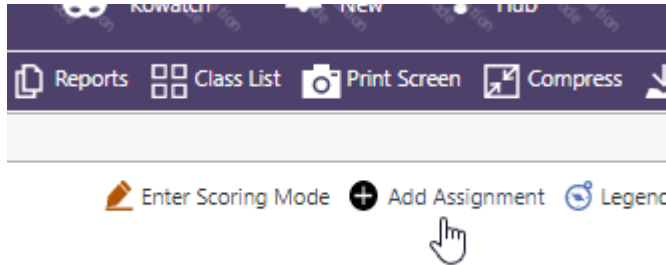


Handwriting – Grade 2



Open **Handwriting**

Click on **Add Assignment**

A screenshot of the 'Add Assignment' form. The form has a dark blue header with the title 'Add Assignment' and subtitle 'Enter Assignment Details'. Below the header is a toolbar with buttons: 'Save & Add Attachment', 'Save & Add Questions', 'Save & Clone', 'Save & Add Another', 'Save & Enter Scores', 'Save', and 'Cancel'. The form is divided into sections. The first section contains fields for 'Course Code' (Hndwrtg.02), 'Course Description' (Handwriting Grade 2), 'Section' (2-1), 'Section Length' (YR), 'Start Date' (08/10/2020), 'End Date' (05/20/2021), and 'Primary Display Period' (4). The second section, 'ASSIGNMENT DETAILS', contains fields for '*Assigned Date' (10/07/2020 Wednesday), '*Due Date' (10/07/2020 Wednesday), '*Category' (a dropdown menu), '*Assignment Name' (a text box), 'Assignment Description' (a text area), 'Use Grade Mark Scoring' (a checkbox highlighted with a red box and a hand cursor), '*Max Score' (100.00), '*Weight' (1.00), 'Score Display Type' (a dropdown menu set to 'Score (unweighted)'), 'Online Assignment' (a checkbox), and 'Assigned To' (radio buttons for 'All Students' and 'Student Groups'). A black arrow points from the yellow text box on the right to the 'Use Grade Mark Scoring' checkbox.

Assignment Date – required

Due Date – required

Category – required

Assignment Name – required

Use Grade Mark Scoring – CLICK IN THIS BOX

Max Score – required

Weight – required (recommended to leave “as is”)

Click **Save**

Handwriting – Grade 2

The screenshot shows a table with columns: Grade, Student Number, Attendance, TM1, Handwriting, and Attempts. The 'Handwriting' column has a value of '10/7/2020 100.00'. A red box highlights a dropdown menu in the 'Handwriting' column. Below the table, a dropdown menu is open, showing four options: 'Select E Exceeds Grad... 95.00', 'Select M Meets Grade ... 85.00', 'Select P Progressing T... 75.00', and 'Select N Not Meeting ... 69.49'. The 'Select E' option is highlighted.

Click on **Assignment name**
drop down menu, **Select**
E,M,P,N

OR

Type letter grade (**E,M,P,N**)

The screenshot shows a table with columns: Grade, Student Number, Attendance, TM1, Handwriting, and Attempts. The 'Handwriting' column has a value of '10/7/2020 100.00'. The 'Attempts' column has a value of '1'. The 'Grade' column shows 'E / 95.00%'. The 'Handwriting' column shows 'N / 69.49%'. The 'Attempts' column shows '1'. The 'Grade' column shows 'E / 95.00%'. The 'Handwriting' column shows 'N / 69.49%'. The 'Attempts' column shows '1'.

Letter grade is calculated after grade entered