

GENESIS GRADEBOOK: Create an Assignment

Add a Single Assignment to a Class

Gradebook → Gradebook → Marking Period

Step 1: Click the "Add Assignment" link

The screenshot shows the 'Add New Assignment' screen in the Genesis Gradebook. The 'Quick Links' section is visible, with the 'Add Assignment' link highlighted by a red box and a yellow callout bubble. The main table lists 19 active students, each with a unique ID and name, and columns for 'MP1 Calc. Grade', 'E', 'A', 'Posted Grade', and 'Posted Comments'. The table is currently empty, with a message 'No assignments have been created.' at the top. The bottom of the screen shows 'Assignment Average' statistics and a copyright notice for Genesis Educational Services, Inc.

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

Mass Add Assignments tab, "Add Assignments"

Course Assignments

Course: 000C/1 - X3-ADV & DESIGN

Create Assignment (3)

*Assignment Name: Seq:

*Column Header: Group:

Description:

Assigned Date: 08/14/2006

Due Date: 08/14/2006

*Category:

*Max Possible Score: 100

Assignment Unit:

*Marking Period: MP1

*Grade Type:

Assignment Weight: 1.0

*For Parents Module: Yes No

*For Gradebook: Yes No

Course / Section: 000C/1 - X3-ADV & DESIGN

<input type="checkbox"/> 000A/1 - X1-ADV DESIGN	<input type="checkbox"/> 000B/1 - X2-ADV & DESIGN
<input type="checkbox"/> 000D/1 - X4-ADV & DESIGN	<input type="checkbox"/> 0001/1 - ADV & DESIGN
<input type="checkbox"/> 0002/1 - ADV & DESIGN	<input type="checkbox"/> 0005/1 - ADV & DESIGN
<input type="checkbox"/> 0003/1 - ADV & DESIGN	<input type="checkbox"/> 0004/1 - ADV & DESIGN
<input type="checkbox"/> 0007/1 - ADV & DESIGN	

Add assignment after this?:

Save

Item collected.

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.g. "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 Weight** – The Assignment can be weighted by a decimal value. The default weight is “1.0”. For example, if you want the Assignment to be “counted twice” you would set this field to “2.0”.
- **Assignment Unit** - The Unit to which this Assignment belongs. This can be left blank.
- **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.

Adding Multiple Assignments

You can add multiple Assignments, one right after the other, by checking the “Add Assignment after this” checkbox. This is located on the lower left corner of the screen.

You can mass add Assignments, all at once, by using the “**Gradebook→Assignments→Add Assignments**” tab. See the “**Mass Add Assignments**” document.