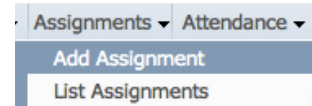




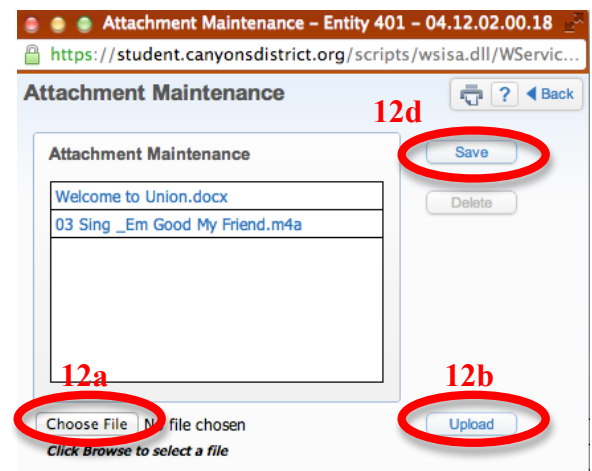
# How to Create Assignments in Skyward

Canyons School District  
Education Technology Department  
9361 S. 300 E.  
Sandy, UT 84070  
Help Desk: 801-826-5544

1. **Hover** over “Assignments” at the top of your screen and **select** “Add Assignments”
2. Choose the “Category” which this assignment falls under.
  - a. Categories can be edited by **selecting** “Categories” from the main screen in any class. **Select** “Add/Edit Categories” on the right hand of the screen and **select** the categories you want. Save when you are finished. If you use the same categories for other classes **click** the “Use these Categories For My Other Classes” and **choose** which classes you want to have the same.
3. Enter an assignment name in the “Description” text field.
4. **Detailed Description**- There is no text limit in this field, unlike under “Description,” allowing you to add page numbers, questions to answer, or other important information. (Not Required)
5. **Assigned Date**- Will default to the date you enter the assignment.
6. **Proposed Due Date**- What day is the assignment due?
7. **Actual Due Date**- Put the date as one week later to allow you time to grade. Leaving this blank and not scoring the assignment the date it is due will mark the assignment as missing under the students Skyward account. (Ex. Proposed Due Date: Sept, 4, 2012 Actual Due Date: Sept 11, 2012).
8. **Max Score**- Enter the amount of points the assignment is worth at its highest quality.
9. **Weight Multiplier**- We suggest not changing this field.
10. **Show Assignment Score As**- This is how the assignment score will be shown in GradeBook view in Skyward (Score, Checkmark, Percent, & Letter Grade)
11. If you would like to use the same assignment for other classes **select** which classes at the bottom of the screen by check marking the class.
12. **Attach** (right side of the screen)- You can attach audio, video, images, documents, and PDFs to any assignment.

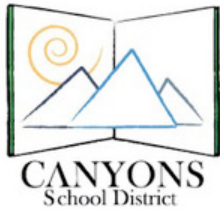


- a. **Click** the “Choose File” button, then **select** the file you would like to upload and **select** open.
- b. Be sure to **select** the “Upload” button, this is a common forgotten step. It will add the attachment to the “Attachment Maintenance” above, which shows all attachments for this assignment.
- c. Repeat steps 12a and 12b to add additional attachments.
- d. Once you are done **select** the “Save” button. You will be able to see the number of attachments on the Attachment button.



## Attach (2)

13. Once your are finished creating the assignment you have three choices; 1) Save and Back, 2) Save and Add Another [Assignment], and 3) Save and Score [the current Assignment]



- Asgn - Assignment
- Curr - Current Event
- Extr - Extra Credit
- Part - Participation**
- Quiz - Quiz
- Test - Test

- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9
- Step 10
- Step 11

**Assignment Maintenance** My P

**Add Assignment**

Category: **Part - Participation**

Description: Class Report

Detailed Description: Native American Report Presentation: Focus on Good Eye Contact, Not reading from notes/PowerPoint, Clear?Loud

Assignment Group:

Entered Date: **Wed, Aug 1 2012**

Assign Date: Aug 27 2012 **Mon, Aug 27 2012**

Proposed Due Date: Sep 04 2012 **Tue, Sep 4 2012**

Actual Due Date: Sep 11 2012 **Tue, Sep 11 2012**

Max Score: 15  Post to Family Access

Weight Multiplier: 1.00  Post to Student Access

Show Assignment Score As: Score  Show Comments

Step 13

- Save and Back
- Save and Add Another
- Save and Score
- Undo
- Back
- Attach (2)
- Options
- Check Spelling

Step 12

**Select the Classes where this Assignment should be added**

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	401	SOC	1 to 2	1	MTWRF	60111 / 01	US HISTORY 8
<input type="checkbox"/>	401	SOC	1 to 2	2	MTWRF	60111 / 04	US HISTORY 8
<input type="checkbox"/>	401	OTH	1 to 2	3	MTWRF	00261 / 02	AIDE TEACHER
<input checked="" type="checkbox"/>	401	SOC	1 to 2	3	MTWRF	60111 / 03	US HISTORY 8
<input checked="" type="checkbox"/>	401	SOC	1 to 2	4	MTWRF	60111 / 05	US HISTORY 8
<input checked="" type="checkbox"/>	401	SOC	1 to 2	5	MTWRF	60111 / 02	US HISTORY 8
<input checked="" type="checkbox"/>	401	SOC	1 to 2	6	MTWRF	60111 / 07	US HISTORY 8
<input type="checkbox"/>	401	OTH	1 to 2	7	MTWRF	00261 / 07	AIDE TEACHER
<input checked="" type="checkbox"/>	401	SOC	1 to 2	7	MTWRF	60111 / 08	US HISTORY 8

- Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.

Step 2a

- Assignments
- Attendance
- Categories**
- Grade Marks
- Posting

Select Categories

Use These Categories For My Other Classes

**Categories Used**

Category	Category Description
Asgn	Assignment
Curr	Current Event
Extr	Extra Credit
Part	Participation
Quiz	Quiz
Test	Test

Edit Categories

**Category Group Maintenance**

Category	Category Description	Include
5TG	5 Themes/Geo	<input checked="" type="checkbox"/>
A&C	Atmosphere/Climate	<input type="checkbox"/>
AC	Art Comprehension	<input type="checkbox"/>
Acce	Accelerated Reader	<input type="checkbox"/>
Acti	Activity	<input type="checkbox"/>
AD	Accepting Difference	<input type="checkbox"/>
AEP	Art Elements Skill	<input type="checkbox"/>
AEPS	ArtElements&Skills	<input type="checkbox"/>
AGR	Agriculture	<input type="checkbox"/>
ANA	Analysis	<input type="checkbox"/>
ARTC	Art Comprehension	<input type="checkbox"/>
Asgn	Assignment	<input checked="" type="checkbox"/>
Asmt	Assessment	<input type="checkbox"/>
Atnd	Attendance	<input type="checkbox"/>