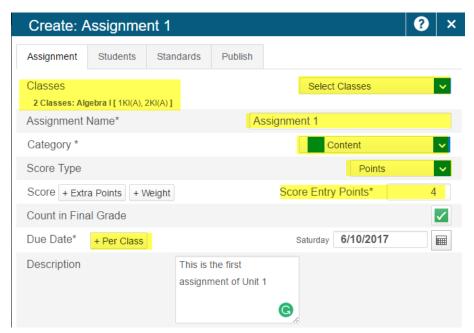
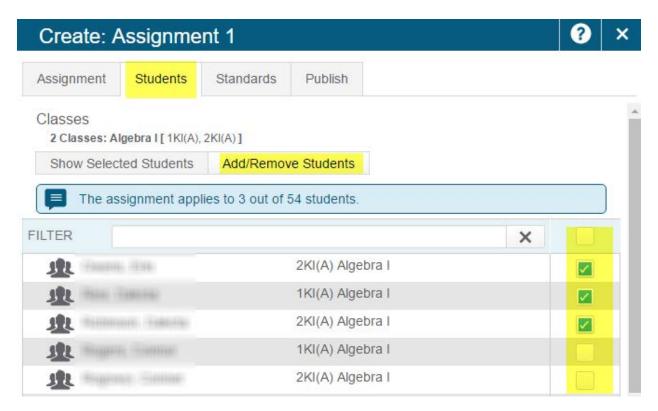


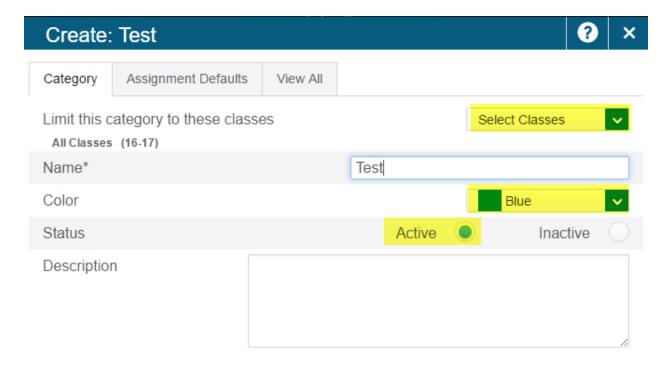
1) Click the "Create" button on the top right of your gradebook. You can select assignment or category.



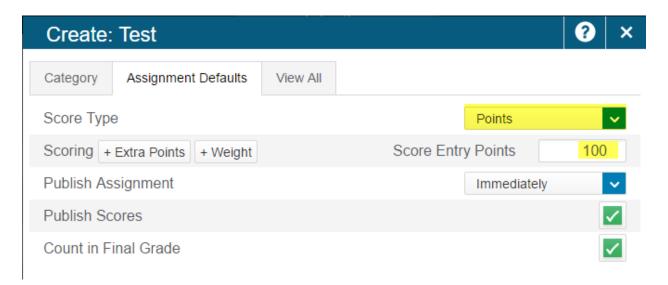
2) Click assignment under create to add an assignment to one or more classes. You must give the assignment a category, score type, and due date. If your assignment is attached to multiple classes, you can make a unique due date for each class.



3) You may click the students tab to add or remove this assignment for particular students.



4) To create a category, click the "Create" button then "Category". You must select the classes for this category, choose a name and color to represent it, and then choose make the category active.



5) You can click the "Assignment Defaults" tab to choose default score values for this assignment.