Assignment Types:
Coursework
Formative Assessment
Summative Assessment

📄 My Assignment Templates

Filters:	Search	✕	Standards ▾	More ▾

Name	Type	Subject	Grade ...					
Algebra 1 District Final Part I (Ve...	Summa...	Math	Grade 6...	ⓘ	⿻	🔍	✎	🗑
Algebra 1 District Final Part II (V...	Summa...	Math	Grade 6...	ⓘ	⿻	🔍	✎	🗑

Creating a Simple Assignment

1. From the Compose section click Assignment Templates.
2. Enter a detailed assignment name.
3. Pick an Assignment Type.
4. Select Save & Continue
5. Click the Standards tab and add standards from the bank(s). Then continue.
6. Click the Questions tab, compose (create) a new question or import them from a bank. Then Continue.
7. Keep the default number of assignment points or change the possible points and performance levels.
8. Select Save & Continue.
9. On the Sharing tab, under Options, add details about the assignment: subject, grade level, and keywords to enable searching.
10. If you want to share the assignment, from the Sharing tab, select Banks.
11. Select Add Assignment Template Banks, then click Add to the right of a bank. Now hit Add Selected.
12. The Bank Manager will approve or deny your submission.

Creating a Simple Question

1. From the Compose section click Question Templates.
2. Pick a Question Type.
3. On the Details tab, 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 choice.
5. Select Save & Continue.
6. Add standard(s) from the bank(s) and Continue.
7. Keep the default of 1 point or change the possible question points and performance levels.
8. Select Save & continue.
9. On the Sharing tab, under Options, add details about the question, like subject, difficulty, and grade level to enable searching.

🏠 / ☰ My Question Templates / ☰ Question Template / ✎ Edit Question Template

☰ Question Template - What happened first...

Details	Standards	Points ▾	Sub Questions	Sharing ▾

Question Template Details

Type: Multiple Choice

Label (optional): What happened first...

Enter your question and multiple answers, then select the correct answer or answers.
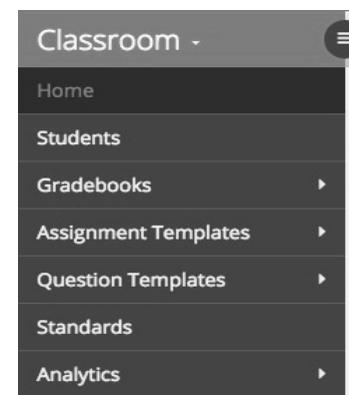
Question:*

| Edit ▾ | Insert ▾ | Format ▾ | Table ▾ | Tools ▾ |

↶ ↷ | Formats ▾ | **B** | *I* | ≡ ≡ ≡ ≡ | ☰ ☰ ☰ ☰ | 🔗

Which happened *first* in the story?

Question Types:
True or False*
Multiple Choice*
Multiple Select*
Short Answer
*Auto Scored if taken online.

Accessing Classroom

1. Open Chrome or other browser
2. Go to http://{yourdistrict}.schooldata.net/v2
3. Login with your Homeroom (Skyward) username and password.

New Tab
← → C 🗋 evergreen.schooldata.net/v2

Need **Help**? Go to:
http://support.schooldata.net
Want more **information**? Visit our webstie:
http://schooldata.net

Details | Settings ▾ | ⚠ Assignments ▾ | ⚠ Scoring | Grading ▾

Gradebook Details

To create a Gradebook select from an existing class list below, or build your own from scratch.

Name:* Algebra 1, Period 4 (Hitch, 2015-16)

Description: This will contain all the assignments for my students.

Course Code: MTH004 ✖

School: CHIEF UMTUCH MIDDLE SC ▾

Creating a Basic Gradebook

1. Click Create Gradebook link from Work.
2. Pick your course code or a class period.
3. Accept the defaults. Hit Save & Continue.
4. Select Settings, then Class Terms.
5. Click Add Class Terms and pick one or more terms used in this gradebook. Ensure the term dates fall within the gradebook dates.
6. Click Assignments, then Add/Edit/View.
7. Click Add Assignments and select a bank.
8. Click Add next to any assignment you want and then click Add Selected.
9. Click the title of an added assignment. Select Published in the upper right.
10. Click Settings, then Dates. Set the assignment open, due and close dates.
11. Select Save & Exit.

👥 My Gradebooks

Name	Settings	Scheduling	Scoring	Grading		
Algebra 1, Period 4 (H...	👍	⚠	⚠	👍	❶ ✏	
Pre-Algebra Period 4	👍	👍	👍	👍	❶ ✏ 🗑

Activating Students to Use Classroom

1. Click Students from the directory tree.
2. Select a gradebook.
3. Click "All N" to select all the students attached to the gradebook.
4. Click Activate.

👥 Students

Filters: Gradebooks ▾ | Search ✖

Select Students: None | Apply Actions on 13 Students: Activate | Report Card

	Student	Username	Is Active	
☑	Bethany A.	000	Active	✏
☑	shlyn L.	Activate		
☑	ward J.	Activate		
☑	Jordan D.	Activate		
☑	an M.	Activate		
☑	, Cole D.	000	Active	✏

To Reset a Student's Password

1. Click Students from the directory tree.
2. Locate the student.
3. Click the pencil icon to edit their account.
4. Enter a new password and click Update.

RESET

Unlock a Student Assignment

If a student accidentally submitted their assignment, and you want to open it…

1. From the Work section, click Score Assignments.
2. Click the icon in the Score column next to the appropriate gradebook.
3. Click the title of the assignment.
4. Locate the student and in the Status column next to their name click the lock icon.

Score Assignment: Math Quiz, Unit 4 (Published)

Score in Grid | ⬇ Download Template | ⬆ Upload Scores | ✓ Questions / Standards / Question Text

Covers chapters 4-6

Scoring an Assignment

1. From the Work section, click Score Assignments.
2. Click the icon in the Score column next to the appropriate gradebook.
3. Click the title of the assignment.
4. To manually enter results select Score in Grid.
5. Step through the spreadsheet style interface by clicking into a cell and picking from the list or entering a value.
6. Use tab or shift+tab to move right and left, enter or shift+enter to move down or up.
7. The final score is calculated for you, but if the assignment is not locked you can override the final score.
8. When done, select Save, and then Back.
9. If you select Download Template, you are given a spreadsheet in which to enter scores.
10. Make sure you don't alter the student IDs and that you save the template.
11. When done, return to Classroom and select Upload Scores.

Score Assignment: Algebra 1 District Final Part II (Version B,

← Back | ✔ Save | Questions ▾ | Filter Students

Student	Q1.0: MC	Q2.0: MC	Q3.0: MC	Final Score	Status
thany A.	B* ▾	C ▾	D* ▾	5	Open 🔓
ron R.	B* ▾	C ▾	C ▾	3	Open 🔓
Quinn P.	▾	▾	▾		Open 🔓
Cole D.	D ▾	B ▾	▾	2	Open 🔓