Assigning Activities to Students

Training Guide

ProgressBook® VirtualClassroom

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Lesson Objectives

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

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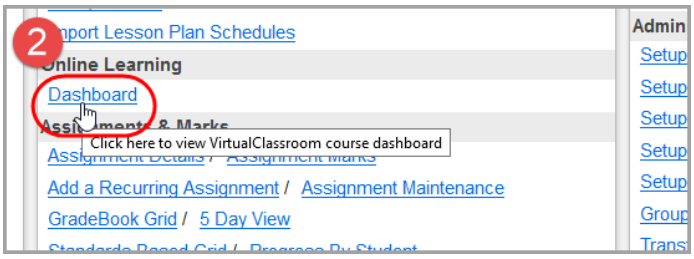
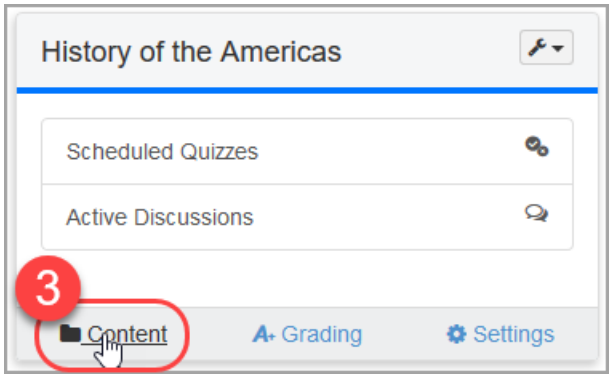
Access & Navigation

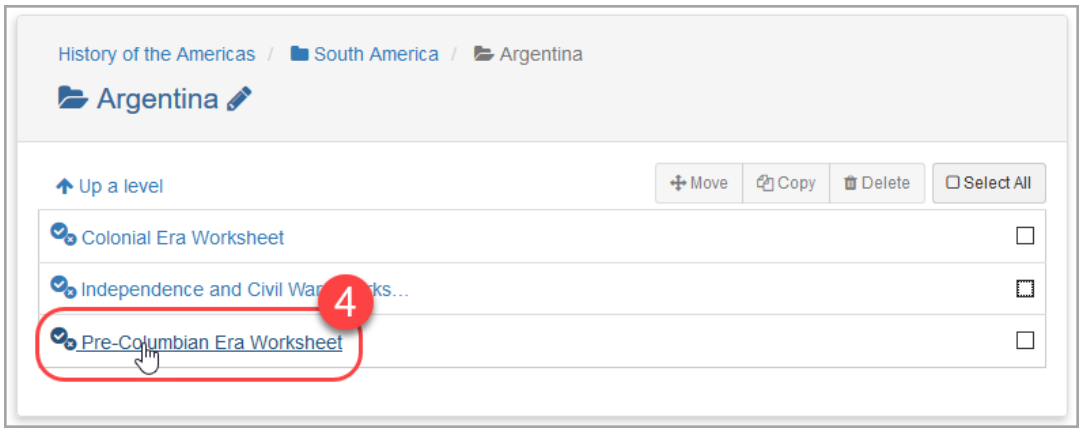
1. Log in to GradeBook.
2. On the **Teacher Home Page,** under **Online Learning,** click **Dashboard**.





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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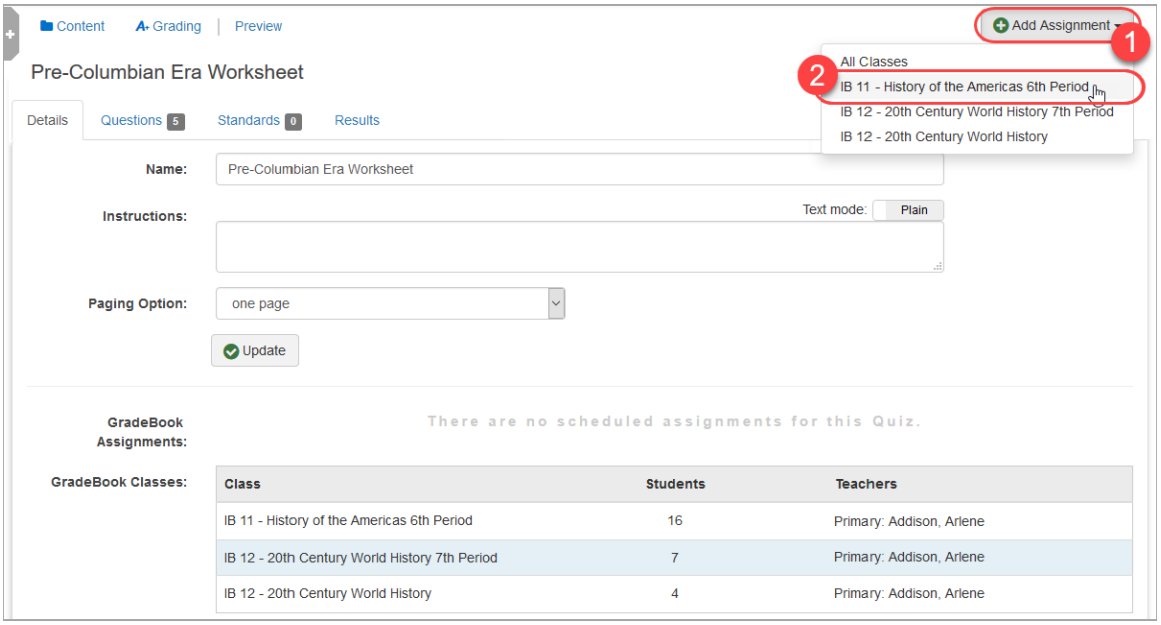
Assigning a Quiz

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**.

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

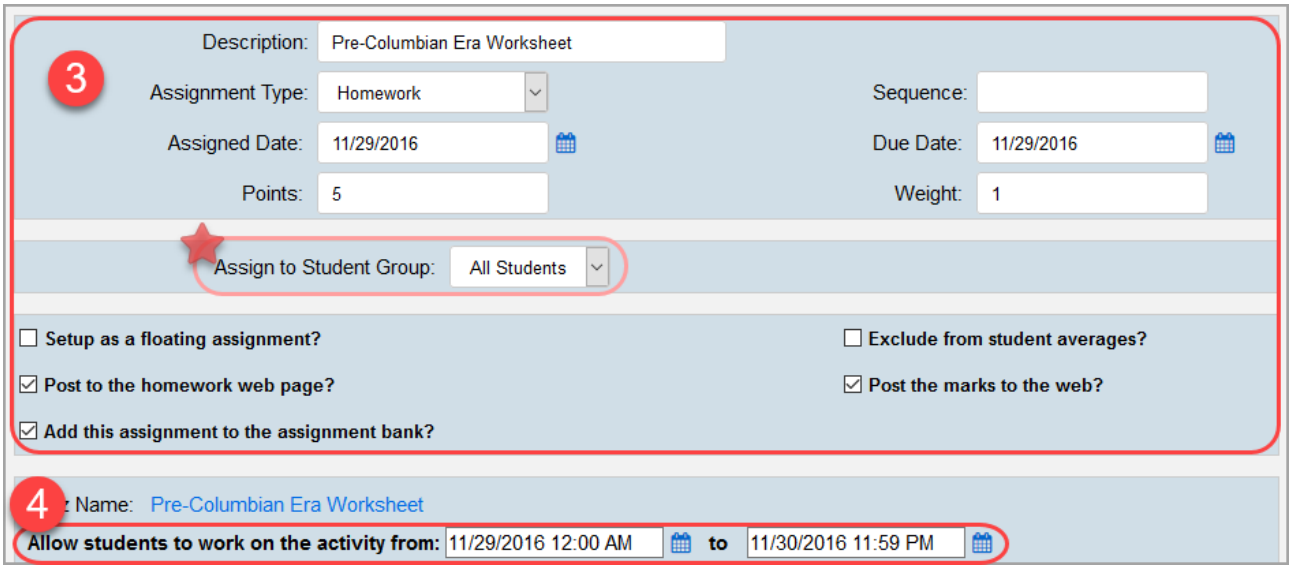
> ***If you select ALL CLASSES, the first class in the list displays on the ASSIGNMENT DETAILS screen. The selections you make are then applied to all other classes in the list.***



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

Assigning a Quiz (continued)

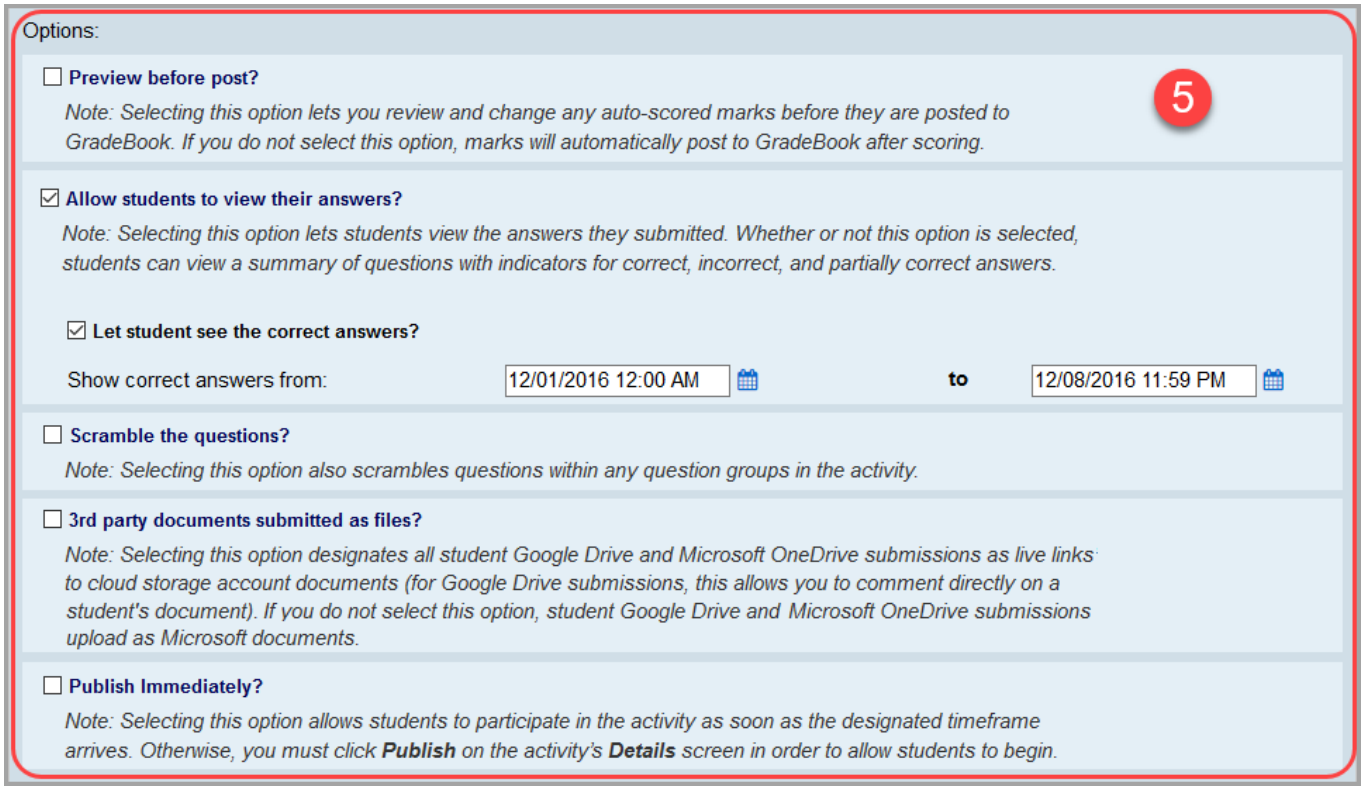
3. In the first three shaded sections of the screen, enter text, select drop-down items, and select check box options as you normally would for a GradeBook assignment.
4. In the activity section, in the **Allow students to work on the activity from:** [...] **to** [...] date fields, enter the range in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



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

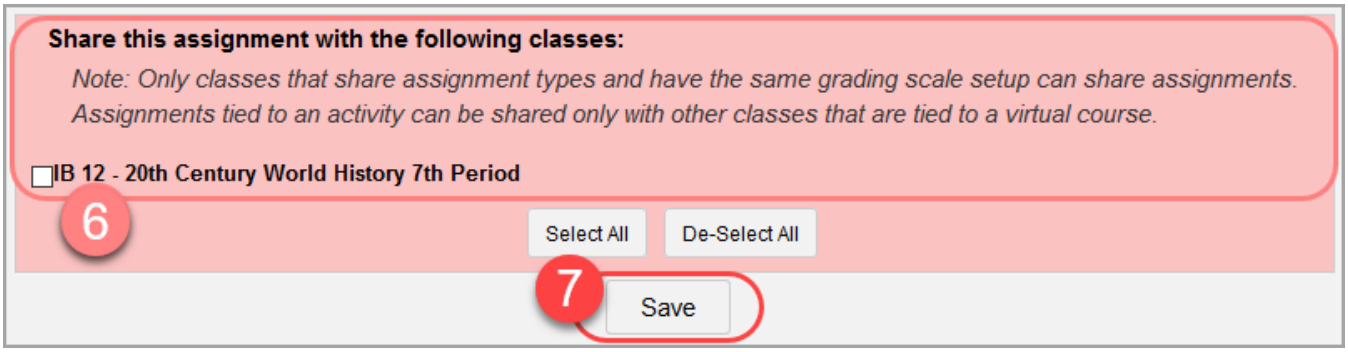
Assigning a Quiz (continued)

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.



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**.

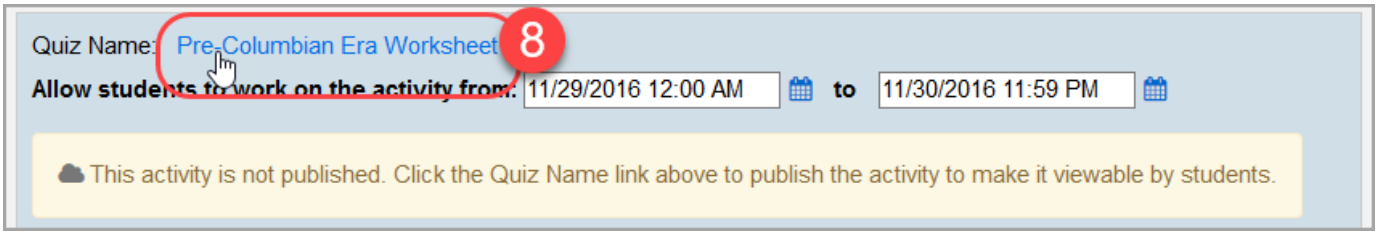


If you selected the **Publish Immediately?** check box, the activity is now assigned to students who can participate in the activity from their ProgressBook accounts. If you did not select the **Publish Immediately?** check box, the following message displays:

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

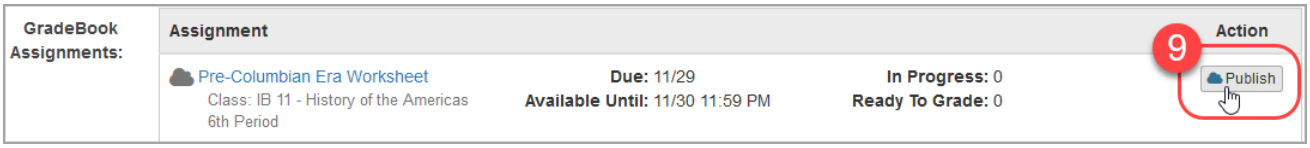
Assigning a Quiz (continued)

8. Click the name of the quiz.



The **Details** screen in VirtualClassroom displays.

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