



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.

Gradebook District: TxEIS COUNTY ISD Campus: Bexar 09-12 High School

Home Attendance Grades Reports Discipline Settings 111 - BAILEY, CLARA K | log

Semester: 1 Course Section: 01 ENGLISH 3 (1803-02)

Administer Categories

This is a Standards-Based course. Categories do not apply. ←

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

Gradebook District: TxEIS COUNTY ISD Campus: Bexar 09-12 High School

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Semester: 1 Cycle: 1 Course Section: 01 ENGLISH 3 (1803-02) Retrieve Data

Administer Assignments

No Assignment Exists. Add one by clicking the "Add new assignment" button below.

Add new assignment ←

PIN: Save

[Copy assignments to another course section / cycle...](#)

- 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.

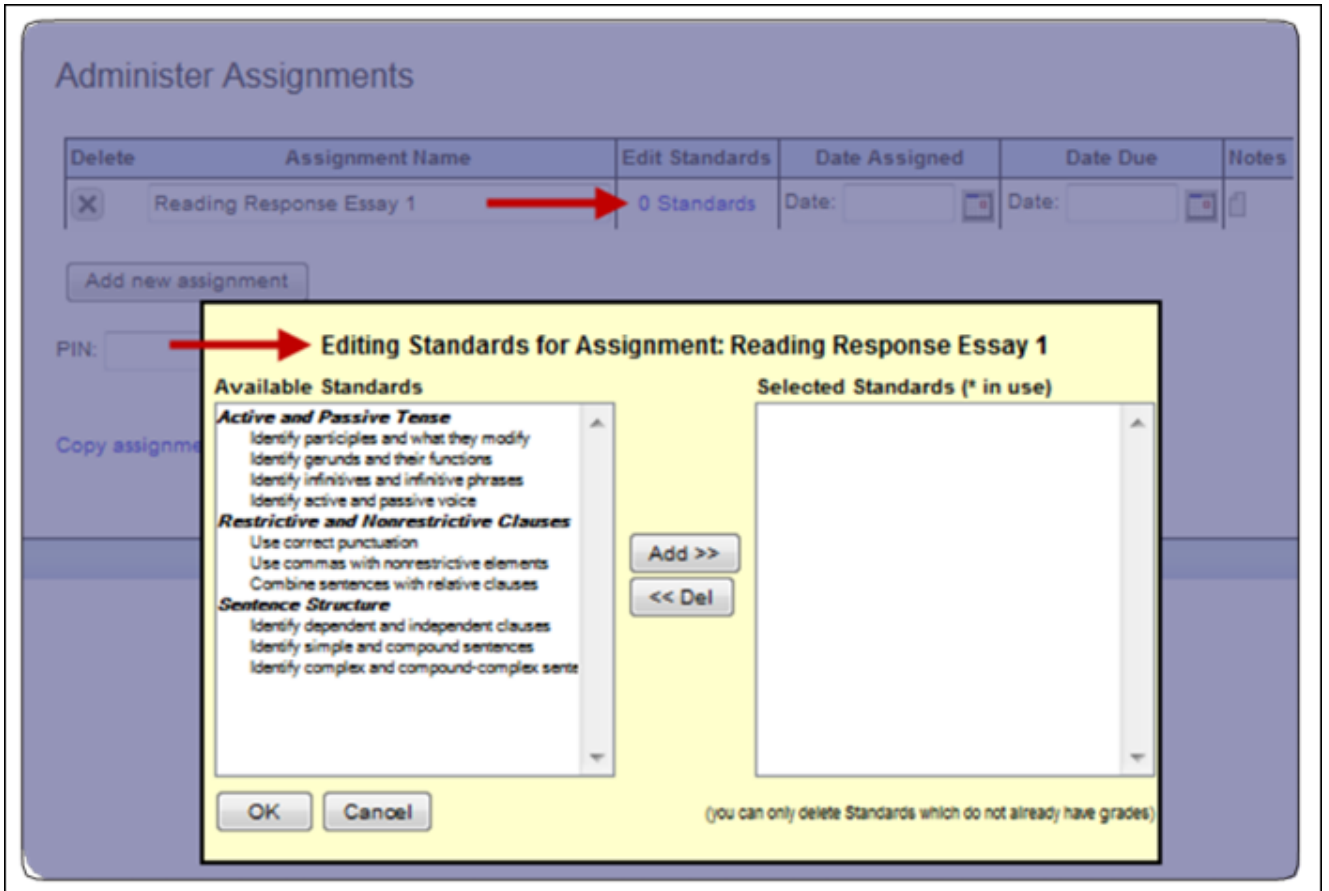
The screenshot shows a web interface titled "Administer Assignments". It features a table with the following columns: "Delete", "Assignment Name", "Edit Standards", "Date Assigned", "Date Due", and "Notes". The "Delete" column contains an "X" icon. The "Assignment Name" column is an empty text input field. The "Edit Standards" column displays "0 Standards" with a blue link. The "Date Assigned" and "Date Due" columns each contain a "Date:" label followed by a date picker. The "Notes" column contains a small document icon. Below the table is a button labeled "Add new assignment". At the bottom left, there is a "PIN:" label followed by a text input field and a "Save" button.

- 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.



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

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

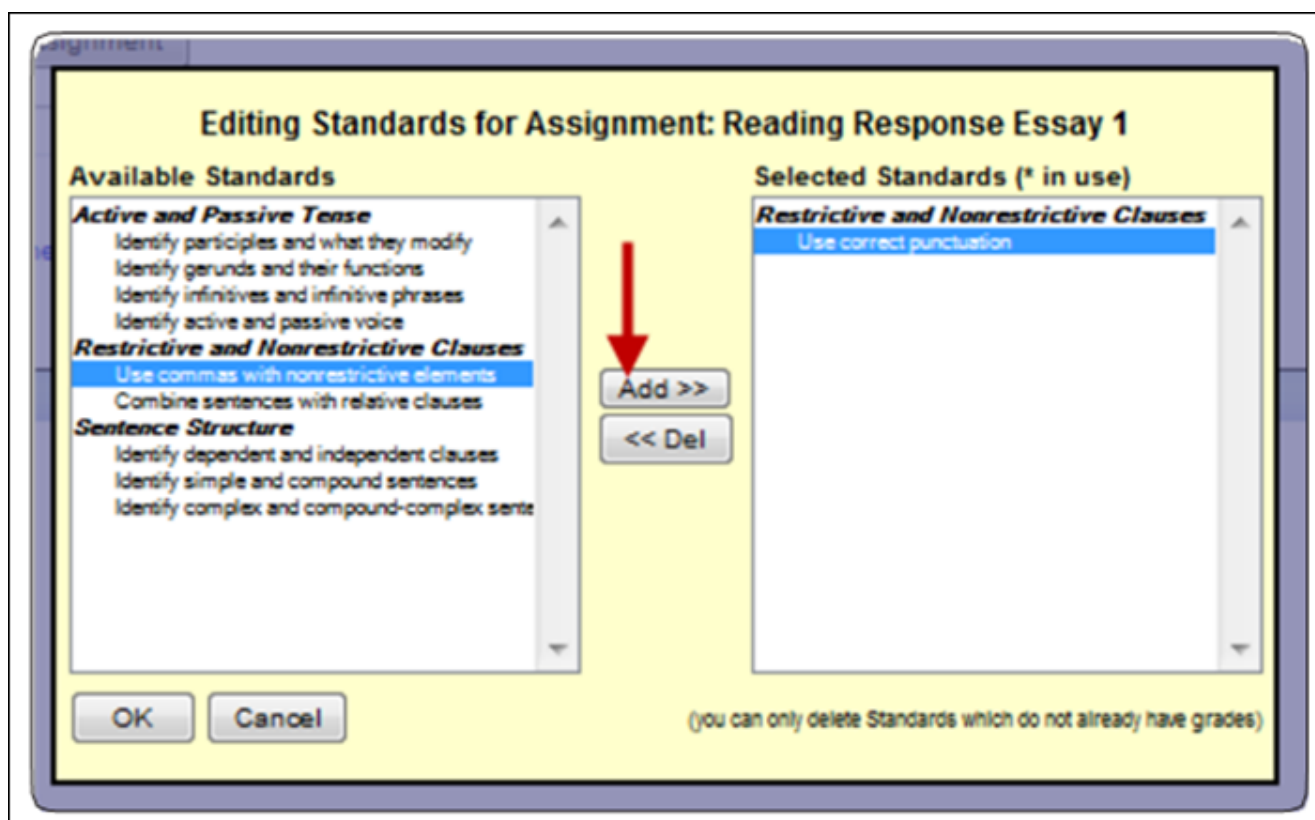
| Detail | Course | Sec | Title | Self Pcd | Cyc1 | Cyc2 | Cyc3 | Exam | Sem | Final | Crdt | Citz 1 | Citz 2 | Citz 3 |
|--------------------------|--------|-----|-----------------|--------------------------|------|------|------|------|-----|-------|------|--------|--------|--------|
| <input type="checkbox"/> | 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 | I | | | | | . | | | |
| <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.



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.



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