



Gradebook – Add, Edit, Import, and Push Assignments

March 10, 2017

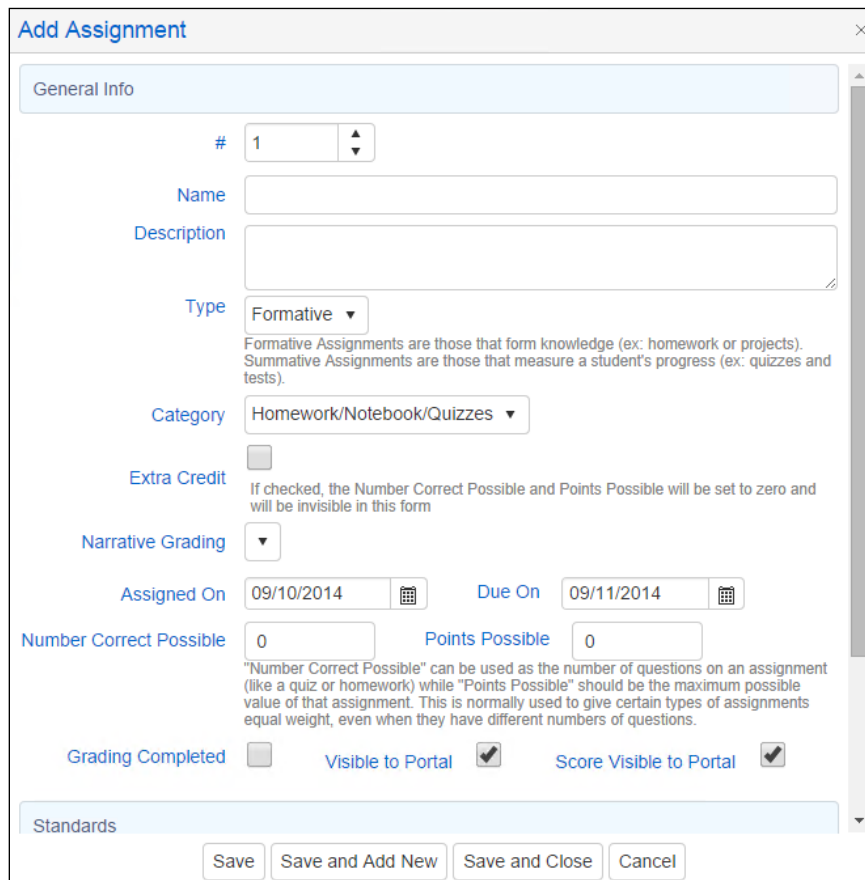
- 1. Add Gradebook Assignments**
- 2. Import/Push Assignments From/To Another Gradebook**
- 3. Push Assignment to Other Gradebooks**
- 4. Import Assignments from Another Gradebook**
- 5. Edit Assignments**

ADD GRADEBOOK ASSIGNMENTS

There are several ways for teacher to add assignments to their gradebooks. Below are the different ways to add assignments and will be detailed further in the document:

- **Dashboard** views – Add Assignment option
- **Manage** page – Assignments tab
- **Scores by Assignments** page – New Assignment option on the assignment dropdown
- **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- **Import Assignments** – allows teachers to import assignments from any other teacher's gradebook to their own gradebook.

To add Gradebook Assignments click the mouse on **Add Assignment** button and the following page will display.



The screenshot shows the 'Add Assignment' form with the following fields and options:

- General Info** (Section Header)
- #**: 1 (with up/down arrows)
- Name**: [Text Input Field]
- Description**: [Text Input Field]
- Type**: Formative (dropdown menu)
Formative Assignments are those that form knowledge (ex: homework or projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).
- Category**: Homework/Notebook/Quizzes (dropdown menu)
- Extra Credit**: (checkbox)
If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form
- Narrative Grading**: [Dropdown Menu]
- Assigned On**: 09/10/2014 (calendar icon)
- Due On**: 09/11/2014 (calendar icon)
- Number Correct Possible**: 0 (input field)
- Points Possible**: 0 (input field)
"Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.
- Grading Completed**: (checkbox)
- Visible to Portal**: (checkbox)
- Score Visible to Portal**: (checkbox)
- Standards**: [Text Input Field]
- Buttons**: Save, Save and Add New, Save and Close, Cancel

The following fields display on the **Add Assignment** page:

#: This is the assignment number. This number can be edited on the Add Assignment page and should not use an existing assignment number.

Name: enter an Assignment name

Description: a longer description of the assignment can be entered but is not required

Type: Select the **Type** of assignment from the dropdown. Brief descriptions of the types are below.

- **Formative Assignments** – assignments that are part of the instructional process. Assignments that form knowledge. Examples: Worksheets and Projects.
- **Summative Assignments** – assignments that gauge a student's learning. Assignments that summarize knowledge. Examples: Quizzes and Tests.

Note: When adding an assignment and selecting a **Type**, that **Type** will be remembered and used as the default upon adding another new assignment. The **Type** can be changed at any time by making a selection from the **Type** drop down menu.

Category: select a Category from the dropdown. The category is required.

Rubric Assignment: If the Gradebook option **Doing Rubric** is selected, a **Rubric** option will display and default ON when adding new assignments. Assignments can be added to a **Rubric** gradebook that are not tagged as **Rubric**. Scores can be given to the non-rubric assignments and they will not be calculated into the Average.

Extra Credit: Select the **Extra Credit** option if applicable. The **Extra Credit** option will change the Number Correct Possible and Points Possible fields to 0 and will make these fields invisible on this form.

Narrative Grading: Select the Narrative Grading Set if desired. Narrative Grading is optional

Assigned On: The **Assigned Date** will default to today. Change the date if not today. The calendar icon can be used to change the date.

Due On: The **Due Date** will default to the next school day. Change the **Due Date** if applicable. The calendar icon can be used to change the date. The **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. The **Due Date** also ties in with the **Gradebook Options** to Filter and Calculate Assignments.

A term color indicator will display when the **Due On** date is entered.

Assigned On	02/27/2015		 Due On	03/02/2015	
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Number Correct Possible: Enter the maximum points possible in the **Number Correct Possible** field. The next field, Points Possible, will default to the same value.

Points Possible: Enter the maximum number of points that can be earned in the **Points Possible** field. The **Points Possible** is not a required field.

For example, an assignment consists of a worksheet with 20 questions but the assignment is worth 10 points. Enter a **Number Correct Possible** of 20 and a **Points Possible** of 10. When entering scores, the % and **Points Earned** will be calculated automatically. If the student's # **Correct (Score)** is 18, a % of 90 and a **Points Earned** of 9 will display on the Scores By Assignment page.

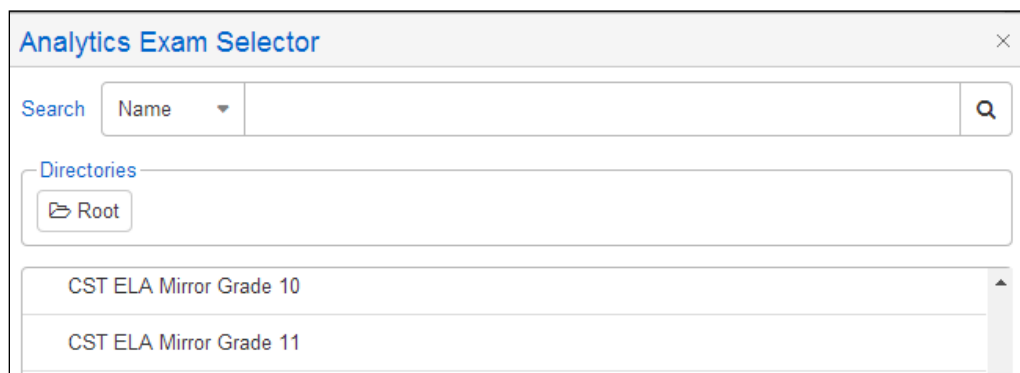
Grading Completed: select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.

Visible to Portal: this option will allow or deny the assignment to be visible to students and parents through the Parent Portal.

Score Visible to Portal: this option can be used to allow or deny the assignment score to be visible to students or parents.

Drop Box: The **Drop Box** and **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**.

Add Exam: The **Exam** and **Test Admin** fields are used with **Aeries Analytics**. Click on the **Add Exam** button to associate an exam to the assignment if applicable. The following **Analytics Exam Selector** page will display.



The screenshot shows a window titled "Analytics Exam Selector" with a close button (X) in the top right corner. At the top, there is a search bar with the text "Search" and a dropdown menu set to "Name". Below the search bar is a section labeled "Directories" containing a button with a folder icon and the text "Root". Below the directories section is a list of exam titles: "CST ELA Mirror Grade 10" and "CST ELA Mirror Grade 11".

Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.

Analytics Exam

Exam Test Admin

Edit | Remove Math Benchmark Spring 2014 ▼

Add Standard: The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option** of **Support Standard-Based Grade Reporting** for the school. To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.

Standard Selector

Search Q Common Core ▼ All Grade: ▼

Selected Standards

Filters

Add CE - English Language Arts and Literacy >

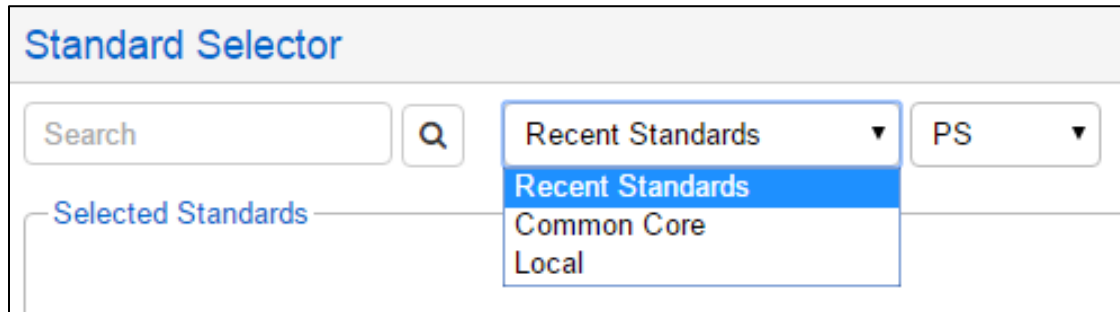
Add CM - Mathematics >

The **Standard Selector** form will remember the **type** of Standard chosen and will use this as the default each time a new assignment is added.

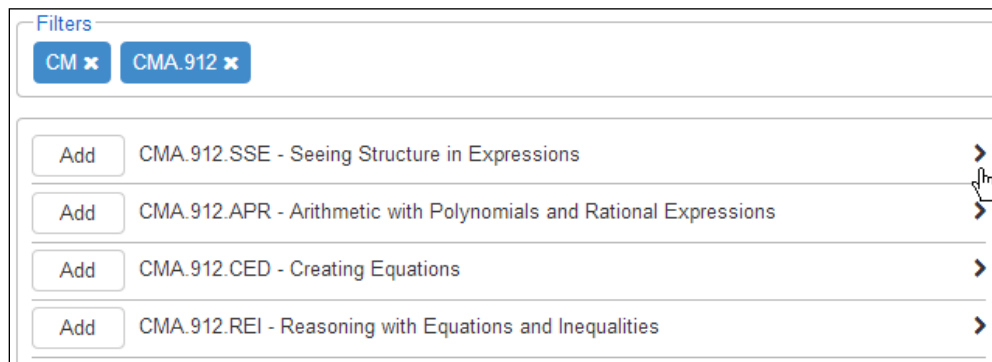
Standard Selector

Search Q Common Core ▼ PS ▼

The **Standard Type** drop down will also display a **Recent Standards** choice. This option will store the last 15 Standards used.

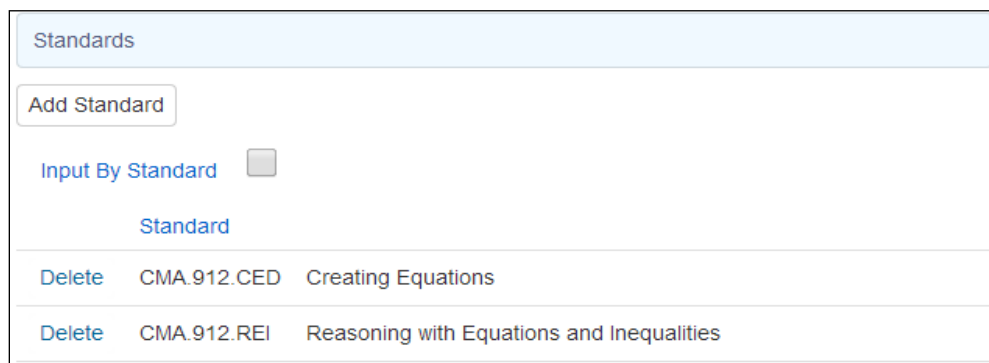


Use the Search box and filters available to locate the standards to link to the assignment. The Standard Selector page has drilldowns available to locate standards. Click on the arrows to display sub standards.



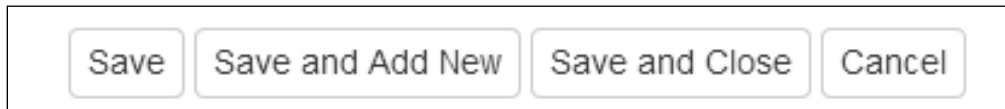
Click the mouse on the Add button to select standards. If an Add button is not displayed next to a standard, that standard was flagged by the District to not be linkable to an assignment.

Click the mouse on the OK button to save the standards for the assignment. The standards will now display on the Add Assignment page. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the standards selected.



The **Input By Standard** button will now display. The **Input by Standard** option will allow scores to be entered by the standard that is connected to an assignment. The **Scores by Class**, **Scores by Student** and **Scores by Assignment** pages will allow data entry of scores by standard when the **Input by Standard** option is selected.

When the assignment information is completed, there are several buttons available at the bottom of the page.



- The **Save** button will save the information entered but stay open to continue completing the page.
- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added and will return to the **Assignments** tab under **Manage**.
- The **Cancel** button will close the page and not save any information entered.

NOTE: if gradebooks are linked, the new assignment will display in all linked gradebooks.

When the school is using Standards, under the **Manage Assignments** area, the page will display the **Input By Standard** information as well as any Standards that are attached to the assignment.

The **Assignments** tab will display all assignments entered with color coding for the terms. Below is an example of a trimester gradebook. If using multiple terms for a gradebook, all assignments will display on the **Assignments** tab with color coding on the left and a legend at the top.

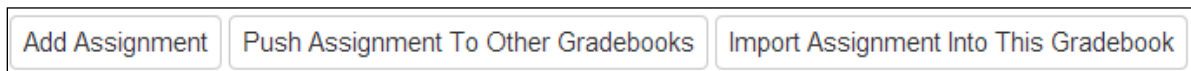
<input type="button" value="Add Assignment"/> <input type="button" value="Push Assignment To Other Gradebooks"/> <input type="button" value="Import Assignment Into This Gradebook"/>					
■ Trimester 1 ■ Trimester 2 ■ Trimester 3 ★ Assignments do not belong to any Term. Sort Assignments by Clicking on Column Headers.					
	#	Name	Due Date	Type	
Edit Enter Marks	1	RF1d Uppercase and lowercase letters <input type="button" value="CEL.K.RF"/>	6/4/2015	S	
Edit Enter Marks	2	RF2a Rhyming words <input type="button" value="CEL.K.RF"/>	6/4/2015	S	
Edit Enter Marks	3	Term 3 <input type="button" value="CEL.K.RF"/>	4/14/2015	F	

IMPORT/PUSH ASSIGNMENTS FROM/TO ANOTHER GRADEBOOK

Teachers have the ability to **Push** assignments between their own gradebooks or **Import** assignments from other teacher’s gradebooks. Click the mouse on the **Manage** Gradebook from the dashboard or the **Manage** button in the header. From the **Manage** page, click the mouse on the **Assignments** tab.

4 - Hon World Hst - Spring						
<input type="button" value="Add Gradebook"/> <input type="button" value="Link Gradebooks"/>						
<input type="button" value="Edit Gradebook"/> <input type="button" value="Options"/> <input type="button" value="Categories"/> <input type="button" value="Assignments"/> <input type="button" value="Manage Students"/> <input type="button" value="Final Marks"/> <input type="button" value="Narrative Grades"/> <input type="button" value="Rules"/> <input type="button" value="Backups"/> <input type="button" value="Restore"/>						
<input type="button" value="Add Assignment"/> <input type="button" value="Push Assignment To Other Gradebooks"/> <input type="button" value="Import Assignment Into This Gradebook"/>						
	Name	Due Date	Type	Category	Grd Cmpitd	
Edit	Apartheid Essay	5/30/2014	S	Classwork	Yes	
Edit	Ch37 Historical Ball	5/30/2014	S	Projects	Yes	

The following buttons will display on the top of the **Assignments** tab: **Push Assignment to Other Gradebooks** and **Import Assignment Into This Gradebook**.



NOTE: Categories must be set up to import or push assignments.

PUSH ASSIGNMENT TO OTHER GRADEBOOKS

Teachers have the ability to push (or copy) assignments from the current gradebook to any of their other gradebooks. Click the mouse on gradebook dropdown from the header and select the gradebook from the dropdown where the assignment exists.

Click the mouse on the **Push Assignment to Other Gradebooks** button on the **Assignments** tab.

The following **Push Assignments Window** will display. The current gradebook name will display in the Push Assignment header. The dropdown will display the assignments for the current gradebook. The assignments shown in the dropdown are sorted by most recent assignments. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button next to the gradebook name. This will push or copy the selected assignment from the current gradebook to the selected gradebook.

	Gradebook Name	Grade Range	Start Date	End Date
	Ungrouped			
Push	0 - PreCalculus - Spring	10 - 12	1/22/2014	9/6/2014
Push	0 - PreCalculus - Fall	10 - 12	8/28/2013	1/22/2014
Push	1 - Adv Algebra CP - Spring	10 - 12	1/22/2014	9/6/2014

Linked gradebooks will have grouped together. The following message will display.

Confirmation

Are you sure you want to copy/push this assignment to this gradebook?

OK Cancel

Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

NOTE: The assignment's category needs to be checked/updated in the gradebooks it has been pushed into. After pushing the assignment to the other gradebook(s), use the Edit Assignment screen in the other gradebooks to check/update the Category that the assignment is linked to.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

Teachers have the option to import assignments from any other teacher's gradebook to their gradebooks. Click the mouse on **Add/Edit Window** and select the gradebook from the list on the left hand side. Select the gradebook to import assignments into.

Click the mouse on the **Import Assignment Into This Gradebook** button on the **Assignments** tab.

The following **Import Assignments** page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown.

	Name	Category	Assigned ...	Due Date
Import	representations	Classwork1	2/26/2014	7/8/2014
Import	Test1		7/2/2014	7/3/2014

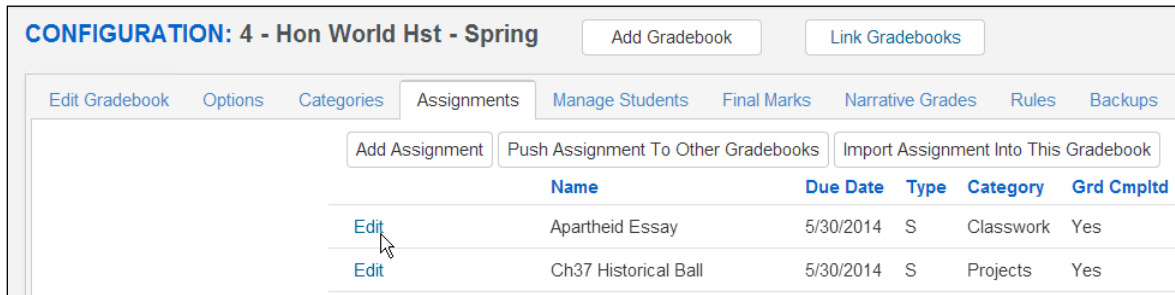
The assignments for that teacher and gradebook will display on the page. Click the mouse on the **Import** button to the left of the assignments to select the assignments to be imported. Continue selecting and clicking on the assignments. Assignments have to be selected individually. The selected assignments will be imported into the selected gradebook.

	Name	Category	Assigned ...	Due Date
Import	Final Review Packet	Test/Project	1/16/2014	1/17/2014
Import	Final Exam	Test/Project	1/16/2014	1/17/2014
Import	HW51-61	Homework	1/11/2014	1/15/2014

Click the mouse on the **Close** button when finished.

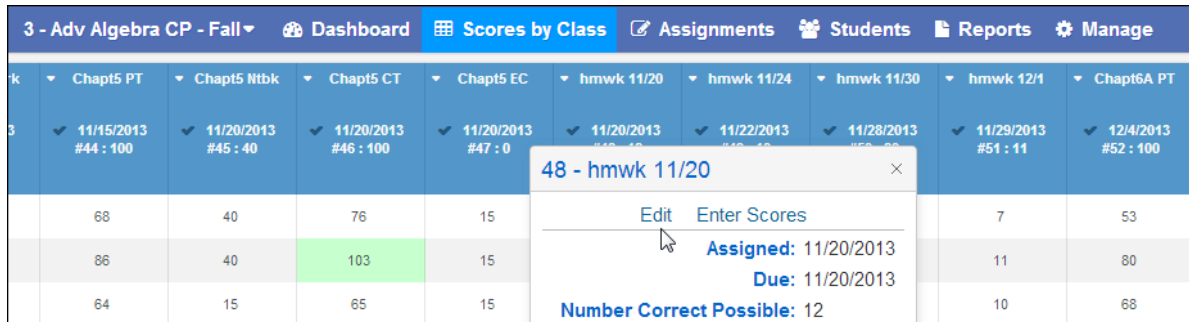
EDIT ASSIGNMENTS

After an assignment has been created, it can be edited on the **Edit Assignment** page. The **Edit Assignment** page can be accessed from several different areas of the gradebook. On the **Manage** page, click the mouse on the **Assignments** tab. To the left of the assignments on the **Assignments** tab is an **Edit** button.



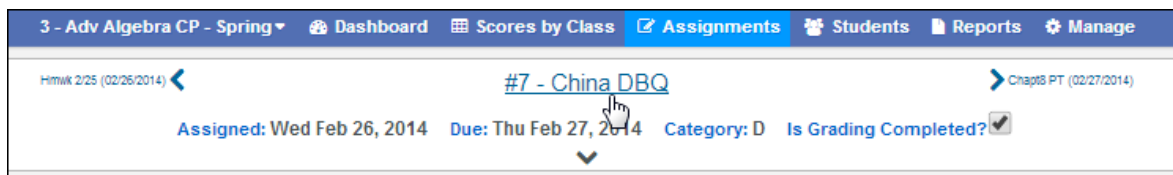
The screenshot shows the 'CONFIGURATION: 4 - Hon World Hst - Spring' page. At the top, there are buttons for 'Add Gradebook' and 'Link Gradebooks'. Below that is a navigation bar with tabs: 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', and 'Backups'. Under the 'Assignments' tab, there are buttons for 'Add Assignment', 'Push Assignment To Other Gradebooks', and 'Import Assignment Into This Gradebook'. A table lists assignments with columns: Name, Due Date, Type, Category, and Grd Cmpltd. Two assignments are visible: 'Apartheid Essay' and 'Ch37 Historical Ball', both with a due date of 5/30/2014. An 'Edit' button is shown next to the 'Apartheid Essay' row.

On the **Scores by Class** page, the **Edit Assignment** page can be accessed by clicking on the Assignment description. A popup will display assignment information with an **Edit** button.



The screenshot shows the 'Scores by Class' page for '3 - Adv Algebra CP - Fall'. The page has a navigation bar with 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. Below the navigation bar is a table of scores for various assignments. A popup window titled '48 - hwmk 11/20' is open, showing 'Edit' and 'Enter Scores' buttons. The popup also displays 'Assigned: 11/20/2013', 'Due: 11/20/2013', and 'Number Correct Possible: 12'.

On the **Scores by Assignment** page, the **Edit Assignment** page can be accessed by clicking on the underlined Assignment description.



The screenshot shows the 'Scores by Assignment' page for '3 - Adv Algebra CP - Spring'. The page has a navigation bar with 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. Below the navigation bar, the assignment description '#7 - China DBQ' is underlined. Below the description, there is a dropdown arrow and a checkbox for 'Is Grading Completed?' which is checked.

The **Edit Assignment** page will display.

projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category

Extra Credit

Extra Credit If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form

Narrative Grading

Assigned On Due On

Number Correct Possible Points Possible

"Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.

Grading Completed Visible to Portal Score Visible to Portal