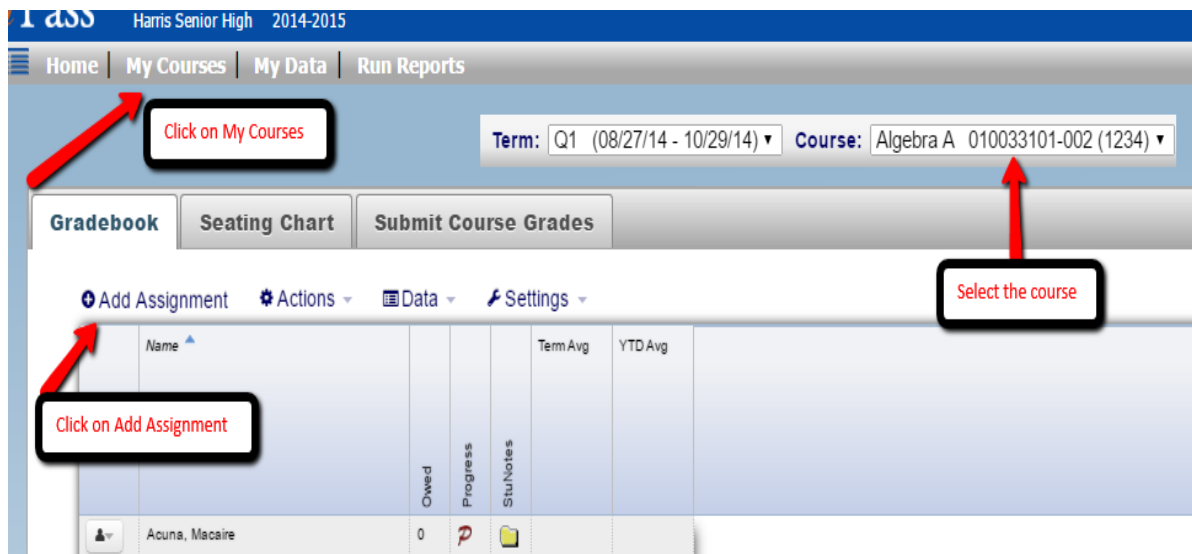
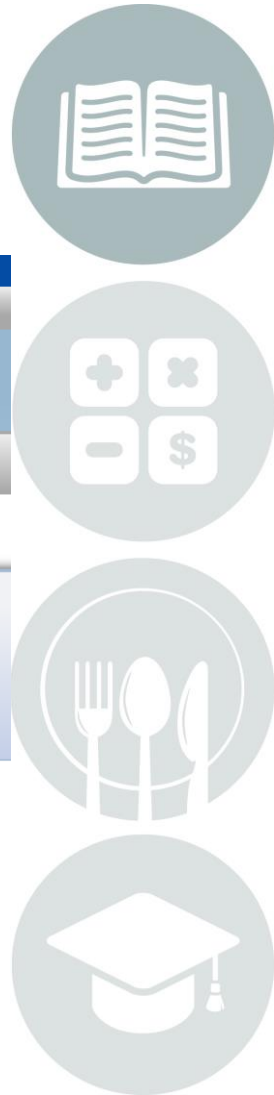


Quick Guide for Adding Assignments

Once the Gradebook Set Up has been completed, teachers may begin to create and score assignments in the Gradebook. Go to My Courses and click on Add Assignment.

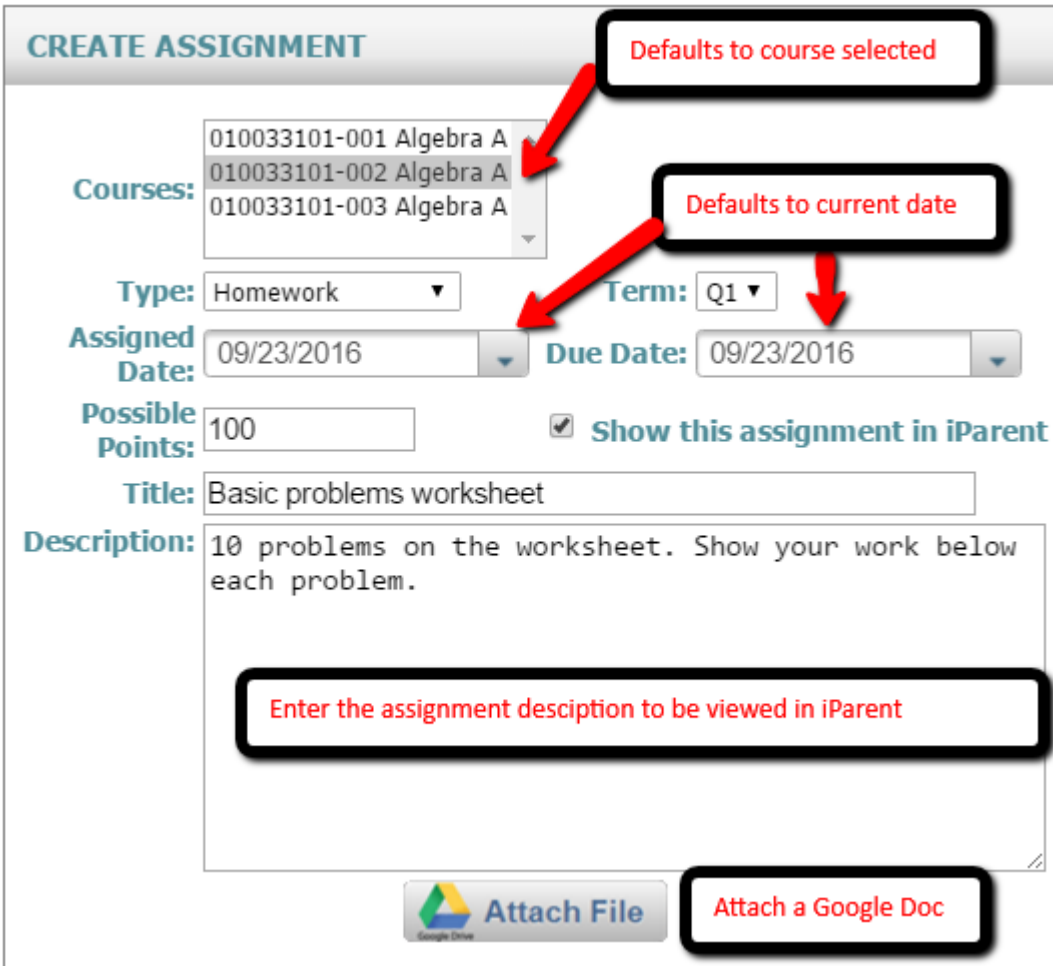


The screenshot shows the Harris School Solutions Gradebook interface for Harris Senior High, 2014-2015. The navigation bar includes Home, My Courses, My Data, and Run Reports. The main area has tabs for Gradebook, Seating Chart, and Submit Course Grades. A dropdown menu is open, showing 'Add Assignment', 'Actions', 'Data', and 'Settings'. A table with columns for Name, Owed, Progress, StuNotes, Term Avg, and YTD Avg is visible. Annotations with red arrows and callouts point to 'My Courses', 'Add Assignment', 'Course: Algebra A 010033101-002 (1234)', and 'Add Assignment'.



Quick Guide:

The Assignment screen appears as shown below.



CREATE ASSIGNMENT

Courses: 010033101-001 Algebra A
010033101-002 Algebra A
010033101-003 Algebra A

Type: Homework

Assigned Date: 09/23/2016

Due Date: 09/23/2016

Term: Q1

Possible Points: 100

Show this assignment in iParent

Title: Basic problems worksheet

Description: 10 problems on the worksheet. Show your work below each problem.

Enter the assignment description to be viewed in iParent

Attach File Attach a Google Doc

The course defaults to the course that was selected in Gradebook when adding the assignment. Additional courses may have the same assignment created in that gradebook by highlighting the additional courses at the top of the screen.

Set the assignment type by selecting from the drop-down menu. This menu was created by entering the assignment types in the Types and Weights screens.

Term defaults to the current term.

Assigned and Due Dates default to the current date and may be edited by clicking in the date field and using the calendar date selector. Dates assigned and due must be a day of school attendance.

Quick Guide:

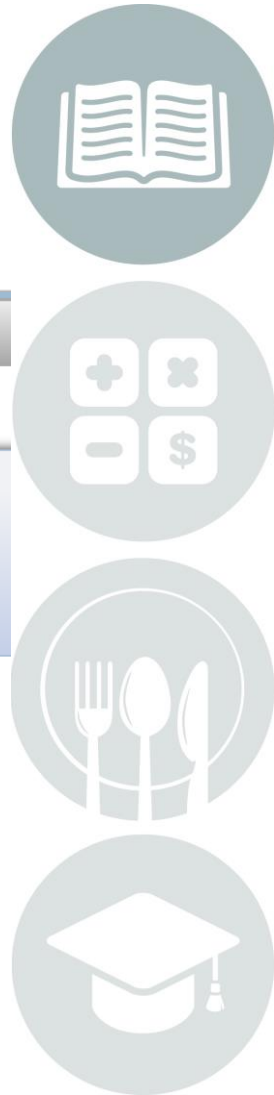
Enter the possible number of total points available for the assignment.

Enter the Title of the Assignment

Enter the Description of the Assignment. NOTE: the assignment type, the assign date, due date, assignment title and assignment description are viewable in iParent in both assignments and progress reports.

Attach a Google Doc from Google Drive. NOTE: the document in Google drive will need to have the security settings to allow anyone with the link to view the document.

Click on Submit & Close on the assignment and it will automatically appear in the gradebook for scoring.



Gradebook			Seating Chart			Submit Course Grades					
Add Assignment			Actions			Data			Settings		
Name	Owed	Progress	StuNotes	Term Avg	YTD Avg	Basic problems Homework avg: 0 pts: 100 09/23/14					
Acuna, Macaire	1	P	Folder	0.00	0.00						
Alvarez, Len	1	P	Folder	0.00	0.00						
Bruno, Alessio	1	P	Folder	0.00	0.00						
Cattaneo, Giuseppe	1	P	Folder	0.00	0.00						
Day, Loyd	1	P	Folder	0.00	0.00						
DeRose, Delfina	1	P	Folder	0.00	0.00						
DeRose, Gerardina	1	P	Folder	0.00	0.00						
Ferrari, Aurora	1	P	Folder	0.00	0.00						
Flood, Sarah	27	P	Folder	0.00	0.00						
Green, Derek	1	P	Folder	0.00	0.00						
Jones, Kevin	1	P	Folder	0.00	0.00						