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.

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
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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:

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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 receiver 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.

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| Field	Description
	Note: If you select this checkbox, donot enter a value in the **Extra credit points** field below. Do only one of the following: • 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	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. **Note:** If you enter a value in this field, donot select the **Extra Credit** checkbox above. Do only one of the following: • 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	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.
Score not droppable	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.
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: • **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	Click this drop-down to select **Both, Numeric Only,** or **Letter Only** to determine the grade values you can enter for this assignment.
Grade Scale	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.

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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	If you want to create a recurring schedule for this assignment, select one of the following options: ● 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.** **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.

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	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 this information in the Student portal, be sure to enter online submission dates.

4. 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.

5. If you or your district have defined reporting standards for this class, you can align this assignment to reporting standards.

6. 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:
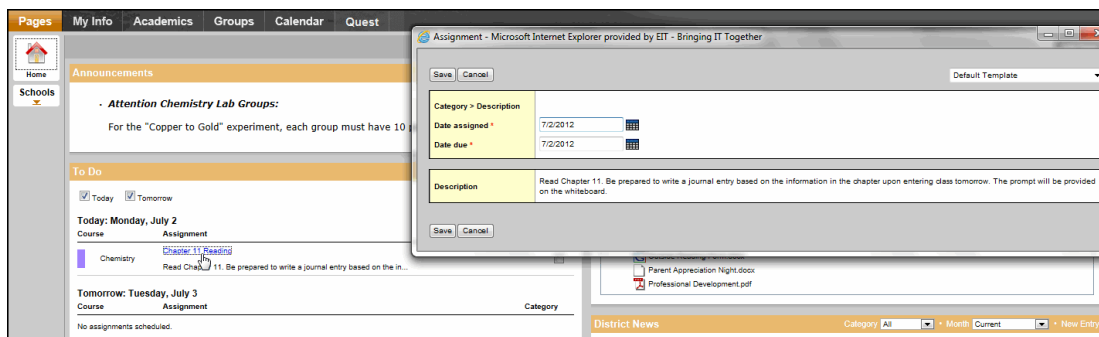
You can copy assignments to quickly create duplicates, and you can import assignments from another of your class sections or from previous years.

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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:

3. Enter information in the following fields:

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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: • **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.**

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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.**

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- **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.
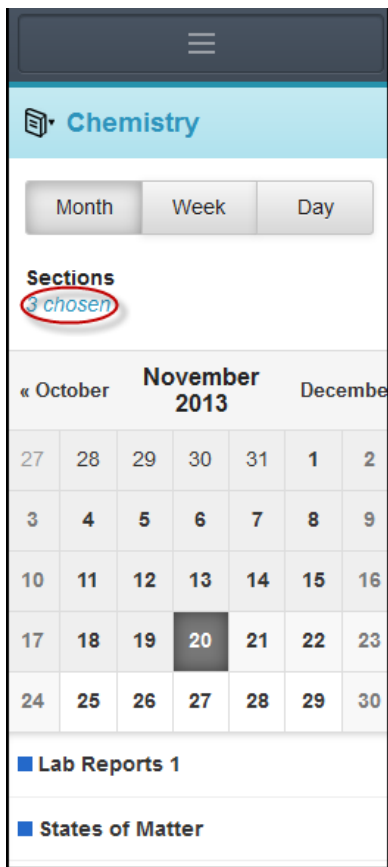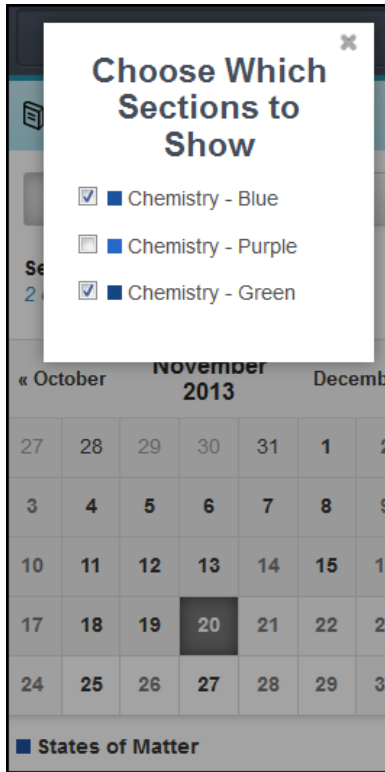
1. Log on to Aspen IMS Mobile.

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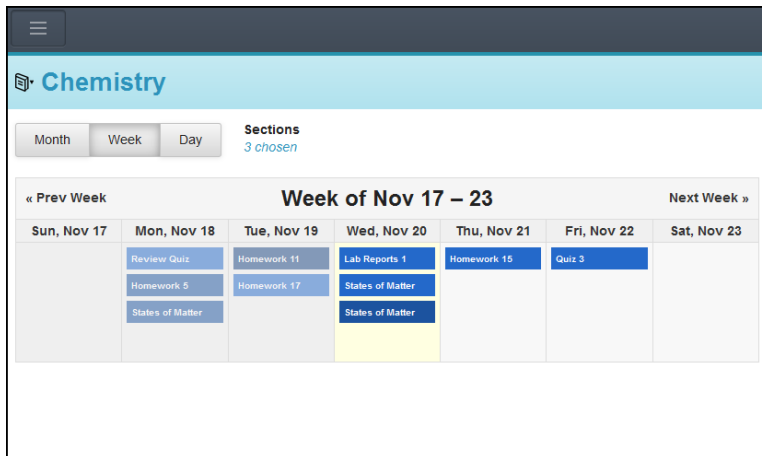
> **Note:** If you teach several sections of that same class, information for all sections automatically appears. To select specific sections of the class, tap the number chosen:

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

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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:

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

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