



Set Up Assignments

Table of Contents

Set Up Assignments

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="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"/>

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

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="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"/>

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.

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"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097					.			
<input type="checkbox"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>				X	093		0.5			
<input type="checkbox"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	1					.			
<input type="checkbox"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093					0.5			
<input type="checkbox"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>		082		097	097		0.5			
<input type="checkbox"/>	6100	01	BAND 1	<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.

The **Edit Standards** field is only displayed for standards-based courses; the **Category** field is displayed for category-based (i.e., regular) courses.

To add standards, click the **# Standards** link.

The **Editing Standards for Assignment: Assignment Name** dialog box is displayed.

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"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097					.			
<input type="checkbox"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>				X	093		0.5			
<input type="checkbox"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	1					.			
<input type="checkbox"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093					0.5			
<input type="checkbox"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>		082		097	097		0.5			
<input type="checkbox"/>	6100	01	BAND 1	<input type="checkbox"/>							.			

Under **Available Standards** (left), all available standard sets and associated standards are displayed.

- Under **Available Standards**, click the standard to associate with the assignment.

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR														
Include WD Courses? <input type="checkbox"/> Sem 1 <input checked="" type="radio"/> Sem 2 <input type="radio"/>														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="checkbox"/>	1000	07	ADVISORY	<input type="checkbox"/>	095						.			
<input type="checkbox"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097					.			
<input type="checkbox"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>				X	093		0.5			
<input type="checkbox"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	1					.			
<input type="checkbox"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093					0.5			
<input type="checkbox"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>		082		097	097		0.5			
<input type="checkbox"/>	6100	01	BAND 1	<input type="checkbox"/>							.			

Click **Add »**. The selected standard is moved to the **Selected Standards** (right) list under the appropriate standard set name.

- To remove a standard for an assignment, select the standard under **Selected Standards**, and then click **« Del**. The standard is moved back to the **Available Standards** list and is no longer associated with the assignment.

- Click **OK** to close the dialog box and retain the changes.

The **Edit Standards** field is updated to reflect the number of standards associated with the assignment.

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
	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"/>
	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"/>
	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"/>
	3100	04	BIOLOGY	<input type="checkbox"/>	088	I	<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"/>
	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"/>
	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 **Date Assigned** field, enter the date the assignment was assigned.
- In the **Date Due** field, enter the date the assignment is due.
- In the **Notes** field, click the **ADD PAPER ICON** to add optional notes for the assignment. If entered, these notes are displayed in ParentPortal.
- Click **Add new assignment** to add another assignment. Continue adding assignments as needed.
- To delete an assignment, Click **ADD THE X ICON** under **Delete**.
- Type the four-digit PIN and click **Save**. An assignment cannot be saved unless it has at least one standard associated with it.



Back Cover