

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:

Main Screen													
Other Access ▾		Classes ▾	Assignments ▾	Attendance ▾	Categories	Grade Marks	Posting ▾	Reports ▾	Charts ▾	Display Options ▾	Quick Scoring	Export	
		Add Assignment											
		List Assignments											
		Import Assignment Scores											
		Advanced Export/Import Assignments											
Students													
1		AARONSONSCR KRYSTINA L		NEW		I 94.84%	B			A	I		98
2		ADUSCR SADIE (09)		NEW		*C 82.59%	C			C	*C	1.87	*B
3		DAWSSCR FELICA P (0)				B 89.22%	B			B	B		75
4		MAYEDASCR CHARLESETTA L (0)				*B 85.75%	*B	*D	*B	*D	C	*B	*D
5		REISCHSCR GARY D				B 80.75%	B			B	B		75

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**.

Question Maintenance (28)

Question for

Question Number: 1

* Question Type: Multiple Choice

* Question: Multiple Choice

True/False

Matching

Short Answer

Essay

View Style Toolbar:

Extra Content:

View Style Toolbar:

Points for Question: 1.0

Check Spelling

Save and Back

Save and Add Another

Attach(0)

Answers to Question Number 1

Answer A: View Style Toolbar:

☐ Correct? Attach(0)

Answer B: View Style Toolbar:

☐ Correct? Attach(0)

Answer C: View Style Toolbar:

☐ Correct? Attach(0)

Answer D: View Style Toolbar:

☐ Correct? Attach(0)

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

Question for

Question Number: 1

* Question Type: Multiple Choice

* Question:

How many lines does the treble clef consist of?

View Style Toolbar: [v]

Extra Content:

View Style Toolbar: [v]

Points for Question: 1.0

Answers to Question Number 1

Answer A:

1

View Style Toolbar: [v]

Correct? [] Attach(0)

Answer B:

2

View Style Toolbar: [v]

Correct? [] Attach(0)

Answer C:

3

View Style Toolbar: [v]

Correct? [] Attach(0)

Answer D:

4

View Style Toolbar: [v]

Correct? [] Attach(0)

Answer E:

5

View Style Toolbar: [v]

Correct? [x] Attach(0)

Check Spelling

Save and Back

Save and Add Another

Attach(0)

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

Question for

Question Number: 2

* Question Type: True/False

* Question:

The treble and bass clef make up the grand staff.

View Style Toolbar: [v]

Extra Content:

View Style Toolbar: [v]

Points for Question: 1.0

Answers to Question Number 2

Correct Answer: ☒ True ☐ False

Asterisk (*) denotes a required field

Check Spelling

Save and Back

Save and Add Another

Attach(0)

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

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

Sample of Matching

Question for

Question Number: **1**

* Question Type: **Matching**

* Question:

Match the composer with the time period.

Extra Content:

Points for Question: ☒ Allow Partial Credit

Save and Back

Save and Add Another

Attach(0)

Answers to Question Number 1

Answer	Choices	Matches
B	1: JS Bach	A: Renaissance
D	2: Mozart	B: Baroque
A	3: Palestrina	C: 20th Century
E	4: Beethoven	D: Classical
C	5: Debussy	E: Romantic
	6:	K:
	7:	L:
	8:	M:
	9:	N:

Asterisk (*) denotes a required field

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

Question Maintenance (29) Print ? Back

Question for
 Question Number: **1**
 * Question Type: **Short Answer**
 * Question: View Style Toolbar: ▾

Extra Content: View Style Toolbar: ▾

Points for Question:

Answers to Question Number 1

Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.

Correct Answer A:
 Correct Answer B:
 Correct Answer C:
 Correct Answer D:
 Correct Answer E:
 Correct Answer F:
 Correct Answer G:
 Correct Answer H:
 Correct Answer I:
 Correct Answer J:

Asterisk (*) denotes a required field

Save and Back
Save and Add Another
Attach(0)

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

Question Maintenance (29) Print ? Back

Question for
 Question Number: **1**
 * Question Type: **Essay**
 * Question: View Style Toolbar: ▾

Extra Content: View Style Toolbar: ▾

Points for Question:

Answers to Question Number 1

Answers cannot be setup for Essay Questions. You will have the opportunity to manually grade this answer.

Asterisk (*) denotes a required field

Save and Back
Save and Add Another
Attach(0)

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

Copy from my Online Assignment Template

Assignment Maintenance [My Print Queue](#)

Add Assignment

Category: **CW - 25% - CLASS WORK**

Description: Music History

Detailed Description:

Assignment Group:

Entered Date: **Sun, May 19 2013**

Assign Date: May 20 2013 **Mon, May 20 2013**

Proposed Due Date: May 20 2013 **Mon, May 20 2013**

Actual Due Date: 01 2013

Max Score: 100 ☒ Post to Family Access

Weight Multiplier: 1.00 ☒ Post to Student Access

Show Assignment Score As: Score

☐ Show Comments

☐ Show On Lesson Scheduler

Save and Back

Save and Add Another

Save and Score

Undo

Back

Attach (0)

Options

Create Online Assignment

Copy from My Online Assignment Template

Copy from District Online Assignment Template

Attach District Assessment

Clone Online Assignment From Other Teacher

[Spelling](#)

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.

My Gradebook (83) [Favorites](#) [New Window](#) [My Print Queue](#) [Back](#)

Views: General Filters: *Skyward Default

Template Name	Questions	Default Points	Auto Score	Show Correct	Random	Questions Per Page	Last Updated	Created
1 Music Theory Assessment	3	1.0	N	N	N	5	05/10/2013	05/10/2013

Add

Edit

Delete

Clone

Reports

Clone from Another Teacher

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

Online Assignment Template Maintenance (40)

Template Setup Options

* Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 250

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions

There are no records to display; check your filter settings.

Buttons: Check Spelling, Save, Save and Back, Save and Add Questions

****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**.

Question Maintenance (40)

Back

Question for Music Theory

Question Number: 1

* Question Type: Multiple Choice

Multiple Choice
True/False
Matching
Short Answer
Essay

View Style Toolbar: ▼

Extra Content:

View Style Toolbar: ▼

Points for Question: 1.0

Check Spelling

Save and Back

Save and Add Another

Attach(0)

Answers to Question Number 1

Answer A:

View Style Toolbar: ▼

Correct? Attach(0)

Answer B:

View Style Toolbar: ▼

Correct? Attach(0)

Answer C:

View Style Toolbar: ▼

Correct? Attach(0)




Answer D:

View Style Toolbar: ▼

Correct? Attach(0)

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

Online Assignment Template Maintenance (44)   

Template Setup Options

* Name: Music Theory Assessment Default Points per Question: 1.0

Description: Please complete the questions covering music theory to the best of your ability. Some questions may have multiple correct answers.
Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions



Student/Family Access Options







☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*



☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page: 5

Template Questions  




	Number		Type	Question	Points	Attach
1	1	 	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	2	 	True/False	The treble and bass clef make up the grand staff	1.0	N
3	3	 	Matching	Match the composer with the time period	1.0	N

  Add Edit Delete Shuffle Question Order

Check Spelling Save Save and Back

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

Delete: Removes an Online Assignment Template.

Online Assignment Template Maintenance (44)   

Template Setup Options

* Name: Music Theory Assessment Default Points per Question: 1.0

Description: Please complete the questions covering music theory to the best of your ability. Some questions may have multiple correct answers.
Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions



Student/Family Access Options







☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*



☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page: 5

Template Questions  

	Number		Type	Question	Points	Attach
1	1	 	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	2	 	True/False	The treble and bass clef make up the grand staff	1.0	N
3	3	 	Matching	Match the composer with the time period	1.0	N

  Add Edit Delete Shuffle Question Order

Check Spelling Save Save and Back

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 Online Assignment Template (184)

Views: General Filters: *Skyward Default

Template Name	Last Name	First	Middle	Date Created	Date Updated
1 Basic Software Knowledge	Prydesr	Katherine	Anne	10/09/2012	10/09/2012
2 Music Theory Assessment 1	KOSLOKISCR	RETA	Y	06/28/2010	06/28/2010
3 Music Theory Assessment 2	KOSLOKISCR	RETA	Y	06/28/2010	06/28/2010
4 Online Assessment	KOSLOKISCR	RETA	Y	06/16/2011	06/16/2011
5 Quiz	OREJUELASCR	JEANIE	X	06/10/2009	06/10/2009
6 Sample	MERCURESCR	ROSAMARIA	P	06/02/2010	06/21/2010
7 Sample District Assessment	MERCURESCR	ROSAMARIA	P	06/02/2010	06/02/2010

Clone Template

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**.

Clone Online Assignment Template (53)

Views: General Filters: *Skyward Default

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
1 Music Theory	No	1.0	No	No	5	05/19/2013	05/19/2013
2 Music Theory Assessment	No	1.0	No	No	5	05/10/2013	05/19/2013

Clone to Assignment

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

Make Assignment Available Online (32)

Assignment Setup Options

Name: Default Points per Question:

Description: Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions ☐ Override Multiple Choice/Matching Answer Lettering

Check Spelling
Save
Save and Back

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: 05/19/2013 * Time: 12:00 AM Questions per Page:

* Stop Date: 05/19/2013 * Time: 11:59 PM Do not Show Results until: 05/19/2013 12:00 AM

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Assignment Questions

Number	Type	Question	Points	Attach
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

Save and Add Questions

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

Assignment Maintenance My Print Queue

Add Assignment

Category: **DWK - 25% - DAILY WORK**

Description:

Detailed Description:

Assignment Group:

Entered Date: **Sun, May 19 2013**

Assign Date: May 20 2013 **Mon, May 20 2013**

Proposed Due Date: May 20 2013 **Mon, May 20 2013**

Actual Due Date: 01 2013

Max Score: 100 ☒ Post to Family Access

Weight Multiplier: 1.00 ☒ Post to Student Access

Show Assignment Score As: Score

☐ Show Comments

☐ Show On Lesson Scheduler

Create Online Assignment

- Copy from My Online Assignment Template
- Copy from District Online Assignment Template**
- Attach District Assessment
- Clone Online Assignment From Other Teacher

[Spelling](#)

[Save and Back](#)

[Save and Add Another](#)

[Save and Score](#)

[Undo](#)

[Back](#)

[Attach \(0\)](#)

[Options](#)

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

Clone District Template Back

Views: **General** Filters: ***Skyward Default**

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
▶ District Template	No	1.0	No	No	5	12/18/2012	12/18/2012

[Clone to Assignment](#)

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**.

Attach District Assessment

Assignment Maintenance My Print Queue

Add Assignment

Category: **DWK - 25% - DAILY WORK**

Description:

Detailed Description:

Assignment Group:

Entered Date: **Sun, May 19 2013**

Assign Date: May 20 2013 **Mon, May 20 2013**

Proposed Due Date: May 20 2013 **Mon, May 20 2013**

Actual Due Date: 01 2013

Max Score: 100 ☒ Post to Family Access

Weight Multiplier: 1.00 ☒ Post to Student Access

Show Assignment Score As: Score ☐ Show Comments ☐ Show On Lesson Scheduler

Attach (0)

Options

Create Online Assignment

Copy from My Online Assignment Template

Copy from District Online Assignment Template

Attach District Assessment

Clone Online Assignment From Other Teacher

[Spelling](#)

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

Attach District Assignment Back

☐ Only show District Assessments that are not attached to a Curriculum

Views: **General** Filters: ***Skyward Default**

Assignment Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
Music Theory Version A	No	1.0	No	No	5	12/18/2012	04/03/2013

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 2 of 2\)](#) [View Printable Details](#)

Assignment Details

Description: Complete the Music Theory Assessment.

Questions

Type	Question	Points	Answer(s)
1	Multiple Choice	District Assessment	1.0

[Attach to 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**.

Attach District Assessment

Assignment Setup Options

District Assessment Attached: Music Theory Version A

Name: Default Points per Question:

Description:

☐ Randomize Questions
 ☐ Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: * Time:
 Questions per Page:

* Stop Date: * Time:
 Do not Show Results until:

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*
☐ Show Correct Answers

Assignment Questions

Number	Type	Question	Points	Atch
▶ 1	Multiple Choice	District Assessment	1.0	N

Add

Edit

Delete

Copy From Another Teacher

Shuffle Question Order

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

The screenshot shows the 'Assignment Maintenance' form. At the top, there's a 'My Print Queue' button. The main form area is titled 'Add Assignment'. It contains several input fields: 'Category' (set to 'DWK - 25% - DAILY WORK'), 'Description', 'Detailed Description', 'Assignment Group', 'Entered Date' (Sun, May 19 2013), 'Assign Date' (May 20 2013), 'Proposed Due Date' (May 20 2013), 'Actual Due Date' (May 01 2013), 'Max Score' (100), 'Weight Multiplier' (1.00), 'Post to Family Access' (checked), and 'Post to Student Access' (checked). On the right side, there are buttons: 'Save and Back', 'Save and Add Another', 'Save and Score', 'Undo', 'Back', 'Attach (0)', and 'Options'. At the bottom right, there's a menu with options: 'Create Online Assignment', 'Copy from My Online Assignment Template', 'Copy from District Online Assignment Template', 'Attach District Assessment', and 'Clone Online Assignment From Other Teacher' (highlighted). Below this menu, there are checkboxes for 'Show Comments' and 'Show On Lesson Scheduler'.

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 screenshot shows the 'Clone Online Assignment' form. At the top, there's a 'Back' button. The form has a header with 'Entity: 100 - Entity (100) Grades 9 to 12' and 'School Year: 2013'. Below this, there's a 'Views: General' and 'Filters: *Skyward Default' section. The main part of the form is a table with columns: Course, Section, Description, Teacher, Department, and Subject. The table contains one row with the following data: Course: 232501, Section: 01, Description: MUSIC THEORY - Weighted, Teacher: Ignadia Daoustscr, Department: ART, Subject: ART.

Course	Section	Description	Teacher	Department	Subject
232501	01	MUSIC THEORY - Weighted	Ignadia Daoustscr	ART	ART

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

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	No Atnd Entry Today	Term Grade 6TH	Sort By %	QOL	QOL	Music	Worksh	Compos	PR6	Online	Chart	Chart	Chart
1 AARONSONSCR KRYSTINA L	NEW	94.84%								2	92		
2 ADUSCR SADIE (09)	NEW	*C 82.59%		2	1	97	75			1	88	80	
3 DAWSSCR FELICA P (0)		B 89.22%		1	2	96	100	74	A		96		
4 MAYEDASCR CHARLESETTA L (0)		*B 85.75%				86	75	96					
5 REISCHSCR GARY D		B 80.75%				75		68					

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

Assignment Options

Prev Next

Assignment

Category: **Q/OL - On Line Quizzes 10%**

Description: **Online Assignment** *This Assignment is available Online*

Detailed Description:

Assignment Group:

Entered Date: **Wed, May 8 2013**

Assign Date: **Wed, May 8 2013**

Proposed Due Date: **Wed, May 8 2013** **Week 38 - Wednesday**

Actual Due Date:

Max Score: **2** ☒ Post to Family Access

Weight Multiplier: **1.00** ☒ Post to Student Access

Show Assignment Score As: **Score** ☐ Show Comments ☐ Show On Lesson Scheduler

Add Edit Clone Delete Report Chart Score Online Assignment Score Entry Assignment Display Attach (0) View Online Assignment

Click **Score Online Assignment**.

Score Online Assignment (261)

! Favorites New Window My Print Queue Back

Online Assignment Info

Unique Assignment ID: **12**

Online Assignment Name: **Online Assignment**

Start Date: **Wed, May 8 2013 at 12:00 AM**

Stop Date: **Wed, May 8 2013 at 11:59 PM**

Total Points: **2**

Number of Questions: **2**

Do not Show Results in Student Access until: **Wed, May 8 2013 at 12:00 AM**

Student Online Assignment

	Last Name	First Name	Status	Show Results	# Questions Unanswered	Online Score	Online Percent	Online Grade	GB Score	GB Percent	GB Grade	Comment
1	1	AARONSONSCR KRYSTINA L	Graded	Y	0	2	100.00	A	2	100.00	A	
2	2	ADUSCR SADIE	Graded	Y	0	1	50.00	A	1	50.00	F	
3	3	DAWSSCR FELICA P		N	0				*			
4	4	MAYEDASCR CHARLESETTA		N	0				*			
5	5	REISCHSCR GARY D		N	0				*			
6	6	RIGGINSR SANG M		N	0				*			
7	7	WALTHSCR DUNCAN X		N	0				*			
8	8	WEIHESCR FLORRIE K		N	0				*			

Refresh Score Online Assignment Mass Post Scores to Gradebook Reports

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

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

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 (147)

Online Assignment Information
 Student: **KRYSTINA L AARONSONSCR**
 Class: **Band I / 01 Band I**
 Online Assignment: **Online Assignment**

Points Earned: **2** out of 2
 Percent: **100.00**
 Grade: **A**

----Page 1 of 1----

Question 1 of 2 [Score Academic Standards](#)
 How many lines of the treble clef? (1 point)
 Student Answer: **E. 5**
 Correct Answer: **E. 5**
 Points Earned: **1** of 1 Teacher Comment:
 Academic Standards: **Score: 0.50** (117.01.102.01) Describe and analyze musical sound and demonstrates musical artistry
Score: 0.50 (117.01.102.02) Perform a varied repertoire of music

Question 2 of 2 [Score Academic Standards](#)
 What is it called when you combin the treble and bass clef? (1 point)
 Student Answer: **A. Grand Staff**
 Correct Answer: **A. Grand Staff**
 Points Earned: **1** of 1 Teacher Comment:
 Academic Standards: **Score: 0.50** (117.01.102.03) Read and write music notation
Score: 0.50 (117.01.102.04) Create and arrange music within specified guidelines

Next Page
 Prev Page
 Post Score to Gradebook
 Check Spelling
 Save and Close

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

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	No Atnd Entry Today	Term Grade 6TH ▾ Sort By %	Math W38-E 05/10 ST/T	Math W38-F 05/10 ST/T	Music W38-E 05/10 DWK	Worksh W38-F 05/10 CW	Compos W38-Th 05/09 DWK	PRG Options ▾	Online W38-W 05/08 Q/OL	Chaprs W38-W 05/08 ST/T	Chaprs W38-Th 05/08 ST/T	Chaprs W38-F 05/08 ST/T
1 AARONSONSCR KRISTINA L	NEW	I 94.84%	"	"	87	"	98	A	2	92	"	"
2 ADUSCR SADIE (09)	NEW	*C 82.59%	2	1	97	75	81	C	1	88	80	"
3 DAWSSCR FELICA P (0)		B 89.22%	1	2	96	100	74	A	"	96	"	"
4 MAYEDASCR CHARLESETTA L (0)		*B 85.75%	"	"	86	75	96	"	"	"	"	"
5 REISCHSCR GARY D		B 80.75%	"	"	75	"	98	"	"	"	"	"

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

Assignment Options

Prev Next

Assignment

Category: Q/OL - On Line Quizzes 10%

Description: Online Assignment *This Assignment is available Online*

Detailed Description:

Assignment Group:

Entered Date: Wed, May 8 2013

Assign Date: Wed, May 8 2013

Proposed Due Date: Wed, May 8 2013 Week 38 - Wednesday

Actual Due Date:

Max Score: 2 ☒ Post to Family Access

Weight Multiplier: 1.00 ☒ Post to Student Access

Show Assignment Score As: Score ▾ ☐ Show Comments ☐ Show On Lesson Scheduler

Buttons: Add, Edit, Clone, Delete, Report ▾, Assignment Report, **Online Assignment Reports**, Online Assignment, Score Entry, Assignment Display, Attach (0), View Online Assignment

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

Answer Key

Report Options

Online Assignment: Music History Test

Report Type: Answer Key ▾

Lines for Essay Questions: 8 (0 to 20)

Questions Per Page: 0 (0 = fit to page) [Set to Same as Online Assignment](#)

Print

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

Report Options

Online Assignment: **Music History Test**

Report Type: **Hard Copy of Blank Online Assignment**

Lines for Essay Questions: (0 to 20)

Questions Per Page: (0 = fit to page) [Set to Same as Online Assignment](#)

[Print](#)

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

Report Options

Online Assignment: **Music History Test**

Report Type: **Online Assignment Analysis**

☐ Only Print Online Assignments that have been Graded and Posted to the Gradebook

☒ Print All Students

☐ Exclude Students who have not taken Online Assignment yet

☐ Only Print Students who got Answers Correct

Note: Essay Questions are deemed correct if full points are earned by student

☐ Include Students who received partial points on an incorrect answer

☐ Only Print Students who got Answers Incorrect

Note: Essay Questions are deemed incorrect if full points are not earned by student

☐ Exclude Students who received partial points on an incorrect answer

☐ Only Print Students who have not taken Online Assignment yet

[Print](#)

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.

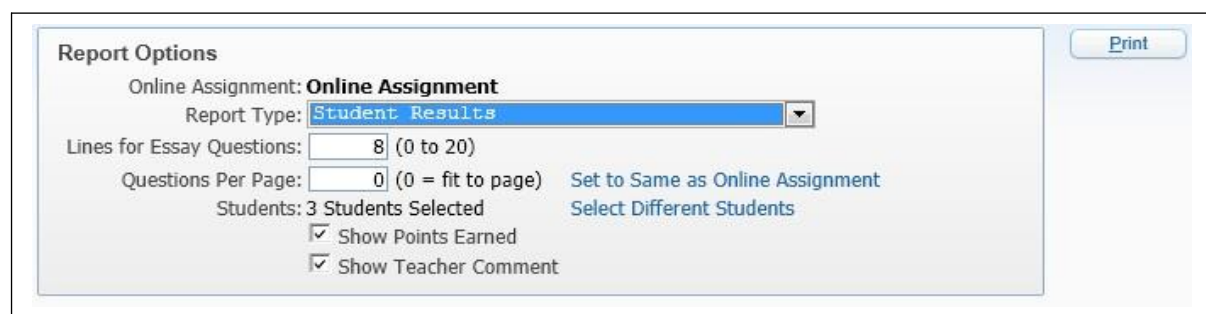
Only Print Students who got Answers Incorrect: When this option is selected, it will display only the names of students who answered the question incorrectly.

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 screenshot shows a 'Report Options' dialog box. It contains the following fields and options:

- Online Assignment:** Online Assignment
- Report Type:** Student Results (dropdown menu)
- Lines for Essay Questions:** 8 (0 to 20)
- Questions Per Page:** 0 (0 = fit to page) [Set to Same as Online Assignment](#)
- Students:** 3 Students Selected [Select Different Students](#)
- ☒ Show Points Earned
- ☒ Show Teacher Comment

A **Print** button is located in the top right corner of the dialog box.

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?