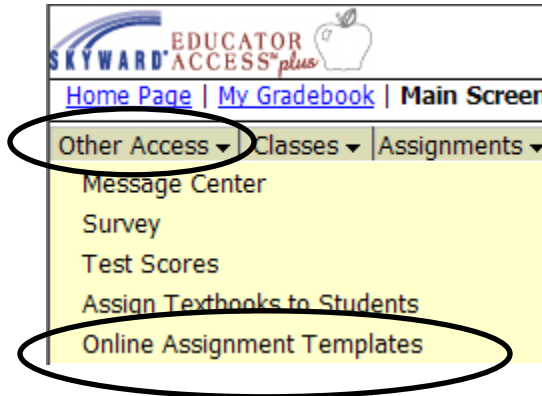




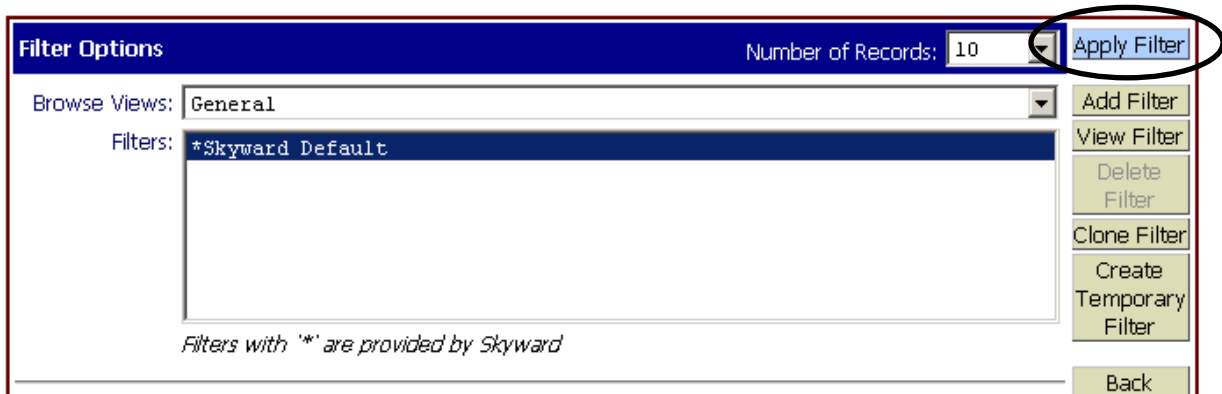
Teachers have the ability to make an online assignment for students. The assignment will be added to the gradebook and be available for the students to complete online in Student Access.

## Creating an Online Assignment Template

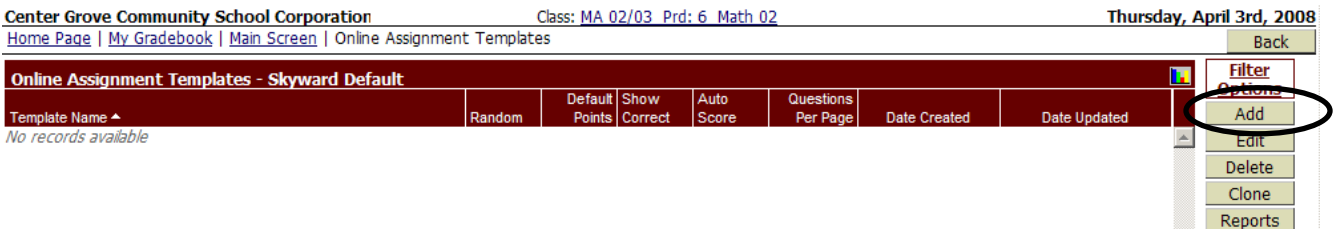
Open a gradebook



From the **Other Access** drop down list, select **Online Assignment Templates**.



Click **Apply Filter**



Click **Add** to create a new template.



... | My Gradebook | Main Screen | Online Assignment Templates | Online Assignment Template Maintenance

**Template Setup Options**

\* Template Name:

Description:

Default Points per Question:

Auto Score and Post to Gradebook:  *(If checked, only Multiple Choice and True/False questions are available)*

Show Correct Answers:

Randomize Questions:

Questions per Page:

**Template Questions**

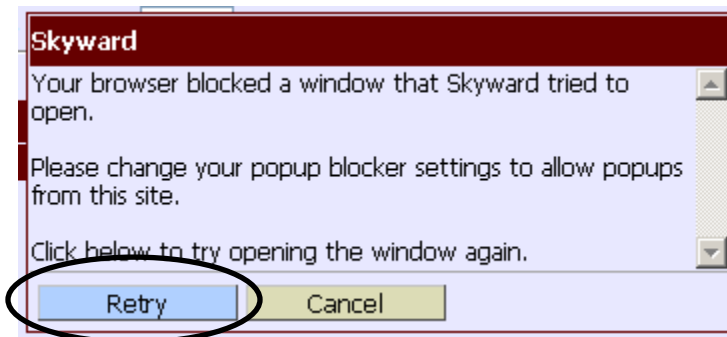
*No records available*

Buttons: Save, Save and Back, Back, Save and Add Questions

Fill in the **Template Setup Options**

Template Name:	The name of the assignment
Description:	Details of the assignment for the creator
Default Points per Question:	The number of points each questions is worth
Auto Score and Post to Gradebook	When this option is checked, the only question types that will be allowed are Multiple Choice or True/False. With the option unchecked, you can select Multiple Choice, True/False, Essay, or Short Answer Short Answer and Essay have to be graded by the teacher
Show Correct Answers	This option allows the students to view the correct answers to the questions
Randomize Questions	This option puts the questions in random order
Questions per Page	The number of questions per page

Once options are selected, click the **Save and Add Questions** button.



**If** you receive the above message, click the **Retry** button.



**Online Assignment Question for Center Grove Community Schools**

Question Number: 1

\* Question Type: Multiple Choice

\* Question: Center Grove serves approximately how many students?

Points for Question: 1.0

**Answers to Question Number 1**

Answer A: 10,000 students  Correct?

Answer B: 7,735 students  Correct?

Answer C: 5,000 students  Correct?

Buttons: Save and Back, Save and Add Another, Back

Multiple Choice

- Multiple Choice
- True/False
- Short Answer
- Essay

Select the type of question you would like to add from the **Question Type** drop down list.

First enter the question.

Next, enter the answers to pick from for the question.

Then, place a checkmark next to the correct answer. *Note: You may select more than one correct answer.*

Once the question and answers are entered, click **Save and Back** button if you are finished entering questions, or click **Save and Add Another** to create another question.

**Template Setup Options**

\* Template Name: Center Grove Community Schools

Description: Facts about Center Grove

Default Points per Question: 1.0

Auto Score and Post to Gradebook:  *(If checked, only Multiple Choice and True/False questions are available)*

Show Correct Answers:

Randomize Questions:

Questions per Page: 5

Buttons: Save, Save and Back, Back

**Template Questions**

Number	Type	Question	Points
1	Multiple Choice	Center Grove serves approximately how many students?	1.0
2	Multiple Choice	Which of the following is not a Center Grove elementary school?	1.0

Buttons: Add, Edit, Delete

The questions and answers appear in the Template Question browse.

From here, you can add more questions, edit and delete existing question, and move the order of the questions using the arrows.

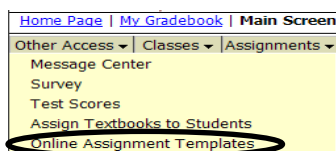
Click the **Save and Back** button.



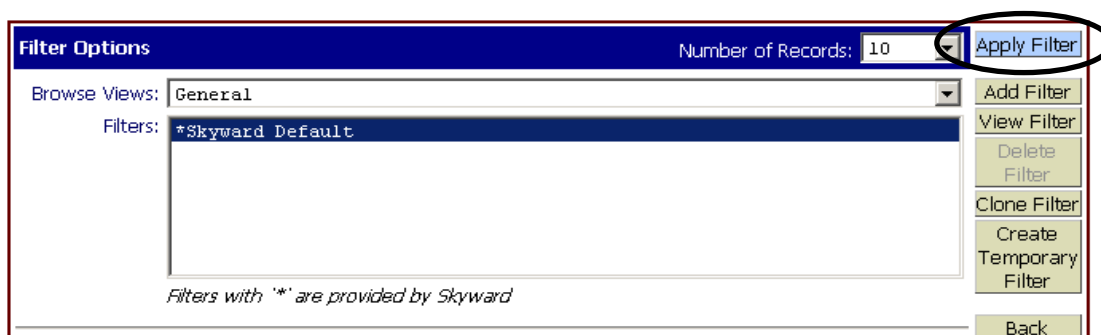
## Online Assignment Report Options

There are two reports that you can run for the online assignment; Answer Key and Hard Copy of Blank Online Assignment Template.

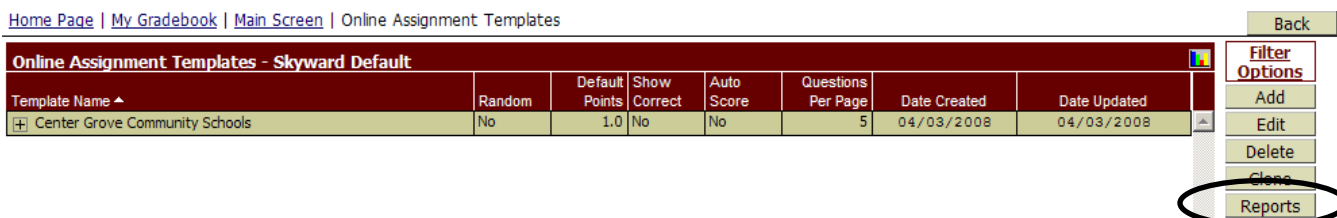
Open a gradebook.



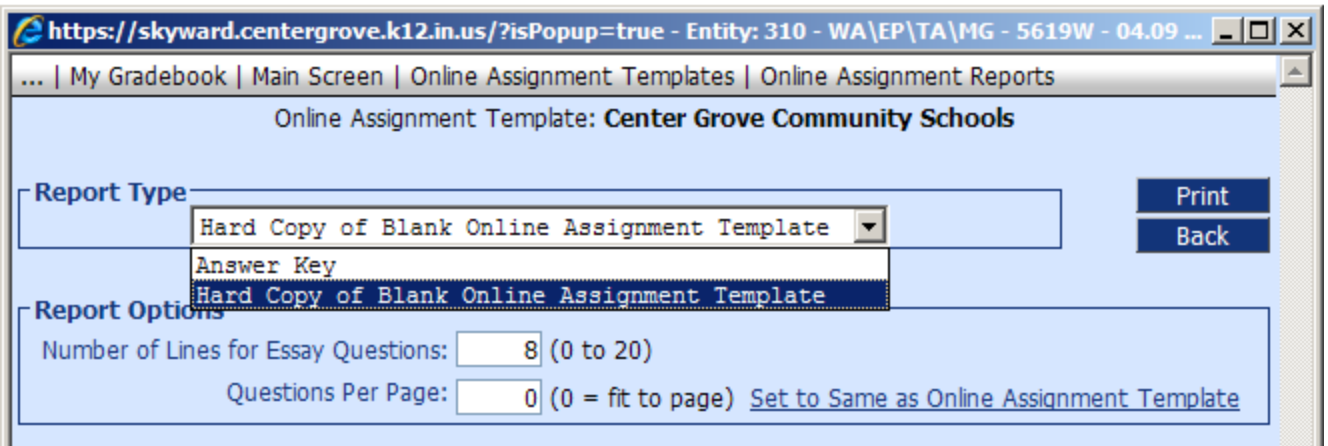
From the **Other Access** drop down list, select **Online Assignment Templates**.



Click **Apply Filter**



Highlight the template to report on and click on the **Reports** button.



Make your selection from the drop-down list.

Answer Key

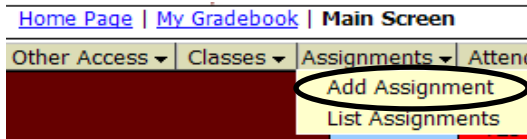
Hard Copy of Blank Online Assignment Template

Click the **Print** button.

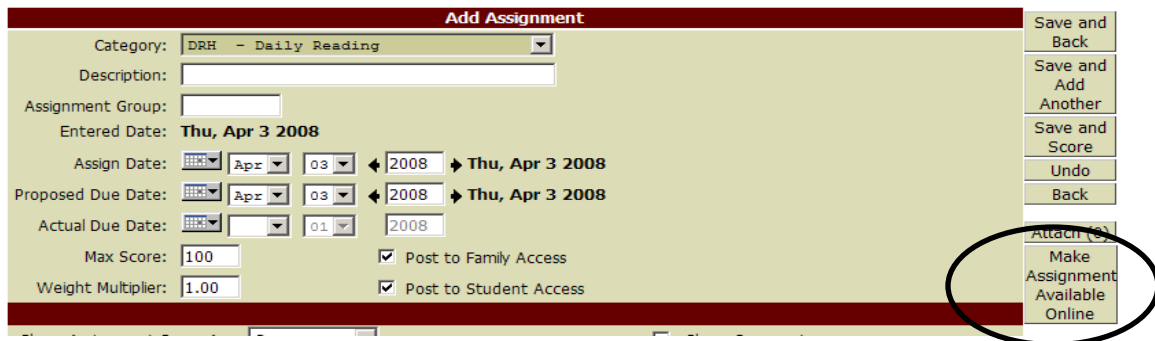
### ***Attaching an Online Template to an Assignment***

You can attach an online assignment to an assignment in the gradebook.

Open a gradebook



From the Assignments drop down list, select Add Assignment.



Enter the assignment information.

Click on Make Assignment Available Online.



Home Page | Make Assignment Available Online

**Date Range the Assignment will be available in Student Access**

\* Start Date: 04/06/2008 \* Time: 12:00 AM  
 \* Stop Date: 04/06/2008 \* Time: 11:59 PM

**Assignment Setup Options**

\* Online Assignment Name: Center Grove Quiz  
 Description:

Default Points per Question: 1.0  
 Auto Score and Post to Gradebook:  Default Points per each Question *(True/False questions are available)*  
 Show Correct Answers:   
 Randomize Questions:   
 Questions per Page: 5

**Assignment Questions**

No records available

Buttons: Save, Save and Back, Back, Clone from Template, Save and Add Questions

Enter the date and time range the assignment will be available. From here, you can add a new question which creates a new template, or you can clone from an existing template.

Highlight the template to use and click **Clone from Template**.

Home Page | Make Assignment Available Online | Clone from Online Assignment Templates

**Online Assignment Templates - Skyward Default**

Template Name	Time Limit	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
Center Grove Community Schools	NO LIMIT	No	1.0	No	No	5	04/03/2008	04/03/2008

Buttons: Filter Options, Clone to Assignment, Back

Highlight the template to use and click **Clone to Assignment**.

Home Page | Make Assignment Available Online

**Date Range the Assignment will be available in Student Access**

\* Start Date: 04/06/2008 \* Time: 12:00 AM  
 \* Stop Date: 04/06/2008 \* Time: 11:59 PM

**Assignment Setup Options**

\* Online Assignment Name: Center Grove Quiz  
 Description: Facts about Center Grove

Default Points per Question: 1.0  
 Auto Score and Post to Gradebook:  *(If checked, only Multiple Choice and True/False questions are available)*  
 Show Correct Answers:   
 Randomize Questions:   
 Questions per Page: 5

**Assignment Questions**

Number	Type	Question	Points
1	Multiple Choice	Center Grove serves approximately how many students?	1.0
2	Multiple Choice	Which of the following is not a Center Grove elementary school?	1.0

Buttons: Save, Save and Back, Back, Clone from Template, Save and Add Questions, Edit, Delete

# Skyward Gradebook – Online Assignments



Cloned questions display in the Assignment Questions browse. At this point, you can add, delete, edit, or change the order of the questions.

When you are finished, click **Save and Back**.

Once an assignment has been added online the options to edit or remove the assignment will be available on the assignment main screen.

Click **Save and Back**.

6	Center	M
17	04/06	Option
ST	DRH	
5	2	Center Grove Quiz (This is an Online Assignment
68	0.00	

The assignment displays in the Gradebook and the mouse over indicates that it is an online assignment.

## Taking Online Assignment in Student Access



In Student Access, a new section called Online Assignments displays..

Current Assignments: Current Assignments display all Online Assignments that are currently available to the student to take along with the description and general information.

Past Assignments: Past Assignments display all Online Assignments that are no longer available to the student to take, but they may still view them.

**Current Online Assignments**

Class	Assignment	Number of Questions	Points Possible	End Date
Math02/03	Center Grove Quiz	2	2	04/06/2008 11:59 pm
<b>Description:</b> Facts about Center Grove			<b>Status:</b> Open	<a href="#">Answer Questions</a>
			<b>Time Spent:</b>	

The student will click Answer Questions

**Question 1 of 2**  
Center Grove serves approximately how many students? (1 point)

A. 10,000 students

B. 7,735 students

C. 5,000 students

**Question 2 of 2**  
Which of the following is not a Center Grove elementary school? (1 point)

A. Sugar Grove Elementary

B. Pleasant Grove Elementary

C. Honey Grove Elementary

Save

Save and Complete Later

Save and Complete Assignment

A window displays allowing the student to answer the questions on the Online Assignment.

The **Save** button saves the student’s answers to the questions and remains on the screen.

The **Save and Complete Later** button saves the student’s answers to the questions and closes the window, but allows the student to come back and finish.

The **Save and Complete Assignment** button saves the student’s answers to the questions, closes the window and completes the assignment. This indicates to the teacher that the assignment can now be

graded. The student is not allowed to come back into this assignment again.

**Unanswered Questions**

You have unanswered Questions. An unanswered question will receive 0 points.

Please note that by clicking 'Save and Complete Assignment' you will be submitting the assignment and will **not** be able to return to answer anymore questions.

Do you still want to Complete the assignment?

Page 1: 1 Unanswered Question



## Skyward Gradebook – Online Assignments



An alert message displays informing the student of any unanswered questions that exist and confirm if they really want to complete the assignment.

By clicking No, the student will be returned to the screen and be able to answer any unanswered questions. Clicking Yes will submit the assignment.

The student will need to find the unanswered question and answer it then click **Save and Complete Assignment**.

### Scoring an Online Assignment (An Assignment That is NOT Auto Scored)

Auto Score and Post to Gradebook:  (If checked, only Multiple Choice and True/False questions are available)

Open a gradebook.

6	Center	
7	04/06	Op
7	DRH	
	2	
8	0.00	

Click on the online assignment heading.

Prev	Next	
<b>Assignment</b>		
Category: DRH - Daily Reading		This Assignment is available Online
Description: Center Grove Quiz		
Assignment Group:		
Entered Date: Sun, Apr 6 2008		
Assign Date: Sun, Apr 6 2008		
Proposed Due Date: Sun, Apr 6 2008 Week 34 - Sunday		
Actual Due Date:		
Max Score: 2	<input checked="" type="checkbox"/> Post to Family Access	
Weight Multiplier: 1.00	<input checked="" type="checkbox"/> Post to Student Access	
Show Assignment Score As: <input type="text" value="Score"/>		<input type="checkbox"/> Show Comments
		<ul style="list-style-type: none"> <li>Add</li> <li>Edit</li> <li>Clone</li> <li>Delete</li> <li>Report</li> <li style="border: 2px solid black; border-radius: 50%; padding: 2px;">Score Online Assignment</li> <li>Mass Assign Scr</li> <li>Score Entry</li> <li>Assignment Display</li> <li>Attach (0)</li> <li>View Online Assignment</li> </ul>

When an assignment is online, an indicator displays on the screen.

Click **Score Online Assignment**.

11	Raymond, Emily		N	0				Score Online Assignment
12	Wilson, Lexi	Completed	N	0	2	100.00		
12			N	0				



Student Online Assignment											Score Online Assignment
Student	Status	Show Results	# Questions Unanswered	Online Score	Online Percent	Online Grade	GB Score	GB Percent	GB Grade	Comment	Hide Assignment for Student
1 Bartlett, Blake D		N	0				*				
2 Beck, Gavin L		N	0				*				
3 Burns, Alexis M		N	0				*				
4 Cramer, Alexander J		N	0				*				
5 Evans, Diana H		N	0				*				
6 Garcia, Zachary M		N	0				*				
7 Gholston, Jessica L		N	0				*				
8 King, Jaden R	Completed	N	0	5	100.00		*				
9 Krutson, Donovan S		N	0				*				

The status displays as Completed to let you know the assignment is ready to be graded. Click on **Score Online Assignment**.

----Page 1 of 1 ----

**Question 1 of 2**  
Center Grove serves approximately how many students? (1 point)  
Student Answer: **B. 7,735 students**  
Correct Answer: **B. 7,735 students**  
Points Earned:  of 1 Teacher Comment:

**Question 2 of 2**  
Which of the following is not a Center Grove elementary school? (1 point)  
Student Answer: **C. Honey Grove Elementary**  
Correct Answer: **C. Honey Grove Elementary**  
Points Earned:  of 1 Teacher Comment:

[Next Page](#)  
[Prev Page](#)  
[Post Online Assignment Score to Gradebook](#)  
[Save and Close](#)

When the assignment display, the system already has graded the Multiple Choice and True/False questions. You can enter the Points Earned, the Teacher Comment for each question, and the grade for Short Answer and Essay questions.

Click **Post Online Assignment Score to Gradebook**.

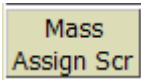
**Post Online Assignment Score to Gradebook**

Category: **DRH - Daily Reading**  
 Description: **Center Grove Quiz**  
 Due Date: **Sun, Apr 6 2008**  
 Online Assignment Score: **2 out of 2 100.00% A**  
 Gradebook Assignment Score: **2.0 of 2**  
 Special Code:   
 No Count:   
 Missing:   
 Comment:   
 Show Results in Student Access:

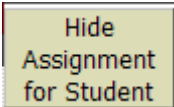
[Save and Close](#)  
[Return to Scoring Online Assignment](#)



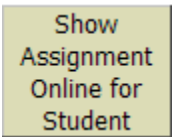
Enter the scoring information. If you would like the student to view the results in Student Access, check Show Results in Student Access. **Click Save and Close** to post the grade.



Use **Mass Post Scores** if you want to post the graded assignments to the students all at the same time.



Highlight a student in the list that has not completed the Online Assignment. Click **Hide Assignment for Student**. This will hide the online assignment in Student Access for just this student. This online assignment will have to be scored as a regular assignment.



By clicking the **Show Assignment Online for Student** button, you, can allow this assignment to re-appear in Student Access for this student.

**Viewing Online Assignment Results in Family/Student Access**

Class	Assignment	Number of Questions	Points Possible	End Date
Math02/03	Center Grove Quiz	2	2	04/06/2008 11:59 pm
<b>Description:</b> Facts about Center Grove		<b>Status:</b> Graded		
Student Results				
<b>Start Time:</b> 04/06/08 11:49 AM	<b>Questions Answered:</b> 2	<b>Points Earned:</b> 2		<a href="#">View Results</a>
<b>Time Spent:</b> 6 Minutes	<b>Questions Skipped:</b> 0	<b>Grade:</b> A		

The status of the online assignment has been changed from Completed to Graded.

Since the assignment was set to post here in Student Access, a link to View Results displays.

The results screen shows the student’s correct and Incorrect answers, teacher comments, and points earned.