**ADDING NEW ASSIGNMENTS**

1) Make sure that you are on the ‘Gradebook’ class app by moving the mouse pointer to the left of the screen and clicking on ‘Gradebook’.

2) Move the mouse pointer over ‘New Assignment’ and left click.



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3) Type in the *‘Assignment Name’, ‘Points possible’ and ‘Due Date’* (type in the date the project/homework/class work was handed in or the Test/Quiz was sat). If you have created a calendar event for this assignment, ensure that the details match.

4) Click on the dropdown menu and choose the Category (Homework, Test etc).



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5) Click on ‘More Options’.

Only leave ‘Allow students

to see the assignment’

selected. Deselect all other

options. Only ever uncheck

‘Allow students to see the

assignment’ if you only want

your coordinator to check the

students grades (see

document on ‘Hiding/

Showing grades to Parents’).

6) Scroll down and type in the scores of your students. (This should be a raw score and not a percentage unless your ‘Points Possible’ is out of 100).



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7) Review the information and all scores several times to make sure they are correct. Press ‘Submit’ only when you are completely satisfied as Parents will receive this information instantly.

8) After clicking ‘Submit’ your Gradebook will be updated. The assignment colours enable you to easily see how students’ faired in the assignment. A score in red signifies that a student got below 60% (failed) or missed the assignment. A score in yellow signifies that a student got between 60% and 80%. A score in green signifies that a student scored above 80%. The colours are NOT shown to parents.



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9) An assignment average is shown at the bottom of the ‘assignment’.

10) Avoid adding ‘New Assignments’ if you have not yet marked the assignment. Use the calendar to inform students about upcoming dates for tests, quizzes and written assignments.

11) An ‘m’ (missing) should be written for the student’s score if they were absent for a test/quiz/written assignment or if they did not hand in a piece of work on time. This can be changed to a score at a later date (see document on ‘Editing an assignment’).

12) An ‘e’ (excused) should only be used for a situation where the situation where the student does not need to make up the work. Generally, an ‘e’ should be used minimally for written assignments with the coordinator’s permission.

13) DO NOT include any other codes on the Gradebook. EngradePro will not recognize them.