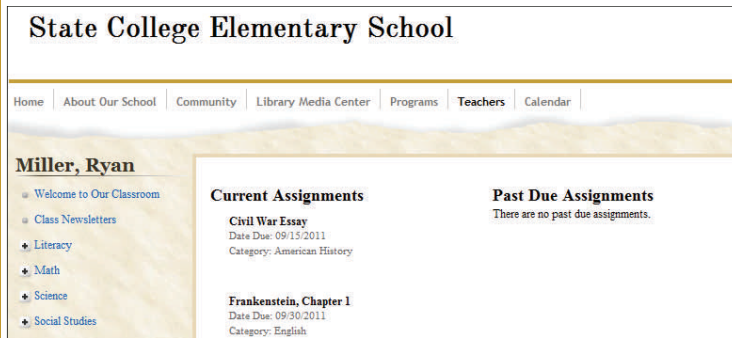


About the Assignment App



- Assignment apps offer teachers the ability to organize assignments within their sections. They can define unique categories for each assignment, assign due dates, and add detailed descriptions for each assignment if desired. They can also post assignments to their Section calendars.
- Visitors will be able to view Current and Upcoming assignments, along with Past Due assignments. Each assignment will display a Title, Due Date and Category if assigned. By clicking on the Title, the visitor can access the Assignment Directions.
- You can provide additional detail about the assignment in the Assignment Directions. Teachers can add images, links, and other content.

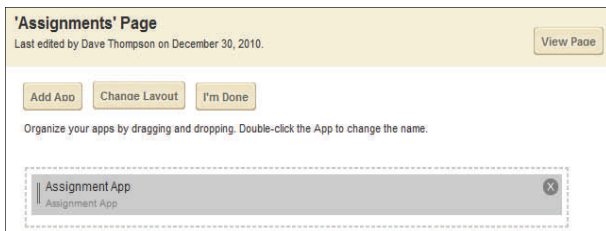
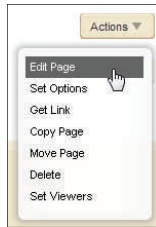
Adding a new Assignments Page or App

To insert a new Assignments Page

1. In the Section Workspace, click **New Page**. The New Page window opens.
2. Click on **Assignments**. Name your new Assignment page. Click **Save**.

To insert an Assignments App into an existing page:

1. Select **Edit Page** from the Actions Drop-down list to the right of the page to which you wish to add the App. The Page Details window opens in Edit Mode.
2. Click **Manage Apps and Layout** and select **Add App** to choose a new Assignments App. Edit the name as desired. Click **Save**.
3. Click and drag the App to the desired location within your layout.
4. Click **I'm Done**. The Page Details window returns to Edit Mode.

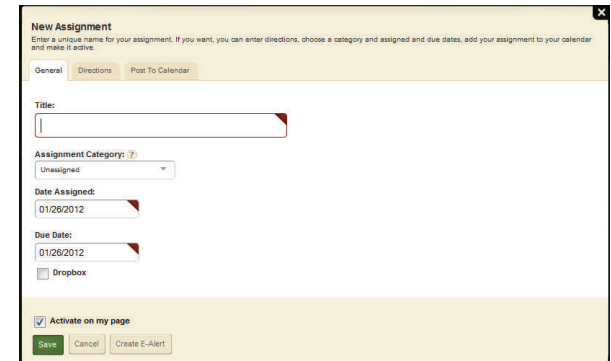


Editing an Assignment App or Page

1. To edit an Assignments Page or an Assignments App with in a page, simply click on the name of the page in the Section Workspace. If your page only has one app on it, you will be taken directly into editing the Assignments App. If you have multiple Apps on the page, you will need to click again on the App name to edit it.
2. To add new assignments, click on **New Assignment** in the Assignments tab.

• General Tab:

- Add a Title to the new assignment.
- Choose a Category for the given assignment if desired (you need to set these up ahead of time)
- Choose a Date Assigned (by default this will be the current date).
- Choose a Due Date for the assignment.
- If you have *Schoolwires Synergy* and wish to set up a Homework Dropbox for students, click in the Dropbox checkbox and choose the Destination folder.



• Directions Tab:

Enter specific instructions for the assignment in this window.

• Post to Calendar

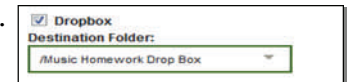
If desired, click on the Post to Calendar tab in order to post the assignment to a Section Calendar.

4. To add and edit categories click the **Categories** tab. (Note: set categories up first in order to be able to assign them to assignments as they are being added.)

Drop Box Option

If your organization has purchased *Synergy*, you can add a drop box to your Assignment app. See Setting up a Dropbox in Synergy for more details.

1. When creating or editing an Assignment, check the Dropbox Box. The Destination Folder drop-down list displays.
2. Select a folder from the dropdown. This is the Destination Folder that the students will upload homework files to for that assignment.



Setting up your Homework Drop Box in Synergy™

Requirements for Assignment Drop Box Option:

Centricity2 Requirements:

Teacher must:

- Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).
- Create an assignment in an Assignment App, check the *Dropbox* checkbox on the **General** tab, and select a *Synergy* folder Dropbox for the assignment.

Students must:

- Have a *Synergy* account. To use the auto-login feature the student should also have an identical Sign-in name in *Centricity2* (passwords may be different).
- Sign in to *Centricity2* to take advantage of the auto-login. If a student is not logged in to *Centricity2*, he or she will be prompted to sign in to upload a completed assignment.

Synergy Requirements:

Teachers must:

- Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).
- Be a Folder Owner.
- Create a Dropbox folder.
- Set the folder options to allow students to only see files that they upload if they sign in to *Synergy*. This will not affect *Centricity2*.
- Share the Dropbox folder with all students who will use it.
- Edit the students' permissions to allow them to add only.

Students must:

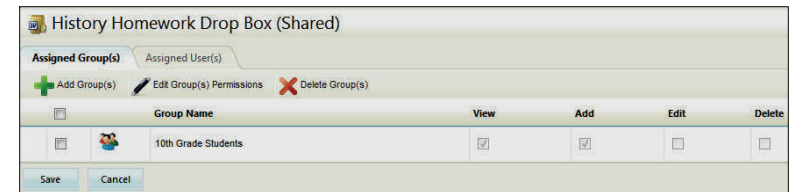
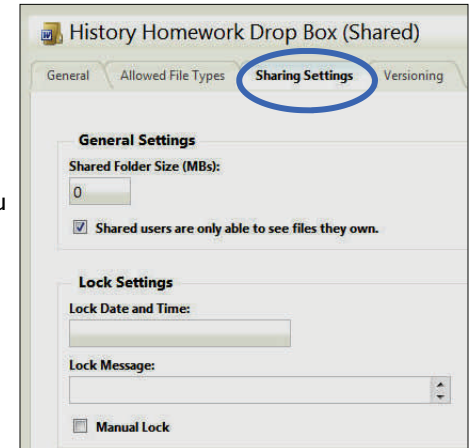
Have a *Synergy* account. The User Name must be identical to Sign-in Name in *Centricity2* to use auto-login (passwords may be different).

TEACHERS: Setting up a Drop Box in Synergy

A Dropbox is a folder that a teacher sets up in *Synergy*. For more detailed information on setting up folders, see the *Synergy & Assist* chapter, "Using *Synergy*."

To set up a folder as a drop box:

1. Sign in to *Synergy*.
2. Create a folder.
3. Edit the folder options by clicking on the *Options* button in the click menu. You can:
 - A. Limit the size of the folder.
 - B. Allow users to only see the files they own when they are viewing the folder through *Synergy* by clicking in the checkbox.
 - C. Set up lock settings if you wish students to be locked out of the Dropbox. (For instance, when the assignment due date has passed.)
4. Click **Sharing** in the click menu to share the folder with the students as individuals or as a group.
5. Edit the permissions to allow the students to add files to the shared folder. If you want them to be able to view, edit, or delete their file, you can give them those permissions as well.



STUDENTS: Accessing the Dropbox in Centricity2

Once a teacher has set up a *Synergy* drop box for an assignment in *Centricity2*, students will follow these steps to upload their homework.

1. Sign in to the school's website.
2. Navigate to the Teacher's section.
3. Click on the page containing the Assignment App.
4. Click on an assignment name to display the Assignment Directions. If a *Synergy* drop box has been set up, an **Upload Assignment** button will display at the top of the Assignment Directions.
5. Click **Upload Assignment**. The Upload Assignment window opens (*Note: If you are not signed in to the site, you will be prompted to sign in.*)
6. Click **Browse** to search for your file on your desktop.
7. Click **Upload** to complete the upload of the file. Once the Upload Complete message displays, your file is uploaded to the *Synergy* site and you can safely close the browser window.

