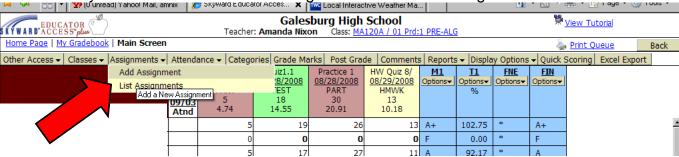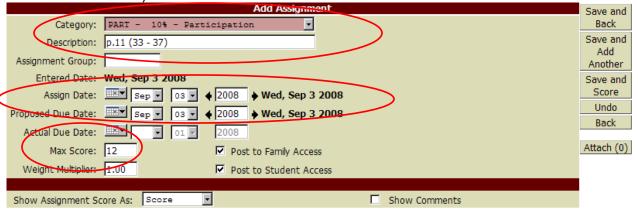# Adding Assignments Refresher:

From Amanda Nixon, GHS

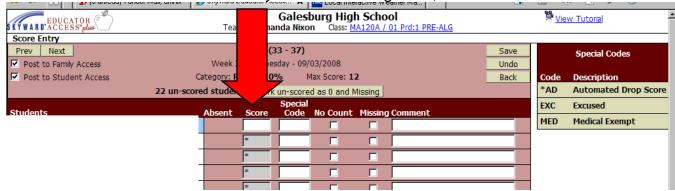1. Go To "My Gradebook" and Select "Assignments" and "Add Assignments" as shown below:

2. 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…)

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

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"

Galesburg High School
View Tutorial

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Teacher: **Amanda Nixon**   Class: MA120A / 01 Prd:1 PRE-ALG

Home Page | Gradebook | Main Screen | **Assignment Options**

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Assignment

Category: **PART - Participation 10%**
Description: **p.11 (33 - 37)**
Assignment Group:
Entered Date: **Wed, Sep 3 2008**
Assign Date: **Wed, Sep 3 2008**
Proposed Due Date: **Wed, Sep 3 2008   Week 03 - Wednesday**
Actual Due Date:
Max Score: **12**   ☑ Post to Family Access
Weight Multiplier: **1.00**   ☑ Post to Student Access

Add
Edit
Clone
Delete
Report ▾
Mass Assign Scr
Score Entry

This will allow batch score entry for the current assignment.

Display

Show Assignment Score As: [Score ▾]   ☐ Show Comments

Attach (0)