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.
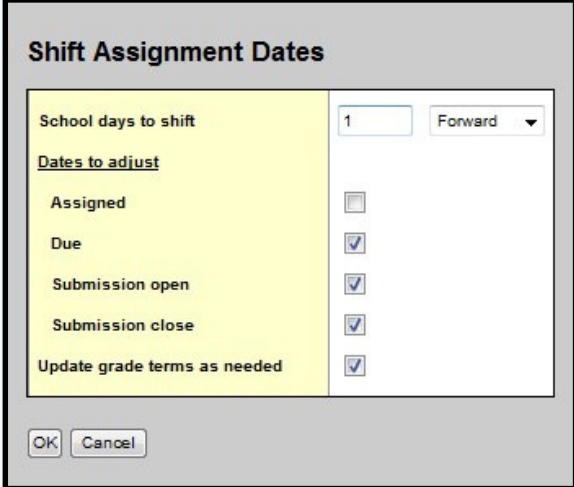7. Click **Save.**

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.**