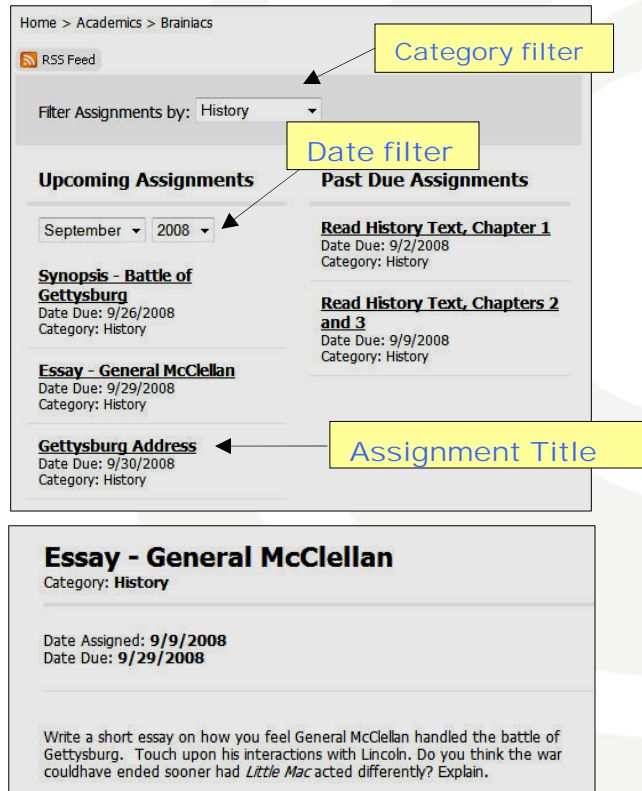# schoolwires®

Assignment Page Help Card

Setting up a Homework Page in Centricity™

About the Assignment Page

OVERVIEW:

The *Assignment Page* offers teachers and other educators the ability to organize assignments in a user-friendly manner within his or her own sections. Define unique categories for each assignment, assign due dates, and add detailed descriptions for each assignment if desired. Assignments can also be posted on the calendar in that section. Visitors to the page can view assignments based on the chosen category or associated due date.

Home > Academics > Brainiacs

RSS Feed

Category filter

Filter Assignments by: History

Date filter

Upcoming Assignments

September ▾ 2008 ▾

Synopsis - Battle of Gettysburg
Date Due: 9/26/2008
Category: History

Essay - General McClellan
Date Due: 9/29/2008
Category: History

Gettysburg Address
Date Due: 9/30/2008
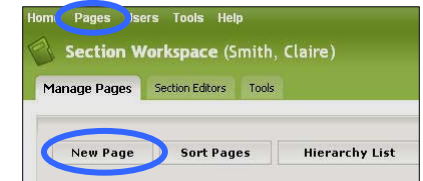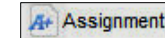Category: History

Assignment Title

Past Due Assignments

Read History Text, Chapter 1
Date Due: 9/2/2008
Category: History

Read History Text, Chapters 2 and 3
Date Due: 9/9/2008
Category: History

Essay - General McClellan
Category: History

Date Assigned: 9/9/2008
Date Due: 9/29/2008

Write a short essay on how you feel General McClellan handled the battle of Gettysburg. Touch upon his interactions with Lincoln. Do you think the war couldhave ended sooner had *Little Mac* acted differently? Explain.
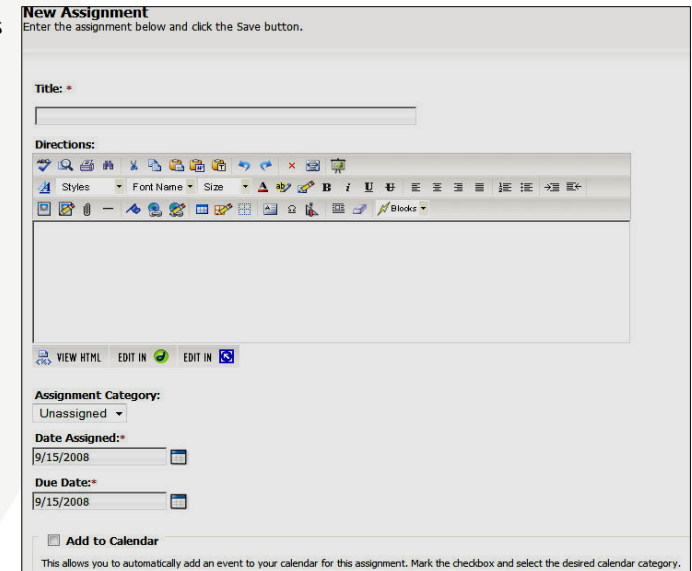
Insert a new Assignment Page

1. To insert a new *Assignment Page*, click on the *New Page* button in the Section Workspace or on the *Page* drop-down menu.

2. Click on the *Assignment* button. Name your new *Assignment* page. Click *Save*.

* Note * You can add as many *Assignment Pages* as you choose based on the various courses you teach. You can also put multiple assignments on one page and take advantage of the ability to assign categories to your assignments. Read below for more on categories.

Home Pages Users Tools Help
Section Workspace (Smith, Claire)
Manage Pages | Section Editors | Tools
New Page | Sort Pages | Hierarchy List

A+ Assignment

Edit an Assignment Page

1. Once an *Assignment* Page has been added, you can click on the name of the page in the Section Workspace to add your categories and assignments.

2. To add categories click on the *Categories* tab.

3. Click on the *New Category* button to define unique categories. Add as many categories as needed to distinguish assignments.

4. To add new assignments, click on the *New Assignments* button.

5. Add a title to the new assignment.

6. Add details for the assignment within the **Editor** window.

7. Choose a category for the given assignment.

8. Choose an assign date (by default this will be the current date).

9. Choose a due date for the assignment (this date controls when the assignment will appear on the page).

10. Click in the checkbox at the bottom of the page to have the given assignment display on the calendar.

Home Pages Users Tools Help
Section Workspace (Sparks, Eric)
Assignments | Categories
Home > October 2008 Assignments (Assignment)

New Assignment
Enter the assignment below and click the Save button.

Title: *

Directions:

VIEW HTML   EDIT IN   EDIT IN

Assignment Category:
Unassigned ▾
Date Assigned:*
9/15/2008
Due Date:*
9/15/2008

☐ Add to Calendar
This allows you to automatically add an event to your calendar for this assignment. Mark the checkbox and select the desired calendar category.

Drop Box Option

If your organization has purchased **Synergy**™, a drop box feature can be activated on the *Assignment* page. This will allow students to turn homework assignments in online. Click in the checkbox for the *Schoolwires* Synergy Drop Box to add a drop box. Please see the other side of this page for additional details on setting up a drop box.