

## Add Assignments to the Bank

ProgressBook - Assignment Details

GradeBook | [Notifications] [User] [Help]

Dashboard / 5-Day / Grid    Class: AMERICAN LITERATURE: 21    Period: Qtr4    Assignment: 8/13 Commas IV    Action: Save

Main | Standards | Marks

Commas IV Homework

[Add an Assignment](#)  
[Import an Assignment](#)  
[Delete this Assignment](#)  
[Copy this Assignment](#)

Online Learning  
[Do you want to assign an activity?](#)

Description: Commas IV

Assignment Type: Homework    Sequence: [ ]

Assigned Date: 08/11/2019    Due Date: 08/13/2019

Points: 2    Weight: 1

Set up as a floating assignment?     Exclude from student averages?

Post to the homework web page?     Post the marks to the web?

Add this assignment to the assignment bank?

## Import Assignments From the Bank

- 1 On the **Class Dashboard**, below **Assignments & Marks**, click **Add an Assignment**.
- 2 On the **Assignment Details** screen, in the left column, click **Import an Assignment**.

Assignments & Marks

[GradeBook Grid](#)    [5-Day View](#)

**1** [Add an Assignment](#)    [Recurring Assign.](#)

[Enter Report Cards](#)    [Enter Interims](#)

[Assignment Maintenance](#)    [Google Classroom Sync](#)

Main

[Add an Assignment](#)

**2** [Import an Assignment](#)

- 3 On the **Import Assignments** window, use the **Course & Type** drop-down lists and/or the **Phrase** field to **Search** for the desired assignment(s) to import.
- 4 To import one assignment, click in the row of the assignment. To import multiple assignments, enter the **Date** for each assignment, and then click **Import Assignments**.

Import Assignments

**3** Course: AMERICAN LITERATURE    Type: CW    Phrase: [ ]    Search

To import an assignment, click on the icon to the left of its description.  
To import multiple assignments, fill in the corresponding date fields and press the "Import Assignments" button.

Type	Description	Points	Taught	Date
	CW Short Story Notes I	30	8/15/2017	[ ]
	CW Short Story Extension I	30	8/15/2017	[ ]
	CW Weekly Participation I	20	8/31/2017	[ ]
	CW Short Story Notes II	30	10/31/2017	[ ]
	CW Short Story Extension II	30	10/31/2017	[ ]

**4** [Import Assignments](#)

## Assignment Bank Maintenance

On the **Teacher Home Page**, below **Administration**, click **Bank Maintenance**.

The screenshot shows the 'Assignment Bank Maintenance' page in ProgressBook. The course is set to 'AMERICAN LITERATURE'. The interface includes a filter section with 'Assignment Type' set to 'All Types' and an 'Apply Filter' button. A table lists various assignments with columns for Description, Type, Last Taught, Points, Weight, Has Activity, and Has Standards. A 'Delete Bank Item(s)' button is visible above the table. Annotations highlight the course selection, the filter criteria, the delete button, and the 'Last Taught' date column.

**Course:** AMERICAN LITERATURE

**Filter by:** Assignment Type: All Types Text: Apply Filter

**Actions:** Delete Bank Item(s)

Description	Type	Last Taught	Points	Weight	Has Activity	Has Standards
Chapter Rear	QZ	7/30/2017 12:00:00 AM	20	1		
Parts of Spee	HW	7/30/2017 12:00:00 AM	12	1		
Pre-Test I	Test	7/31/2017 12:00:00 AM	100	1	✓	
Reading Sec	HW	8/8/2017 12:00:00 AM	25	1		
Short Story E	CW	8/15/2017 12:00:00 AM	30	1		
Short Story No...	CW	8/15/2017 12:00:00 AM	30	1		
Materials Check I	HW	8/31/2017 12:00:00 AM	20	1		
Weekly Participation I	CW	8/31/2017 12:00:00 AM	20	1		
Chapter Reading/Vocab Quiz II	QZ	10/15/2017 12:00:00 AM	20	1		
Parts of Speech II	HW	10/1				
Pre-Test II	Test	10/1			✓	
Reading Section Notes II	HW	10/2				
Short Story Extension II	CW	10/31/2017 12:00:00 AM	30	1		
Short Story Notes II	CW	10/31/2017 12:00:00 AM	30	1		
Materials Check II	HW	11/16/2017 12:00:00 AM	20	1		
Weekly Participation II	CW	11/16/2017 12:00:00 AM	20	1		
Weekly Participation II	CW	1/5/2018 12:00:00 AM	20	1		
Parts of Speech III	HW	1/7/2018 12:00:00 AM	12	1		
Chapter Reading/Vocab Quiz III	QZ	1/7/2018 12:00:00 AM	20	1	✓	
Pre-Test III	Test	1/8/2018 12:00:00 AM	100	1		