you are ready to grade the assignment.

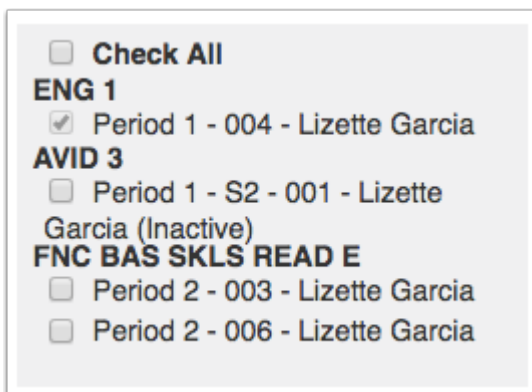
8. Select an **Assignment Category** from the pull-down. This defaults the Assignment Category originally selected; however, if you want to select a different category, you can select it here.

A screenshot of a form interface. On the left, there are three input fields labeled 'Points', 'Questions', and 'Auto-Fill Points'. To the right of these fields is a pull-down menu. The menu is open, showing a list of categories: 'Assessments/Projects/Writing (2)', 'Classwork (1)' (which is highlighted with a blue bar and a checkmark), 'Participation/Homework (0)', and 'Vocabulary (1)'. The 'Classwork (1)' option is selected.

9. Select the assignment **Marking Period** from the pull-down. Making a selection here ensures that the assignment will only be posted in the specified marking period.

A screenshot of a form interface. It shows two pull-down menus. The first menu is labeled 'Assignment Category' and has 'Classwork (1)' selected. The second menu is labeled 'Marking Period' and has '4th 9 Weeks' selected. The 'Marking Period' menu is highlighted with a red rectangular box.

10. Select the check boxes to the course sections that will receive this assignment. Selecting **Check All** will populate this assignment for all sections.

A screenshot of a form interface showing a list of course sections with checkboxes. At the top, there is a checkbox labeled 'Check All'. Below it, the sections are grouped by course: 'ENG 1' (with a checked checkbox for 'Period 1 - 004 - Lizette Garcia'), 'AVID 3' (with an unchecked checkbox for 'Period 1 - S2 - 001 - Lizette Garcia (Inactive)'), and 'FNC BAS SKLS READ E' (with unchecked checkboxes for 'Period 2 - 003 - Lizette Garcia' and 'Period 2 - 006 - Lizette Garcia').

i If the assignment was already added to another section, selecting the section again here will create a duplicate.

11. Select the **Assigned** and the **Due** date using the Month, Day, and Year pull-downs or by clicking the **calendar** icons.

New Assignment

Title 100 Points

August 20 2019

Assigned

August 20 2019

Due

August 20 2019

Publish

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

a. Select a **Publish** date to determine when the assignment is published to the Student/Parent [Portal](#).

12. Add files by dragging and dropping them directly from the computer to the files section. You can also click **Select** to upload a file. Files can also be scanned via Dynamsoft, a one-time download that allows the attachment of files directly from the scanner; click the **Scanner** icon to utilize this function.

June 27 2018

Assigned

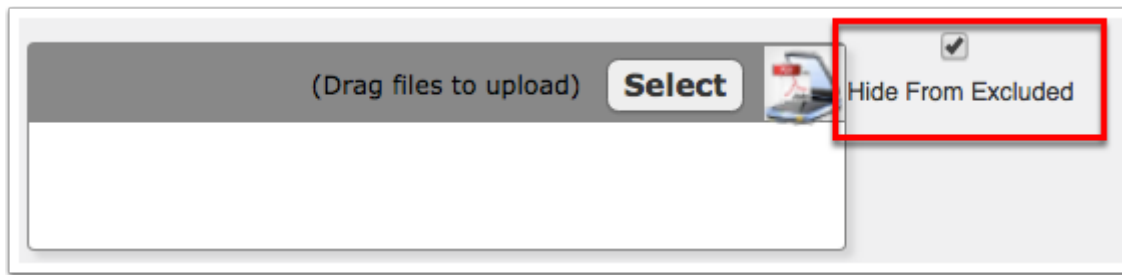
June 27 2018


Due

(Drag files to upload) **Select**

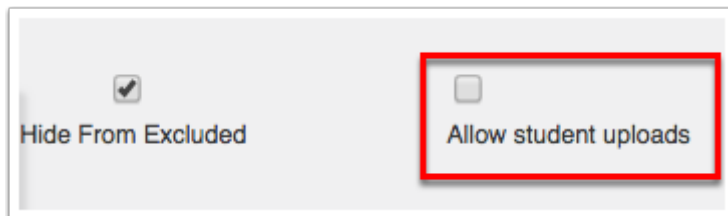
☒ Hide From Excluded

13. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) in the grade column will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned.



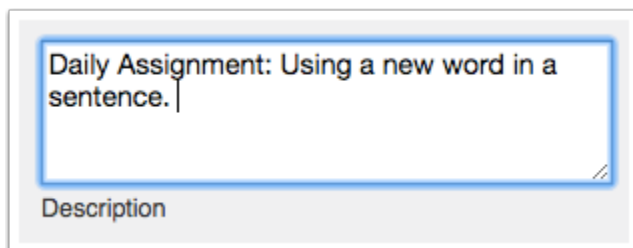
(Drag files to upload) **Select**  ☒ Hide From Excluded

14. Select the check box to **Allow student uploads** as a way for students to submit assignments.



☒ Hide From Excluded ☐ Allow student uploads

15. Enter a **Description** of the assignment. This description will be available when hovering over the assignment within the gradebook. Note: Depending on district settings, the Description field may not display.



Daily Assignment: Using a new word in a sentence.

Description

16. Select the **Standards** related to the assignment by clicking on the appropriate check boxes. This feature is only available if standards are loaded and attached to courses.

17. When all data has been entered, click the **Save** button to officially add the assignment.

Save

☒ **Check All**

ENG 1
☒ Period 1 - 004 - Lizette Garcia

AVID 3
☒ Period 1 - S2 - 001 - Lizette Garcia (Inactive)

FNC BAS SKLS READ E
☒ Period 2 - 003 - Lizette Garcia
☒ Period 2 - 006 - Lizette Garcia

Editing and Deleting Assignments in an Assignment Category

Selecting a user navigates to the teacher's Gradebook Assignments screen where there are various options available.


Gradebook Assignments

Teacher Program

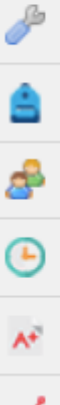
01 - 001 - 1200320 ALG 1 HON
▼

4 Assignment Categories	
Assignment Category	Weight
<u>assignments</u> (9)	15%
<u>homework</u> (5)	5%
<u>quizzes</u> (3)	20%
<u>Tests</u> (2)	60%
+	

1. You can create assignments for a teacher by section. To select the applicable section, click the pull-down and make a selection.



Gradebook Assignments



Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON
02 - 001 - 1200310 ALG 1
04 - 004 - 1200310 ALG 1
06 - 007 - 1207300B LIB ARTS MATH 1
07 - 002 - 1200310 ALG 1

2. To edit assignments for a specific category, click the **Category**. For example, if you want to edit an assignment in the Classwork category, click Classwork.

4 Assignment Categories	
Assignment Category	Weight
Assessments/Projects/Writing (2)	60%
Classwork (1)	20%
Participation/Homework (0)	5%
Vocabulary (1)	15%
+	

3. Clicking the Assignment Category will open the category information (listed at the top of the screen) and all Assignments housed within the category. To edit an assignment, click the **Assignment** title.

Classwork

Classwork

Title

20

Percent of Final Grade

-

Automatically Drop the lowest X grades

Clicking the Assignment title will open information pertaining to the assignment, as shown in the image below.

The screenshot shows the 'Motivational Monday' assignment edit form. At the top left, the title 'Motivational Monday' is displayed with a link icon. Below it, the 'Assigned' date is 'Aug 26, 2019' and the 'Due' date is 'Aug 26, 2019'. There is a 'Publish' date of 'Aug 26, 2019' and a file upload area with a 'Select' button. On the right side, there are input fields for 'Points' (10), 'Questions' (0), and 'Auto-Fill Points'. Below these are checkboxes for 'Hide From Excluded', 'Allow student uploads', and 'Exclude from average'. At the top right, there are 'Delete' and 'Save' buttons. The 'Assignment Category' is 'Classwork/Notebook (1)' and the 'Marking Period' is 'Q4'. A 'Description' field is at the bottom left.

4. Edit the **Title** of the assignment by clicking the underlined title information.

This close-up shows the 'Motivational Monday' title field, which is underlined and has a blue border, indicating it is selected for editing. The label 'Title' is visible below the field.

5. Edit the number of **Points** possible by clicking into the text box. If this is left blank, then the assignment will be taken out of 0 points and will count as extra credit.

! Editing the **Points** will impact students' grades already entered.

6. Edit the number of **Questions** by clicking into the text box. This is not required and is typically used when entering scores based upon questions correct/incorrect.

7. To edit the specified fill in points for all students, type the number of points in the **Auto-Fill Points** text box. If Auto-Fill Points is added after the assignment is created, it will only auto-fill empty cells for that assignment.

8. To edit the **Assignment Category**, select the desired category from the pull-down.

Points Questions Auto-Fill Points

- Assessments/Projects/Writing (2)
- ✓ Classwork (1)**
- Participation/Homework (0)
- Vocabulary (1)

9. Edit the assignment **Marking Period** by selecting the desired marking period from the pull-down.

Classwork (1) 4th 9 Weeks

Assignment Category Marking Period

10. Edit the course sections that will receive this assignment by selecting or clearing the selection for the corresponding check boxes. Selecting **Check All** will populate this assignment for all sections.

☐ **Check All**

ENG 1

☒ Period 1 - 004 - Lizette Garcia

AVID 3

☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)

FNC BAS SKLS READ E

☐ Period 2 - 003 - Lizette Garcia

☐ Period 2 - 006 - Lizette Garcia

11. Edit the **Assigned** and the **Due** date by using the Month, Day, and Year pull-downs or by clicking the **calendar** icons.

New Assignment

Title 100 Points

August 20 2019

Assigned

August 20 2019

Due

August 20 2019

Publish

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

a. Select a **Publish** date to determine when the assignment is published to the Student/Parent [Portal](#).

12. Add files by dragging and dropping them directly from the computer to the files section. You can also click **Select** to upload a file. Files can also be scanned via Dynamsoft, a one-time download that allows the attachment of files directly from the scanner; click the **Scanner** icon to utilize this function.

June 27 2018

Assigned

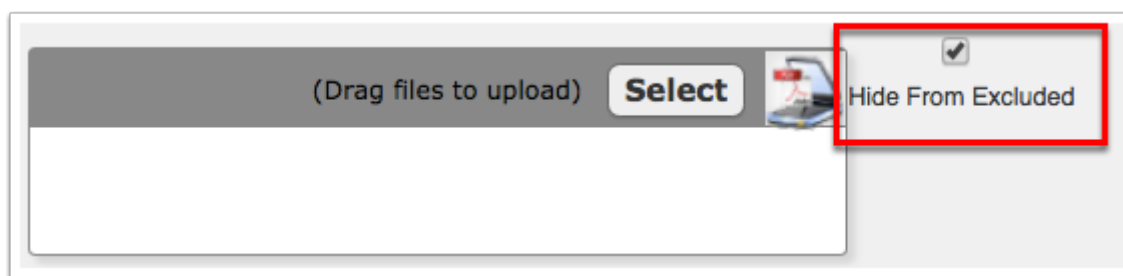
June 27 2018

Due

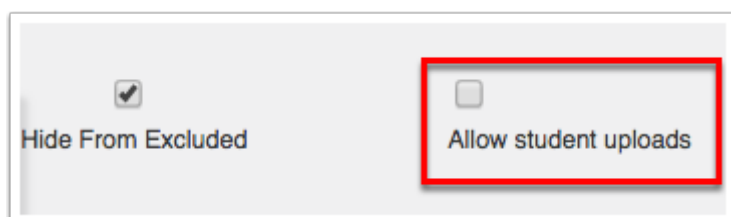
(Drag files to upload) **Select**

☒ Hide From Excluded

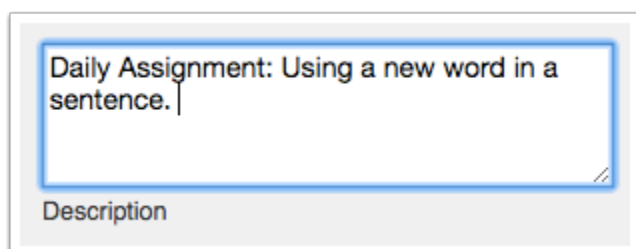
13. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) in the grade column will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned. Click the check box again to clear the selection.



14. Select the check box to **Allow student uploads** as a way for students to submit assignments.



15. Edit or enter a **Description** of the assignment. This description will be available when hovering over the assignment within the gradebook. Note: Depending on district settings, the Description field may not display.



16. Edit or select the **Standards** related to the assignment by clicking on the appropriate check boxes. This feature is only available if standards are loaded and attached to courses.

17. When all edits have been made, click the **Save** button to apply changes.

Save

☒ **Check All**
ENG 1
☒ Period 1 - 004 - Lizette Garcia
AVID 3
☒ Period 1 - S2 - 001 - Lizette Garcia (Inactive)
FNC BAS SKLS READ E
☒ Period 2 - 003 - Lizette Garcia
☒ Period 2 - 006 - Lizette Garcia

18. To delete an assignment, click the **Assignment** title listed in the selected Category, as mentioned in steps 1-3. Once the assignment is opened and the information is displayed, click the **Delete** button.

Delete

Save

Classwork (1)

Assignment Category

4th 9 Weeks

Marking Period

! Do not delete an assignment if students' grades have already been entered as it will impact students' averages.

a. A new Confirm Delete screen will display. Click the **Delete Assignment** button to finalize the removal of the Assignment or click the **Cancel** button to cancel and leave the assignment as is.

Confirm Delete

Are you sure you want to delete that assignment?

Delete Assignment

Cancel



If multiple sections are selected and the assignment is deleted, the assignment will be deleted from sections selected.