

## Gradebook Tips for Teachers

### Reuse Assignments


#### **Copy assignments from within a section**

1. Log on to Staff view.
2. Click **Gradebook** tab, **Assignments** side-tab.
3. Select the assignment(s) you want to copy.
4. On the **Options** menu, click **Copy Assignments**.
5. The system asks if you want to copy the number of assignments you selected. Click **OK**. The copies appear in the list of assignments.

#### **Create recurring assignments**

1. Log on to Staff view.
2. Click **Gradebook** tab, **Assignments** side-tab.
3. On the **Options** menu, click **Add > Add Assignment**.
4. Enter information for the assignment.
5. Select one of the following **Recurring Options**:
  - Click **Daily** to define a daily schedule. In **Frequency** field, type the number that determines how often the assignment recurs. For every other day, type **2**.
  - Click **Weekly** to define a weekly schedule.
  - Click **Monthly** to define a monthly schedule.
6. If you want to add this assignment to linked classes, select the **Also add this assignment to linked classes** checkbox.
7. Click **Save**.

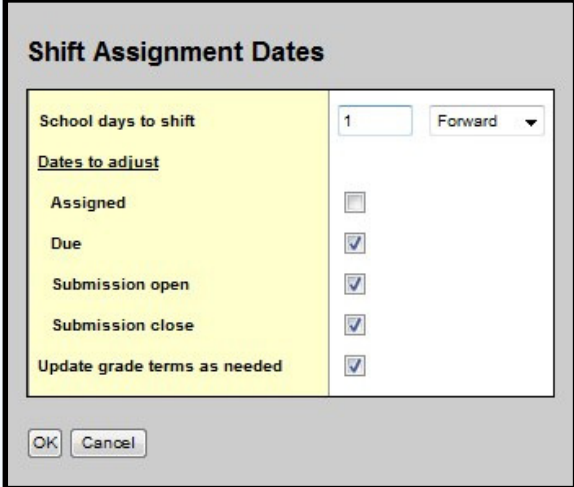
#### **Import assignments from another class or year**

1. Log on to Staff view.
2. Click **Gradebook** tab, **Assignments** side-tab.
3. On **Options** menu, click **Import Assignments**.
4. At **Import from** field, click  to select the section you want to copy from.
5. Click **OK**.
6. Select one of the following to indicate which assignments you want to copy:
  - **Selected** to select specific assignments from section. Select checkboxes for assignments and click **OK**.
  - **Category** to select entire categories of assignments. Select checkboxes for each category, and click **OK**.
  - **All Assignments** to copy all assignments from section.
7. Click **Import**.

### Shift Assignment Dates

In case of snow day or last -minute schedule change, shift assignment dates forward or backward.

1. Log on to Staff view.
2. Click **Gradebook** tab.
3. Select class section and click **Assignments** side-tab.
4. On **Options** menu, click **Shift Assignment Dates**. The following pop-up appears:



5. In **School days to shift** box, type number of days. Click the drop-down to select **Forward** or **Backward**.
6. Below **Dates to adjust**, select appropriate checkbox(es) (**Assigned, Due, Submission open, Submission close**).
7. Select **Update grade terms as needed** to update value in **Grade Term ID** field if the new date is in another grade term.

### Enter New Assignments Directly on Scores Page

Do one of the following:

- Press **CTRL+A** (you might need to allow pop-ups for this to work).
- Click **Add** button in last column.
- On **Options** menu, click **Add Assignment**.