

SAGE: How To Create Assignments

Creating Assignments

You can add a resource to an assignment directly from the Resources Search Results page. Resources can be added to a new assignment or an existing assignment.

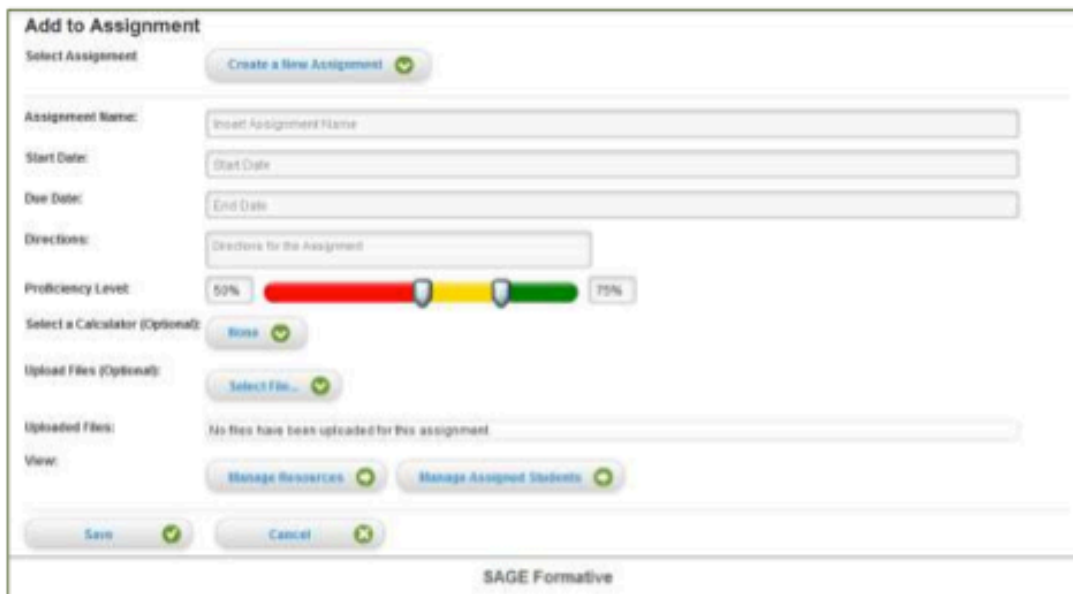
Figure 14. Assign to Students Button



- To begin, click the [Assign to Students] button in the bottom right corner of a resource. The Add to Assignment page will load.

On the Add to Assignment page, you can choose to add the resource to a new or existing assignment. You can then build the new assignment or edit the details of the existing assignment. You can set up the assignment's name, start date, due date, directions, proficiency level, resources, and assigned students. You can also upload files and add a calculator to the assignment if you wish.

Figure 15. Add to Assignment Page




If you have not yet created any assignments or all your assignments have been moved to the Recently Completed Assignments or Archived Assignments tables, this table will not display any assignments.

You can only view assignments you have given to your students. You cannot view assignments that students may have received from other educators. Assignments that your students have created for themselves can be accessed via the View Classes & Students page.

Adding a Resource to a New Assignment

1. By default, the Add to Assignment page displays "Create a New Assignment" as the selected option in the Select Assignment drop-down menu. No action is necessary.
2. In the appropriate fields, enter the assignment's name, start date, due date, and any instructions for students.
3. You can adjust the proficiency level cut scores. To do so, click and drag the sliders on the Proficiency Level scale. Student scores that fall in the red region should be considered "Not Proficient," scores in the yellow region should be considered "Needs Improvement," and scores in the green region should be considered "Proficient." (By default, assignment proficiency level cut scores are set at 50% and 75%.)
4. *Optional:* Add a calculator to the assignment. You can choose from basic, standard, standard memory, scientific, graphing, matrices, and regressions calculator options.
5. *Optional:* Upload files from your computer. Students can open the files when they access the assignment.
6. To view the assignment's resources, click the [Manage Resources] button. A pop-up window will open, displaying all the resources included in the assignment. You can change the resource order or remove resources from the assignment.
7. To choose which students will receive the assignment, click the [Manage Assigned Students] button. Select a roster from the drop-down list in the pop-up window and mark the appropriate checkboxes to assign to students. You can assign individual students or all students in a roster.
8. To finish and assign to students, click [Save]. To exit this page without creating the assignment, click [Cancel].

Adding a Resource to an Existing Assignment

1. On the Add to Assignment page, click the “Select Assignment” drop-down list, and select the assignment that you want to add the resource to.
2. You can edit any of the other parameters of the assignment at this point, including the assignment name, start and end dates, and proficiency level cut scores.
3. *Optional:* Change the calculator option that was selected for the assignment.
4. *Optional:* Upload files from your computer or click the delete [] button next to an uploaded file to remove it.
5. Click the [Manage Resources] button to open a pop-up window listing the resources included in the assignment and verify that the new resource appears in this list. You can change the order of the resources in this window.
6. To choose which students will receive the assignment, click the [Manage Assigned Students] button. Select a roster from the drop-down list in the pop-up window and mark the appropriate checkboxes to assign to students. You can assign individual students or all students in a roster.
7. To finish and assign to students, click the [Save] button. To exit this page without assigning the resource, click [Cancel].