

Creating Assignments

60 minutes

Description

Creating and entering scores for assignments, and then sharing them with students and their families online, is an easy way to keep everyone invested in your classroom informed about expectations and progress.

In Aspen IMS, create assignment categories to organize the assignments you create, share them online, and enter scores for students and parents to view in the Student and Family portals. Also, you can copy assignments you use repeatedly, and import assignments from another class or school year.

Use your Planner's calendar to help plan for days, weeks, or months of assignments.

Upon completion of this lesson, you will create assignment categories and assignments.

Prerequisites

Make sure you have completed the following lesson plans:

- Finding Your Way Around Aspen
- Getting Started with Aspen IMS
- Setting Up Your Aspen IMS Gradebook
- Using Digital Content in Your Classroom

Participant Objectives

- Create assignment categories.
- Create assignments on the **Assignments** side-tab, Planner, and Scores page.
- Create ungraded assignments.
- Use your Planner to plan and create assignments by day, week, or month.
- Share assignments and their scores with students and parents in the portal.
- Attach resources to assignments.
- Copy assignments.
- Import assignments from another class or previous year.
- Use Aspen IMS Mobile to view assignments on your Planner.

Activities

- Answer questions in the *Plan* section to determine the assignment categories you need to create and how you will create assignments.
- Create assignment categories for a class, and any classes linked to it.
- Create an assignment on the **Assignments** side-tab.
- Create an assignment on the Scores page.
- Determine your Planner settings.
- Create an assignment on the Planner, and add resources to it.
- Create an ungraded assignment on the Planner.
- Copy an assignment.
- Import assignments from another class or year.
- Use Aspen IMS Mobile to view assignments on your Planner.

Resources

For more information on this lesson and to complete the *Plan* and *Apply* sections, refer to the resources listed below. These are available in Aspen from the **Help** menu, **Videos**. You can also access online Help from the **Help** menu.

Quick Reference Guides:

- Assignment Categories
- Assignments
- Using Your Planner for Assignments

Plan

Use the space provided to record your answers to the following questions.

1. How do you organize the assignments you give in your classes for grading purposes? For example, do you have test, quiz, homework, and project grades? List your assignment categories by class here:
2. Do you weight individual assignments in a certain category more than others? For example, does a unit test have more weight than a chapter test? List those instances here:
3. Do you ever offer extra credit points for an assignment? If so, what is your policy?
4. Do you ever offer assignments that are entirely extra credit? If yes, write an example here:
5. Do you give assignments that happen every week? For example, do you administer a spelling quiz worth 10 points every Friday?

Apply

Now that you've taken an in-depth look at organizing and creating assignments, complete the following in the order listed:

- Create an assignment category.
- Create an assignment on the **Assignments** side-tab that students can view in the portal.
- Create an assignment on the Scores page.
- Define your Planner settings.
- Create an assignment on your Planner that is due next week, and attach a weblink as a resource.
- Create an ungraded assignment, such as reading a chapter or article, on your Planner for tonight's homework.
- Copy an assignment.
- Import an assignment from another class.
- Using your phone or tablet, view assignments on your Planner in Aspen IMS Mobile.

Assess

Staff Name: _____ Date: _____

Creating Assignments

Use the following table to confirm that you successfully completed each task, and to make any notes:

I can...	Do this in Aspen...
	Create an assignment category.
	Create an assignment on the Assignments side-tab.
	Create an assignment on the Scores page.
	Define my Planner settings.
	Create an assignment on my Planner.
	Attach resources, including files and weblinks, to an assignment.
	Create an ungraded assignment.
	Copy an assignment.
	Import assignments.
	Use Aspen IMS Mobile to view assignments on my Planner.

Notes:

Create Assignment Categories in the Gradebook

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

To define a category:

1. Log on.
2. Click the **Classes** tab.
3. Select a class to create categories for.
4. Click the **Categories** side-tab.
5. On the **Options** menu, click **Add**. The New Category page appears:

Note: You can also import categories from another section. To import categories, click **Import Categories** on the **Options** menu.


5. Type a code and a description for the category.

Note: Because the code can appear in the column header on the Scores page, type a short value.

6. If you set your gradebook preferences to calculate term averages by weight, type a **Weight** if you want the system to [weight any grades you enter for an assignment in this category](#). For example, if you create the assignment type **Homework**, and homework is 15% of the students' final grade, type **15**. Then, when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term. This field does not appear if you calculate term grades using total points.

Note: Weights do not have to add up to 100. A category's weight need only be relative to other category weights. For example, you might weight tests 50%, quizzes 25%, and homework 25%. You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

7. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments:

- At the **Grade Scale Name** field, click  to select the grade scale you want to use when entering grades for assignments in this category. For example, you might enter a **1,2**, or **3** for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades **1,2**, and **3** and their point values. Then, you would select that grade scale at this field.

Note: District grade scales are available for you to use for all assignments. [Create grade scales only if you have a personal grading scheme that is not defined by a district grade scale.](#)

- At the **Entry mode** drop-down, select **Both**, **Numeric Only**, or **Letter Only** to determine the grade values you can enter for any assignments in this category.
 - Type the **Total** (maximum) **points**.
 - Type any **Extra credit points** a student can earn for an assignment.
 - Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
 - Select a **Visibility type** for this assignment category. **Private:** Assignments do not appear in the Student or Family portals; **Public:** Assignments and grades appear in portals; **Public– no grades:** Assignments appear in portals but without grades.
8. If you [linked this section to any other sections on the Class Details page](#), select the **Also add this category to linked sections** checkbox.
9. Click **Save**.
10. Repeat steps 4-9 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your gradebook.

Creating Assignments in the Gradebook

You can create two types of assignments:

- [Graded assignments](#). Graded assignments appear on the Scores page for you to enter information. They also appear in the Student and Family portals. Graded assignments might be tests, quizzes, homework, papers, etc.
- [Ungraded assignments](#). Ungraded assignments do not appear on the Scores page. They do have due dates, and appear in the Student and Family portals. Ungraded assignments might include reading or other activities you want students to be aware of on their 'to do' lists, but they will not earn a grade or score for.

Tip: You can also [copy assignments](#) to quickly make duplicates, and [import assignments](#) from another class, or from a previous year.

While working with assignments, [use the filters available to view and work with only the assignments you want](#).

After you receive online or hard copy assignments for students, you can enter scores.

You can create assignments on the **Classes** tab, or from the **Planner** tab.

Create Assignments

Create assignments in the gradebook to track student scores for particular tasks. When you enter scores for assignments on the Scores page, the system updates students' term averages.

If your school uses the Student and Family portals, assignments can be viewed by students and family members. You can also determine that [students can upload completed assignments using the Student portal](#). These completed assignments are then available in your gradebook.

When you create an assignment, you can create a recurring schedule for it. You can determine that an assignment recurs on specific days, weekly, or monthly. For example, if you create the assignment Spelling Quiz, and create a recurring schedule for every Friday for a term, the system creates an assignment named Quiz for each Friday, with a sequential number attached (Quiz – 1, Quiz – 2, Quiz – 3, etc.).

You can copy assignments to quickly create duplicates, and you can [import assignments](#) from another of your class sections or from previous years.

Also, you can click **Add** on the Scores page to add an assignment for a class.




Note: You must [define categories](#) and [set your gradebook preferences](#) before you can create actual assignments.


To create assignments:

1. Log on to the Staff view.
2. Do one of the following:
 - Click the **Classes** tab. Click the **Assignments** side-tab. On the **Options** menu, click **Add Assignment**.
 - Click the **Planner** tab. On the calendar, find and click in the date you want to assign the assignment. Select the type of assignment you want to create.
 - Click the **Scores** side-tab. In the last column header on your scores grid, click **Add**.

The New Assignment page appears:

3. Use the following table to enter information in the fields:

Field	Description
Category	Click  to select the category for this assignment. If you defined default values for assignments in this category, those values appear in the appropriate fields.
GB Column Name	Type the name or code for the assignment that appears in the column header on the Scores page. Note: Type a short code with no spaces.
Assignment Name	Type a detailed name for the assignment.
Date assigned	Type or click  to select the date you created the assignment. Note: You can move assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day.
Date due	Type or click  to select the date the assignment is due.
Total points	This field appears only if you calculate averages by total points . Type the number of possible points a student can earn. You determine how you calculate averages when you set your gradebook preferences.
Weight	This field appears only if you calculate averages using category and assignment weights. Type a number if you want to weight this individual assignment in relation to other assignments in this category. For example, you might weight a difficult homework assignment more than an easy reading homework assignment. You determine how you calculate averages when you set your gradebook preferences .
Online submission	If you want students to be able to submit files for this assignment online using the Student portal, type the dates to set the Open and Close Dates for the online submission. Note: You must set up your gradebook and class Pages to receive assignments from students online . You receive these files on the Scores page.
Options	
Extra credit	Select this checkbox to treat this entire assignment as extra credit.

Field	Description
	<p>Note: If you select this checkbox, donot enter a value in the Extra credit points field below. Do only one of the following:</p> <ul style="list-style-type: none"> • Select the Extra Credit checkbox to treat the entire assignment as extra credit; or • Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.
Extra credit points	<p>Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points.</p> <p>Note: If you enter a value in this field, donot select the Extra Credit checkbox above. Do only one of the following:</p> <ul style="list-style-type: none"> • Select the Extra Credit checkbox to treat the entire assignment as extra credit; or • Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.
Sequence number	<p>If you select to order your gradebook column headers on the Scores page by Sequence number in your user preferences, type the number that determines the order in which this gradebook column appears.</p>
Score not droppable	<p>Select this checkbox if you drop scores for this course section, and you do not want the system to drop this score if it meets the requirements you set.</p>
Visibility Type	<p>Select one of the following to determine if you want students and parents to be able to view this assignment in the Student and Family portals:</p> <ul style="list-style-type: none"> • Public: The assignment appears in the portals. • Private: The assignment does not appear in the portals. • Public - no grades: The assignment appears in the portals, but no scores or grades you enter for the assignment appear.
Entry mode	<p>Click this drop-down to select Both, Numeric Only, or Letter Only to determine the grade values you can enter for this assignment.</p>
Grade Scale	<p>The grade scale you associate with the category you select at the Category Code field appears. If you want to use a different grade scale for this assignment, begin typing the value and select the one you want, or click  to select from a pick list.</p>

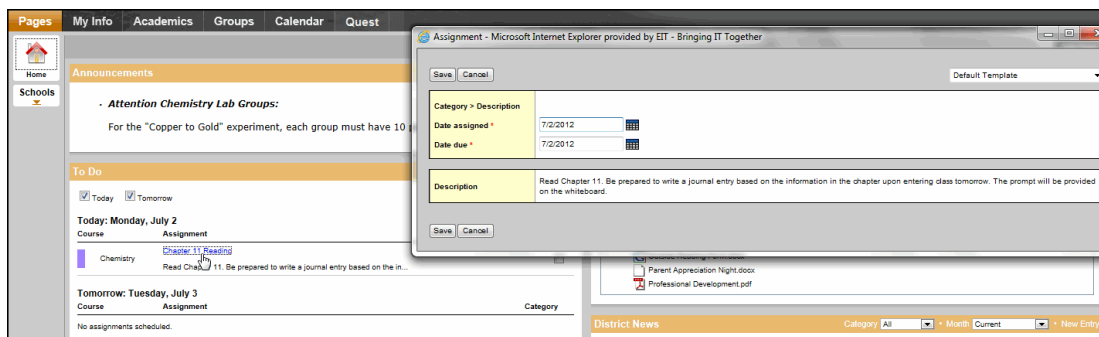
Field	Description
Grade Term	The system enters the grade term based on the date you enter at the Date due field. You can change this value.
Max points	This field appears only if you calculate averages by category weight or category and assignment weights. Enter the maximum number of points a student can earn for this assignment. You determine how you calculate averages when you set your gradebook preferences .
Recurring options	<p>If you want to create a recurring schedule for this assignment, select one of the following options:</p> <ul style="list-style-type: none"> • Click Daily to define a daily schedule. A dialog box appears. Define the start and end dates of the recurring schedule. In the Frequency field, type the number that determines how often the assignment recurs on schedule days. For example, if the assignment recurs every other day the class meets, type 2 in the Frequency field. Click OK. • Click Weekly to define a weekly schedule. A dialog box appears. Define the start and end dates of the recurring schedule. Type a value in the Recur every {how many} weeks field. Then, click the day of the week the assignment recurs on. • Click Monthly to define a monthly schedule. A dialog box appears. Define the start and end dates of the recurring schedule. In the Frequency fields, type the number day of the every {number} of months to recur the assignment. Click OK. <p>Note: If this section is linked to other classes, you can also recur this assignment for the linked classes. To recur this assignment, you must define the schedule before you click Save for a new assignment. Subsequent edits you make to any assignment or recurring schedule for the assignment apply to the class you are working in only; the system does not copy edits to assignments to other linked classes.</p>

Field	Description
Also add this assignment to linked classes	Select this checkbox if you linked other sections to this section on the Class Details page, and you want to copy and automatically create this assignment for all linked sections.
Resources Provided by the Teacher	<p>Click Add File or Add Weblink to attach a file or weblink to this assignment.</p> <p>Note: If your district uses Aspen IMS, you can also click Create Online Quiz or Select Google Doc.</p> <p>When you attach a file or weblink to an assignment, Aspen automatically adds the file to your Uploads folder in My Resources.</p> <p>Note: For students to see this information in the Student portal, be sure to enter online submission dates.</p>

- If the assignment is available in the Student and Family portals, click the **Portal Description** sub-tab to enter that information. The description can contain weblinks, tables, and all of the features of an Aspen text editor.
- If you or your district have defined reporting standards for this class, you can align this assignment to [reporting standards](#).
- Click **Save**. You can now enter grades or scores for the assignment on the **Scores** side-tab.

Create Ungraded Assignments

Create ungraded assignments to alert students of assignments they are responsible for but will not earn a score or grade for. For example, you might want to assign reading for homework. You want this assignment to appear in students' To Do widget in the Student portal, but you will not enter a score for the assignment:



You can [copy assignments to quickly create duplicates](#), and you can [import assignments from another of your class sections or from previous years](#).

To create an ungraded assignment:



1. Log on to the Staff view.
2. Do one of the following:
 - Click the **Classes** tab. Select the section you want to add the assignment to, and click the **Assignments** side-tab. A list of assignments already created for this section appears. On the **Options** menu, click **Add Ungraded Assignment**.
 - Click the **Planner** tab. Click the date you want to assign the assignment. A menu appears. Select **Add Ungraded Assignment**.

The New Assignment page appears:

The screenshot shows the 'New Assignment' page in the Follett Aspen system. The page is titled 'Planner' and has a navigation bar with 'Pages', 'Classes', 'Planner', 'Quest', 'Student', and 'Tools'. Below the navigation bar are 'Options', 'Reports', and 'Help' tabs. The page is divided into several sections:

- Classes:** A dropdown menu showing 'Media Production Linked Classes'.
- Assignment name:** A text input field containing 'Chapter 10 Reading'.
- Category:** A text input field containing 'HW'.
- Date assigned:** A date picker set to 8/21/2012.
- Date due:** A date picker set to 8/21/2012.
- Grade Term:** A dropdown menu set to 'Q4'.
- Visibility type:** A dropdown menu set to 'Public'.
- Description:** A rich text editor with a toolbar. The text in the editor reads: 'Read Chapter 10. Arrive to class prepared to write a thoughtful journal entry in response to the prompt that will be waiting for you on the whiteboard upon your arrival to class tomorrow.'
- Resources Provided by the Teacher:** A section with two buttons: 'Add File' and 'Add Weblink'.

3. Enter information in the following fields:

Field	Description
Classes	The classes this assignment is created for appear here after you click Save .
Assignment Name	Type a name for the assignment. This name appears in the To Do widget.
Category	Select the assignment category .
Date assigned	Type or click  to select the date you created the assignment. Note: You can move assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day.
Date due	Type or click  to select the date the assignment is due.
Grade Term	Select the grade term.
Visibility Type	Select one of the following to determine if you want students and parents to be able to view this assignment in the Student and Family portals: <ul style="list-style-type: none"> • Public: The assignment appears in the portals. • Private: The assignment does not appear in the portals. • Public - no grades: The assignment appears in the portals, but no scores or grades you enter for the assignment appear.
Description	Use the text editor to type a description of the assignment. The description can include links to the web, and any other feature available in the text editor.
Resources Provided by the Teacher	Click Add File or Add Weblink to attach a file or weblink to this assignment. Note: If your district uses Aspen IMS, you can also click Create Online Quiz or Select Google Doc . When you attach a file or weblink to an assignment, Aspen automatically adds the file to your Uploads folder in My Resources. Note: For students to see these resources in the Student portal, be sure to enter online submission dates.

4. Select the **Also add this assignment to linked classes** checkbox if you want to add this assignment to [any classes linked to the class you are currently adding the assignment to](#).
5. Click **Save**.

Copy Assignments for a Class

After you create an assignment for a class in your gradebook, you can copy that assignment to quickly make a duplicate for that class. For example, assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save yourself the time it takes to define the assignment and its point information.


To copy assignments for a class:

1. Log on to the Staff view.
2. Click the **Classes** tab.
3. Click the **Assignment** side-tab.
4. Select the checkbox(es) next to the assignment(s) you want to copy.
5. On the **Options** menu, click **Copy Assignments**. The system asks you to confirm the number of assignments you want to copy. Click **OK**. The system copies the assignments.
6. Select the checkbox next to an assignment, and click **Details** on the **Assignments** side-tab.
7. Edit information specific for this assignment. For example, you might want to change the name from Worksheet 1 to Worksheet 2.
8. Click **Save**.
9. Continue to make any changes you need for each copied assignment.

Import Assignments from Another Class or Year

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook.

To import assignments:

1. Log on to the Staff view.
2. Click the **Classes** tab.
3. Click the **Assignment** side-tab.
4. On the **Options** menu, click **Import Assignments**. The Import Assignments dialog box appears.
5. At the **Import from** field, click  to select the section you want to copy assignments from. A list of your course sections sorted by year appears.
6. Select the course section you want to copy assignments from, and click **OK**.
7. Select one of the following to indicate which assignments you want to copy:
 - **Selected:** to select specific assignments from the section. The Assignment pick list appears in descending order. Select the checkbox next to each assignment you want to copy, and click **OK**.

- **Category:** to select entire categories of assignments to copy from the section. The Category pick list appears in descending order. Select the checkbox next to each category of assignments you want to import, and click **OK**.
- **All Assignments:** to copy all assignments from the section.

Note: The system updates the value for each date of the assignment to the current schedule term and school year. The system uses the student calendar shared by the majority of students in the section to determine the dates.

8. Click **OK**.

Using Your Aspen IMS Mobile to View Your Planner


It is Sunday night, and you are in line at the grocery store. You have that sudden feeling that you forgot to create all of the assignments you meant to provide for students to access this week in school.

No problem. While you are waiting, access your Aspen IMS Mobile for teachers on your phone to refer to your Planner for the week.

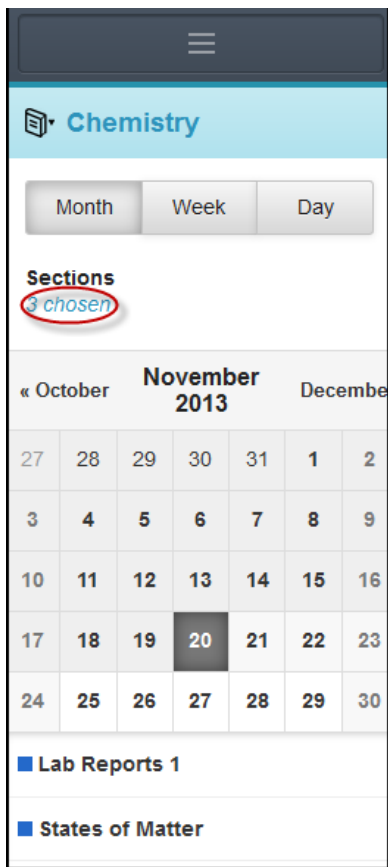
1. Log on to Aspen IMS Mobile.



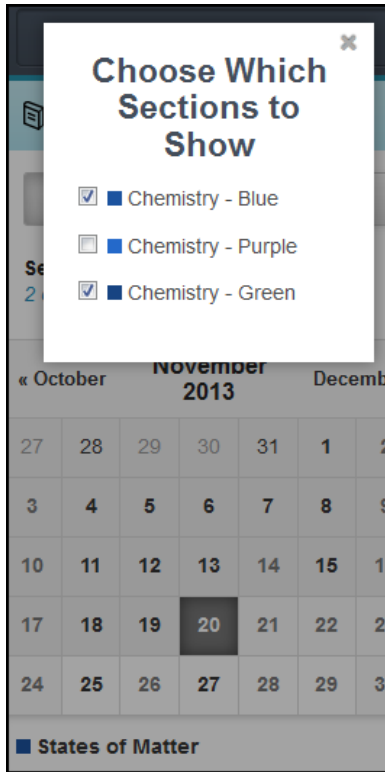
CALENDAR

2. Tap  CALENDAR. Your Planner automatically displays any assignments you created for all of your classes.
3. To limit the classes you see, tap **All Classes**. A list of your classes appears. Tap a specific class name to view assignments for that class only.

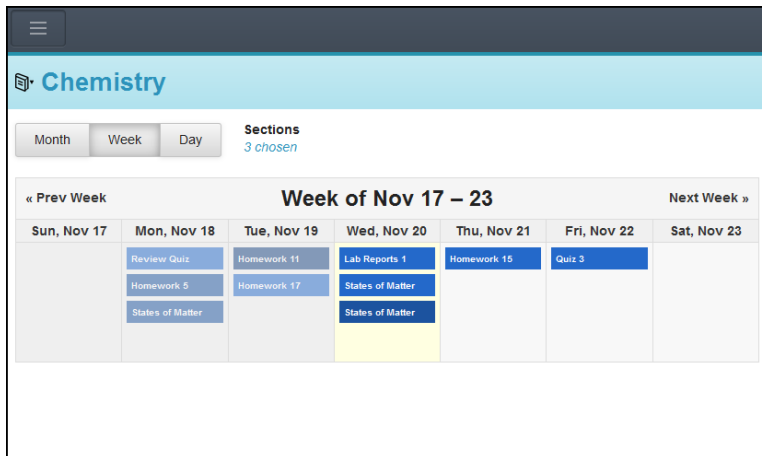
Note: If you teach several sections of that same class, information for all sections automatically appears. To select specific sections of the class, tap the number chosen:



To remove the checkmark and information for those sections from appearing, tap the checkboxes:



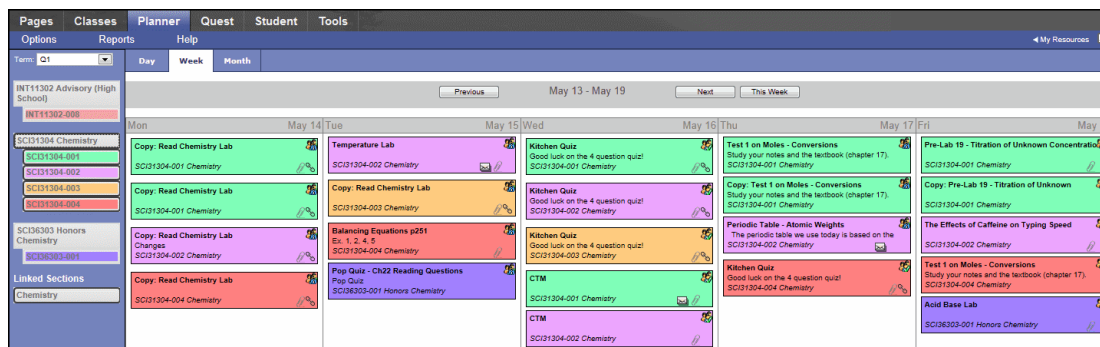
On a phone, assignments appear at the bottom of the calendar. On a tablet, up to three assignments appear within the date on the calendar:



- To view details or attachments, tap an assignment name.

Using the Planner

The **Planner** tab Aspen IMS is an online teacher plan book. On this page, you can create, view, and edit assignments for your sections, as well as manage personal appointments:



If your district or department has created curriculum maps for your classes, you can also view the curriculum maps.

Your Planner contains three views:

- **Curriculum View:** See which map topics (units) and lesson plans to cover each day, according to the curriculum map defined for this course.
- **Event View:** Create and view your assignments and personal appointments.
- **Lesson View:** Create and view lesson plan notes and resources you create for lessons outside of a district curriculum map.

Before you use your Planner:

- Define your [Planner settings](#), which include the colors you want to use to identify your classes.
- Determine the information that displays on the Planner, such as which [classes](#) and which [dates](#).

Define Your Planner Settings

Define your Planner settings to determine how your classes appear on your Planner.

Note: Changes to the Planner settings will affect the appearance of the Planner widget.

To define your Planner settings:

1. Click the **Planner** tab.
2. On the **Options** menu, click **Planner Settings**. The Settings page appears:

Name	Color	Options
My Events	[Green Box]	
Follett Schools	[Pink Box]	
Crow Point High School	[Pink Box]	
DUTY-040 Duty	[Green Box]	All categories
INT11302-008 Advisory (High School)	[Red Box]	All categories
PREP-031 PREP	[Yellow Box]	All categories
SCI1304-001 Chemistry	[Green Box]	All categories
SCI1304-002 Chemistry	[Purple Box]	All categories
SCI1304-003 Chemistry	[Orange Box]	All categories
SCI1304-004 Chemistry	[Red Box]	All categories
SCI1303-001 Honors Chemistry	[Purple Box]	All categories

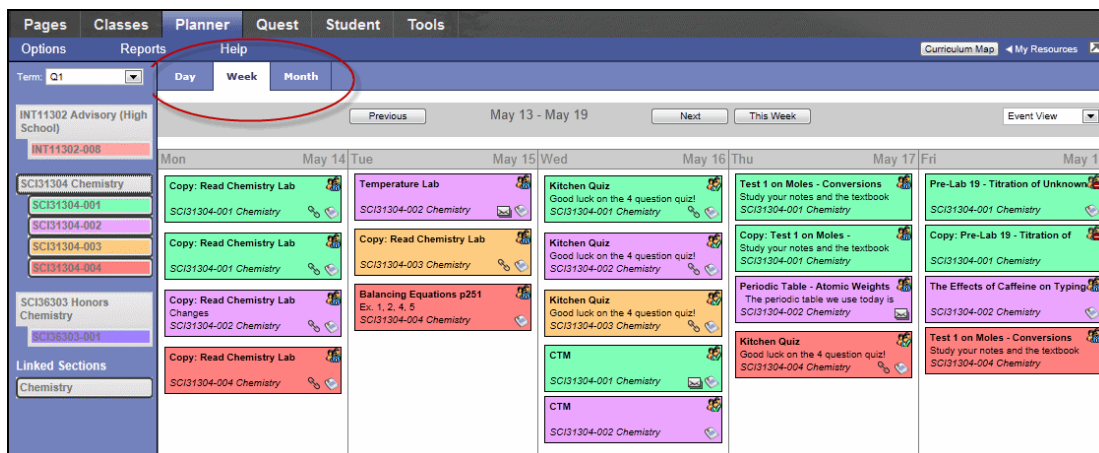
3. Use the following table to define your Planner settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your planner.
Activate Reminders	<p>Select this checkbox if you want to display a single line reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due.</p> <p>For example, if the date due is three days after the date assigned, a reminder line appears on the calendar for all three days.</p> <div style="background-color: #4a86e8; color: white; padding: 5px; border: 1px solid #4a86e8;"> <p>Note: If you select this checkbox and you view information for all of your sections on your Planner, your Planner could contain many assignment reminder lines for each date.</p> </div> <p>This function is primarily intended for students to remind them that they are supposed to be working on something.</p>
Color	<p>Determine the highlighter colors that represent your sections and appointments on your Planner.</p> <p>In the Color column, click the color box next to the item. The Color Chooser appears. Click a color, and click OK.</p> <p>Within each class section, you can click All Categories to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class.</p> <div style="background-color: #4a86e8; color: white; padding: 5px; border: 1px solid #4a86e8;"> <p>Note: The colors for appointments is set by the My Events color.</p> </div>

4. Click **Save**.

Determine the Calendar View on Your Planner

When using your Planner, click the tabs at the top of the page to change the timeframe to view:



To determine which dates you view information for:

1. Click one of the following:
 - **Day** to view assignments and appointments for one day
 - **Week** to view assignments and appointments for one week
 - **Month** to view assignments and appointments for one month

Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear:

2. Do the following to move between dates:

- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.
- Click **This Week** to view the current week.

Use the Event View on Your Planner for Assignments







Use the Event View on your Planner to plan and create assignments by day, week, or month:

You can create the following:

- [assignments](#)
- [appointments](#)

Open [My Resources](#) to drag and drop resources to assignments.

The following icons appear for assignments on the **Day** and **Week** tabs:

Icon	Description
	The Envelope icon indicates that this assignment has information you can download and review.
	The Chain Link icon indicates that this assignment applies to other linked sections .
	The Attachments icon indicates that the assignment has an attachment.
	The assignment is private; it does not appear in the Student and Family portals.
	The assignment is public, and its grades and details appear in the portals.
	The assignment details are public, but the grades do not appear in the portal

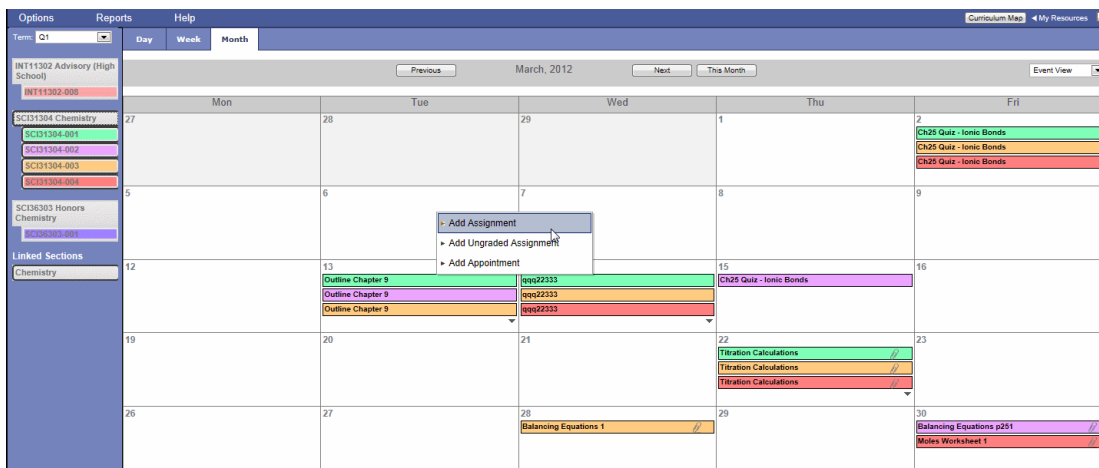
Create and Add an Assignment on Your Planner

You can create and add assignments for your classes directly on your planner. You can add the following:

- [Assignments](#)
- [Ungraded Assignments](#)
- [Appointments](#)

There are two ways to add graded and ungraded assignments:

1. Click on the date you want to assign the assignment or create the appointment for in your calendar. A menu appears:



Select the type of assignment or appointment you want to create for that date. The corresponding page appears.

2. Open **My Resources**, and click, drag and drop an assignment template to a date on your calendar. The New Assignment page appears.
3. [Enter the assignment information](#).

You can attach files, links, [online quizzes](#), and [Google Docs](#) to your assignments by dragging and dropping them from My Resources.

If any of the files are Google Docs, you can make the document editable by the student. To do so, click **Make Student Editable** to the right of the document title:

Note: When you make a Google Doc student editable, it creates student-specific versions of that document.

To edit an assignment or appointment, click the assignment or appointment on the calendar.

To delete an assignment, click the assignment or appointment on the calendar. On the **Options** menu, click **Delete Calendar Item**.

[If you create an assignment for a section that is linked to other sections, you can link the assignments.](#)


Create Appointments on Your Planner

Appointments are personal reminders that only appear in your Planner. They can only be created on the **Planner** tab. Appointments appear as a single line.

Note: Go to [Planner Settings](#) to change the color that represents appointments on your Planner.

To create an appointment:

1. Click the **Planner** tab.
2. Click the date you want to make the appointment for. A menu appears.
3. Click **Add Appointment**.
4. Use the following table to enter information in the fields:

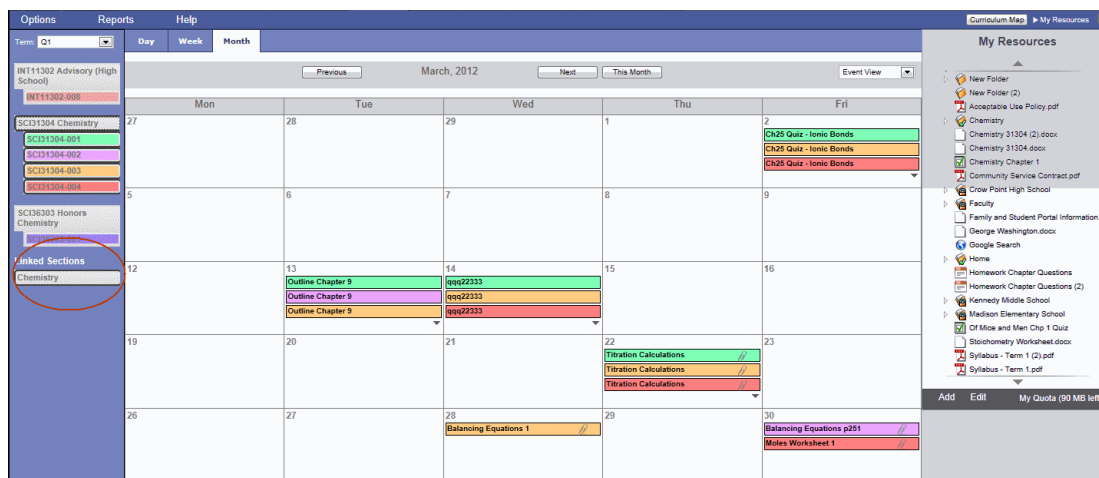
Field	Description
Name	Type the name of the appointment. This is the name that appears on your Planner.
Start Date	Type the date on which the appointment begins, or click  to select the date.
Start Time	Type the start time of the appointment.
Description	Type a description of the appointment.

5. Click **Save**.

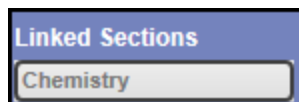
Work with Linked Sections

If you create an assignment for a section that is [linked to other sections](#), you can link the assignments.

In your Planner, linked sections appear in the list of classes on the left side of the page:



Click the **Planner** tab. The label for the linked sections now appears:



Click the linked section's name to include all assignments for all the sections within the link.