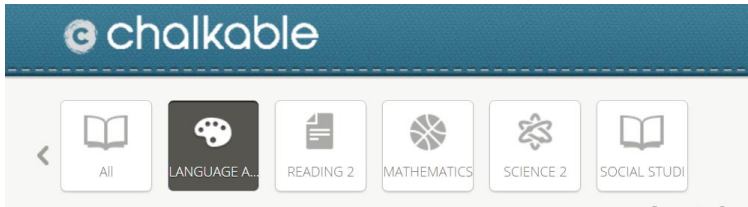
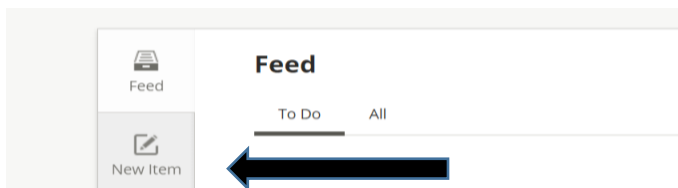


CREATING A NEW ASSIGNMENT IN THE CHALKABLE CLASSROOM GRADEBOOK

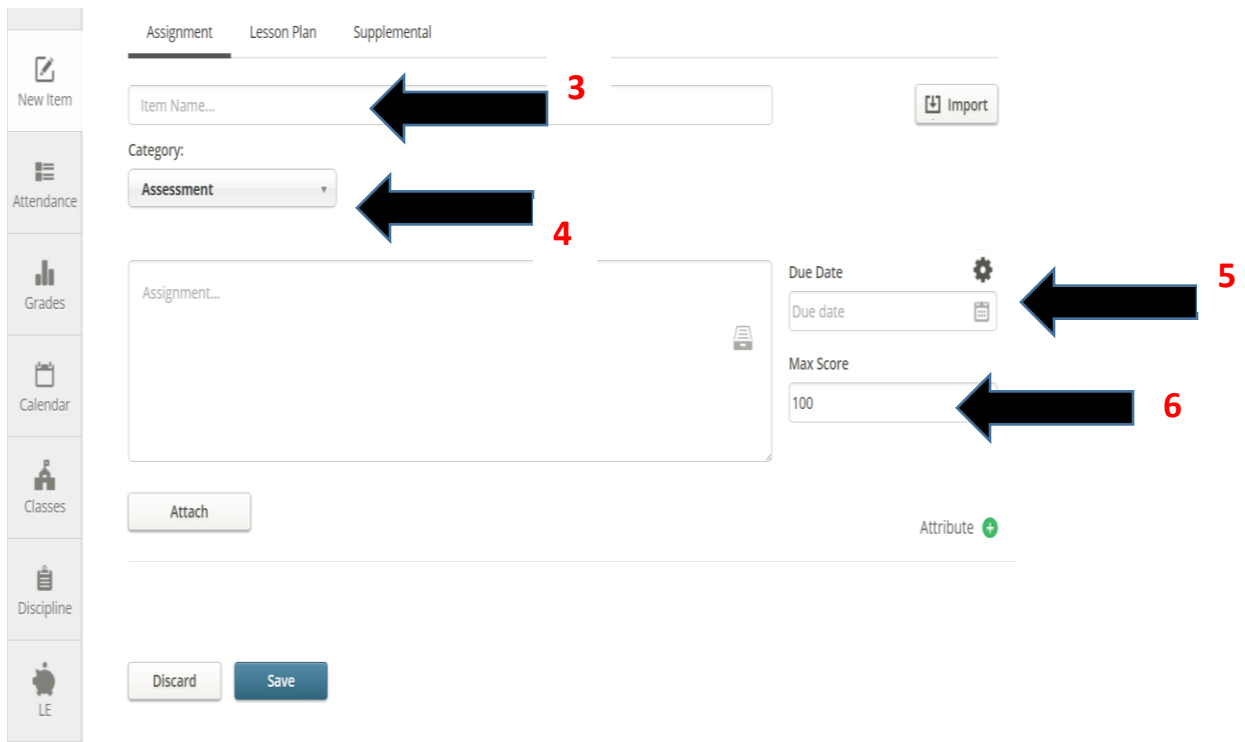
1. Choose a subject or class.



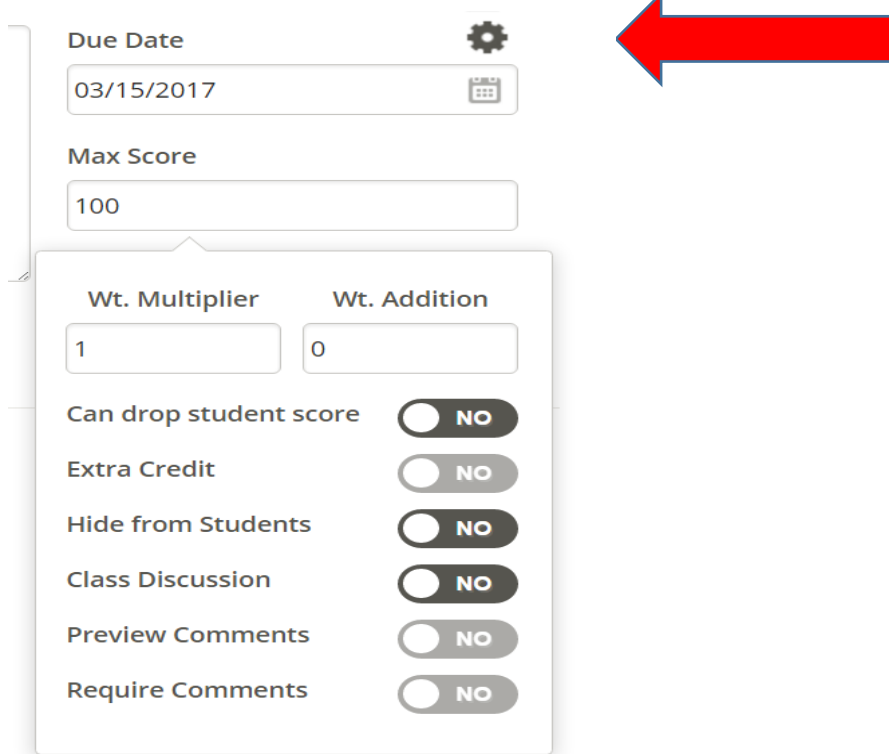
2. Select NEW ITEM.



3. Enter the ITEM NAME (name of assignment).
4. Choose a CATEGORY (Assessment or Daily Work).
5. Select a DUE DATE.
6. Enter a MAX SCORE.



7. For ADVANCED OPTIONS, click on the gear. This is where you have the option to make an assignment droppable.



The image shows a portion of an assignment configuration interface. At the top, there is a 'Due Date' field containing '03/15/2017' and a gear icon to its right. Below this is a 'Max Score' field containing '100'. A dropdown menu is open, showing 'Advanced Options'. This menu includes two input fields: 'Wt. Multiplier' with the value '1' and 'Wt. Addition' with the value '0'. Below these are six toggle switches, all currently set to 'NO': 'Can drop student score', 'Extra Credit', 'Hide from Students', 'Class Discussion', 'Preview Comments', and 'Require Comments'. A large red arrow points from the right towards the gear icon.

8. Click SAVE.