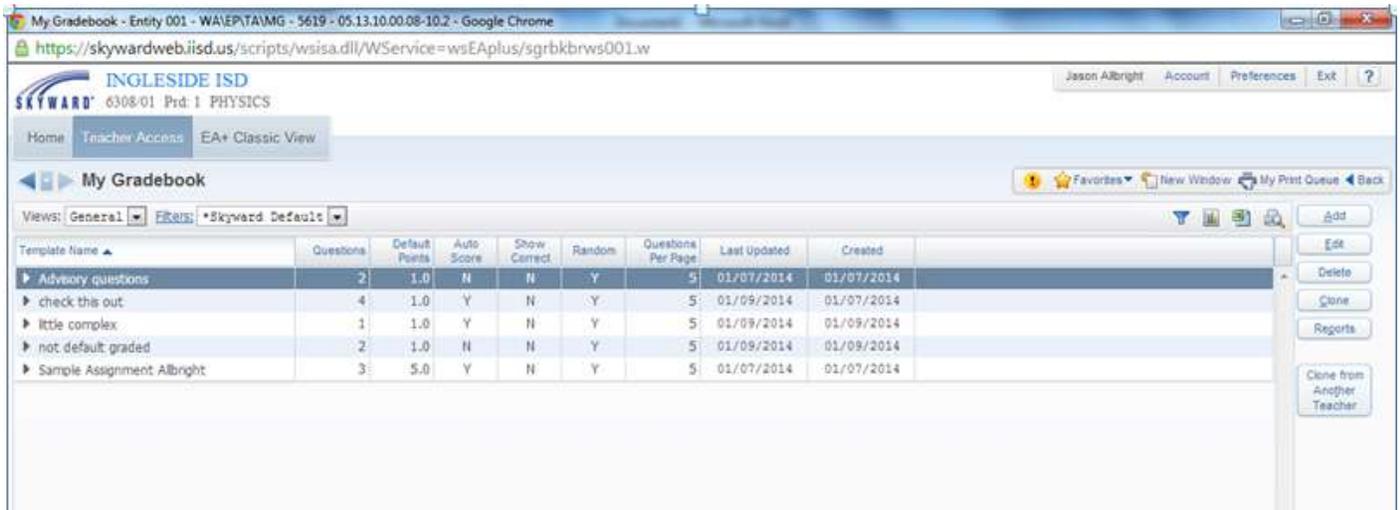How to create a skyward online assignment

Open your gradebook and open any class.
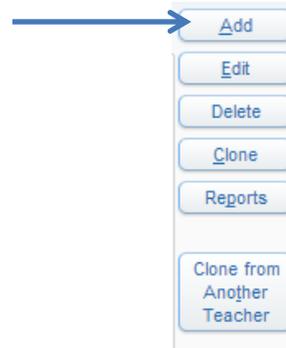
In the "Other Access" tab, click on "Online Assignment Templates"

This will allow you to make an assignment that can be used multiple times (or for different classes).

Click the add button on the right side of the screen.

| Add |
| Edit |
| Delete |
| Clone |
| Reports |
| Clone from Another Teacher |

Name the assignment and describe it (if needed).   I choose to "Randomize Questions" to reduce cheating.

If the assignment is multiple choice, True-False, or Matching, then skyward can automatically grade it for you (and post it).

Click "Save and Add Questions"

Choose which type of question to add. I will show how to do each type.

To add a Multiple choice question…

Be sure to mark which of the answers is correct.

What about the "Attach" button? You can attach pictures or screenshots by using these.

Click "Save and Add Another"

To add a matching question…

Select the question type of "Matching"

Type the directions where it says ***Question:**

Be sure to mark how many points are for the matching section (this means to say how many choices there are—in my example above, I have 4 choices) Be sure to click "Allow Partial Credit". If you do not check it, then if the students do not get all of the section correct, then they lose all credit.

To add a short answer question…

Select the Question Type of "Short Answer"

Type your question in the *Question box

In the "Answers to Question" box, you will type the various ways that it could be answered. Basically, you will put misspellings or other ways of writing the answer.
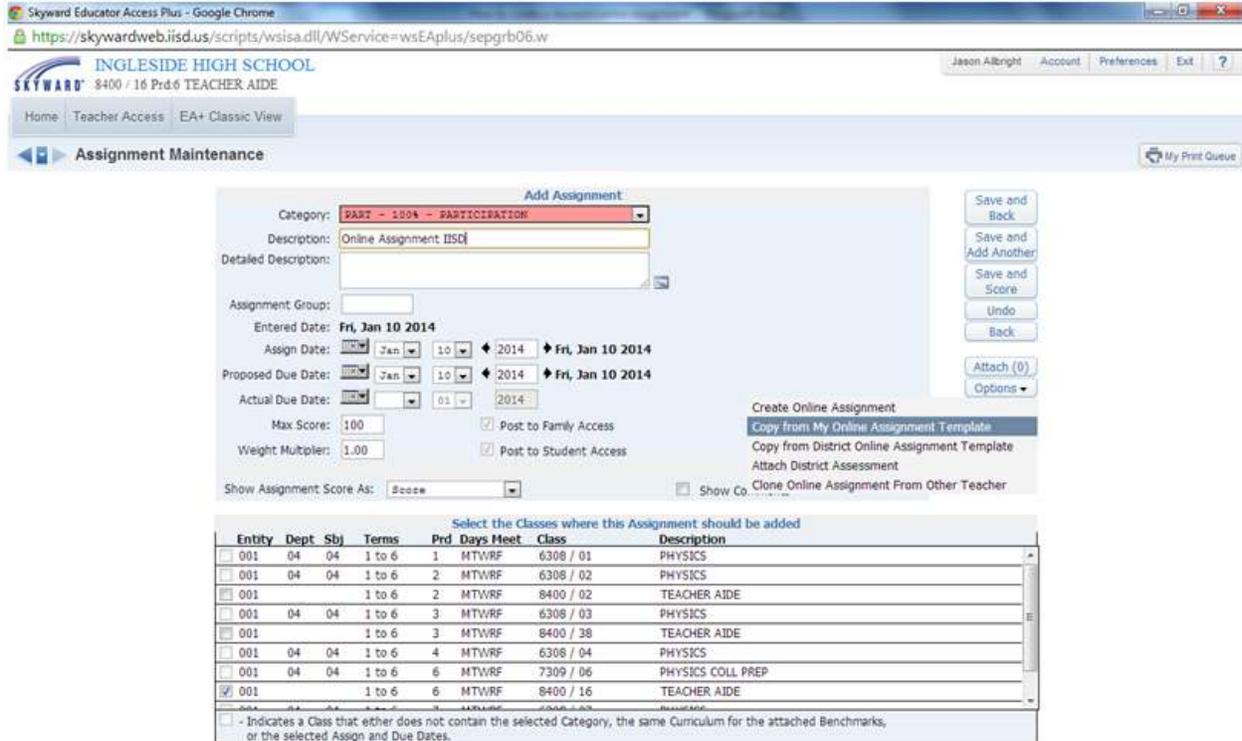For example, in physics cos 30 = 0.8660
this could be answered in the following ways:

0.8660
0.866
.8660
.866

Note that short answers are not immediately graded by default. You will have the option to check those before posting grades. But before we do that, we need to assign the work.

In the gradebook, click "Add Assignment"

1. Name the assignment in the Description (just like you normally do).
2. Click on the "Options" button on the right side of the screen.
3. Click "Copy from My Online Assignment Template"
4. Select the assignment that you made and click "Clone to Assignment"
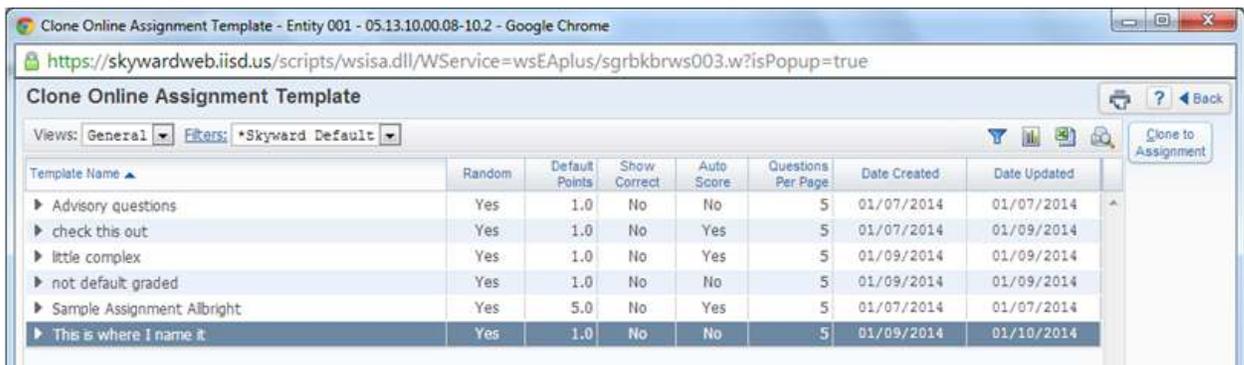
Which will bring up the next screen:

Pay attention to the area circled. If you don't change the date, then the students can view their results as well as the correct answers. I change this day to about 2 days later.

If you like, you can randomize the questions. I like doing this to reduce cheating.

5. Click "Save and Back" button.

This next part is the most important. On this screen, you MUST change the "Max Score" to 100. If you do not, then the grades will be incorrect. Click on the blue letters that say "Change Max Score"

Check the button to "Set Max Score Independently of Question Point Values" and type in 100 as the "Assignment Max Score".

Then click save.

At this point, you will be back at the Assignment screen.

After you click "Save and Back" It will show as an assignment and the student will receive a notification on their online account that they have an assignment.

The student will access the assignment on their kuno (through the internet browser). After they finish the assignment, they will click "Save and Submit Assignment"

Next we will grade it.

Click on the assignment name at the top of the screen.

Click on the button that says "Score Online Assignment"

Then click the "Score Online Assignment" Button on the right

It will show a page like this.

On this page, you have the ability to give credit if you believe that they earned it. If I wanted to give credit for "Question 1 of 3" then I would just type in a 1 into the "Points Earned:".

Notice that because I allowed partial credit, that the student earned 3 points in Question2.

After review, just click on "Post Score to Gradebook" .

Hopefully this helps.