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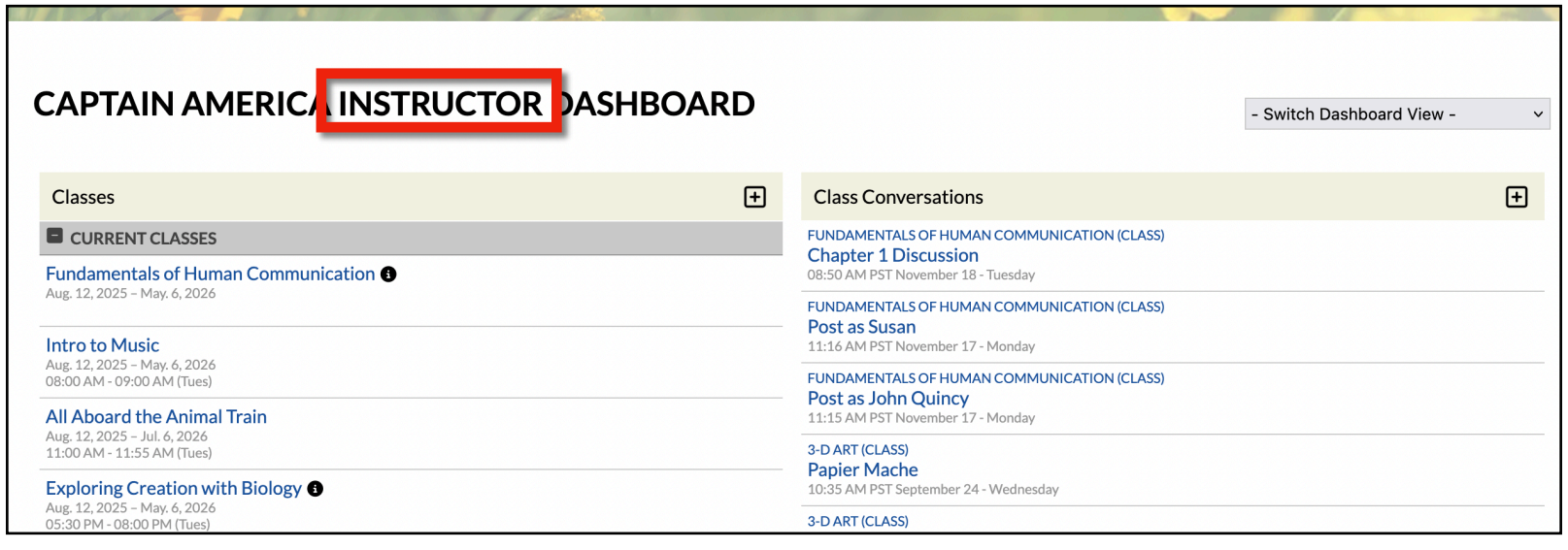
CLASS ASSIGNMENTS - INSTRUCTORS

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I. Adding a New Assignment

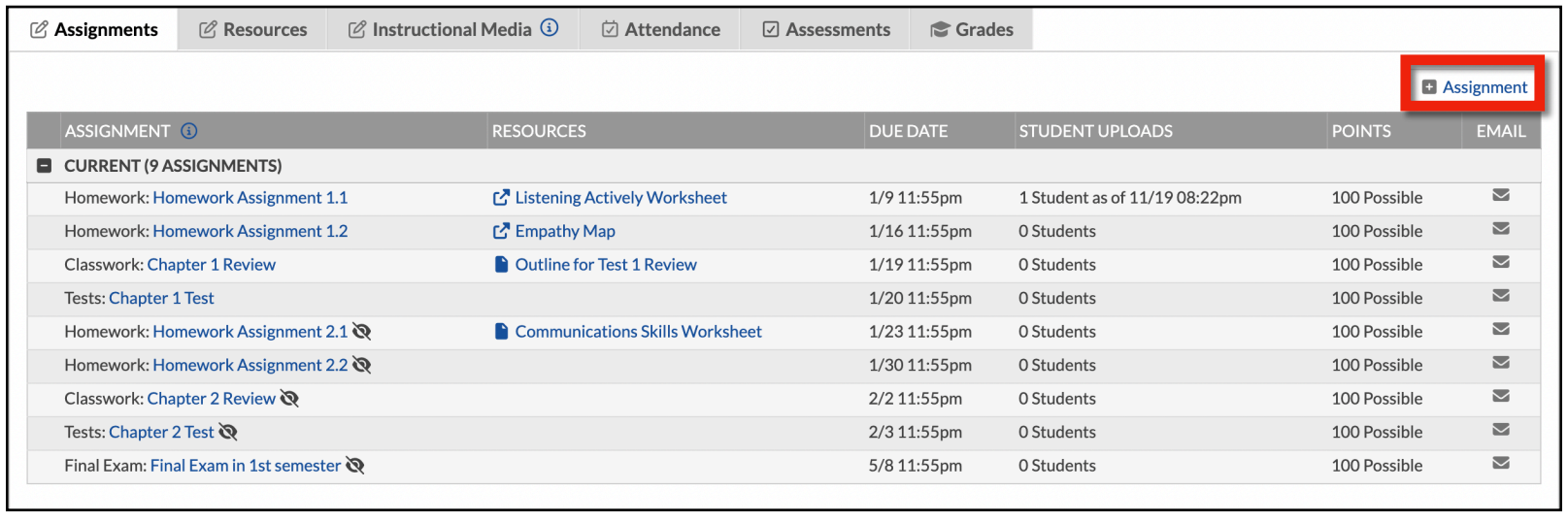
A. From the classroom dashboard, first make sure that you're viewing the dashboard from the Instructor View.



B. Then select the name of your class. If you don't see a box that lists your classes, ask your admin to add the "My Classes" widget to your instructor dashboard.

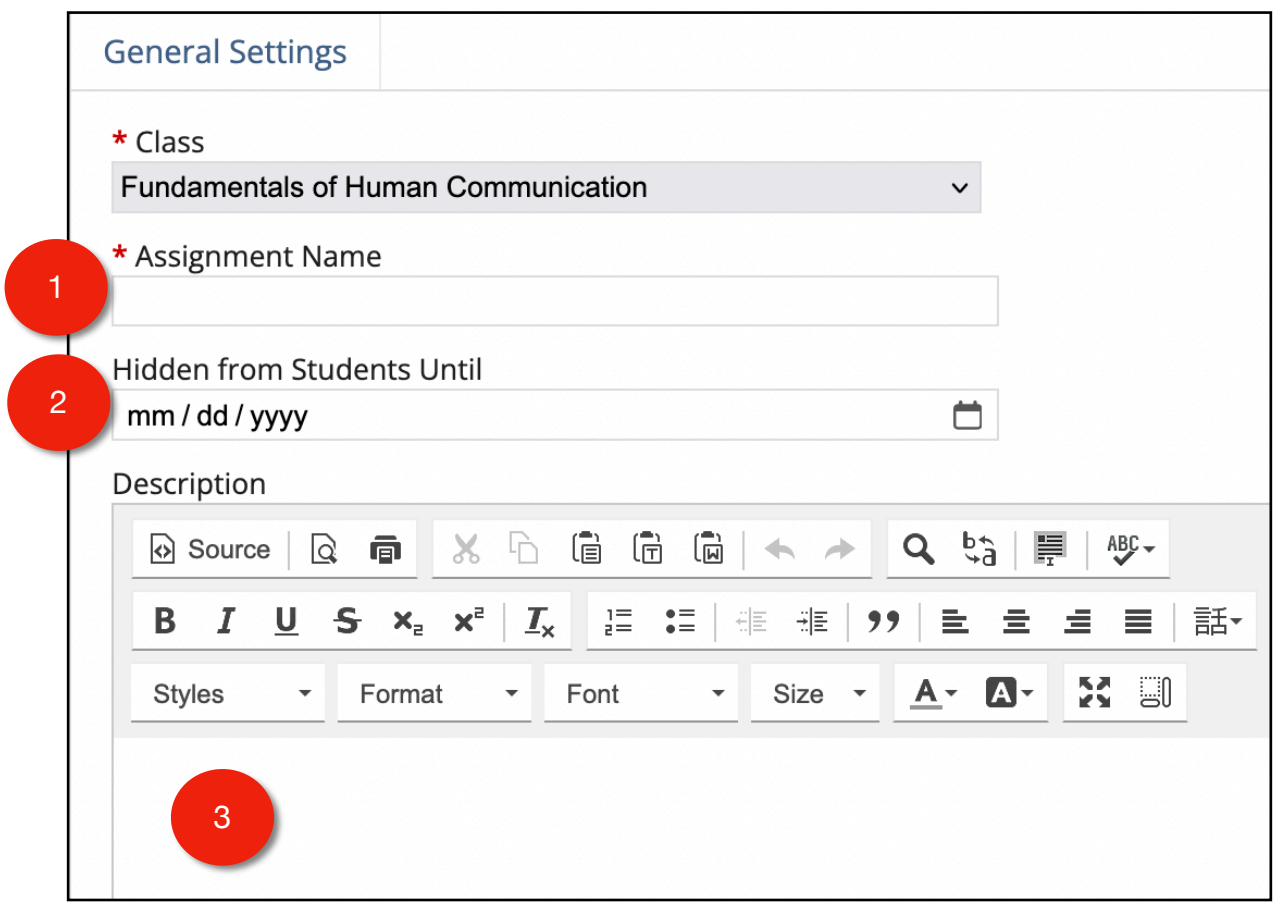
C. On the Class Home Page, scroll down to the Assignment section

D. To add a new assignment, select the button to +Assignment



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1. **Name**. Give your assignment a name.
2. **Hidden.** You have the option to create the assignment ahead of time and hide it until the assignment is current.
3. **Description.** Enter your assignment description, if you have one.



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4. **Category**. Choose from the drop-down list or add your own. You also have the choice to make them weighted.

5. **Possible Points**. When calculating the GPA, the system assumes that an assignment with 100 possible points is weighted more heavily than an assignment with 10 possible points.

   For example, 90 out of 100 points is “worth more” than 9 out of 10. This would be useful, for example, if you want to ease your students into your class by making the first test worth less than subsequent tests.

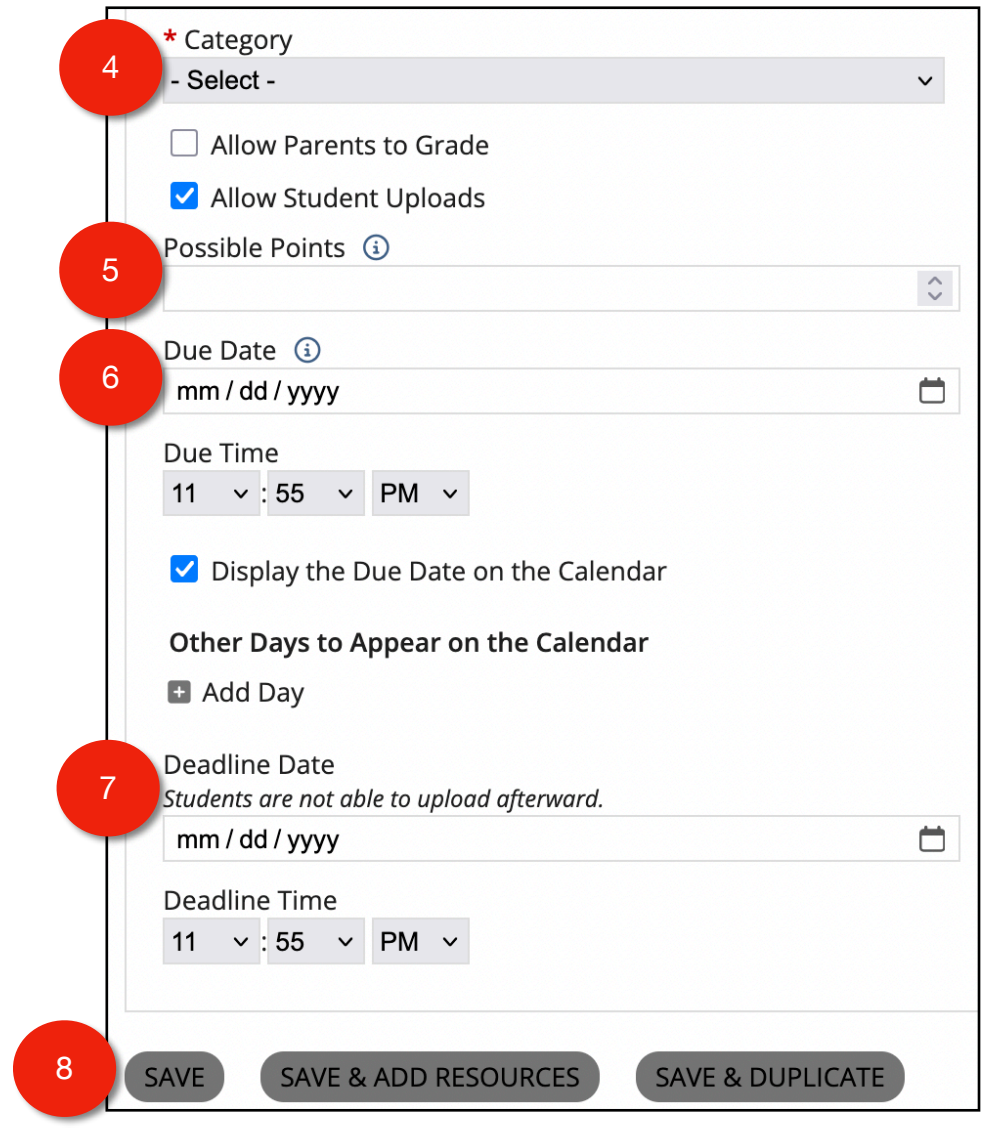
   However, using the same example, if you want both scores of 90% to be weighted the same, you must use the same number of possible points for all assignments (or for all assignments in the same category when using weighted categories).

6. **Due Date**. The Due Date allows the student to know when the assignment is expected to be turned in. When the Due Date is passed, students can still see the assignment detail and upload their work. If an assignment is uploaded after the Due Date, the upload date will be shown in red because the assignment was turned in late. The teacher can decide whether to extend the Due Date or to assess a penalty for late work.

   Also, the Due Date will determine which period the grade falls under. Example: If a group has configured their school year to have two semesters, and if the 1st semester ends on January 15th and the due date of an assignment is January 16th, the grade will be counted in the 2nd semester.

7. **Deadline date.** The Deadline Date refers only to student uploads. If the Deadline Date is passed, the student will not be able to upload any documents or even see the assignment details. If you do not want a student to be able to upload after the due date, then make the deadline date and the due date the same.

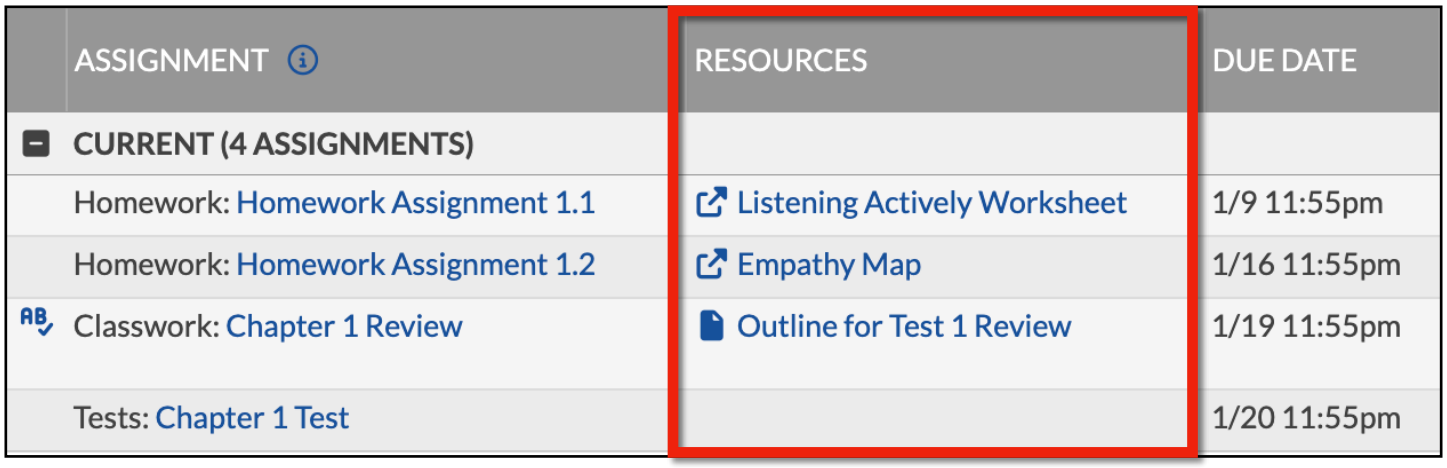
8. **Save**.
   a. Save = regular save
   b. Save & Add Resources = see II below.
   c. Save and Duplicate = save this assignment and add another



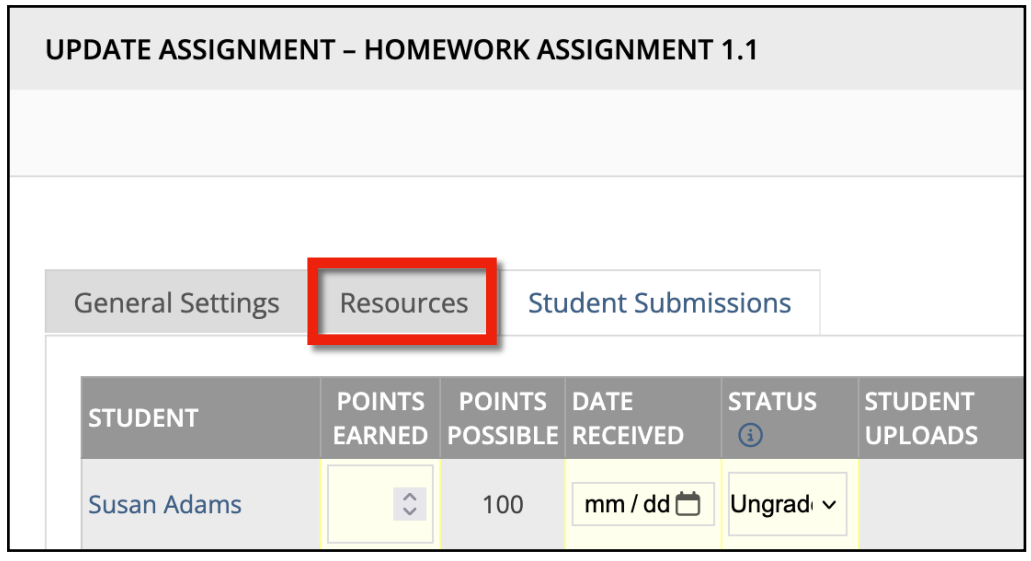
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II. Adding Resources

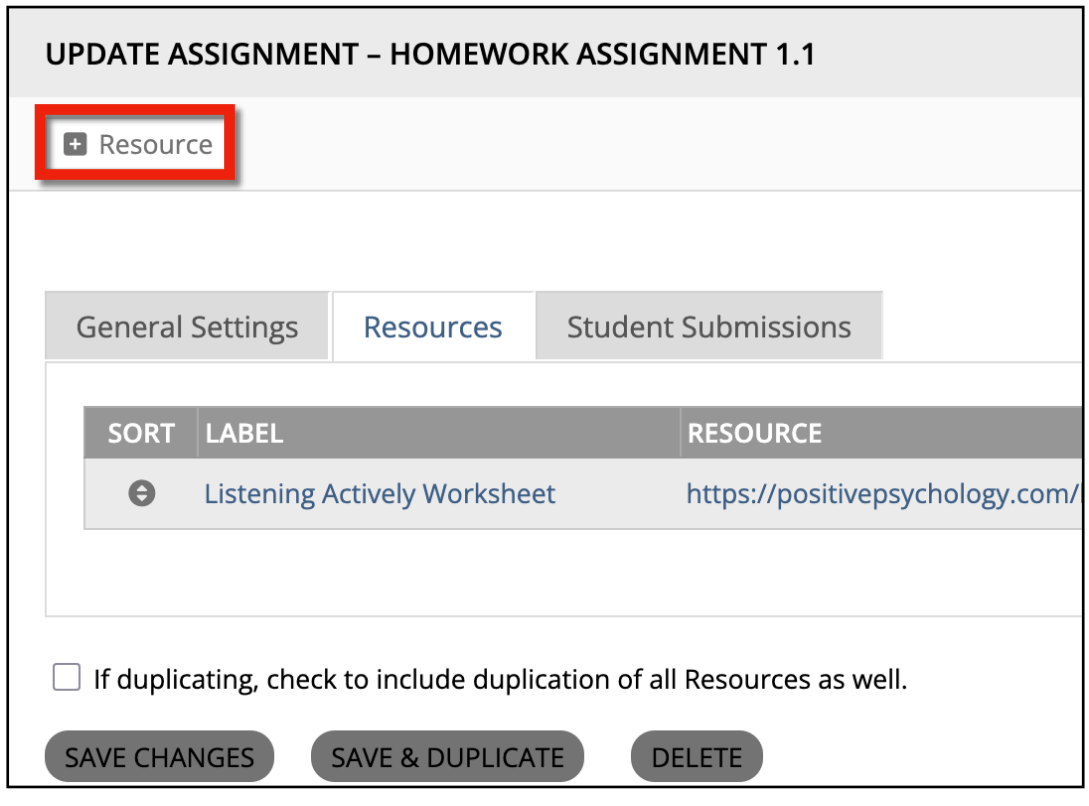
A. Resources are things such as documents, audio files, spreadsheets, pictures, websites, etc. If there are resources attached to an assignment, they will appear in the Resources column.



1. You can add them at the same time as you create a new assignment by selecting the "Save & Add Resources" button.
2. Or you can add them after the assignment has already been created.
   a. To do this, select the assignment name.
   b. Select the Resources tab.

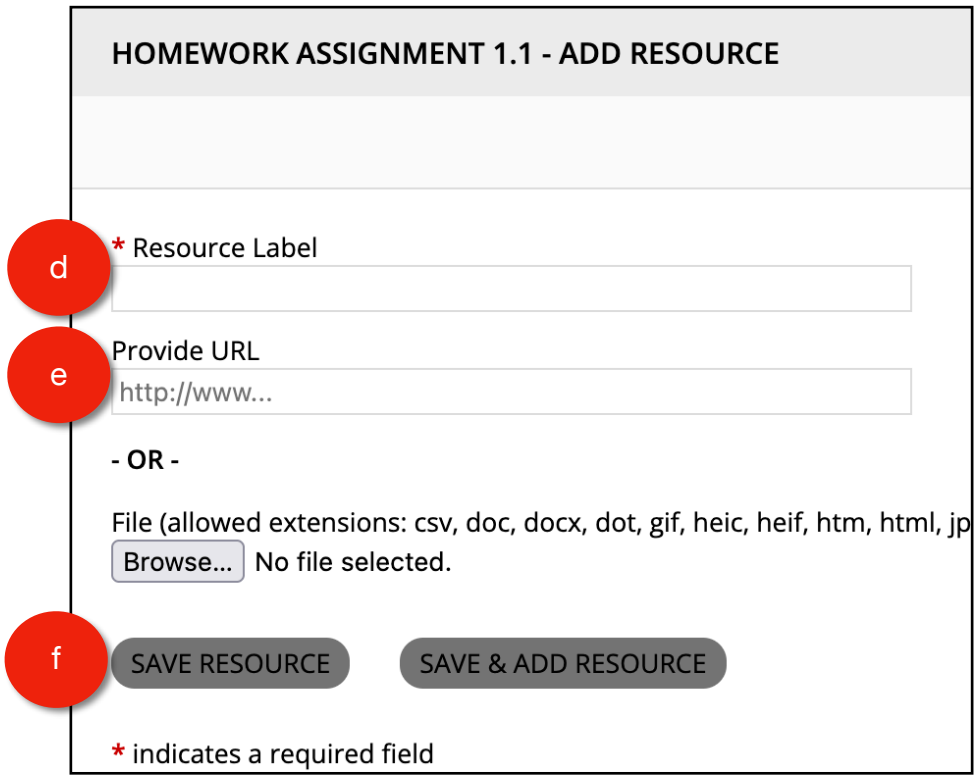


c. Select the +Resource button.



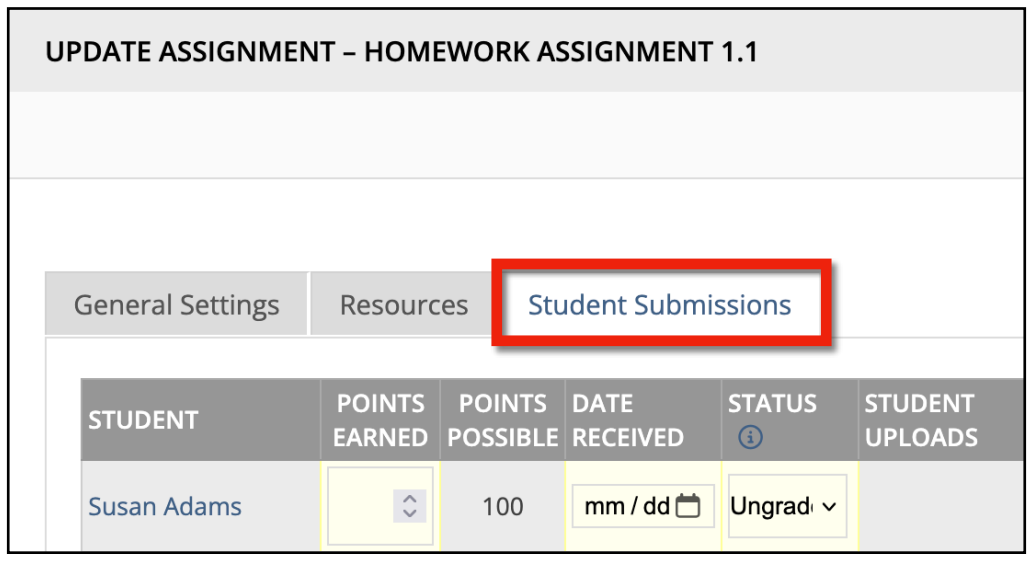
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d. Give the Resource a name
e. Provide a URL OR upload a file from your device
f. Save or save and add another resource to this assignment

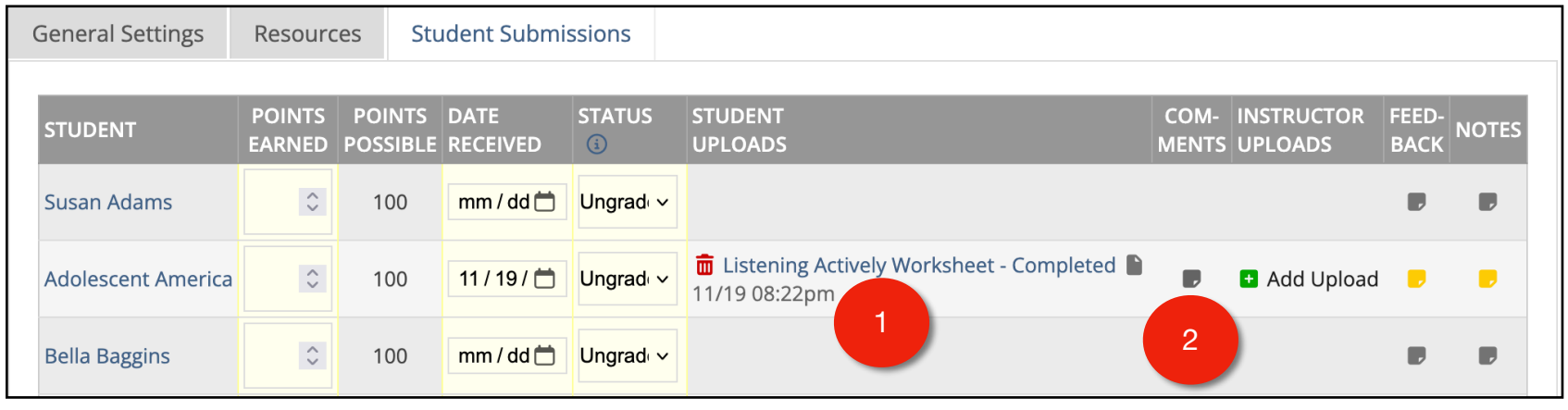


III.Viewing Student Submissions

A. If you select the option to “Allow Student Uploads” for an assignment, then students will be submitting their work. You can view student submissions by selecting the name of the assignment and the Student Submissions tab.



1. The student’s document will be linked in the Student Upload column.
2. And if the student left a note, that can be read in the Comments column.



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