## **Skyward – Creating and Administering Online Assignments**

## **Online Template**

This way we will look at is ideal for assignments you plan to use again, and for assignments that you may need to print a hard copy for a student that is absent or cannot access Skyward (for whatever reason).

This is the method I recommend, just for the fact that if you ever need to print an offline version of the assignment, it's very easy to do and it is available to you for future use. You can also share your online assignments with other teachers using this method.

## Creating the Template

1. Log in to Skyward and click on the My Gradebook link under Teacher Access.



2. Click on the **Gradebook** link for any of your classes. This method actually saves the assignment as a template that can be used in any class, so it doesn't matter which class you choose at this point.

002 F	IDER HIG	H SCHOO	DL				
Dept	Subject	Terms	Period	Days Meet	Class	Description	
CTE	CTE	1-6	1	MTWRF	20330 / 011	WEB TECHNOLOGY	Gradebook
CTE	CTE	1-6	2	MTWRF	20320 / 021	DIGITAL MEDIA - CTE	Gradebook
A&E	A&E	1-6	4	MTWRF	20350 / 041	PRINTING AND IMAGING TECHNOLOG	Gradebook
A&E	A&E	1-6	5	MTWRF	20350 / 051	PRINTING AND IMAGING TECHNOLOG	Gradebook
CTE	CTE	1-6	6	MTWRF	20320 / 061	DIGITAL MEDIA - CTE	Gradebook
CTE	CTE	1-6	7	MTWRF	20320 / 071	DIGITAL MEDIA - CTE	Gradebook
CTE	CTE	1-6	8	MTWRF	20320 / 081	DIGITAL MEDIA - CTE	Gradebook

3. Hover over the Other Access tab and select Online Assignment Templates at the bottom of the menu.



 You will see a list of all Online Assignment Templates you've created (if any). From here, you can Add, Edit, Delete, and Clone online assignments, as well as Clone an assignment from Another Teacher, simply by clicking the appropriate button. We will create one from scratch, so click the Add button.

▲ ■ My Gradebook		TMy Print C	Queue 4 Back		
Views: General 💌 <u>Filters:</u> *Skyward Default 💌			7	u 🖲 🕰	Add
Template Name 🔺	Questions	Default Points	Auto Score	S	Edit
Digital Photography L3 Quiz	10	1.0	Y	^	Delete
PSCS4 Lesson 2 Quiz	20	5.0	Y		Clone
WebTech - Coding Lesson 3 Quiz	20	5.0	Y		Reporte
WebTech - Coding Lesson 4 Quiz	20	5.0	Y		Trogons
					Clone from Another Teacher

- 5. The Online Assignment Template Maintenance window appears, and you can create your online assignment
- 6. In the window that opens, fill out any other relevant information such as Description (I use this box for assignment directions), Randomize Questions, Start and Stop Date/Time, Questions per Page, Auto Score and Post, and Show Correct Answers.

Name: Test       Default Points per Question:       1.0         Description:       Maximum characters: 250, Remaining characters: 250       8         Maximum characters: 250, Remaining characters: 250       8         Student/Family Access Options       0 Override Multiple Choice/Matching Answer Lettering @         Student/Family Access Options       0         Do not Make Available in Student Access Online Assignments       * Start Date: 10/17/2012 * * Time: 11:20         * Stop Date: 10/17/2012 * * Time: 11:59       PM       Do not Show Results untit: 10/17/2012 * 12:00         Auto Score and Post to Gradebook. If checked, only Multiple Choice, Tue/Fake and Matching questions are available       Show Correct Answers	Assignment Setup Options	Ch
Description: Maximum characters: 250, Remaining characters: 250 Randomize Questions Override Multiple Choice/Matching Answer Lettering @ Student/Family Access Options Do not Make Available in Student Access Online Assignment * Start Date: [10/17/2012] * Time: [12:00   AM Questions per Page: 5] * Stop Date: [10/17/2012] * Time: [11:59   PM Do not Show Results untit: [10/17/2012] * 112:00   AM   Auto Score and Post to Gradebook. If checked, only Multiple Choice, True/False and Matching questions are available Show Correct Answers	Name: Test	Default Points per Question: 1.0
Naximum characters: 250, Remaring characters: 250 Nanomize Questions Override Multiple Choice/Matching Answer Lettering  Student/Family Access Options On ont Make Available in Student Access Online Assignment Statu Date: 10/17/2012 * Time: 11:59 PM Do not Show Results unti: 10/17/2012 12:00 AM Auto Score and Post to Gradebook. If checked, only Multiple Choice, True/Fake and Natching questions are available Show Correct Answers	Description:	
Randomize Questions Override Multiple Choice/Matching Answer Lettering  Student/Family Access Options Do not Make Available in Student Access Online Assignment * Start Date: 10/17/2012 * * Time: 11:200 AM Questions per Page: 5 * Stop Date: 10/17/2012 * * Time: 11:59 PM Do not Show Results untt: 10/17/2012 12:00 AM Auto Score and Post to Gradebook # checked, only Multiple Choice, True/Palee and Matching questions are available Show Correct Answers	Maximum abare abare 250. Date	Ba
	Student/Family Access Options	

Description: type directions for overall assignment

Randomize Questions: used to mix up the questions for each student
Start and Stop Date/Time: used to open and close online access to the assignment
Questions per Page: how many questions you want the student to see on each page
Auto Score and Post: will automatically score the assignment and put the scores in your gradebook (only works for Multiple Choice, T/F, and Matching questions)

**Show Correct Answers:** will show the correct answers to the student after the assignment is completed

7. Once you have your settings configured, you are ready to start adding questions. Click the **Save and Add Questions** button.



8. Select the Question Type (drop-down menu), write the Question, fill in any Extra Content you might want to include (not normally necessary), record how many Points you want the questions to be worth, and record the possible Answers (don't forget to check the box for the Correct answer!). You can also attach files to the question and/or answers if you wish (such as a formula chart, etc.) by clicking the Attach button. Once you have completed this question, click the Save and Add Another button.



Question for			Check Spelling
Question Number: 1 * Question Type: Mult:	ple Choice 💌		Save and Back
* Question:		View Style Toolbar: 🔄	Save and Add Another
Extra Content:		View Style Toolbar	Attach(0)

- 10. You will be returned to the **Online Assignment Template** window where you can now see the questions you added at the bottom of the window. If you need to edit any of the questions, you can select the question and click the **Edit** button, or you can also delete questions by selecting them and clicking the **Delete** button. If you need to add questions, click the **Add** button. Once you have verified the online assignment, click the **Save and Back** button.
- 11. You should now see your assignment template listed in your online templates window. The list of available assignment templates will grow as you create more.

	Home			ß	🕁 My Print (	Queue <b>4</b> Back
Templates appear here after	Vews: General 💌 <u>Elters:</u> *Skyward Default 💌			7 [	u 2 6	Add
remplates appear here alter	Template Name 🔺	Questions	Default Points	Auto Score	S Cc	Edit
you have created them	Digital Photography L3 Quiz	10	1.0	Y	^	Delete
you have created them	PSCS4 Lesson 2 Quiz	20	5.0	Y		Clone
	WebTech - Coding Lesson 3 Quiz	20	5.0	Y		Reports
	WebTech - Coding Lesson 4 Quiz	20	5.0	Y		Tregona
					_	Clone from Another Teacher

## Using the Template for an Assignment

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1. Click on the **Gradebook** link for the class you wish to create the online assignment for.

002 F	RIDER HIG	H SCHOO	DL		0.00		
Dept	Subject	Terms	Period	Days Meet	Class	Description	
CTE	CTE	1-6	1	MTWRF	20330 / 011	WEB TECHNOLOGY	Gradebook
CTE	CTE	1-6	2	MTWRF	20320 / 021	DIGITAL MEDIA - CTE	Gradebook
A&E	A&E	1-6	4	MTWRF	20350 / 041	PRINTING AND IMAGING TECHNOLOG	Gradebook
A&E	A&E	1-6	5	MTWRF	20350 / 051	PRINTING AND IMAGING TECHNOLOG	Gradebook
CTE	CTE	1-6	6	MTWRF	20320 / 061	DIGITAL MEDIA - CTE	Gradebook
CTE	CTE	1-6	7	MTWRF	20320 / 071	DIGITAL MEDIA - CTE	Gradebook
CTE	CTE	1-6	8	MTWRF	20320 / 081	DIGITAL MEDIA - CTE	Gradebook

2. Hover over the **Assignments** tab and select **Add Assignment** (just like you would to enter any new assignment in your gradebook).



3. Fill out all the relevant information, just as you would for any other assignment (Description, dates, classes to add assignment to, etc.).

						add Assignment		Save an
Ca	ategory	y: CP	- 61	94 - C1	ass Partici	pation		Back
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Detailed Desc	cription	n:						Add Anot
							/ 5	Save an Score
Assignment	t Group	p:						Undo
Entere	ed Date	e: We	d. Oct 1	2012				Back
Assin	nn Date	a: 📧	Oct	17	• • 2012	♦ Wed. Oct 17	2012	
						<b>*</b>	2012	Attach (
Proposed Du	Je Date	e:	Oct	· 17	• • 2012	✓ wed, Oct 17	2012	Options
Actual Du	Je Date	e: 📖	1	. 01	- 2012			Chec
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4. Once you have all the basic information filled in, hover over the **Options** button and select **Copy from My Online** Assignment Template.

	Add Assignment	Save and
Category:	CP - 60% - Class Participation	Back
Description:		Save and Add Another
Detailed Description:	di 🖬	Save and Score
Assignment Group:		Undo
Entered Date:	Wed, Oct 17 2012	Back
Assign Date:	Oct - 17 - 4 2012 + Wed, Oct 17 2012	Attach (0)
Proposed Due Date:	Oct • 17 • • 2012 • Wed, Oct 17 2012	Options -
Actual Due Date:	01 - 2012 Crea	ate Online Assignment
Max Score:	100 V Post to Family Access Copy	y from My Online Assignment Template
Weight Multiplier:	1.00 Student Access Atta	ch District Assessment

5. The **Clone Online Assignment Template** window opens. Select the template you want to use and click the **Clone to Assignment** button.

Clone Online Assignment Template		Ō	? <b>4</b> Bac
Views: General 💌 Filters: *Skyward Default 💌		7 🔟 🕙 💩	Clone to
Template Name 🔺	Random	De	Assignmen
Digital Photography L3 Quiz	Yes	^	
PSCS4 Lesson 2 Quiz	Yes		
WebTech - Coding Lesson 3 Quiz	Yes		

 Once you click the Clone to Assignment button, the Make Assignment Available Online window will open, with all the information for the assignment already placed in the correct places. You will need to select a Start and Stop Date/Time.

Assignment Setup Optio	ns		
Name: test		Default Points per Question: 5.0	-
Description: Answer the follo available to you Maximum character	owing questions to the best of y on your computer (Internet, le rs: 250, Remaining characters: 103	your abilities. You may use any resource assons, etc.).	
Student/Family Access C	DUONS		
Student/Family Access C	puons Student Access Online Assianr	ments	
Student/Family Access C Do not Make Available in S * Start Date: 10/17/2012	Student Access Online Assignr	Questions per Page: 1	

7. If you want to make any changes to the online assignment (will not edit the template, just this specific assignment), you can do that here by clicking the Save and Add Questions button. Clicking this button will open the Question Maintenance window. Even if you don't want to add questions, and you just want to edit or delete existing questions, you have to do this and then click the Back button so that the Add, Edit, and Delete buttons become active. If you don't want to make changes, click the Save and Back button.

marte A	Assignment Avail	able Online		ō	
Assign	ment Setup Options			<u>Check</u> Spelling	Click this button to apply the
Descrip	ame: otion: Answer the followin computer (Internet, Maximum characters: 25 andomize Questions	Uestaut: Pontis per Question: 1.0 questions to the best of your ability. You may use any resource on your lessons, etc.) to help you, but you may not visit with your classmates. , Remaining characters: 66 Override Multiple Choice/Matching Answer Lettering 😢		<u>S</u> ave Sa <u>v</u> e and Back	online assignment and return to the assignment creation windo
Studer	nt/Family Access Option	ins ent Access Online Assignments			
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Numł	per 🔺 Type	Question		Add Questions	Clicking it click the Back button
Þ	1 True/False	Digital Cameras always reset the controls when they are turned off.	^		clicking it, click the back button
Þ	2 True/False	The camera must be turned off to safely remove memory cards or sticks.			in the next window to get accord
Þ.	3 True/False	An f-stop number refers to the size of an aperture opening in a camera lens.			In the next wholew to get acces
	4 True/False	In a digital camera, an image sensor takes the place of film.	E		to the Edit and Delete buttons)
Þ		The image quality setting on a digital samara controls the amount of image file s	compression.		to the Edit and Delete buttons)
► ►	5 True/False	The image-quality setting of a tigital carriera controls the amount of image ne c			
) 	5 True/False 6 True/False	Digital camera sensors record reflected colors as combinations of red, green and	d blue.		
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> > > >	5 True/False 6 True/False 7 True/False 8 True/False	Digital camera sensors record reflected colors as combinations of red, green and Autofocus cameras require careful placement of the main subject to ensure sha Depth of field is directly related to the speed of the camera shutter.	d blue. rpness.		

8. After clicking the **Save and Back** button, you'll now see the extra online assignment buttons in the **Assignment Maintenance** window (**Edit Online Assignment** and **Remove Online Assignment**).

	Add Assignment	Save and
Category:	CP - 60% - Class Participation 💌 This Assignment is available Online	Back
Description:	test	Save and
Detailed Description:		Add Another
		Save and Score
Assignment Group:		Undo
Entered Date:	Wed, Oct 17 2012	Back
Assign Date:	Oct 💌 17 💌 🔶 2012 🕈 Wed, Oct 17 2012	Attach (0)
Proposed Due Date:	Oct - 17 - 4 2012 + Wed, Oct 17 2012	Edit Online
Actual Due Date:	2012	Assignment
Here Course		Remove
Max Score:	100 Change Max Score V Post to Family Access	Online
Weight Multiplier:	1.00 V Post to Student Access	Assignment

9. If you don't want to make any other changes to the assignment, click the **Save and Back** button to finalize the assignment.

Add Assignment     Save and       Category:     CP - 60% - Class Participation     This Assignment is available Online     Back       Description:     test     Save and			
Category: CP - 60% - Class Participation  This Assignment is available Online Back Save and Save and	Add Ass	ignment	Save and
Description: test Save and	Category: CP - 60% - Class Participation	<ul> <li>This Assignment is available Online</li> </ul>	Back
	Description: test		Save and
Add Anoth	ailed Description:		Add Another

You've now created an online assignment using a template, and you'll see the assignment listed in your gradebook. If you set the assignment to auto-grade and post, you will see the grades appear once the students have completed the assignment.

You can re-use this template for future assignments (i.e. next year's classes), as well as share the assignment with other teachers (they would use the **Clone Online Assignment from Other Teacher** option instead of the **Copy from My Online Assignment Template** option)