

txGradebook

Adding Assignments

1. Go to Settings > Administer Assignments



2. Type the name of the assignment, choose the category, select the date assigned, and due date.

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit
<input type="checkbox"/>		Practice	Date: <input type="text"/>	Date: <input type="text"/>	100	<input type="checkbox"/>

Add new assignment

PIN: Save

3. If the assignment is Extra Credit, check the box.

Extra Credit	Do Not Drop	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. When setting up categories, you could select a number of assignments to drop at the end of the six weeks. If this assignment should not be dropped, check the box.
5. If you want to add notes, select Notes. A window will appear where you will type any notes for the assignment. Parents will be able to see these notes in the Parent Portal. Click Ok.

Note:

Important: Parents will be able to view this note through txConnect.

Ok Clear

6. Type your Pin and Save
7. If this course is part of a group, the course is automatically available in all courses in the group. If you did not create a group, select Copy assignments to another course section/cycle if you want to copy the assignment to other courses.

PIN: Save

[Copy assignments to another course section / cycle...](#)

8. Check the boxes for the courses to copy the assignment and save.