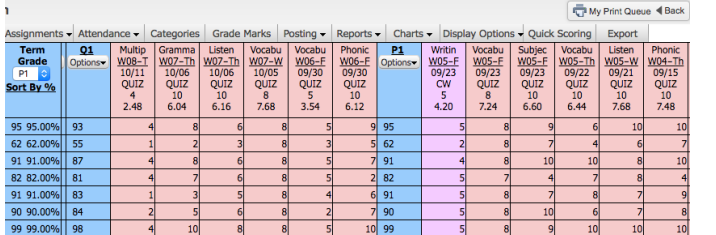
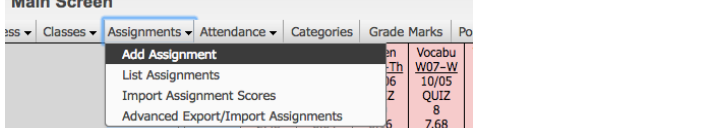
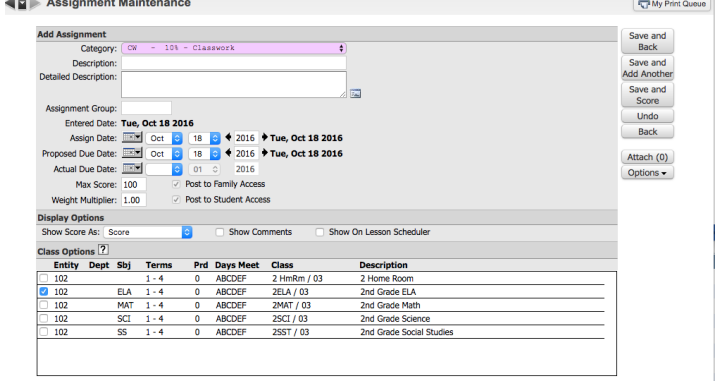


Add an Assignment

<p>1. Open up the appropriate gradebook</p>	 <p>The screenshot shows a gradebook with columns for Term, Grade, and various assignment categories like Multiplication, Grammar, Listen, Vocabulary, Phonics, and Writing. Each category has a score and a percentage. The 'Options' column is highlighted.</p>
<p>2. Click Assignments > Add Assignment</p>	 <p>The screenshot shows the 'Main Screen' with a dropdown menu open under 'Assignments'. The menu items are: Add Assignment, List Assignments, Import Assignment Scores, and Advanced Export/Import Assignments. 'Add Assignment' is highlighted.</p>
<p>3. Select the Category 4. Enter a Description 5. Enter a Detailed Description 6. Enter the Assign Date 7. Enter the Due Date(s) 8. Enter the Max Score 9. Select other options as needed including adding attachments</p>	 <p>The screenshot shows the 'Assignment Maintenance' screen. The 'Add Assignment' form is open, showing fields for Category (CW - 103 - Classroom), Description, Detailed Description, Assignment Group, Entered Date (Tue, Oct 18 2016), Assign Date (Oct 18 2016), Proposed Due Date (Tue, Oct 18 2016), Actual Due Date (Oct 18 2016), Max Score (100), and Weight Multiplier (1.00). There are checkboxes for 'Post to Family Access' and 'Post to Student Access'. Below the form is a table of 'Class Options' with columns for Entity, Dept, Sbj, Terms, Prd, Days Meet, Class, and Description.</p>
<p>10. Click either "Save and Back", "Save and Add Another", or "Save and Score"</p>	