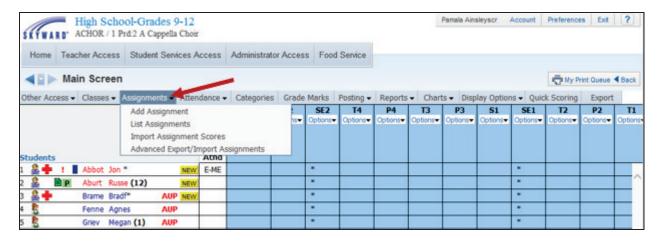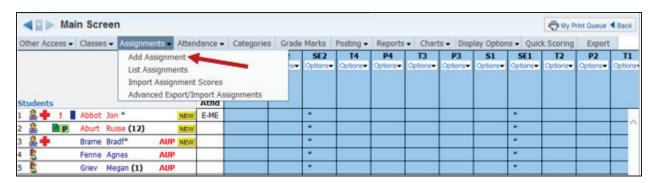# Add Assignment

Add Assignment
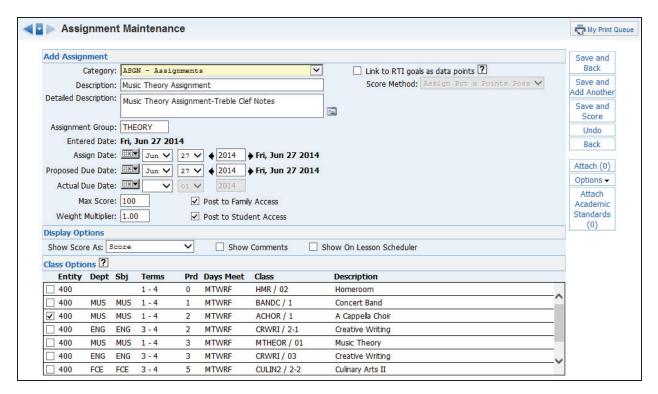
Add Assignment

The **Assignments** tab allows you to create and maintain assignments for the gradebook.

You can select **Add Assignment** to create a new assignment.

- **Category** – Select a category code from the drop-down menu. The categories displaying are based upon the ones selected to be used by the class.
- **Description** – Enter the description of the assignment; maximum of 30 characters. Example – Chapter 1 Test, Worksheet 1B.
- **Detailed Description -** Enter a detailed explanation of the assignment; maximum of 3000 characters. The Detailed Description can be viewed within Family and Student Access. Click the icon to access a larger window to view and enter the Detailed Description.
  Example - Chapter 1 Test covering equations.
- **Assignment Group** – The Assignment Group allows you to create a customized grouping for assignments. You can choose to Sort Assignments by Assignment Group in the Assignment Display Options.
  Example - Unit 1, Unit 2, etc. As a result, all assignments with the corresponding assignment group can display together on the Gradebook Main Screen.
- **Assign Date -** Enter the date the assignment was given to the students; it defaults to the current date.
- **Proposed Due Date** - Enter the date you anticipate that the assignment will be due. You can enter a future Assign and Proposed Date; this allows the assignment to display as a future assignment in Family and Student Access.
- **Actual Due Date** - Date entered for assignment receiving an extension. An example of when you would enter an actual due is when you had an inclement weather day or you do not get to the assignment on the proposed due date. The actual due date will supersede the proposed due date.
- **Max Score** - Enter the maximum value a student may receive for the assignment; extra credit should not be included in this number. Assignments created to solely track extra credit can be created with a max score of zero.
- **Weight Multiplier** – Typically this value remains at '1' unless you wish to adjust the assignment value for varying difficulty in assignments.

Example: Assignment has a maximum score of 100. If you change the 'Weight Multiplier' field to .5, the assignment is given half the value or would reflect a maximum score of 50. By changing the 'Weight Multiplier' to 2, the assignment maximum score would double to 200. These values will print on reports and can display on the Gradebook Main Screen.

- **Post to Family Access** - Select this option to post the assignment information to Family Access. Any assignment that counts towards the student's overall grade for the class should have the option selected to Post to Family Access because Family Access creates its own calculation based upon the assignments posted to Family Access. If you are unable to deselect the Post to Family Access, it is occurring because of an administrative choice to have all assignments automatically posted to Family Access.
- **Post to Student Access** - Select this option to post the assignment information to Student Access. Any assignment that counts towards the student's overall grade for the course should have the option selected to Post to Student Access because Student Access creates its own calculation based upon the assignments posted to Student Access. If you are unable to deselect the Post to Student Access, it is occurring because of an administrative choice to have all assignments automatically posted to Student Access.
- **Show Assignment Score As** - Allows you to determine how the assignment will display on the Gradebook Main Screen. Options include:
  o **Score** – Displays the student's score for the assignment.
  o **Unweighted Score** – Displays the student's unweighted score for the assignment; only used if entering a Weight Multiplier other than 1.
  o **Check** – Displays a check mark for any student that has a score for the assignment.
  o **Percent** – Displays the student's percentage for the assignment.
  o **Grade Mark** – Displays the grade mark earned on the assignment.
- **Show Comments** - Allows you to display the free form comment entered when scoring the assignment.
- **Show on Lesson Scheduler** - Allows you to display the assignment on the Lesson Scheduler. This option will only be available if the Lesson Plan module has been purchased by the district.
- **Select the Classes where the Assignment should be added** - Check the box to the left of any class(es) that will be using the same assignment information. If a class is grayed out, it is because the class does not contain the selected Category or does not contain the selected Assign and Due Dates.
- **Link to RTI goals as data points** – This option is only available if the district has purchased the RTI module and has selected Gradebook configuration option. If this option is selected, it will use the assignment score as a data point for the student in order to track progress on the intervention.
  o **Assign Pct x Point Poss** – This option will use the student's assignment percent multiplied by the numeric value of the goal's points possible as the data point.
  o **Assign Pct x Target** – If this option is selected, it will use the student's assignment percent multiplied by the numeric value of the goal's target value to determine data point.
  o **Assign Percent** – This option will use the student's assignment percent as the data point.
  o **Assign Score** – If this option is selected, it will use the student's assignment score as the data point.