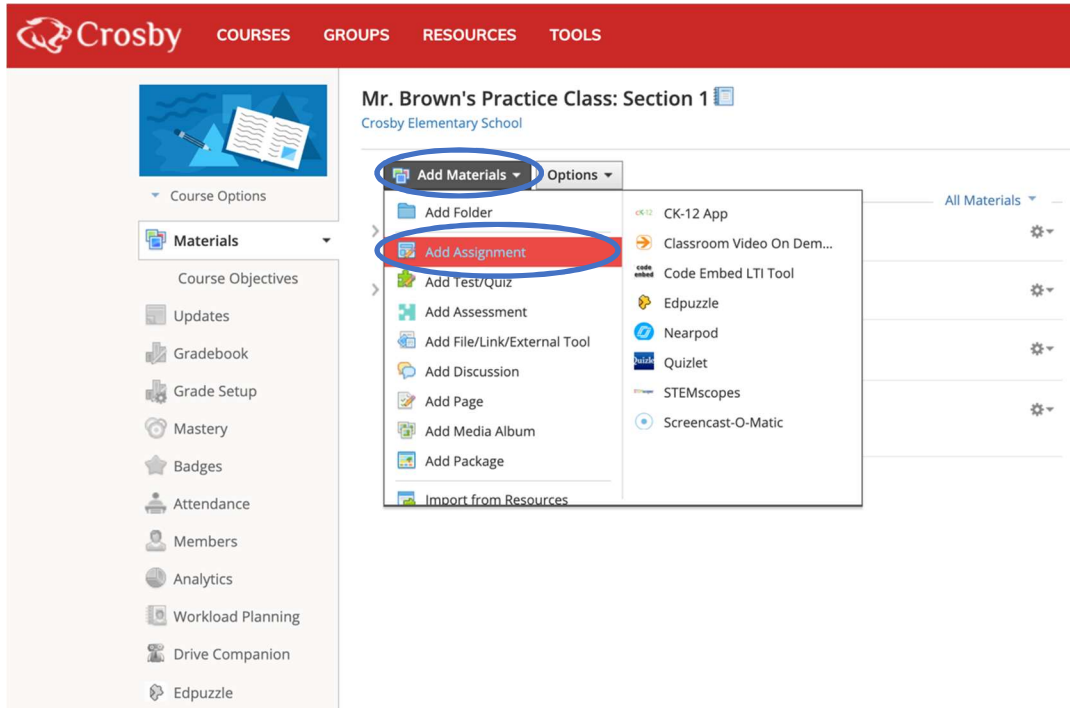


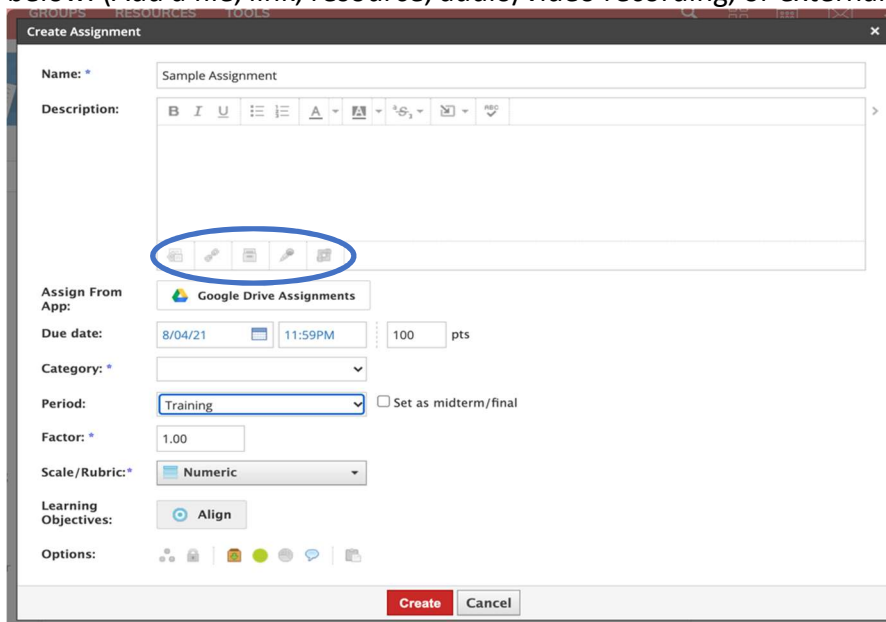
## Creating an Assignment in Schoology

### Adding Assignments

Within the course click the drop-down menu for Add Materials and choose Add Assignment.

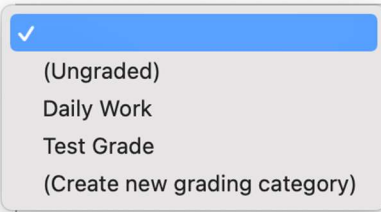


Fill in the name, description, and due date. You may add from the options shown below. (Add a file, link, resource, audio/video recording, or external tool)

A screenshot of the "Create Assignment" form in Schoology. The form has several fields: "Name" with the value "Sample Assignment"; "Description" with a rich text editor; "Assign From App" with a "Google Drive Assignments" button; "Due date" with a calendar icon, the date "8/04/21", time "11:59PM", and "100 pts"; "Category" with a dropdown menu; "Period" with a dropdown menu set to "Training" and a checkbox for "Set as midterm/final"; "Factor" with a text input "1.00"; "Scale/Rubric" with a dropdown menu set to "Numeric"; "Learning Objectives" with an "Align" button; and "Options" with several small icons. At the bottom are "Create" and "Cancel" buttons. A blue circle highlights the "Add" icons in the description field.

Choose a category (Daily or Test) and the grading period for the assignment.

**Category: \***



A dropdown menu with a blue header bar containing a white checkmark. The menu is open, showing four options: "(Ungraded)", "Daily Work", "Test Grade", and "(Create new grading category)".

**Period:**

Set as midterm/final

**Factor: \***

The remaining entries for factor, scale/rubric, and Learning Objectives will remain at the default settings.