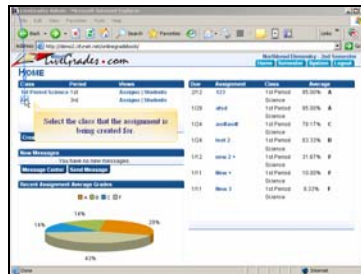


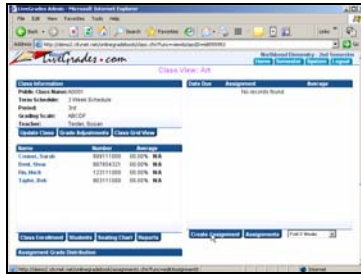
Slide 1

Text Captions: LiveGrades
Creating an Assignment

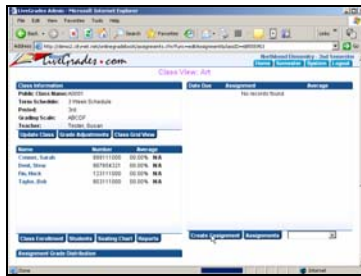


Slide 2

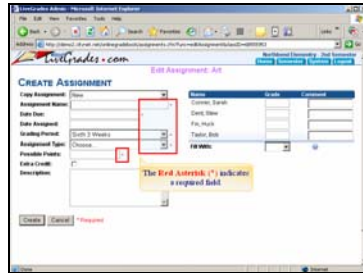
Text Captions: Select the class that the
assignment is being created for.



Slide 5

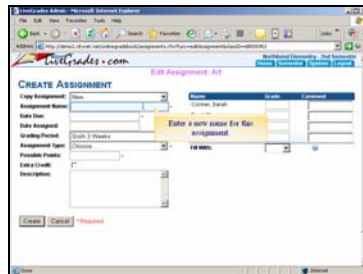


Slide 6



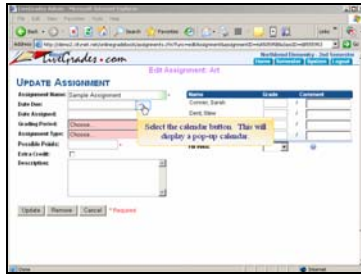
Slide 7

Text Captions: The Red Asterisk (*) indicates a required field.



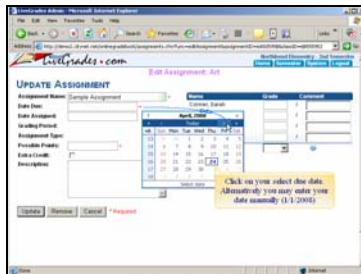
Slide 8

Text Captions: Enter a new name for this assignment.



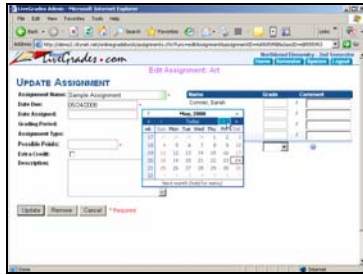
Slide 9

Text Captions: Select the calendar button.
This will display a pop-up calendar.

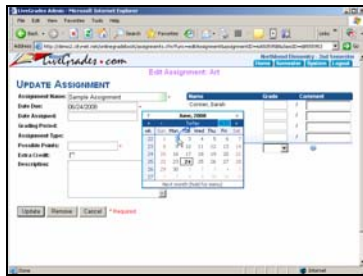


Slide 10

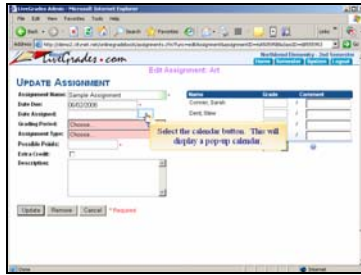
Text Captions: Click on your select due date.
Alternatively you may enter your date manually (1/1/2008)



Slide 11

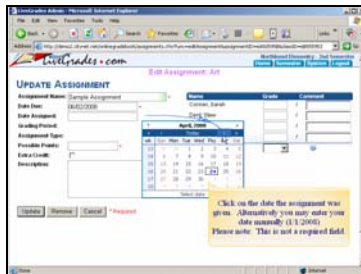


Slide 12



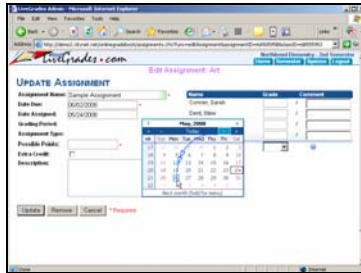
Slide 13

Text Captions: Select the calendar button.
This will display a pop-up calendar.

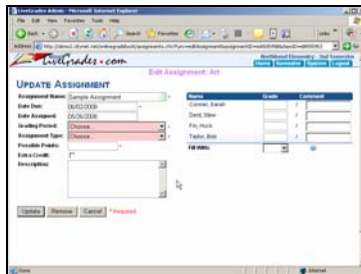


Slide 14

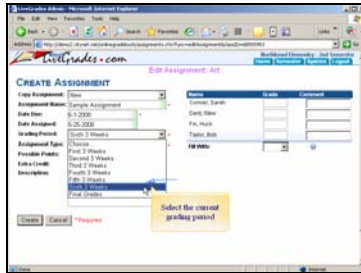
Text Captions: Click on the date the assignment was given. Alternatively you may enter your date manually (1/1/2008)
Please note: This is not a required field.



Slide 15

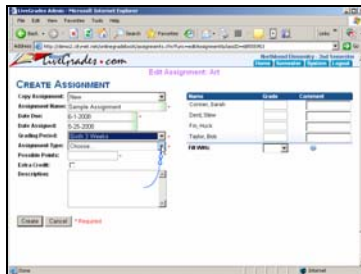


Slide 16

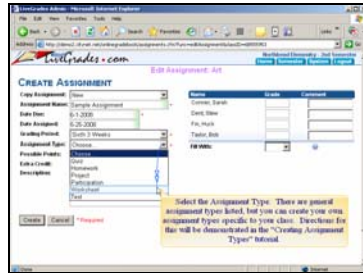


Slide 17

Text Captions: Select the current grading period

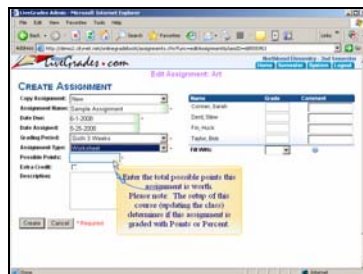


Slide 18



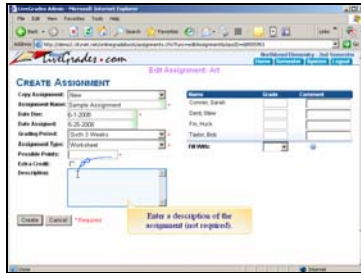
Slide 19

Text Captions: Select the Assignment Type. There are general assignment types listed, but you can create your own assignment types specific to your class. Directions for this will be demonstrated in the "Creating Assignment Types" tutorial.



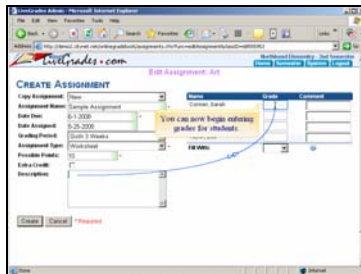
Slide 20

Text Captions: Enter the total possible points this assignment is worth. Please note: The setup of this course (updating the class) determines if this assignment is graded with Points or Percent.



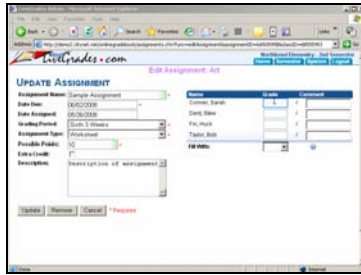
Slide 21

Text Captions: Enter a description of the assignment (not required).

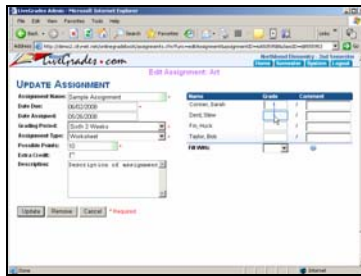


Slide 22

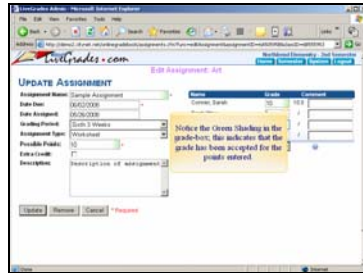
Text Captions: You can now begin entering grades for students.



Slide 23

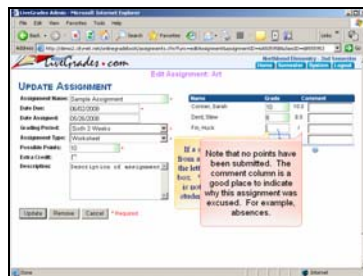


Slide 24



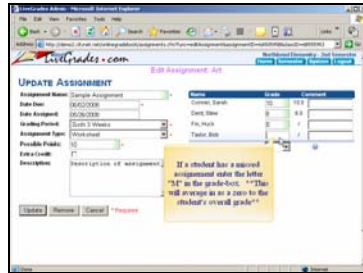
Slide 25

Text Captions: Notice the Green Shading in the grade-box; this indicates that the grade has been accepted for the points entered.



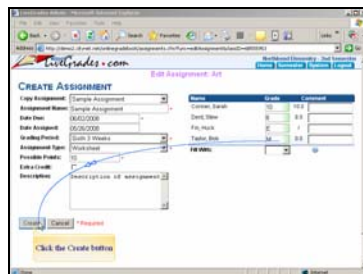
Slide 26

Text Captions: If a student is excused from an assignment enter the letter "E" in the grade-box. **An excused grade is not averaged into the student's overall grade** Note that no points have been submitted. The comment column is a good place to indicate why this assignment was excused. For example, absences.



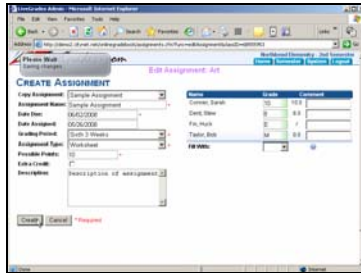
Slide 27

Text Captions: If a student has a missed assignment enter the letter "M" in the grade-box. **This will average in as a zero to the student's overall grade**

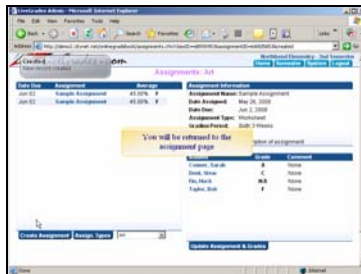


Slide 28

Text Captions: Click the Create button

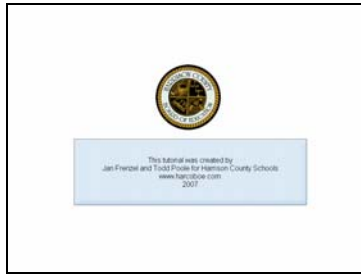


Slide 29



Slide 30

Text Captions: You will be returned to the assignment page



Slide 31

Text Captions: This tutorial was created by
Jan Frenzel and Todd Poole for Harrison
County Schools

www.harcoboe.com

2007