

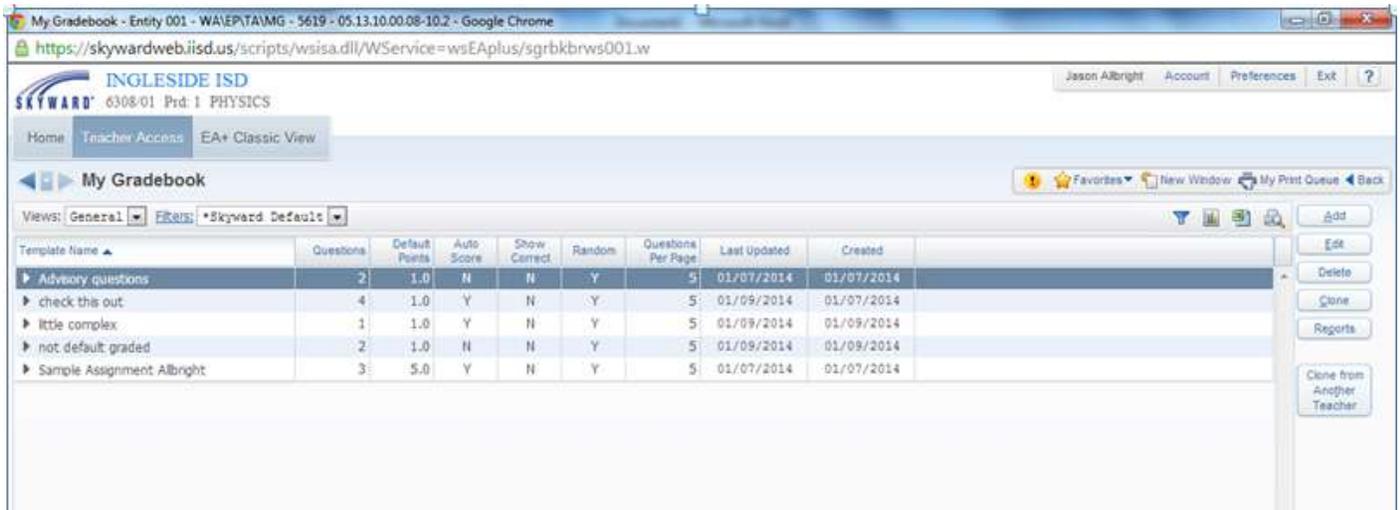
How to create a skyward online assignment

Open your gradebook and open any class.

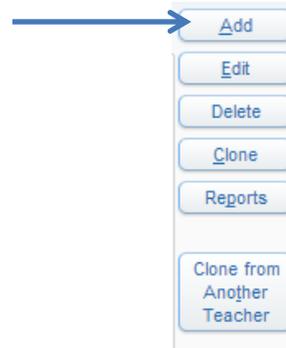
In the “Other Access” tab, click on “Online Assignment Templates”



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.



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

The screenshot shows a web browser window titled "Online Assignment Template Maintenance - Entity 001 - WA\EP\TA\MG - 5619 - 05.13.10.00.08-10.2 - Google Chrome". The URL is "https://skywardweb.iisd.us/scripts/wsisa.dll/WService=wsEApplus/sgrbkedit001.w?isPopup=true". The page content is divided into three main sections:

- Template Setup Options:** Includes a text input for "Name" with the value "This is where I name it", a "Default Points per Question" input with the value "1.0", a text area for "Description" with the value "I will describe it here.", and a checked checkbox for "Randomize Questions".
- Student/Family Access Options:** Includes checkboxes for "Auto Score and Post to Gradebook" (with a note: "If checked, only Multiple Choice, True/False and Matching questions are available") and "Show Correct Answers", and a "Questions per Page" input with the value "5".
- Template Questions:** A large empty area with a message: "There are no records to display; check your filter settings." and "0 records displayed".

Buttons for "Save", "Save and Back", and "Save and Add Questions" are visible on the right side of the interface.

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.

The screenshot shows a web browser window titled "Question Maintenance - Entity 001 - WA/EP/TAMU - 9619 - 05.13.10.00.08-10.2 - Google Chrome". The URL is <https://skywardweb.iisd.us/scripts/wsisa.dll/WService=wsEPlus/sgrbkedit002.w?vBackProgram=sgrbkedit001.w&mustRefresh2=y&isPopup>. The page title is "Question Maintenance".

The main form area is titled "Question for This is where I name it". It contains the following fields and controls:

- Question Number:
- * Question Type: **Multiple Choice** (dropdown menu is open showing options: Multiple Choice, True/False, Matching, Short Answer, Essay)
- * Question:
- Extra Content:
- Points for Question:

On the right side of the form, there are three buttons: "Save and Back", "Save and Add Another", and "Attach(0)".

Below the main form is a section titled "Answers to Question Number 1". It contains five rows, each with an answer label (Answer A through Answer E), a text input field, a "View Style Toolbar" button, a "Correct?" checkbox, and an "Attach(0)" button.

To add a Multiple choice question...

Question Maintenance - Entity 001 - WA\EP\TA\MG - 5619 - 05.13.10.00.08-10.2 - Google Chrome

https://skywardweb.iisd.us/scripts/wsisa.dll/WService=wsEApplus/sgrbkedit002.w?vBackProgram=sgrbkedit001.w&mustRefresh2=y&isPopu

Question Maintenance

Question for This is where I name it

Question Number: 1

* Question Type: Multiple Choice

* Question: Write your question here View Style Toolbar: ▾

Extra Content: If you need to add any extra information, then add it here. View Style Toolbar: ▾

Points for Question: 1.00

Answers to Question Number 1

Answer A:	Type the answer to choice A here View Style Toolbar: ▾	<input type="checkbox"/> Correct?	Attach(0)
Answer B:	Type the answer to choice B here View Style Toolbar: ▾	<input checked="" type="checkbox"/> Correct?	Attach(0)
Answer C:	Type the answer to choice C here View Style Toolbar: ▾	<input type="checkbox"/> Correct?	Attach(0)
Answer D:	Type the answer to choice D here View Style Toolbar: ▾	<input type="checkbox"/> Correct?	Attach(0)
Answer E:	Type the answer to choice E here View Style Toolbar: ▾	<input type="checkbox"/> Correct?	Attach(0)

Save and Back

Save and Add Another

Attach(0)

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...

Question Maintenance - Entity 001 - WA\EP\TA\MG - 5619 - 05.13.10.00.08-10.2 - Google Chrome

https://skywardweb.iisd.us/scripts/wsisa.dll/WService=wsEApplus/sgrbkedit002.w?vBackProgram=sgrbkedit001.w&isPopup=true#

Question Maintenance

Question for This is where I name it

Question Number: 2

* Question Type: Matching

* Question: This is the directions for the matching section

Extra Content:

Points for Question: 4.00 Allow Partial Credit

Answers to Question Number 2

Answer	Choices	Matches
C	1: This matches to C	A: Match A
A	2: This matches to A	B: Match B
D	3: This matches to D	C: Match C
B	4: This matches to B	D: Match D
	5:	E:
	6:	F:
	7:	G:
	8:	H:
	9:	I:
	10:	J:

Asterisk (*) denotes a required field

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...

The screenshot shows a web browser window titled "Question Maintenance - Entity 001 - WA\EP\TA\MG - 5619 - 05.13.10.00.08-10.2 - Google Chrome". The URL is <https://skywardweb.iisd.us/scripts/wsisa.dll/WService=wsEPlus/sgrbkedit002.w?vBackProgram=sgrbkedit001.w&isPopup=true#>. The page title is "Question Maintenance".

The main form area is titled "Question for This is where I name it". It contains the following fields:

- Question Number: 3
- * Question Type: Short Answer (dropdown menu)
- * Question: A text input field containing "Type your question in this field".
- Extra Content: A text input field.
- Points for Question: 1.00

On the right side of the form, there are buttons: "Save and Back", "Save and Add Another", and "Attach(0)".

Below the main form is a section titled "Answers to Question Number 3". It contains a red warning message: "Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer." Below this message are ten input fields for correct answers, labeled "Correct Answer A" through "Correct Answer J".

Correct Answer A:	a correct answer
Correct Answer B:	A Correct Answer
Correct Answer C:	a Correct answer
Correct Answer D:	correct answer
Correct Answer E:	
Correct Answer F:	
Correct Answer G:	
Correct Answer H:	
Correct Answer I:	
Correct Answer J:	

Asterisk (*) denotes a required field

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.

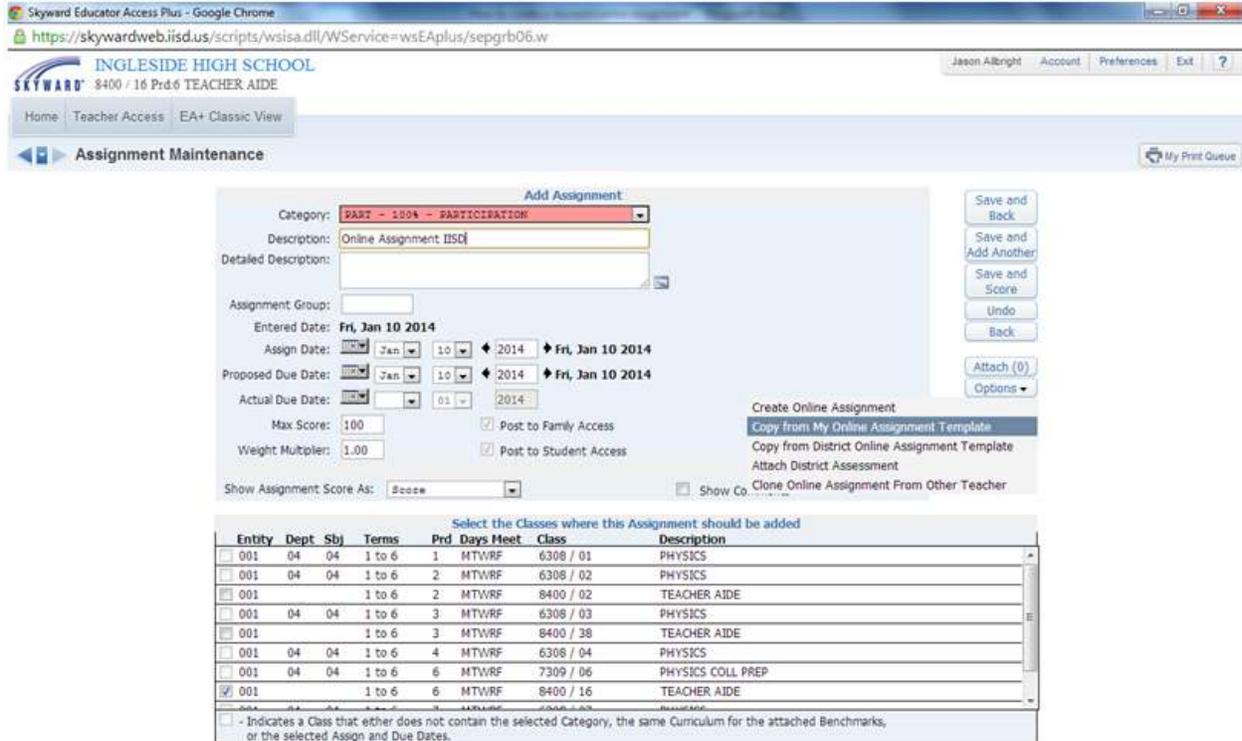
For example, in physics $\cos 30 = 0.8660$

this could be answered in the following ways:

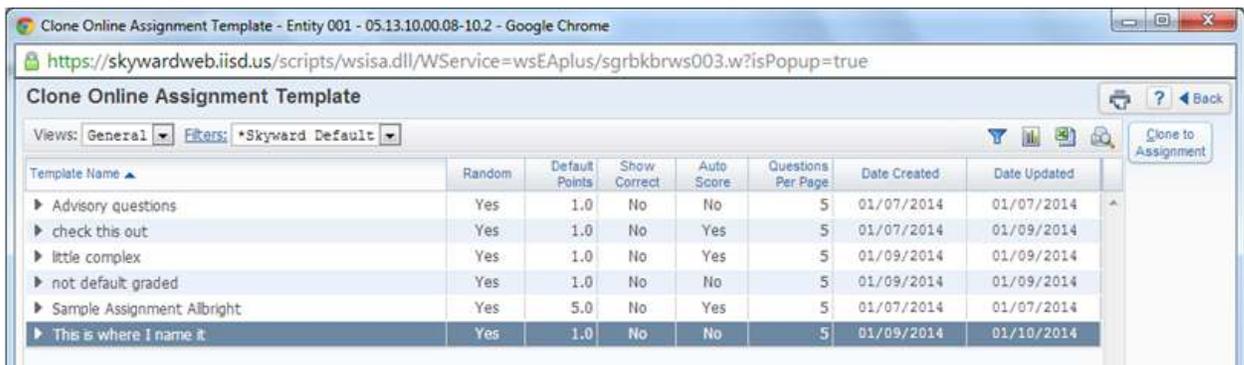
0.8660
0.866
.8660
.866

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:

Number	Type	Question	Points	Atch
1	Multiple Choice	Write your question here	1.00	N
2	Matching	This is the directions for the matching section	4.00	N
3	Short Answer	Who was the first president of the USA?	1.00	N

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"

Category: PART - 100% - PARTICIPATION This Assignment is available Online

Description: Online Assignment IISD

Detailed Description:

Assignment Group:

Entered Date: Fri, Jan 10 2014

Assign Date: Jan 10 2014 Fri, Jan 10 2014

Proposed Due Date: Jan 10 2014 Fri, Jan 10 2014

Actual Due Date: Jan 01 2014

Max Score: 6 [Change Max Score](#) Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments



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.

Online
W20-F
01/10
PART
100
0.00

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

Click on the button that says "Score Online Assignment"

Assignment

Category: **PART - PARTICIPATION 100%**

Description: **Online Assignment IISD** *This Assignment is available Online*

Detailed Description:

Assignment Group:

Entered Date: **Fri, Jan 10 2014**

Assign Date: **Fri, Jan 10 2014**

Proposed Due Date: **Fri, Jan 10 2014** **Week 20 - Friday**

Actual Due Date:

Max Score: **100** Post to Family Access

Weight Multiplier: **1.00** Post to Student Access

Show Assignment Score As: Show Comments

Buttons on the right: Add, Edit, Clone, Delete, Report, Chart, **Score Online Assignment**, Score Entry, Assignment Display, Attach (0), View Online Assignment

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

Score Online Assignment

Online Assignment Info

Unique Assignment ID: **229**

Online Assignment Name: **Online Assignment IISD**

Total Points: **6**

Number of Questions: **3**

Start Date: **Fri, Jan 10 2014 at 12:00 AM**

Stop Date: **Fri, Jan 10 2014 at 11:59 PM**

Do not Show Results in Student Access until: **Fri, Jan 10 2014 at 12:00 AM**

Student Online Assignment

Student	Status	Show Results	# Questions Unanswered	Online Score	Online Percent	Online Grade	GB Score	GB Percent	GB Grade	Comment	Time Spent
1	Completed	N	0	4	66.67						1 Min

Buttons on the right: Refresh, **Score Online Assignment**, Allow Student to Resume, Reports

It will show a page like this.

Score Online Assignment - Entity 001 - 05.13.10.00.08-10.2 - Google Chrome

https://skywardweb.iisd.us/scripts/wsisa.dll/WService=wsEApplus/sgrbkedit004.w?isPopup=true

Score Online Assignment

Online Assignment Information

Student: [REDACTED]

Class: **8400 / 16 TEACHER AIDE**

Online Assignment: **Online Assignment IISD**

Points Earned: **4** out of **6**

Percent: **66.67**

Grade: **67**

----Page 1 of 1----

Question 1 of 3

Write your question here (1 point)

Student Answer: **A. Type the answer to choice A here**

Correct Answer: **B. Type the answer to choice B here**

Points Earned: **0** of **1** Teacher Comment: [REDACTED]

Question 2 of 3

This is the directions for the matching section (4 points)

Student Answer:

C 1. choice C	—	A. Match A
A 2. choice A	—	B. Match B
D 3. choice D	—	C. Match C
C 4. choice B	—	D. Match D

Points Earned: **3** of **4** Teacher Comment: [REDACTED]

Question 3 of 3

Who was the first president of the USA? (1 point)

Student Answer: **washington**

Correct Answer: **George Washington**
george washington
Washington
washington

Points Earned: **1** of **1** Teacher Comment: [REDACTED]

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Post Score to Gradebook

Save and Close

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.