

## Manage Assignment Types

Assignments are specific tasks you give to a student to develop and enhance skills taught in the classroom. If you have HeadMaster Pro with Classroom Manager, you can enter and track assignments and grades.

Assignment types are categories (such as test, quiz, and homework) that you can use to give weight to your assignments. The weight is used to indicate the significance or importance of the assignment to the final grade. For example, tests can be weighted 25% of the final class grade, while homework is weighted 15% of the final class grade.

There are two ways to categorize assignment types in HeadMaster:

- Administrators can set up Default Assignment Types. These are used by schools that want all assignments, such as homework, to be weighted the same for all classes and teachers. Once set up, default assignment types are automatically added to any new classes that are created for the teacher.
- Alternatively, teachers can set up assignment types and weights for each subject they teach.

Setting up assignment types prior to adding assignments is important to assuring that grades are calculated correctly.

# Assignment Types (Administrators)

Default Assignment Types are generally set up by a school administrator when the school has a policy that all assignments, such as homework, should be weighted the same for all classes and teachers. Default Assignment Types are automatically added to any new classes that are created for a teacher.

- **Editing/Deleting Assignment Types** — When you change the weight of an assignment type or delete an assignment type, the changes only effect new classes assigned to the teacher. Classes that currently use the assignment type will not be affected.
- **Editing Assignment Types** — Changes made to weights apply to ALL grades entered for a class, not just a specific grading period. If the weight is changed after grades have been posted, you must refresh the grades in Post Grades so the grades will be properly calculated. On the Home screen, click **Post Grades**. Select the class(es) you want to update. On the toolbar, click **Refresh**.
- **Deleting Assignment Types** — Once grades have been posted for assignments using a specific assignment type, the type cannot be deleted.

### ▼ To add default assignment types

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Click **Add**. The Default Assignment Type dialog box displays.
4. Enter the information, and click **OK**.

### ▼ To edit a default assignment type

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Select an assignment, and click **Edit**. The Default Assignment Type dialog box displays.
4. Edit the information, and click **OK**.

### ▼ To delete a default assignment type

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Select an assignment, and click **Delete**.
4. Click **Close**.

# Assignment Types (Teachers)

Teachers can set up and manage assignment types and weights for each subject they teach. When an assignment is added to a class, the assignment type set up for the subject that the class belongs to will be added by default.

### ▼ To add assignment types per subject

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab.
4. Select a subject.
5. Under Assignment Types, click **Add**. The Select an Assignment Type dialog box displays.
6. Enter the information, and click **OK**.

### ▼ To edit an assignment type entered by a teacher

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab.
4. Select a subject.
5. Under Assignment Types, click **Edit**. The Select an Assignment Type dialog box displays.
6. Edit the information, and click **OK**.

### ▼ To delete an assignment type entered by a teacher

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab.
4. Select a subject.
5. Under Assignment Types, click **Remove**.
6. Click **OK**.