Working with Assignments

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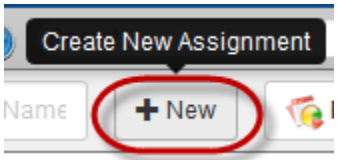
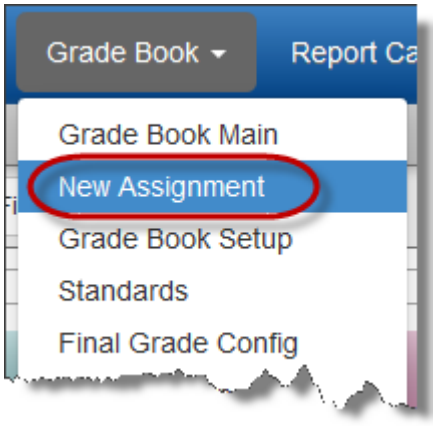
Creating a New Assignment

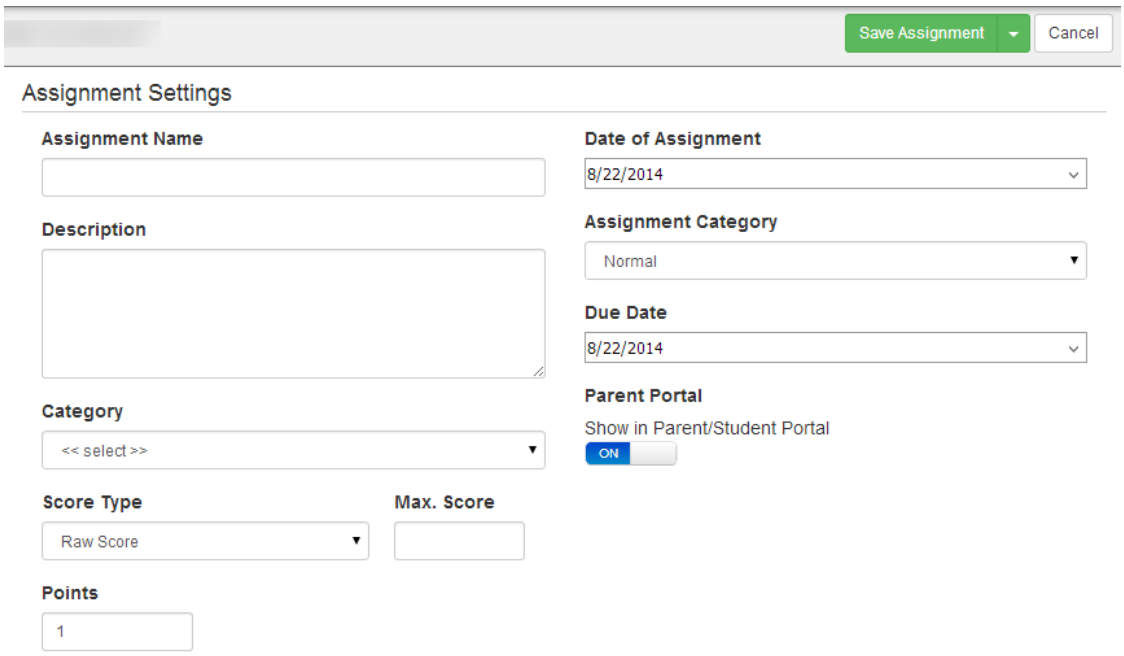
Click **+New**.



OR

Mouse over **Grade Book,** then click **New Assignment**.





Enter **Assignment Name**.
Note: *This will display in ParentVUE/StudentVUE.*

Enter **Description**.
Note: *This will display in ParentVUE/StudentVUE.*

Select assignment **Category**.

Choose the **Score Type** (Letter Grade, Percentage, Raw Score).

If Raw Score was selected under Score Type, enter the **Max. Score** a student can receive (in numeric format up to 2 decimal places).

Enter the total **Points** the assignment is worth when calculating the overall grade (in numeric format up to 2 decimal places).

Note: *This is often the same as Max Score.*

Enter the **Date of Assignment** (enter in MMDDYY format or select from calendar).

Select **Assignment Category** (Normal, Extra Credit or Not for Grading).

Tip: Extra credit can be given in two ways:

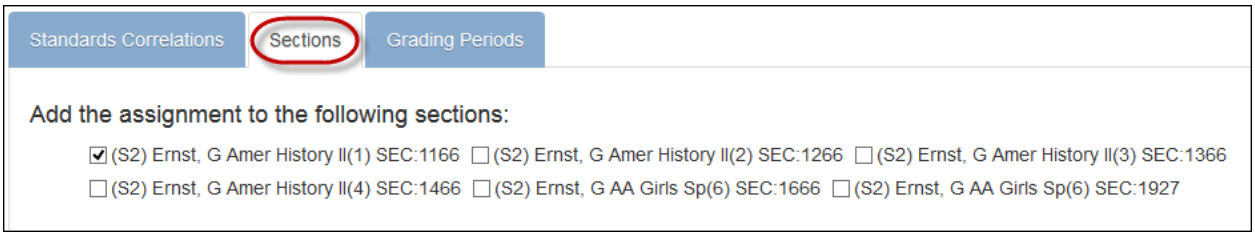
1. Entire assignment can be extra credit – the points are added to the category score and not to the total score possible for the class. The points count in total points earned, but not total points possible.
2. Give the student extra points when grading a "normal" assignment. You can award up to double the amount of points possible.

Enter **Due Date** if applicable.

Select the **Show in Parent/Student Portal** as "On" if assignment should be listed in Grade Book screen of ParentVUE/ StudentVUE.

Note: *if you choose not to show an assignment in ParentVUE, the score still calculates into the student's overall grade.*

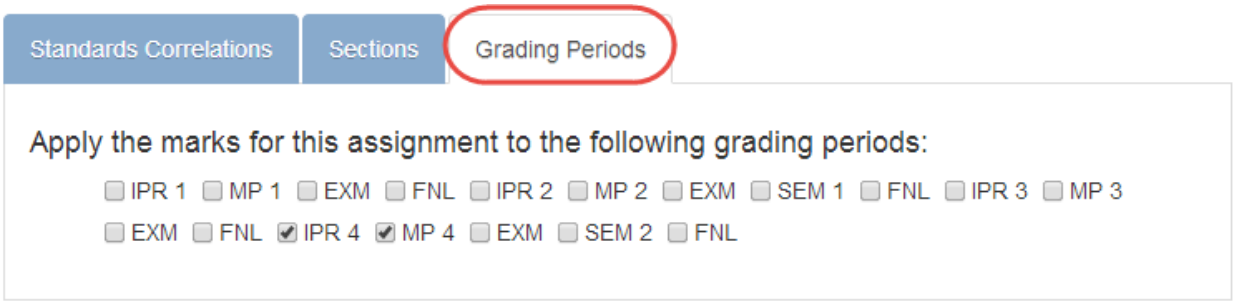
Adding the New Assignment to More Than One Class



At the bottom of the Assignment screen, click the **Sections** tab.

Select the **check box(es)** in front of the class(es) that will also use this assignment.

Setting the Grading Periods for Calculating the Assignment

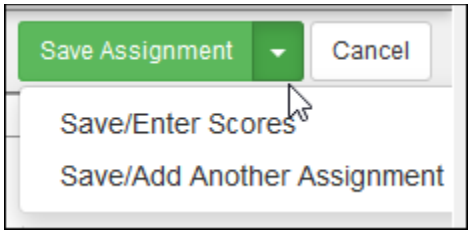


At the bottom of the Assignment screen, click the **Grading Periods** tab.

Select the **check box(es)** in front of the grading period(s) into which assignment scores will be calculated.

Note: *You must select both the IPR and the MP boxes for the assignment to be calculated into both grades.*

Click **Save Assignment.**



OR

Mouse over the **down arrow** and click **Save/Enter Scores** to go directly to the Enter Scores screen.

OR

Click **Save/Add AnotherAssignment**.

How to Weight Assignments Using Points

Excerpt from Grade Book Elementary User Guide – Edupoint Educational Systems LLC

	No Assignment Weighting	Double Weight	Half Weight
Scenario	You give an assignment that has 10 questions and you want it to be worth 10 points (no weight).	You give an assignment that has 10 questions but you want it to be worth 20 points (double).	You give an assignment that has 10 questions but you want it to be worth 5 points (half).
Setup	Score Type: Raw Score Max. Score: 10 Points: 10	Score Type: Raw Score Max. Score: 10 Points: 20	Score Type: Raw Score Max. Score: 10 Points: 5
Score you write on the assignment	10/10	10/10 (20 points)	10/10 (5 points)
How you key in the score & how it's calculated	The # of points you key in:**10 (max score)** The # of points Synergy gives the student based on calculation: **10 points**	The # of points you key in: **10 (max score)** The # of points Synergy gives the student based on calculation: **20 points**	The # of points you key in: **10 (max score)** The # of points Synergy gives the student based on calculation: 5 points
	Most teachers use this method for the majority of their assignments.	**Example of when this method can work for you:** You have a 50-question test worth 200 points. Each question is worth 4 points. You would enter 50 as the Max Score and 200 as the Points. When entering student scores, you will key in the number the student got correct (45, for example) and the Grade Book will calculate the points earned (45 x 4 = 180 points). **Example of when this method will *not* work for you:** You have a 50-question test worth 200 points. Of those questions, 25 are worth 3 points each (75 points) and the other 25 questions are worth 5 points each (125 points). In this case, because your questions do not have the same point value, you cannot simply enter the number correct because the points earned will depend on which questions he/she got correct. In this case, you would enter 200 as the Max Score and Points, then hand-calculate the score as you grade and key that score into Grade Book.	

Editing Assignments

Note: *All aspects of any assignment can be edited until student scores have been entered. After student scores have been entered, only some aspects of the assignment can be edited.*

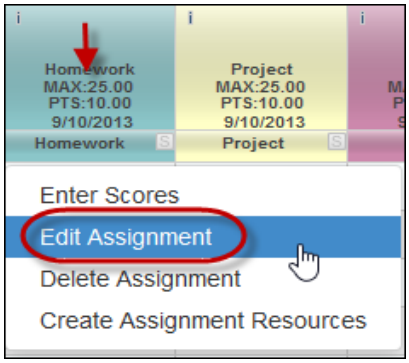
Editing an Individual Assignment

Click the name of the assignment on the **Grade Book Main** screen.

Click **Edit Assignment**.

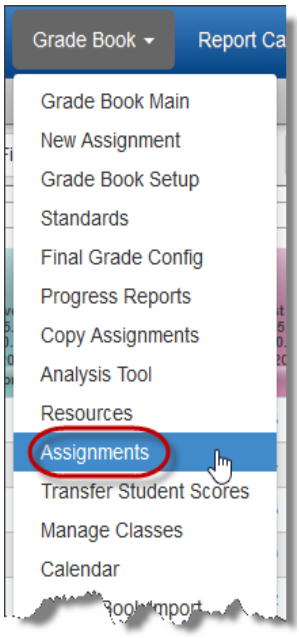
Make changes on the **Grade Book Assignment** screen.

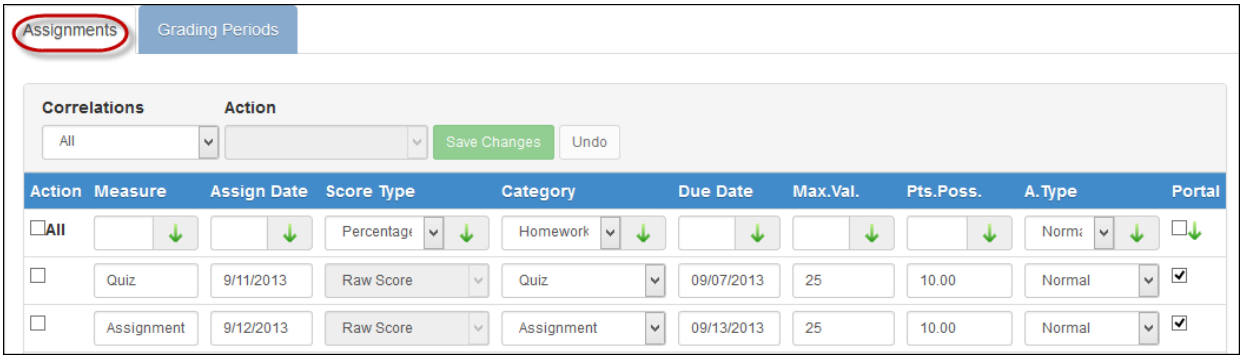
Click **Save Assignment**.



Editing Multiple Assignments or Viewing All Assignment Settings

Mouse over **Grade Book**, then click **Assignments**.





Modify assignment settings as needed.

Select **Portal** to display assignment and grading information in ParentVUE/StudentVUE.

To apply the same changes to more than one assignment:

Enter or select the value for the column in the top row for the fields to be changed.

Select the **check boxes** to the left of the assignments (under Action column) to select assignments to be modified.

Click **green "down" arrow**.

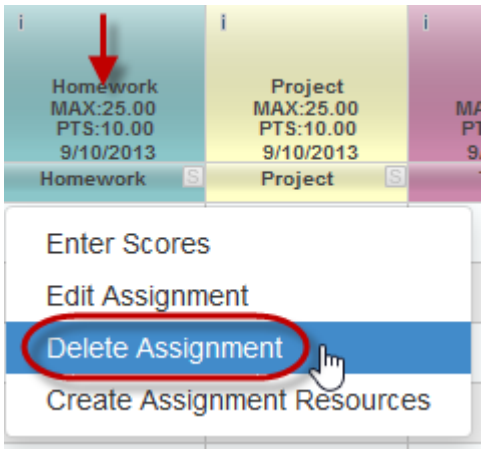
Click **Save Changes**.

Deleting an Individual Assignment

Click the name of the assignment on the **Grade Book Main** screen.

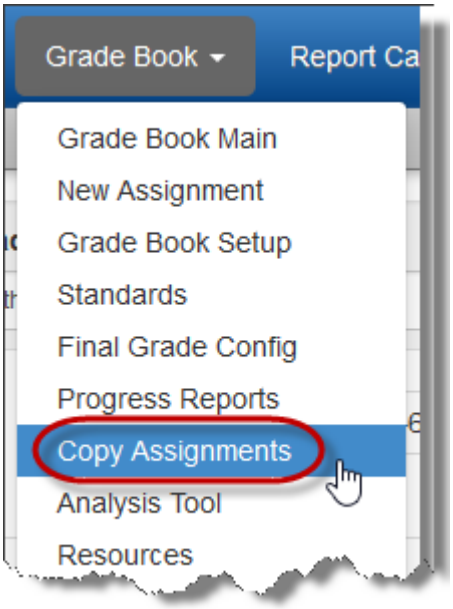
Select **Delete Assignment**.

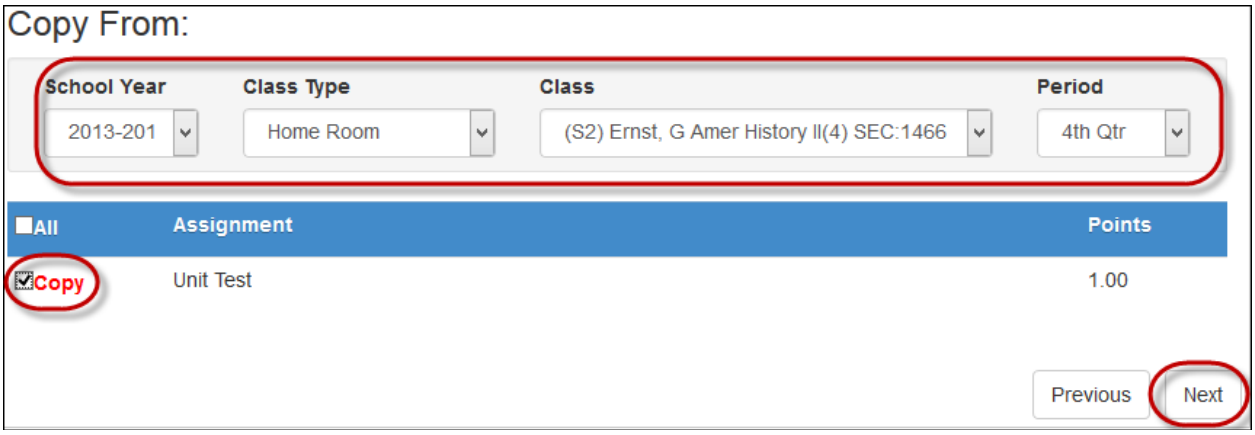
On the confirmation message, click the **Delete** button.



Copying Assignments

Mouse over **Grade Book**, then click **Copy Assignments**.





Select the **School Year**, **Class Type**, **Class** and/or **Period** to **Copy from**.

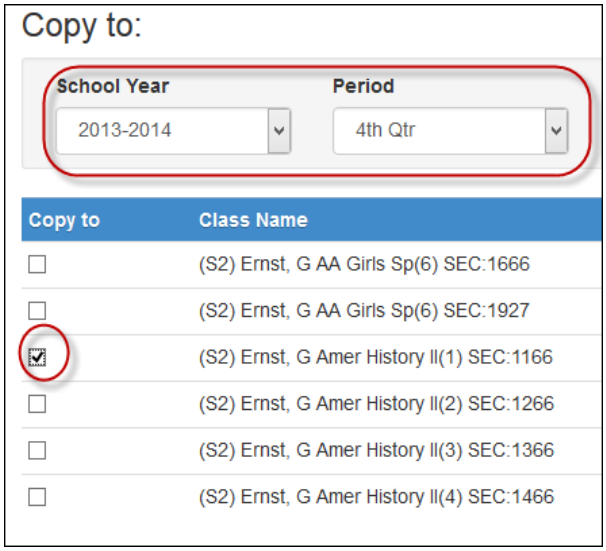
Select the **check box** in front of the assignment to copy.

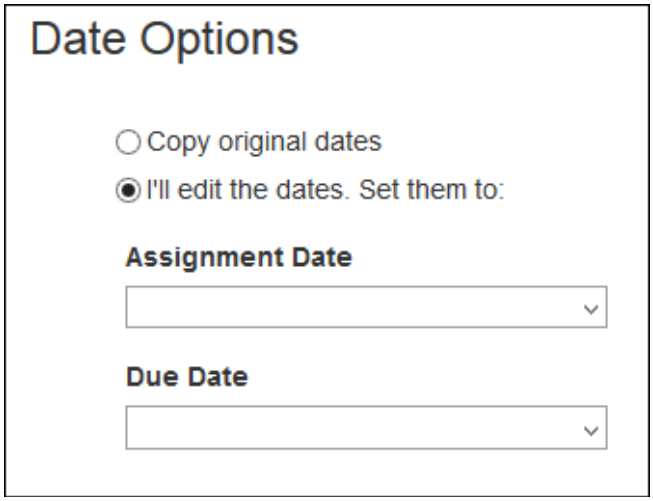
Click **Next**.

Select the **School Year** and **Period** to **Copy to**.

Select the **check box** in front of the class(es) to which to copy the assignment.

Click **Next**.



Select the **Date Options**.

Click **Finish**.