

GENESIS GRADEBOOK: CREATING A SINGLE ASSIGNMENT

Add a Single Assignment to a Class

Gradebook→Class Rosters→Marking Period

Step 1: Click the “Add Assignment” link

Figure 1 - Gradebook Add New Assignment Screen

Accessing the Add Single Assignment Screen

The “**Add Single Assignment**” screen can only be accessed by clicking the “**Add Assignment**” link in the Quick Links section of the **Class Roster** screen.

Add a New Assignment to a Class, Cont.

Gradebook→Class Rosters→Marking Period→Add Assignment

Step 2: Define the Assignment

The screenshot shows the 'Add New Assignment' screen with the following fields and options:

- Assignment Name:** *Assignment Name: [Text Field]
- Column Header:** *Column Header: [Text Field]
- Description:** Description: [Text Field]
- Assigned Date:** Assigned Date: 09/13/2006 [Date Picker]
- Due Date:** Due Date: 09/13/2006 [Date Picker]
- Category:** *Category: [Dropdown]
- Max Possible Score:** *Max Possible Score: 100 [Text Field]
- Assignment Unit:** Assignment Unit: [Dropdown]
- For Parents Module:** *For Parents Module: Yes No
- Seq:** Seq: [Text Field]
- Group:** Group: [Dropdown]
- Created:** Created: [Text Field]
- Marking Period:** *Marking Period: MP1 [Dropdown]
- Grade Type:** *Grade Type: [Dropdown]
- Assignment Weight:** *Assignment Weight: 1.0 [Text Field]
- For Gradebook:** *For Gradebook: Yes No
- Class List:** Course / Section: 0001/1 - ADV & DESIGN
 - 000A/1 - X1-ADV DESIGN - BLK 2
 - 000B/1 - X2-ADV & DESIGN
 - 000C/1 - X3-ADV & DESIGN
 - 000D/1 - X4-ADV & DESIGN
 - 0002/1 - ADV & DESIGN
 - 0005/1 - ADV & DESIGN
 - 0003/1 - ADV & DESIGN
 - 0004/1 - ADV & DESIGN
 - 0007/1 - ADV & DESIGN
- Buttons:** Save

Figure 2 - Gradebook Add New Assignment Screen

Add a New Assignment

This screen appears when you click the “[Add Assignment](#)” link. It allows you to specify all information about a new assignment and to copy the new assignment to all or some of your classes.

Assignment Characteristics

Each assignment has the following fields:

- **Assignment Name** – Your name for this Assignment
- **Column Header** – What will appear in this Assignment’s column in the Student Roster spreadsheet
- **Seq** – Sequence # for the Assignment
- **Description** – lengthier description of the Assignment
- **Assigned date** – date Assignment given – this is a required field
- **Due date** – Date Assignment due – this is NOT a required field.
- **Category** – What category is it? (E.q. “Quiz”, “Homework”, “Class Project”)
- **Marking Period** – Marking Period – most useful if the Assignment is undated.

- **Workgroup** – You can target the Assignment to one selected Workgroup.
- **Grade type** – How will the Assignment be graded? E.g. Numeric, Alpha, Pass/Fail, OSU, Rubric
- **Maximum Possible Score** – The numeric value in points of this Assignment. Default is 100.
- **Assignment Unit** - The class Unit to which this Assignment belongs. This can be left blank.
- **Assignment Weight** - The number of times to “count” this Assignment. This is a multiplier on the maximum points and – ultimately – on each student’s grade for the Assignment. It must be at least 1.0 and can be up to 9.0. It is decimal (e.g. you can count an Assignment 1.5 times).
- **For Parents Module?** – A yes/no flag that indicates whether this Assignment should be displayed in the Parents Module.
- **For Gradebook?** – A yes/no flag which indicates whether this Assignment should be displayed on the Gradebook Student Roster screen. This allows you to create “hidden” Assignments – Assignments that can be held off the regular page and used to simply track things.

NOTE: An Assignment, by default, is added only to the “active” course – the class whose name/number appears in the Class drop down at the top of the center screen section. The checkboxes at the bottom of the Add Assignment screen can be used to copy the new Assignment to any or all of your other classes.

Procedure to Create a New Assignment

1. Click the “**Add Assignment**” link at the upper right of the screen’s center section.
2. Enter the **name** of the Assignment
3. Enter the **column header** for the Assignment
4. Specify a **Sequence #** for the Assignment, if you wish
5. Add a **description** for this Assignment, if you wish
6. Select the **Category** type for the Assignment from the Category drop down
7. If you desire – select one Workgroup to which to target this Assignment
8. Select the **Grade Type** for this Assignment from the Grade Type drop down
9. Change the **Assigned Date** from today to something else, if you wish
10. Change the **Due Date** from today to some other date, if you wish. You may leave this date blank to create an “undated” Assignment.
11. If you are leaving the Assignment undated, select the target **Marking Period**.
12. Change the **Maximum Score** from 100 to whatever you wish – if you wish to change it at all
13. Select a “**Set**” to associate this Assignment with – if you wish to associate it with a Set.
14. If you wish to hide this Assignment from the Parent’s Module, click the “**no**” radio button for the **For Parent’s Module** field
15. If you wish to keep this Assignment off your Student List screen, click the “**no**” radio button for the “**For Gradebook**” field.

16. Click in the checkbox for any of your other classes you wish to add this new Assignment to. You will be able – later – to tailor the Assignment for each class (e.g. change the **Assigned** and **Due** dates).
17. Select a Workgroup from the Workgroup drop down to restrict the Assignment to one group.
18. Click the “**Save**” button to actually add the new Assignment.

Undated Assignments: You can create an undated assignment by clearing the **Due Date** field. Undated Assignments are sorted to the “lowest possible date” and end up at the right end of the list of Assignments in a Marking Period.

Special Grading Types

There are two special “ungraded” grading types available for Assignments. These are:

- Ungraded – This is not graded at all. This gives you a yes/no option for each student. It is good for recording whether or not a student has done something (e.g. turned in their field trip form)
- Ungraded Text Field – This field captures a small text item for each student. This can be used, for example, to record the number of the book the student is assigned.