

Adding Assignments Refresher:

From Amanda Nixon, GHS

1. Go To “My Gradebook” and Select “Assignments” and “Add Assignments” as shown below:

Assignment	Grade Marks	Post Grade	Comments	Reports	Display Options	Quick Scoring	Excel Export
jiz1.1 EST 08/2008	18 14.55	Practice 1 PART 08/28/2008 30	HW Quiz 8/ HMWK 08/29/2008 13 10.18	M1 Options	T1 Options	FNE Options	FIN Options
Atnd	5 4.74	5 19	0 0	13 0	A+ F	102.75 0.00	* *
	5 17	26 27	11				

- Give your assignment a category: Homework, Quiz, Test, lab, etc & a name (i.e. Ch.1 Test).
 - DO NOT type anything in ASSIGNMENT GROUP.
 - Enter Assign Date and Proposed Due Date. You don't have to enter an Actual Due Date.
 - Enter in Max Score
 - Select course(s) you want to add this assignment to (helpful if you have 2 sections of the same class...)

Add Assignment

Category: **PART - 10% - Participation**

Description: p.11 (33 - 37)

Assignment Group: [Empty]

Entered Date: **Wed, Sep 3 2008**

Assign Date: [Calendar] Sep 03 2008 **Wed, Sep 3 2008**

Proposed Due Date: [Calendar] Sep 03 2008 **Wed, Sep 3 2008**

Actual Due Date: [Calendar] 01 2008

Max Score: **12**

Weight Multiplier: 1.00

Post to Family Access

Post to Student Access

Show Assignment Score As: **Score** Show Comments

Buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0)

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	001	MAT	MAT	1 to 1	1	MTWRF	MA120A / 01 PRE-ALG
<input type="checkbox"/>	001	MAT	GEO	1 to 1	2	MTWRF	MA180A / 01 HON GEOM
<input type="checkbox"/>	001	NC	ADV	1 to 1	2	MTWRF	Z ADV / 17 Advisory
<input type="checkbox"/>	001	MAT	GEO	1 to 1	3	MTWRF	MA180A / 02 HON GEOM
<input type="checkbox"/>	001	MAT	GEO	1 to 1	3	MTWRF	MA180A / 02 HON GEOM

3. Select “Save and Score” and then you can enter in grades, shown below.

Score Entry

Week: [Calendar] Wednesday - 09/03/2008

Category: [Empty] Max Score: 12

22 un-scored students

Buttons: Save, Undo, Back

Students	Absent	Score	Special Code	No Count	Missing	Comment
[Empty]	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
[Empty]	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
[Empty]	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
[Empty]	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

Special Codes:

Code	Description
*AD	Automated Drop Score
EXC	Excused
MED	Medical Exempt

Go to the next page, please →

4. If you have already entered an assignment and need to enter make-up grades, from “My Gradebook” just double click on the assignment title. That will take you to an assignment screen and then select “Score Entry”

The screenshot shows the Skyward Educator Access interface for Galesburg High School. The page title is "Assignment Options" and the teacher is Amanda Nixon. The class is MA120A / 01 Prd:1 PRE-ALG. The assignment details are as follows:

Assignment		Add	
Category:	PART - Participation 10%	Edit	
Description:	p.11 (33 - 37)	Clone	
Assignment Group:		Delete	
Entered Date:	Wed, Sep 3 2008	Report ▼	
Assign Date:	Wed, Sep 3 2008	Mass	
Proposed Due Date:	Wed, Sep 3 2008 Week 03 - Wednesday	Assign Scr	
Actual Due Date:		Score	
Max Score:	12 <input checked="" type="checkbox"/> Post to Family Access	Entry	
Weight Multiplier:	1.00 <input checked="" type="checkbox"/> Post to Student Access	This will allow batch score entry for the current assignment.	
Show Assignment Score As: <input type="text" value="Score"/>		Display	
<input type="checkbox"/> Show Comments		Attach (0)	