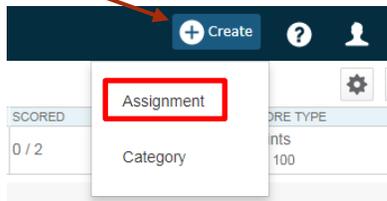


Creating and Duplicating Assignments

You can create and add assessments (termed 'assignments' in PT Pro) anytime during the course/school year. To add an assignment:

1. Click on **+Create**, and then choose **Assignment** from the drop-down menu.



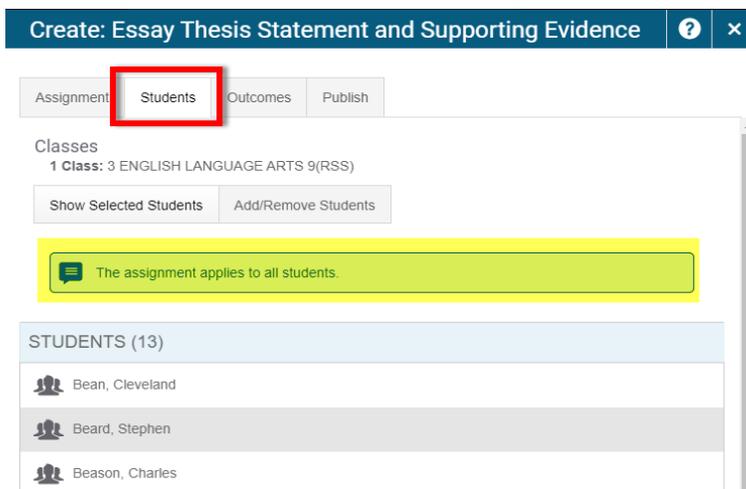
2. On the **Assignment** tab, provide information about the assignment:

- a) select the **Classes** (if you have several sections for the same, or similar, course you can select them as well),
- b) enter an **Assignment Name**,
- c) select the **Category** for this assignment,
- d) select the **Score Type**,
- e) enter the **Points** value of the assignment. It is recommended to use either:
 - **Points** (if scoring the assignment), or
 - **Collected Only** (such as when linking outcomes and scoring the outcomes using achievement levels)
- f) check that it is to be included in **Final Grade** - if this is a formative assessment, or intended as practice, you could leave the checkbox blank,
- g) indicate the **Due Date** when the assignment will be due or administered,
- h) provide a brief **Description** of the assignment.

A screenshot of the 'Create: Essay Thesis Statement and Supporting Evidence' form in PT Pro. The form has a dark blue header with the title and a question mark icon. Below the header, there are tabs for 'Assignment', 'Students', 'Outcomes', and 'Publish'. The 'Assignment' tab is active. The form contains several fields: 'Classes' with a 'Select Classes' dropdown menu; 'Assignment Name*' with the text 'Essay Thesis Statement and Supporti'; 'Category*' with a dropdown menu showing 'Writing and Repres...'; 'Score Type' with a dropdown menu showing 'Points'; 'Score' with '+ Extra Points' and '+ Weight' buttons, and 'Score Entry Points*' with the value '10'; 'Count in Final Grade' with a checked checkbox; 'Due Date*' with the date 'Friday 1/15/2021' and a calendar icon; and a 'Description' field with a rich text editor. At the bottom right, there are 'Save' and 'Save and Close' buttons.

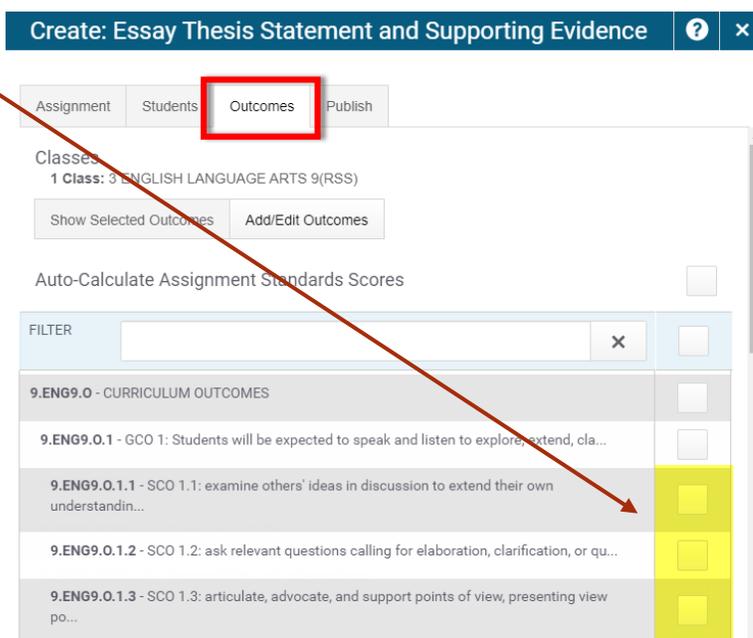
3. Click on the **Students** tab.

By default, the assignment will apply to all students in the selected class/es. If the assignment only applies to some students, click the **Add/Remove Students** tab and select the students.



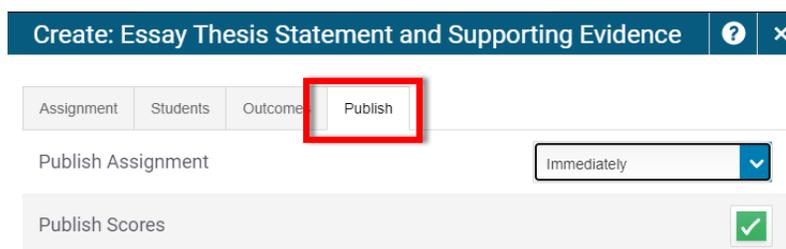
4. Click on the **Outcomes** tab and select the outcome(s) that apply to the assignment.

Use the **Filter** area to enter keywords to refine the list of outcomes.



5. Click on the **Publish** tab to indicate when the assignment will display in the Student-Parent Portal.

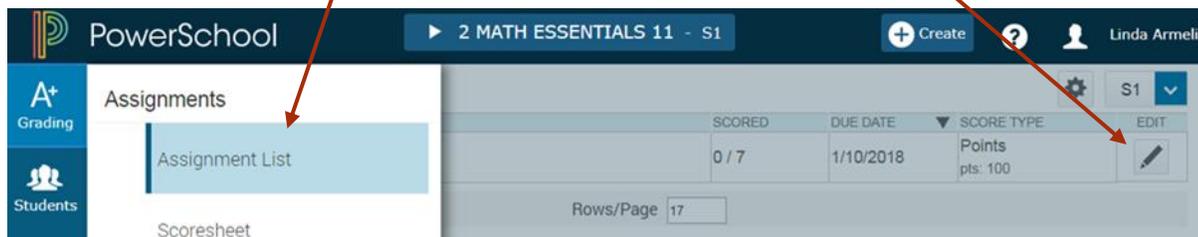
Choose an option from the **Publish Assignment** dropdown and click **Publish Scores** to allow the assignment marks to be displayed in the Portal.



6. Finally click **Save and Close**.

Creating and Duplicating Assignments

7. If you need to change any of the criteria for this assignment at a later time, click on **Grading** on the menu on the left, click on **Assignment List**, select the assignment and click on the **pencil icon** under Edit.



8. If you want to delete an assignment, click the pencil icon to edit it, and then click the **Delete** button at the bottom of the window.



You can also **duplicate assignments** within the same section, or from one section to another section in PT Pro, but before duplicating the assignment to another section *ensure that the assignment Category is included in the Grade Calculations for the target section.*

1. As in step 7, select the assignment you want to duplicate and click on the **pencil icon** under Edit.
2. Click the **Duplicate** button and make any updates to the assignment.
3. Click **Save and Close**.

