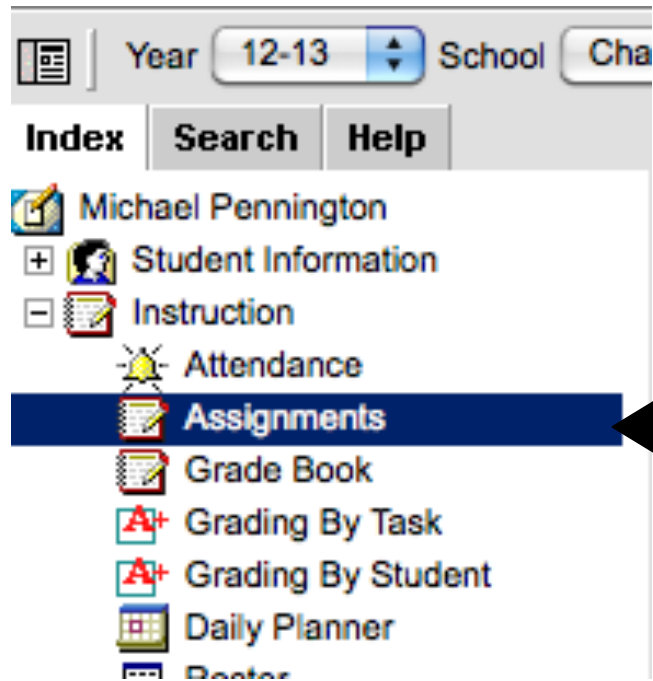
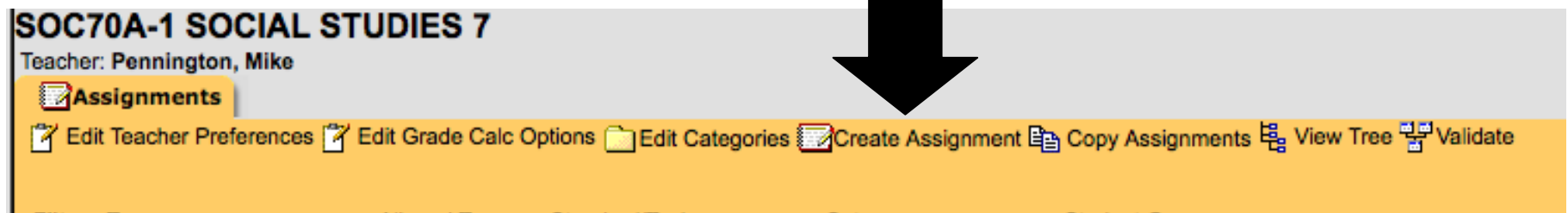


Creating an Assignment

1. Click on the word “*Assignments*”



2. Click on the words “*Create Assignment*”



3. Creating an Assignment

*=have to fill it in

What it wants	What you should enter	Notes & Hints
*Name	What you want your assignment to be called	
*Abbreviation	Shortened version of the assignment name	This is what will show up in your gradebook view. Keep it simple, first homework assignment...make it "H1"
Type	Keep as Scored Assignment	This will make sure it calculates into your grades
Test Strand	LEAVE BLANK	
Notes	Reminders to YOU about the assignment	These are only visible to you. Parents and students will not see your notes
Section Placement	Choose Active. Give an assigned and due date.	Leave the "Seq" as 1.00
Information for students	Click "show". You can give a brief description of the assignment	Type directly into the box, do not copy/paste from Word or PDF's.
Student Work Product	Leave as "None"	We do not have the capabilities for student submission or online assessment
Scoring Alignment Detail	Choose "TERM" only. Then choose the category you want the assignment to appear in. Finally, give the assignment some points.	Leave the multiplier blank. Your assignments must be an integer (1, 50, 100, etc) no decimals.
SAVE	CLICK SAVE!!!!	CLICK SAVE!!! AT THE TOP

**Some details have been left out of the Images to the right to save space

Assignment Detail

ActivityID

*Name

*Abbreviation

Type Unscored Activity
 Scored Assignment

Test Strand

Notes
 Cutting and pasting from third party products, e.g., Microsoft Word, is

B I U | [bulleted list] [numbered list] [indent] [align left] [align center] [align right] [justify] [link] [unlink]

(This information will not be displayed on the Campus Portal.)

Last Modified

Student Work Product

Option to allow student(s) to submit work via the Campus Portal.

None
 Enable Student Submission
 Enable Online Assessment

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the follow

Standards

Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier

Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Term	<input checked="" type="radio"/> Points	100	1
<input checked="" type="checkbox"/> Homework	<input type="radio"/> Marks		
<input type="checkbox"/> In Class			
<input type="checkbox"/> Projects			
<input type="checkbox"/> Tests & Quizzes			