

eSchoolBook

This training guide explains how to add assignments in eSchoolBook.

To add assignments in eSchoolBook:

1. Upon logging into eSchoolBook, click on the Class Administration tab.

Subject	Start	End
Business Technology	12:00	12:00

Click on a Subject to view

2. Click on one of your classes.

3. Click on the Assignments tab.

Assignment	Type	Category	Marking Period	Viewable	Graded	Assigned	Due
Welcome to Diigo Group Forum	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
My Research Topic Forum	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Diigo Bookmarks	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Review Bookmarks	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Summing it all Up Forum	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009

Click on an Assignment to view/update the information

4. Click on Add an Assignment.

Add an Assignment Exclude Students Archived Assignments

5. Add your assignment information. The information you enter here will show up in your grade input screen (much like GradeQuick). Additionally, the description you add will be viewable to students and parents (much like Edline). All this information is packed together in eSchoolBook! No more switching between GradeQuick and Edline. 😊

The screenshot shows the 'Add an Assignment' form with the following fields and callouts:

- Callout A:** Points to the 'Type' and 'Category' dropdown menus, both set to 'Point System'.
- Callout B:** Points to the 'Name' field (containing 'Test-Ch 7'), 'Date Assigned' field (containing '04/28/2009'), and 'Date Due' field (containing '04/28/2009').
- Callout C:** Points to the 'Will Assignment be Graded?' checkbox (checked), the 'Points' field (containing '100'), and the 'Viewable' dropdown (set to 'Yes').
- Callout D:** Points to the 'Description' text area, which contains the text: 'This multiple choice and essay test covers the concepts in Chapter 7.' It also points to the 'Additional Classes' box on the right, which lists '561/1/30: Intro to Business' and '561/2/30: Intro to Business'.

A If you are using Point System for your class grade weighting, drop down Type and Category and select Point System.

If you are using various class grade weighting, then choose the appropriate items for Type and Category.

B Enter a Name for the assignment, the Date Assigned, and the Date Due. The Marking Period should default according to the date. Just check to make sure it is correct.

C If the assignment is graded, check the appropriate box. Enter the Point value. Decide if this assignment is viewable to parents and students.

D Enter a description for the assignment. You can also add this assignment to other classes. Use the Control key to select more than one class in the Additional Classes box.

6. Click Add to save your assignment information.

[Go Back](#)

Type: Point System

Category: Daily

Name:

Assigned: 04/28/2009

Add

7. This is what your assignment view will look like. If you need to make changes to any assignment information, simply click on the assignment link.

Class: 556/1/30: Business Technology (Default/bell A)							
Add an Assignment Exclude Students Archived Assignments							
Assignments							✎
Marking Period: 4th Marking Period			Records 1 to 6 of 6			Rows	
Assignment	Type	Category	Marking Period	Viewable	Graded	▲ Assigned ▼	▲ Due ▼
Test	Point System	Daily	4th Marking Period	No	Yes	04/28/2009	04/28/2009
Welcome to Diigo Group Forum	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
My Research Topic Forum	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Diigo Bookmarks	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Review Bookmarks	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Summing it all Up Forum	Point System	Daily	4th Marking Period	Yes	Yes	04/01/2009	04/01/2009
Assignment	Type	Category	Marking Period	Viewable	Graded	▲ Assigned ▼	▲ Due ▼
Assignments			Records 1 to 6 of 6			Previous Next	

Click on an Assignment to view/update the information

8. An FYI: Clicking on the column heading links in this view will resort according to the data in that column. You can show your assignments in alphabetical or numeric order by Assignment name, by Category, by Date Assigned, etc.