

Step 1: Create and Define the Assignment

Course Assignments

15205/6 - US HISTORY 2, MTWRF, Per. 4-5 (PY)

This class

Create Assignment (1283)

*Assignment Name:

*Column Header:

Description:

Assigned Date: 09/08/2007

Due Date: 09/08/2007

*Category:

*Max Possible Score: 100

Assignment Unit:

*For Parents Module: Yes No

Seq: 12

Group:

Created:

*Marking Period: MP1

*Grade Type: Numeric

*Assignment Weight:

*For Gradebook: Yes No

Course / Section : 15205/6 - US HISTORY 2

15005/3 - WORLD CULTURES

15005/12 - WORLD CULTURES

15200/3 - WORLD CULTURES

15210/4 - US HISTORY 3

15800/1 - The African -American Experience

15801/1 - American Minorities

Add assignment after this?:

Save

Checkboxes for your other courses

Add a New Assignment

The “Add Single Assignment” screen appears when you click the “Add Assignment” Quick Link. It allows you to specify all information about a new Assignment and to copy the Assignment to all or some of your classes.

Characteristics of an Assignment

- ***Assignment Name** – Your name for the assignment – Req'd.
- ***Column Header** – What will appear in this Assignment's column in the spreadsheet - controls width of the column. This is initially copied from the **Assignment Name** field.
- **Sequence #** - a 1 to 7 digit sequence number for this Assignment. Assignments are sorted by Sequence # if there are no dates – or if you choose to sort them only by sequence #.
- **Groups** – If you are using Workgroups, you can choose a Workgroup with which to associate this Assignment
- **Description** – Lengthier description of the Assignment
- **Assigned Date** – Date Assignment is given to students – **not Req'd**
- **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date.
- ***Marking Period** – Marking Period for the Assignment. Marking Period dates are compared against the Assignment Due Date – the Due Date **must** fall within the selected Marking Period. Most useful for **undated** Assignments.
- ***Category** - Category of the Assignment (e.g. Homework, Test)
- ***Grading Type** – Select how the Assignment will be graded = or ungraded

- ***Maximum Possible Score** – Numeric point value for this Assignment. Defaults to 100.
- **Assignment Weight** – Specify how to ‘count’ this Assignment. The default is to ‘count it once’. You can specify to count it ‘1.5’ times or ‘2.0’ times, etc. *Do not update unless you want to ‘count an Assignment’ more than once.*
- **Assignment Unit** – If you have set up Units, select Unit of Assignment (e.g. “Chapter 1” or “American Revolution”). Not Req’d.
- **Parent’s Module** - If the Parent’s module is turned on, share this Assignment?
- **For Gradebook** – A yes/no flag which controls whether this Assignment should be included on the spreadsheet. Allows you to create hidden Assignments – you can always choose to view hidden Assignments later. Track something without needing to always see it