

Add Gradebook Assignments

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There are several ways for teacher to add assignments to their gradebooks. Below are the different ways to add assignments and will be detailed further in the document:

- **Dashboard** views – Add Assignment option
- **Manage** page – Assignments tab
- **Scores by Assignments** page – New Assignment option on the assignment dropdown
- **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- **Import Assignments** – allows teachers to import assignments from any other teacher’s gradebook to their own gradebook.

To add Gradebook Assignments click the mouse on **Add Assignment** button and the following page will display.

The screenshot shows a web form titled "Add Assignment" with a close button (X) in the top right corner. The form is organized into sections:

- General Info**:
 - # 1 (with up/down arrows)
 - Name (text input)
 - Description (text area)
 - Type: Formative (dropdown menu). Below it, text explains: "Formative Assignments are those that form knowledge (ex: homework or projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests)."
 - Category: Homework/Notebook/Quizzes (dropdown menu)
 - Extra Credit: . Below it, text explains: "If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form."
 - Narrative Grading: (dropdown menu)
 - Assigned On: 09/10/2014 (calendar icon)
 - Due On: 09/11/2014 (calendar icon)
 - Number Correct Possible: 0 (text input)
 - Points Possible: 0 (text input). Below it, text explains: "Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.
 - Grading Completed:
 - Visible to Portal:
 - Score Visible to Portal:
- Standards**: (empty section)

At the bottom of the form are four buttons: Save, Save and Add New, Save and Close, and Cancel.

The following fields display on the **Add Assignment** page:

#: This is the assignment number. This number can be edited on the Add Assignment page and should not use an existing assignment number.

Name: enter an Assignment name

Description: a longer description of the assignment can be entered but is not required

Type: Select the **Type** of assignment from the dropdown. Brief descriptions of the types are below.

- **Formative Assignments** – assignments that are part of the instructional process. Assignments that form knowledge. Examples: Worksheets and Projects.
- **Summative Assignments** – assignments that gauge a student's learning. Assignments that summarize knowledge. Examples: Quizzes and Tests.

Note: When adding an assignment and selecting a Type, that Type will be remembered and used as the default upon adding another new assignment. The Type can be changed at any time by making a selection from the Type drop down menu.

Category: select a Category from the dropdown. The category is required.

Rubric Assignment: If the Gradebook option **Doing Rubric** is selected, a **Rubric** option will display and default ON when adding new assignments. Assignments can be added to a **Rubric** gradebook that are not tagged as **Rubric**. Scores can be given to the non-rubric assignments and they will not be calculated into the Average.

Extra Credit: Select the **Extra Credit** option if applicable. The **Extra Credit** option will change the Number Correct Possible and Points Possible fields to 0 and will make these fields invisible on this form.

Narrative Grading: Select the Narrative Grading Set if desired. Narrative Grading is optional

Assigned On: The **Assigned Date** will default to today. Change the date if not today. The calendar icon can be used to change the date.

Due On: The **Due Date** will default to the next school day. Change the **Due Date** if applicable. The calendar icon can be used to change the date. The **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. The **Due Date** also ties in with the **Gradebook Options** to Filter and Calculate Assignments.

A term color indicator will display when the **Due On** date is entered.

Assigned On

02/27/2015



Due On

03/02/2015



Number Correct Possible: Enter the maximum points possible in the **Number Correct Possible** field. The next field, Points Possible, will default to the same value.

Points Possible: Enter the maximum number of points that can be earned in the **Points Possible** field. The **Points Possible** is not a required field.

For example, an assignment consists of a worksheet with 20 questions but the assignment is worth 10 points. Enter a **Number Correct Possible** of 20 and a **Points Possible** of 10. When entering scores, the % and **Points Earned** will be calculated automatically. If the student's # **Correct (Score)** is 18, a % of 90 and a **Points Earned** of 9 will display on the Scores By Assignment page.

Grading Completed: select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.

Visible to Portal: this option will allow or deny the assignment to be visible to students and parents through the Parent Portal.

Score Visible to Portal: this option can be used to allow or deny the assignment score to be visible to students or parents.

Drop Box: The **Drop Box** and **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. *This feature is not supported at this time.*

Add Exam: The **Exam** and **Test Admin** fields are used with *Aeries Analytics*. Click on the **Add Exam** button to associate an exam to the assignment if applicable. The following **Analytics Exam Selector** page will display.

Analytics Exam Selector ×

Search

Directories

CST ELA Mirror Grade 10

CST ELA Mirror Grade 11

Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.

Analytics Exam

Exam Test Admin

Edit | Remove Math Benchmark Spring 2014 ▾

Add Standard: The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option of Support Standard-Based Grade Reporting** for the school.

To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.

Standard Selector ×

Search ▾ ▾

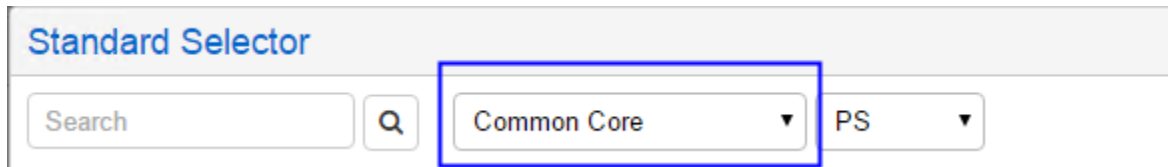
Selected Standards

Filters

CE - English Language Arts and Literacy >

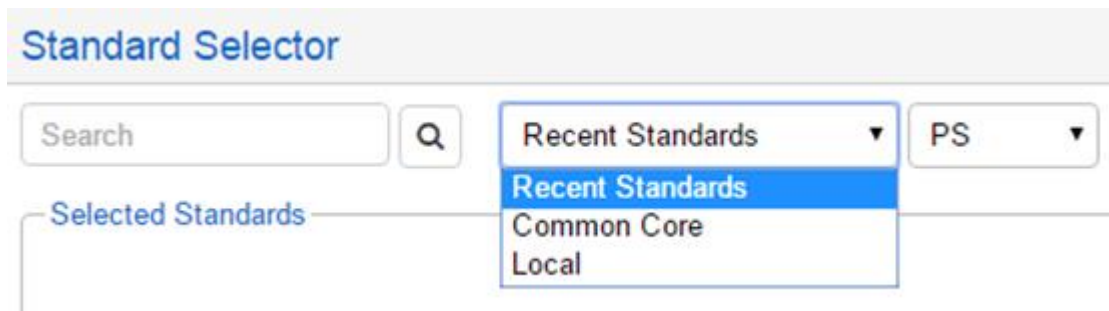
CM - Mathematics >

The **Standard Selector** form will remember the **type** of Standard chosen and will use this as the default each time a new assignment is added.



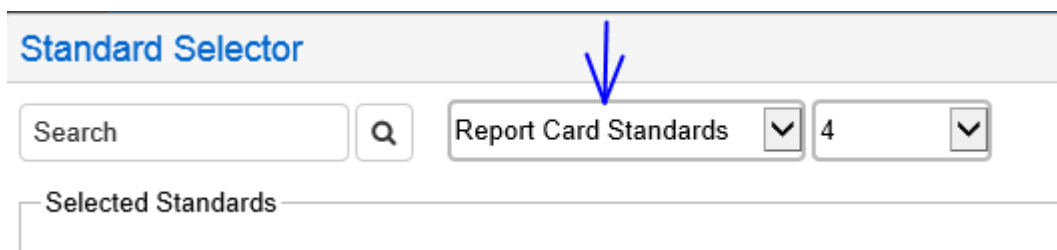
The image shows the 'Standard Selector' form. It has a search box on the left, a magnifying glass icon, a dropdown menu currently showing 'Common Core', and another dropdown menu showing 'PS'. A blue rectangular box highlights the 'Common Core' dropdown menu.

The **Standard Type** drop down will also display a **Recent Standards** choice. This option will store the last 15 Standards used.



The image shows the 'Standard Selector' form with the 'Standard Type' dropdown menu open. The dropdown menu lists 'Recent Standards', 'Common Core', and 'Local'. The 'Recent Standards' option is highlighted in blue. Below the dropdown menu, there is a section labeled 'Selected Standards'.

The Standard Type dropdown also has a **Report Card Standards** option. If the Gradebook is associated with a Course the Standards displayed under this option will be from the Standards Based Course (SBR) table. If the Gradebook is not associated with a Course the standards displayed will be from the Standards Based Setup (SBE) table.



The image shows the 'Standard Selector' form with the 'Standard Type' dropdown menu set to 'Report Card Standards'. A blue arrow points down to the 'Report Card Standards' dropdown menu. Below the dropdown menu, there is a section labeled 'Selected Standards'.

Use the Search box and filters available to locate the standards to link to the assignment. The Standard Selector page has drilldowns available to locate standards. Click on the arrows to display sub standards.

Filters

CM x CMA.912 x

Add	CMA.912.SSE - Seeing Structure in Expressions	>
Add	CMA.912.APR - Arithmetic with Polynomials and Rational Expressions	>
Add	CMA.912.CED - Creating Equations	>
Add	CMA.912.REI - Reasoning with Equations and Inequalities	>

Click the mouse on the Add button to select standards. If an Add button is not displayed next to a standard, that standard was flagged by the District to not be linkable to an assignment.

Click the mouse on the OK button to save the standards for the assignment. The standards will now display on the Add Assignment page. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the standards selected.

Standards

Add Standard

Input By Standard


Standard

Delete	CMA.912.CED	Creating Equations
Delete	CMA.912.REI	Reasoning with Equations and Inequalities

The **Input By Standard** button will now display. The **Input by Standard** option will allow scores to be entered by the standard that is connected to an assignment. The **Scores by Class**, **Scores by Student** and **Scores by Assignment** pages will allow data entry of scores by standard when the **Input by Standard** option is selected.

The Add Assignment window has an option to **Push New Assignment to Selected Gradebooks**.

Add Assignment x

Push New Assignment to Selected Gradebooks 

New Assignment will be pushed to all linked gradebooks by default. If this option is selected, the new assignment will only be pushed to the selected gradebooks

<input type="checkbox"/>	Gradebook Name	Teacher	Grd Range	Start Date	End Date
<input checked="" type="checkbox"/> Group 1 (Current Group)					
<input checked="" type="checkbox"/>	1 - NEW - Year	Acosta (605)	9 - 12	7/11/2017	8/4/2018
<input checked="" type="checkbox"/>	2 - IBHstAm2/HEcCv - Year	Acosta (605)	12 - 12	8/4/2017	8/28/2018
<input type="checkbox"/> Group 2					
<input type="checkbox"/>	1 - XPE 9 2ND SEMESTER - Spring	Bray (607)	9 - 9	1/20/2018	8/28/2018
<input type="checkbox"/>	2 - XPE 9 2ND SEMESTER - Spring	Bray (607)	9 - 9	1/20/2018	8/28/2018
<input type="checkbox"/>	3 - XPE 9 2ND SEMESTER - Spring	Bray (607)	9 - 9	1/20/2018	8/28/2018
<input type="checkbox"/>	4 - XPE 9 2ND SEMESTER - Spring	Bray (607)	9 - 9	1/20/2018	8/28/2018
<input type="checkbox"/>	5 - XPE 9 2ND SEMESTER - Spring	Bray (607)	9 - 9	1/20/2018	8/28/2018

When creating a new assignment and selecting this option, other existing gradebooks will display to select to push the new assignment to. Only the current gradebook the new assignment is being added to and the selected gradebooks will get the new assignment.

When the assignment information is completed, there are several buttons available at the bottom of the page.



- The **Save** button will save the information entered but stay open to continue completing the page.
- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added and will return to the **Assignments** tab under **Manage**.
- The **Cancel** button will close the page and not save any information entered.
- **NOTE:** if gradebooks are linked, the new assignment will display in all linked gradebooks. When the school is using Standards, under the **Manage Assignments** area, the page will display the

Input By Standard information as well as any Standards that are attached to the assignment.

Math - Year ▾ Dashboard Scores by Class Assignments Students Reports Manage

Math - Year Add Gradebook Link Gradebooks

Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Add Assignment Push Assignment To Other Gradebooks Import Assignment Into This Gradebook

	Name	Due Date	Type	Category	Grd Cmpltd	Input By Standard
Enter Marks	WS 1.13	1/17/2014	F	Work	Yes	No

Standards

- CEH.68 Grades 6-8 Literacy in History/Social Studies
- CEL.1 Grade 1 English Language Arts & Literacy in History/Social Studies, Science, & Technical Subjects

- The **Assignments** tab will display all assignments entered with color coding for the terms. Below is an example of a trimester gradebook. If using multiple terms for a gradebook, all assignments will display on the **Assignments** tab with color coding on the left and a legend at the top.

Add Assignment Push Assignment To Other Gradebooks Import Assignment Into This Gradebook

Trimester 1 Trimester 2 Trimester 3 Assignments do not belong to any Term.
Sort Assignments by Clicking on Column Headers.

#	Name	Due Date	Type
1	RF1d Uppercase and lowercase letters CEL.K.RF	6/4/2015	S
2	RF2a Rhyming words CEL.K.RF	6/4/2015	S
3	Term 3 CEL.K.RF	4/14/2015	F