

Manage Assignments

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Settings > Manage Assignments

This page allows you to add assignments for your active courses, including extra credit assignments. You can also copy the assignments to other courses.

Categories must be established for the course on Settings > Administer Categories before you can add assignments.

Different fields are displayed according to the type of course selected (category-based (i.e., regular) courses and standards-based courses).

You cannot make changes to assignments once the cycle is closed.

Update data:

□ Specify the course-section:

Semester	The current semester is displayed by default. You can select another semester.
Cycle	The current cycle is displayed by default. You can select another cycle.
Course Section	Select the course-section you want to add assignments for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses. NOTE: For courses that are part of a course group, any changes to an assignment will apply to all courses in the group. An assignment can only be modified or deleted if no grades exist for the assignment for any course in the group.

Click **Retrieve Data**.

Assignments that have previously been entered for the semester-cycle-course-section are listed. Otherwise, the message "No Assignment Exists" is displayed.

□ Click **Add new assignment** to add a new assignment if a blank row is not available.

Assignment	Type a name for the assignment (e.g., Pop Quiz 1), up to 50 characters, that is unique no matter what the category
Name	is per semester/cycle. Assignment names can be changed at any time, as needed.
	TIP: It is helpful to keep the assignment name as brief as possible; however, the name should be descriptive
	enough to distinguish it from other assignments. Longer assignment names require more space on the Assignment
	Grades page, which may result in a more cumbersome page.
	See notes on Special Characters and Copy/Paste From Other Documents.
	NOTE : Assignment Names cannot contain a pipe character ().

Category	Select a categ	ory for the assignme	ent. These categories are established on Settings > Manage Categories.
	If a color has t	peen assigned to the r for the category.	category on the Manage Categories page, the drop-down list displays the
	This field is no	at displayed for stars	lards based sources, the Edit Standards solutes is displayed instead
Edit	For standards-	-based courses, the	number of standards currently associated for the assignment is displayed.
Standards/Skills	This field is a	only displayed for	standards based courses
	# Standards	\Box Click the link.	Standards-based Courses.
		The Editing Standar	ds for Assignment: Assignment Name window opens.
		An assignment can	not be saved unless it has at least one standard associated with it.
		Available Standards	All available standard-sets and associated standards are listed.
			Select the standards you want to associate with the assignment.
			To select multiple consecutive standards, click the first standard, then press and hold SHIFT while clicking the last standard in the range.
			To select multiple nonconsecutive standards, click a standard, then press and hold CTRL while clicking the other standards.
		Click Add» to as	sociate the selected standard(s) with the assignment.
		Selected Standar	ds The selected standards are listed under the appropriate standard set name.
		To remove a star	dard from an assignment, select the standard under Selected Standards, and
		The standard is mo	ved back to the Available Standards list.
		NOTE: You cannot	delete a standard if there are any assignment grades for the standard.
		Click OK to close	the window.
Data Aralina d	The Edit Star	ndards field is updat	ed to reflect the number of standards associated with the assignment.
Date Assigned	Type the assig NOTE: This field assignment, a	nment date in the M eld is critical for runr nd a date range is se	IMDDYYYY format, or click IIII to select a date from the calendar. ing the Graded Assignment Count admin report. If this field is blank for an elected when running the report, the assignment is not included in the report.
Due Date	Type the assig NOTE: You ca Settings > Up	nment date in the M n also set a default date Profile. Valid op	IMDDYYYY format, or click it to select a date from the calendar. value for this field using the in the Default Assignment Due Date field on tions are no default date, the current date, or up to five days in the future. You
Total Points	can override t	number of possible	eeded. points for the assignment. Do not type zero unless it is an extra credit
	assignment. T	The field is set to 100	by default.
	This field is no	ot displayed for stand	lards-based courses.
	NOTE: If you I	have assigned a rub	ric chart to this assignment, this field displays the total possible points for the
	If you are usin	ig percentage-based	weighting, and if the field is not set to 100, the warning icon 🗓 is displayed next
	to the field. W Averages (Cal also displayed	hen you click <mark>!!</mark> , a w culate Averages guid I when you click Sav	arning message opens indicating that you should review the Help for Calculating de) to understand how the grades are calculated in this situation. This warning is ${\bf e}$ if the points are not set to 100.
	Select Do not WARNING: If dropping a spe	show this messages all assignments in a ecified number of as	Je again if you do not want to receive this reminder every time you click Save . category do not have the same total points value, then the calculations for signments for the category (as indicated in the # Drop field on Settings > an average that is different than expected. If the total points value varies, the
	grade with the	e lowest number of p	oints may not necessarily be the lowest grade.
Extra Credit	Select if the as NOTE: If the a	ssignment is for extr assignment is for ext	a credit. ra credit, the Total Points is set to zero and cannot be changed.
	Extra credit as for the extra c	ssignments add poin redit assignment, it	ts to the average for the category selected. If a student has no grade or a zero does not count against him when his average is calculated.
	See the Extra credit for each	Credit section of the weighting type.	Calculate Averages guide for an explanation of calculating averages with extra
	This field is no	ot available for stand	ards-based courses or assignments that have a rubric chart assigned.

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Do Not Drop	Select if you do not want to drop that particular assignment. This field relates to the # Drop field on Settings > Manage Categories.
	If Do Not Drop is selected, the assignment grade is not dropped, even if it is the student's lowest grade, and you have specified to drop one or more of the lowest grades in a particular category.
	This field does not apply to standards-based courses.

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Notes	Click to add or update optional notes for the assignment.
	If entered, these notes are viewable in ParentPortal. The notes above on special characters for the Assignment Name field also apply to this field.
	\Box Add or update the note in the Note window and click OK . The Note window closes, and the note icon is yellow $\mathbf{\hat{n}}$ to indicate that a note was entered.
	\Box Or, to clear an existing note for the assignment, click Clear . The Note window closes, and the note icon is gray \Box to indicate that no notes exist.
×	Click to delete an assignment. NOTE: You cannot delete an assignment if grades have been posted for the assignment.
	If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grade for any withdrawn students too.

Save assignments:

PIN Type your four-digit personal identification number (PIN).

Click **Save**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

Copy assignments to another course-section:

Once you have saved assignments for a course, you can copy the assignments to another coursesection.

- 1. Use the **Semester**, **Cycle**, and **Course Section** fields to select the course-section *from* which to copy assignments.
- 2. Click **Copy assignments to another course-section-cycle**. The Copy Assignments page opens.

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