

SISK12: Create an Assignment

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential


Overview

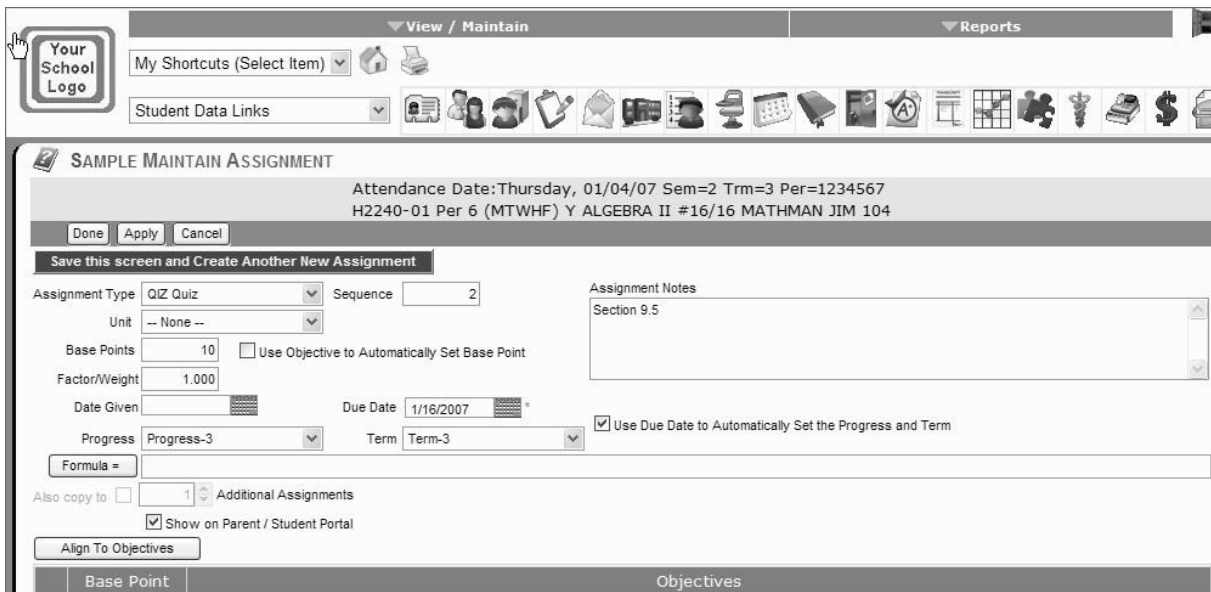
Assignments are the tasks and activities that a student is asked to complete as a demonstration of competency in a subject. The nature and value of these tasks are defined by the classroom teacher and created in the grade book under the **Assignments** tab.

- The columns displayed on the grade book page, their format, and sort orders are determined by the selections made in the **Select View** tab.
- Assignments will be added to the right of the system grade columns unless you change the view to hide the system columns.
- As assignments are scored, the system grade columns are updated to include the latest scored assignment if its Assignment Type is included in the SG formula.





Create a New Assignment

Path: View Maintain → Gradebook or Click on the  next to the selected class

1. Click the create new assignment  icon. The **Maintain Assignment** detail screen displays. The fields on this screen comprise the properties of the new assignment.



2. Select the **Assignment Type** from the drop-down list. The options in the drop-down list are controlled by a table that is managed by the teacher for each class. See the Quick Sheet, *Maintain Assignment Types*, for more information on this topic.
3. The **Sequence** number is the sequential number auto-generated to differentiate between assignments of the same type. When you create the third homework assignment, the sequence cell will display 3. The header on your grade book page will display HWK-003. The number can be changed from the default but not duplicated.
4. Select the **Unit** from the drop-down list. Units or chapters in your text books may be aligned to individual assignments. The table is managed by the teacher. See the Quick Sheet, *Maintain Unit List*, for more information on this topic.

5. Type in the number of points possible in the **Base Points** field or check the **Use Objective to Automatically Set Base Point** box to base the points possible on lesson objectives (if your district is using the Curriculum Module) and see #12 below. If you give a formula to an individual assignment, the base points will be ignored.
 6. If you wish to create a weighted assignment, type in the **Factor/Weight**. For example, type a Factor/Weight of 2.00 to weight an assignment double other assignments, without having to enter the assignment and scores twice. Most assignments are not weighted, thus the default factor is 1.00. Weight is of no consequence to an assignment with a formula.
 7. Enter the date the assignment was given to the class and the date the assignment was due or use the calendar  icons. **Date Given** is an optional field to be used as a reference for the lapse of time between the date given and due. **Due Date** is a required field used to sort assignments by date order on the grade book page.
 8. **Use Due Date to automatically set the Progress and Term** is checked-on by default. If you wish to manually set the progress and term, uncheck this box and select the appropriate **Progress** and **Term** from the drop-down lists. Although the assignment's due date controls what term/quarter the assignment is displayed in, you may manually override this when creating an assignment.
 9. Click the **Formula =** button to base the student scores for this assignment column on other Assignments or Assignment Types. Most individual assignments do not have a formula. See the Quick Sheet, *Set System Grade Formulas*, for more information on this topic.
 10. Check the **Also copy to** box and type the number of additional assignments you wish to create with the same assignment properties. The additional assignments may be edited as necessary once they are created. This is a great feature to help you prep your grade book for the week, the month, or the entire reporting cycle!
 11. **Show on Parent/Student Portal** is checked on by default. Uncheck if you do not wish to display this assignment when parents view the grade book.
 12. Click  to type the number of points being used for each objective. Used in conjunction with the checkbox in #5 above, this will automatically set the base points for the assignment.
 13. Enter additional information about the assignment in the **Assignment Notes** text box. Although the note is not restricted in length, the first nine characters of the note will display in the assignment header when shown in the grid. Consider starting your note with the page number(s) from the corresponding text book (p1-10) or provide other information to help you recognize the assignment from the grid. You may also document student instructions and other information appropriate to the assignment. This will be helpful as administrators review your grade book. Text in the note may also be included with grade book reports to provide an assignment list with student instructions.
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- Example:** Essay 500 - Typewritten, minimum 500 word count. Topic: Describe a situation that helped you develop character. Zero credit for late assignments. Essay counts 25% of the student's grade.
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14. Click  to save and exit. The grade book page displays with the new assignment(s).
 15. Click  if you wish to create additional assignments while before returning to the grade book page.

Copy Assignments to Another Page

Teachers may teach several sections of the same subject. Often the assignments for each section are the same. To eliminate redundant entry, you may create assignments for one grade book page then

selectively copy and paste these to other grade book pages. A teacher may not copy and paste assignments from their grade book to another teacher's grade book. After you copy/paste an assignment, you may edit it.

1. Click **Actions** → **Manage Assignments (Columns)** → **Copy Assignments**. The **Grade Book Copy Assignments** screen displays.
2. The left side of the screen displays the **Year** and **Course Section** for the current course, as well as all assignments existing in that grade book.
 - a. To copy assignments from a grade book for a previous year, select the **Year** from the drop-down list.
 - b. To copy assignments from a grade book for a different section, select the **Course Section** from the drop-down list.
 - c. Check the boxes next to the assignments to copy or click **Check All** to check every available box, or **Clear All** to uncheck any selections.

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<table border="1"> <thead> <tr> <th>Section</th> <th>Subject</th> <th>Per</th> <th>Term</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> H2000-02</td><td>MATH PLANNING PERIOD</td><td>1</td><td>Semester-1</td></tr> <tr><td><input type="checkbox"/> H2000-02</td><td>MATH PLANNING PERIOD</td><td>1</td><td>Semester-2</td></tr> <tr><td><input type="checkbox"/> H2110-02</td><td>APPLIED MATH I</td><td>4</td><td>Semester-1</td></tr> <tr><td><input type="checkbox"/> H2110-02</td><td>APPLIED MATH I</td><td>4</td><td>Semester-2</td></tr> <tr><td><input type="checkbox"/> H2200-01</td><td>ALGEBRA I</td><td>2</td><td>Semester-1</td></tr> <tr><td><input type="checkbox"/> H2200-01</td><td>ALGEBRA I</td><td>2</td><td>Semester-2</td></tr> <tr><td><input type="checkbox"/> H2200-04</td><td>ALGEBRA I</td><td>3</td><td>Semester-1</td></tr> <tr><td><input type="checkbox"/> H2200-04</td><td>ALGEBRA I</td><td>3</td><td>Semester-2</td></tr> <tr><td><input type="checkbox"/> H2230-03</td><td>GEOMETRY</td><td>7</td><td>Semester-1</td></tr> <tr><td><input type="checkbox"/> H2230-03</td><td>GEOMETRY</td><td>7</td><td>Semester-2</td></tr> <tr><td><input type="checkbox"/> H2240-01</td><td>ALGEBRA II</td><td>6</td><td>Semester-1</td></tr> <tr><td><input type="checkbox"/> H2240-01</td><td>ALGEBRA II</td><td>6</td><td>Semester-2</td></tr> </tbody> </table>						Section	Subject	Per	Term	<input type="checkbox"/> H2000-02	MATH PLANNING PERIOD	1	Semester-1	<input type="checkbox"/> H2000-02	MATH PLANNING PERIOD	1	Semester-2	<input type="checkbox"/> H2110-02	APPLIED MATH I	4	Semester-1	<input type="checkbox"/> H2110-02	APPLIED MATH I	4	Semester-2	<input type="checkbox"/> H2200-01	ALGEBRA I	2	Semester-1	<input type="checkbox"/> H2200-01	ALGEBRA I	2	Semester-2	<input type="checkbox"/> H2200-04	ALGEBRA I	3	Semester-1	<input type="checkbox"/> H2200-04	ALGEBRA I	3	Semester-2	<input type="checkbox"/> H2230-03	GEOMETRY	7	Semester-1	<input type="checkbox"/> H2230-03	GEOMETRY	7	Semester-2	<input type="checkbox"/> H2240-01	ALGEBRA II	6	Semester-1	<input type="checkbox"/> H2240-01	ALGEBRA II	6	Semester-2
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3. The right side of the screen displays all courses for the logged-in site-year. Check the boxes next to the courses to copy to or click **Check All For Same Subject** to check every box for subjects matching the **Course Section** selection. Click **Uncheck All** to uncheck any selections.
4. Click **Start Copy Process**. A confirmation message displays.

Assignment copied successfully!

5. Click **Done** to return to the grade book page.