



SISWin: Grade Book Assignments

Create New Assignment

Positioning Assignments on the Grade Book Page

All assignments to be completed before the end of a term should physically precede the end-of-term column, SGT, created by SIS.

Calculations are done from left to right, from the first day of the term (unless otherwise specified by the 'Starting Date' option) to the end-of-term column.

Assignment Date

Standardize the date field within your building. Generally, assignment date is the date the assignment was given or the date it is due.

If you are placing assignments on the page using Insert by Date, enter the due date as your assignment date to be certain it is included in the proper grading cycle's calculation.

Forget to enter the Assignment Date

If no date is entered in the assignment properties, the date is assumed to be the current date. This may cause assignments to be positioned out of their intended sequence.

Position Assignment at the End

Caution! This will eliminate the assignment from the grading cycle calculations as it sets to the right of all SG columns.

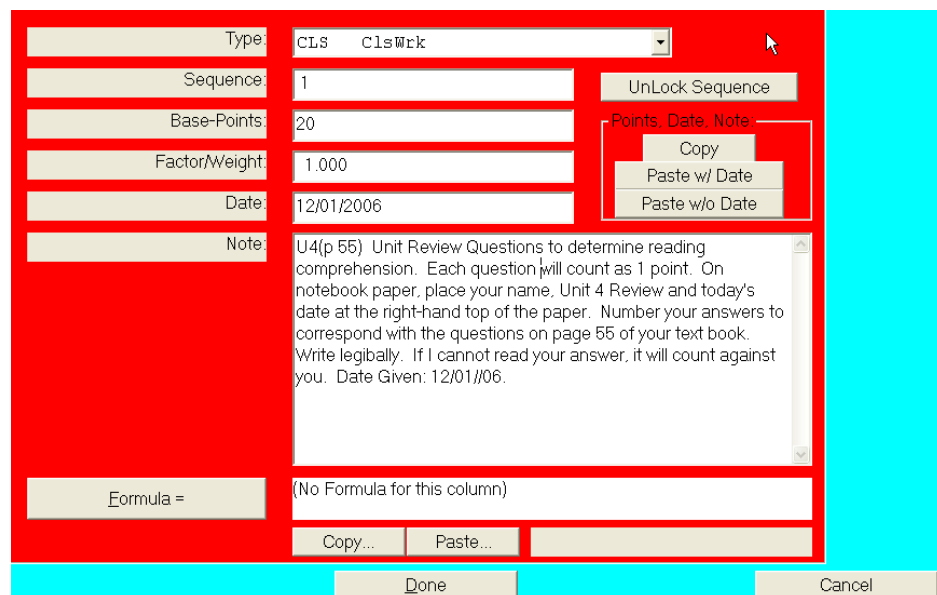
1. Select **Assignments** → **Create New Assignment**.

2. Determine how the assignment column will be positioned on the grade book's page.



- a. **Insert by Date** – When you complete the properties screen, the assignment date will be used to place the assignment in date sequence.
- b. **Insert at Current Position** – First click the column on the page where you wish to insert the assignment, then proceed with Steps 1 and 2 above. When you complete the properties screen, the assignment will be placed in the column position you selected.
- c. **At End** – When you complete the properties screen, the assignment will be placed as the last column on the page, to the right of the last SG column.

3. Click the **Select** button to display the red assignment's properties screen. Complete the items on the screen.





Type

The items in the drop-down box are maintained in the Assignments Table and any, other than SG columns, may be user defined.

Sequence

This is a sequential number assigned to differentiate between assignments of same type or category.

Use the **Unlock Sequence** button to change the default. Sequence numbers may not be duplicated. SG column sequence numbers are very significant; they influence the order of calculations and identify the source of end-of-term grades.

Base Points

This is the value of the assignment. The point value is displayed in the column header. Base Points are of no consequence to an assignment with a formula.

Factor/Weight

Often, assignments are not weighted. However, if you wish to weight the assignment, enter the weight in the format 0.00. SIS accepts any weight up to 999.999.

Date

Most assignments are positioned on the grade book page by the default, Insert by Date. Using the due date makes certain the assignment is included in the proper cycle's calculation.

a. **Type** – Select the assignment type from the drop-down list. The type displays in the assignment's column header in conjunction with the sequence number.
Example: HWK001 (HWK is the type)

b. **Sequence** – SIS will auto-number your assignments, 001-999. This item is rarely changed; use the **Unlock Sequence** button to re-sequence the assignment. The sequence number displays in the assignment's column header in conjunction with the type.
Example: HWK001 (001 is the sequence number)

c. **Base Points** – Enter the number of points possible. 0-9999 is allowable. The assignment's points possible displays in the assignment's column header.

d. **Factor/Weight** – SIS will enter a default value of 1.00, indicating no factor or weight will be added to the points possible. If you wish to weight the individual assignment, enter the value. Otherwise, skip this item.

e. **Date** – Enter the date significant to the assignment. If no date is entered in the assignment properties, the date is assumed to be the current attendance date. The month and day of the assignment displays in the assignment's column header.

f. **Note** – Enter other relative data in this text box. The first 10 characters of the note display in the column header to help you better identify the assignment. Examples:

ADAMS CHRISTINE ELIZ	CLS001
CLS001: U4(p 55) Unit Review	25.000
Questions to determine reading	12/01
comprehension. Each question will count	U4(p 55)
ADAMS CHRISTINE ELIZABET Actv	Exmp
BALL GRACIE ANN Actv	Exmp
BEATTY BETHANY JOY Actv	Exmp

U6(75-90) defines Unit 6 pages 75-90 of a homework assignment

Golf identifies the sport/activity daily participation assignment

Woodwork displays the type of project assignment

Essay defines the type of creative writing assignment

Chapter 3 or **Unit 9** defines the chapter/unit test assignment

Assignment notes may be printed with the grid, on-demand teacher-generated progress reports and letters. For students who were absent or who have missing assignments, print an assignments listing with your instructions to the class which you entered under the field, Notes.

g. **Formula** – Generally, only the SG grading columns have formulas. Thus, this item is skipped. However, you may select this item to create a formula for an individual assignment. See the Grade Book Quick Sheet on creating formulas to execute this.



Edit

You may edit any existing assignment by going to **Assignments** → **Properties of the cur-assignment** or by using the shortcut keys in our instructions for quick access.

Reposition an Assignment on the Grade Book Page

Sometimes you need to move a column from its original position. Rather than delete it and start over, you may move the assignment.

Repositioning often occurs if you correct a date on an existing assignment. When the date is corrected, SIS does not automatically reposition it to the new date sequence. You must do so manually.

Copy Assignments on the Same Grade Book Page

Use this feature to work ahead in your grade book page.
Examples:

Copy 5 weekly homework assignments, - create 1st assignment, enter the common values, then copy/paste and edit the copied assignment's properties as needed.

Copy multiple assignments for the same unit or due on the same date - create the 1st assignment with the common values, then copy/paste & edit the copied assignment's properties as needed.

4. Select **Done** to save your work and place the assignment on the Grade Book page. The screen refreshes to display the Grade Book page. Check the position and header information of the newly created assignment.
5. **Cancel** allows you to exit without saving the assignment.

Edit Existing Assignment

1. Select the assignment you will edit by clicking anywhere in its column.
2. Use your keyboard keys, Cntrl + P (for properties), to open the assignment's properties screen.
3. Edit as needed, then select **Done** to return you to the Grade Book page.

Move the Position of an Existing Assignment

1. Select the assignment you will edit by clicking anywhere in its column.
2. Use your keyboard keys, Cntrl + M (move). SIS will display a prompt box with multiple options to move to the right, left, first or last column.

Copy Assignments on Same Page (create multiple assignments)

1. From the properties screen of an assignment (create or edit an assignment), select the **Copy** button to the right of the properties.

2. Select **Done** to return to the Grade Book page.

3. Create a new assignment. Use the shortcut keys, Cntrl + N (New).

4. Select the appropriate paste selection, **Paste w/Date** or **Paste w/o Date**.

SIS will display the items you have selected to paste.

5. Select **Yes** to continue. No/Cancel buttons will cancel the action.



Copy Assignments from one Grade Book Page to another

This feature is handy for copying assignments from one grade book page to another.

Examples:

Set up your SG column formulas in one class, then copy these to all other classes.

When you teach multiple sections of the same subject, create the assignments in one section, then copy them to the other sections.

No student scores are copied, just the properties of the assignment.

Remove

Caution! There is no undo button.

If you delete an assignment, you will lose all properties, along with student marks. It cannot be retrieved.

Thus it is important to maintain a manual copy or printout of the grade book page.

- SIS will paste the copied values for base points, factor/weight, note and the date (if you chose Paste w/Date) in the new assignment.
- Add the Type, then edit other values as needed.
- Select **Done** to save work and exit.
- Repeat Steps 3-5 to paste additional assignments.

Copy Assignment Between Classes (from one section to another)

- Go to **Assignments → Copy Assignments to Buffer**.
- SIS will display all assignments on your Grade Book page. To help you define the assignments, SIS displays the data in the column headings. Notice how helpful it is to have a description in Notes.
- Check all assignments you wish to copy.
- Exit** the Grade Book page. Select and open the next Grade Book page.
- Go to **Assignments → Paste Assignments from Buffer** to place the copied assignments into the Grade Book page currently open.

Select Columns to Copy:	
Copy?	Column Heading/Date/Description
<input checked="" type="checkbox"/>	HWK001 08/15/03 U1, #1-10
<input type="checkbox"/>	HWK002 08/18/03 U1, #11-30
<input type="checkbox"/>	HWK003 08/22/03 U2, #1-20
<input type="checkbox"/>	DLY001 08/25/03 Board Wrk
<input type="checkbox"/>	TST004 08/29/03 Unit 1& 2
<input type="checkbox"/>	HWK005 09/01/03 U3 #21-50
<input type="checkbox"/>	HWK006 09/01/05 U3 #51-60
<input type="checkbox"/>	DLY002 09/08/05 Board Wrk
<input type="checkbox"/>	TST001 09/15/05 Unit 3
<input type="checkbox"/>	SGP001 10/19/04 Progress
<input type="checkbox"/>	HWK008 09/29/05 U4 #61-70
<input type="checkbox"/>	SGT001 10/19/04 Quarter 1
<input type="checkbox"/>	HWK007 11/01/05 Worksheet
<input type="checkbox"/>	SGP002 12/19/04 Progress
<input type="checkbox"/>	SGT002 12/19/04 Quarter 2
<input type="checkbox"/>	SGX001 12/19/04 Sem Exam
<input type="checkbox"/>	SGS001 12/19/04 Semester1

Copy Grade Book Template

The Grade Book page, along with its arrangement and properties of individual assignments, are used by SIS to create an assignment template that can be imported for use in future school years. This allows the teacher to do the initial grade book setup, then copy the template each year to avoid re-creating assignments and formulas, etc.

- Logon to the new school year's fileset. From the Main Menu, select the Grade Book Module.
- Make a backup before you import. Select **Take-Home → Step 1**.
- Select **Import GBTemplates** and respond Yes to the warning that the template will change your Grade Book.
- Select the fileset from the list. Your prior year's fileset will be marked.

5. Select the template to copy.
6. Repeat this for each Grade Book page you wish to copy.

Remove Assignments

1. Within the Grade Book page, select the assignment by clicking in the column to highlight. Go to **Assignments → Remove Current Assignment**.
2. SIS will display a prompt box to verify. Respond Yes to remove or No to cancel the action.