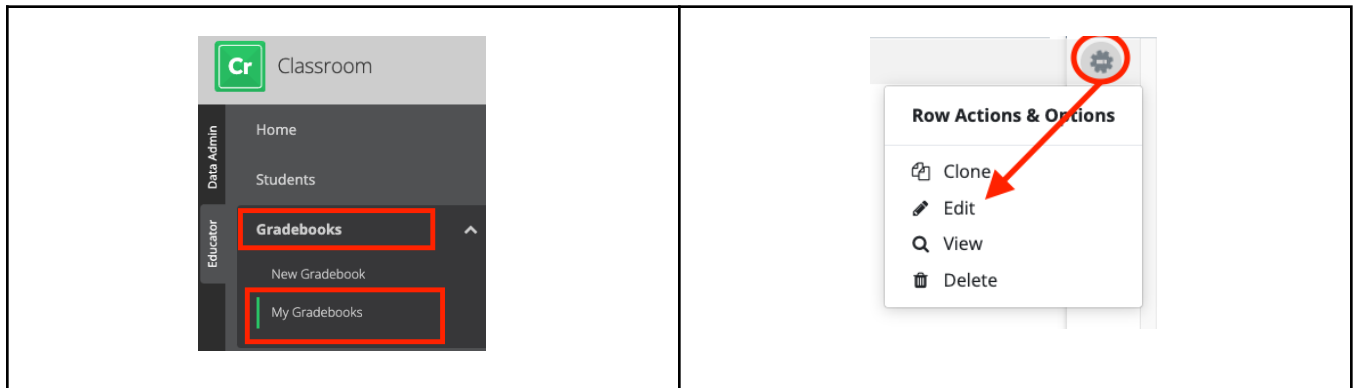
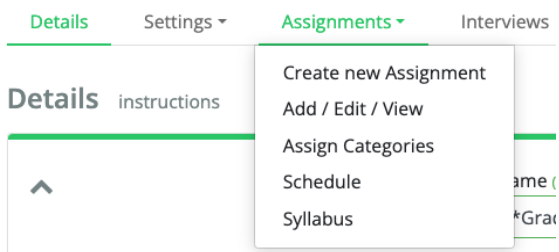


Creating a Gradebook - Assignments Tab

1. Continue from the Settings tab in the New Gradebook. See [Creating a Gradebook - Details Tab, Class Roster](#) for more information.
2. Or, start under **Gradebooks** in the left navigation menu and choose **My Gradebook**. Then, Select the **Row Actions Gear** to the far right and choose **Edit**.



3. You will see several tabs at the top for easy navigation. Click on the **Assignments Tab**. Several sections are within the Assignments tab. Classroom steps you through each one in sequence. In Classroom, "assignment" refers to any coursework or assessment that can be scored or graded. While adding assignments to your gradebook is not mandatory, doing so helps fulfill its purpose. Assignments can exist without questions and serve as a place to record a grade. If you add assignments to your gradebook, the only required section is the **Schedule**.



Create New Assignment

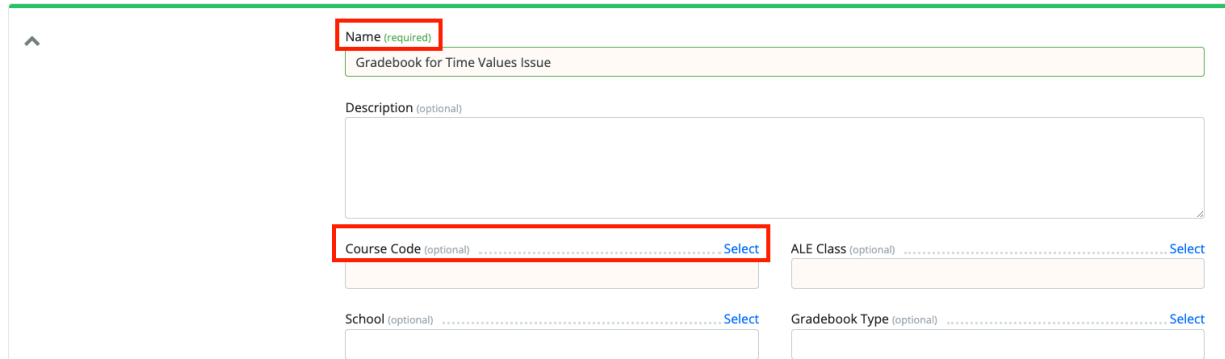
For further information about this tab, read [Creating an Assignment Template](#).

1. Fill in the **Name** and **Description** field.
2. Click **Select** in the top right of the **Course Code** field, and click the **checkmark** to the left of the course.
3. Select the **All Class**, **School**, and **Gradebook Type** similarly.
4. Click **Save & Continue** in the top right corner.

Gradebook: *Gradebook for Time Values Issue

 Details Settings **Assignments** Interviews Scoring Grading Reports

Details instructions



Add / Edit / View

In this section, you can add, edit or view assignments. You have two options: **Compose a New Assignment** or **Add an Existing Assignment**. If you choose to compose a new one, you will be taken to the New Assignment template; for more details, check out the [Creating an Assignment Template](#) article.

You can also select from **Assignment Banks**, such as your **My Assignment Template Bank** or any **Shared Template Banks** from your district. Refer to the [Shared Question and Assignment Banks and Analysis](#), [My Question, and My Assignment Templates](#) articles for more information.

1. Click the **Action Gear** to the far right to select these options
2. To find the assignments you want, filter through a keyword search or use filter options.
3. Once you have located the assignment(s), select the “+” icon to the right, click the **checkbox** to the left, then click **Add Selected**.
4. The assignments you import or create will now be part of your gradebook’s assignment list. You can manipulate them using the Actions button, which offers several options:
 - **Edit:** Change details or settings, modify questions, include/exclude students, or adjust scores.
 - **Copy:** Create a duplicate of the assignment in a chosen gradebook.
 - **Info:** View an overview, including instructions, standards, and questions.
 - **Export:** Push the assignment to your **My Assignment Bank** for future use.
 - **Analytics:** Access reports related to the assignment.
 - **Delete:** Remove the assignment from the gradebook if it hasn’t been published and has no student scores.
 - **Taker:** Preview the assignment as it will appear to students online.
 - **Clone:** Make an exact copy within the same gradebook (a unique name is required).
 - **Print:** Generate a paper version for students.
 - **Print Key:** Print only the answer key.
5. Click **Save & Continue** in the top right corner.

Details Settings **Assignments** Scoring Grading Reports

Add / Edit / View Assignments

Assignments (44 records)

Name	Description	Class Term	Type	Status	Open Date	Due Date	Close Date
Syllabus turn in	Students are to t...	Quarter 1	Scores-Only Ass...	Closed	September 17, 2...	September 17, 2...	September 17, 2...
Types of X Rays ...	Students will res...	Quarter 1	Scores-Only Ass...	Closed	September 19, 2...	September 19, 2...	September 19, 2...
youtube video re...	Students will revi...	Quarter 1	Scores-Only Ass...	Closed	September 25, 2...	September 25, 2...	September 25, 2...
Test: Terms & Tis...		Quarter 1	Scores-Only Ass...	Closed	October 4, 2019	October 4, 2019	October 4, 2019

Create new Assignment (gear icon)

- Compose an Assignment
- Assignment Banks
- My Assignment Bank
- Reading Wonders
- Reading WonderWorks
- Ready Math
- Eureka Math

My Assignment Templates

Filters

Search (optional) X

Grade Levels (optional) Select

Subjects (optional) Select

Standards (optional) Select

Difficulty Levels (optional) Select

Complexity (optional) Select

Assignments	Type	Grade Level	Content Area	Action
Test Assignment for Scheduling(meghan.per...	Summativ...			+
Assignment with Passage(meghan.perez-na...	Formative ...			+
Test for Decimals #11235(meghan.perez-na...	Coursewo...			+
Interview Assignment Sample(meghan.pere...	Interview ...			+
Test(meghan.perez-navarro)	Coursewo...	Elementar...	Fine and P...	+
test(meghan.perez-navarro)	Coursewo...			+
Test for Multiselect(meghan.perez-navarro)	Summativ...			+

1 - 50 of 63

Your Selected Assignment Templates

- Test Assignment for Scheduling(meghan.perez-navarro)

District Assessment Bank

Assignment Template Bank Assignments Selector (321 records)

Assignments	Type	Grade Level	Content Area
<input checked="" type="checkbox"/> District Gr1 Writing - Information / Unit 4 (2020-21 thru cur)	Summative Assessment	Grade 1	Writing
<input type="checkbox"/> District Gr1 Writing / Information (Unit 2) (2018-19 thru cur)	Summative Assessment	Grade 1	Writing

Add Selected

Name	Description	Class Term	Type	Status	Open Date	Due Date	Close Date
District Gr1 Writing...			Summative Assess...	Draft			

Row Actions & Options

- Edit
- Copy
- Info
- Export
- Analytics
- Delete
- Score
- Taker
- Clone
- Print
- Print Key

Assign Assignment Categories

Select your choice from the dropdown menu to assign question categories to assignments. If you want to organize the assignments, click the Action Gear icon and choose **Order Newest to Oldest** to rearrange them accordingly.

Details Settings **Assignments** Interviews Scoring Grading Reports

Assign Assignment Categories

Order Newest to Oldest

Name	Category
Q1 Math Lesson 2 Comparing Numbers	Assignments-Standards
Q1 Math Lesson 3 Rounding	Assignments-Standards

Schedule

If you prefer not to edit each assignment individually, you can use the **Schedule** option to set the dates for each assignment window. On this page, you will see a list of assignments along with their **Open Date**, **End Date**, and **Close Date** displayed on a date continuum showing the **school term's start and end dates**. Any unscheduled assignments will be flagged with an **informational warning** at the top of the page.

Schedule ⚠ You have 5 unscheduled assignments.
 ⚠ All dates must fall within the gradebook dates of: Aug 30, 2015 - Jul 30, 2016

- Click the **Set Dates** button next to each assignment.
 - Enter the following by selecting the appropriate month and day from the calendars.
 - Open Date:** When students can first see and take the assignment online.
 - End Date:** The official due date; submissions before this date are marked as "Submitted On-Time." Late submissions will be noted if submitted afterward.
 - Close Dates:** This allows for a grace period; students can submit the assignment after this date, but it will be marked as "Submitted Late."
 - Time**
 - Note:** For interview assignments, they should be organized by open date and time, close date, due date, and so on. If multiple assignments open on the same date, set their open times in one-minute intervals starting from early AM.
 - Click **Reset Dates** to clear.
 - Click **Ok**. Leaving the page without setting all the dates will produce a warning.
- Click **Save & Continue** in the top right corner.
- You can also change dates by editing an assignment and selecting the Settings tab, then Dates. However, remember that you cannot change the dates once an assignment has been published and students have submitted it.

Assignments	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
District Gr1 Writing - Informatio...												

→ **Set Dates**

Assignment Dates

 Reset Dates ✕

 Set **Open Date:** ****Not Set****

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

Set Open Time:

:

 Set **End Date:** ****Not Set****

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

Set Due Time:

:

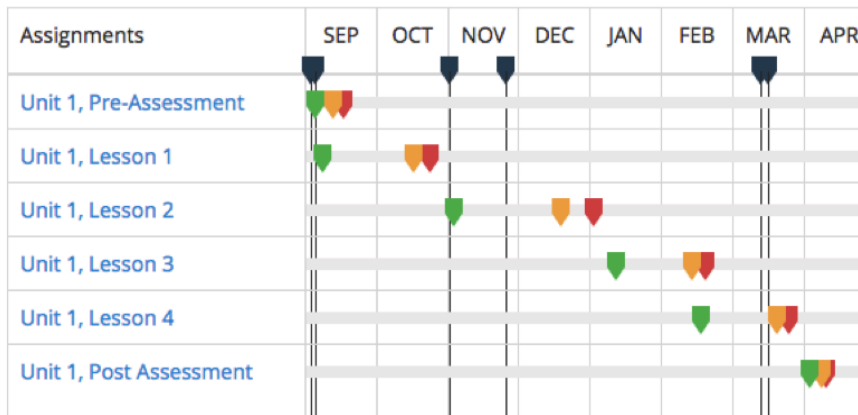
 Set **Close Date:** ****Not Set****

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

Set Close Time:

:



Syllabus

1. Fill in the **Container Name** and **Hyperlink** fields.
2. Click **+Add**.
3. Click the **Pencil icon** to edit.
4. Click the **Trash Can icon** to delete.
5. Use the **Three-Line icon** to the far left to drop and drag the order.
6. Click **Print** in the top right corner.