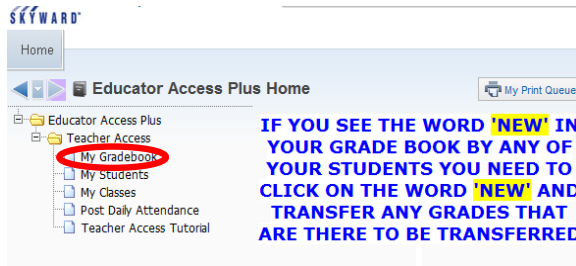


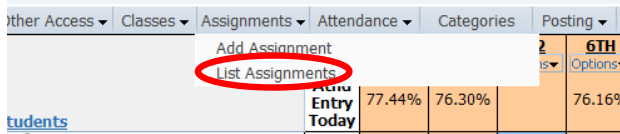
# How to Edit an Assignment

**When to use:** This process is used to modify an assignment in your gradebook.

1. Login to Skyward Gradebook.



2. Select the appropriate gradebook.
3. Hover over **Assignments** and select **List Assignments**



4. The **List Assignments** screen displays all previously entered assignments sorted by the **Due Date**. To change the sort, click on any one of the column headings.
5. To modify an assignment, click on the assignment to highlight it and then select **Edit**.

Add	<b>Edit</b>	Clone	Delete	Report	Score Entry	Assignment Display	Clone
<a href="#">Return to Default Sort</a>				<a href="#">Assignments</a>			
Date Due	Week	Day	Category	Assign Group	Description		
04/16/12	35	Mon	DWQ 40%		#4 wksh		
04/16/12	35	Mon	DWQ 40%		#5 wksh		
04/16/12	35	Mon	DWQ 40%		#6		
04/17/12	35	Tue	DWQ 40%		quiz 2		

6. At this point you can modify the assignment. Once the modifications have been completed, select **Save**.

Edit Assignment

Category: DWQ - 40% - Daily Work/Quizzes

Description:

Detailed Description:

Assignment Group:

Entered Date: **Mon, Apr 16 2012**

Assign Date: Apr 16 2012 ◀ ▶ **Mon, Apr 16 2012**

Proposed Due Date: Apr 16 2012 ◀ ▶ **Mon, Apr 16 2012**

Actual Due Date:  01 2012

Max Score:   Post to Family Access

Weight Multiplier:   Post to Student Access

Show Assignment Score As: Score  Show Comments

[Save](#)

[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 checked="" 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

- Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.