

Create an Assignment

To schedule individual training for your district, contact SISTraining@tylertech.com.

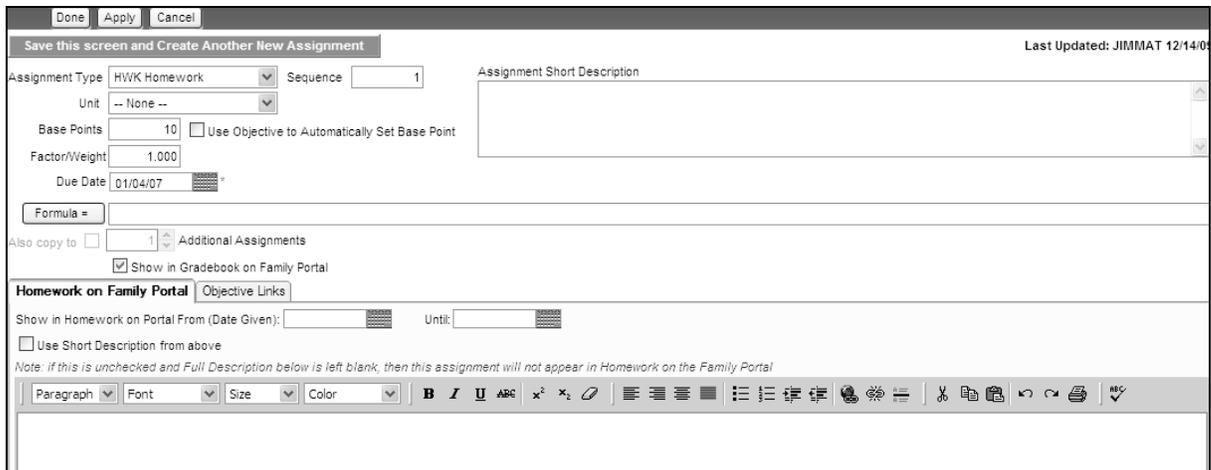
Overview

Assignments are the tasks and activities that a student is asked to complete as a demonstration of competency in a subject. The nature and value of these tasks are defined by the classroom teacher and created in the gradebook under the **Assignments** tab.

- The columns displayed on the gradebook page, their format, and sort orders are determined by the selections made in the **Select View** tab.
- Assignments will be added to the right of the system grade columns unless you change the view to hide the system columns.
- As assignments are scored, the system grade columns are updated to include the latest scored assignment if its Assignment Type is included in the SG formula.

Create a New Assignment

1. From within the gradebook, click the Create New Assignment icon . The **Maintain Assignment** detail screen displays. The fields on this screen comprise the properties of the new assignment.



2. Select the **Assignment Type** from the drop-down list, *required*. The options in the drop-down list are created at the district-level and selected by the teacher (see *Gradebook 1-2-3 Steps for Teachers*).
3. The **Sequence** number is the sequential number auto-generated to differentiate between assignments of the same type, *required*. When you create the third homework assignment, the sequence cell will display 3. The header on your gradebook page will display HWK-003. The number can be changed from the default but not duplicated.
4. Enter additional information about the assignment in the **Assignment Short Description** text box. Although the note is not restricted in length, the first ten characters of the note will display in the assignment grid. Start your note with identifying information. You may also document instructions and other information appropriate to the assignment. This will be helpful as administrators review your gradebook or print reports to provide an assignment list with student instructions.

Example: Essay 500 - Typewritten, minimum 500 word count. Topic: Describe a situation that helped you develop character. Zero credit for late assignments. Essay counts as 25% of your grade.

5. If you have entered the units or chapters from your text book and would like to align this assignment to a particular unit, select the **Unit** from the drop-down list. This table is managed by the teacher.
6. **Base Points** can be entered in various ways, *required*. District settings for your subject determine whether your gradebook is objective-based, traditional, or hybrid. If you give a formula to an individual assignment, the base points will be ignored.
 - a. To create an objective assignment, check the box **Use Objective to Automatically Set Base Points**. If checking this box, you must also select objectives to link to this assignment, addressed in #12 below.
 - b. To create a traditional assignment, type in the number of points possible in the Base Points field.
 - c. To create a hybrid assignment, type the number of points possible for the traditional score and then also select objectives to link to this assignment, addressed in #12 below.
7. If you wish to create a weighted assignment, type in the **Factor/Weight**. For example, type a Factor/Weight of 2.00 to weight an assignment double other assignments, without having to enter the assignment and scores twice. Most assignments are not weighted, thus the default factor is 1.00. Weight is of no consequence to an assignment with a formula.
8. Enter the date the assignment was due or use the calendar icon , *required*. **Due Date** is used to sort assignments and used on the parent portal.
9. Click the **Formula =** button to base the student scores for this assignment column on other Assignments or Assignment Types. Most individual assignments do not have a formula. See the Quick Sheet, *Set System Grade Formulas*, for more information on this topic.
10. Check the **Also copy to** box and type the number of additional assignments you wish to create with the same assignment properties. The additional assignments may be edited as necessary once they are created. This is a great feature to help you prep your gradebook for the week, the month, or the entire reporting cycle!
11. **Show in Gradebook on Family Portal** is checked on by default. Uncheck if you do not wish to display this assignment when parents view gradebook grades, for example, if the assignment has a weight of zero.
12. The **Homework on Family Portal** tab allows this assignment to be posted directly to the Parent and Student Portals in the Homework section.
 - a. Choose the date range for this assignment to show in the Homework area. The From date is the date for the assignment to first appear, and the Until date indicates the date to remove the assignment from Homework. This allows an automated method to show assignments and remove them to keep the list uncluttered.
 - b. The checkbox **Use Short Description from above** will automatically use the assignment's short description as the title. Uncheck this box in order to enter different information in the text box below the editing toolbar. Use the editing toolbar to format text as you would in Microsoft Word.
12. Click **Objective Links** tab to select objectives to link to this assignment (for an objective assignment or a hybrid assignment).
 - a. Click the **Align to Objectives** box. The **Course Objectives** screen displays.
 - b. Select one or more objectives that this assignment addresses. Only the lowest level objectives may be selected.
 - c. Click **Done**. Type the number of points being applied to each objective. If used in conjunction with the checkbox in #6 above, this will automatically set the base points for the assignment.

13. To attach a document such as a worksheet or assignment instructions, ensure the required fields are completed and click **Apply**. Then scroll to the bottom of the Homework on Family Portal tab and click the **Add** button.
 - a. Give the document a **Description** and browse for the file.
 - b. Click **Upload** to attach the file to the assignment. The file is available on the parent portal if the assignment is available.

14. Click **Done** to save and exit. Or click **Save this screen and Create Another New Assignment** if you wish to create additional assignments before returning to the gradebook page.

Copy Assignments to Another Page

When teachers have several sections of the same subject, often the assignments for each section are the same. To eliminate redundant entry, you may create assignments for one gradebook page then selectively copy and paste these to other gradebook pages. A teacher may not copy and paste assignments from their gradebook to another teacher's gradebook. After you copy/paste an assignment, you may edit it.

1. From within the gradebook, click **Actions** → **Manage Assignments (Columns)** → **Copy Assignments**. The **Gradebook Copy Assignments** screen displays.
2. The left side of the screen displays the **Year** and **Course Section** for the current course, as well as all assignments existing in that gradebook.
 - a. To copy assignments from a previous year gradebook, select the **Year** from the drop-down list.
 - b. Verify the section to copy from in the **Course Section** drop-down list.
 - c. Check the boxes next to the assignments to copy or click **Check All** or **Clear All**.

Start Copy Process					
Copy Assignments Columns From:				Copy Assignments To:	
Year:	0607	Course Section:	H2240-01 P6 Sem2 ALGEBRA II	<input type="button" value="Check All For Same Subject"/> <input type="button" value="Uncheck All"/>	
<input type="button" value="Check All"/>	<input type="button" value="Clear All"/>				
Assignments	Points	Weight	Due Date	Short Description	
<input type="checkbox"/>	CLS-1	30	1	01/30/07	Chapter 10.2
<input type="checkbox"/>	CLS-2	30	1	01/30/07	Chapter 10.2
<input type="checkbox"/>	CLS-3	30	1	01/30/07	Chapter 10.2
<input type="checkbox"/>	CLS-4	75	1	01/22/07	Worksheet 6-7
<input type="checkbox"/>	HWK-1	0	1	01/11/07	
<input type="checkbox"/>	QIZ-1	10	1	01/16/07	Section 9.5
<input type="checkbox"/>	QIZ-2	10	1	01/16/07	Section 9.5
<input type="checkbox"/>	H2000-02				MATH PLANNING PERIOD 1 Semester-1
<input type="checkbox"/>	H2000-02				MATH PLANNING PERIOD 1 Semester-2
<input type="checkbox"/>	H2110-02				APPLIED MATH I 4 Semester-1
<input type="checkbox"/>	H2110-02				APPLIED MATH I 4 Semester-2
<input type="checkbox"/>	H2200-01				ALGEBRA I 2 Semester-1
<input type="checkbox"/>	H2200-01				ALGEBRA I 2 Semester-2
<input type="checkbox"/>	H2200-04				ALGEBRA I 3 Semester-1
<input type="checkbox"/>	H2200-04				ALGEBRA I 3 Semester-2
<input type="checkbox"/>	H2230-03				GEOMETRY 7 Semester-1

3. The right side of the screen displays all courses for the logged-in site-year. Check the boxes next to the courses to copy to or click to check every box for subjects matching the **Course Section** selection. Click to uncheck any selections.

4. Click . A confirmation message displays.

5. Click to return to the gradebook page.