

Creating Assignments within Gradebook

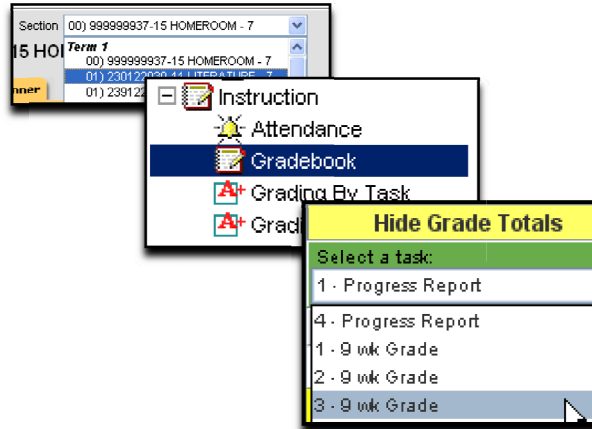
Teachers can create Assignments in the Gradebook section.

Create Assignments in Gradebook

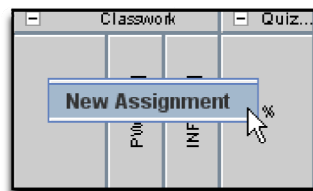
Select the correct **Section** from the drop down box at the top.

Click on **Gradebook** on the left.

Select a Task – Choose the 9 week grading period you are in.



Right click in the grey areas that contain your categories. Click on **New Assignment**.



The box to the right appears. You need to fill in ALL information.

Remember:

Name – Assignment Name parents see on Portal

Group – Which category do you want the assignment placed in

Abbreviation – This will show in your gradebook. Max – 5 characters

Due Date – When assignment is due

Points – Total Point value

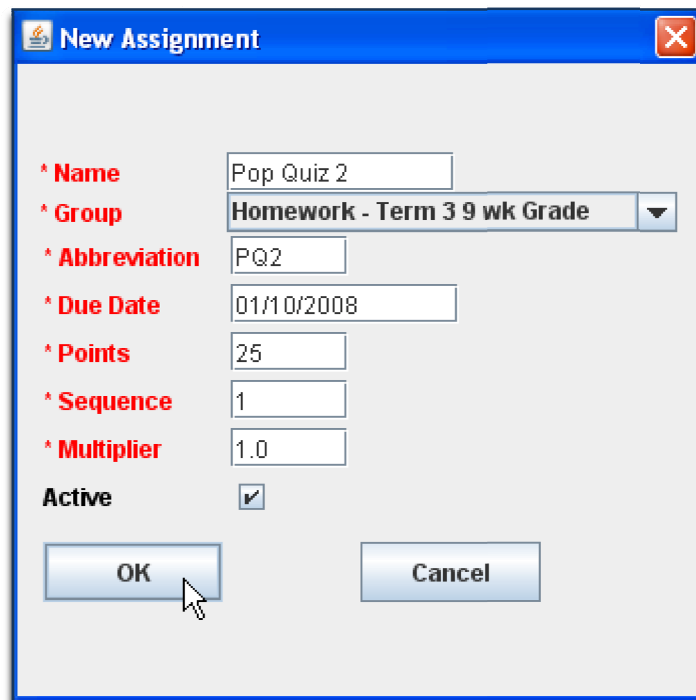
Sequence – Where you want the assignment placed in your gradebook.

Multiplier – if you want to double or triple the score.

Active – Make the assignment active in your gradebook. If this is unchecked, the assignment will appear red in your gradebook.



*If you want to hide this assignment from Portal, you have to change it in the Lesson Planner feature.



New Assignment

* **Name** Pop Quiz 2

* **Group** Homework - Term 3 9 wk Grade

* **Abbreviation** PQ2

* **Due Date** 01/10/2008

* **Points** 25

* **Sequence** 1

* **Multiplier** 1.0

Active

OK Cancel