



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.

Semester: 1 Course-Section 01 CHEM RPT (3850-11) Retrieve

Manage Categories

Semester: 1 Course-Section 01 CHEM RPT (3850-11)

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

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

Semester: 1 Cycle: 1 Course-Section 01 CHEM RPT (3850-11) Retrieve

Manage Assignments

Semester:1 Cycle:1 Course Section:01 CHEM RPT (3850-11)

Add new assignment ←

PIN: Save

Delete	Assignment Name	Behavior Assgn	Edit Standards	Date Assigned	Date Due	Notes
	Lab safety	<input type="checkbox"/>	1 Standards	Date: 08/20/2021	Date: 08/20/2021	
	Scientific notation	<input type="checkbox"/>	1 Standards	Date: 08/25/2021	Date: 08/25/2021	
	Behavior Grade	<input checked="" type="checkbox"/>	3 Standards	Date: 08/17/2021	Date: 12/17/2021	
	Charles' Law	<input type="checkbox"/>	1 Standards	Date: 12/14/2021	Date: 12/17/2021	

Add new assignment ←

PIN: Save

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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.

<input type="checkbox"/>	Charles' Law	<input type="checkbox"/>	1 Standards	Date: 12/14/2021	Date: 12/17/2021	
<input type="checkbox"/>		<input type="checkbox"/>	0 Standards	Date:	Date:	

Add new assignment

PIN: **Save**

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- 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.

➔ Editing Standards for Assignment:

Available Standards

3331 CHEMISTRY

- * 2019-2020 GAP TEKS
- * TRANSFER GRADE WEEK 03
- * TRANSFER GRADE WEEK 06
- * TRANSFER GRADE WEEK 09
- * TRANSFER GRADE WEEK 12
- * TRANSFER GRADE WEEK 15
- C.02G CHEMICAL QUANTITIES
- C.04A PHYSICAL/CHEMICAL PR...
- C.04C STATES OF MATTER

Selected Standards (* in use)

Add >>
<< Del

(you can only delete Standards which do not already have grades)

OK
Cancel

mole assessment 2 (mole review)	<input type="checkbox"/>	1 Standards	Date: 11/18/2021	📅	Date: 12/03/2021	📅	📄
Conversion C to Kelvin	<input type="checkbox"/>	1 Standards	Date: 12/01/2021	📅	Date: 12/03/2021	📅	📄
Boyle's Law	<input type="checkbox"/>	1 Standards	Date: 12/07/2021	📅	Date: 12/15/2021	📅	📄
Behavior Grade	<input checked="" type="checkbox"/>	3 Standards	Date: 08/17/2021	📅	Date: 12/17/2021	📅	📄
Charles' Law	<input type="checkbox"/>	1 Standards	Date: 12/14/2021	📅	Date: 12/17/2021	📅	📄
✕ Conversion F to Kelvin	<input type="checkbox"/>	0 Standards	Date:	📅	Date:	📅	📄

Add new assignment

PIN: Save

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

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

Editing Standards for Assignment:

Available Standards

- C.10D CALCULATE DILUTIONS
- C.10E TYPES OF SOLUTIONS
- C.10F RATE OF DISSOLUTION
- C.10G ACID/BASE DEFINITIONS
- C.10H PH
- C.11A ENERGIES
- C.11C EXOTHERMIC AND ENDC
- C.11D HEAT CALCULATIONS
- C.12A RADIATION AND BALANC
- C.12B FISSION AND FUSION

Add >>

<< Del

Selected Standards (* in use)

- 3331 CHEMISTRY
- C.21 COMMUNICATE CONCLUS

(you can only delete Standards which do not already have grades)

OK **Cancel**

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.

<input type="text" value="Charles' Law"/>	<input type="checkbox"/>	1 Standards	Date: 12/14/2021	Date: 12/17/2021	
<input checked="" type="checkbox"/> <input type="text" value="Conversion F to Kelvin"/>	<input type="checkbox"/>	2 Standards	Date: <input type="text"/>	Date: <input type="text"/>	

Add new assignment

PIN: **Save**

Copy Assignments to Another Course-Section-Cycle

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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