



Assigning Activities to Students

Training Guide



ProgressBook®
VirtualClassroom

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LessonObjectives



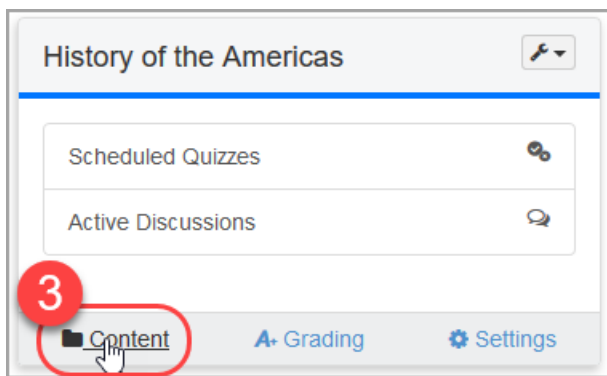
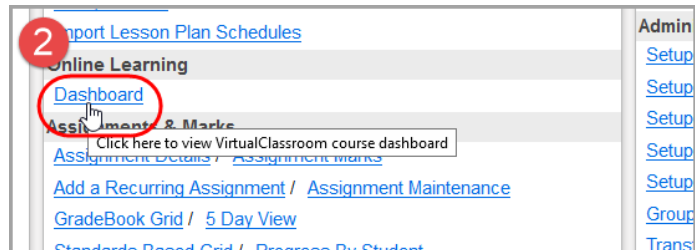
Assign an activity to a linked class or to all linked classes

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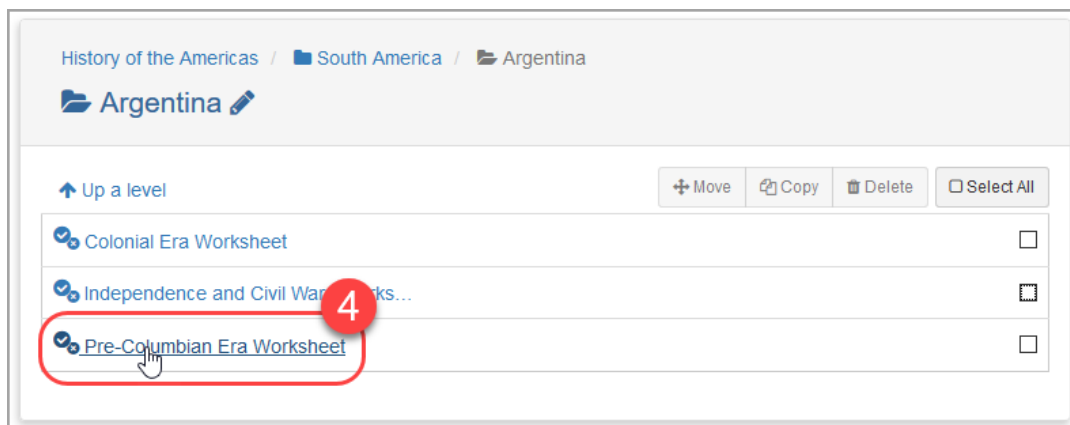
Access & Navigation

1. Log in to GradeBook.
2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.



3. Click **Content** on the course containing the quiz activity you want to assign to students.

4. On the **Content** screen, click the name of the quiz you want to assign to students.



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Assigning a Quiz

In VirtualClassroom, a quiz is any online assignment that contains questions. This procedure outlines the steps to assigning a quiz to classes. Quizzes can be assigned to one class or to all classes at the same time.

1. On the **Details** screen, click **Add Assignment**.
2. Click the name of the class to which you want to assign the activity. Or, to assign the activity to all linked classes, click **All Classes**.

*If you select **ALL CLASSES**, the first class in the list displays on the **ASSIGNMENT DETAILS** screen. The selections you make are then applied to all other classes in the list.*

Note: If you have both CS1 and CS2 classes tied to the same course, **All Classes** does not display.

Content Grading Preview

Pre-Columbian Era Worksheet

Details Questions 6 Standards 0 Results

Name: Pre-Columbian Era Worksheet

Instructions: Text mode: Plain

Paging Option: one page

Update

GradeBook Assignments: There are no scheduled assignments for this Quiz.

GradeBook Classes:

Class	Students	Teachers
IB 11 - History of the Americas 6th Period	16	Primary: Addison, Arlene
IB 12 - 20th Century World History 7th Period	7	Primary: Addison, Arlene
IB 12 - 20th Century World History	4	Primary: Addison, Arlene

The **Assignment Details** screen in GradeBook displays.



Assigning a Quiz (continued)

3. In the first three shaded sections of the screen, enter text, select drop-down items, and select check box options as you normally would for a GradeBook assignment.
4. In the activity section, in the **Allow students to work on the activity from:** [...] **to** [...] date fields, enter the range in which you want to let students work on the activity.







The screenshot shows the 'Assigning a Quiz' form. A red circle with the number '3' highlights the first three shaded sections: the description field (containing 'Pre-Columbian Era Worksheet'), the assignment type (set to 'Homework'), and the assigned date (set to '11/29/2016'). Another red circle with the number '4' highlights the 'Allow students to work on the activity from:' and 'to' date fields, which are set to '11/29/2016 12:00 AM' and '11/30/2016 11:59 PM' respectively. A red star is placed next to the 'Assign to Student Group:' dropdown menu, which is currently set to 'All Students'. Below these sections are several checkboxes: 'Setup as a floating assignment?' (unchecked), 'Post to the homework web page?' (checked), 'Add this assignment to the assignment bank?' (checked), 'Exclude from student averages?' (unchecked), and 'Post the marks to the web?' (checked).



*To assign the activity to a **STUDENT GROUP** you have created, select the group from the **ASSIGN TO STUDENT GROUP** drop-down list.*



Assigning a Quiz (continued)

5. Under **Options**, select any of the following check boxes:
-  **Preview before post?** – if you do not select this option, marks automatically post to GradeBook after auto-scoring.
 -  **Allow students to view their answers?**
 -  **Let student see the correct answers?**
 -  **Show correct answers from:** [...] **to** [...]
 -  **3rd party documents submitted as files?**
 -  **Publish immediately?** – if you do not select this option, you must click **Publish** on the activity's **Details** screen before students can take the quiz.

Options:



☐ **Preview before post?**

Note: Selecting this option lets you review and change any auto-scored marks before they are posted to GradeBook. If you do not select this option, marks will automatically post to GradeBook after scoring.

☒ **Allow students to view their answers?**

Note: Selecting this option lets students view the answers they submitted. Whether or not this option is selected, students can view a summary of questions with indicators for correct, incorrect, and partially correct answers.

☒ **Let student see the correct answers?**

Show correct answers from:  **to** 

☐ **Scramble the questions?**

Note: Selecting this option also scrambles questions within any question groups in the activity.

☐ **3rd party documents submitted as files?**

Note: Selecting this option designates all student Google Drive and Microsoft OneDrive submissions as live links to cloud storage account documents (for Google Drive submissions, this allows you to comment directly on a student's document). If you do not select this option, student Google Drive and Microsoft OneDrive submissions upload as Microsoft documents.

☐ **Publish Immediately?**

*Note: Selecting this option allows students to participate in the activity as soon as the designated timeframe arrives. Otherwise, you must click **Publish** on the activity's **Details** screen in order to allow students to begin.*



Assigning a Quiz (continued)

6. Optional: If you want to share the activity assignment with other classes and did not select **All Classes** on the **Details** screen in VirtualClassroom, in the **Share this assignment with the following classes** area, you can select the check box for the classes with which you want to share the assignment.
7. Click **Save**.

Share this assignment with the following classes:

Note: Only classes that share assignment types and have the same grading scale setup can share assignments. Assignments tied to an activity can be shared only with other classes that are tied to a virtual course.


☐ IB 12 - 20th Century World History 7th Period

6

Select All De-Select All

7 Save

If you selected the **Publish Immediately?** check box, the activity is now assigned to students who can participate in the activity from their ProgressBook accounts. If you did not select the **Publish Immediately?** check box, the following message displays:

 This activity is not published. Click the Quiz Name link above to publish the activity to make it viewable by students.

If this message displays, continue with the steps on the next page of this guide.



Assigning a Quiz (continued)

8. Click the name of the quiz.

Quiz Name: [Pre-Columbian Era Worksheet](#) **8**

Allow students to work on the activity from: 11/29/2016 12:00 AM to 11/30/2016 11:59 PM

This activity is not published. Click the Quiz Name link above to publish the activity to make it viewable by students.

The **Details** screen in VirtualClassroom displays.

9. In the **GradeBook Assignments** area, in the **Action** column, click **Publish**.

GradeBook Assignments:	Assignment			Action
	Pre-Columbian Era Worksheet Class: IB 11 - History of the Americas 6th Period	Due: 11/29 Available Until: 11/30 11:59 PM	In Progress: 0 Ready To Grade: 0	9 Publish

A confirmation message displays, indicating how many students were assigned the activity. Students can now participate in the activity from their ProgressBook accounts.

If you unpublish an activity after any students have begun it, the questions presented to those students will be different than those who have not begun the activity should you add/remove questions and publish the activity again. This may affect grading and how the information displays on the RESULTS screen.