



Assignment Quick Reference

Add New Assignment

Click and then click **Add New Assignment**.

Select an **Estimated Time to Complete (ETC)** the assignment.

Enter a **Subject** and **Description** that explain the assignment to students.

Set a **Due Date/Time** for the students to complete the assignment.

Enter the point value of the assignment.

Click **Add File** to upload a file.

Click **Add Bookmark** to add a link to a website or other online resource.

Select **Group** or **Individual** from the **Assign To** menu and choose the **Name** of the student to receive the To-Do.

Click **Save** to assign the To-Do or **Cancel**.

Add New Assignment

Estimate Time to Complete (ETC) 0 Hours 45 Minutes Notification On

Subject Critique

Description Listen to some Podcast Stories and choose one to critique.

Due Date/Time 10/23/2009 optional This assignment is worth 5 points

Recurrence: Recurring

Files

File Name	Del
Podcast Critique.docx	

Bookmarks

Website Name	Link	Edit	Del
Other	Podcast Stories: Tales for Everyone		

Assign To

Group or Individual	Name	Del
Group	New Media Arts	

Save Cancel

Submit an Assignment

Students view the assignment by clicking on the To-Do.

Students download any **Files** and visit any **Bookmarks** in the assignment.

Student click **Submit** to turn in the assignment electronically.

Students use **Submitter Comments** to give feedback on the lesson.

Students enter the amount of time they actively worked on the assignment in **Actual Time to Complete**.

Students click **Save** when they are ready to submit the assignment, or **Cancel**.

Assignment: Critique

Subject Critique

Description Listen to some Podcast Stories and choose one to critique.

Due Date/Time November 06, 2009

Weighting This assignment is worth 5 points.

Estimated Time To Complete (ETC) 0 Hours 45 Minutes

Status Incomplete

Files

Attachment Name	Download
Podcast Critique.docx	

Bookmarks

Website Name	Link
Other	Pod Stories: Tales for Everyone

Submit

Submission

Submitter Aaron Washington

Submitter Comments (Optional) I want to learn how to do sound effects.

Upload Files (Optional) Attach More Files

Submission

Submitter Aaron Washington

Submitter Comments (Optional) I want to learn how to do sound effects.

Upload Files (Optional) Attach More Files AWashington Podcast Critique.docx


Actual Time to Complete (ATC) 0 Hours 30 Minutes

Save Cancel

Assignment Quick Reference

Grade an Assignment

Review the **Grade** panel to determine the status of each student's work and any grades you have assigned.

Review the date and time of each **Submission** of student work. Click  to download a student's file(s).

Click **View** to see **Submitter Comments** provided by students.

Review the **Actual Time To Complete (ATC)** the assignment as reported by each student and how it compares to your **Estimated Time To Complete (ETC)**.


Click the **Reassign** checkbox if you want a student to continue working on the assignment.


Click **Add Grader Comments** to provide feedback to each student.

If you have provided comments or corrections on a file uploaded by a student, click **Add Upload Return File** to share the revised file with the student.

Enter a **Point Grade** for each student. School Town automatically calculates a **Percent Grade** based on the **Weighting** you specified for the assignment.

Click the **Excused** checkbox if a student does not need to complete the assignment.

Student Name	Point Grade	Percent Grade	Excused	Submission Date	Doc	Submitter Comments	Actual Time To Complete (ATC)	ATC vs. ETC	Reassign?	Grader Comments	Upload Return File
Isaiah Walton	1	20%	<input type="checkbox"/>	11/04/2009 05:56 PM			0 Hours 45 Minutes		<input checked="" type="checkbox"/>	Add	Add
Aaron Washington	4	80%	<input type="checkbox"/>	10/19/2009 07:26 PM	 (1)	View	0 Hours 30 Minutes	-15 Minutes	<input type="checkbox"/>	Add	Add
Lauryn Williams			<input checked="" type="checkbox"/>						<input type="checkbox"/>	Add	Add
Asia Willis	3	60%	<input type="checkbox"/>	11/04/2009 05:57 PM			0 Hours 45 Minutes		<input type="checkbox"/>	Add	Add

Submission Date	Doc	Submitter Comments	Actual Time To Complete (ATC)	ATC vs. ETC
11/04/2009 05:56 PM			0 Hours 45 Minutes	
10/19/2009 07:26 PM	 (1)	View	0 Hours 30 Minutes	-15 Minutes
11/04/2009 05:57 PM			0 Hours 45 Minutes	

Reassign?	Grader Comments	Upload Return File
<input checked="" type="checkbox"/>	Add	Add
<input type="checkbox"/>	Add	Add
<input type="checkbox"/>	Add	Add
<input type="checkbox"/>	Add	Add

Student Name	Point Grade	Percent Grade	Excused
Isaiah Walton	1	20%	<input type="checkbox"/>
Aaron Washington	4	80%	<input type="checkbox"/>
Lauryn Williams			<input checked="" type="checkbox"/>
Asia Willis	3	60%	<input type="checkbox"/>