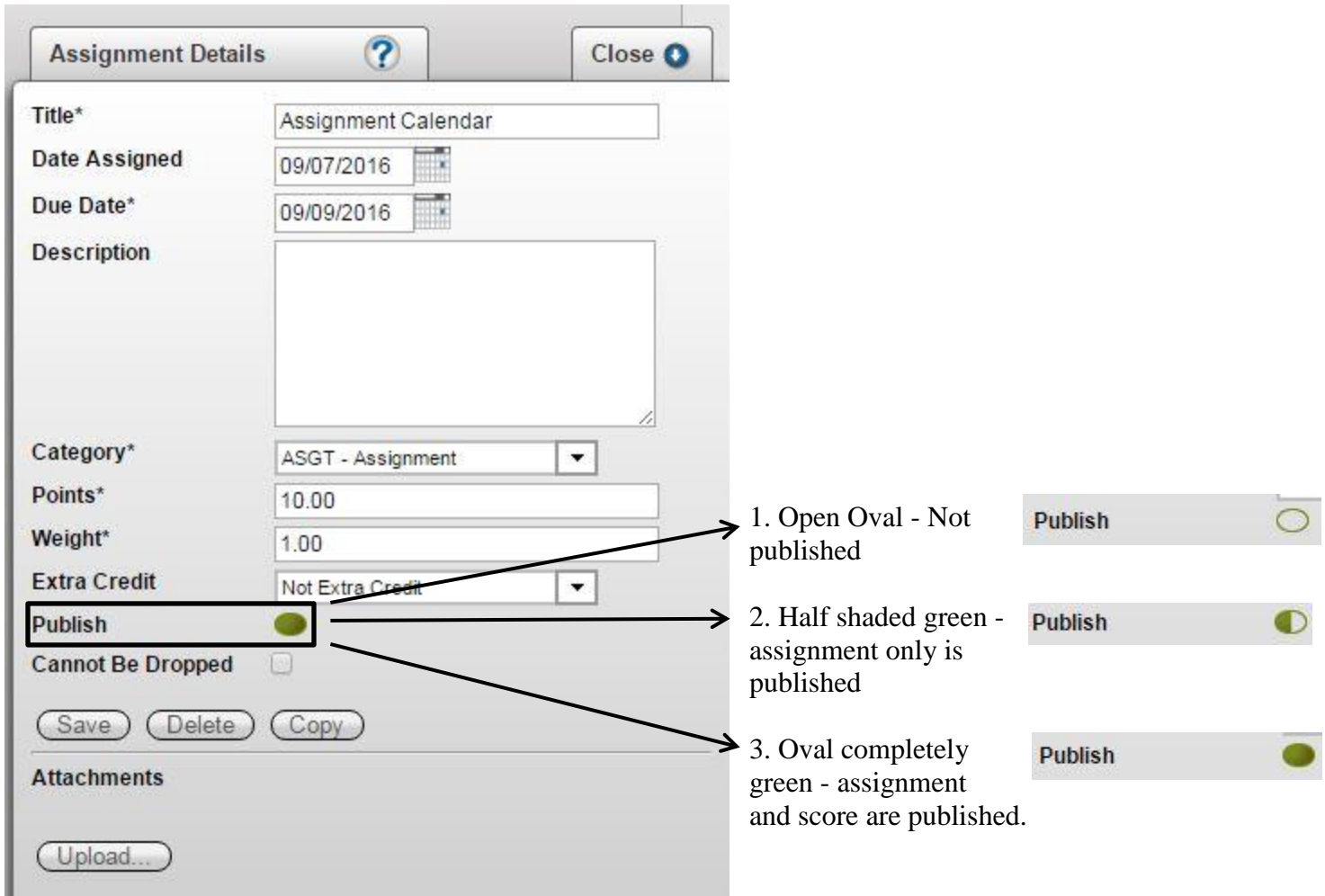


How to Publish Assignments and Assignment Scores

When creating an assignment you have the option to not publish, publish only the assignment information or publish both the assignment and assignment scores.

On the Assignment screen locate the PUBLISH parameter:



The screenshot shows the 'Assignment Details' form with the following fields:

- Title*: Assignment Calendar
- Date Assigned: 09/07/2016
- Due Date*: 09/09/2016
- Description: (Empty text area)
- Category*: ASGT - Assignment
- Points*: 10.00
- Weight*: 1.00
- Extra Credit: Not Extra Credit
- Publish: (Highlighted with a green oval)
- Cannot Be Dropped: (Unchecked checkbox)

Buttons: Save, Delete, Copy, Upload...

Three examples of the 'Publish' button are shown to the right, illustrating the state of the green oval:

1. Open Oval - Not published
2. Half shaded green - assignment only is published
3. Oval completely green - assignment and score are published.

How this oval is shaded determines what parents/students see on the HOME ACCESS CENTER (HAC). This is also what determines what teachers and administration see on the CLASSWORK screen.