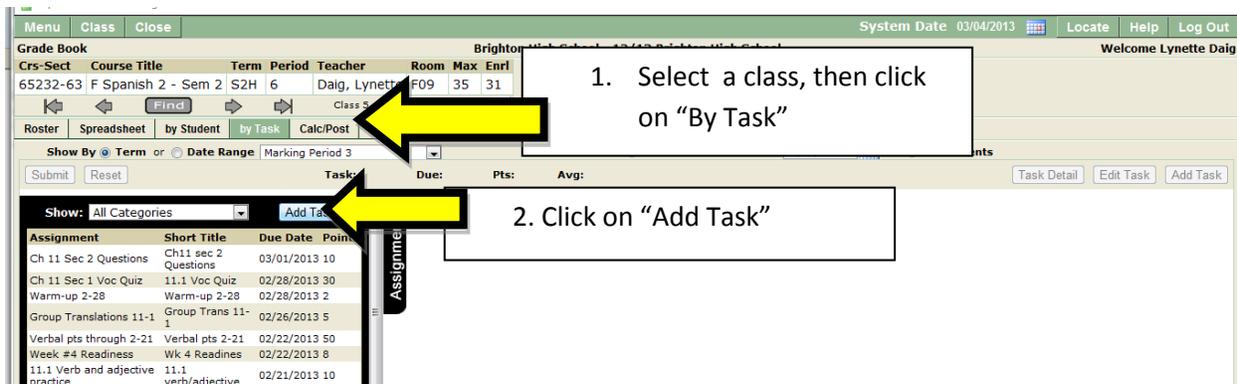


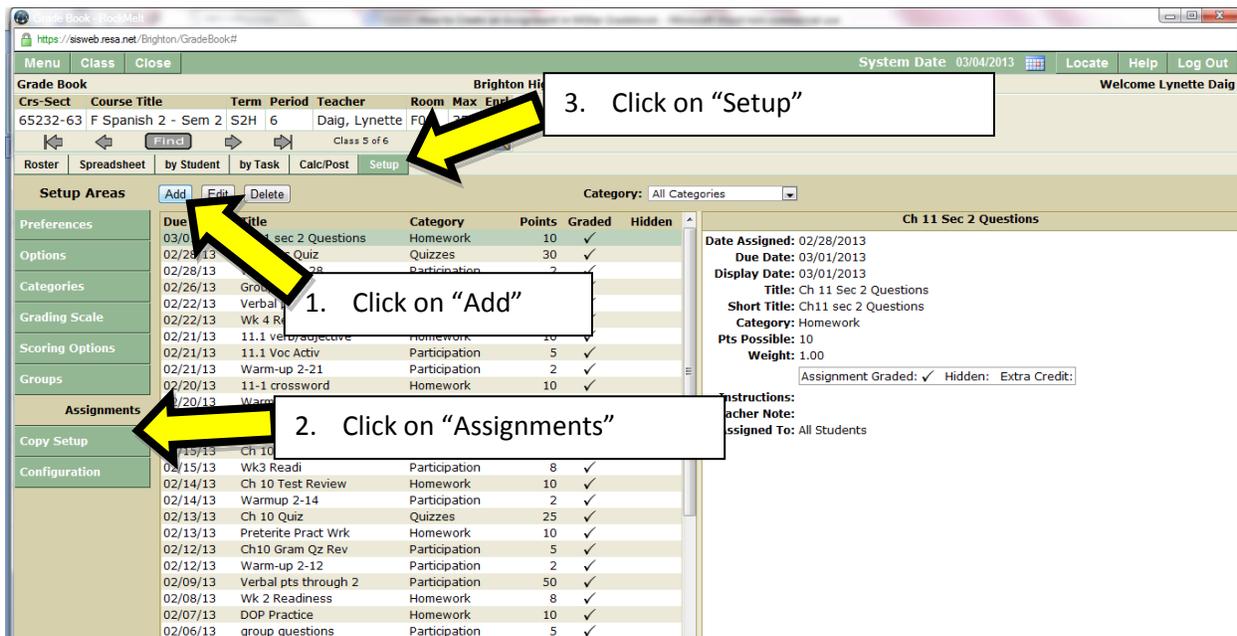
# MiSTAR HELP SHEET: CREATING AN ASSIGNMENT

## THERE ARE MANY WAYS TO GET TO THE “ADD ASSIGNMENTS/TASK” FEATURE

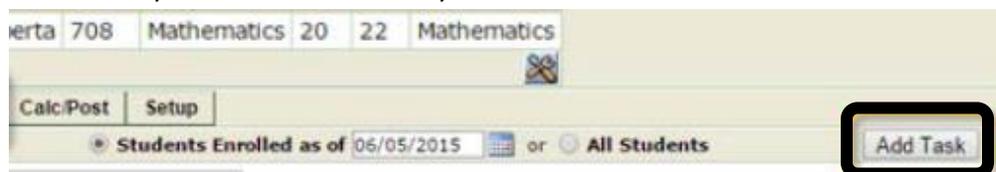
1. **Edit by Task Tab** – This is where I usually add assignments. It ends up being “less clicks” than the other way.



2. **Gradebook Setup Tab** – This is the most logical, but slightly longer route.



3. **Add Task button:** New for the 2014-2015 school year, an “Add Task” button will appear on the filter bar so you can add a task at any time.



# MISTAR HELP SHEET: CREATING AN ASSIGNMENT

## THE ADD ASSIGNMENTS SCREEN

Regardless of the route you took to get here, the “Add Assignments” screen will always look the same.

1. Select the due date for the assignment

2. Give the assignment a short and long name

3. Select the category for the assignment.

Name hint: Parents and students should be able to easily match this to the assignment.

4. Type in the total possible points

5. Check “Assignment Graded.” If you want it to be extra credit, check “Extra Credit” If you don’t want anyone to see it, click “Hidden”.

6. (Optional) type in any additional instructions

7. (Optional) Click “Add” to attach a document

8. Place a check in the box of all classes that have this assignment.

When all of your assignment information is complete, click “Submit”.

If you are using the Setup tab to add assignments, you can click “Submit and New” to save this assignments and create a new one.

