

Scoring Assignments

Assignments can be scored using rubrics (in the case of standards-based grading), points, comments, and built-in flags. The Assignments tool allows teachers to view assignment scores *one assignment* at a time. Teachers may enter grades for individual students (i.e., single score entry) or in batch (i.e., mass filling scores). In addition, it has several features to display the contents differently, or change the calculation (for example, inputting comments on grades that can be viewed in the Campus Portal, or entering comments that can affect the student's grade.)

Single Score Entry:

1. Navigate to *Instruction > Assignments*.
2. Click on the Assignment Name to be scored. The **Assignment Detail** will appear.
3. Click on the <Save & Score> button. The **Assignment Scoring Editor** will appear.
4. Locate a name from the Students column. If Student Groups were used, members of the group will appear at the top of the Students column; non-members will be grouped at the bottom of the column and flagged as Exempt (X).
5. Choose a score from the dropdown list (when grading standards) or enter the points earned in the scores field next to the student name.
6. Enter additional assignment details, as needed.
 - a. *Comments* – enter a ‘teacher’ comment for the assignment.
 - b. *Dr (Dropped)* – click on the checkbox if this assignment is being dropped for a student. This grade will be excluded from calculation.
 - c. *T (Turned In)* – click on the checkbox if this assignment was submitted by the student. This checkbox does not affect the grade – it is used for informational purposes only.
 - d. *M (Missing)* – click on the checkbox to mark the assignment missing for a student. This checkbox will use a 0 (zero) in the calculation. Assignments marked with this comment will display on the Missing Assignments report.
 - e. *L (Late)* – click on the checkbox to mark the assignment late for a student. This checkbox does not affect the grade.
 - f. *I (Incomplete)* – click on the checkbox to mark the assignment incomplete. This checkbox does not affect the grade – whatever score is entered will be used in the calculation.
 - g. *Ch (Cheated)* – click on the checkbox to mark that the student cheated on the assignment. This checkbox will use a 0 (zero) in the calculation.
 - h. *X (Exempt)* – click on the checkbox to mark the assignment exempt for a student. This grade will be excluded from the calculation.

7. Click on the <Save Scores> button. The **View Assignments** screen will appear.

Mass Filling Scores:

1. Navigate to *Instruction > Assignments*.
2. Click on the Assignment Name to be scored. The **Assignment Detail** will appear.
3. Click on the <Save & Score> button. The **Assignment Scoring Editor** will appear.
4. Choose a score from the dropdown list (when grading standards) or enter the points earned at the top of the editor above all student names.
5. Enter additional assignment details using the checkboxes at the top of the editor above all student names (refer to the **Single Score Entry** part of this manual for checkbox descriptions, p. 20).
6. Click on the appropriate update button:
 - a. *Fill All* – click on this button to overwrite any previously entered scores (excluding students marked Exempt (X)) using the points and/or flags selected.
 - b. *Fill Empty* – click on this button to add scores to blank fields using the points and/or flags selected.
7. Click on the <Save Scores> button. The **View Assignments** screen will appear.

Validating Assignments

Assignments Validation verifies the status of assignments that have multiple section placements and/or multiple alignments. The most common reason to validate a section is the addition or removal of the teacher(s) scheduled to a section. If a section's scheduled teacher has changed, the assignments must be validated.

For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section. If alignments under an assignment are no longer valid, they are split into separate assignments. If separate assignments within a section contain alignments which can be consolidated within one assignment, they will be combined into one assignment. Assignments Validation also validates categories and activities.

1. Navigate to: *Instruction > Assignments > Edit Teacher Preferences*.
2. Click on the <Validate> button. An information dialog appears.
3. Click on the <OK> button.