

How to Enter Assignments

1. Log into RenWeb
2. Go to Classroom
3. Choose a class
4. Choose gradebook on the right side menu.

Student Name	Gbk Avg	John 23 09-Sep 100 (1)	Artie Falz Dig Assig... 10-Sep 100 (1)	Writing MV 14-Sep 100 (1)	Ephesians 2:4-5 14-Sep 100 (1)	Isalah 43:1b 28-Sep 100 (1)
1) Colunga, Ximena	99 / E	100	100	100	100	95
2) [REDACTED]	84 / S	100	100	80	60	80
3) [REDACTED]	92 / E	100	100	100	80	80

5. To Add an Assignment, select the plus.

Student Name	Gbk Avg	Week 4.1 20-Oct 12 (1)	Week 2 20-Oct 8 (1)	Week 1 20-Oct 10 (1)
[REDACTED]	93 / E	12	8	8

6. An Assignment box will open. Enter a category, title, description (optional), Date Assigned, and Max Points.
 - a. **Save and Close:** Will save your assignment and close the box.
 - b. **Save and Grade:** Will save you assignment and take you to the grade tab to enter grades.
 - c. **Save and New:** Will save your assignment and allow you to create a new one.
 - d. **Save:** Will save your assignment and then you will need to exit.
 - e. **If categories are not entered, see my How to set up Gradebook and Assignments Guide.**

7. Enter the grades on this pop out screen once the assignment is added by going to Grades. Enter the grade then click Enter to Save.

1.2.SS - A > Q1

Assignments
Assign. 2 Week 4 + [copy] [delete]

ASSIGNMENT **GRADES**

Student Name	Grade	Curve	Penalty	Bonus	Total	Notes
[redacted]	7	0	0	0	7	
Average	7				7	

8. Grades can be entered in this screen too.

Assignments
All Assignments [plus] [down arrow]

Student Name	Gbk Avg	Week 4.1 20-Oct 12 (1)	Week 2 20-Oct 8 (1)	Week 1 20-Oct 10 (1)
[redacted]	93 / E	12	8	8

Questions

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