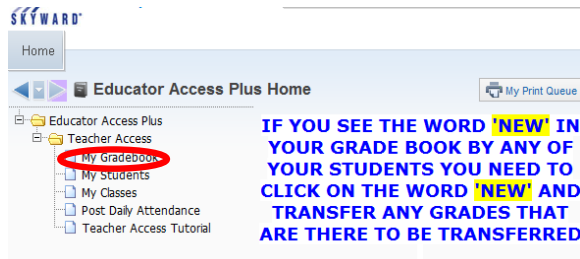


How to Add a New Assignment

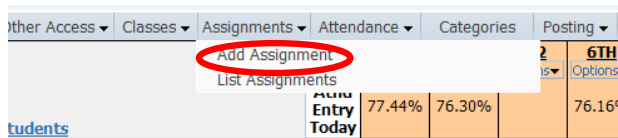
When to use: This process is used to create a new assignment in your gradebook.

1. Login to Skyward Gradebook.

2. Click on **My Gradebook**



3. Select the appropriate gradebook.
4. Hover over **Assignments** and select **Add Assignment**



5. Enter the assignment information:
 - a. Assign a **Category** (required).
 - b. Enter a unique assignment **Description** (required).
 - c. Enter more information under **Detail Description** (optional).
 - d. Enter an **Assign Date** (required).
 - e. Enter a **Proposed Due Date**
 - f. The **Actual Due Date** should not be filled in at this time (optional). ****Note:** The Actual Due Date is an optional field used to track due date changes when the teacher wishes to maintain a record of the original due date. The Actual Due Date should only be filled in when editing an assignment in order to revise an existing due date. An example of this situation could be for assignments that were due on a date missed such as an inclement weather day.
 - g. Set the **Max Score** (points used to calculate the grade – required) and use the **Weight Multiplier** to boost the assignment weight (optional).
 - h. Indicate if the assignment should be posted to Family Access by checking the **Post to Family Access** option. You can also check the **Post to Student Access** for student view.
 - i. **Select the Classes where this assignment should be added.** This allows you to replicate the assignment to each class.

j. Choose one of the **Save** options to the left of the assignment window.

Add Assignment

Category: DWQ - 40% - Daily Work/Quizzes

Description:

Detailed Description:

Assignment Group:

Entered Date: **Mon, Jun 4 2012**

Assign Date: May 31 2012 ◀ ▶ **Thu, May 31 2012**

Proposed Due Date: May 31 2012 ◀ ▶ **Thu, May 31 2012**

Actual Due Date: 01 2012

Max Score: 100

Weight Multiplier: 1.00

☒ Post to Family Access
☒ Post to Student Access

Show Assignment Score As: Score

☐ Show Comments

[Save and Back](#)

[Save and Add Another](#)

[Save and Score](#)

[Undo](#)

[Back](#)

[Attach \(0\)](#)

[Options ▼](#)

[Check Spelling](#)

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days	Meet	Class	Description
<input checked="" type="checkbox"/>	001	MAT	MA	1 to 6	1	1 3	MA201 / 02	Geometry
<input type="checkbox"/>	001	MAT	MAA	1 to 6	2	12	MA202 / 01	Geometry PAP
<input type="checkbox"/>	001	MAT	MA	1 to 6	3	1 3	MA401 / 09	ALGEBRA II
<input checked="" type="checkbox"/>	001	MAT	MA	1 to 6	4	12	MA201 / 04	Geometry
<input type="checkbox"/>	001	MAT	MA	1 to 6	4	12	MA205 / 02	Geometry Co
<input checked="" type="checkbox"/>	001	MAT	MA	1 to 6	5	1 3	MA201 / 05	Geometry
<input checked="" type="checkbox"/>	001	MAT	MA	1 to 6	6	12	MA201 / 03	Geometry
<input type="checkbox"/>	001			1 to 6	8	123	ELMEN / 17	CHS Mentors
<input type="checkbox"/> - Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.								