

## Gradebook Tutorial #2: How to set up a “New Assignment”.

You can setup a “New Assignment” from either the “Assignments” or “Scoresheet” tab. This tutorial will demonstrate using the “Assignments” tab.

#1: Select the Course for which you want to setup a “New Assignment”.

#2: Select the “Assignments” tab.

#3: Note that several “New Assignments” have already been setup.

#4: Click the “+” icon/button.

#5: The “New Assignment” dialogue box appears at the bottom of the screen.

#6: You will need to enter a UNIQUE name for your new assignment.

#7: Next, you will need to enter a UNIQUE abbreviation for your new assignment.

#8: Then, select the “Category” that your new assignment belongs to from the drop down menu by clicking on the down arrow.

#9: Select the “Score Type”.

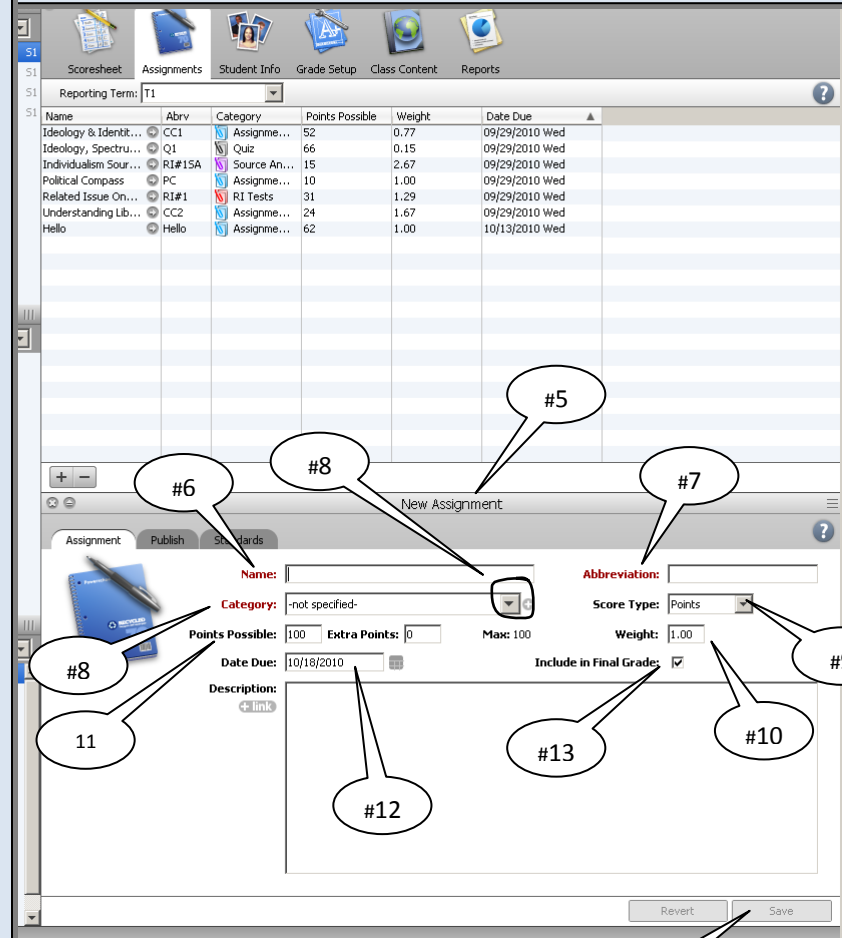
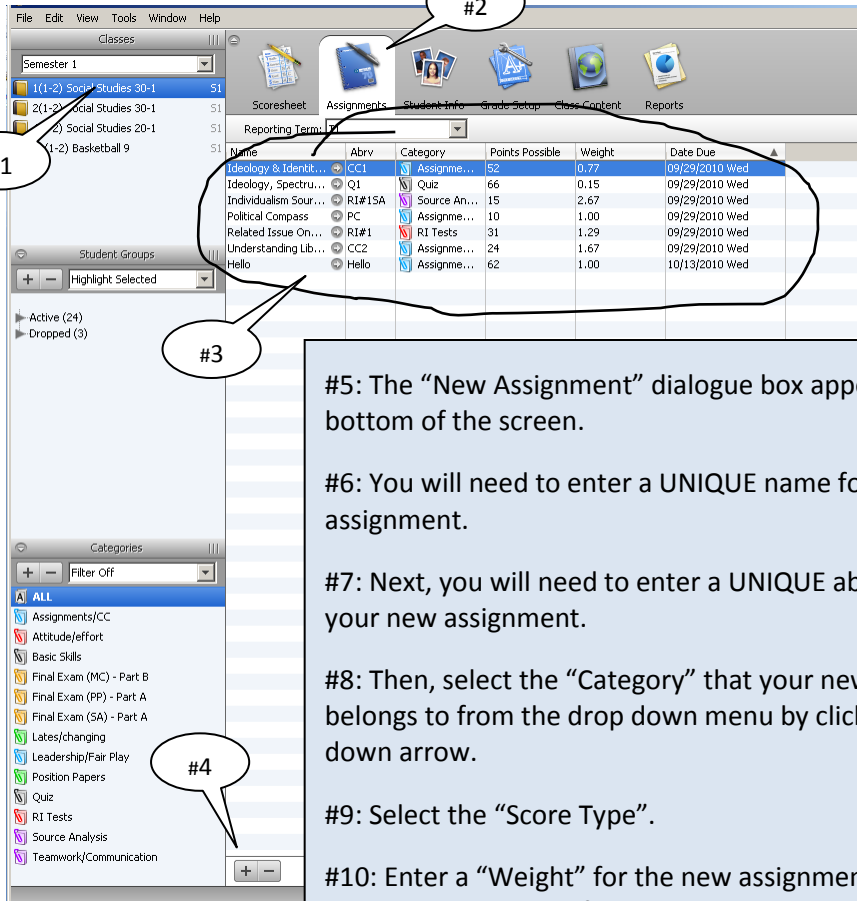
#10: Enter a “Weight” for the new assignment. (See *Gradebook Tutorial #3 for a detailed explanation on choosing a “Score Type” and entering “Weights”.*)

#11: Enter the “Points Possible” for the new assignment.

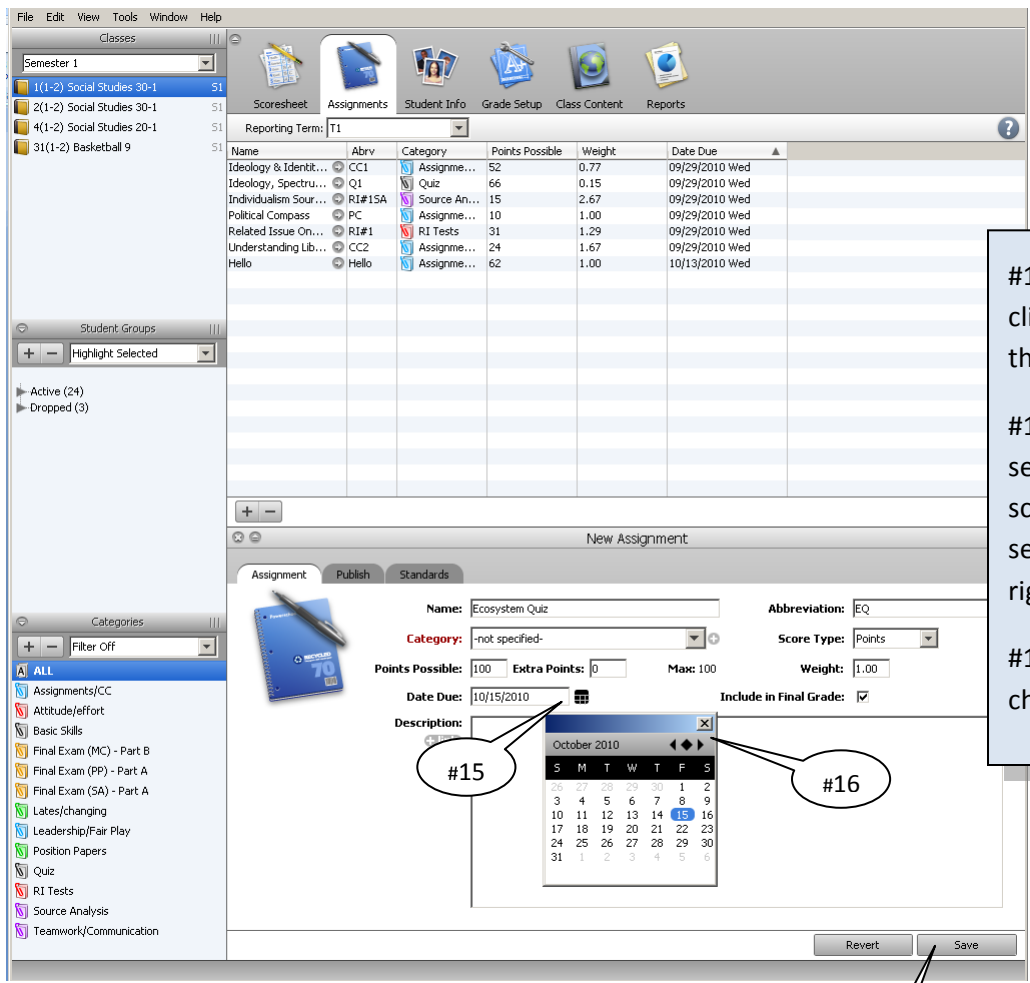
#12: Enter the “Date Due” for the new assignment. The date will default to the current date.

#13: Decide if the marks for this new assignment will be “included in the Final Grade”.

#14: Click “Save” to save the changes you have made.



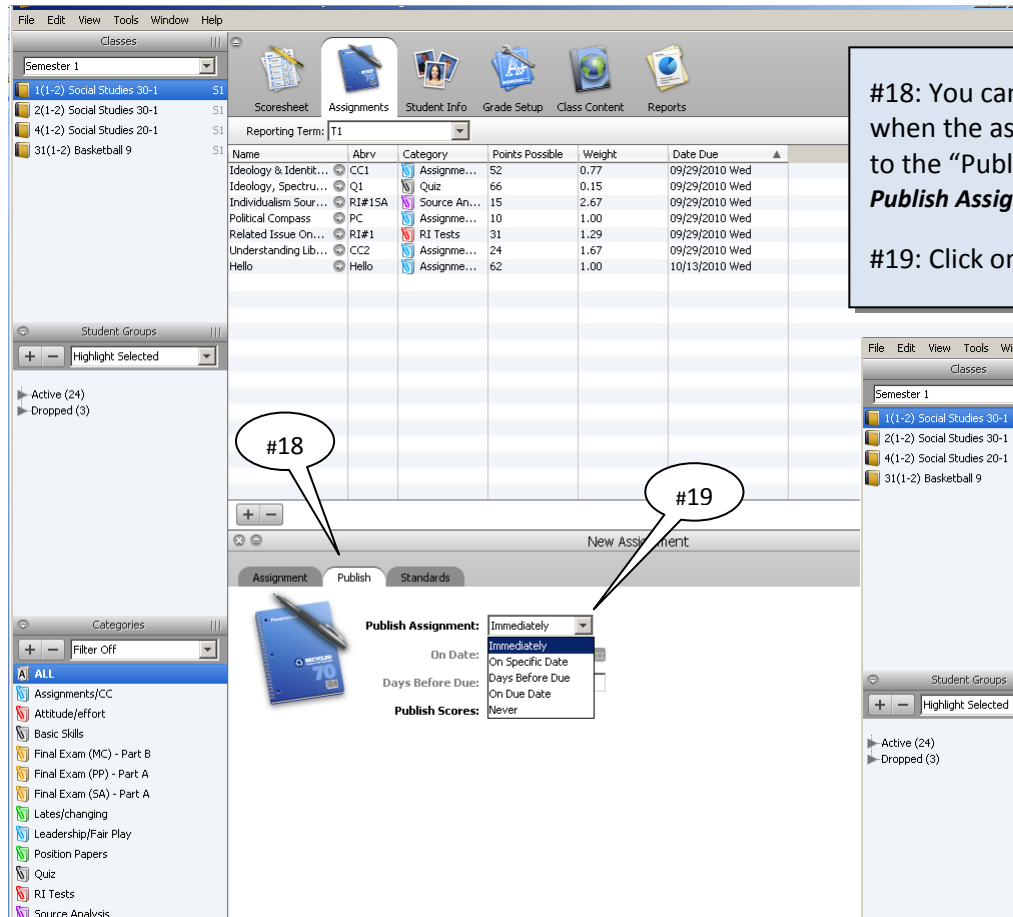
#14



#15: Should you wish to change the “Date Due” simply click on the calendar icon located on the right side to the “Date Due” entry box.

#16: A Calendar dialogue box will appear. You can select a due date from the current month or use the scroll arrows to select another month. Once you have selected a new due date, click on the “x” at the top right of the calendar dialogue box to close it.

#17: Don’t forget to click on “Save” to save any current changes you have made.



#18: You can also determine when Gradebook will “publish” the mark, that is, when the assignment will become visible on the parent portal. To make changes to the “Publish” date select the “Publish” tab. (***A reminder that the default setting is Publish Assignment “Immediately”.***)

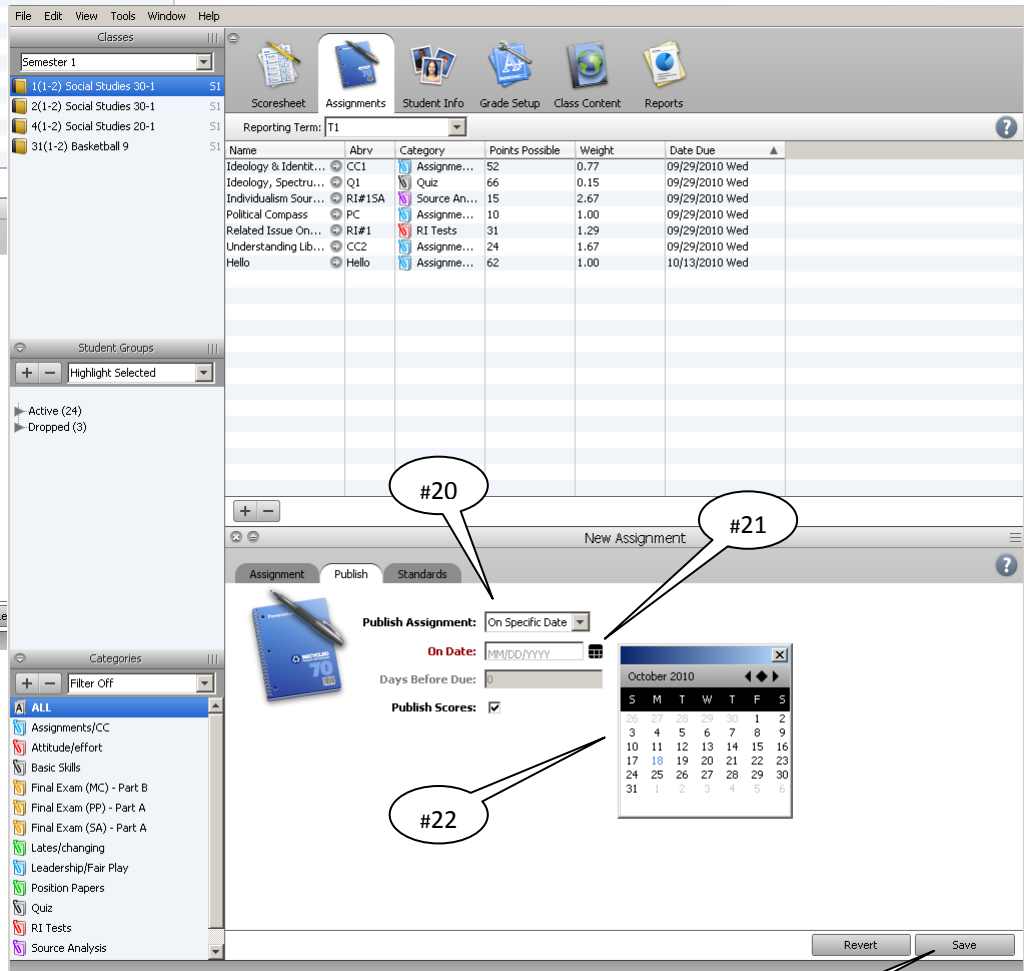
#19: Click on the drop down arrow to see a list of “Publish Assignment” options.

#20: If you choose to publish the assignment “On Specific Date”, you will need to select the specific date.

#21: Click on the calendar icon to the right of the “On Date:” entry box.

#22: A calendar dialogue box appears. You will need to select the specific date you wish the assignment to be published. Click the “x” at the top right corner to close this dialogue box.

#23: Don’t forget to click “Save” to save any changes you have made.



Once you have “setup” a new assignment, you can copy it or all assignments to another course that you teach.

#24: Click on the assignment you wish to copy.

#25: Right-click to show a dialogue box and select “Copy Assignment”. *Note that you can also delete the assignment at this point.*

Name	Abrv	Category	Points Possible	Weight	Date Due
Ideology & Identit...	CC1	Assignme...	52		09/29/2010 Wed
Ideology, Spectru...	Q1	Quiz	66		09/29/2010 Wed
Individualism Sour...	RI#15A	Source An...	15		09/29/2010 Wed
Political Compass	PC	Assignme...	10	1.00	09/29/2010 Wed
Related Issue On...	RI#1	RI Tests	31	1.29	09/29/2010 Wed
Understanding Lib...	CC2	Assignme...	24	1.67	09/29/2010 Wed
Hello	Hello	Assignme...	62	1.00	10/13/2010 Wed

**Copy Assignments**

Copy assignments to the selected classes.

Select assignments to copy

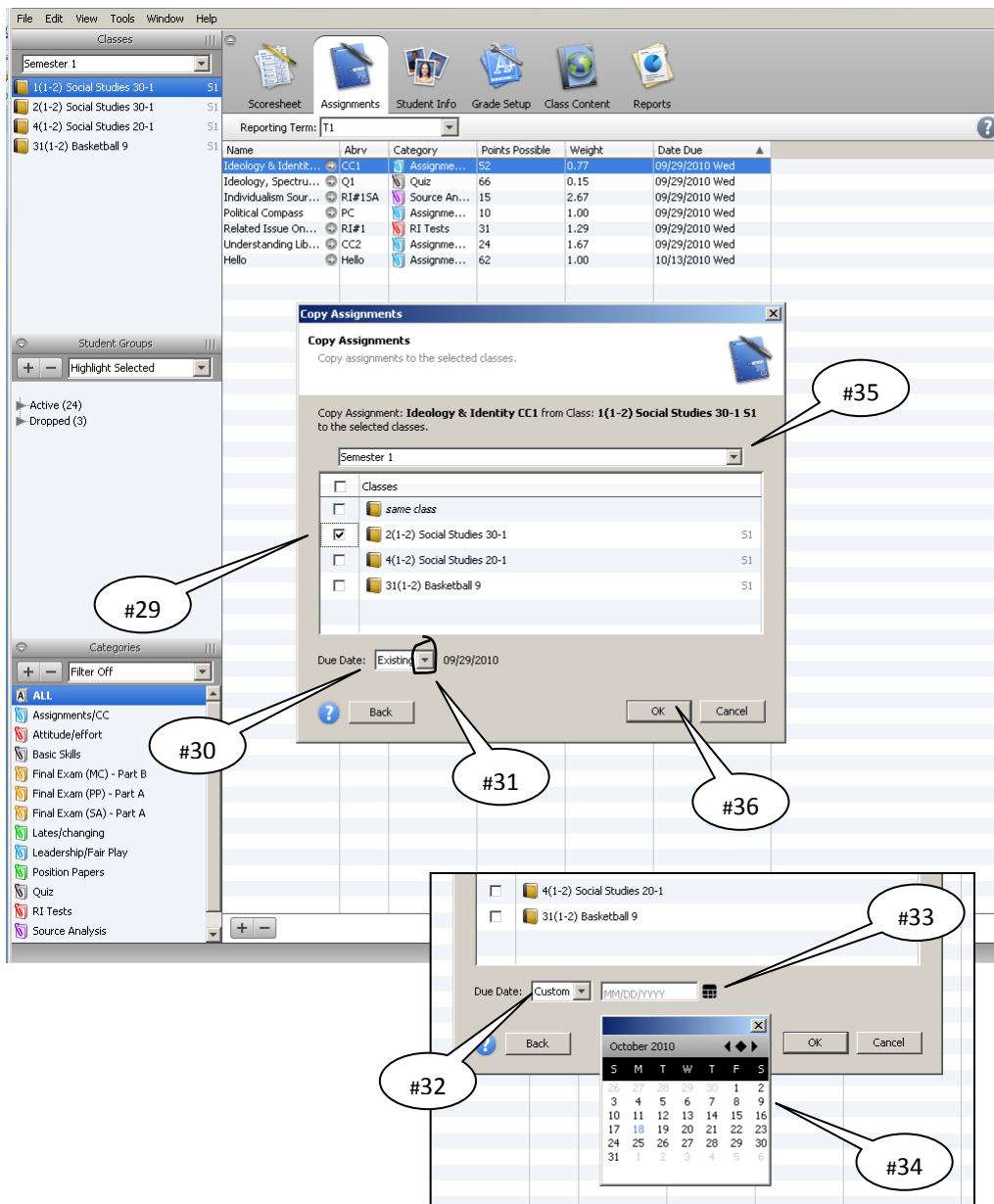
<input type="checkbox"/>	Name	Category	Date Due
<input checked="" type="checkbox"/>	Ideology & Identity CC1	Assignments/CC	09/29/2010 Wed
<input type="checkbox"/>	Ideology, Spectrum, Philosop...	Quiz	09/29/2010 Wed
<input type="checkbox"/>	Individualism Source Analysis ...	Source Analysis	09/29/2010 Wed
<input type="checkbox"/>	Political Compass	Assignments/CC	09/29/2010 Wed
<input type="checkbox"/>	Related Issue One exam	RI Tests	09/29/2010 Wed
<input type="checkbox"/>	Understanding Liberalism CC2	Assignments/CC	09/29/2010 Wed
<input type="checkbox"/>	Hello	Assignments/CC	10/13/2010 Wed

Next Cancel

#26: The “Copy Assignments” dialogue box appears.

#27: Select the assignment(s) you wish to copy. *Note that selecting “Name” will select all assignments.*

#28: Click “Next” to continue the process.



#29: You will be prompted to select the course(s) you wish to copy the assignment to. Select one or more. To select all place a check mark next to “classes”.

#30: You will need to select the “Due Date”. The default due date will be the “Existing” due date.

#31: To select an alternate due date, click on the down arrow and select one from the list.

#32: If you select a “Custom” due date you will need to enter a custom due date for that assignment.

#33: Click on the calendar icon.

#34: A calendar dialogue box appears. Select your custom due date.

#35: Note that you can copy your assignment to another Term or Semester by clicking this down arrow and selecting the desired choice.

#36: Click “OK” to finish the copy process.

*You have now completed setting up your new assignment. You can either setup another new assignment by returning to Step #4 or you can begin to enter student marks for that assignment! See Gradebook Tutorial #4 on how to enter student marks.*