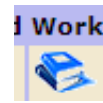


# Creating Assignments in Genesis Gradebook

**Before you can give grades in Genesis, you must first create the assignment!**

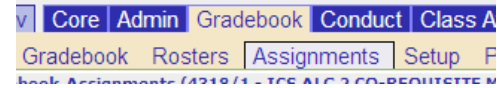
1. There are 2 ways to get to the Assignment screen in Genesis:

a. From the **HomeScreen**, click on the **Work icon** that correlates to the gradebook you want to create an assignment for



**OR**

b. Click on **Gradebook** on the first row and **Assignments** on the second row (Gradebook.Assignments).



2. The **Course Assignments** screen will open. This screen gives you a list of all of the assignments you have created for that class. If you have not yet created assignments, you will see a message saying 'No assignments have been created for this class.'

All	MP	Category	Gr	Assignment	Header	Day	Due Date	Assigned Date	Max	Seq	For GB	Parents
<input type="checkbox"/>	MP1	QUIZ	2	Test 2	Test 2	Wed	07/16/2008	07/16/2008	100.0 (ALPHA)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	QUIZ	2	Quiz	Quiz	Wed	07/30/2008	07/30/2008	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	TEST	2	Ch1 test	Ch1 test	Wed	07/30/2008	07/23/2008	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>

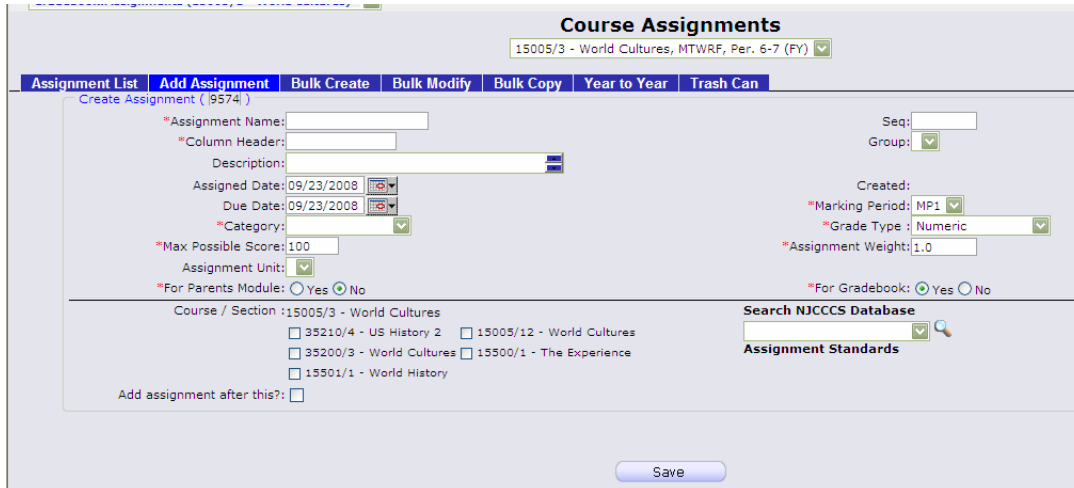
- To navigate to a different class, you can use the Course Dropdown towards the top of the page.
- To view assignments for a different marking period, use the Marking Period Dropdown.
- To modify an existing assignment, use the Modify icon to the right of the assignment.
- You can reorganize the order of your assignment by clicking on the header if it is in blue.
- To delete an assignment, place a check in the box to the left of the assignment and select Delete at the bottom of the screen.

## Adding an Assignment

1. Select **Add Assignment** from the Assignment taskbar.



2. The Add Assignment screen will open.

A screenshot of a web-based form titled 'Course Assignments'. At the top, it shows a dropdown menu with '15005/3 - World Cultures, MTWRF, Per. 6-7 (FY)'. Below this is a taskbar with buttons: 'Assignment List', 'Add Assignment', 'Bulk Create', 'Bulk Modify', 'Bulk Copy', 'Year to Year', and 'Trash Can'. The main form area is titled 'Create Assignment (9574)'. It contains various fields: 'Assignment Name', 'Column Header', 'Description', 'Assigned Date', 'Due Date', 'Category', 'Max Possible Score', 'Assignment Unit', 'For Parents Module', 'Seq', 'Group', 'Created', 'Marking Period', 'Grade Type', 'Assignment Weight', and 'For Gradebook'. There are also checkboxes for '35210/4 - US History 2', '15005/12 - World Cultures', '35200/3 - World Cultures', '15500/1 - The Experience', and '15501/1 - World History'. A 'Save' button is at the bottom.

**Assignment Name** – Required field. This is the long name for your assignment.

**Column Header** – Required field. This is like the short name for your assignment. This is what will be displayed in the gradebook spreadsheet.

**Description** – Optional field. Used to describe the assignment.

**Assigned Date** – Optional field. Date the assignment will be given to the class.

**Due Date** – Optional field. Date the assignment will be due.

**Category** – Required field. Categories have been created for you to use to determine what the weight of this assignment will be.

**Max Possible Score** – Required field. The maximum score a student can receive on this assignment.

**For Parents Module** – Required field. Will parents be allowed to see this assignment when they log into the Parents Module? (Should always be yes)

**Seq** – (Sequence) Optional field. Determines the order in which assignments are displayed in your assignment list and your gradebook spreadsheet.

**Group** – Optional field. If workgroups are being used, this will allow you to specify what group this assignment id for.

**Marking Period** – Required field. What marking period is the assignment being created for?

**Grade Type** – Required field. Should always be set to numeric, unless you are an elementary specials teacher.

**Assignment Weight** – Required field. Always set to 1 – your category will determine the weight of the assignment.

**For Gradebook** – Required field. IS this assignment for the gradebook? Should always be set to yes.

*All fields marked with a red asterisk (\*) are required fields. Genesis will not allow you to continue until all required fields are complete.*

- 3. If you want to copy this assignment to your other gradebooks, place a checkmark in the box next to that gradebook.*
- 4. Once you have entered all required information, click Save.*
- 5. You will automatically be taken to the Gradebook Spreadsheet (Gradebook.Spreadsheet) Your assignment will now appear in the spreadsheet.*

*From here you can...*

- Enter grades for the assignment*
- Add another assignment*

### **Other Assignment Options**

*There are other options available to you from the Assignment List screen.*



**Bulk Create** – *This option will allow you to create a group of assignments for one particular class at once. For example, if you want to create a group of tests for your class at one time, you can use this option. Follow the prompts to enter all necessary information. After you have created your group of assignments, you can go into each individual assignment and modify it.*

**Bulk Modify** – *This option will allow you to modify a group of your assignments at one time. You must enter the criteria for the assignments you want to edit first, and then enter what you want to change. For example, if you want to change the category for a group of your assignments all at once, you would use this feature.*

**Bulk Copy** – *This option will allow you to select assignments from one of your gradebooks and copy them to another gradebook. Follow the prompts on the screen to copy the assignments. **TIP:** It is easier to copy an assignment to other gradebooks when you create it.*

**Year to Year** – *This option will allow you to copy assignments from your previous year's gradebook to your current gradebook. This will not be available until we have been using Genesis for more than a year.*

**Trash Can** – *When you delete your assignments, they are sent to the trash can, along with any grades or comments associated with it. Inside the Trash Can, you have the option to restore assignments, with all associated grades and comments, or permanently delete them. Each course has its own individual Trash Can.*

***Remember, to navigate to another class from any of these screens, you can always use the Course Dropdown.***