



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.

The screenshot shows the Gradebook interface. At the top, it displays the district (TxEIS COUNTY ISD) and campus (Bexar 09-12 High School). The navigation menu includes Home, Attendance, Grades, Reports, Discipline, and Settings. The user is logged in as 111 - BAILEY, CLARA K. The course section is set to 01 ENGLISH 3 (1803-02). The main heading is "Administer Categories". Below the heading, a message states: "This is a Standards-Based course. Categories do not apply." A red arrow points to this message.

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

The screenshot shows the Gradebook interface for the "Administer Assignments" page. It displays the same district and campus information. The navigation menu is the same. The user is logged in as 111 - BAILEY, CLARA K. The course section is set to 01 ENGLISH 3 (1803-02). There are dropdown menus for Semester (1) and Cycle (1), and a "Retrieve Data" button. The main heading is "Administer Assignments". Below the heading, a message states: "No Assignment Exists. Add one by clicking the 'Add new assignment' button below." A red arrow points to the "Add new assignment" button. Below the button, there is a "PIN:" label, an input field, and a "Save" button. At the bottom, there is a link: "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 the 'Administer Assignments' interface. At the top, there is a title 'Administer Assignments'. Below it is 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 empty. The 'Edit Standards' column displays '0 Standards'. The 'Date Assigned' and 'Date Due' columns each contain a 'Date:' label followed by a date input field and a calendar icon. The 'Notes' column is empty. Below the table, there is a button labeled 'Add new assignment'. At the bottom left, there is a 'PIN:' label followed by an 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.

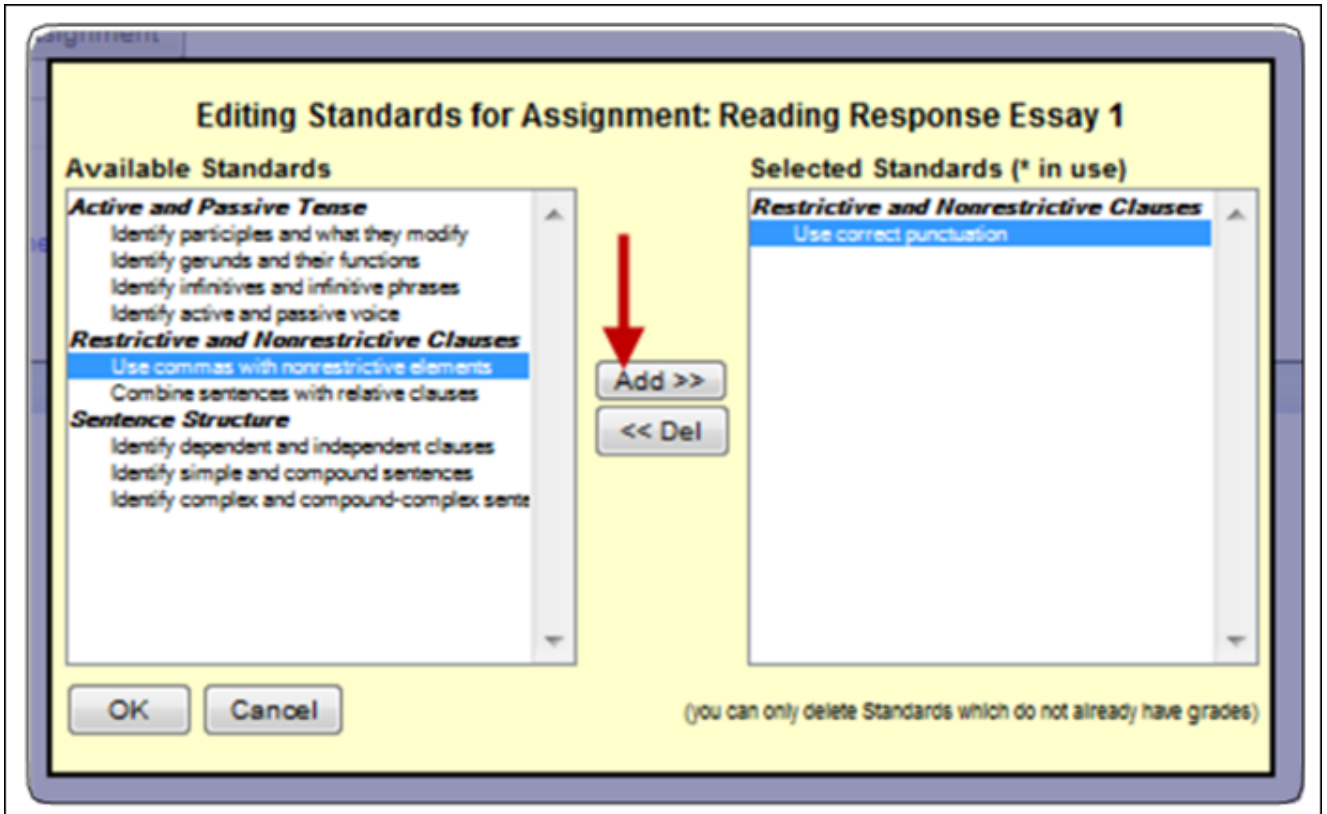
The screenshot shows the 'Administer Assignments' interface. At the top, there is a table with columns: Delete, Assignment Name, Edit Standards, Date Assigned, Date Due, and Notes. The first row contains 'Reading Response Essay 1' and '0 Standards'. A red arrow points from the '0 Standards' link to a modal window titled 'Editing Standards for Assignment: Reading Response Essay 1'. This modal window has two main sections: 'Available Standards' on the left and 'Selected Standards (* in use)' on the right. The 'Available Standards' section lists several categories and their associated standards:

- Active and Passive Tense**
 - Identify participles and what they modify
 - Identify gerunds and their functions
 - Identify infinitives and infinitive phrases
 - Identify active and passive voice
- Restrictive and Nonrestrictive Clauses**
 - Use correct punctuation
 - Use commas with nonrestrictive elements
 - Combine sentences with relative clauses
- Sentence Structure**
 - Identify dependent and independent clauses
 - Identify simple and compound sentences
 - Identify complex and compound-complex sentences

Between these two sections are 'Add >>' and '<< Del' buttons. At the bottom of the modal are 'OK' and 'Cancel' buttons. A note at the bottom right of the modal reads: '(you can only delete Standards which do not already have grades)'.

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

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

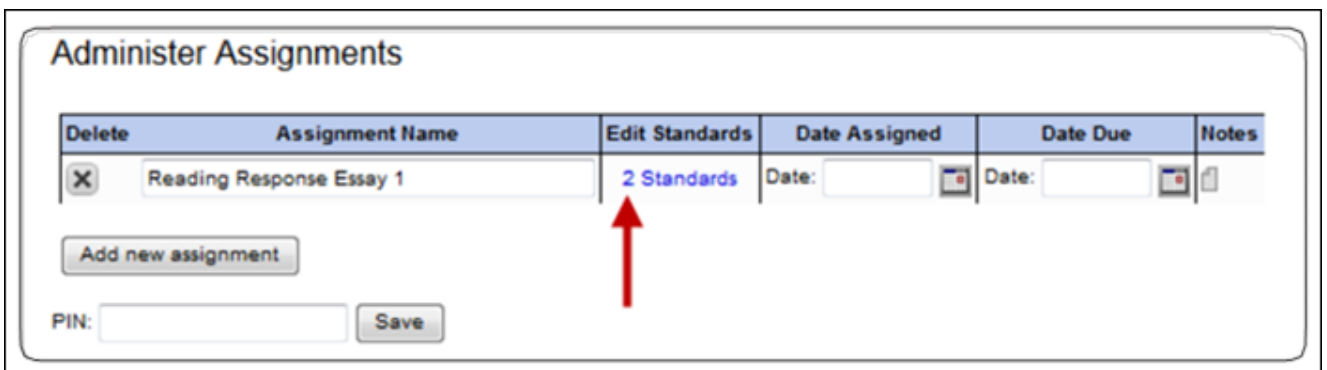


Click **Add »**. The selected standard is moved to the **Selected Standards** (right) list under the appropriate standard set name.

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.



Back Cover