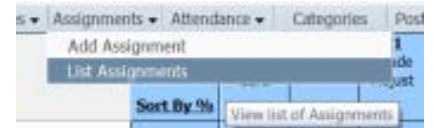


List Assignments



1. Open up a gradebook. Hover over **Assignments**→**List Assignment**

2. List of Current Assignments are displayed.

Assignments										
Add	Clone	Report	View Scores	Assignment Display	Clone From Existing Gradebook					
Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
05/22/12	40	Tue	TPT		Final ex review	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/21/12	40	Mon	TPT		WS 16	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/17/12	39	Thu	TPT		classwork Week 4	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/14/12	39	Mon	TPT		Budget Project	3.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/11/12	38	Fri	TPT		classwork Week 4	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/11/12	38	Fri	TPT		Notebook ck for proj	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. From here you have several tabs from the menu bar.

- **Add:**
Add an assignment, follow directions here.
- **Edit:** (available only when grading window is open)
Edit the currently selected assignment
- **Clone:**
Highlight assignment to be cloned and click **Clone** tab.
Select the classes to add the assignment; enter dates; Save.
- **Delete:** (available only when grading window is open)
Delete the currently selected assignment
- **Report:**
Assignment detail report can be run for all students in a class or by individual students. This will run a report with options on a particular assignment.
- **Score Entry:** (available only when grading window is open)
This will allow batch score entry for the currently selected assignment
- **View Scores:**
This will allow viewing of scores for the selected assignment
- **Assignment Display:**
This will load the assignment display option screen
- **Clone From Existing Gradebook:**
Clone assignments from existing gradebook or from a different teacher.
Follow the directions on the screen to add the assignment into current gradebook.