

Creating a Simple Assignment

1. From the **Home Compose** section, click **Assignment Templates**.
2. Enter a detailed assignment **Name**.
3. Pick an **Assignment Type**, then select **Save & Continue**.
4. Click the **Standards** tab, add bank(s) standards, then click **Next**.
5. Click the **Questions** tab, **Compose** (create) a new question, or **import** them from a bank, then click **Next**.
6. Set **Assignment Points** and **Performance Levels**, then select **Save & Continue**.
7. Under **Sharing**, select **Options** and add details about the assignment: subject, grade level, and keywords to enable searching and click **Next**.
8. If you want to share the assignment, select **Add Assignment Template Banks**, choose and **Add Selected**. The Bank Manager will approve or deny your submission. Click **Next** to finish.

Creating a Simple Question

1. From the **Home Compose** section, click **Question Templates**.
2. Pick a **Question Type**.
3. Enter the **Text of the Question**.
4. If an automatically scored question type, add the **Text of the Answer** choices and select the **Correct Answer**.
5. Select **Save & Continue**.
6. Add **Standard(s)** from the bank(s) and click **Next**.
7. Set possible **Question Points** and **Performance Levels**.
8. On the **Sharing** tab, under **Options**, add details about the question, like subject, difficulty, and grade level, to enable searching.

Accessing Classroom

Open an internet browser and go to:

<http://{yourdistrict}.schooldata.net/classroom/#/>

Log in with your Homeroom (Skyward) username and password.

Activating Students to Use Classroom

1. Click **Students** from the directory tree and locate student(s).
2. Select **Row Actions**.
3. Click **Activate Selected**.

To Reset a Student's Password

1. Click **Students** from the directory tree and locate the student(s).
2. Select **Row Actions**.
3. Select **Reset Passwords**.
4. Enter a new default password and click **Set to new Password**.

Need Help? Want more information?

Go to: <http://support.schooldata.net>

Visit our website: <http://schooldata.net>

Question Types

She scored Answer - short answers, fill-in-the-blank answers, essays, and multi-part answers.

Multiple Choice - automatically scored answer choices. More than one correct answer is possible. (Choose any possible correct answers.)

Multi-Select - automatically scored answer choices. More than one correct answer is possible. (Must choose the correct answer(s)).

True/False - automatically scored.

Fill in the Blank(s) - Phrase, sentence, or paragraph with a blank space.

Container - Directive or reference statement.

Survey Smiley Rating or **Survey Multiple Choice** - a collection of opinions.

Glossary

Assignment: a collection of questions whose purpose is a score or grade; can be formative or summative assessments or coursework.

Assignment Template: the blank form used to create an assignment can be copied, exported, and shared.

Bank: a shared content or standard library; it is public or private, district generated or purchased from a vendor.

Bank Manager: the person who approves or denies content for a bank.

Keyword: words or phrases that describe what a user might search for; must be comma separated.

Questions: the base content in Classroom; what a student needs to do or answer.

Question Template: the blank form used to create questions can be copied, exported, and shared.

Standards: learning goals for what students should know and be able to do by grade level and subject.

Creating a Basic Gradebook

1. Click **Create Gradebook** link from the **Home Work** Section.
2. Enter a detailed **Name**, then select **Save & Continue**.
3. Select the **Settings** Tab and **Class Terms**.
4. Click **Add Class Terms** and pick one or more terms used in this gradebook. Ensure the term dates fall within the **gradebook dates**.
5. Click the **Assignments** Tab, then **Add/Edit/View**.
6. From the **Actions** gear, select **Compose Assignments** or select from a bank and click **Add Selected**.
7. Click the title of an added assignment. Select **Published** in the upper right toggle.
8. Click the **Settings** tab, then **Dates**. Set the assignment open, due, and close dates.
9. Select **Save & Exit**.

Unlock a Student Assignment If a student accidentally submitted their assignment, and you want to open it...

1. From the **Home Work** section, click **Manage Gradebooks** and select the chosen **Gradebook**.
2. Click the **Scoring** Tab and click the **title of the assignment**.
3. Click the “lock” icon in the **Status** column.
4. Confirm **Do you really want to unlock this student submission?**

Scoring an Assignment

1. From the **Home Work** section, click **Manage Gradebooks** and select the chosen **Gradebook**.
2. Click the **Scoring** Tab and click the **title of the assignment**.
3. To manually enter results, select **Score in Grid** from the **Action** gear. Or go to step 7.
4. Step through the spreadsheet-style interface by clicking into a cell, picking from the list, or **entering a value**. Use tab or shift+tab to move right and left, and enter or shift+enter to move down or up.
5. The **Final Score** is calculated for you, but if the assignment is not locked, you can override the final score.
6. When done, select **Save** and then **Back** and then **Back to Gradebook**.
7. If you select **Download Template** from the **Action** gear, you are given a spreadsheet to enter scores.
8. Ensure you don't alter the student IDs. **Enter scores** and **Save** the template.
9. Return to Classroom and select **Upload Scores** from the **Action** gear when done.
10. Choose your file(s) and **upload**.