

Skyward – Creating and Administering Online Assignments

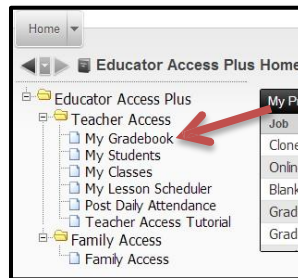
Online Template

This way we will look at is ideal for assignments you plan to use again, and for assignments that you may need to print a hard copy for a student that is absent or cannot access Skyward (for whatever reason).

This is the method I recommend, just for the fact that if you ever need to print an offline version of the assignment, it's very easy to do and it is available to you for future use. You can also share your online assignments with other teachers using this method.

Creating the Template

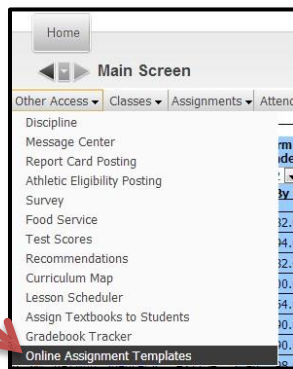
1. Log in to Skyward and click on the **My Gradebook** link under **Teacher Access**.



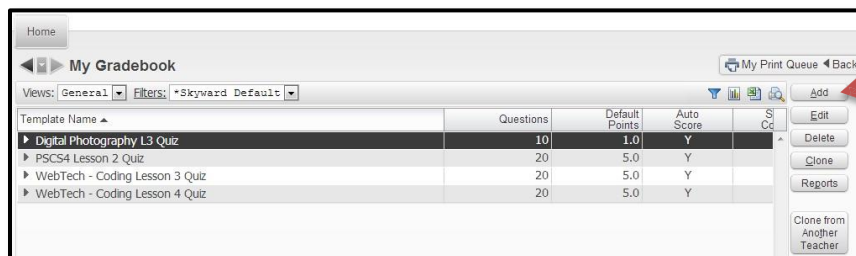
2. Click on the **Gradebook** link for any of your classes. This method actually saves the assignment as a template that can be used in any class, so it doesn't matter which class you choose at this point.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
CTE	CTE	1 - 6	1	MTWRF	20330 / 011	WEB TECHNOLOGY	Gradebook
CTE	CTE	1 - 6	2	MTWRF	20320 / 021	DIGITAL MEDIA - CTE	Gradebook
A&E	A&E	1 - 6	4	MTWRF	20350 / 041	PRINTING AND IMAGING TECHNOLOG	Gradebook
A&E	A&E	1 - 6	5	MTWRF	20350 / 051	PRINTING AND IMAGING TECHNOLOG	Gradebook
CTE	CTE	1 - 6	6	MTWRF	20320 / 061	DIGITAL MEDIA - CTE	Gradebook
CTE	CTE	1 - 6	7	MTWRF	20320 / 071	DIGITAL MEDIA - CTE	Gradebook
CTE	CTE	1 - 6	8	MTWRF	20320 / 081	DIGITAL MEDIA - CTE	Gradebook

3. Hover over the **Other Access** tab and select **Online Assignment Templates** at the bottom of the menu.



4. You will see a list of all Online Assignment Templates you've created (if any). From here, you can **Add**, **Edit**, **Delete**, and **Clone** online assignments, as well as **Clone** an assignment **from Another Teacher**, simply by clicking the appropriate button. We will create one from scratch, so click the **Add** button.



5. The **Online Assignment Template Maintenance** window appears, and you can create your online assignment
6. In the window that opens, fill out any other relevant information such as Description (I use this box for assignment directions), Randomize Questions, Start and Stop Date/Time, Questions per Page, Auto Score and Post, and Show Correct Answers.

Description: type directions for overall assignment

Randomize Questions: used to mix up the questions for each student

Start and Stop Date/Time: used to open and close online access to the assignment

Questions per Page: how many questions you want the student to see on each page

Auto Score and Post: will automatically score the assignment and put the scores in your gradebook (only works for Multiple Choice, T/F, and Matching questions)

Show Correct Answers: will show the correct answers to the student after the assignment is completed

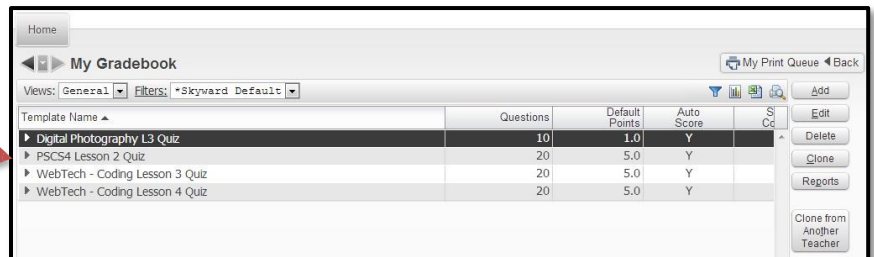
7. Once you have your settings configured, you are ready to start adding questions. Click the **Save and Add Questions** button.

8. Select the **Question Type** (drop-down menu), write the **Question**, fill in any **Extra Content** you might want to include (not normally necessary), record how many **Points** you want the questions to be worth, and record the possible **Answers** (don't forget to check the box for the **Correct** answer!). You can also attach files to the question and/or answers if you wish (such as a formula chart, etc.) by clicking the **Attach** button. Once you have completed this question, click the **Save and Add Another** button.

9. Continue this process until you have finished adding all the questions to your assignment. Once you have added the last question, click the **Save and Back** button.

- You will be returned to the **Online Assignment Template** window where you can now see the questions you added at the bottom of the window. If you need to edit any of the questions, you can select the question and click the **Edit** button, or you can also delete questions by selecting them and clicking the **Delete** button. If you need to add questions, click the **Add** button. Once you have verified the online assignment, click the **Save and Back** button.
- You should now see your assignment template listed in your online templates window. The list of available assignment templates will grow as you create more.

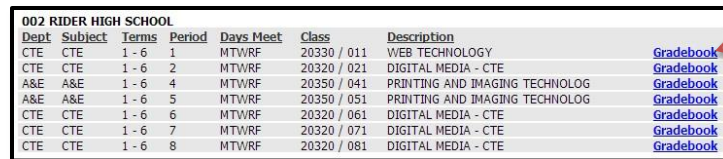
Templates appear here after you have created them



Template Name	Questions	Default Points	Auto Score	SI Cd
Digital Photography L3 Quiz	10	1.0	Y	
PSCS4 Lesson 2 Quiz	20	5.0	Y	
WebTech - Coding Lesson 3 Quiz	20	5.0	Y	
WebTech - Coding Lesson 4 Quiz	20	5.0	Y	

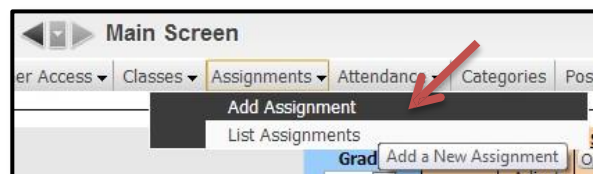
Using the Template for an Assignment

- Click on the **Gradebook** link for the class you wish to create the online assignment for.

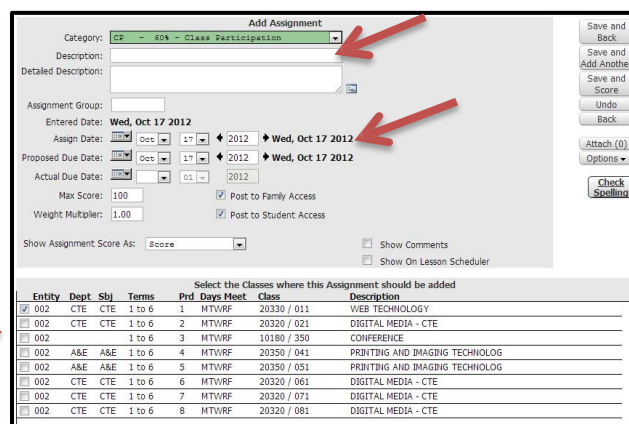


Dept	Subject	Terms	Period	Days Meet	Class	Description
CTE	CTE	1 - 6	1	MTWRF	20330 / 011	WEB TECHNOLOGY Gradebook
CTE	CTE	1 - 6	2	MTWRF	20320 / 021	DIGITAL MEDIA - CTE Gradebook
A&E	A&E	1 - 6	4	MTWRF	20350 / 041	PRINTING AND IMAGING TECHNOLOG Gradebook
A&E	A&E	1 - 6	5	MTWRF	20350 / 051	PRINTING AND IMAGING TECHNOLOG Gradebook
CTE	CTE	1 - 6	6	MTWRF	20320 / 061	DIGITAL MEDIA - CTE Gradebook
CTE	CTE	1 - 6	7	MTWRF	20320 / 071	DIGITAL MEDIA - CTE Gradebook
CTE	CTE	1 - 6	8	MTWRF	20320 / 081	DIGITAL MEDIA - CTE Gradebook

- Hover over the **Assignments** tab and select **Add Assignment** (just like you would to enter any new assignment in your gradebook).



- Fill out all the relevant information, just as you would for any other assignment (Description, dates, classes to add assignment to, etc.).



Category: **CP - 60% - Class Participation**

Description:

Detailed Description:

Assignment Group:

Entered Date: **Wed, Oct 17 2012**

Assign Date: **Wed, Oct 17 2012**

Proposed Due Date: **Wed, Oct 17 2012**

Actual Due Date: **Wed, Oct 17 2012**

Max Score:

Weight Multiplier:

Post to Family Access: ☒

Post to Student Access: ☒

Show Assignment Score As:

Show Comments: ☐

Show On Lesson Scheduler: ☐

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
☒	002	CTE	CTE	1 to 6	1	MTWRF	20330 / 011 WEB TECHNOLOGY
☒	002	CTE	CTE	1 to 6	2	MTWRF	20320 / 021 DIGITAL MEDIA - CTE
☒	002	CTE	CTE	1 to 6	3	MTWRF	10180 / 350 CONFERENCE
☒	002	A&E	A&E	1 to 6	4	MTWRF	20350 / 041 PRINTING AND IMAGING TECHNOLOG
☒	002	A&E	A&E	1 to 6	5	MTWRF	20350 / 051 PRINTING AND IMAGING TECHNOLOG
☒	002	CTE	CTE	1 to 6	6	MTWRF	20320 / 061 DIGITAL MEDIA - CTE
☒	002	CTE	CTE	1 to 6	7	MTWRF	20320 / 071 DIGITAL MEDIA - CTE
☒	002	CTE	CTE	1 to 6	8	MTWRF	20320 / 081 DIGITAL MEDIA - CTE

- Once you have all the basic information filled in, hover over the **Options** button and select **Copy from My Online Assignment Template**.

Assignment Maintenance

Add Assignment

Category: CP - 604 - Class Participation

Description:

Detailed Description:

Assignment Group:

Entered Date: Wed, Oct 17 2012

Assign Date: Oct 17 2012

Proposed Due Date: Oct 17 2012

Actual Due Date: Oct 17 2012

Max Score: 100

Weight Multiplier: 1.00

☒ Post to Family Access

☒ Post to Student Access

Options

- Create Online Assignment
- Copy from My Online Assignment Template**
- Copy from District Online Assignment Template
- Attach District Assessment
- Clone Online Assignment From Other Teacher

- The **Clone Online Assignment Template** window opens. Select the template you want to use and click the **Clone to Assignment** button.

Clone Online Assignment Template

Views: General Filters: *Skyward Default

Template Name	Random	Del	Pg
Digital Photography L3 Quiz	Yes		
PSCS4 Lesson 2 Quiz	Yes		
WebTech - Coding Lesson 3 Quiz	Yes		

Clone to Assignment

- Once you click the **Clone to Assignment** button, the **Make Assignment Available Online** window will open, with all the information for the assignment already placed in the correct places. **You will need to select a Start and Stop Date/Time.**

Make Assignment Available Online

Assignment Setup Options

Name: test Default Points per Question: 5.0

Description: Answer the following questions to the best of your abilities. You may use any resource available to you on your computer (Internet, lessons, etc.).

Maximum characters: 250, Remaining characters: 103

☒ Randomize Questions ☐ Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: 10/17/2012 * Time: 12:00 AM

* Stop Date: 10/17/2012 * Time: 11:59 PM

Questions per Page: 1

Do not Show Results until: 10/17/2012 12:00 AM

☒ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

- If you want to make any changes to the online assignment (will not edit the template, just this specific assignment), you can do that here by clicking the **Save and Add Questions** button. Clicking this button will open the **Question Maintenance** window. Even if you don't want to add questions, and you just want to edit or delete existing questions, you have to do this and then click the **Back** button so that the **Add**, **Edit**, and **Delete** buttons become active. If you don't want to make changes, click the **Save and Back** button.

Make Assignment Available Online

Assignment Setup Options

Name: test Default Points per Question: 1.0

Description: Answer the following questions to the best of your ability. You may use any resource on your computer (Internet, lessons, etc.) to help you, but you may not visit with your classmates.

Maximum characters: 250, Remaining characters: 66

☒ Randomize Questions ☐ Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: 10/17/2012 * Time: 12:00 AM

* Stop Date: 10/17/2012 * Time: 11:59 PM

Questions per Page: 1

Do not Show Results until: 10/17/2012 12:00 AM

☒ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

Assignment Questions

Number	Type	Question
1	True/False	Digital Cameras always reset the controls when they are turned off.
2	True/False	The camera must be turned off to safely remove memory cards or sticks.
3	True/False	An f-stop number refers to the size of an aperture opening in a camera lens.
4	True/False	In a digital camera, an image sensor takes the place of film.
5	True/False	The image-quality setting on a digital camera controls the amount of image file compression.
6	True/False	Digital camera sensors record reflected colors as combinations of red, green and blue.
7	True/False	Autofocus cameras require careful placement of the main subject to ensure sharpness.
8	True/False	Depth of field is directly related to the speed of the camera shutter.

10 records displayed

Save and Add Questions

Click this button to apply the online assignment and return to the assignment creation window

Click this button to make changes to the questions (after clicking it, click the Back button in the next window to get access to the Edit and Delete buttons)

8. After clicking the **Save and Back** button, you'll now see the extra online assignment buttons in the **Assignment Maintenance** window (**Edit Online Assignment** and **Remove Online Assignment**).

Assignment Maintenance

Add Assignment

Category: CP - 60% - Class Participation This Assignment is available Online

Description: test

Detailed Description:

Assignment Group:

Entered Date: Wed, Oct 17 2012

Assign Date: Oct 17 2012 Wed, Oct 17 2012

Proposed Due Date: Oct 17 2012 Wed, Oct 17 2012

Actual Due Date: Oct 01 2012

Max Score: 100 Change Max Score Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments

Buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), Edit Online Assignment, Remove Online Assignment, Check Spelling

9. If you don't want to make any other changes to the assignment, click the **Save and Back** button to finalize the assignment.

Assignment Maintenance

Add Assignment

Category: CP - 60% - Class Participation This Assignment is available Online

Description: test

Detailed Description:

Assignment Group:

Entered Date: Wed, Oct 17 2012

Assign Date: Oct 17 2012 Wed, Oct 17 2012

Proposed Due Date: Oct 17 2012 Wed, Oct 17 2012

Actual Due Date: Oct 01 2012

Max Score: 100 Change Max Score Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments

Buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), Edit Online Assignment, Remove Online Assignment, Check Spelling

You've now created an online assignment using a template, and you'll see the assignment listed in your gradebook. If you set the assignment to auto-grade and post, you will see the grades appear once the students have completed the assignment.

You can re-use this template for future assignments (i.e. next year's classes), as well as share the assignment with other teachers (they would use the **Clone Online Assignment from Other Teacher** option instead of the **Copy from My Online Assignment Template** option)