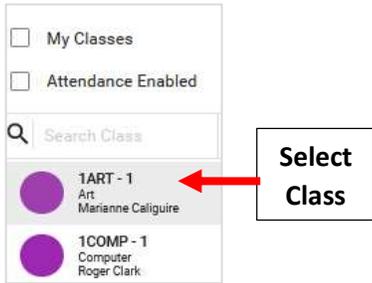
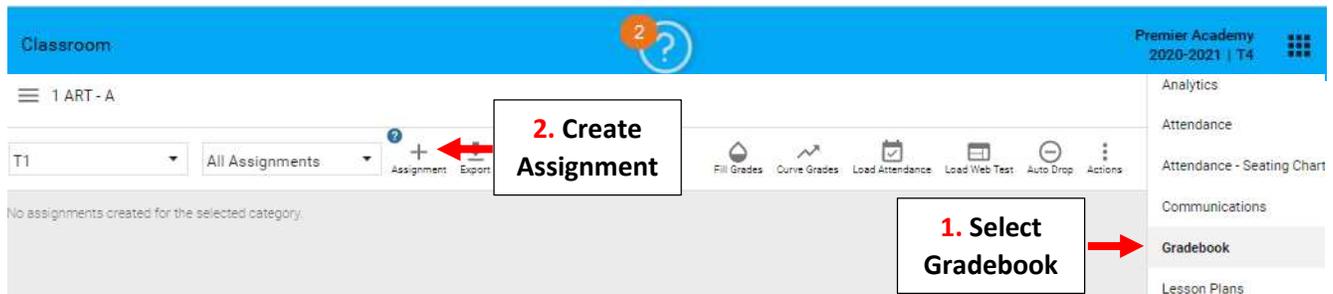


# Create and Grade New Assignment in FACTS SIS

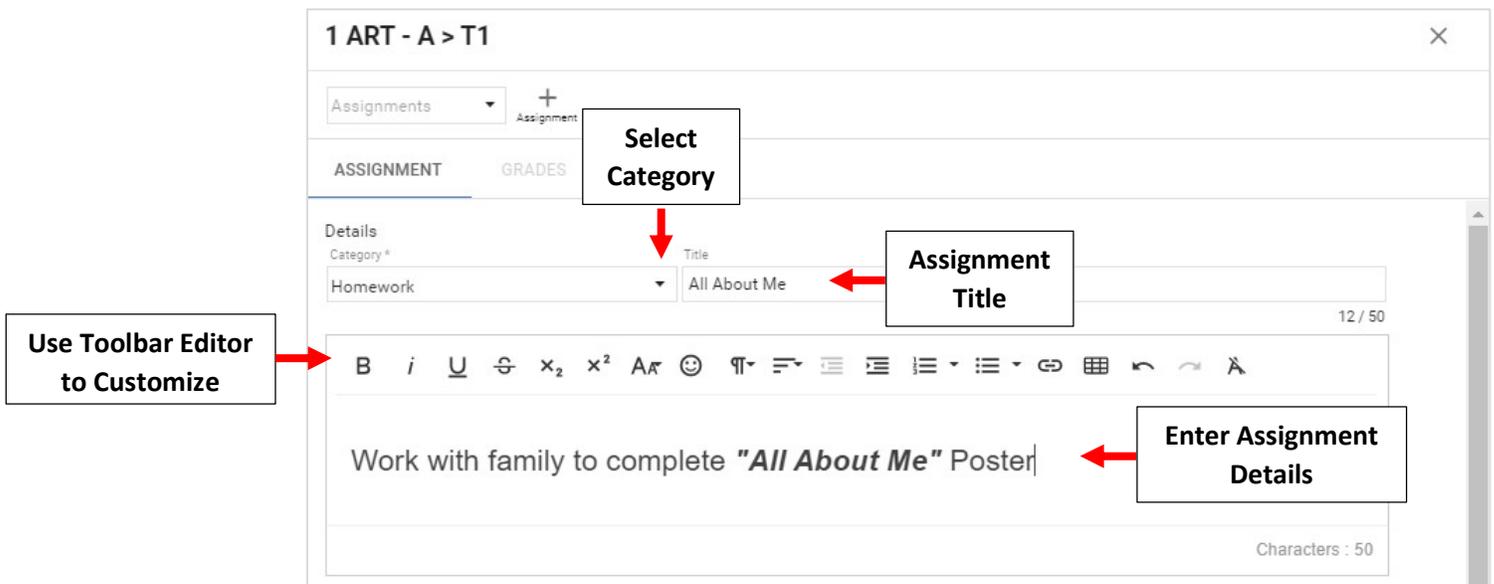
Once logged into FACTS please select **Class** from **Classroom Menu**



Select **Gradebook** from Right Side menu. Click on **Create Assignment**



Select **Assignment Category** from Dropdown and enter **Title**. Enter Assignment Details, Use Toolbar Editor to customize Font Size, Bold or Italic Font, Insert a Link etc.



Use Dropdown to select **Date Assigned** (Date to Post on Family Portal), **Due Date** and enter **Max Points** available for this Assignment. Select **Save & Grade** to **Save Changes and Grade Assignment**

**\*\*Please Note: By Default, Assignments are set to Calculate and Display on Family Portal\*\***

The screenshot shows the assignment configuration interface. Callouts include: 'Select Date Assigned' pointing to the 'Date Assigned' dropdown; 'Select Due Date' pointing to the 'Date Due' dropdown; 'Enter Max Points' pointing to the 'Max Points' input field; 'Will Calculate and Display on Family Portal by Default' pointing to the 'Calc/Display' checkbox; 'Select To Publish to Lesson Plan' pointing to the 'Publish to Lesson Plan' checkbox; and 'Select Save & Grade to Save Changes and Grade Assignment' pointing to the 'Save & Grade' button.

Click on "Fill Grades"

The screenshot shows the assignment toolbar with a callout 'Click Fill Grades' pointing to the 'Fill Grades' icon. Below the toolbar, a table shows the assignment details: 'Student Name', 'Gbk Avg', 'Points', and the assignment name 'All About Me Poster' with a due date of '20-Sep' and '100 (1)' points.

Select **Assignment** from dropdown. Enter **Default Grade** and Select "Apply and Save"

The screenshot shows the 'Fill Grades' dialog box. Callouts include: 'Enter Default Grade' pointing to the 'Grade' input field; 'Select Assignment' pointing to the assignment dropdown; and 'Select Apply and Save' pointing to the 'Apply and Save' button.

Grade will post to all students. To **Change Grade**, click in grade field, enter **New Grade** and click Enter to **Save your Changes**

The screenshot shows a gradebook interface with a toolbar at the top containing icons for Assignment, Export, Fill Grades, Curve Grades, Load Attendance, Load Web Test, Auto Drop, and Actions. Below the toolbar is a table with two columns: 'Gbk Avg' and 'Points'. The first row is highlighted in purple and contains the text '"All About Me" Poster', '20-Sep', and '100 (1)'. The second row is highlighted in blue and contains '- / -' in the 'Gbk Avg' column and '85' in the 'Points' column. A red arrow points from a callout box to the '85' in the 'Points' column. The callout box contains the text 'Click in Grade Field to Change Grade'. To the right of the table is a sidebar with a 'Gradebook' section and other options like Communications, Lesson Plans, and Portfolio.

Gbk Avg	Points
- / -	85
- / -	100
- / -	100
- / -	100
- / -	100
- / -	100