



USER GUIDE

Assignment Pages & Homework Drop Boxes

Schoolwires[®] Centricity

Schoolwires[®] Synergy[™]

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Introduction

An *Assignment Page* is a collection of tasks or assignments. You can add multiple *Assignment Pages* to your *section*. Since an *Assignment Page* is a library *page* type, you can add multiple assignments to each *Assignment Page*.

You can create categories for assignments. These allow students to filter assignments on an *Assignment Page* on the end-user website. The assignments in each category will display by due date.

In addition, if your district has **Schoolwires Synergy™** and if you set up homework drop boxes on **Synergy**, students can upload their completed assignments directly to a **Synergy** drop box from an *Assignment Page* on **Centricity**.

If you will be using **Synergy** drop boxes, we recommend that you set those up before you add the assignments to which they will be linked.

Audience

Section Editors will probably use *Assignment Pages* the most and should read this chapter.

However since Site Directors and Subsite Directors also have access to *Section Workspaces*, they will also benefit from reading this chapter.

Objectives

After reading this chapter, you will be able to:

- Create, edit and delete *Assignment Pages*.
- Create, edit, copy and delete assignments on *Assignment Pages*.
- Create edit and delete assignment categories.
- Set up a **Synergy** drop box.
- Use a **Synergy** drop box on the **Centricity** end-user website.

Overview of Assignment Pages

Figure 1 shows an *Assignment Page* on the **Centricity** end-user website. As you can see, it is organized by upcoming and past due assignments. As shown in Figure 2, students can filter the assignments by category or due date. When filtering by due date, you must enter a month and a year.

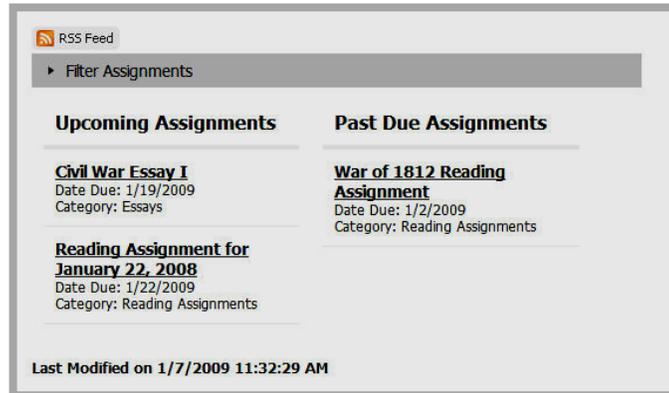


Figure 1: Assignment Page

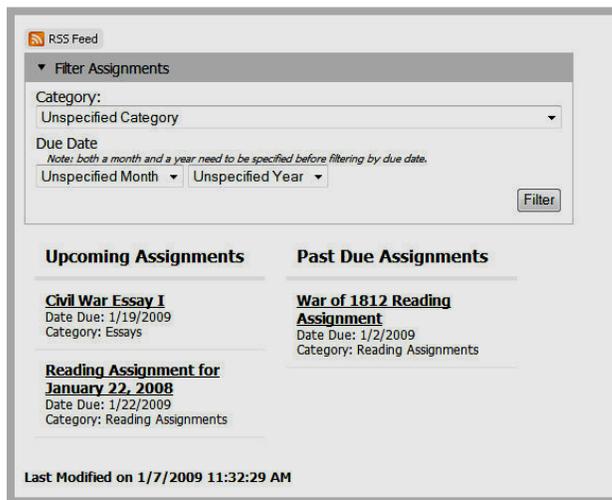


Figure 2: Filter on Assignments Page

When students click on the title of an assignment, they will see the assignment details as shown in Figure 3.

If your organization has **Synergy**, you can create folders for homework drop boxes in **Synergy**. Once you link a drop box in **Synergy** to an *Assignment Page* in **Centricity**, students can upload their completed assignments to that drop box from the **Centricity** end-user website as shown in Figure 3.

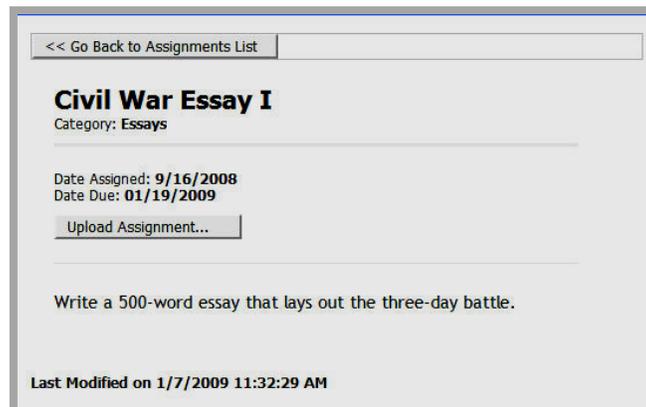


Figure 3: Assignment Details

Adding an Assignment Page

Your *section* may already contain an *Assignment Page* as well as other *pages* that were added when the *section* was created. If it does, you can begin adding assignments to that *page* immediately. If you do not have an *Assignment Page* in your *section*, you will need to add one. You may also want to add additional *Assignment Pages*.

To add an *Assignment Page*:

1. Access the *Section Workspace*. A window like the one shown in Figure 4 will display. The *Section Workspace* will always open on the *Manage Pages* tab, which functions as the *Section Workspace Home*.



Figure 4: Section Workspace

2. Click on the *New Page* button on the *Manage Pages* tab as shown in Figure 4 or the *New Page* task from the *Pages* drop-down menu on the Main Menu bar.
3. Click on the *Assignments* link. An *Add Assignment Page* window like the one in Figure 5 will display.

Add Assignment Page
Enter the name of your Assignment Page below.

Page Name:
This is the page name users will see in your section navigation.

Figure 5: Add Assignments Page window

4. Enter a name in the Page Name field
5. Click on the *Save* button. The *Manage Pages* tab will return as the active window. The *Assignment Page* you added will display with an Active status.

Using Assignment Categories

Before you begin adding assignments to the *Assignment Page*, we recommend that you create assignment categories. These are specific to each *Assignment Page* and enable users on the end-user website and within **Site Manager** to filter the assignments on that *page* by categories.

Creating an Assignment Category

To create a category for an *Assignment Page*:

1. Access the *Section Workspace*.
2. Click on the name of the *Assignment Page* to which you want to add categories. An *Assignments* window like the one shown in Figure 6 will display.

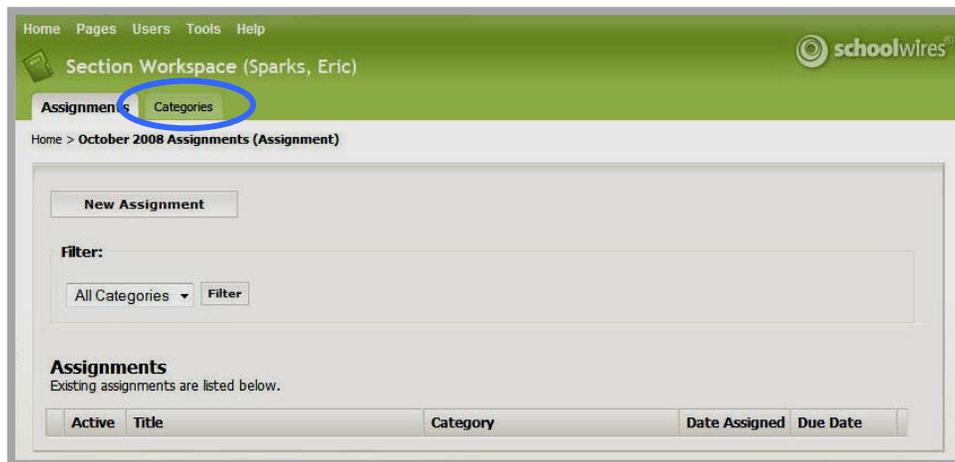


Figure 6: Assignments window

3. Click on the *Categories* tab. An *Assignment Categories* window like the one shown in Figure 7 will display.



Figure 7: Assignment Categories window

4. Click on the *New Category* button. A *New Assignment Category* window like the one shown in Figure 8 will display.
5. Enter a name for the new category.
6. Click on the *Save* button. The *Assignments Categories* window will return as the active window. The category you added will display.

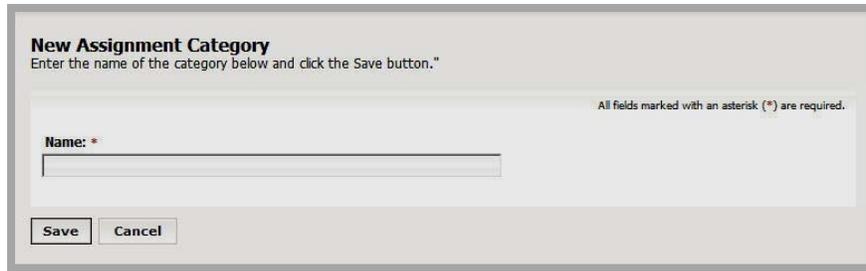


Figure 8: New Assignment Category window

Editing an Assignment Category

To edit an existing category, click on the *Edit* button to the right of that category on the *Assignments Categories* window. Editing a category is essentially the same as adding a new category.

Sorting Assignment Categories

To sort the categories for an *Assignment Page*:

1. Access the *Assignment Categories* window.
2. Click on the *Sort Categories* button. A *Sort Categories* window like the one in Figure 9 will display.

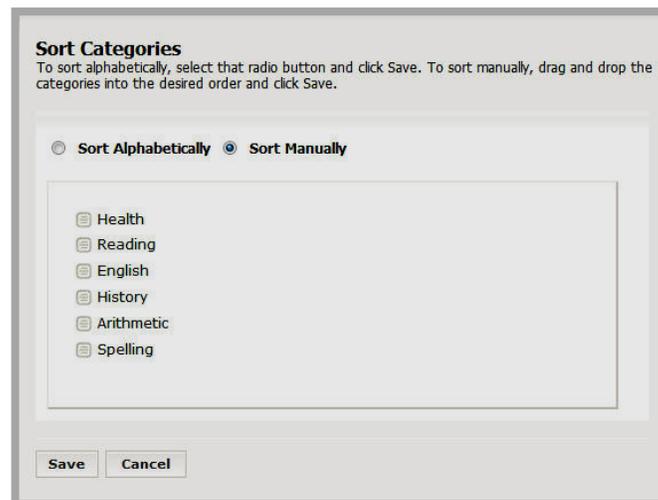


Figure 9: Sort Categories window

3. Click the Sort Alphabetically radio button. The *Sort Categories* window will contract. Continue to Step 6.
4. Click the Sort Manually radio button to sort them as desired.
5. Drag and drop each category into the desired location.
6. Click on the *Save* button. The *Assignment Categories* window will return as the active window. The sorted categories will appear in the new order. They will also display in the new order in the Categories drop-down list for assignments on that *Assignments Page*.

Working with Assignments on an Assignment Page

You can add multiple assignments to an *Assignment Page*. When you add an assignment, you can automatically add it to the *section* calendar. In addition, if your district has **Synergy**, you can set up a homework drop box for the assignment in **Synergy** and link the drop box to the *Assignment Page*.

If your district does not have **Synergy** or if you have not set up a drop box, students will be able to view the assignment from the **Centricity** end-user website without signing in. If you have a drop box for the assignment, students do not need to sign in to **Centricity** to view it, but will need to sign in to upload their assignments to the drop box.

Before you begin adding assignments to an *Assignment Page*, we recommend that you create categories that can be applied to assignments. See “Adding Categories” earlier in this chapter. We also recommend that you set up your drop boxes in **Synergy**. See “Setting up Drop Boxes in **Synergy**” later in this chapter.

Adding an Assignment

To add an assignment to an *Assignment Page*:

1. Access the *Section Workspace*.
2. Click on the *page* name of the *Assignment Page* to which you want to add a new assignment. An *Assignments* window like the one shown in Figure 10 will display.

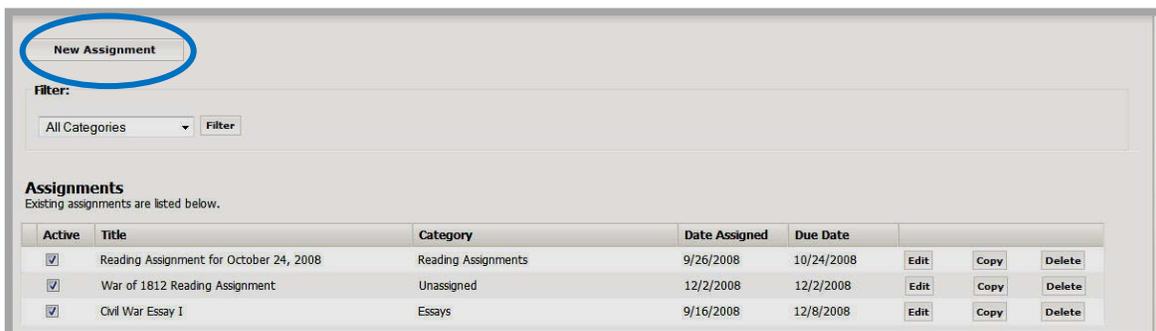


Figure 10: Assignments window

3. Click on the *New Assignment* button. A *New Assignment* window like the one shown in Figure 11 will display.
4. Enter a title for the new assignment as you want it to appear on the *Assignment Page*.
5. Enter directions for the assignment (optional).

New Assignment
Enter the assignment below and click the Save button.

Title: *

Directions:

VIEW HTML EDIT IN EDIT IN

Assignment Category:
Unassigned

Date Assigned:*
1/14/2009

Due Date:*
1/14/2009

Add to Calendar
This allows you to automatically add an event to your calendar for this assignment. Mark the checkbox and select the desired calendar category.

Schoolwires Synergy™ Drop Box
This allows users to submit files directly to a Synergy folder. Mark the checkbox and select the destination folder.

Active:

Save Cancel

Figure 11: New Assignment window

6. Select an assignment category from the *Assignment Category* drop-down menu (optional). By default, the assignment category will be Unassigned.
7. The assignment date defaults to the date you are adding the assignment. You can change it if you wish. It does not affect how assignments will display on the **Centricity** end-user website.
8. Enter a due date for the assignment. By default, the due date will be the date you add the assignment. Assignments display on the **Centricity** end-user website according to due dates. They will display as soon as the Assigned Date is reached.

- Click in the *Add to Calendar* checkbox to place the assignment as an event on the *section* calendar. As shown in Figure 12, if you select this checkbox, the calendar Category field will display. Using the *Category* drop-down, select a category from the list. When the assignment is placed on the calendar, it will be color-coded to match the calendar category you selected.

The screenshot shows a form element with a checked checkbox labeled "Add to Calendar". Below the checkbox is a text description: "This allows you to automatically add an event to your calendar for this assignment. Mark the checkbox and select the desired calendar category." Below this is a "Category:" label followed by a dropdown menu currently showing "Homework" and a search icon.

Figure 12: Add to Calendar checkbox

Notes:

- A calendar category is different from an assignment category. A calendar category allows end users to view color-coded calendar events and to apply category filters to their calendar views. An assignment category is a way to group assignments.
 - If you place an assignment on the *section* calendar, it will appear on the calendar in **Site Manager** as a locked event. You will need to navigate to the actual assignment on an *Assignment Page* to make changes for that calendar event. You will not be able to edit the event on the calendar.
- Click in the **Schoolwires Synergy** checkbox to allow users to submit files directly to a **Synergy** folder. As shown in Figure 13 with this checked, the Destination Folder field will display.

The screenshot shows a form element with a checked checkbox labeled "Schoolwires Synergy™ Drop Box". Below the checkbox is a text description: "This allows users to submit files directly to a Synergy folder. Mark the checkbox and select the destination folder." Below this is a "Destination Folder:" label followed by a dropdown menu currently showing "/History Homework Drop Box" and a search icon.

Figure 13: Schoolwires Synergy Drop Box settings

- Click on the Destination Folder drop-down list and select a folder that will serve as the drop box.

Note: The **Synergy** checkbox will only display in an assignment if your organization has **Synergy** and it has been linked to the **Centricity site**.

See “Setting up and Using Drop Boxes” later in this chapter to learn more about setting up and using drop boxes.

- Click in the Active checkbox to change the status of this assignment to inactive if desired. With the status set to inactive, the assignment will not appear on your *Assignment Page*.
- Click the *Save* button. The *Assignment Page* will return as the active window. The assignment you added will display on the *page*.

Remember that you can add multiple assignments to an *Assignment Page* and you can have more than one *Assignment Page* in a *section*.

Both the assignment and the Assignment Page must be active before an assignment will be accessible from the end-user website.

Editing Assignments

To edit an existing assignment, click on the *Edit* button to the right of that assignment on the *Assignments* window. Editing an assignment is essentially the same as adding a new assignment.

Copying Assignments

You can copy an assignment within its *Assignments Page*. To copy an assignment:

1. Access the *Assignment Page* that contains the assignment you want to copy. An *Assignments* window like the one shown in Figure 14 will display.

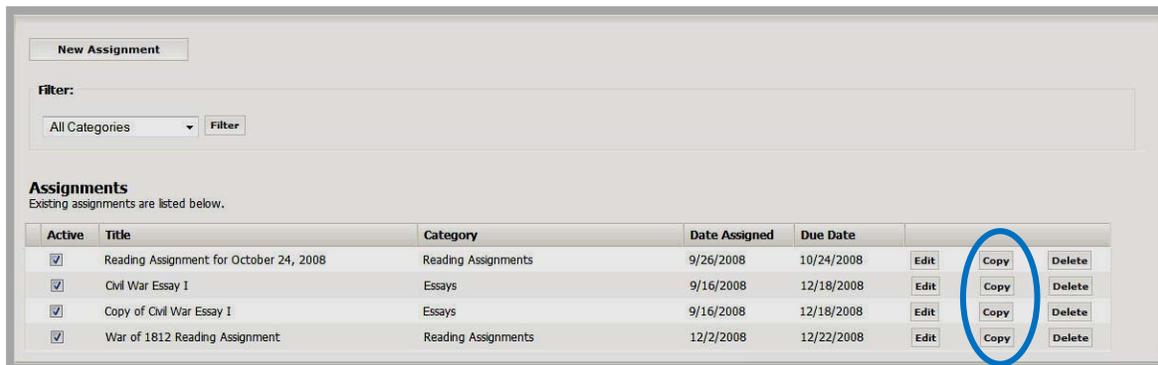


Figure 14: Assignment Page containing copied assignment

2. Use the Assignment Category drop-down list to filter the assignments as desired.
3. Click on the *Copy* button to the right of the assignment you want to edit. The *Assignment Page* will refresh. The assignment you copied will display with “Copy of” in front of the title as shown in Figure 15.

Note: The copied assignment will duplicate the original assignment, including its status, whether to add it to the calendar and the selection of a homework drop box. You must edit and save the copied assignment for it to be added to the calendar.

4. Edit and save the copied assignment as required.

Setting up and Using Drop Boxes

If your district is using **Synergy** and that site and the **Centricity** website are linked by a Site Director, teachers can set up folders in **Synergy** that will serve as drop boxes in **Centricity**. Students will be able to submit assignments directly to these **Synergy** drop boxes from *Assignment Pages* on the **Centricity** end-user website. The following must be in place in **Synergy** and **Centricity** for drop boxes to operate in this manner.

Table 1: Drop Box Setup Requirements

<i>Application</i>	<i>Teacher Requirements and Tasks</i>	<i>Student Requirements</i>
Synergy	<ul style="list-style-type: none"> • Have a Synergy account with User Name identical to Sign-in Name in Centricity (passwords may be different). • Be a Folder Owner. • Create a Drop Box 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 Centricity. • Share the Drop Box folder with all students who will use it. • Edit the students' permissions to allow them to add files. 	<ul style="list-style-type: none"> • Have a Synergy account. To use auto login, the student should also have the identical User Name in Centricity (passwords may be different).
Centricity	<ul style="list-style-type: none"> • Have a Synergy account with User Name identical to Sign-in Name in Centricity (passwords may be different). • Create an assignment on an <i>Assignment Page</i> and designate a Synergy folder Drop Box for the assignment 	<ul style="list-style-type: none"> • Have a Synergy account. To use auto login, the student should also have the identical User Name in Centricity (passwords may be different). • Sign in to Centricity to take advantage of auto login. If not signed in to Centricity, must sign in to Synergy in the drop box.

Once the setup is complete, students signed into **Centricity** can navigate to an assignment on an *Assignment Page* on the end-user website and upload their completed assignments directly to the designated **Synergy** drop box.

Setting up a Drop Box in Synergy

A drop box is a folder that a teacher sets up in **Synergy**. In order to do this, a teacher must be a Folder Owner in **Synergy**.

To set up a folder as a drop box:

1. Sign in to **Synergy**.
2. Create a folder.
3. Edit the folder options as desired and shown in Figure 15. You can:

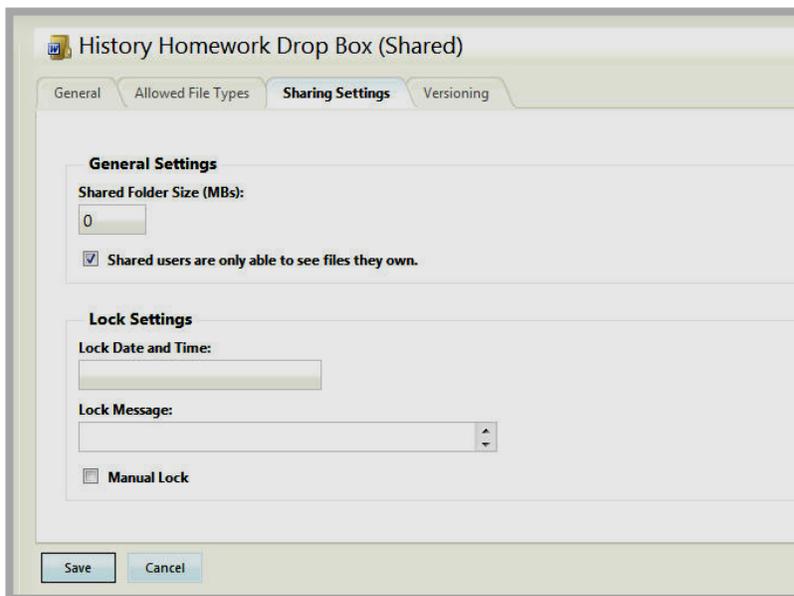


Figure 15: Sharing Settings tab on Folder Options

- 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 drop box. (For instance, when the assignment due date has passed.
4. Click on the *Share* button in the folder click menu to open the *Sharing* window.
 5. Share the folder with the students as individuals or as a group. Figure 16 shows a folder that has been shared with a group.

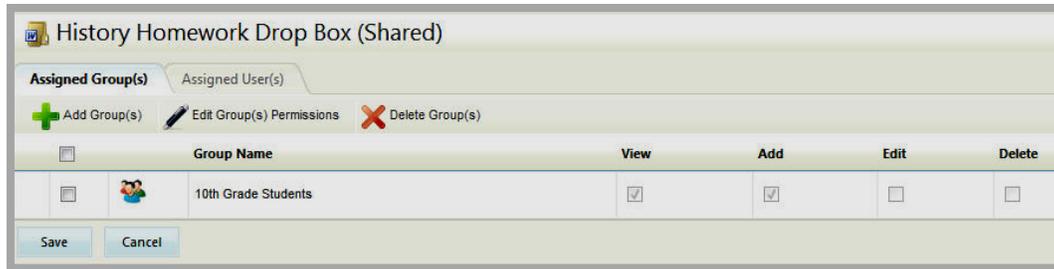


Figure 16: Folder shared with group

6. Edit the permissions to allow the students to add files to the shared folder. If you wish them to be able to view the files in **Synergy**, include this permission. However, this will not affect what they will see on **Centricity**.

Accessing an Assignment and Using a Drop Box on Centricity

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

1. Sign in to **Centricity**.
2. Navigate to the *section* on the end-user website.
3. Click on the *Assignment Page* on the left side (i.e., left navigation). An *Assignment Page* like the one shown in Figure 17 will display.

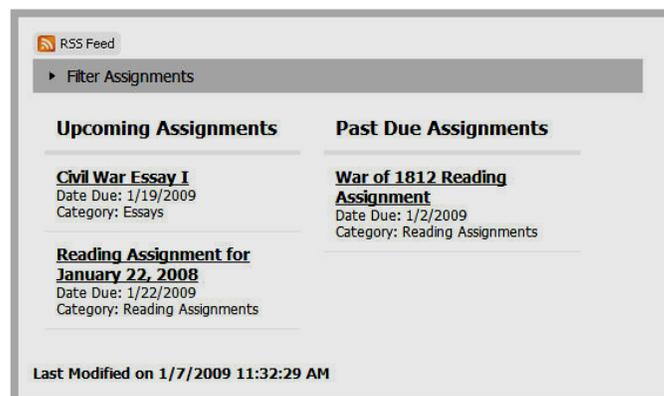
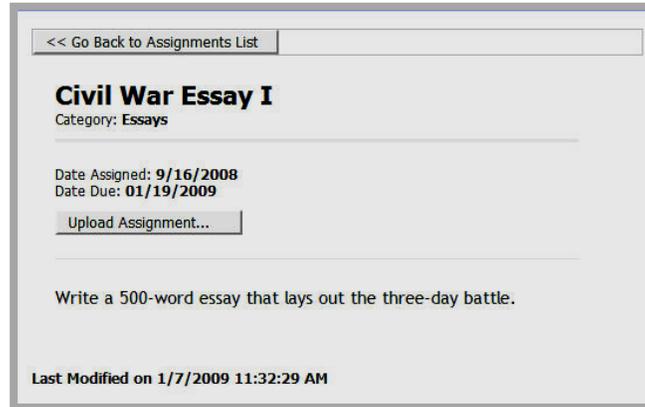


Figure 17: Assignment Page

4. Click on an assignment to display assignment details.
5. If a **Synergy** drop box has been set up, window like the one shown in Figure 18 will display.



<< Go Back to Assignments List

Civil War Essay I

Category: **Essays**

Date Assigned: **9/16/2008**
Date Due: **01/19/2009**

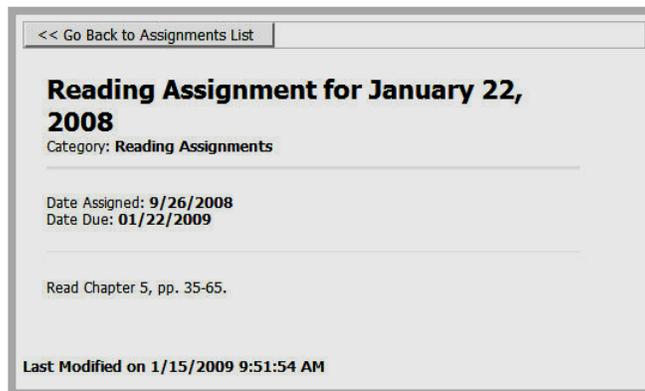
Write a 500-word essay that lays out the three-day battle.

Last Modified on 1/7/2009 11:32:29 AM

Figure 18: Assignment Details

6. Click on the *Upload Assignment* button. An *Upload* window like the one shown in Figure 20 will display.

Note: If no drop box has been set up, just the assignment details will display as shown in Figure 19.



<< Go Back to Assignments List

Reading Assignment for January 22, 2008

Category: **Reading Assignments**

Date Assigned: **9/26/2008**
Date Due: **01/22/2009**

Read Chapter 5, pp. 35-65.

Last Modified on 1/15/2009 9:51:54 AM

Figure 19: Assignment with no drop box in Synergy

Civil War Essay I
Date Assigned: 9/16/2008
Date Due: 01/19/2009

Select Files to upload

Browse... Remove

Upload

You are only able to upload the below file types for this assignment dropbox.

mdb xls ppt pub doc pdf rtf txt wpd

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Figure 20: Upload window from Centricity to Synergy

7. Click the *Browse* button. A *Browsing* window will display.
8. Browse to select the file from the computer or network.
9. Click on the *Upload* button. A progress bar will display, followed by a message that the upload is complete.
10. Close the *Upload* window. The assignment will return as the active window.

Note: If the student has not signed in to **Centricity** a *Sign-in* window for **Synergy** like the one shown in Figure 21 will display after clicking on the *Upload Assignment* button. That student can sign into **Synergy** and upload the assignment there.

Civil War Essay I
Date Assigned: 9/16/2008
Date Due: 01/19/2009

User Name

Password

Sign In

Powered by Schoolwires Synergy™

Figure 21: Sign in for Synergy