

ASSIGNMENTS

Description

The Assignments tool provides the teacher with a way to create, organize, score, and copy assignments. Teachers may also set calculation options, including different weighting options on assignment categories, if desired. For example, a teacher may want to organize assignments into three different categories, each with different weight calculations – Daily Assignments (40%), Notebook (10%), Tests and Quizzes (50%). When assignments are added to these categories and grades are given, the overall percentage is calculated based on these category weights.

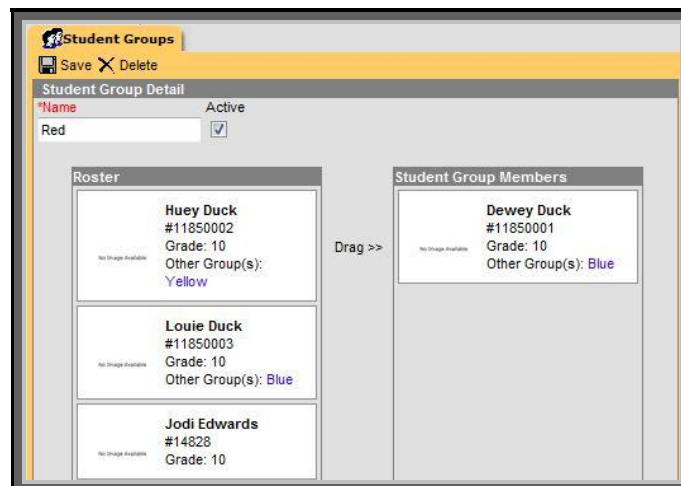
In addition, teachers can set up Student Groups and create different assignments for each group. This allows teachers to differentiate instruction and graded work for students in the same class.

Setting up student groups is optional

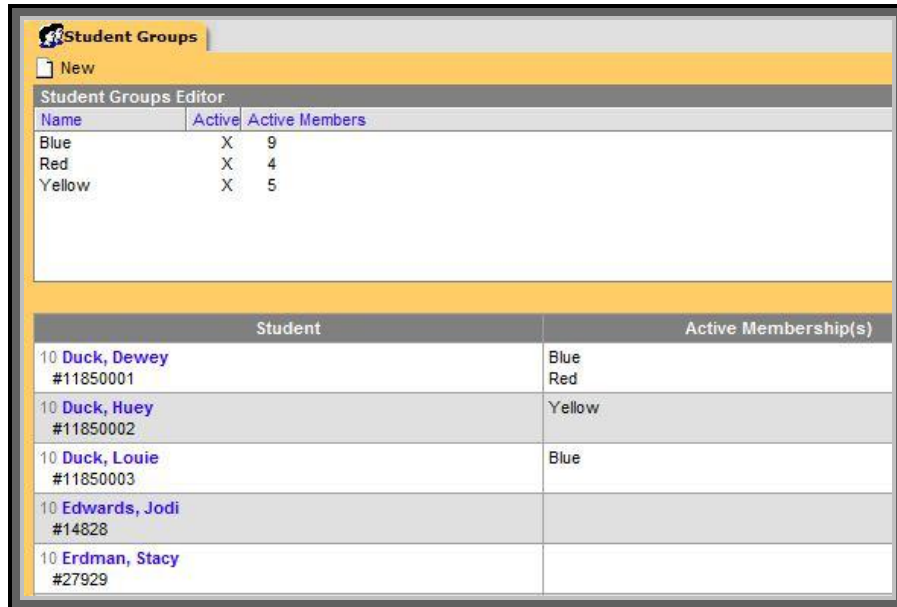
Set up the Student Groups

1. Navigate to: *Instruction > Student Groups*.
2. Click on the <New> button.
3. Type the *Name* of the group.
4. The *Active* checkbox is marked by default. This can be unchecked later if the group is no longer needed for future assignments.
5. Click on a student's name from the *Roster* column and drag it to the *Student Group Members* column. Repeat for all students needed. Drag a name from right-to-left to remove a student from the group.

Note: Students may be added to multiple groups. Any other group(s) to which a student belongs will display below his/her name as a hyperlink.



6. Click on the <Save> button.
7. The group and its active members total will appear in the editor. Students and their active group memberships will also display.



The screenshot shows the 'Student Groups Editor' interface. At the top, there is a 'New' button. Below it is a table with columns 'Name', 'Active', and 'Active Members'. The table lists three groups: Blue (Active: X, Active Members: 9), Red (Active: X, Active Members: 4), and Yellow (Active: X, Active Members: 5). Below this table is a larger table with columns 'Student' and 'Active Membership(s)'. The student table lists five students with their IDs and the groups they are active in.

Name	Active	Active Members
Blue	X	9
Red	X	4
Yellow	X	5

Student	Active Membership(s)
10 Duck, Dewey #11850001	Blue Red
10 Duck, Huey #11850002	Yellow
10 Duck, Louie #11850003	Blue
10 Edwards, Jodi #14828	
10 Erdman, Stacy #27929	

8. Repeat for all groups needed.
9. If a group needs to be modified or removed, click on its name from the editor. Then click and drag student names accordingly or click on the delete button (✕).

Setting up student groups is optional

Set up the Grading Calculation Options

1. Navigate to: *Instruction > Assignments*.
2. Click on the <Edit Grade Calc Option> button. The section's terms and associated standards/grading tasks will appear.
3. Click on the <No Calculation> radio button for any standards/grading tasks that will not use the Grade Book to track in-progress grade calculations. Click on the <Fill All> button under No Calculation if this applies to all standards/grading tasks listed.

Example of 'No Calculation' Selected for all Terms/Standards

5003-15 5-Science
Teacher: Mrs. Frizzle

Assignments
Return to Assignment List Save

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<input type="button" value="Fill All"/>	Grading Scale: <input type="text"/> <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <input type="button" value="Fill All"/>
Standards			
Term 1	Science [5-5-1] Communicates understanding of scientific concepts	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 1	Science [5-5-2] Collaborates in lab groups & ensures appropriate use of materials	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 1	Science [5-5-3] Interprets and organizes data to form conclusions	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 1	Science [5-5] Effort	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 2	Science [5-5-1] Communicates understanding of scientific concepts	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 2	Science [5-5-2] Collaborates in lab groups & ensures appropriate use of materials	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 2	Science [5-5-3] Interprets and organizes data to form conclusions	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term 2	Science [5-5] Effort	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade

Select *No Calculation* individually as needed or *Fill All* for all terms/standards.

 **Special Note:**

The *No Calculation* option under *Instruction > Assignments > Edit Grade Calc Options* is most often used with standards that are assessed with rubrics. It removes the yellow In Progress columns from the Grade Book. This option is applied to **individual** terms/standards in a section.

The section preference “Remove percentage and calculations when using Standards (Grade Book)” under *Instruction > Admin > Preference* treats the Grade Book the same way as *No Calculation*. This option is applied to **all** terms/standards in a section. Saving this preference will **not** automatically mark the *No Calculation* radio button under *Instruction > Assignments > Edit Grade Calc Options*.

4. Click on the <Calculate In Progress> radio button for any standards/grading tasks that will use the Grade Book to track in-progress grade calculations. Then make the appropriate selections for each term/grading task:
 - a. *Grading Scale* – select from the dropdown list. The list will include all the District-created Grading Scales as well as any created by the teacher. A Grading Scale **must** be chosen for the Grade Book to work properly. If composite grading has been used, choose the Final Grade Grading Task and apply the Grading Scale to that as well as the Term Grades. This will allow the instructor to view the most current calculated ‘Final’ Grade for the students across terms.
 - b. *Weight categories* – check this box if assignment categories are weighted (e.g., Tests – 50%, Classwork – 25%, Homework – 25%). Weight values are entered in the category editor.
 - c. *Use score’s % value* – check this box if assignment scores should be converted to percentages when considered in calculations. Leave this box unchecked if grades are based on total-points accumulation.

Example of how a student’s grade might be different when using percentages rather than points.

Percentages:

$$60\% + 70\% + 80\% = 210/3 = 70\%$$

Percentages divided by number of grades

Points:

$$6/10 + 7/10 + 16/20 = 29/40 = 72.5\%$$

Total points earned divided by total points possible

If the same options (a-c) are needed in all terms/grading tasks, enter them in the top of the editor and then click on the <Fill All> button.

5. Repeat for all sections.

Example of Calculation Options for Terms/Grading Tasks

0316-1 Conservation Biology
Teacher: Green, B

Assignments
Return to Assignment List Save

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		No Calculation	Calculation Options
		Fill All	Calculate In Progress Grade <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value Fill All
Standards			
Grading Tasks			
Term Q1	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale Alpha Grades <input checked="" type="checkbox"/> Weight categories <input checked="" type="checkbox"/> Use score's % value
Term Q1	Progress Report	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term Q2	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale Alpha Grades <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

If all terms/tasks use the same calculation preferences, choose them here and click *Fill All*.

Mark selections individually if preferences vary across terms/tasks.

Set up the Categories

Categories are needed to create assignments. They are simply locations or folders by which assignments are grouped. There is no limit to the number of categories a teacher can have; however, if a category will not be used, it should be removed.

1. Navigate to: *Instruction > Assignments*.
2. Click on the <Edit Categories> button. Then click on the <Create Category> button. The **Category Detail** will display.

0316-1 Conservation Biology
Teacher: Green, B

Assignments
Back to Categories Save Category Save + Add Assignment X Delete Category

Category Detail
GroupID

*Name Tests
*Weight 40
Sequence 1

Hide from Portal/Grade Book Preview
 Exclude this category from calculation
 Drop lowest score

Last Modified

Sections
Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section
 0316-1 Conservation Biology
 0316-2 Conservation Biology

Grading Tasks
Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
 Final Exam
 Final Grade
 Progress Report
 Quarter Grade

3. *Name* – Enter the name of the category (i.e., Tests, Quizzes, Projects).
4. *Weight* – If using weighting, enter the weight for this group. Weights account for how much value scores in the category receive in the overall tallying of grades. If a category was weighted at 20%, the weight would be entered as 20. The total % should equal 100%, but this is a true ‘weight’ and does not have to equal 100.
5. *Sequence* – Enter a sequence number, if needed. The sequence number determines the order that the categories display in the Grade Book and the Category drop list on the Assignments tool. Otherwise, the groups will display in alphabetical order.
6. *Hide from Portal/Grade Book Preview* – Check this box if the category (and all its assignments) should not be seen in the Grade Book preview (Campus Application and Campus Portal). This selection will not be relevant for parents/students until the Portal is turned on for the District.
7. *Exclude this category from calculation* – Check this box to exclude the assignments in the group from contributing to the Task grade (used infrequently).
8. *Drop lowest score* – Check this box if you plan to drop the lowest score.



The *Drop lowest score* checkbox should only be checked **before** entering the last assignment’s grades. If it is edited after all the grades have been posted, it will **not** drop the lowest grade.

In addition, a grade entered with a comment of ‘Cheated’ or ‘Missing’ will utilize a zero in the Grade Book calculation. If the *Drop lowest score* checkbox is checked, the ‘zero’ will be dropped by default and not count toward the grade. If you anticipate using these comments, do **not** use this feature.

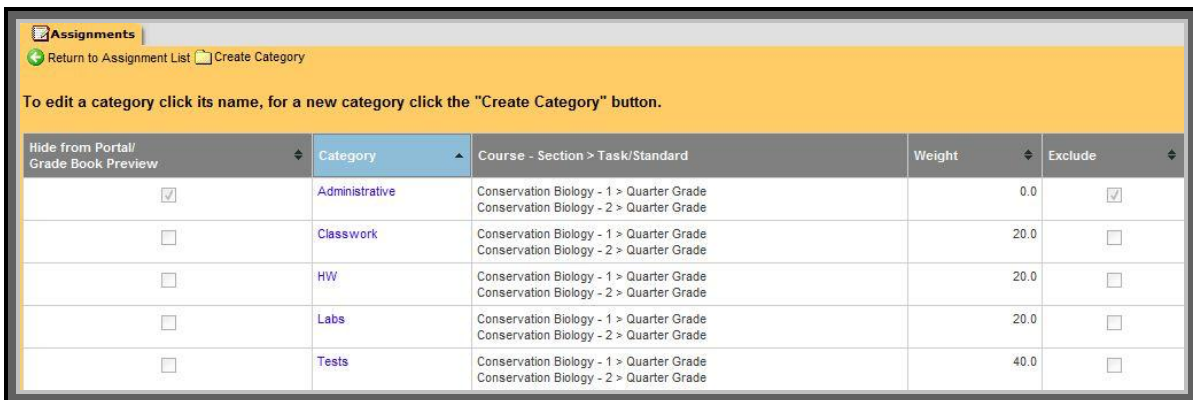
Finally, if the box is checked before entering any grades, the first grade entered will not calculate since it is the ‘lowest score’. As soon as a second grade is entered, the system will start calculating (without the lowest score.)

9. *Sections* – Click to place a checkmark in all the sections that will use this category. Sections of the same course will display.
10. *Grading Tasks* – This will appear if the course is set up for conventional grading. Click to place a checkmark in all the grading tasks that will use this category. Term Grade is the most common one chosen. The list of grading tasks will display once a section is selected (step 9).

11. *Standard* – This will appear if the course is setup with standards for grading. Click to place a checkmark in all the standards that will use this category. The list of standards will display once a section is selected (step 9).
12. Choose a save option:
 - a. *Save Category* – click on this button to save the category details and return to the Assignment List.
 - b. *Save & Add Assignment* – click on this button to save the category details and open a new Assignment Detail for this category (refer to the **Set up the Assignments** part of this manual, p. 15).
13. Repeat all steps for all categories needed.

View and Edit the Categories

1. Navigate to: *Instruction > Assignments > Edit Categories*. Category names will appear as links in the **Category List**.



To edit a category click its name, for a new category click the "Create Category" button.

Hide from Portal/ Grade Book Preview	Category	Course - Section > Task/Standard	Weight	Exclude
<input checked="" type="checkbox"/>	Administrative	Conservation Biology - 1 > Quarter Grade Conservation Biology - 2 > Quarter Grade	0.0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Classwork	Conservation Biology - 1 > Quarter Grade Conservation Biology - 2 > Quarter Grade	20.0	<input type="checkbox"/>
<input type="checkbox"/>	HW	Conservation Biology - 1 > Quarter Grade Conservation Biology - 2 > Quarter Grade	20.0	<input type="checkbox"/>
<input type="checkbox"/>	Labs	Conservation Biology - 1 > Quarter Grade Conservation Biology - 2 > Quarter Grade	20.0	<input type="checkbox"/>
<input type="checkbox"/>	Tests	Conservation Biology - 1 > Quarter Grade Conservation Biology - 2 > Quarter Grade	40.0	<input type="checkbox"/>

2. Click on a link to open a **Category Detail** and enter changes, if needed. **Changes saved in the Category Detail will apply to all sections for which the category is aligned.**
3. Click on the <Delete Category> button to remove the category, if needed. The category will be removed from all sections. A category may not be deleted if it contains assignments in any section.