



# Creating and Scoring an Assignment

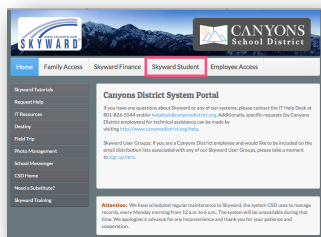
Canyons School District  
Education Technology Department  
9361 S. 300 E.  
Sandy, UT 84070  
Help Desk: 801-826-5544

## Computer View

## Instructions

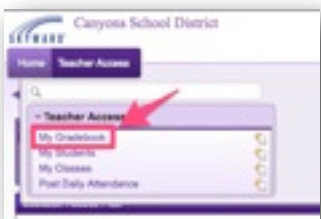


1. Go to the district website at [www.canyonsdistrict.org](http://www.canyonsdistrict.org).  
Select the **Skyward** icon.

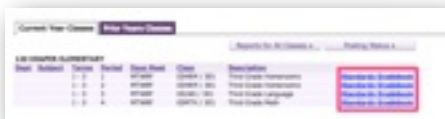


2. Select the **Skyward Student** tab. Login with your email username and password.

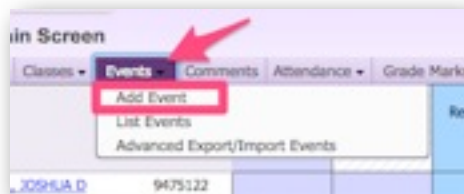
- username: first.lastname
- password: email password



3. Select the **Teacher Access** tab and choose **My Gradebook** from the drop down menu.



4. Select the gradebook you would like to add an assignment to.



5. Click **Events**.

6. Select **Add Event**.



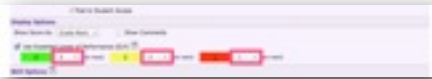
7. Select the Subject **and Skill**. You can select more than one subject by checking more than one box.

8. Add a Description and Detailed Description of the assignment.

9. Select Due Dates for the assignment.



10. The first time you create an assignment, you will need to check the Expected Levels of Performance box, and select the grade mark for each color.
11. Click **Save and Score**.



12. Enter the score.
13. Click **Save**.



14. Click on the title of the assignment to edit details about the assignment.
15. Click the score or \* to edit scores.

