

# SISK12: Create and Score Objective-Aligned Assignments

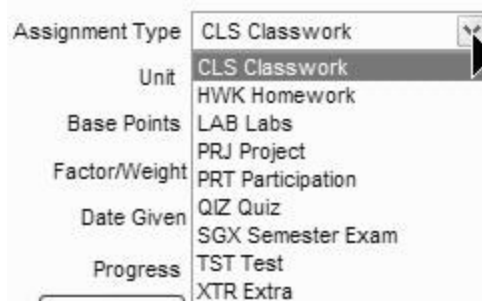
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## Overview





Objectives are created for subjects at the district level. They may be imported and adapted from Grade Level Expectations or typed manually.

## Create an Objective-Aligned Assignment

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.



The screenshot shows a form with several fields. The 'Assignment Type' field is a dropdown menu currently displaying 'CLS Classwork'. Below it, the 'Unit' field is also a dropdown menu displaying 'CLS Classwork'. Other fields include 'Base Points' (LAB Labs), 'Factor/Weight' (PRJ Project), 'Date Given' (QIZ Quiz), and 'Progress' (SGX Semester Exam, TST Test, XTR Extra).

2. Select the assignment type  from the drop-down list. The options in the drop-down list are created at the district-level and selected by the teacher.
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.
5. 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.
6. If you wish to create a weighted assignment, type in **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. Check the **Also copy to**   **Additional Assignments** 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!

10.  **Show on Parent / Student Portal** is checked on by default. Uncheck if you do not wish to display this assignment when parents view curriculum.
11. 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.

**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.

12. Click  to type the number of points being used for each objective. The **Course Objectives** screen displays.

Department: MA - Mathematics		Subject: H2200: ALGEBRA I	
Select	Code	Mastery %	Description
<input checked="" type="checkbox"/>	1		Compare and order rational and irrational numbers, including finding their approximate locations on a number line Show Me Content - MA.05 Show Me Process - G3.03
<input checked="" type="checkbox"/>	2		Describe the effect of operations, such as multiplication, division, and computing powers and roots on the magnitude of quantities Show Me Content - MA.04 Show Me Process - G3.04,G4.01
<input checked="" type="checkbox"/>	3		Apply properties of exponents (including order of operations) to simplify expression Show Me Content - MA.04 Show Me Process - G1.06,G1.10
<input type="checkbox"/>	4		Apply operations to real numbers, using mental computation or paper-and-pencil calculations for simple cases and technology for more

13. Check the boxes for the objectives that will be scored in this assignment. Only the lowest level objectives may be scored.
14. Click . The **Maintain Assignment** screen displays with the selected objectives.
15. Type the **Base Points** in for each objective.




Subject	
Base Point	Objectives
5	1 : Compare and order rational and irrational numbers, including finding their approximate locations on a number line
2	2 : Describe the effect of operations, such as multiplication, division, and computing powers and roots on the magnitude of quantities
3	3 : Apply properties of exponents (including order of operations) to simplify expression

16. Click  to save and exit. The grade book page displays with the new assignment(s).

## Score an Objective-Aligned Assignment

- Select the column you wish to score by clicking a cell in that column.
- Click **Actions** → **Manage Students and Scores** → **Edit Objective-Aligned Scores**. The **Student Objective Scores** screen displays.

Assignment : CLS Classwork 001		Due Date : 01/05/2007		Total Possible Points : 10						
Description		Possible Marks	Arkan, Terrand	Arnold, Harris	Bell, Linda M	Burnett, Euger	Erickson, Lydia	Fickess, Jon A	Glasgow, Rand	Kleir
Total Possible Points		10	0	0	0	0	0	0	0	0
- H2200 ALGEBRA I										
- 1 Compare and order rational and irrational numbers,		5								
- 2 Describe the effect of operations, such as		2								
- 3 Apply properties of exponents (including order of		3								
- 4 Apply operations to real numbers, using mental										
- 5 Apply all operations on real numbers										
- 6 Judge the reasonableness of numerical computations										
- 7 Solve problems involving proportions										

3. Click the  button.
4. Double-click to type the scores in the appropriate row for each student. These scores are not applicable to the students' System Grade columns.
5. Click  to save and continue or  to save and exit.