SISK12: Edit or Delete Existing Assignments
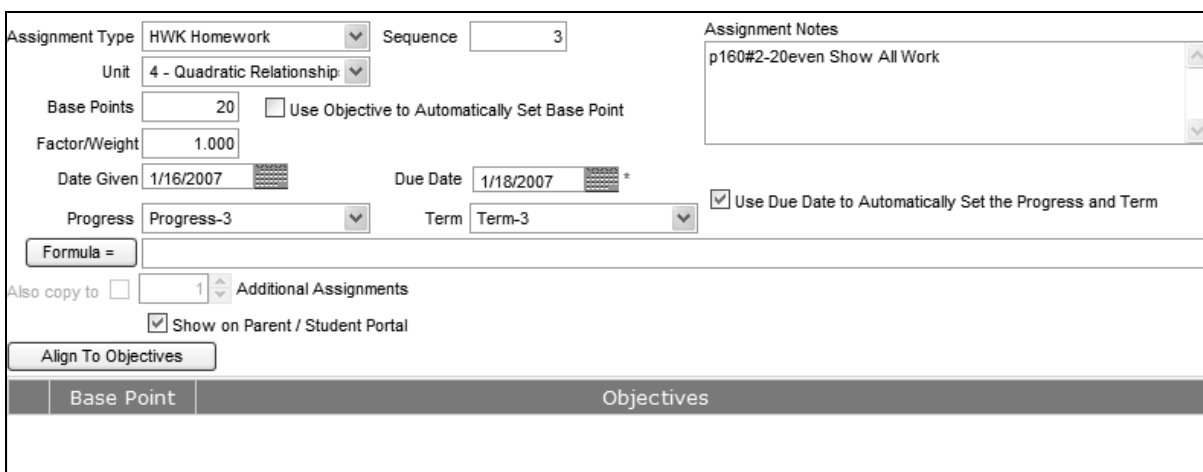
School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

Overview

The assignment values created on the **Maintain Assignment** detail screen are called properties. You may edit the properties of any existing assignment or delete the assignment entirely.

Edit an Existing Assignment

1. Highlight a cell in the appropriate assignment column.

2. Click the edit properties icon. The **Maintain Assignment** detail screen displays.

3. Edit the appropriate values. See the Quick Reference Sheet, *Create an Assignment*, for more information on these fields.

4. Click Apply to save and continue or Done to save and exit.

5. The grade book page refreshes with the edited assignment displayed in the grid.

View/Edit Properties of All Assignments

1. Click the edit properties of all assignments icon. The **Maintain Assignment in Grid** screen displays.

	Type	Seq	Show On Parent Portal	Unit	Base Points	Use Objective	Factor Weight	Date Given	Due Date	Calc Term By Due	Term	Progress	Formula	Notes	Properties Last Updated
	HWK	1	☑		25	☐	1.00		1/26/2007		Term-3	Progress-3		Worksheet 15-5	
	SGP	3	☑			☐	1.00		2/2/2007	☑	Term-3	Progress-3	Avg of HWK25%!0,QIZ25%!2,TST50%		JIMMAT 04/14/08
	QIZ	1	☑		20	☑	1.00	2/1/2007	2/13/2007	☑	Term-3	Not In Progress			
	SGT	3	☑			☐	1.00		3/9/2007	☑	Term-3	Not In Progress	Avg of HWK25%!0,QIZ25%!2,TST50%		JIMMAT 04/14/08
	SGP	4	☑			☐	1.00		4/4/2007	☑	Term-4	Progress-4	Avg of HWK25%!0,QIZ25%!2,TST50%		JIMMAT 04/14/08
	HWK	2	☑		40	☐	1.00		4/5/2007	☑	Term-4	Not In Progress		Problems in chapter 14-15	
	SGS	2	☐			☐	1.00		5/16/2007	☑	Semester-2	Not In Progress	Avg of SGX10%!0, SGT000345%!0,S(		JIMMAT 04/14/08
	SGT	4	☑			☐	1.00		5/16/2007	☑	Term-4	Not In Progress	Avg of HWK25%!0,QIZ25%!2,TST50%		JIMMAT 04/14/08

2. Click the edit icon next to an assignment to edit the properties of that assignment.

3. You may also create a new assignment from this screen by clicking Add New Assignment.

Delete an Existing Assignment

Feel free to work ahead in your grade book page, creating assignments in advance. If time constraints or other circumstances affect your lesson plans, you may delete any user-generated assignments already in your grade book, regardless of whether you have entered student scores or not.

There is no recycle bin in SISK12. When you delete, a warning will prompt you to verify the deletion. If you respond **OK**, the item is gone and cannot be retrieved.

System grade columns (progress, term, and semester) cannot be deleted from the grade book page. Building administration maintains these site-level settings, indicating the number and type of grading cycles, along with start/stop dates for each one.

When circumstances alter the system grade columns, building administration will make the changes and the teacher grade book pages will be automatically adjusted.

1. Highlight a cell in the appropriate assignment column.

2. Click **Actions → Manage Assignments (Columns) → Delete Current Assignment**. A confirmation prompt displays. Click **OK** to confirm the deletion.

Delete All Assignments

SIS understands that sometimes the best thing to do is to start over. Rather than removing assignments one-at-a-time, this option allows you to remove all assignments.

- The action will remove all assignments for the entire semester for the open grade book.

- It will apply only to the grade book page that is open.

- It will not delete assignments from other grade book pages.

- It cannot be undone. Print a hard copy of the grade book page (Actions → Reports → By Class Grid) before proceeding.

1. Click **Actions → Manage Assignments (Columns) → Delete All Assignments**. A confirmation prompt displays. Click **OK** to confirm the deletion.

2. A second confirmation prompt displays, reminding you that this will delete every assignment and all student scores from the grade book. Click **OK** to confirm the deletion.