

# GRADEBOOK ASSIGNMENTS: MOIDFY AN ASSIGNMENT

## Edit an Individual Assignment

Gradebook → Gradebook

Step 1: Click the highlighted Assignment Header

The screenshot shows the Genesis Gradebook interface for 'Pemberton Township Schools' in the '2006-07' school year. The course is '24833/2 - INTEGRATED SCIENCE, 246, Per. 1-2 (FY)'. The table lists 11 active students with their IDs, names, and scores for various assignments. The 'QUIZ 2' column header is highlighted in yellow and enclosed in a red box. A callout bubble points to this header with the text: 'To **Modify** the Assignment definition, click on the highlighted Assignment column header'. The table also includes an 'Assignment Average' row at the bottom.

ID	Name	MP1 Calc. Grade	E	A	QUIZ 1 QUIZ 2 QUIZ 3 QUIZ 4 QUIZ 5 QUIZ 6 QUIZ 7													
					Thu - 1 09/07 100.0	Thu - 6 09/14 100.0	Thu - 5 09/21 100.0	Thu - 4 09/28 100.0	Thu - 2 10/05 100.0	Thu - 1 10/12 100.0	Thu - 6 10/19 100.0	Thu - 5 10/26 100.0	Thu - 4 11/02 100.0					
082074	CAMPBELL, LOGAN C. <i>New</i>	44.0 (F)	88.0	200.0	88	M												
076201	DEMPSEY, JOSHUA F. <i>New</i>	42.0 (F)	84.0	200.0	84	A	M											
208357	GORDON, ANDREW STEPHEN. <i>New</i>	0.0 (F)	0.0	100.0		M												
201730	HOMAN, STEPHANIE L. <i>New</i>	0.0 (F)	0.0	200.0		M	M											
089048	KINSLow, BENJAMIN H. <i>New</i>	0.0 (F)	0.0	200.0		M	M											
084012	LOMAX, RICHARD B. III <i>New</i>	0.0 (F)	0.0	200.0		M	M											
072078	MARSHALL, KACIE M. <i>New</i>	44.0 (F)	88.0	200.0	88	M												
085013	RABB, SHAKIA <i>New</i>	0.0 (F)	0.0	100.0		M												
201372	ROBBINS, TRACEY L. <i>New</i>	0.0 (F)	0.0	100.0		ABS	M											
088048	STERLING, AARON E. <i>New</i>	44.0 (F)	88.0	200.0	88	M												
088106	TROUTMAN, XAVIER L. <i>New</i>	44.0 (F)	88.0	200.0	88	M												
079010	CHAMBERS, JOHN <i>Dropped</i>	44.0 (F)	88.0	200.0	88	M												
<b>Assignment Average:</b>					0%	58.2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Figure 1 - To Grade an Assignment, click anywhere in its column on the Gradebook → Gradebook screen

### Editing an Assignment

Most parameters and settings on an individual assignment can be changed. To edit the Assignment’s definition (as opposed to *grading* the Assignment), click on the highlighted Assignment **column header**. This will bring up the “**Modify Assignment**” screen, shown below.

## Edit an Assignment, Cont.

Gradebook → Assignments → Modify Assignment

Step 2: Modify the Assignment Parameters and Settings

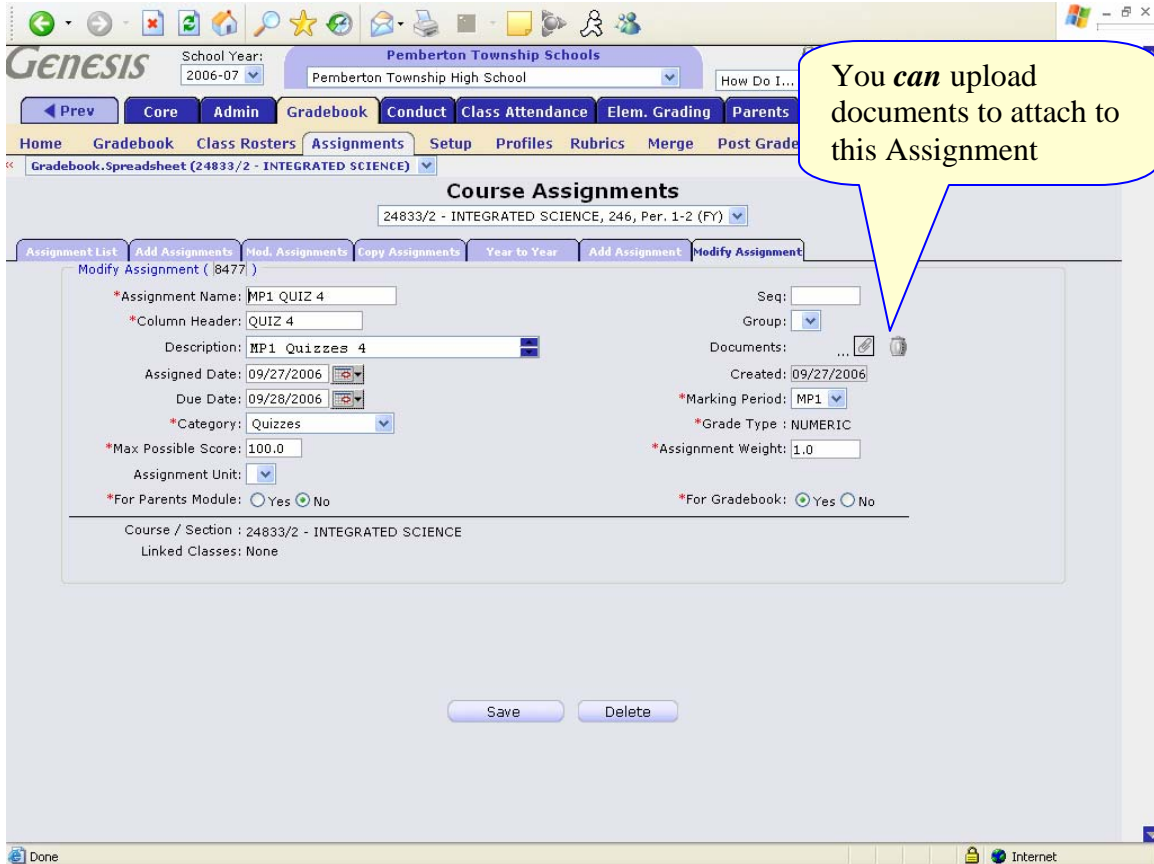


Figure 2 - The Modify Assignment Screen (update or delete one Assignment)

### Modify an Assignment Definition

When modifying the parameters of an existing assignment, you can change almost all the fields, *except* the “Grade Type” field:

- Assignment Name
- Column Header
- Sequence #
- Strip Description
- Workgroup
- Assigned Date
- Due Dates
- Category
- Maximum Possible Score
- Marking Period
- Unit
- Assignment Weight
- Parent’s Module Flag
- Hide in Gradebook Flag

You *cannot* modify the **Grade Type**: once you have selected the grade type for the Assignment it cannot be changed.

### **Changing Assignment Category, Maximum Points, Assignment Weight**

Whenever you make a change that affects the student's grade average Genesis will completely recompute the average for you. You can safely do any or all of the following:

- Change the Assignment's Category – For example, you can move a Homework Assignment and make it a Quiz. The Category averages of all the affected Categories are recomputed and the student's total Marking Period Average is also recomputed.
- Change the number of points an Assignment is worth – This may cause the student's Category average to change and that may, in turn, change the student's Marking Period average: all are recomputed.
- Change the Assignment Weight – This alters “how many times to count the Assignment” and causes the Category and Marking Period averages to be recomputed.

### **Why Can't the Grade Type be Changed?**

Genesis Gradebook does not allow changes when it does not know how to do the corresponding re-calculation to grade values and Category and Marking Period averages. Because it is not clear how to translate between Grade Types, changing the Grade Type is not allowed. For example, how would a grade of “O” be translated into a grade of “Check Plus”? Because there is no clear, general answer, the translation is not allowed.

### **Attaching documents to Gradebook Assignments**

It is possible to upload and attach documents to Assignments. This is explained in the “**Attach Documents to Assignments**” document.