

## Creating Assignments

Creating Assignments is both a required task (for Common Assessments) and a personal and customized task. The assignments that you want to keep track of in your gradebook may differ from your team members. Sapphire's Gradebook is a version of how you would keep track of grades on paper or in Excel. The nice thing about Sapphire's Gradebook is that you don't have to worry about creating formulas and manually calculating grades since it does it for you.

To start creating Assignments, select a course (a subject) and click on **Go to Gradebook**.

**Select a Class**

Course ID: 2Reading - 2 Reading

Section Number: 001 - Period 0(YR)

Term: [ ]

Go To:

- Go to GradeBook
- Go to Class Attendance
- Go to Homeroom/Daily Attendance
- Go to Lesson Planner
- Go to Discipline

Elementary Assessment

- By Student
- By Subject

You will see your class roster.

**2 Reading** Section 001 - Per. 0 Marking Period Q1

My Gradebooks My Class Options Reports Utilities

	ID	Name	Book #	Grade Level	Grade Total
1.	300002	Boncham, Rupert		02	0.00%
2.	300004	Clement, James		02	0.00%
3.	300000	Donaldson, Colby		02	0.00%
4.	300003	Lush, Ozzy		02	0.00%
5.	300001	Mariano, Rob		02	0.00%

Bring your mouse arrow over to **My Class**.

Select **Assignments**.

**2 Reading** Section 001 - Per. 0 Marking Period Q1

My Gradebooks My Class Options Reports Utilities

- Main Gradebook
- Assignments
- Edit All Assignments
- Categories
- Mid-Quarter Progress
- Final Grades
- End of Marking Period Comments
- Textbooks
- Nicknames/Custom
- Student Grades/Comments
- Homeroom Attendance
- Class Attendance
- Seating Charts
- Lesson Plans
- Report Card Skills
- Sign On Log

Note that the title says “**Create New Assignment.**”

Fill out the required information for your assignment: **Assignment Name, Assignment Code, Category, Max Points w/o Extra Credit.**

*(This is why you needed a Category Code--so you can choose the Category from the drop down Menu. If you did not create custom categories, just choose the Default.)*

**New Assignment**  
2 Reading Section 001 - Per. 0 Marking Period Q1  
My Gradebooks My Class Options Reports Utilities  
Create New Assignment  
Required  
Assignment Name Test 1 example: Quiz 1  
Assignment Code T1 example: Q1 or Qz1  
Category T  
Max Points without Extra Credit  
Optional

### Why do I need an Assignment Code?

*The Assignment Code is the short version of your title that will be displayed when you're looking at your Main Gradebook. To view the full name of the Assignment, you can hover your mouse arrow over the Assignment Code (when viewing your Main Gradebook).*

The Date Assigned and Date Due is **optional**. You can always go in and change that if you wish.

Click the **Save** icon when you're finished!

**New Assignment** SapphireSoftware **GRADEBOOK**  
2 Reading Section 001 - Per. 0 Marking Period Q1  
My Gradebooks My Class Options Reports Utilities  
Create New Assignment  
Existing Assignments:  
Required  
Assignment Name Test 1 example: Quiz 1  
Assignment Code T1 example: Q1 or Qz1  
Category T  
Max Points without Extra Credit 20  
Optional  
Options Report Card Skills  
Assignment Description  
Date Assigned 09/26/2011  
Date Due 09/26/2011  
Optional  
Max Extra Credit Points 0  
Visible To Parents  
Add to Section: All  
+ Include other courses  
Select ALL other courses: All  
Spelling 3 (3Spelling) All 001

For kindergarten, since you have an AM and PM class needing the SAME assignment, click the “**+Include other courses**” blue bar to reveal your other classes. You can check off the other classes the assignment applies to. This will save you time so you don't have to create the same assignments for your other class.

You can see that I have created 3 tests (T1, T2, T3) and I'm working on creating Test 4 (T4). If I want to edit any assignment, I just need to go to the Assignment screen and select the Assignment from that bank and then save my work.

Now, when I view my Main Gradebook (bring your mouse up to My Class, then select Main Gradebook)....

...I can see my Tests that I've just created. They are highlighted pink because that's the color I chose for my Test Category. If I hover over an assignment I will see more information as seen on Test 4 in this image. I can also click on it to edit the assignment.

	ID	Name	Book #	Grade Level	Grade Total	T1	T2	T3	T4
						09/26	09/26	09/26	Test 4 - Not visible to Parents
1.	300002	Boneham, Rupert		02	0.00%	Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0
2.	300004	Clement, James		02	0.00%				
3.	300000	Donaldson, Colby		02	0.00%				
4.	300003	Lusth, Ozzy		02	0.00%				
5.	300001	Mariano, Rob		02	0.00%				

You can see that I've now created Homework assignments and they are highlighted in a purple color since that is the color I chose for my Homework Category.

2 Reading Section 001 - Per. 0							Marking Period Q1							
My Gradebooks							My Class		Options		Reports		Utilities	
ID	Name	Book #	Grade Level	Grade Total	T1	T2	T3	T4	HW1	HW2				
					09/26	09/26	09/26	09/26	09/26	09/26				
					Max: 20	Max: 20	Max: 20	Max: 20	Max: 10	Max: 15				
					EC: 0	EC: 0	EC: 0	EC: 0	EC: 0	EC: 0				
1.	300002	Boneham, Rupert	02	0.00%										
2.	300004	Clement, James	02	0.00%										
3.	300000	Donaldson, Colby	02	0.00%										
4.	300003	Lusth, Ozzy	02	0.00%										
5.	300001	Mariano, Rob	02	0.00%										

### Entering in Grades for Assignments

You can auto fill a grade for all the students and then go back and make changes to the students that need a change.

For example, I will give everyone a grade of 20 on the first Test since the majority of my class received 20/20. Then go in back and make changes to the students that received a different score. To do this, click the **Fill Down Grade button** (it has an orange arrow on it).

2 Reading Section 001 - Per. 0							Marking Period Q1							
My Gradebooks							My Class		Options		Reports		Utilities	
ID	Name	Book #	Grade Level	Grade Total	T1	T2	T3	T4	HW1	HW2				
					09/26	09/26	09/26	09/26	09/26	09/26				
					Max: 20	Max: 20	Max: 20	Max: 20	Max: 10	Max: 15				
					EC: 0	EC: 0	EC: 0	EC: 0	EC: 0	EC: 0				
1.	300002	Boneham, Rupert	02	0.00%										
2.	300004	Clement, James	02	0.00%										
3.	300000	Donaldson, Colby	02	0.00%										
4.	300003	Lusth, Ozzy	02	0.00%										
5.	300001	Mariano, Rob	02	0.00%										

**T1**

09/26

Max: 20

EC: 0

When I click the Fill Down Grade button, it will ask me what score to give.

Enter the grade you wish all students to have for this assignment.

20

Cancel OK

Once entered, I can now make changes for the students that received a different grade.

	ID	Name	Book #	Grade Level	Grade Total	T1	T2	T3	T4	HW1	HW2
						09/26	09/26	09/26	09/26	09/26	09/26
						Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 10 EC: 0	Max: 15 EC: 0
1.	300002	Boneham, Rupert		02	0.00%	20					
2.	300004	Clement, James		02	0.00%	16					
3.	300000	Donaldson, Colby		02	0.00%	20					
4.	300003	Lusth, Ozzy		02	0.00%	17					
5.	300001	Mariano, Rob		02	0.00%	20					

I need to click the **Save** button in order for it to calculate the grade. Right now, I've only entered in scores for the first assignment so their grades are low.

Your grades have been saved.  
Last Calculated on 09/26/2011 at 11:31 AM EST

	ID	Name	Book #	Grade Level	Grade Total	T1	T2	T3	T4	HW1	HW2
						09/26	09/26	09/26	09/26	09/26	09/26
						Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 10 EC: 0	Max: 15 EC: 0
1.	300002	Boneham, Rupert		02	19.04%	20					
2.	300004	Clement, James		02	15.23%	16					
3.	300000	Donaldson, Colby		02	19.04%	20					
4.	300003	Lusth, Ozzy		02	16.19%	17					
5.	300001	Mariano, Rob		02	19.04%	20					

Now that I've entered in grades for all my assignments and saved my work, their grade total reflects the average of all the work.

**2 Reading** Section 001 - Per. 0 Marking Period Q1

My Gradebooks My Class Options Reports Utilities

Your grades have been saved.  
Last Calculated on 09/27/2011 at 10:35 AM EST

						T1	T2	T3	T4	HW1	HW2
						09/26	09/26	09/26	09/26	09/26	09/26
						Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 10 EC: 0	Max: 15 EC: 0
	ID	Name	Book #	Grade Level	Grade Total						
1.	300002	Boncham, Rupert		02	99.04%	20	20	19	20	10	15
2.	300004	Clement, James		02	81.90%	16	20	18	15	9	8
3.	300000	Donaldson, Colby		02	92.38%	20	20	20	20	8	9
4.	300003	Lusth, Ozzy		02	76.19%	17	15	14	15	9	10
5.	300001	Mariano, Rob		02	91.42%	20	20	18	20	9	9

For 3rd grade only, assignments that will count for the students overall grade need to be entered in the gradebook. This is because Sapphire will pull their grade from the gradebook and transfer it into the report card.