

GRADEBOOK ASSIGNMENTS: MASS ADD ASSIGNMENTS

Mass Add Assignments to a Class

Gradebook→Assignments→Add Assignments

Class in which Assignments will be created.

Select target Marking Period. Defaults to current.

Course Assignments
24833/2 - INTEGRATED SCIENCE, 246, Per. 1-2 (FY)

This screen allows you to mass create assignments based on criteria. Please follow the steps below to complete the process.

*Select the marking period to create assignments for: Marking Period 1

*Select the category of the assignment:

*Select the grade type of the assignment:

*Set the maximum points for this assignment: 100

Select the unit of the assignment (Optional):

Select the workgroup for this assignment (Optional):

*Select the due dates of the assignment:

Every school day of specified Marking Period(s).

Specify day of week: M T W TH F

Specify cycle day: 1 2 3 4 5 6

Create 1 assignments with Blank Due Dates.

Remove existing assignments of this category: (Only applies to the selected marking period(s) above)

Save

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Figure 1 - Mass Create Assignments

Mass Create Assignments

This screen allows you to generate large groups of assignments. Currently, you can create Assignments for either:

- Every school day in the select MP
- Specific days of the week – every week. E.g. Every Monday *and* Every Friday.
- Specific days of your schedule cycle (if you are using a schedule cycle)
- Whether to create Assignments in all marking periods or one specific MP

The required information for the mass create action includes:

- A specific **Marking Period** or all **Marking Periods**
- The target **Category** (e.g. “Homework” or “Quiz”).
- The desired **Grading Type** (e.g. numeric, alphabetic, O-S-U, etc.)
- The **Max Points** for the Assignments

- How to create the Assignments:
 - One for every school day of the Marking Period - or
 - Days of the week (every week of the MP) – or
 - Cycle days (every cycle in the MP) - or
 - A specific number of undated Assignments (e.g. 25 undated Assignments)

Optional information includes:

- **Unit** to which the Assignments will be assigned
- A **Workgroup** that the Assignments will be targeted toward
- Whether or not to delete any existing Assignments in the Category.

Mass Create Assignments Example

1. Select Marking Period 1 from the Marking Period drop down.
2. Select Homework as the Category of the new Assignments
3. Select a Grading Type of “Checks”.
4. Do not select a Set.
5. Do not select a target Workgroup (the Assignment is for all students in the class).
6. Do not check the “remove existing assignments of this Category” checkbox.
7. Select the “due dates” as “every Tuesday and Thursday” [“in the Marking Period” is implied. You may also create up to 100 *undated* Assignments. An “undated Assignment” has no pre-set due date. You can update the due dates later.
8. Click the Save button to create the new Assignments

If the operation succeeds, you are shown the following Confirmation Dialog:

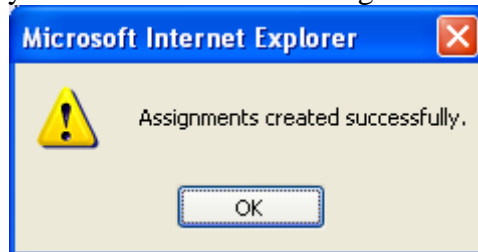


Figure 2 - Create Assignments Confirmation Dialog

9. Click “OK” to complete the creation of the new Assignments
10. You can now bring up the “List Assignments” screen to view the new Assignments.

Mass Create by Patterns of Week Days

Gradebook→Assignments→Add Assignments

Course Assignments
24833/2 - INTEGRATED SCIENCE, 246, Per. 1-2 (FY)

Assignment List | **Add Assignments** | Mod. Assignments | Copy Assignments | Year to Year | Add Assignment

This screen allows you to mass create assignments based on criteria from you.
Please follow the steps below to complete the process.

*Select the marking period to create assignments for: Marking Period 1

*Select the category of the assignment:

*Select the grade type of the assignment:

*Set the maximum points for this assignment: 100

Select the unit of the assignment (Optional):

Select the workgroup for this assignment (Optional):

*Select the due dates of the assignment:

Every school day of specified Marking Period(s).

Specify day of week: M T W TH F

Specify cycle day: 1 2 3 4 5 6

Create 1 assignments with Blank Due Dates.

Remove existing assignments of this category: (Only applies to the selected marking period(s) above)

Save

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Mass Create Assignments by Pttrens of Week Days

This screen allows you to generate large groups of assignments. Using the “Days of the Week” option, you can create Assignments for multiple days of the week with one “mass add” operation.

Examples:

- To create a Homework Assignment every Monday, Wednesday and Thursday, select “Homework” as your Category and check the check boxes for M, W and TH.
- To create a Quiz every Thursday, select Quiz as your Category and check the checkbox for TH.

Days School Does Not Meet Do Not Get Assignments

Genesis Gradebook will not create Assignments for days that the school calendar indicates school will not be in session. For example, if you mass add Assignments for Thursdays (in NJ), no Assignment is created for either Thanksgiving or “Teacher Convention” Thursday. (You may specifically add Assignments for those days but Genesis does not automatically mass add Assignments on non-school days.)

Mass Create by Schedule Cycle Days

Gradebook→Assignments→Add Assignments

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Course Assignments
 24833/2 - INTEGRATED SCIENCE, 246, Per. 1-2 (FY)

Assignment List **Add Assignments** Mod. Assignments Copy Assignments Year to Year Add Assignment

This screen allows you to mass create assignments based on criteria from you.
 Please follow the steps below to complete the process.

*Select the marking period to create assignments for: Marking Period 1

*Select the category of the assignment:

*Select the grade type of the assignment:

*Set the maximum points for this assignment: 100

Select the unit of the assignment (Optional):

Select the workgroup for this assignment (Optional):

*Select the due dates of the assignment:

Every school day of specified Marking Period(s).
 Specify day of week: M T W TH F
 Specify cycle day: 1 2 3 4 5 6
 Create 1 assignments with the following Due Dates.

Remove existing assignments of this category: (Only applies to the selected marking period(s) above)

Save

If the school uses a 'Schedule Cycle' of from 2 to 8 days, a fourth option appears here to allow you to create Assignments by Schedule Day pattern.

Mass Create Assignments by Schedule Cycle Days

If your school uses "Schedule Cycles" of from 2 to 10 days, you may additionally select patterns of *schedule days*.

Examples:

- If you have a 6 day cycle (Days 1-6), to create a homework Assignment every 2,3 & 5 day select "Homework" as your Category and check the check boxes for days 2, 3 & 5.
- If you have a 4 day cycle (Days A-D), to create a quiz every 4th day select "Quiz" as your Category and check the checkbox for D day.

Cycle Day Checkboxes

Genesis uses the schedule cycle your school has set up to determine how many boxes to display and what to label the boxes. You should never see boxes for schedule days you do not have at your school.