



# Set Up Assignments



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**NOTE:** Categories are not used for standards-based courses, so it is not necessary to set up categories on *Settings > Administer Categories* before entering assignments.

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR

Include WD Courses?  Sem 1  Sem 2  Active Student

Semester 1

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3
<input type="radio"/>	1000	07	ADVISORY	<input type="checkbox"/>	095	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	093	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>	<input type="checkbox"/>	082	<input type="checkbox"/>	097	097	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	6100	01	BAND 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Administer Assignments page allows you to enter assignments for your active courses, including standards-based courses. Different fields are displayed according to the type of course selected.

### Settings > Administer Assignments

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Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3
<input type="radio"/>	1000	07	ADVISORY	<input type="checkbox"/>	095	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	093	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>	<input type="checkbox"/>	082	<input type="checkbox"/>	097	097	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	6100	01	BAND 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the semester, cycle, and course section, and click **Retrieve Data**.

Any assignments that have previously been entered for the semester-cycle-course section are displayed. Otherwise, the message "No Assignment Exists" is displayed.

Click **Add new assignment**. A blank row is displayed.

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Semester 1

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3
<input type="checkbox"/>	1000	07	ADVISORY	<input type="checkbox"/>	095	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	093	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>	<input type="checkbox"/>	082	<input type="checkbox"/>	097	097	<input type="checkbox"/>	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6100	01	BAND 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the **Assignment Name** field, type a name for the assignment. The field can be up to 50 characters and is required.

In the **Edit Standards** field, the number of standards currently associated for the assignment is displayed. A new assignment will have 0 standards.



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