


Assignments List


On this page

- Assignments List
 - Metrics
 - Copy Assignments
 - Copy Scores and Grades
 - Score a Single Assignment
- Assignments in a Locked Term
 - Associate Standards to an Assignment


Work with the Assignments List

1. On the menu bar, click **Grading**, and then select **Assignment List**.
2. Select a **reporting term**.
3. Choose **All** from the term selector to view every assignment for the selected class or class group, regardless of the due date.
4. Click the gear , and then choose **Show Filter** to access the filtering options.
5. Click to add filter settings for the assignment list.
 - Use the pop-up menus to choose the filter options and search operators.
6. Click **Needs Scoring** to display assignments that are not yet scored.
7. Click **Due** to display assignments closest to the due date.
8. Click **Apply** to execute the filter settings.
9. Click a **column heading** to change the sort order of assignments.
10. Change the **View** to expand or compact the view on this page.

Metrics

- Below the summary section on this page you can **view metrics information** for assignment scores.
- The **mean** is the mathematical average of the scores you entered.
- The **median** represents the middle of all values: one-half of the scores will be above this number and one-half will be below it.
- The **mode** indicates the most common value.
- All these **values** are indicators of how well students do on assignments.
- If any one of them is **unexpectedly low**, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.
- You can click the gear , to **show or hide** the metrics on the page.

Copy Assignments

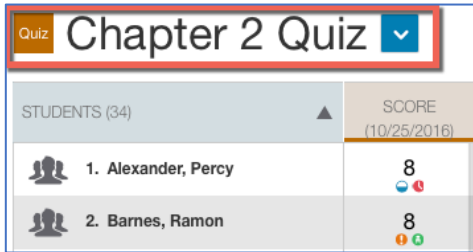
- Click the gear , and then choose **Copy Assignments**.

Copy Scores and Grades

- Click on an assignment or score column header to **copy and paste scores or grades** to a different column for the same class and reporting term, or for a different class or reporting term.
- Each **grade or score is pasted** in the destination column for the appropriate student, regardless of the sort order of the list of students or how many students are in both columns.

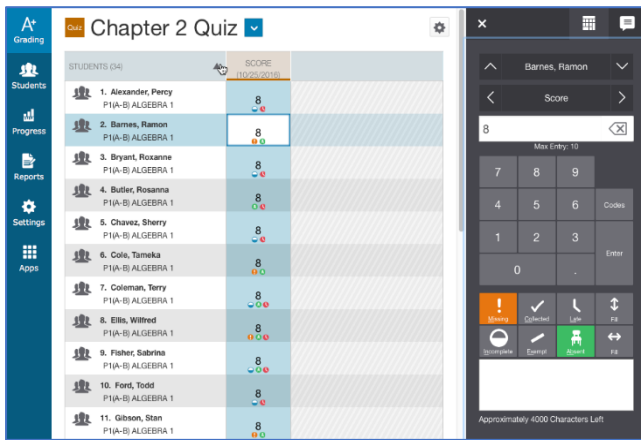
Score a Single Assignment

1. On the Assignments page, or on the **Scoresheet**, click the **assignment name**.
 - The Single Assignment page appears with the students associated to the assignment.
2. Change to a different assignment by selecting the assignment name and choosing an assignment from **the Quick Menu**.



Quiz Chapter 2 Quiz	
STUDENTS (34)	SCORE (10/25/2016)
1. Alexander, Percy	8
2. Barnes, Ramon	8

3. Click the gear to show/hide different page elements, such as the filter, summary information, and metrics.



The screenshot shows the 'Chapter 2 Quiz' scoresheet with a list of 11 students. The 'Score Inspector' for 'Barnes, Ramon' is open, showing a score of 8. The inspector includes a numeric keypad, a 'Codes' field, and various action buttons like 'Save', 'Delete', and 'Cancel'.

4. Click a cell to the right of a student name to display the assignment summary information and the Score Inspector.
5. Enter the students' assignment scores in the **Score** column. If standards are aligned to the assignment, enter the standards scores in the standards columns. Use the arrow keys on your keyboard or the arrows at the top of the **Score Inspector** to move to different score cells.
6. Click **Save** to continue working with this assignment. Click **Save and Close** to close the screen. Click **Delete** to remove the assignment.
7. **Note:** Deleting an assignment deletes the assignment and all associated scores for all classes. If you want to delete an assignment for a single class, remove the class association from the assignment by deselecting the class from the Classes pop-up menu.

Assignments in a Locked Term

- If a **lock icon** appears at the top of the assignment column, the reporting term or class is locked.
- If there are **no scores** for the assignment in a locked term or class, you can make changes to the assignment details, and move the assignment to a different term if needed.
- However, if **scores already exist** for an assignment in a locked term or class, you cannot change the assignment, and you can only copy the assignment to a class or term that is not locked.

Associate Standards to an Assignment

- Associate **standards** to an assignment to allow the entry of standards scores on that assignment.
- When **editing an assignment**, select the **Standards tab** and select the standards.