

## CREATING A NEW ASSIGNMENT

- 1) Select your **GRADEBOOK** (make sure you have selected the correct group)
- 2) Go to **"Add Assignments"**
- 3) Select the **Category** for the Assignment (see below)
- 4) **Name** your assignment (see below)
- 5) Place a **check mark** if you wish to apply to all student groups (see below)
- 6) Select the **Classes** where this Assignment should be added (see below)
- 7) **SAVE**

The screenshot shows the 'Add Assignment' form in the Skyward Educator Access Plus interface. The form is titled 'Add Assignment' and is part of the 'Assignment Maintenance' section. The interface includes a header with the Skyward logo and 'Tuscola Technology Center' information. The form fields are as follows:

- Category:** HMK - HOMEWORK (highlighted with callout #3)
- Description:** TEST ASSIGNMENT (highlighted with callout #4)
- Assignment Group:** (empty)
- Entered Date:** Wed, Dec 20 2006
- Assign Date:** Dec 20 2006
- Proposed Due Date:** Dec 20 2006
- Actual Due Date:** 01 2006
- Max Score:** 100
- Weight Multiplier:** 1.00
- Post to Family Access
- Post to Student Access
- Apply this assignment to All Student Groups (highlighted with callout #5)

On the right side of the form, there are buttons: 'Save and Back', 'Save and Add Another', 'Undo', and 'Back'. Callout #7 points to the 'Save and Add Another' button.

Below the form is a table titled 'Select the Classes where this Assignment should be added' (circled in red). The table has columns: Entity Dpt, Sbj, Terms, Prd, Days Meet, Class, and Description.

Entity Dpt	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	500	1 to 4	1	MTWRF	NA1 / 01	Computer Technology Mgt-AM
<input type="checkbox"/>	500	1 to 4	2	MTWRF	NA2 / 02	Computer Technology Mgt-PM

Callout #6 points to the first row of the table. A legend at the bottom indicates that a checked box indicates a class that contains the selected category or dates.