

Quick Start Guide for Creating Assignments

Select the class that you are creating the assignment for.

This is the class home page and will give you specific information about your class. On the the right side of this window, you will see a section for Assignments. There are two tabs, Create Assignment & Assignments.

Create Assignment | **Assignments**

Click on "Create Assignment"

The screenshot shows the 'LiveGrades Admin' interface in Microsoft Internet Explorer. The page title is 'Edit Assignment: Research 6.1.2'. The main content area is titled 'CREATE ASSIGNMENT'. On the left, there is a form with the following fields: 'Copy Assignment' (set to 'New'), 'Assignment Name' (empty), 'Date Due' (empty), 'Date Assigned' (empty), 'Grading Period' (set to '1st Nine Weeks'), 'Assignment Type' (set to 'Choose...'), 'Possible Points' (set to '0'), 'Extra Credit' (checkbox), and 'Description' (text area). On the right, there is a table of enrolled students with columns for 'Name', 'Grade', 'Value', and 'Comment'. The table lists 14 students: Antili, Todd; Blount, Megan; Boram, Ashley; Carroll, Corbin; Cooper, Andrea; Frame, Kylie; Karimi, Muhammad; Lamm, Janet; McGary, Kevin; Mcheny, Landon; Murray, Dakota; Strait, Madelyn; Thompson, Lindsay; and Thrasher, Kaelin. Below the table are 'Fill With', 'Fill', and 'Clear' buttons. At the bottom left, there are 'Valid marked with:' and 'Invalid marked with:' indicators, with 'Valid' marked with a green checkmark and 'Invalid' marked with a red X. 'Create' and 'Cancel' buttons are also present.

This window will present several fields for the assignment information, along with the enrolled students, a slot for this assignment grade, and a place to put a comment regarding the grade.

Notice that all slots that have a Red Checkmark must be completed for the assignment to be created.

CREATE ASSIGNMENT

Copy Assignment:

Assignment Name: ❌

Date Due: ❌

Date Assigned:

Date Assigned:
Grading Period:
Assignment Type:
Possible Points:
Extra Credit:
Description:

October, 2008							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39	28	29	30	1	2	3	4
40	5	6	7	8	9	10	11
41	12	13	14	15	16	17	18
42	19	20	21	22	23	24	25
43	26	27	28	29	30	31	1
44	2	3	4	5	6	7	8

Select date

The assignment name can be as specific as you wish. The Date Due and Date Assigned will give you a pop-up calendar to select the date.

Grading Period: 1st Nine Weeks Choose a Grading Period for this assignment

Assignment Type: Choose...

Possible Points: 1st Nine Weeks

Extra Credit: 2nd Nine Weeks

Semester Exam

Choose an Assignment Type. (you can create customized Assignments types if the default choices do not cover what you need) .

Assignment Type: Choose...

Possible Points: Choose...

Extra Credit: Quiz

Description: Homework

Project

Participation

Worksheet

Test

Classwork

Possible Points:

List the total number of points possible for this assignment. ***If you have chosen "Percent" for this class, this option will not appear in the assignment window.***

If this is an Extra Credit Assignment, put a check mark in the box **Extra Credit:** to indicate such.

Grades can now be entered for all students. If all students are getting the same grade for this assignment, you can use the "Fill" option to grade all students with one click.

Fill With:

Click "Create" to finalize that assignment.