

## Add an Assignment Type

You can set up assignment types to use for your classes and the percentage of the final grade that each type represents.

### ▼ To add an assignment type

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Click **Add**. The Default Assignment Type dialog box displays.
4. Select a teacher name from the drop-down list.
5. Enter an assignment type, such as **Homework**, **Classwork**, **Test**, or **Quiz**.
6. Enter a default weight for the assignment type, such as 50 or 10.

#### **Useful Information**

The default weight represents what percentage of the final grade the Assignment Type makes up. Example: A test can count 80% of the final grade.