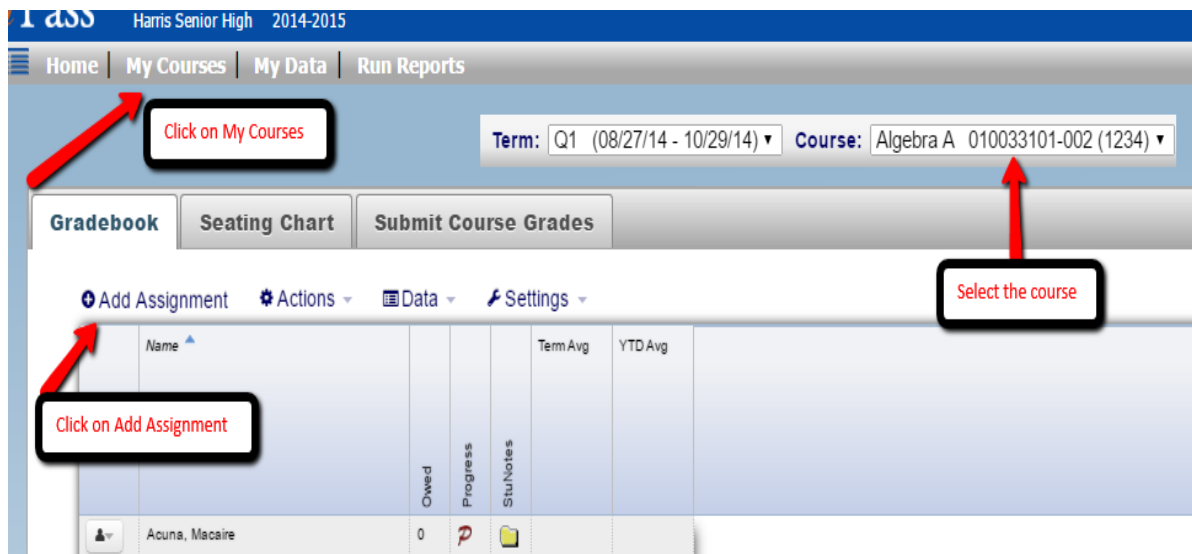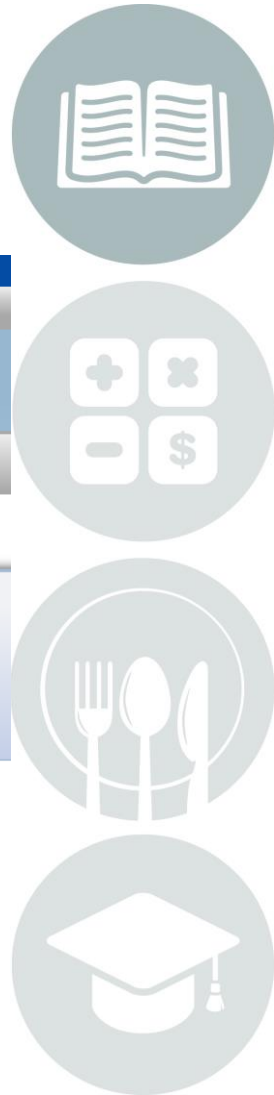**Quick Guide:**

HARRIS
School Solutions

Quick Guide for Adding Assignments

Once the Gradebook Set Up has been completed, teachers may begin to create and score assignments in the Gradebook. Go to My Courses and click on Add Assignment.
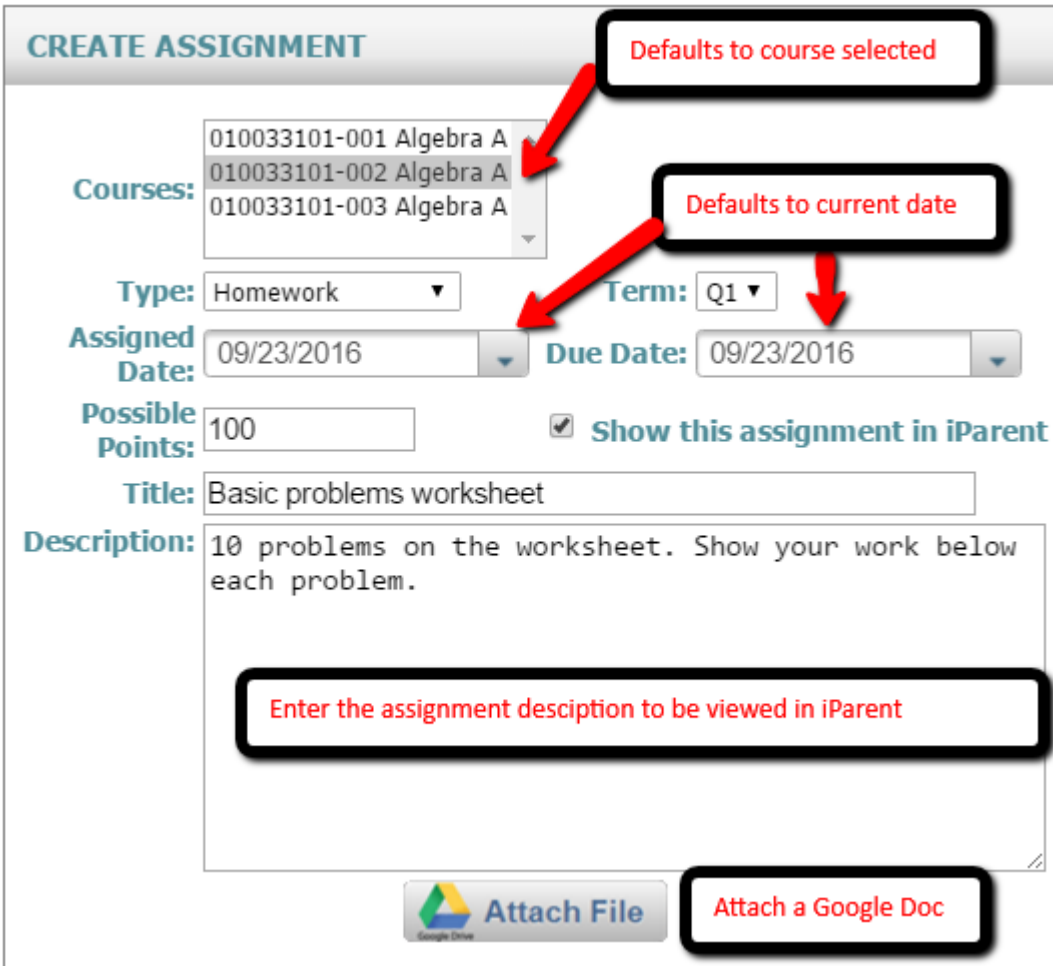
Quick Guide:

The Assignment screen appears as shown below.

The course defaults to the course that was selected in Gradebook when adding the assignment. Additional courses may have the same assignment created in that gradebook by highlighting the additional courses at the top of the screen.

Set the assignment type by selecting from the drop-down menu. This menu was created by entering the assignment types in the Types and Weights screens.

Term defaults to the current term.

Assigned and Due Dates default to the current date and may be edited by clicking in the date field and using the calendar date selector. Dates assigned and due must be a day of school attendance.
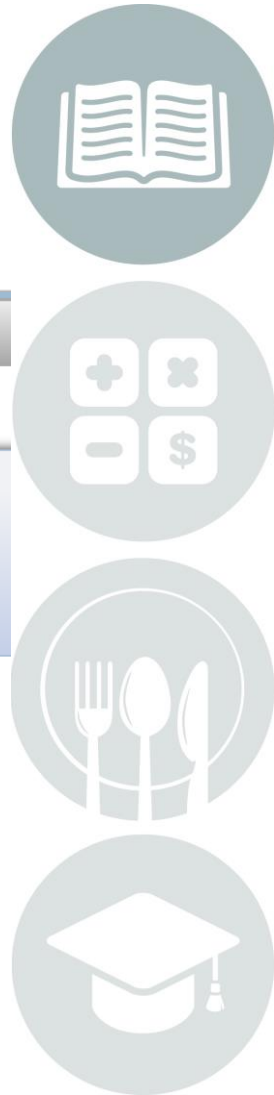
Enter the possible number of total points available for the assignment.

Enter the Title of the Assignment

Enter the Description of the Assignment. NOTE: the assignment type, the assign date, due date, assignment title and assignment description are viewable in iParent in both assignments and progress reports.

Attach a Google Doc from Google Drive. NOTE: the document in Google drive will need to have the security settings to allow anyone with the link to view the document.

Click on Submit & Close on the assignment and it will automatically appear in the gradebook for scoring.