Procedure to Add an Assignment

1. Navigate to the **Gradebook➔Gradebook** spreadsheet screen for the course in which you wish to create Assignments.
2. Click on the "**Add Assignment**" Quick Link. This brings up the "Add Assignment" (add single Assignment) screen.
3. The required fields are identified by a red asterisk (*).

4. **CREATE ASSIGNMENTS IN MULTIPLE CLASSES AT ONCE:**
   a. The class the Assignment is being created in is shown at the top.
   b. To simultaneously create the Assignment in other class, click the check boxes at the bottom.
5. **Fill in the fields of the Assignment:**
   a. Enter *__Assignment Name__, then click *Tab*.
   b. Enter/change *__Column Header__ for this Assignment
   c. Specify a **Sequence #** for the Assignment – If you wish
   d. Add a **Description** if you wish
   e. Select the **Category** for the Assignment
   f. Select the **Workgroup** for the Assignment, if you wish and if you have set up Workgroups in your Profile.
   g. Select **Grading Type** from the drop down: how to graded = or leave ungraded
   h. Keep, select or erase the **Assigned Date** Default=Today
   i. Keep, select or erase the **Due Date** Default=Today
   j. If the Assignment is undated or you are choosing dates in another MP, select the target *__Marking Period__..
   k. Change the *__Maximum Possible Score__ from 100 to whatever you wish – or leave it at 100.
   l. Leave the **Assignment Weight** at 1.0 – or specify how many times to 'count' this Assignment.

   m. Select the **Assignment Unit** if you are using Units.
   n. Click "no" to hide the Assignment from the **Parent's Module** or click "yes" to share.
   o. To keep the Assignment off the spreadsheet, click "NO" for the **For Gradebook** field, otherwise leave as YES,
6. **Links to other classes** – Specify which other of your classes to copy and link this Assignment to. (See Step 4 above).
7. To stay on this page and create additional Assignments, check the "**Add Assignment after this**" checkbox – otherwise you will be returned to the Class Roster screen.
8. **Click "Save" to create the Assignment**