

# Creating Assignments

There are 2 ways to create assignments:

- Create Assignments through the *Lesson Planner*
- Create Assignments through the *Gradebook*

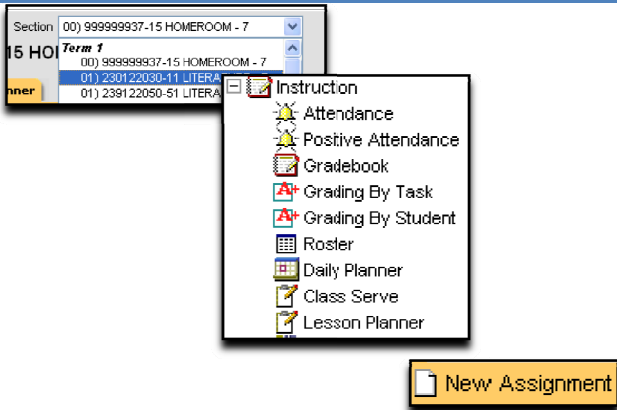
## Assignments using Lesson Planner

& Copying Assignments to Other Classes

Choose your section from the pull-down menu at the top.

Click on Lesson Planner located on the left.

Click on New Assignment.



Fill in the mandatory fields:

**A. Name** - This is what parents see on Portal. Check your spelling! →

**B. Abbreviation** – This is what you see in your gradebook. 5 character max. →

**C. Group** – Category you want to put the assignment in. →

**D. Total Points** →

**E. Multiplier** →

**F. Due Date** – Make sure you put the correct due date on here. →

**\*\*Always leave Grading Scale BLANK!\*\***

### Assignment Detail

**\*Name**  
Inferencing Worksheet 1

**\*Abbreviation**  
INF1

**\*Group**  
Classwork - Term 3 9 wk Grade

Student Group  
[Dropdown]

Test Strand  
[Dropdown]

**\*Total Points** 100      **\*Multiplier** 1

Grading Scale  
[Dropdown]

**\*Due Date** 01/04/2008      Assigned Date [Calendar]      Sequence 1

Active       Hide Portal

Click SAVE when done!

Optional:

- Active – check this if you want it to show in your gradebook
- Hide Portal – check this to hide it from Parent Portal.

Repeat these steps for each assignment to prepare for copying of assignments to other classes.

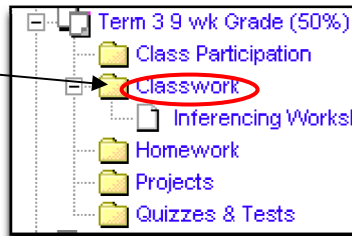
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## Copying Assignments to Other Classes

**Note:** The terminology in this section may be confusing, but this is the sequence to follow when copying assignments from one class to another.

Also, after your original copying of assignments and you make more, you will have to wait a few minutes for the system to “catch up” so you can copy them.

1. Select the group that contains the assignments you want to copy.

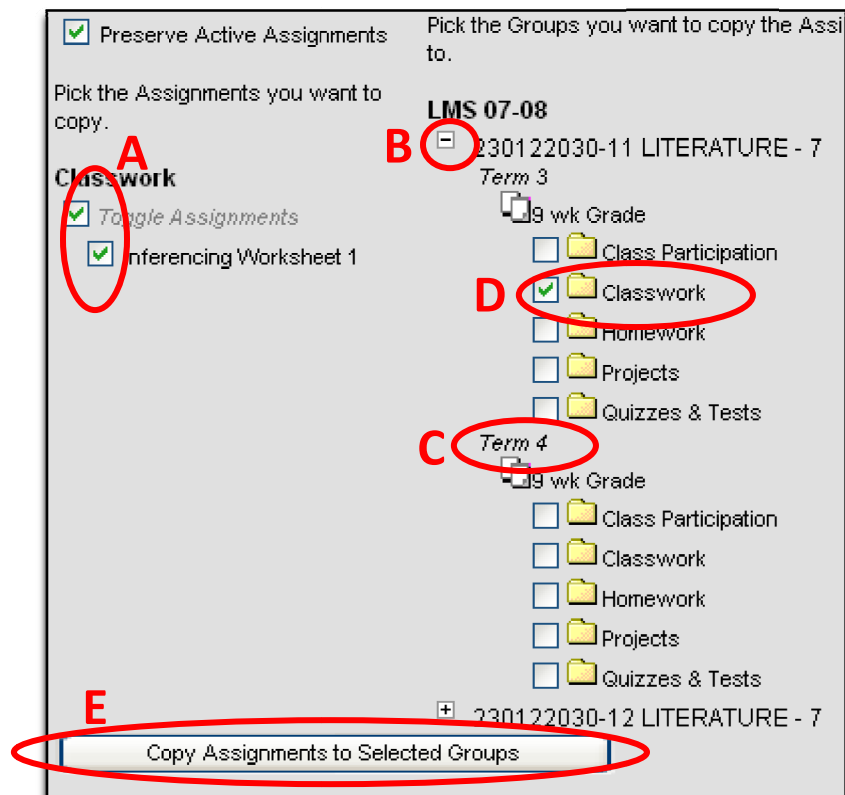


2. Click on **Copy Group**.



In the Copy Group Window:

- A. Select the Assignments to Copy
- B. Click the + next the section(s) where you want to copy the assignments
- C. Notice that ALL terms will show
- D. Put the checkmark in the corret group
- E. Click the button – Copy Assignments to Selected Groups



Switch to a section that you copied it to and make sure they show up. Repeat this process for each group that has assignments that need to be copied to other sections.