

1. Click **Create**
2. Select **Assignment**
3. Open the Select Classes menu and select a class
Click outside the Select Classes menu to close it.
4. Enter the name of the assignment, such as **Unit 1 Test**
5. Select **Test** as the category
6. Select a score type, such as **Points**
7. Enter the number of score entry points, such as **80**
8. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected
9. Enter the assignment due date
The default due date is today's date.
10. Enter a description, such as **This test covers all of the topics in Unit 1**
11. Click the Students tab
12. Verify that the assignment applies to all students
To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.
13. Select the standards that are aligned to the assignment
14. Click the Publish tab
15. Open the Publish Assignment menu and choose when to publish the assignment for students and parents
16. To publish students' scores once you've scored the assignment, check **Publish Scores**

18. Click **Save** at the bottom of the Create window

At this point, you could copy the assignment by clicking **Duplicate** at the bottom of the Create window or close the window by clicking **X** in the upper-right corner.

To duplicate an assignment for use in another class:

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, locate an assignment that you've already created and click the Edit icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class
Click outside the Select Classes menu to close it.
6. Enter the assignment name, such as **Unit 1 Test**
7. Use the same category, score type, score entry points, due date, description, and publication settings as the original assignment, or modify the values as needed
8. Click the Standards tab
9. Click **Add/Edit Standards** and, if needed, select a new set of standards that are aligned to this assignment
10. Click **Save** and close the Edit window
11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
12. Locate the duplicated assignment in the list of assignments