






SchoolRack Community Documentation: Assignments

 **Students & Parents**

 Groups

 **Assignments**

 Discussion Board

 Mailing Lists

Much like assignments handed out in class, **Assignments** gives you the option to assign, collect, and grade homework all from the convenience of your account. Once you've created a group, you will be able to post assignments for students or parents to see, submit, and receive grades.

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Assign → Collect → Grade

1. Creating an assignment


1. Once you have logged in to your account, enter the **Assignments** section of your account
2. Click the button to **Create an Assignment**
3. Complete the necessary fields to create your assignments (note: many of these fields are optional)

Assignment Name
Please title your assignment

Assignment Details
Add an assignment description here or attach a file later in the process

Allowed Groups **Period 1 (English)**
 Period 2 (Algebra)
Select one or many groups to assign this to

Points Possible
If you grade assignments on a 100% system, enter 100. If you grade assignments on a letter system you can leave it blank.

Due Date 
If your assignment has no due date, leave this blank. You can always change at a later time.

Attach Handout **Yes, I have an handout to attach with this assignment.**
Select this to attach a handout for students to download an attachment while viewing the assignment.



Allow Submissions **Yes, I would like to allow submissions**
Select this to allow students in the groups selected above to submit work for this assignment online.

- Filling out the form:
 - Choose the groups to assign the assignment to under **Assigned Groups**, you can choose one or choose all of them
 - Set a **Due Date** for your assignment. For example, choosing June 3 would mean the assignment is due by 11:59pm Pacific Standard Time (PST). Though submissions are allowed past the deadline, they will be marked tardy
 - Choose the option to **Attach a File** if you have more thorough instructions you'd like to post with the assignment. If you choose this

option, a simple upload form will be presented on the next screen

- o Choose the option to **Allow Submissions** if you'd like group members to submit the assignment online for you to view on your computer



4. Once created, your assignment should appear under the groups you assigned it to

Period 1 (English) Assignments			
NAME	SUBMISSIONS	EDIT	DELETE
Book Report: Count of Monte Cristo	0 submissions		



2. Editing or deleting an assignment

1. Once you have logged in to your account, enter the **Assignments** section of your account

2. To edit an assignment, click the **Edit** icon next to your assignment name

Period 1 (English) Assignments			
NAME	SUBMISSIONS	EDIT	DELETE
Book Report: Count of Monte Cristo	0 submissions		

3. To delete an assignment, click the **Delete** icon next to your assignment name





Period 1 (English) Assignments			
NAME	SUBMISSIONS	EDIT	DELETE
Book Report: Count of Monte Cristo	0 submissions		

3. Collecting and viewing assignments





After creating an assignment for a group, students in that group are able to view and submit the assignment within their private accounts. As students turn in their assignments, you can view them in your account. To view assignments, simply follow these steps:

1. Once you have logged in to your account, enter the **Assignments** section of your account

2. Click the name of the assignment you'd like to view. Note the number of assignments submitted is shown next to the name of the assignment





Period 2 (Algebra) Assignments			
NAME	SUBMISSIONS	EDIT	DELETE
Online math properties quiz	1 submission		
Exponential formula exercise	2 submissions		

3. In the table titled "Submissions for this Assignment", click on the **View** button next to the name of the group member to download the submission




Submissions for this assignment				
SUBMITTER	RECEIVED	VIEW	GRADE	DELETE
Julia Simms	3 minutes ago. (June 29, 09)		<input checked="" type="checkbox"/>	
Jason Muriel	12 minutes ago. (June 29, 09)		<input checked="" type="checkbox"/>	

4. Reporting grades for an assignment

1. Once you have logged in to your account, enter the **Assignments** section of your account
2. Click the name of the assignment you'd like to report grades for
3. Click the **Grade Submissions** button to grade all assignments submitted by group members

Submissions for this assignment				
SUBMITTER	RECEIVED	VIEW	GRADE	DELETE
Julia Simms	3 minutes ago. (June 29, 09)		<input checked="" type="checkbox"/>	
Jason Muriel	12 minutes ago. (June 29, 09)		<input checked="" type="checkbox"/>	

4. Fill in the grades individually and click the **Save Grades** button once completed. Once saved, these grades will be reported in each student's account.

Submissions for this assignment				
SUBMITTER	GRADE	DOWNLOAD	VIEW	DELETE
Julia Simms	<input type="text" value="98"/> of 100			
Jason Muriel	<input type="text" value="100"/>			

Fill in the grade textboxes and click Save Grades once finished