## Online Assignments

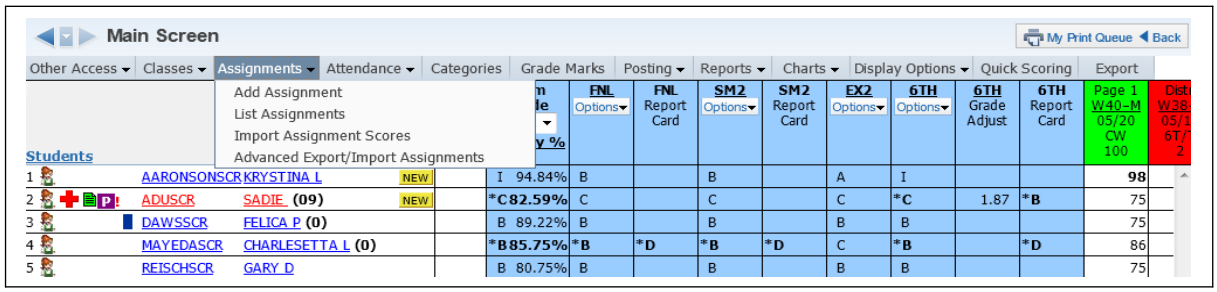
This document will show you many features of the Online Assignments functionality for the Secondary Gradebooks.

Online Assignments allow the teacher to create assignments that students are able to complete through Student Access. A teacher is able to use Online Assignments to create assessments, as well. The assessments are also available to students through Student Access.

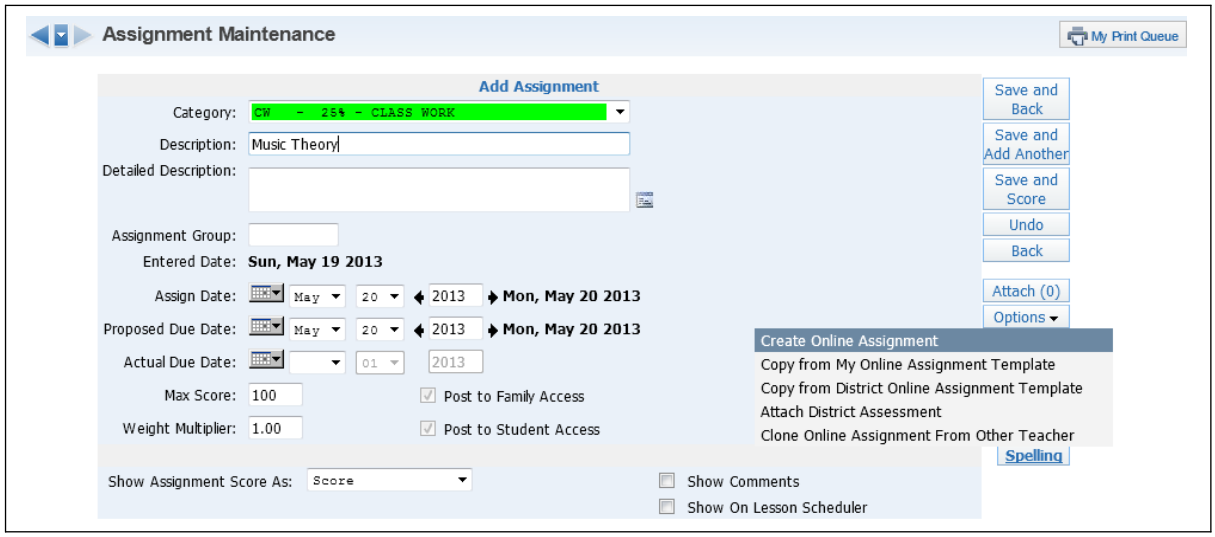
Some benefits of using Online Assignments are:

- Converting your classroom into a Paperless Environment
- Several choices for question types, including Forced-Choice options such as Multiple Choice or True/False questions and Open Response options
- Some question choices can be automatically graded and imported into the gradebook

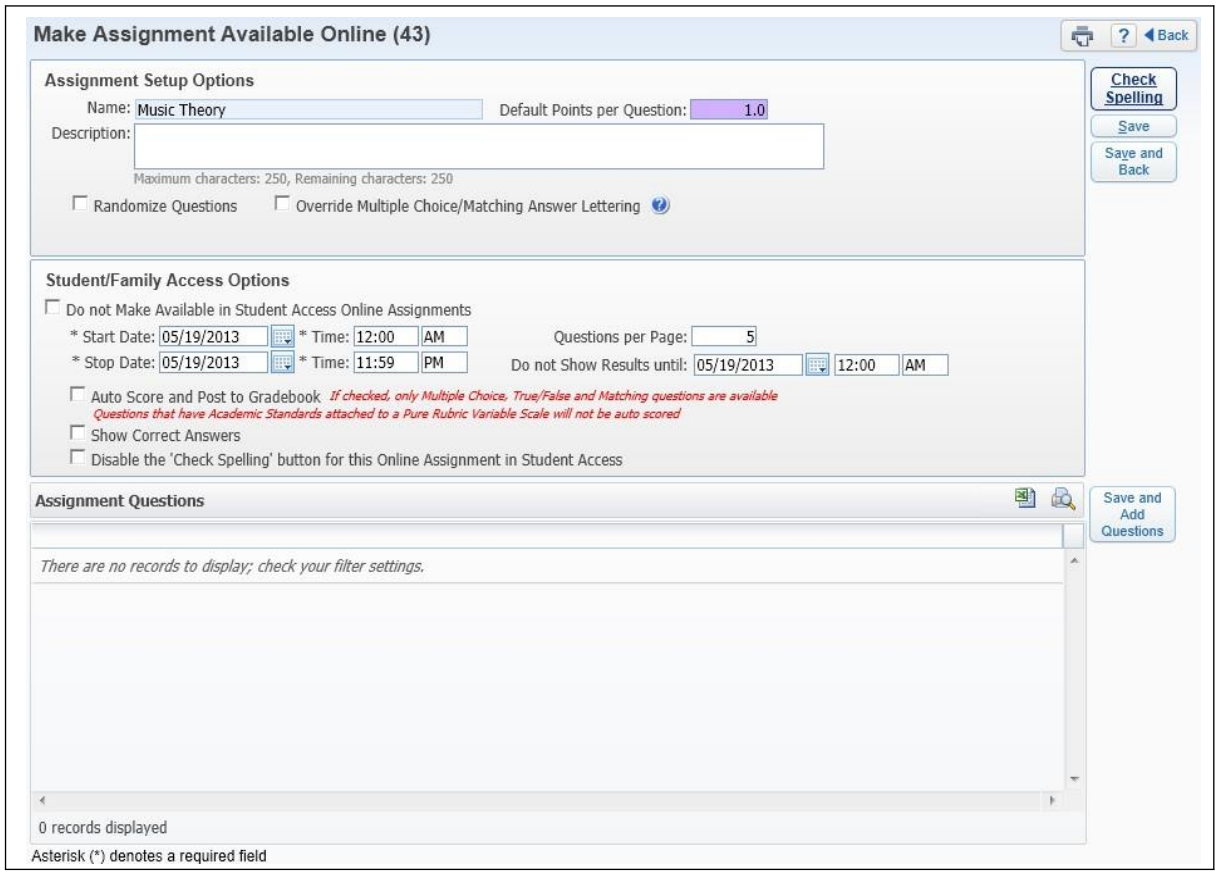
To Create an Online Assignment:




Go the Gradebook Main screen. Under the **Assignments** tab, click **Add Assignment**.




Select **Create Online Assignment** from the Options drop-down menu.




****Name**: This field pulls from the description entered for the assignment.

**Description:** Allows you to enter more information about the assignment. The description will display in Student Access. The description could be used to give directions regarding the assignment/assessment.

**Default Points per Question:** Allows you to enter the point value used for each question. You will have the capability to modify the point value when creating the question.

**Randomize Questions:** This option allows the questions to display in a random order when completed in Student Access.

**Override Multiple Choice/Matching Answer Lettering:** This option allows you to select different letters to be used for multiple choice questions. If this option is selected, you click **Select Letters** to determine the letters to be used. You can only select 10 letters.

**Use Alternate Lettering for Even-Numbered Questions:** This option is available only when you select Override Multiple Choice/Matching Answer Lettering. It will allow you to select a different set of letters for even-numbered questions. If you select this option, you can select the letters to be used by clicking **Select Letters**.

**Do not Make Available in Student Access Online Assignments**: This option allows you to determine when the assignment displays in Student Access. Uncheck this option to let the assignment display in Student Access immediately.

****Start/Stop Date and Time:** This option will be available only when Do not Make Available in Student Access Online Assignments is not selected. It allows you to determine the date range when the online assignment can be accessed in Student Access.

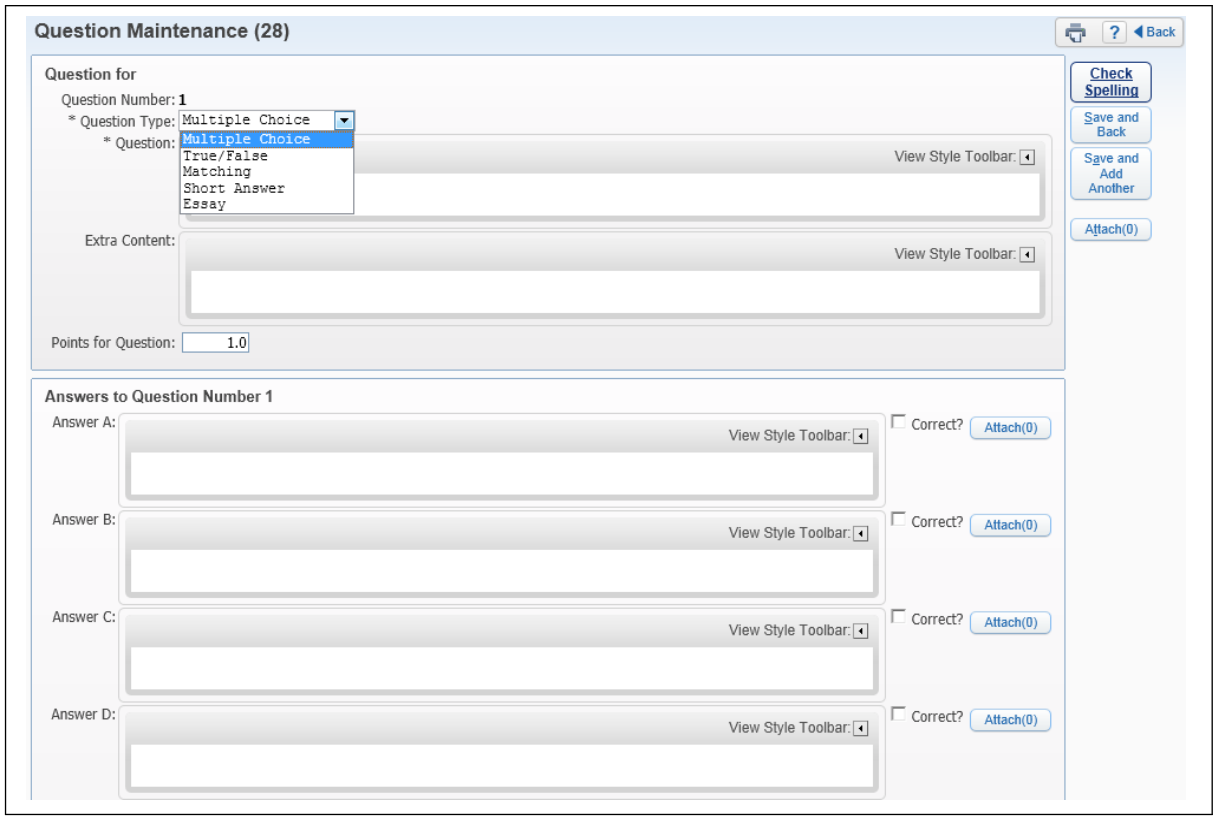
**Questions per Page:** Allows you to determine the number of questions that display on a page.

**Do Not Show Results Until:** Allows you to determine when the results of the online assignment will display.

**Auto Score and Post to Gradebook:** If this option is selected, the online assignment will be scored automatically, and the score will be entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

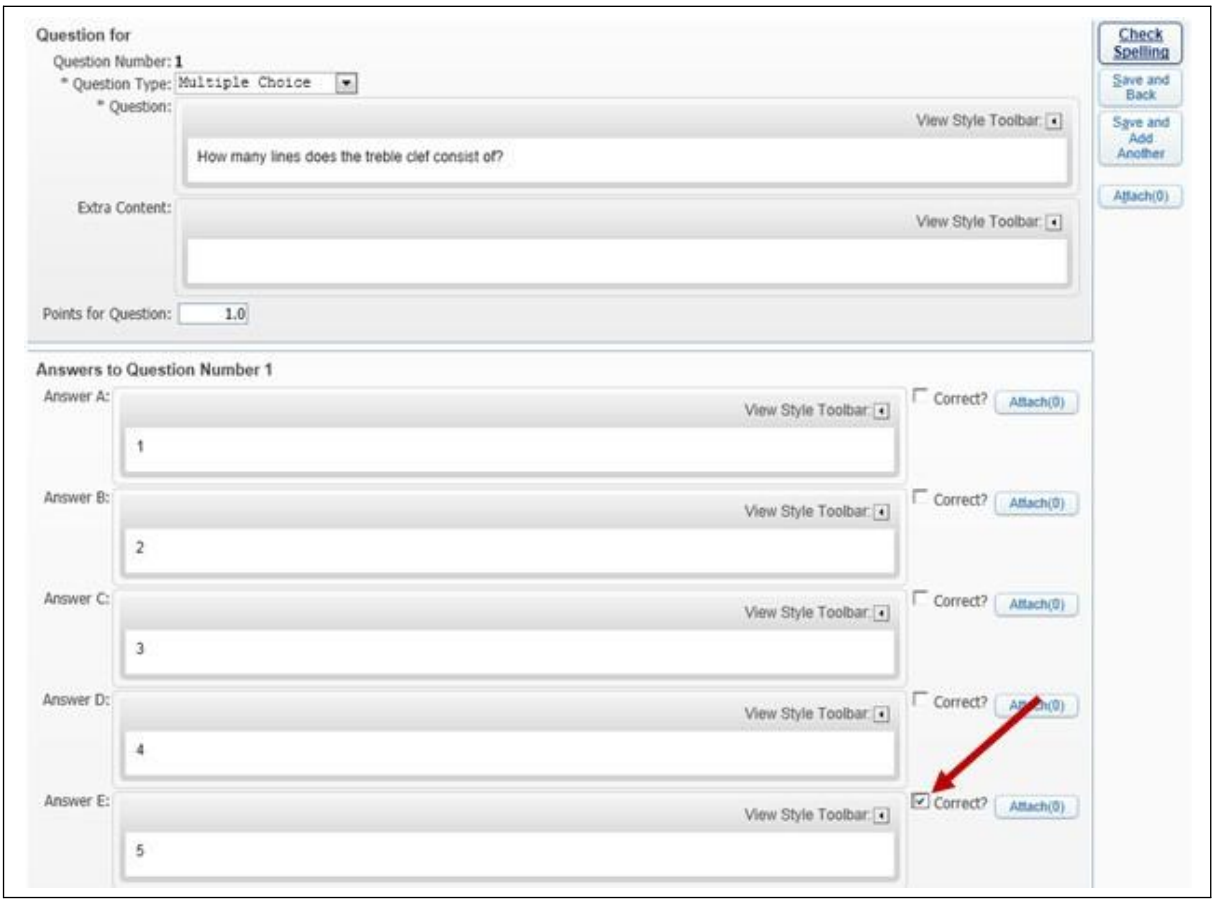
**Show Correct Answers:** Allows the correct answers to display in Student Access for the online assignment.

After completing the options for the Online Assignment, click **Save and Add Questions.**



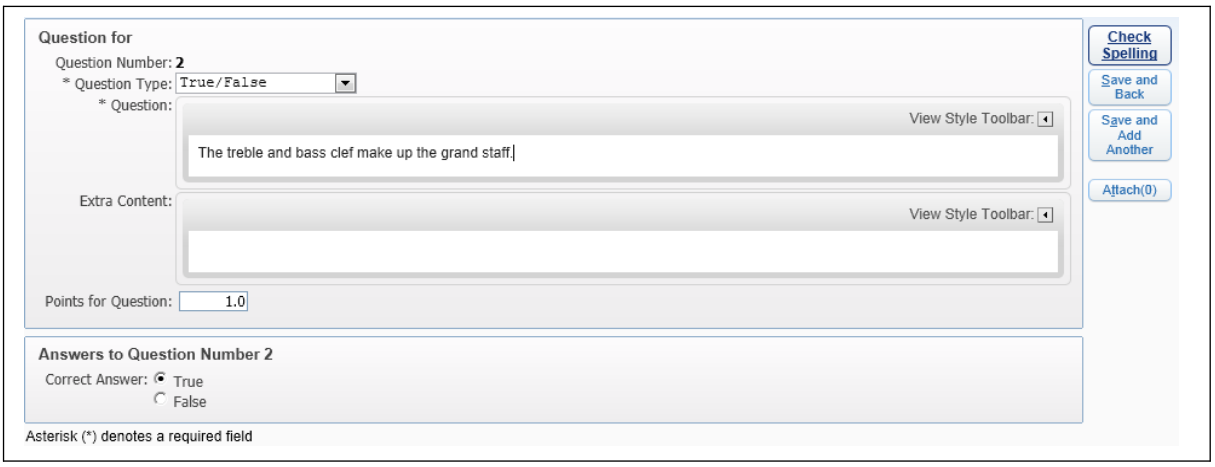

Select the question type you want. If you chose the Auto-Score option, the Short Answer and Essay options will not be available.

## Sample of Multiple Choice



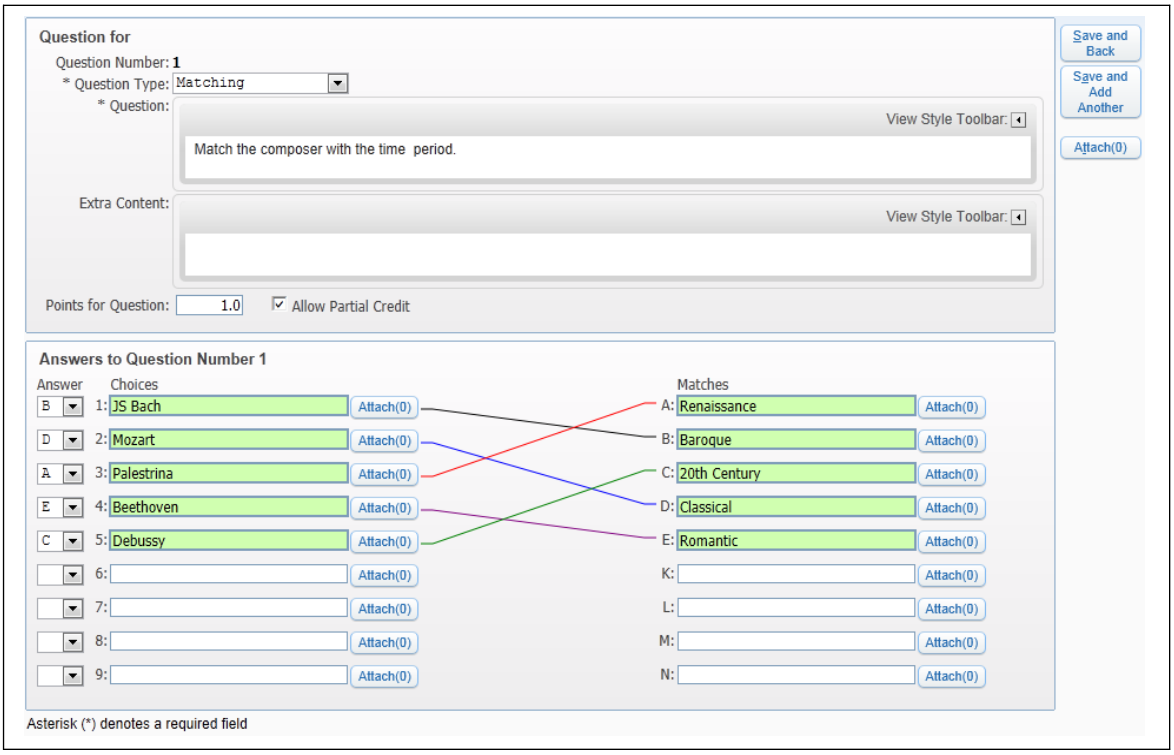

After you choose question type, you can enter the question to be asked. Then, in the area beneath, you can enter the possible answers for Multiple Choice. Check the box to indicate which possible answer is correct. You may have the option to use attachments for questions and answers depending upon the Gradebook setup established by the district.

## Sample of True/False



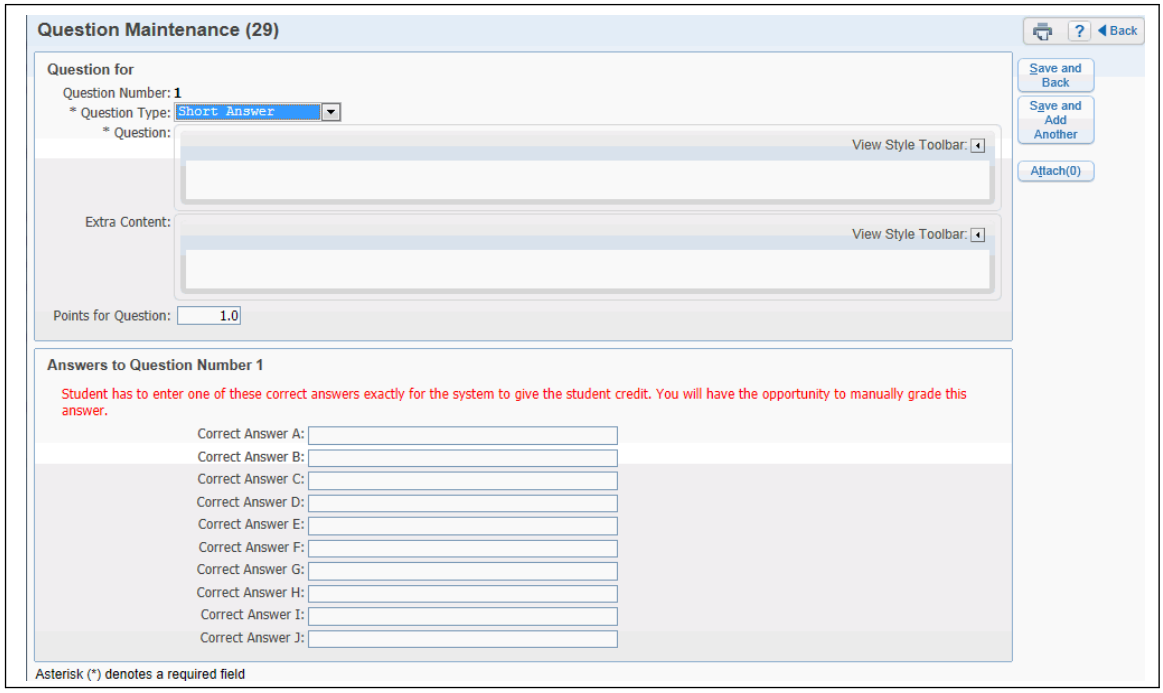
Enter the true/false question and specify whether it is true or false.

**Sample of Matching**



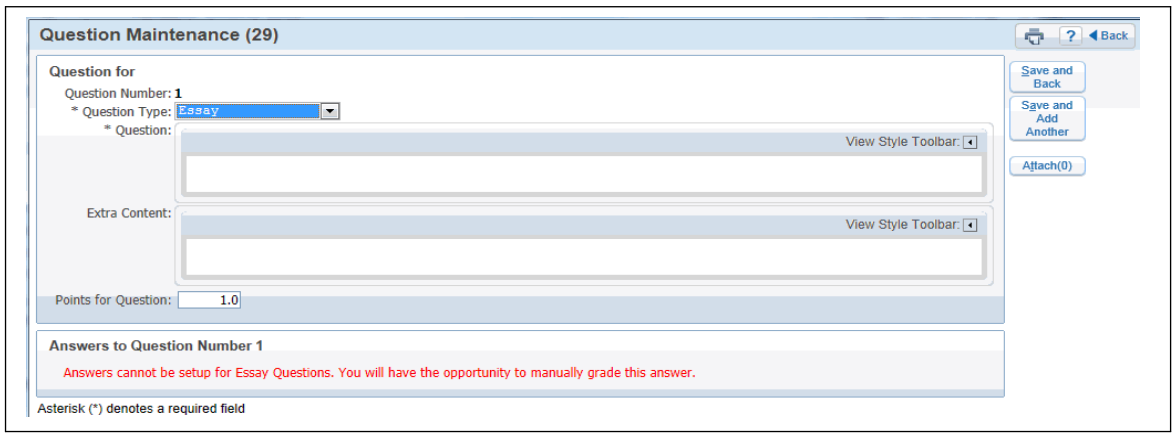

For Matching questions, enter the Question content. Enter the lists of Choices and Matches. In the answer column, specify the Match value for each Choice.

## Sample of Short Answer



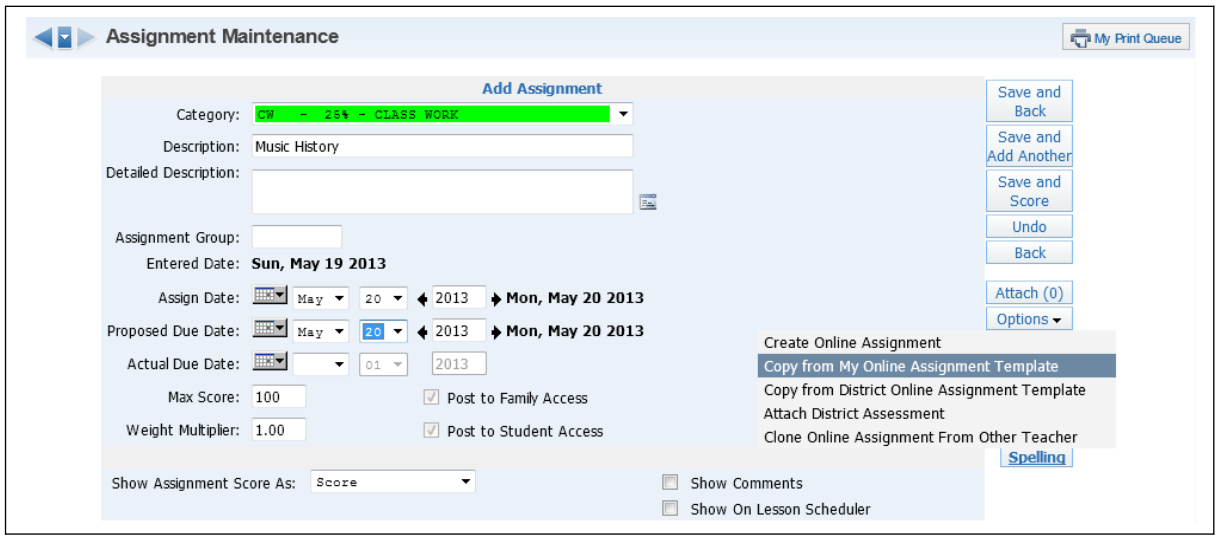

If you choose the Short Answer question type, enter the question and provide one or more correct answers. You will have the capability to grade the answers manually.

## Sample of Essay

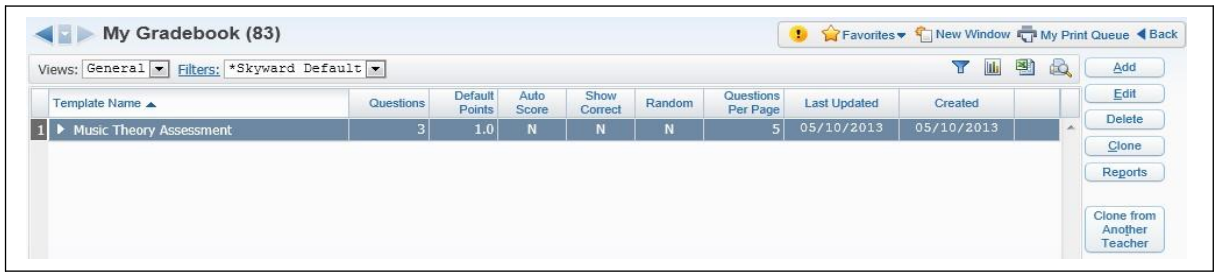



If you choose the Essay type question, enter the question. These answers must be graded manually.

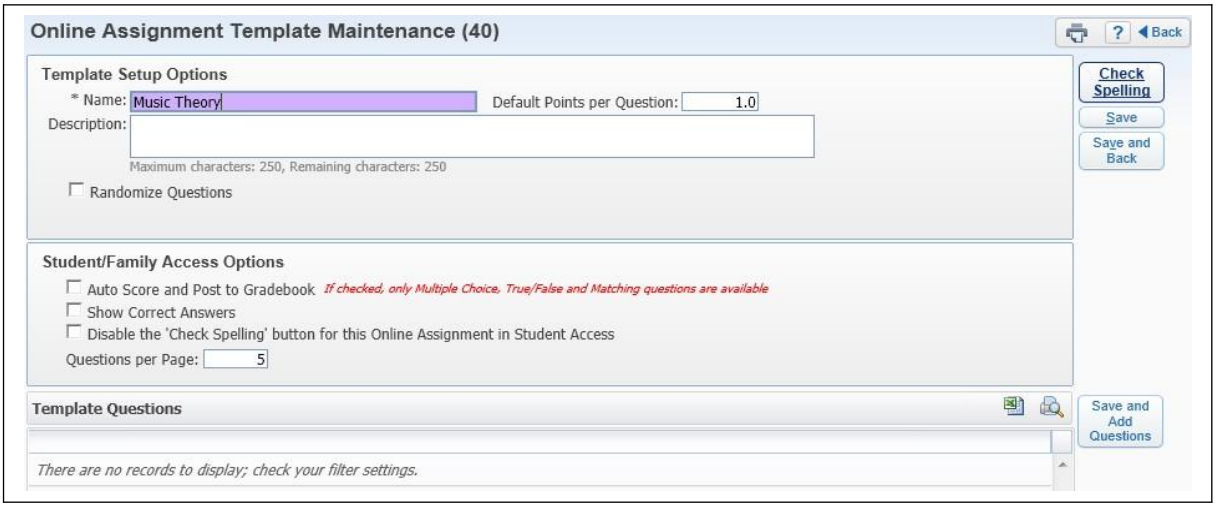
## Copy from my Online Assignment Template




Copy from my Online Assignment Template allows you to select an existing template you created for online assignments. Online Assignment Templates are created using the **Other Access** tab and selecting **Online Assignment Templates.** The benefit of using Online Assignment Templates is that templates remain available in subsequent school years. Also, you can clone a template and make modification to the questions.



Click **Add** to create a new Online Assignment Template.




****Name**: This field pulls from the description entered on the assignment.

**Description:** Allows you to enter more information about the assignment. The description will display in Student Access. The description could be used to give directions regarding the assignment/assessment.

**Default Points per Question:** Allows you to enter the point value to be used for each question. You will have the capability to modify the point value when creating the question.

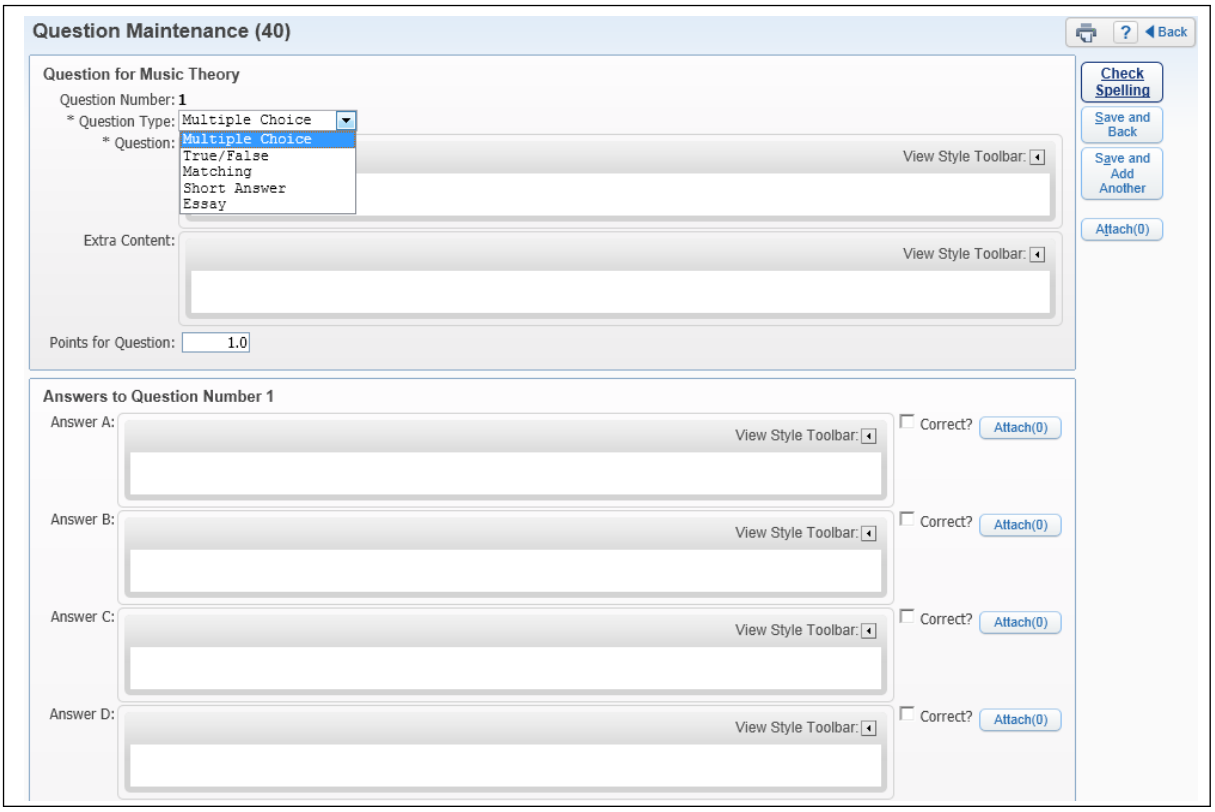
**Randomize Questions:** This option allows the questions to display in a random order when completed in Student Access.

**Auto Score and Post to Gradebook:** If this option is selected, the online assignment will be scored automatically and the score entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

**Show Correct Answers:** Allows for the correct answers to display in Student Access for the online assignment.

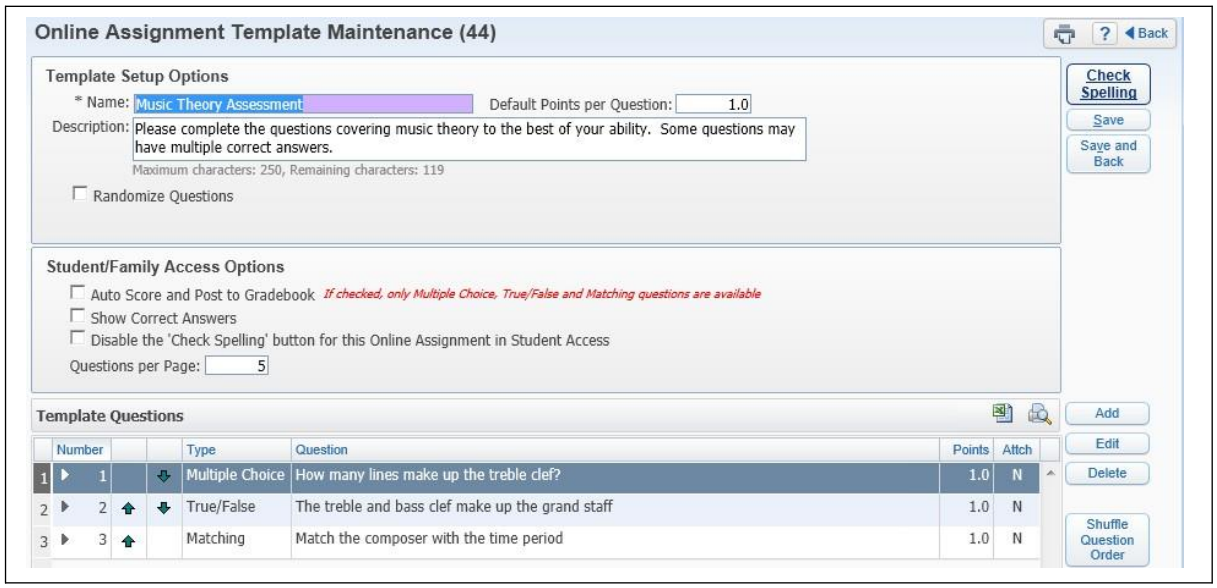
**Questions per Page:** Allows you to determine the number of questions that display on a page.

After selecting the options for the Online Assignment, click **Save and Add Questions.**



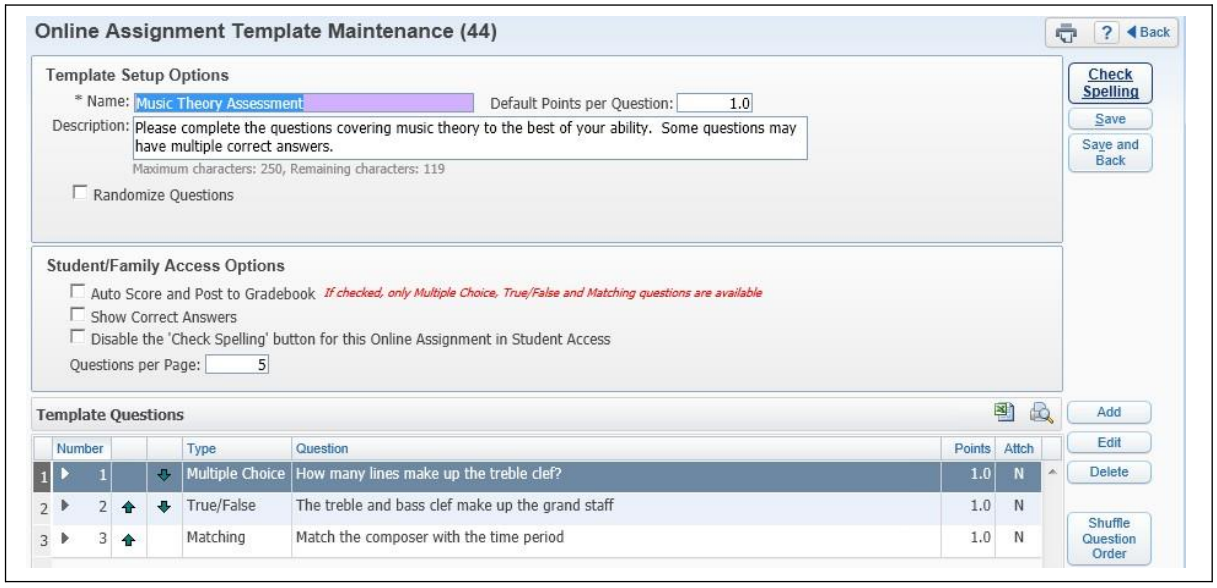

You can then create your questions and answers after specifying the Question Types. After you have completed entering your questions, click **Save and Back**.

## Additional Functionality




**Edit:** Allows you to make modifications to an existing Online Assignment Template.

**Delete:** Removes an Online Assignment Template.

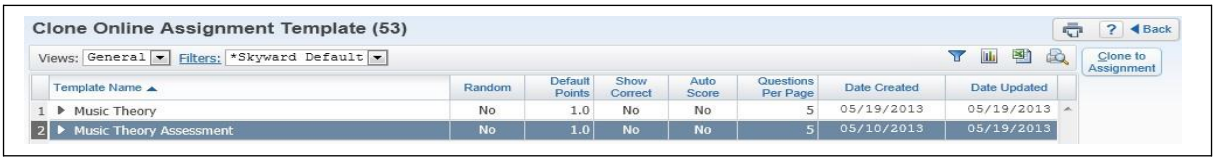



**Clone:** Allows you to make a copy of an existing Online Assignment Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template in order to save the new template.

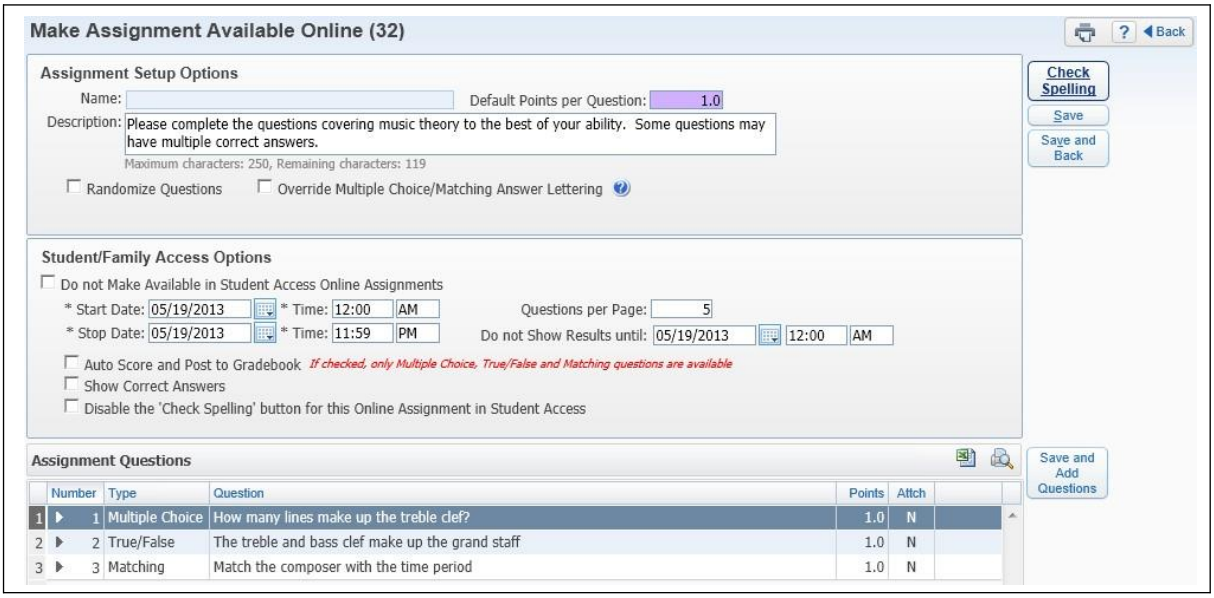
**Reports:** Allows you to generate a report of online assignment information. You can find additional information regarding these reports later in this section of the guide.

**Clone from Another Teacher:** Allows you to copy an Online Assignment Template from another teacher. The availability of this option will depend upon the Gradebook setup for the district.

After the template has been created, you can create an assignment and select to **Copy from My Online Assignment Template**.

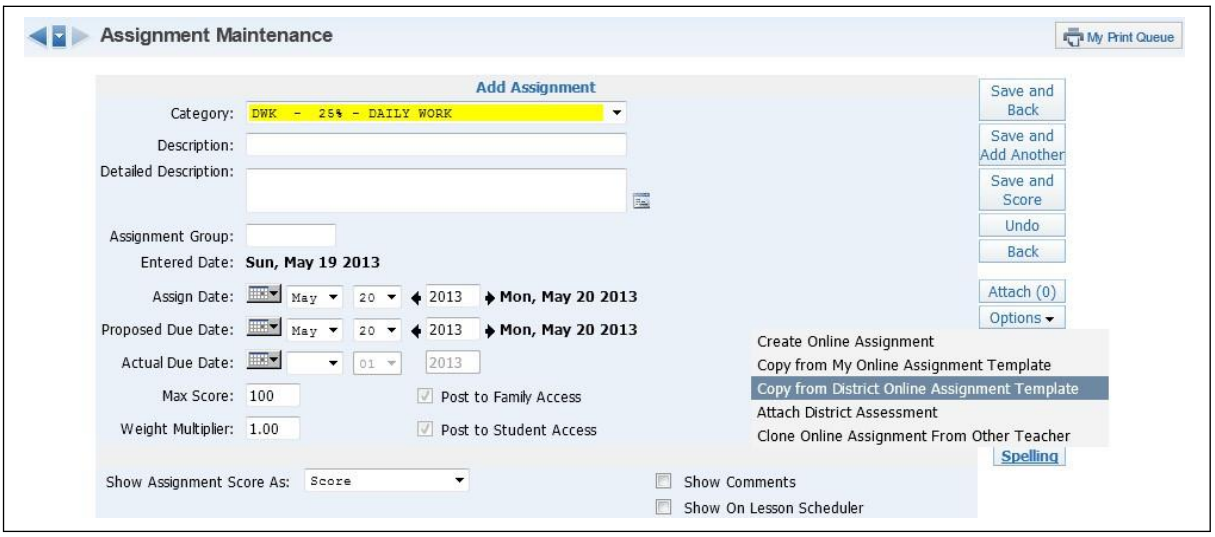



Highlight the Assignment Template and click on **Clone to Assignment**.

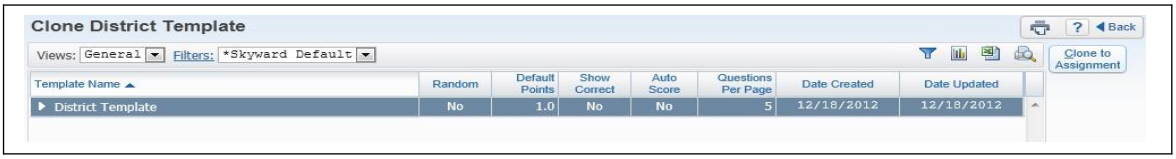



You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. If you add a question on this screen, it will not be added to your original online assignment template. After verifying the setup of the online assignment, you select **Save and Back**. **Save and Back** returns you to the **Add Assignment** screen.

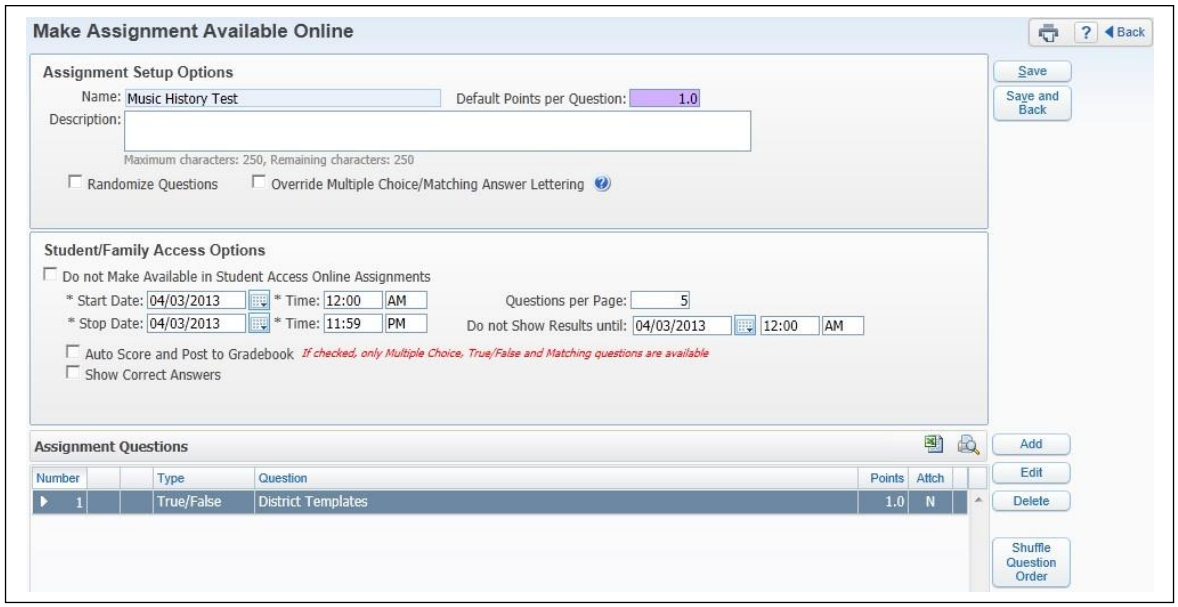
## Copy from District Online Assignment Template




Copy from District Online Assignment Template allows you to use a district-defined assignment template when setting up the online assignment in the Gradebook.

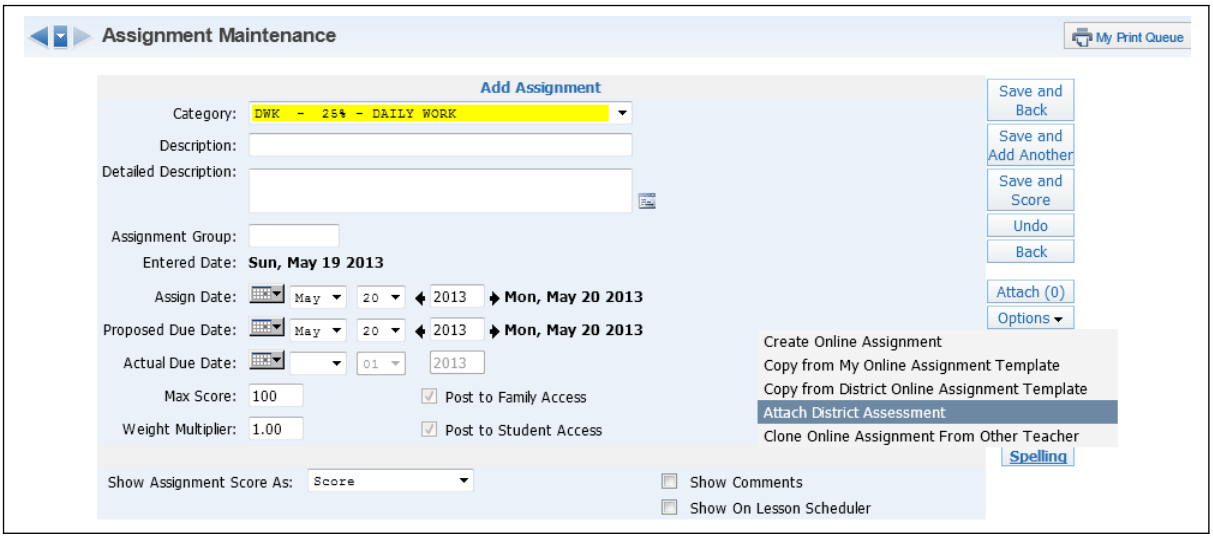



These templates are set up administratively, and any district template created will display in your list. Highlight the template you want to use, and click **Clone to Assignment**.

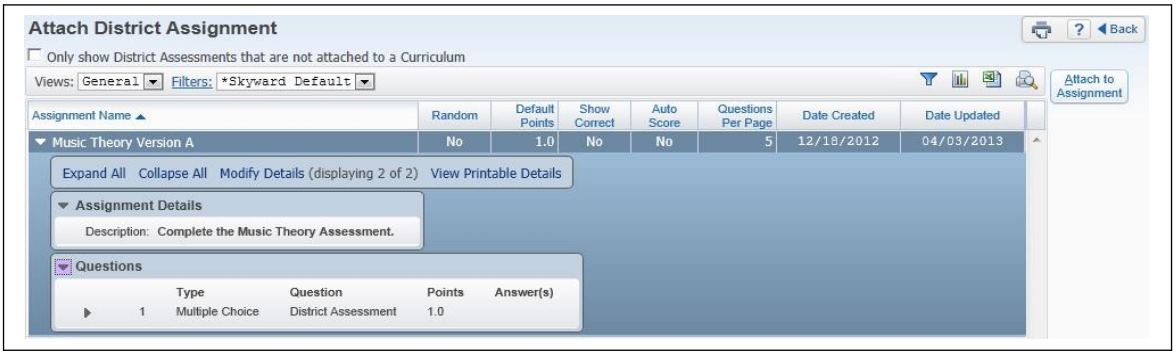



You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. You have the capability to remove questions from the template. If you add a question on this screen, it will not be added to your original online assignment template. After verifying the setup of the online assignment, select **Save and Back**. **Save and Back** returns you to the **Add Assignment** screen.

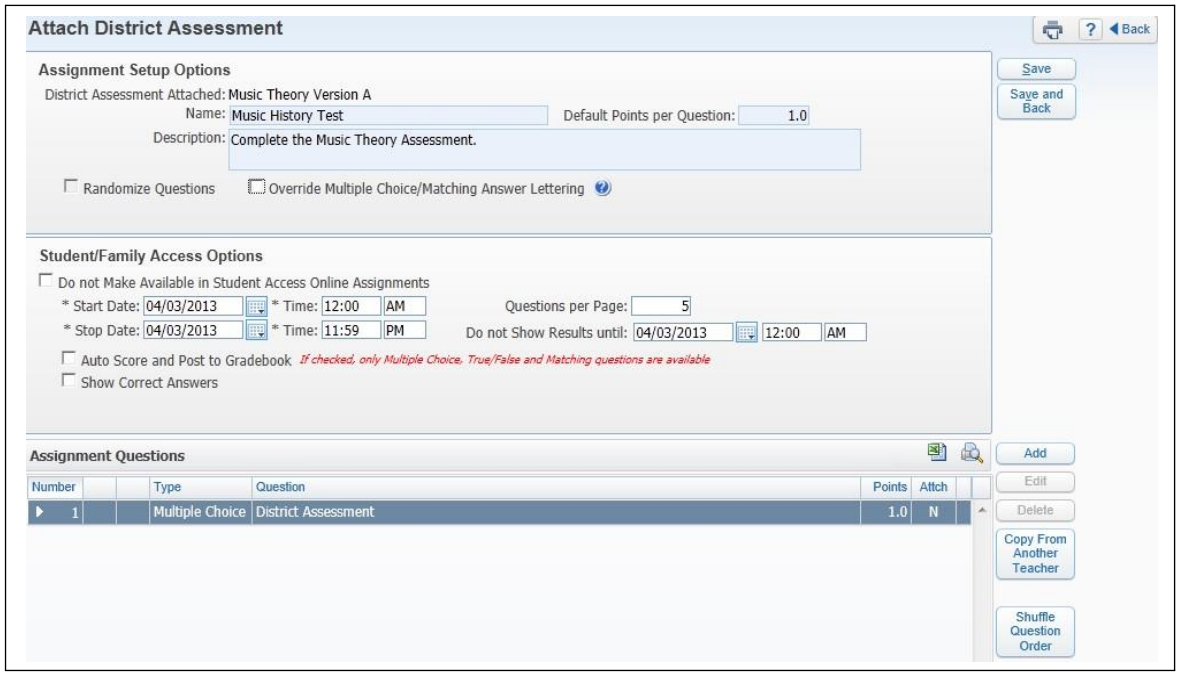
## Attach District Assessment




Attach District Assessment allows you to use a district-created assessment for an online assignment.

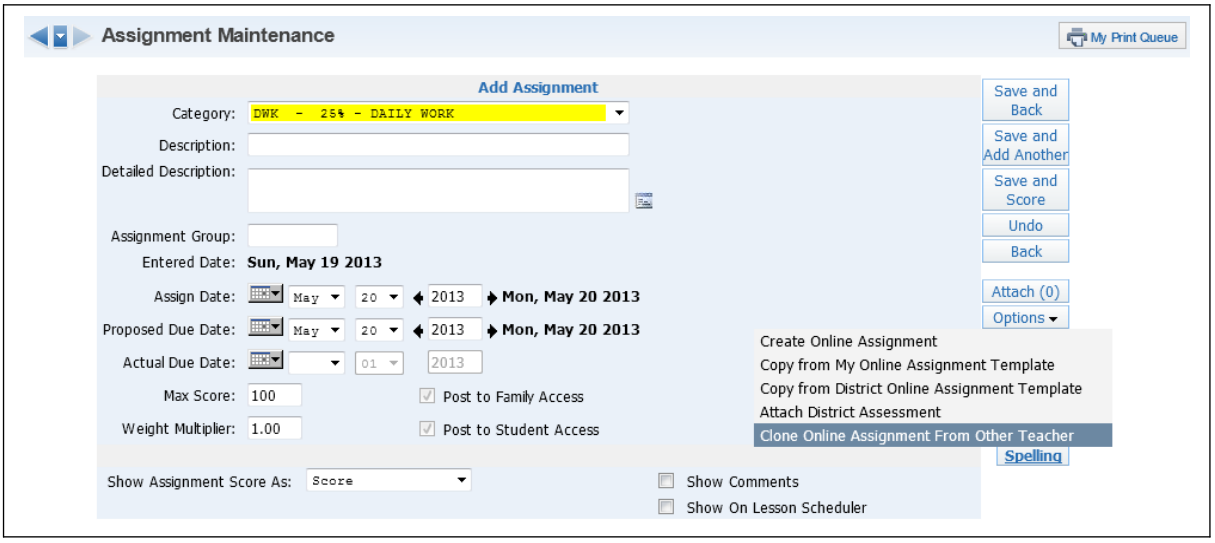



The District Assessments you see displayed are the assessments attached to the class at the administrative level. Highlight the assessment you want to use, and select **Attach to Assignment**.




You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. You do not have the capability to remove questions the district created. You will be able to delete questions that you created. **Copy From Another Teacher** allows you to clone questions another teacher created for this district assessment. After verifying the setup of the online assignment, select **Save and Back**. **Save and Back** will return you to the **Add Assignment** screen.

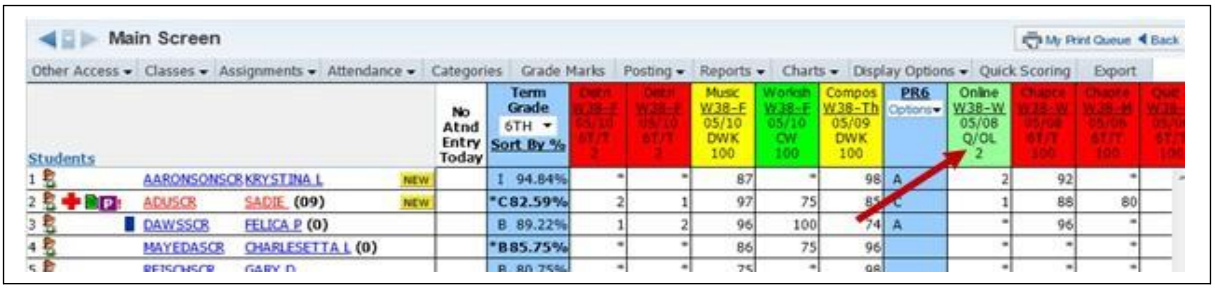
## Clone Online Assignment from Other Teacher



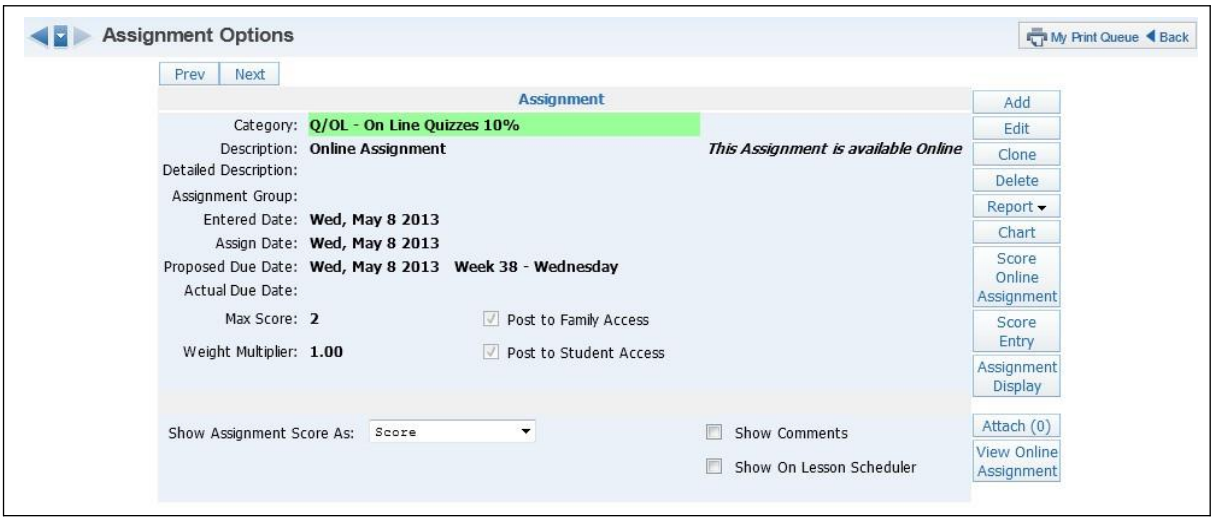

Clone Online Assignment from Other Teacher allows you to copy another teacher's online assignment. Clone Online Assignment From Other Teacher will be available depending upon the district's Gradebook setup.

The online assignments that display are online assignments created when staff used the **Create Online Assignment** option when adding an assignment. You have the capability to clone online assignments from a prior year by selecting a different school year in the drop-down menu.

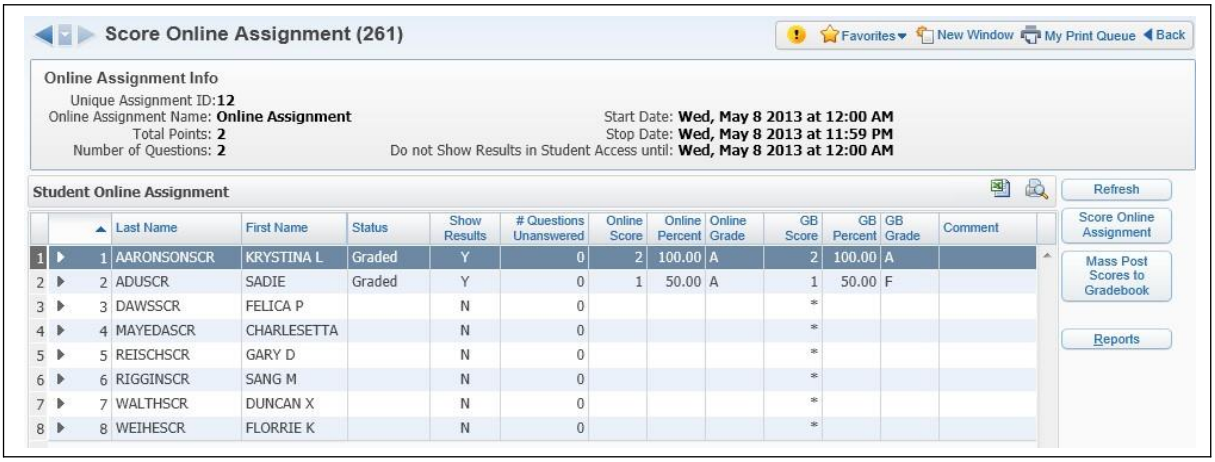
## Scoring an Online Assignment




Click the **Assignment Header** on the Gradebook Main screen.




Click **Score Online Assignment.**

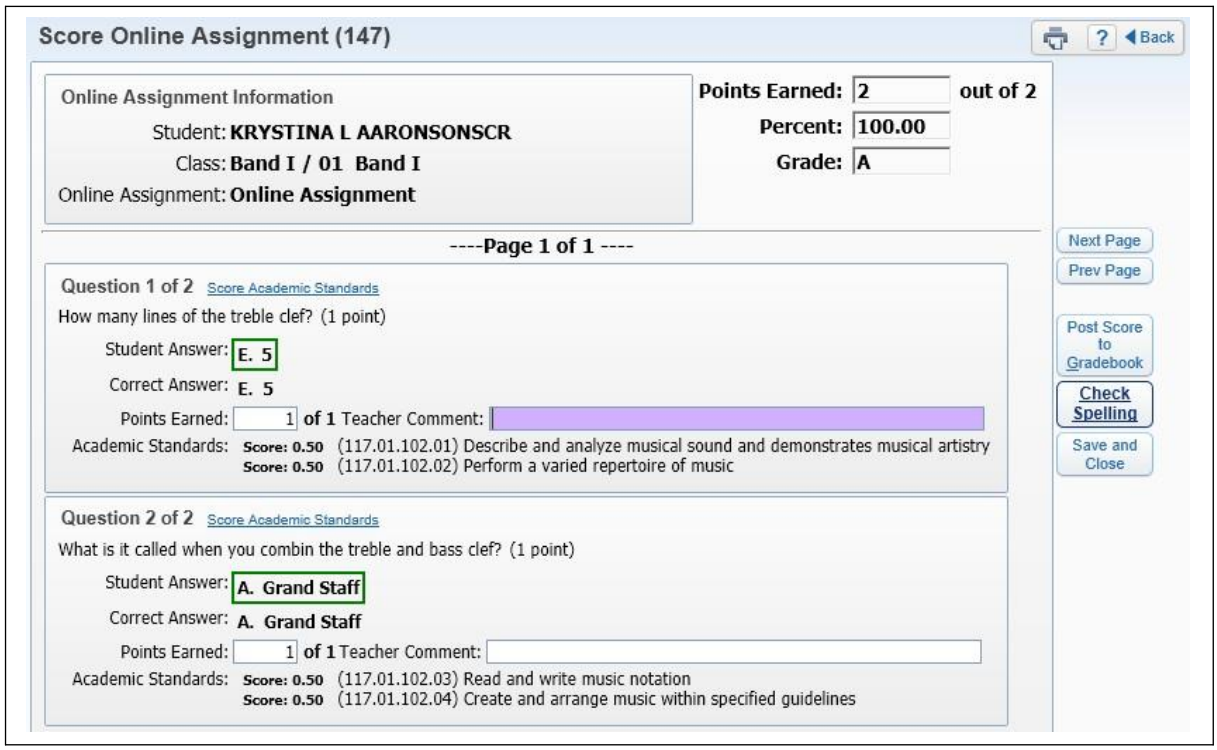



**Online Assignment Info:** Displays how the online assignment was set up.

**Student Online Assignment Information:**

- **Status –** Display the status of the online assignment. It will either show as In Progress or Completed.
- **Show Results –** Indicates whether results of this online assignment are displayed in Student Access.
- **# Questions Unanswered –** Displays the number of questions the student did not answer.
- **Online Score –** Displays the number of points the student earned through answered questions that have been auto-scored.
- **GB Percent, Grade and Comment –** Displays the Gradebook information related to this assignment.
- **Time Spent –** Allows you to see how much time the student spent on this online assignment.

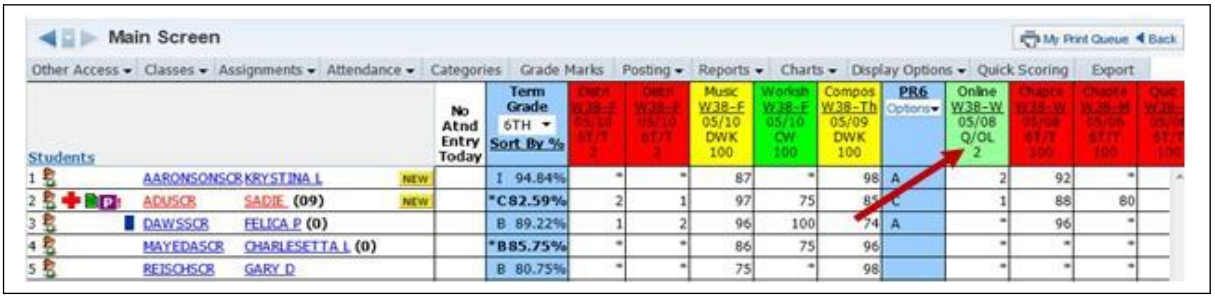
**Score Online Assignment**



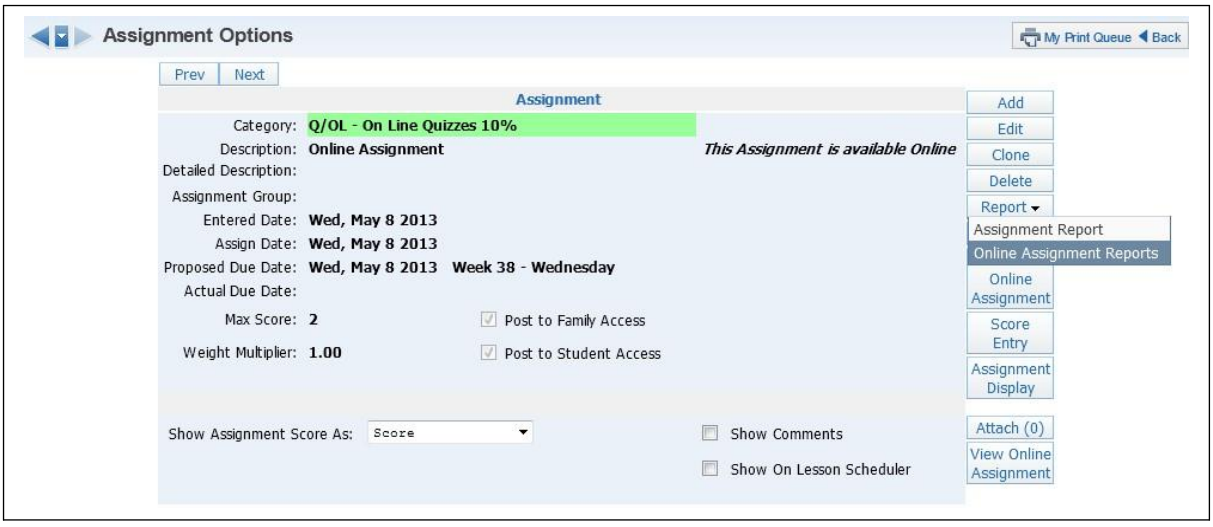

Score Online Assignment allows you to score the assignment or make adjustments to the points students earned for the questions. After scoring the assignment, click **Post Score to Gradebook**. If you set up the online assignment to auto-score and post grades to Gradebook, you will not need to complete this step unless you need to adjust a student's score manually.

**Allows Students to Resume:** You can select this option if you need a student to go back into the online assignment in Student Access. After selecting this option, the student's status changes to In Progress.

## Online Assignment Reports




Click an **Assignment Header** on the Gradebook Main screen.




Select **Online Assignment Reports** from the **Reports** drop-down menu.

## Answer Key

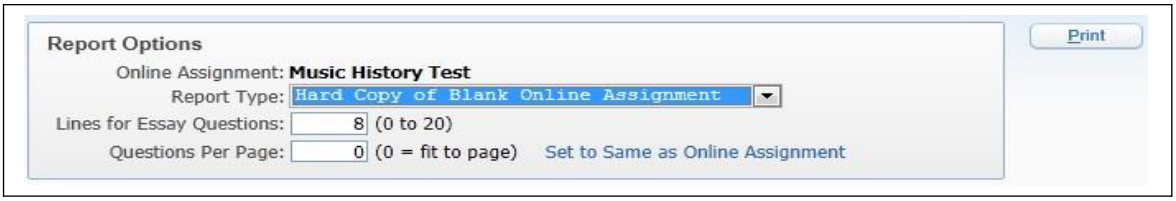
Answer Key provides you with a list of each question on the online assignment and the answers for the questions.

**Lines for Essay Questions:** Determines the space allowed between questions for essay type questions.

**Questions Per Page:** Determines the number of questions that will print on the page.

**Set to Same as Online Assignment:** If you select this option, it will update the Questions Per Page to reflect how the online assignment was set up.

**Hard Copy of Blank Online Assignment**



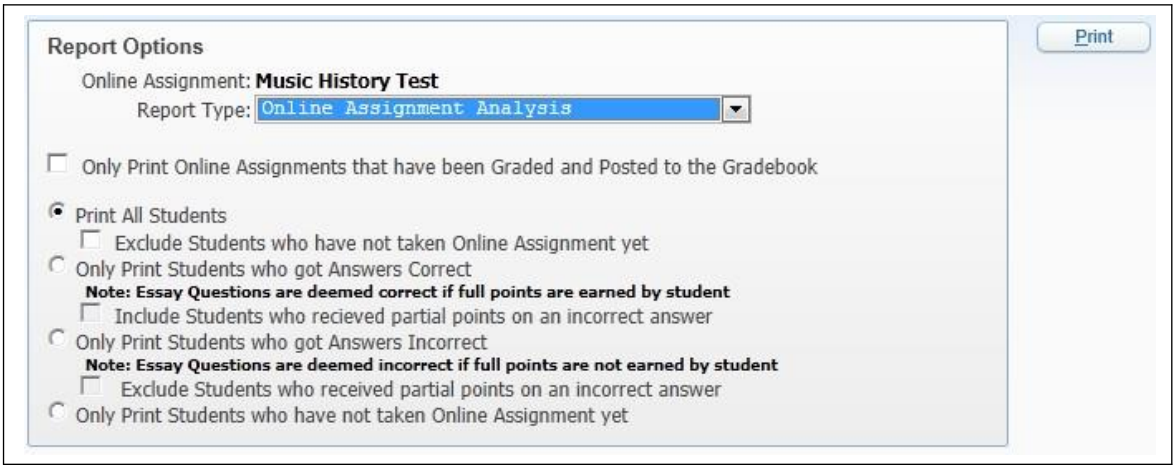

Hard Copy of Blank Online Assignment will display each question included in the online assignment. This report could be used if a student wasn't able to complete the online assignment through Student Access; it will list all of the questions and allow the student to answer them.

**Lines for Essay Questions:** Determines the space allowed between questions for essay-type questions.

**Questions Per Page:** Allows you to determine the number of questions that will print on the page.

**Set to Same as Online Assignment:** If you select this option, it will update the Questions Per Page to reflect how the online assignment was set up.

## Online Assignment Analysis




The Online Assignment Analysis Report allows you to see which students got correct/incorrect answers to the questions on the Online Assignment. It also will show you which students have not completed the Online Assignment.

**Only Print Online Assignment that have been Graded and Posted to the Gradebook:** If this option is selected, it will print online assignment information for only those students whose online assignment has been graded and posted to the Gradebook.

**Print All Students:** This allows you to print the answers students gave for each question.

**Exclude Students who have not taken Online Assignment yet:** This excludes students from the display if they have not completed the assignment. If this option is not selected, you see the student and Not Taken on the report.

**Only Print Students who got Answers Correct:** When this option is selected, it will display only the names of students who answered the question correctly.

**Include Student who received partial points on an incorrect answer:** This will include students who earned partial credit for an incorrect answer.

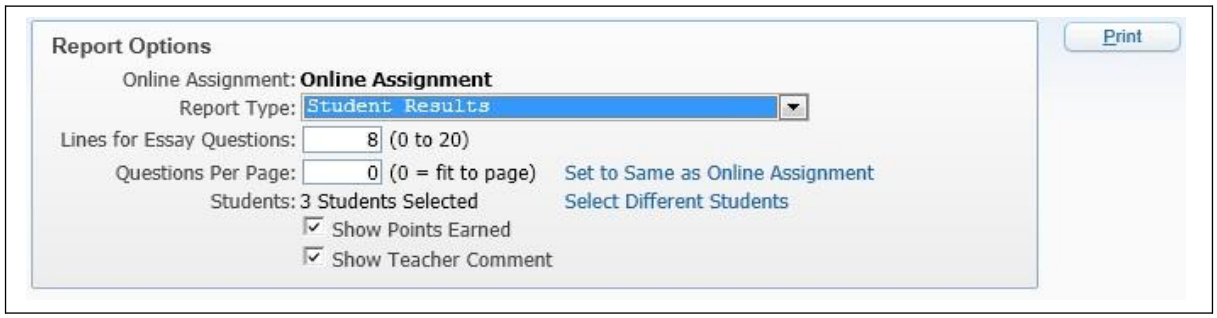
**Only Print Students who got Answers Incorrect:** When this option is selected, it will display only the names of students who answered the question incorrectly.

**Exclude Students who received partial points on an incorrect answer:** This will exclude students who earned partial credit for an incorrect answer.

**Only Print Students who have not taken Online Assignment:** Displays a list of students who have not completed the online assignment. This option will not be available if you selected to Only Print Online Assignment that have been Graded and Posted to the Gradebook.

You can also find the Online Assignment Analysis Report in the **Reports** tab on the Gradebook Main screen.

## Student Results Report




The Student Results Report shows how the student answered the online assignment questions. It can also show the points the student earned per question.

**Lines for Essay Questions:** Determines the space allowed between questions for essay type questions.
**Questions Per Page:** Determines the number of questions that will print on the page.

**Set to Same as Online Event:** If you select this option, the Questions Per Page will reflect how the online event was set up.

**Select Different Students:** Allows you to choose any student that has completed the online assignment.

**Show Point Earned:** Displays the number of point earned per question by the student.

**Show Teacher Comment:** If you entered a comment related to a questions in the online assignment, should it display on this report?