

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**.

The screenshot shows the 'Select a Class' interface. It includes fields for 'Course ID' (2Reading - 2 Reading), 'Section Number' (001 - Period 0(YR)), and 'Term'. Below these fields are several buttons: 'Go to GradeBook' (circled in red), 'Go to Class Attendance', 'Go to Homeroom/Daily Attendance', 'Go to Lesson Planner', and 'Go to Discipline'. At the bottom, there is an 'Elementary Assessment' section with 'By Student' and 'By Subject' buttons.

You will see your class roster.

	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**.

The screenshot shows the 'My Class' dropdown menu open. The 'Assignments' option is highlighted with a red circle. The menu includes options like 'Main Gradebook', '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', and 'Sign On Log'. The background shows the class roster table from the previous screenshot.

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 <small>example: Quiz 1</small>
Assignment Code	T1 <small>example: Q1 or Qz1</small>
Category	T
Max Points without Extra Credit	

Optional	
	Def
	HW
	T

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

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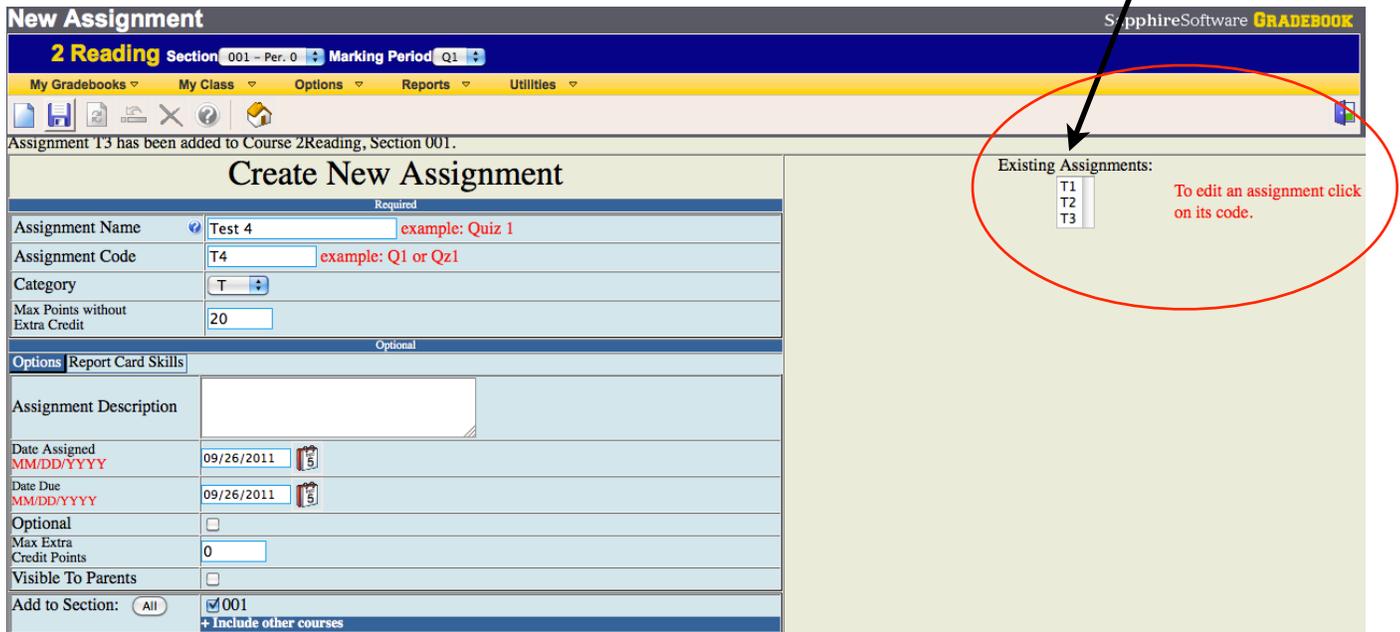
Create New Assignment

Required	
Assignment Name	Test 1 <small>example: Quiz 1</small>
Assignment Code	T1 <small>example: Q1 or Qz1</small>
Category	T
Max Points without Extra Credit	20

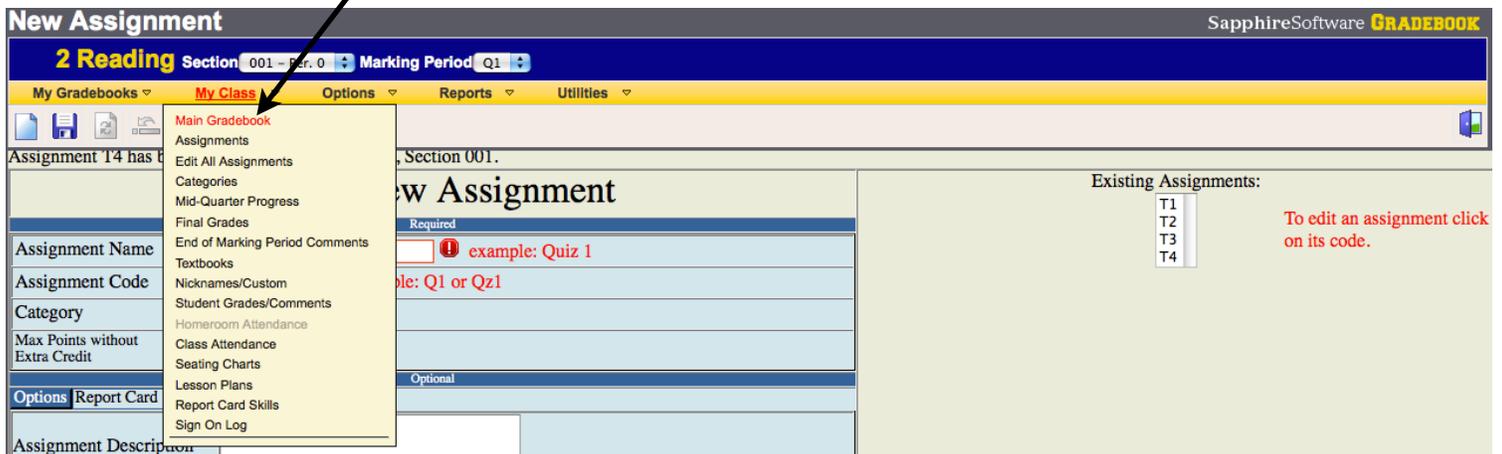
Optional	
Assignment Description	
Date Assigned	09/26/2011
Date Due	09/26/2011
Optional	<input type="checkbox"/>
Max Extra Credit Points	0
Visible To Parents	<input type="checkbox"/>
Add to Section:	All
	<input checked="" type="checkbox"/> 001
	+ Include other courses
	Select ALL other courses: All
	Spelling 3 (3Spelling) All <input type="checkbox"/> 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.

						T1	T2	T3	T4
						09/26	09/26	09/26	Test 4 - Not visible to Parents
						Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 EC: 0	Max: 20 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%				

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 09/26 Max: 20 EC: 0	T2 09/26 Max: 20 EC: 0	T3 09/26 Max: 20 EC: 0	T4 09/26 Max: 20 EC: 0	HW1 09/26 Max: 10 EC: 0	HW2 09/26 Max: 15 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).

The screenshot shows the same software interface as above, but with a red circle around the 'Fill Down Grade' button (the one with the orange arrow icon) in the T1 column for the first student. A black arrow points from the text 'To do this, click the Fill Down Grade button' to this button. To the right of the main table, a larger view of the T1 column header is shown, also with a red circle around the 'Fill Down Grade' button icon.

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	Bonham, 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.