Creating Assignment Types

A+ ProgressBook GradeBook

1 On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Assignment Types**.

Average Calc Setup

1 Set Up Assignment Types
Set Up Calc Methods & Weights
Set Up Grading Scales
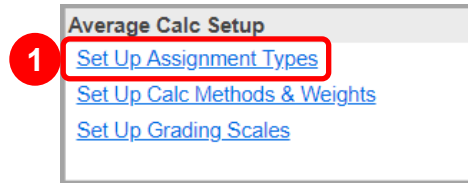
2 (Optional) On the **Assignment Types** screen, select the class whose assignment types you want to edit.

3 In the **Name** column, enter names of assignment types as desired.

4 In the **Abbr** column, enter abbreviations of each of the entered assignment types.

5 In the **Mark Type** column, in the drop-down lists, select the desired mark type for each assignment type. The available mark types are determined by an administrator. If a drop-down list is disabled, it means the assignment type to which it is associated has been used on an assignment and can therefore not be changed.

6 If you want to use an assignment type for all of your classes, in the **All** column, select the checkbox. If you want to use it for specific classes, select the checkbox in the column of each desired class.

7 Click **Save**.

8 If necessary, you can use the **Assignment Conversion Tool** at the bottom of the screen to convert one assignment type to another for any classes.

**See the reverse side of this sheet for information on weighting by assignment type.

Weighting by Assignment Type

1 On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Calc Methods & Weights**.

Average Calc Setup
Set Up Assignment Types
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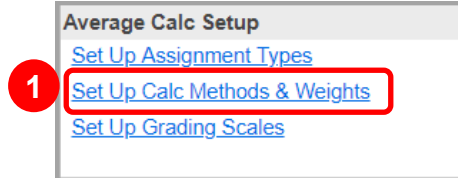
2 In the **Class** drop-down list, select the class for which you want to set up weighted assignment types.

3 **Choose the calculation frequency** and **Choose a calculation option**.

4 In the **Select the Calculation Method** drop-down list, select **Weighted Average**.

5 In the grid, for each **Assignment Type**, enter the desired **Weight**.

Note: When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade. For example, if the weight of homework = 1, quizzes = 1, and test = 2, you can also enter the weight as 25 for homework, 25 for quizzes, and 50 for tests.

6 Click **Save**.

7 (Optional) If desired, use the **Copy this setup to the following classes** box to use this setup for other classes.

ProgressBook ▾ Average Calculation Setup   GradeBook | 🔔 👤 ❓

GradeBook

Class Dashboard   **2** Class: AMERICAN LITERATURE: 21 ▾

3 **Choose the calculation frequency:**
◉ Automatically recalculate the GradeBook after each change
○ I will recalculate the GradeBook when needed

Choose a calculation option:
◉ Use the same calculation for each grading period
○ Use different calculations for each grading period

4 **Select the Calculation Method:** Weighted Average ▾

If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Extra Credit	
Class Work	20
Homework	20
Quizzes	20
Test	40

You cannot weight an extra credit assignment type because the system cannot divide by zero.

6 Save

Copy this setup to the following classes:
7
☐ AMERICAN LITERATURE: 21   ☐ AMERICAN LITERATURE: 22   ☐ COMPOSITION: 31
☐ COMPOSITION: 32   ☐ MATHEMATICS 5: 11   ☐ MATHEMATICS 5: 12
☐ READING 3: 1   ☐ READING 3: 2

Select All   Un-Select All   Copy