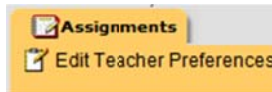


Instruction, Assignments

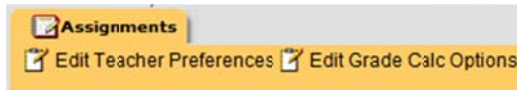


The main display is the Assignments List



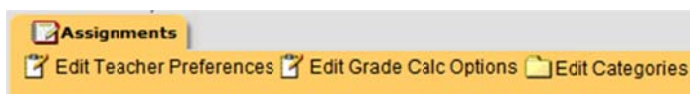
Edit teacher preferences

- Hide dropped students
- Set the default grading task
- Mass assign to multiple sections (select all)
- Save Teacher Preference
- Return to Assignments List



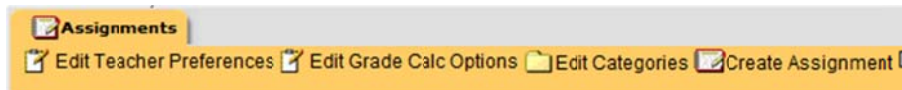
Edit Grade Calc Options

- Grading Scale: NUMERIC (unless you teach ELEM art, music, or PE)
- Weight Categories: check or uncheck this box
- User score's % value: leave blank
- Fill ALL: select fill all and it will fill all fields to calculate as you indicate.
- Save
- Return to Assignments List



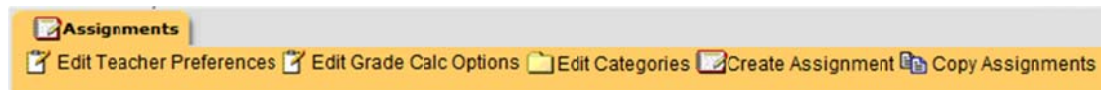
Edit Categories

- Click Create Category
- Name – name the category
- Weight – IF you checked use weighting, assign a weight for the category
- Sections – select each section for which you want these options to apply
- Grading Task
 - Select 1st 9
 - Select 2nd 9
- Save Category – returns back to the Assignments list
- Save and Add Assignment – takes you directly to Create Assignment



Create Assignment

- Name: name the assignment
- Abbreviation: up to 5 letters
- Select the sections for which the assignment applies
 - Issue Assigned date
 - Issue Due date
- Select the grading task(s) for the assignment
 - It will be 1st 9 or 2nd 9 or BOTH.
 - Select the category
- Save – returns to the Assignments Worksheet
- Save and Score – opens the Scoring sheet for the assignment



Copy Assignments

- Select Source section
- Select Destination Section
- Select assignment(s) on left
- Click Next
- Select Copy Assignment
 - Switch to the “copied to” section and see the assignment.



View Tree

- Displays the “old” view.