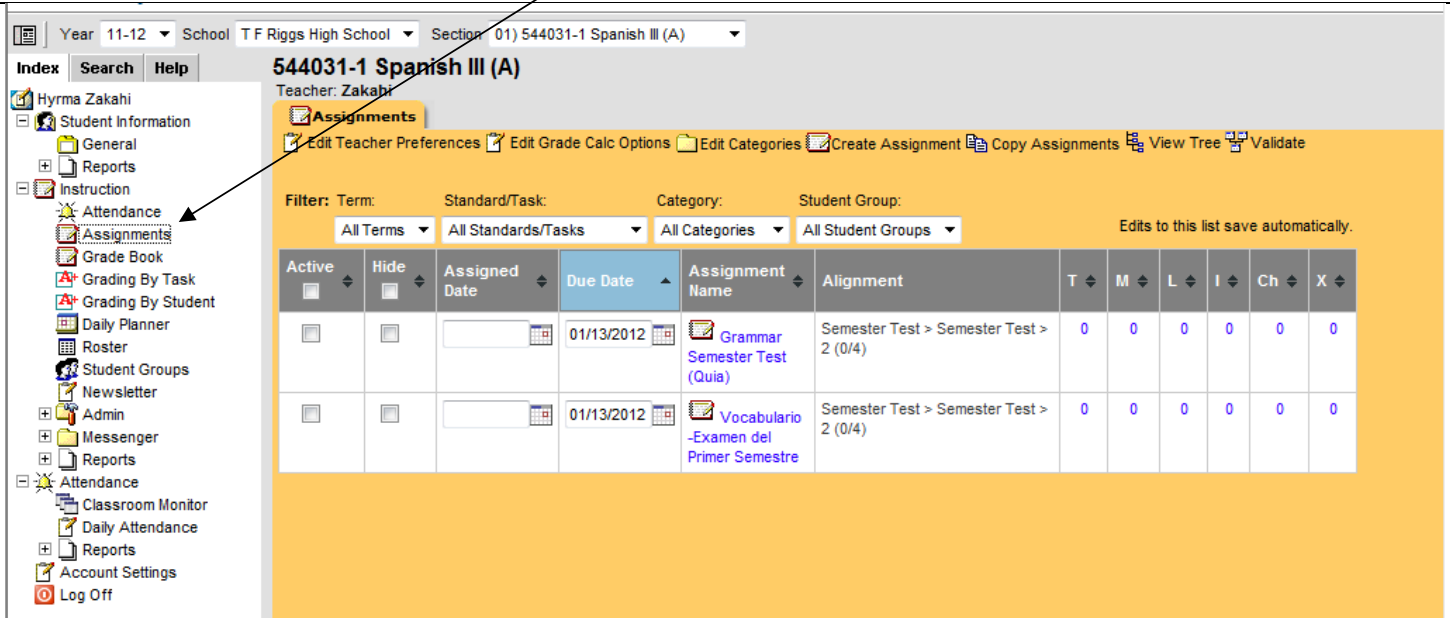


## The New “Assignments” Tab

There is a new tab on DDN Campus called “Assignments”. IF you click on the word “Assignments” you get this screen:



Year: 11-12 | School: T F Riggs High School | Section: 01) 544031-1 Spanish III (A)

Teacher: Zakabi

544031-1 Spanish III (A)

Assignments

Filter: Term: All Terms | Standard/Task: All Standards/Tasks | Category: All Categories | Student Group: All Student Groups

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input type="checkbox"/>	<input type="checkbox"/>		01/13/2012	Grammar Semester Test (Quia)	Semester Test > Semester Test > 2 (0/4)	0	0	0	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>		01/13/2012	Vocabulario -Examen del Primer Semestre	Semester Test > Semester Test > 2 (0/4)	0	0	0	0	0	0

Notice that this is where you can do several things that were scattered around before. You can

- Edit Teacher Preferences (p. 2)
- Edit Grade Calculation Options (set the curve; choose between total points and weighted; etc..) page 3
- Creating Categories (this used to be called Groups) (p. 4)
- Create Assignment (p. 5-6)
- Copy Assignments (p. 7-8)
- View Tree – (p. 9) like the folders in the old Lesson Planner

The other things included in this hand out are:

Entering Grades (p. 10-12)

Working with seating charts: (p. 13-14 )

**Teacher Preferences**

**Assignments**  
 Assignment List Save Teacher Preference

**Teacher Preference**

*This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.*

- Hide Dropped Students
- Show Student Numbers
- Show Student Pictures
- Invert Seating Chart Auto-Placement (Start from the bottom)
- Use Seating Chart for Attendance
- Use Canned Comments
- Remove percentage and calculations when using Standards (Grade Book)

**Default Standard/Grading Task**  
 Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.

Quarter Grade ▼

**Web Site Address**  
 Share the web address of this section (appears in the Portal to students and parents).

Grade Book Last Updated 07/12/2011 08:19:00 -0500  
 Teacher Preference Last Modified 07/11/2011 07:47:00 -0500

[Mass Assign to multiple sections](#)

- Hide dropped Students - (so that the students that inactive in your class don't show up when you are trying to type in grades)
- Show student Numbers ó (so that student ID numbers show up on the student lists ó helpful if you use QUIA because the quia password is the last 4 digits of their ID number)
- Show student Pictures ó (I do this for the first few weeks, to help me with names and faces; in drama classes sometimes it takes me almost all semester to be able to give grades to performances, etcí Checking this box shows pictures when you score in the assignments tab and when you take attendance)
- Invert Seating Chart Auto-Placement (Start from the bottom)
- Use Seating Chart for Attendance
- Use Canned Comments
- Remove percentage and calculations when using Standards (Grade Book)

**Teacher Preferences**

[Mass Assign to multiple sections](#)

Check All

**1**

- 01) 544031-1 Spanish III (A)
- 01) 544041-1 Spanish IV (A)
- 02) 544021-3 Spanish II (A)
- 05) 574011-1 Drama I
- 06) 574011-2 Drama I
- 07) 574011-3 Drama I
- 08) 992400-46 Homeroom

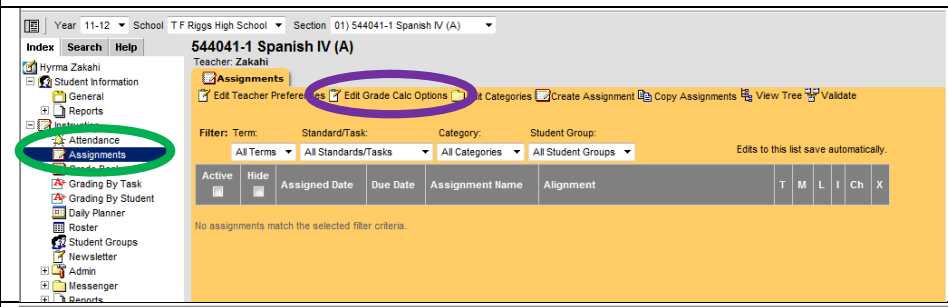
**2**

- 01) 544031-1 Spanish III (A)
- 01) 544041-1 Spanish IV (A)
- 02) 544021-3 Spanish II (A)
- 05) 574011-1 Drama I
- 06) 574011-2 Drama I
- 07) 574011-3 Drama I
- 08) 992400-46 Homeroom

**3**

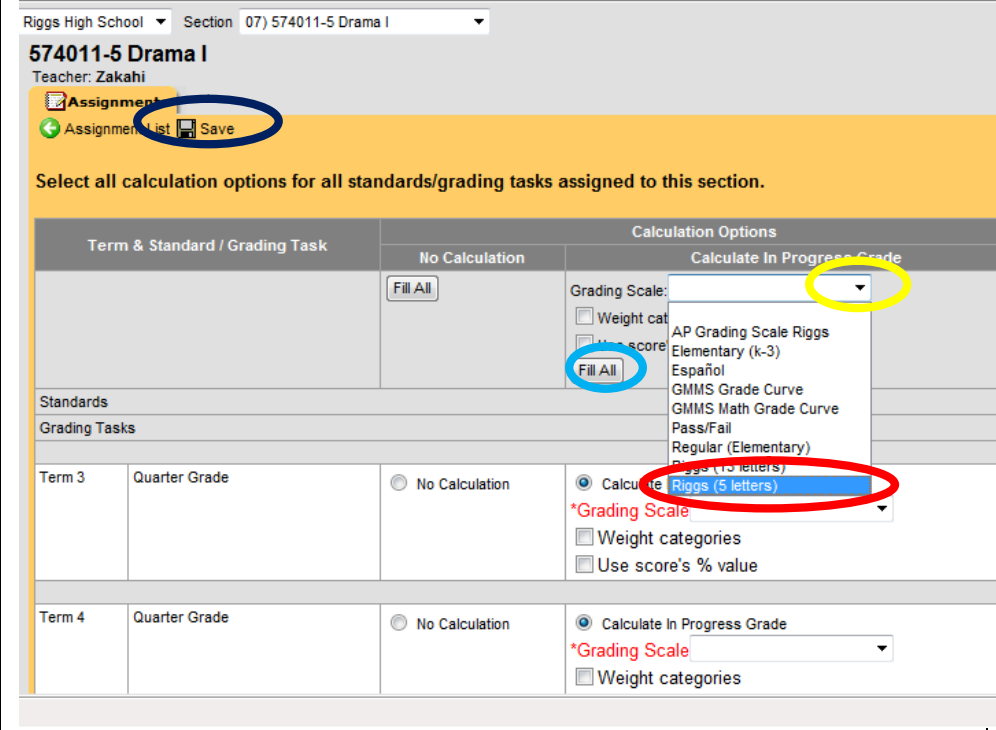
If you click on the Mass Assign to Multiple sections (in other words if you use the same preferences for most of your classes you can click on this and check which sections you would like to assign the preferences to.

### Grade Calculation (used to be called setting the curve)



Click on **Assignments** in the menu on the left side of your screen.

Click on the **Edit Grade Calculation Options**



1. Click the down arrow next to **Grading Scale:**
2. Choose **Riggs (5 Letters)** for the Grading Scale

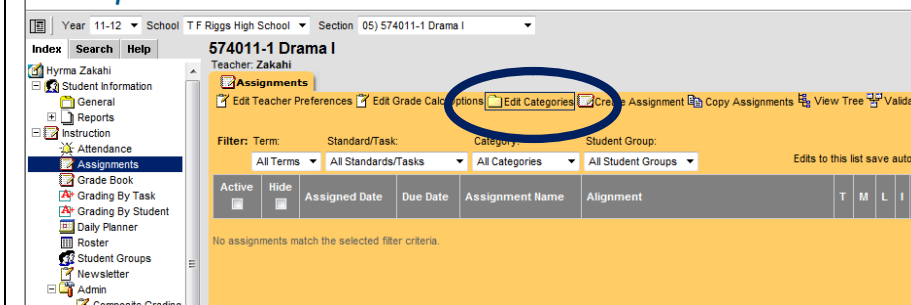
Check the box by either of the other two choices if you **weight categories** or **Use Score's % value**

3. Click the **"Fill All"** button under Calculate in Progress Grade.

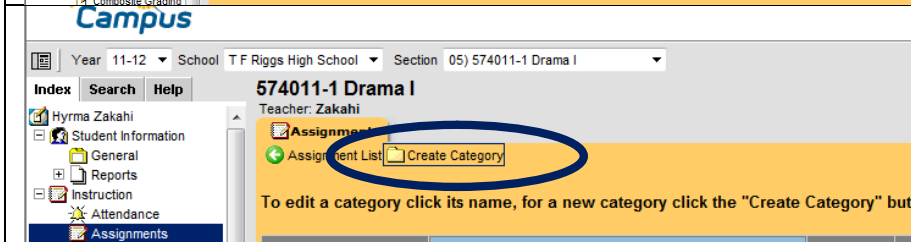
4. Click **"Save"**

You have to repeat this process for each class; each semester.

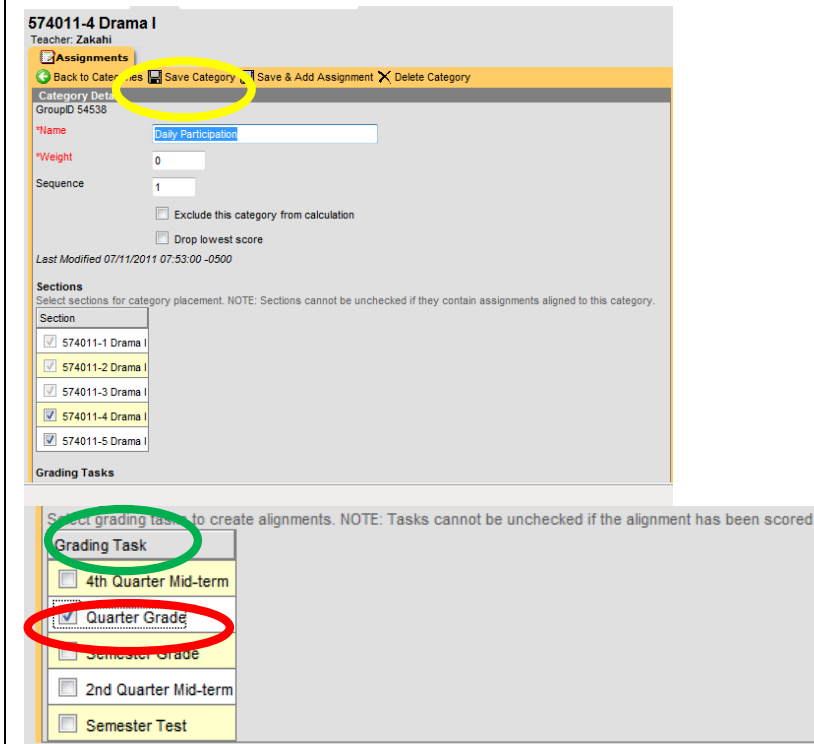
## Creating Categories (used to be called "groups")



1. Click on **“Edit Categories”**



2. Click on **“Create Category”**



3. Fill in a name and weight value (leave at 0 if you want)

4. Choose the sections that you wish to create the category in.

5. Click on the **“Grading Tasks”** button.

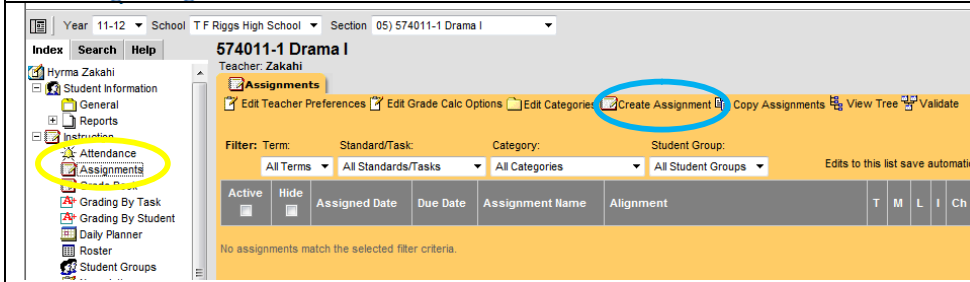
6. Click in the box by **“Quarter Grade”** to select it.

(The only other you might select is Semester Test if you do only one category called Grades or Drama or something like that.)

7. Click **“Save Category”** at the top

Repeat steps 1-7 to create as many categories as you would like.

## Creating Assignments



Year: 11-12 | School: T F Riggs High School | Section: 05) 574011-1 Drama I

Teacher: Zakahi

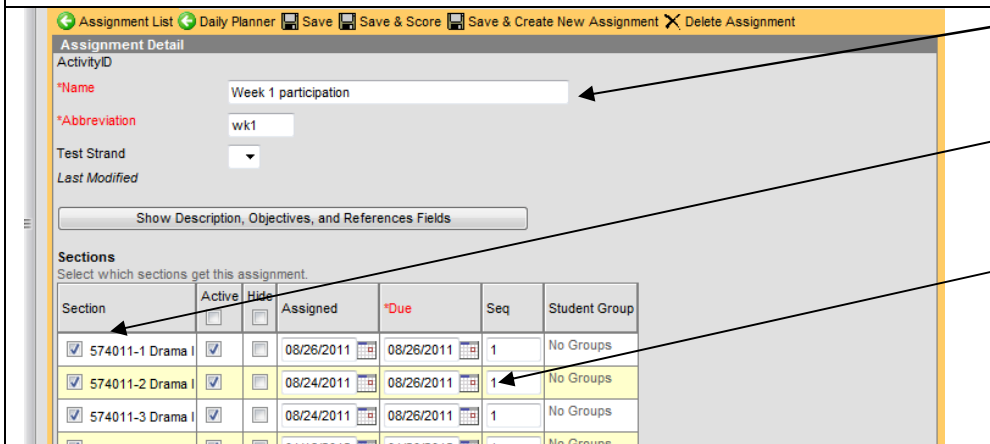
Assignments

Filter: Term: All Terms | Standard/Task: All Standards/Tasks | Category: All Categories | Student Group: All Student Groups

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch
No assignments match the selected filter criteria.										

1. Click on the **Assignments** link on the left side of your screen.

2. Click on **Create Assignment** along the top of the Assignments tab



Assignment List | Daily Planner | Save | Save & Score | Save & Create New Assignment | Delete Assignment

Assignment Detail

ActivityID

\*Name: Week 1 participation

\*Abbreviation: wk1

Test Strand: [Dropdown]

Last Modified: [Field]

Show Description, Objectives, and References Fields

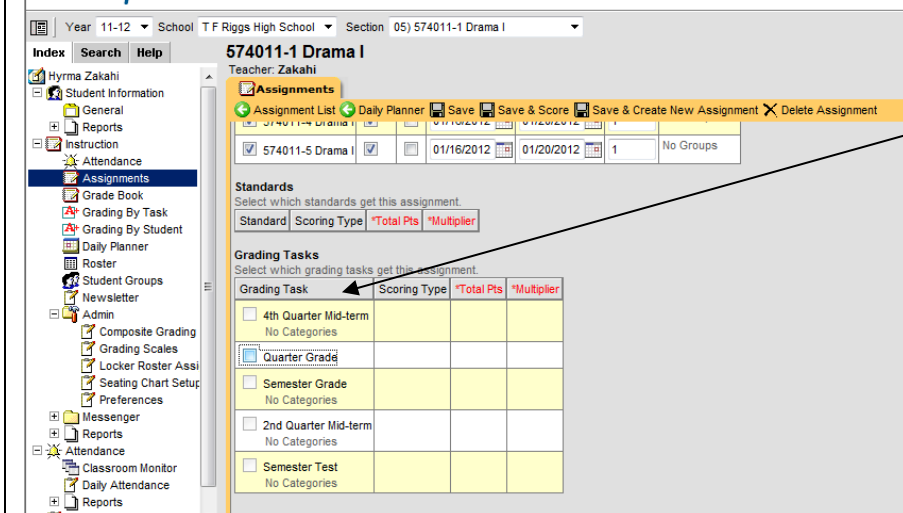
Sections

Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
574011-1 Drama I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/26/2011	08/26/2011	1	No Groups
574011-2 Drama I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/26/2011	1	No Groups
574011-3 Drama I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/26/2011	1	No Groups

3. Fill in the 'Name' & 'Abbreviation'.

4. Choose which sections you would like to have the assignment in. [The date defaults to today's date (or the 1<sup>st</sup> day of the quarter); but you can click on the calendar to change it]



Year: 11-12 | School: T F Riggs High School | Section: 05) 574011-1 Drama I

Teacher: Zakahi

Assignments

Assignment List | Daily Planner | Save | Save & Score | Save & Create New Assignment | Delete Assignment

574011-5 Drama I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/16/2012	01/20/2012	1	No Groups
------------------	-------------------------------------	--------------------------	------------	------------	---	-----------

Standards

Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
[Empty table]			

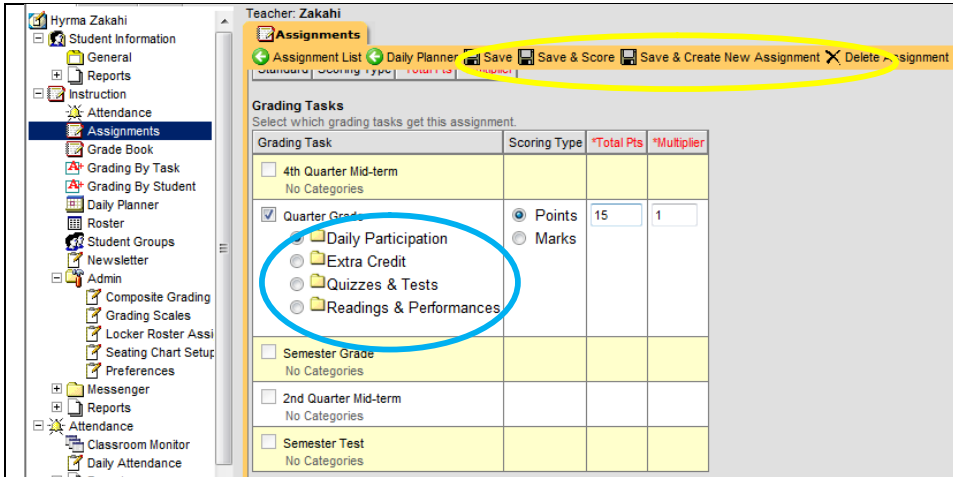
Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> 4th Quarter Mid-term	No Categories		
<input checked="" type="checkbox"/> Quarter Grade			
<input type="checkbox"/> Semester Grade	No Categories		
<input type="checkbox"/> 2nd Quarter Mid-term	No Categories		
<input type="checkbox"/> Semester Test	No Categories		

5. Select the 'Grading Task' (probably the 'Quarter Grade')

As soon as you click on the box by quarter grade, it will open the categories that you created.



Teacher: Zakahi

Assignments

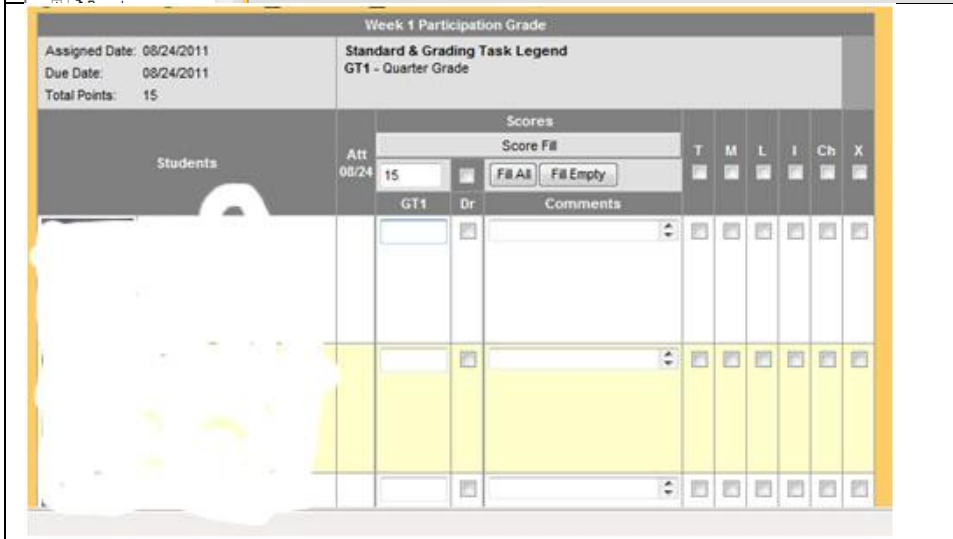
Assignment List Daily Planner Save Save & Score Save & Create New Assignment Delete Assignment

Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> 4th Quarter Mid-term No Categories			
<input checked="" type="checkbox"/> Quarter Grade	<input checked="" type="radio"/> Points <input type="radio"/> Marks	15	1
<input type="checkbox"/> Daily Participation			
<input type="checkbox"/> Extra Credit			
<input type="checkbox"/> Quizzes & Tests			
<input type="checkbox"/> Readings & Performances			
<input type="checkbox"/> Semester Grade No Categories			
<input type="checkbox"/> 2nd Quarter Mid-term No Categories			
<input type="checkbox"/> Semester Test No Categories			

6. Select the **Category** and assign the total points (change the multiplier if you want to increase / decrease the point value)
7. Click one of the **Save options**



Week 1 Participation Grade

Assigned Date: 08/24/2011  
Due Date: 08/24/2011  
Total Points: 15

Standard & Grading Task Legend  
GT1 - Quarter Grade

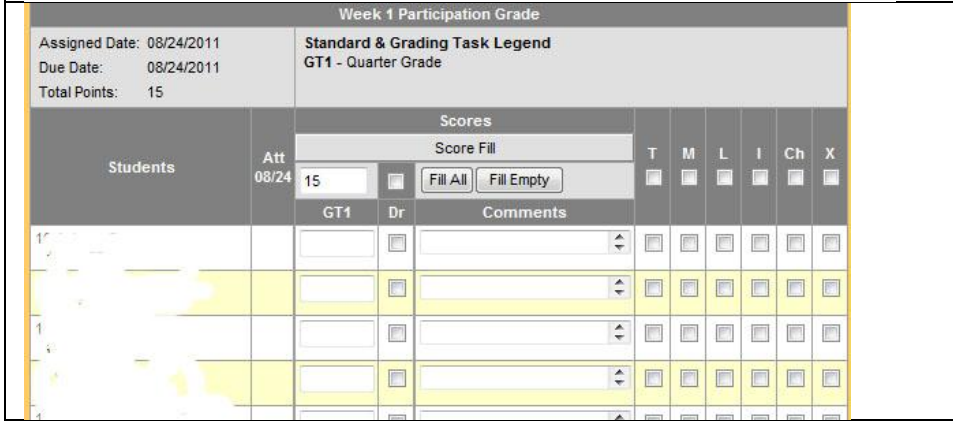
Scores

Score Fill: GT1

Students

Save & score will give you a screen like on the left

You can fill in scores, fill in comments for individual students, fill in the turned in, missing, late, etc (you can also use the letters from before T, M, L, Ch)



Week 1 Participation Grade

Assigned Date: 08/24/2011  
Due Date: 08/24/2011  
Total Points: 15

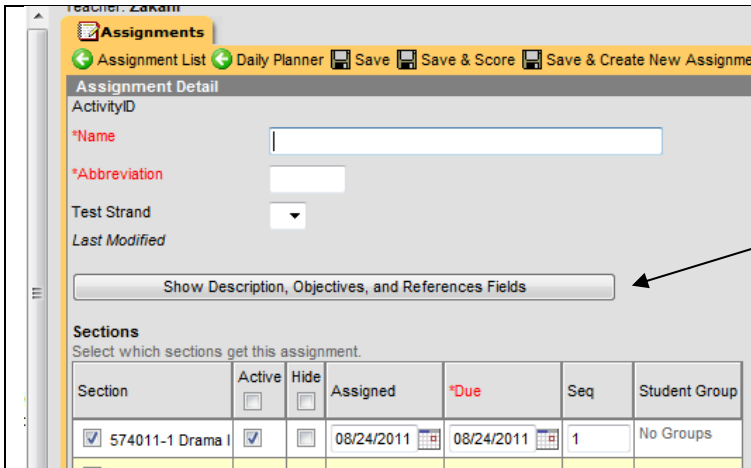
Standard & Grading Task Legend  
GT1 - Quarter Grade

Scores

Score Fill: GT1

Students

(I had my preferences set to show pictures, so each line is a little wider on the top picture. I turned them off for the bottom picture)



Teacher: Zakahi

**Assignments**

Assignment List Daily Planner Save Save & Score Save & Create New Assignment

**Assignment Detail**

ActivityID

\*Name

\*Abbreviation

Test Strand

Last Modified

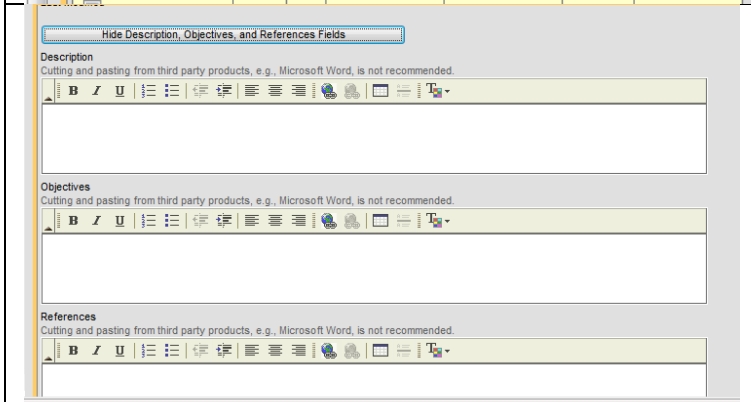
Show Description, Objectives, and References Fields

**Sections**

Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 574011-1 Drama I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/24/2011	1	No Groups

If you want to add more detail about a given assignment, you need to click on the "Show Description, Objectives and Reference Fields" button.



Hide Description, Objectives, and References Fields

**Description**

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

**Objectives**

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

**References**

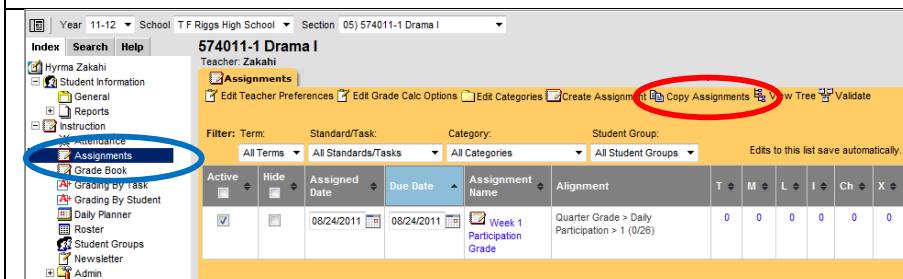
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

You can type in any of these three fields.

## Copying Categories (Groups) / or copying assignments

If you are trying to copy categories into a class that is not just a different section of the same course (for instance drama 1 to Drama 2 as opposed to creating categories for multiple sections of the same class), then you need to create categories and at least one assignment in each category that you would like to copy.

You may also want to copy assignments if you forgot to check all the boxes next to the sections as you were creating categories



Year: 11-12 School: T F Riggs High School Section: 05) 574011-1 Drama I

Teacher: Zakahi

**Assignments**

Edit Teacher Preferences Edit Grade Calc Options Edit Categories Create Assignment Copy Assignments View Tree Validate

Filter: Term: Standard/Task: Category: Student Group:

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/24/2011	Week 1 Participation Grade	Quarter Grade > Daily Participation > 1 (0/26)	0	0	0	0	0	0

1. Go to the section you would like to copy FROM
2. Click on the **assignments** link.
3. Click on **Copy Assignments**

574011-1 Drama I  
Teacher: Zakahi

Assignments  
Assignment List **Next**

**Assignment Copier**  
Select assignments to copy from the source section to the destination section. Click "Next" to continue.

Select Source Section

- 01) 544032-1 Spanish III (B)
- 01) 544041-1 Spanish IV (A)
- 01) 544042-1 Spanish IV (B)
- 05) 544045-1 Honors Spanish IV (A)
- 05) 544046-1 Honors Spanish IV (B)
- 05) 574011-1 Drama I**
- 06) 574011-2 Drama I
- 07) 574011-3 Drama I
- 05) 574011-4 Drama I
- 07) 574011-5 Drama I

Select Destination Section

- 05) 544046-1 Honors Spanish IV (B)
- 05) 574011-1 Drama I
- 06) 574011-2 Drama I
- 07) 574011-3 Drama I
- 05) 574011-4 Drama I
- 07) 574011-5 Drama I
- 06) 574012-1 Drama II**
- 08) 992400-46 Homeroom
- 10-11 T F Riggs High School (Reg)**
- 02) 544021-3 Spanish II (A)

Number of Assignments: 1

<input checked="" type="checkbox"/>	Assignment Name	Due Date
<input checked="" type="checkbox"/>	Week 1 Participation Grade	08/24/2011

Number of Assignments: 0

link

4. Find the section that you want to **copy FROM** and the one you wish to **copy TO**

5. Click **Next**

Riggs High School Section 05) 574011-1 Drama I

574011-1 Drama I  
Teacher: Zakahi

Assignments  
**Back Copy Assignments**

**Assignment Copier**  
Selected assignments and alignments will be copied. Selected alignments which are left blank will be dropped. Click "Copy Assignments" to create copies or click "Back" to adjust source or destination sections.

Copy Assignment Name  
574012-1 Drama II (sectionID: 108480)

Week 1 Participation Grade  
 Quarter Grade > Daily Participation\*\*

\*\*Indicates that a new Category will be created.

6. Click **Copy Assignments**

(Notice that it tells you that it is going to create the new group)

574012-1 Drama II  
Teacher: Zakahi

Assignments  
**Back Copy Assignments**

**Assignment Copier**  
Selected assignments and alignments will be copied. Selected alignments which are left blank will be dropped. Click "Copy Assignments" to create copies or click "Back" to adjust source or destination sections.

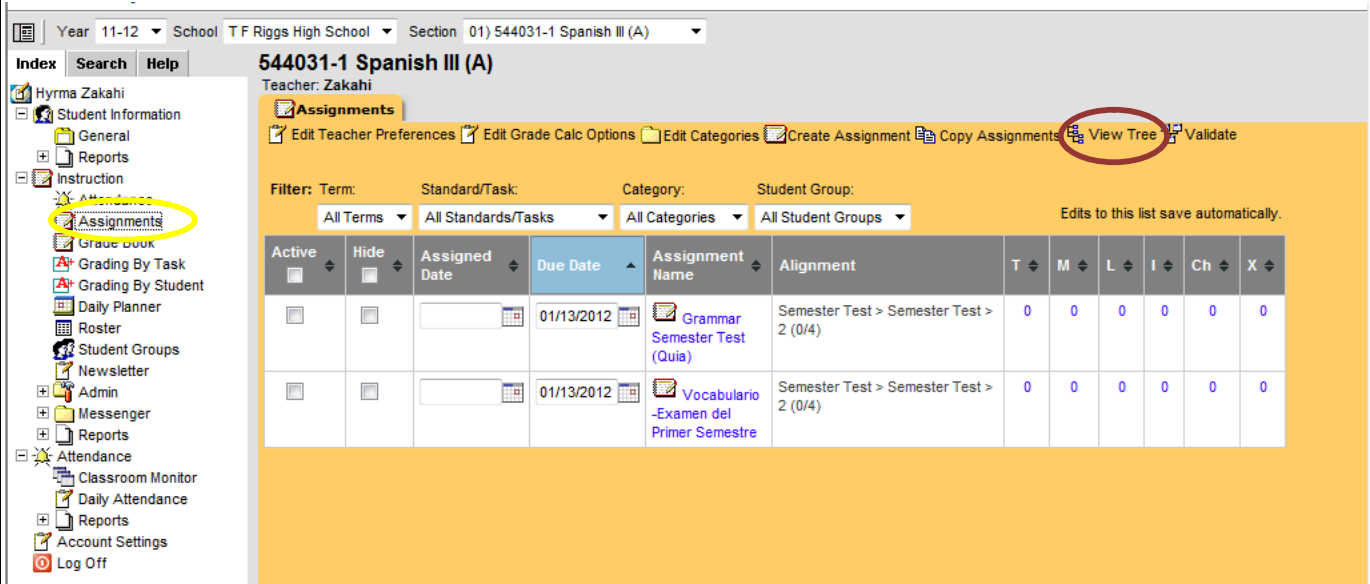
Copy Assignment Name  
574011-4 Drama I (sectionID: 108476)

Week 1 Participation Grade  
 Quarter Grade > Daily Participation

Drama Terms Quiz - week 1  
 Quarter Grade > Quizzes & Tests

If the assignment has a comparable category, then it will copy to the appropriate folder like on the left.

*View Tree (this looks kind of like the "outer" folders from the old Lesson Planner)*



Year: 11-12 School: T F Riggs High School Section: 01) 544031-1 Spanish III (A)

Teacher: Zakahi

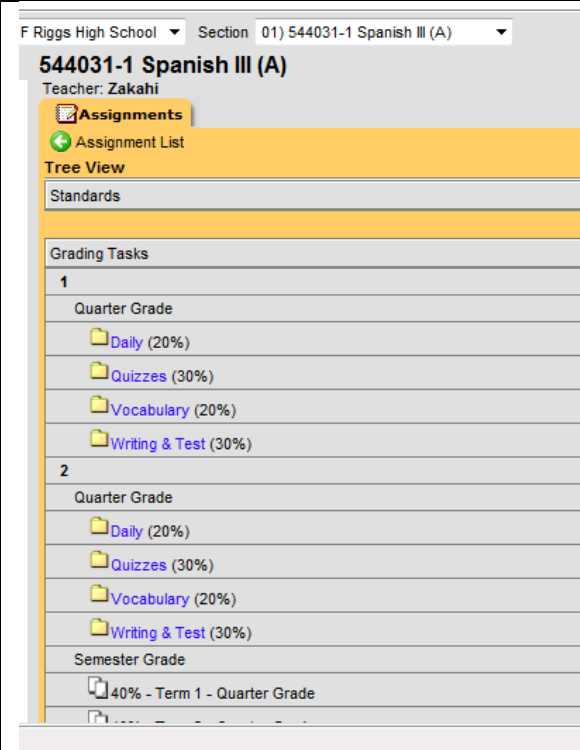
**Assignments**

Edit Teacher Preferences Edit Grade Calc Options Edit Categories Create Assignment Copy Assignments **View Tree** Validate

Filter: Term: Standard/Task: Category: Student Group:

All Terms All Standards/Tasks All Categories All Student Groups Edits to this list save automatically.

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input type="checkbox"/>	<input type="checkbox"/>		01/13/2012	Grammar Semester Test (Quia)	Semester Test > Semester Test > 2 (0/4)	0	0	0	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>		01/13/2012	Vocabulario -Examen del Primer Semestre	Semester Test > Semester Test > 2 (0/4)	0	0	0	0	0	0



F Riggs High School Section: 01) 544031-1 Spanish III (A)

Teacher: Zakahi

**Assignments**

Assignment List

**Tree View**

Standards

Grading Tasks

1

Quarter Grade

- Daily (20%)
- Quizzes (30%)
- Vocabulary (20%)
- Writing & Test (30%)

2

Quarter Grade

- Daily (20%)
- Quizzes (30%)
- Vocabulary (20%)
- Writing & Test (30%)

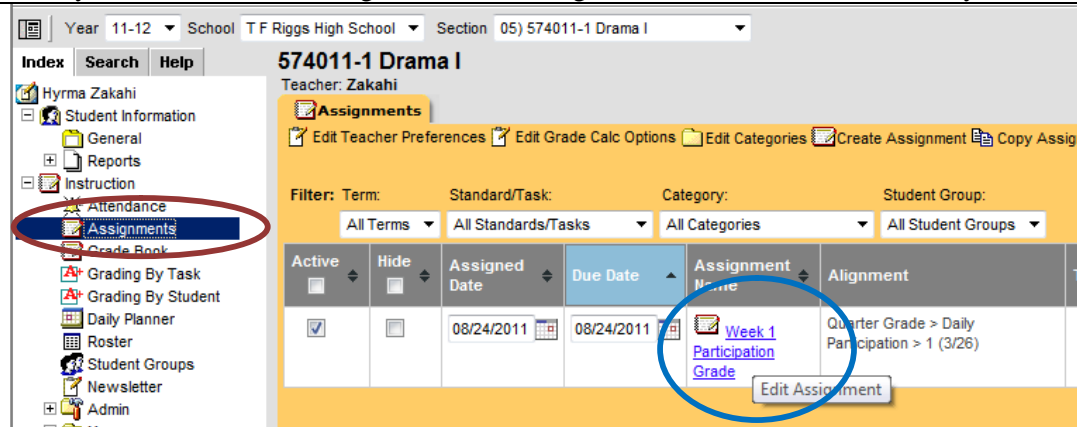
Semester Grade

- 40% - Term 1 - Quarter Grade

1. Click on "Assignments"
2. Click on "View Tree"  
(This is a look at the quarter grade break down of a weighted class; that has categories that are weighted; the bottom section is the composite grading for the SEMESTER grade)

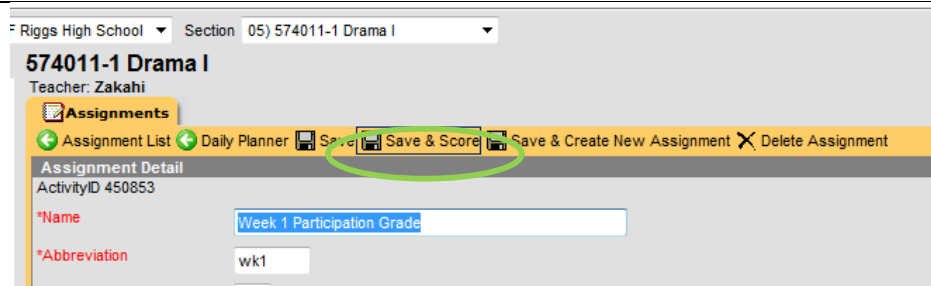
### Entering Grades into the Grade book

Once you have created an assignment in the assignments tab, there are several ways to fill in grades.

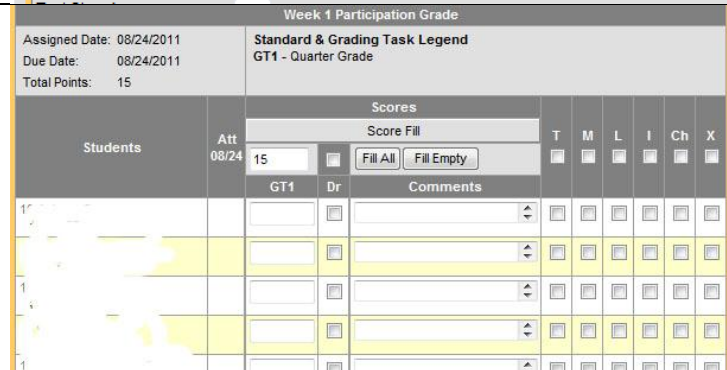


The new way is to work on the assignments tab.

1. Click on the **Assignments** link in the left hand column
2. Click on the **hyperlink (blue)** assignment name



3. Click on the **Save & Score** Option



4. & fill in the scores

You can still enter grades by merely typing the grade into the gradebook view:

Riggs High School Section 05) 574011-1 Drama I

Save Options

Jandt, Carly M  
Week 1 Participation Grade [15]

Hide Grade Totals

Select a task  
1 - Quarter Grade

Student	In Progress			Posted		%	Pts [15]	%	%
	Pts	Poss	%	Grd	%				
	14.00	15.00	93.33	A		93.33	14		
	15.00	15.00	100.00	A		100.00	15		
	13.00	15.00	86.67	B		86.67	13		

1. Click on Gradebook link in the left hand column
  2. You can just type the grades in the column
  3. Click Save when you are done.
- Right mouse click on the assignment that you would like to edit grades for

Year: 11-12 School: T F Riggs High School Section: 05) 574011-1 Drama I

Save Options

Hide Grade Totals

Select a task  
1 - Quarter Grade

Student	In Progress			Posted		%	Pts [15]	%	%
	Pts	Poss	%	Grd	%				

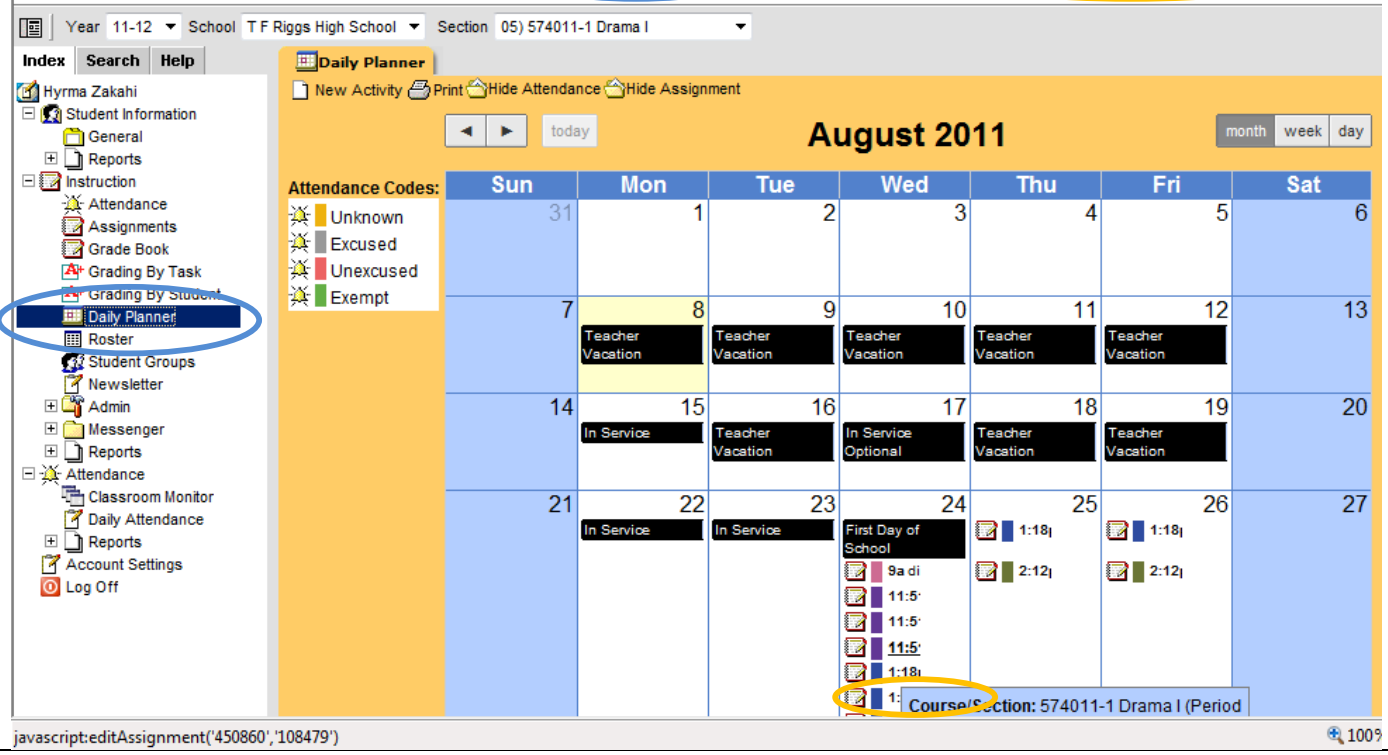
Week 1 Participation Grade

- Clear all scores for Week 1 Participation Grade
- Fill Empty Scores
- Overwrite All Scores

You can also still clear all scores, fill in empty scores with a particular score, or overwrite all scores with a particular score

You just need to right mouse click somewhere in the assignment abbreviation, and you can use the above features

You can also enter grades by going to the **Daily Planner** and clicking on **the assignment link**



Year: 11-12 | School: T F Riggs High School | Section: 05) 574011-1 Drama I

Attendance Codes:

- Unknown
- Excused
- Unexcused
- Exempt

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	31	1	2	3	4	5	6
7	7	8 Teacher Vacation	9 Teacher Vacation	10 Teacher Vacation	11 Teacher Vacation	12 Teacher Vacation	13
14	14	15 In Service	16 Teacher Vacation	17 In Service Optional	18 Teacher Vacation	19 Teacher Vacation	20
21	21	22 In Service	23 In Service	24 First Day of School	25 1:18 2:12	26 1:18 2:12	27

Course/Section: 574011-1 Drama I (Period

T F Riggs High School | Section: 05) 574011-1 Drama I

### 574011-1 Drama I

Teacher: Zakahi

Assignment List | **Daily Planner** | Save | **Save & Score** | Save & Create New Assignment

Assignment Detail

ActivityID 450860

\*Name: Musical Auditions

\*Abbreviation: Fall

Test Strand: [Dropdown]

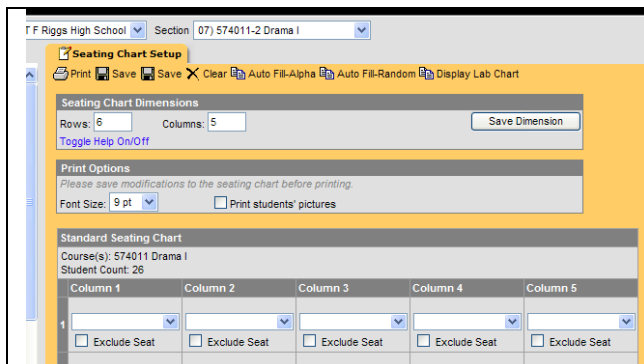
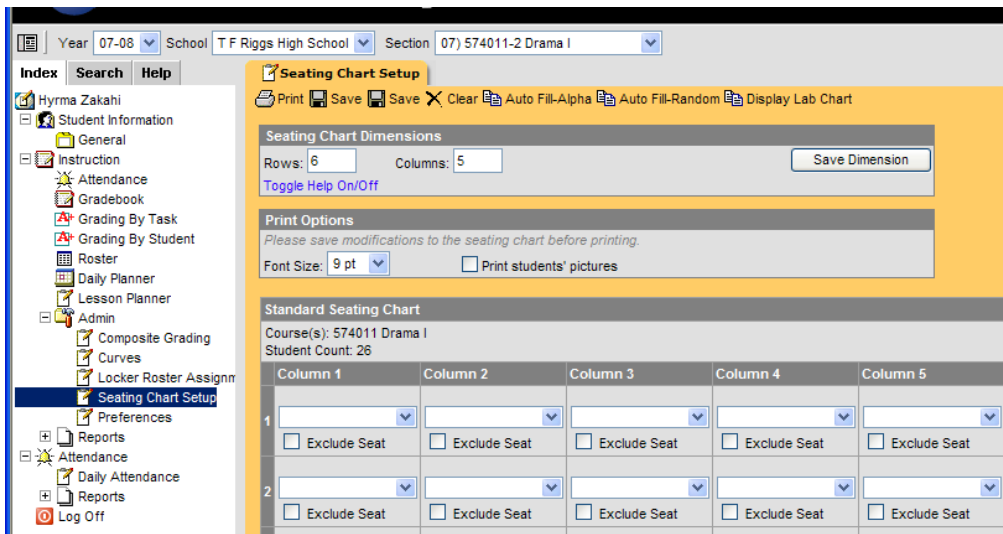
Last Modified 07/17/2011 16:32:00 -0500

Show Description, Objectives, and References Fields

Click on the **save & Score** Option.

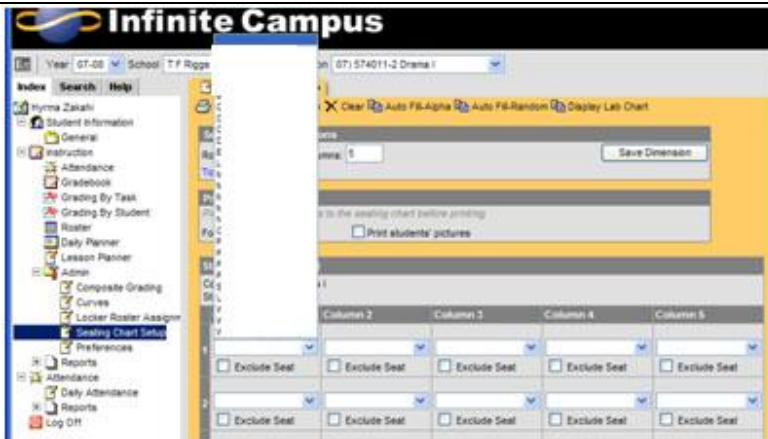
## Seating Chart Setup

“Admin “. Click on “Seating Chart Setup”–



The **Seating Chart Setup** tool provides several ways for teachers to assign students to seats and to build the seat design. Once the seating chart is created and saved, teachers can take attendance using the seating chart.

## Manually filling in the chart:



1. Select the correct section for which to set up the seating chart.
2. Select the correct dimension of the seating chart by entering the number of **rows** and **columns**. This selection needs to fit all students rostered into the class.
3. Click the **Save Dimension** button to save the new row and column setting
4. this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list.

5. Mark the checkbox to **Print Student Pictures** on the report. If it is left unmarked, only student names will appear

## Using the Auto-Fill Alpha Option



1. Select the correct section for which to set up the seating chart.
2. Select the correct dimension of the seating chart by entering the number of **rows** and **columns**. This selection needs to fit all students rostered into the class.
4. If this seating chart is going to be printed, select the **Font Size** to use on the report from the dropdown list.
5. Select the **Auto Fill-Alpha** icon at the top of the period tab. The system will automatically fill in the students' names in alphabetical order from right to left.
6. Click the **Save** icon when done