



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 > Manage Categories* before entering assignments.

The screenshot shows the Gradebook interface for a standards-based course. The page title is "Administer Categories". Below the title, a message states: "This is a Standards-Based course. Categories do not apply." A red arrow points to this message.

The Manage 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 > Manage Assignments

The screenshot shows the Gradebook interface for the "Administer Assignments" page. The page title is "Administer Assignments". Below the title, 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. 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 empty. The 'Edit Standards' column displays '0 Standards'. The 'Date Assigned' and 'Date Due' columns each have a date picker. Below the table is a button labeled 'Add new assignment'. At the bottom of the interface, there is a 'PIN:' 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.
- The **Behavior Assignments** checkbox indicates an assignment that will be using a behavior standard.
- 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.

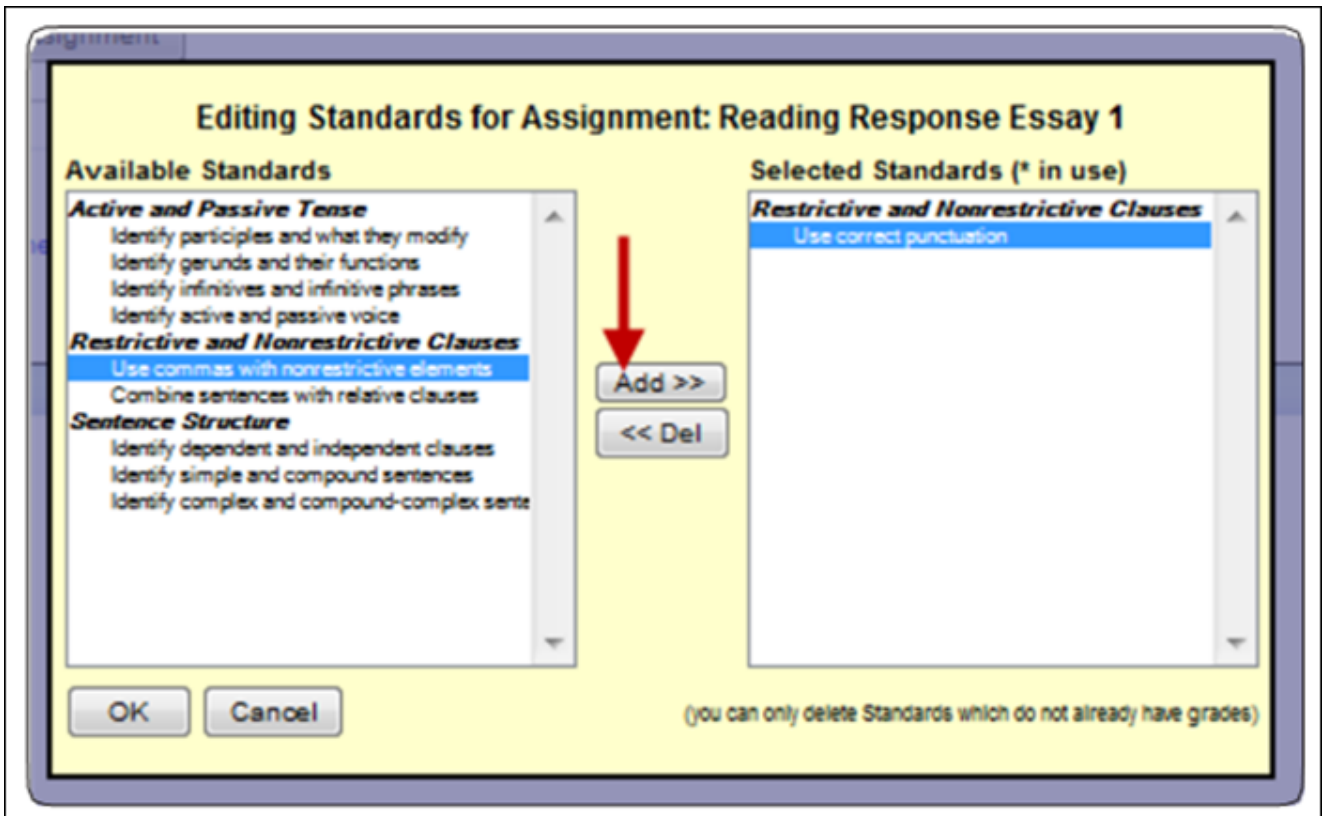
The screenshot shows the 'Administer Assignments' interface. At the top, there is a table with columns: Delete, Assignment Name, Edit Standards, Date Assigned, Date Due, and Notes. The first row contains 'Reading Response Essay 1' and '0 Standards'. A red arrow points from the '0 Standards' link to a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

- 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

Buttons 'Add >>' and '<< Del' are located between the columns. At the bottom of the modal are 'OK' and 'Cancel' buttons. A note at the bottom right states: '(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.

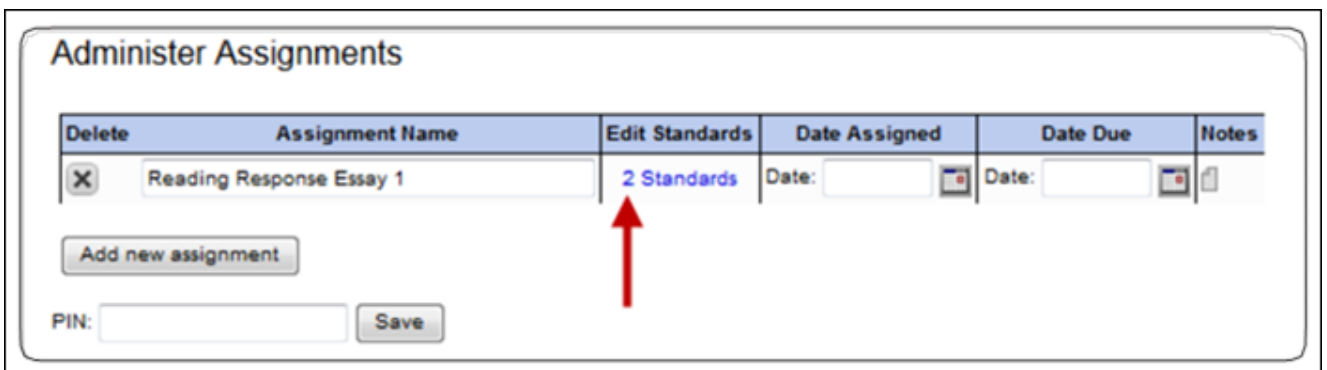


Click **Add »**. The selected standard is moved to the **Selected Standards** (right) list under the appropriate standard set name.

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.



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