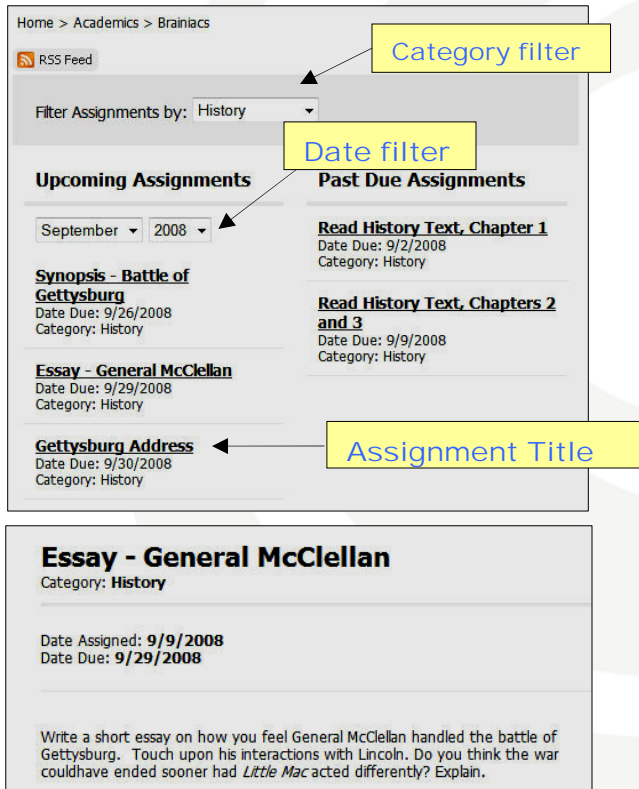# schoolwires® Assignment Page Help Card

Setting up a Homework Page in Centricity™

About the Assignment Page

OVERVIEW:

The *Assignment Page* offers teachers and other educators the ability to organize assignments in a user-friendly manner within his or her own sections. Define unique categories for each assignment, assign due dates, and add detailed descriptions for each assignment if desired. Assignments can also be posted on the calendar in that section. Visitors to the page can view assignments based on the chosen category or associated due date.

Home > Academics > Brainiacs

RSS Feed

Category filter

Filter Assignments by: History

Date filter

Upcoming Assignments

September ▾ 2008 ▾

Synopsis - Battle of Gettysburg
Date Due: 9/26/2008
Category: History

Essay - General McClellan
Date Due: 9/29/2008
Category: History

Gettysburg Address
Date Due: 9/30/2008
Category: History

Assignment Title

Past Due Assignments

Read History Text, Chapter 1
Date Due: 9/2/2008
Category: History

Read History Text, Chapters 2 and 3
Date Due: 9/9/2008
Category: History

Essay - General McClellan
Category: History

Date Assigned: 9/9/2008
Date Due: 9/29/2008

Write a short essay on how you feel General McClellan handled the battle of Gettysburg. Touch upon his interactions with Lincoln. Do you think the war couldhave ended sooner had *Little Mac* acted differently? Explain.
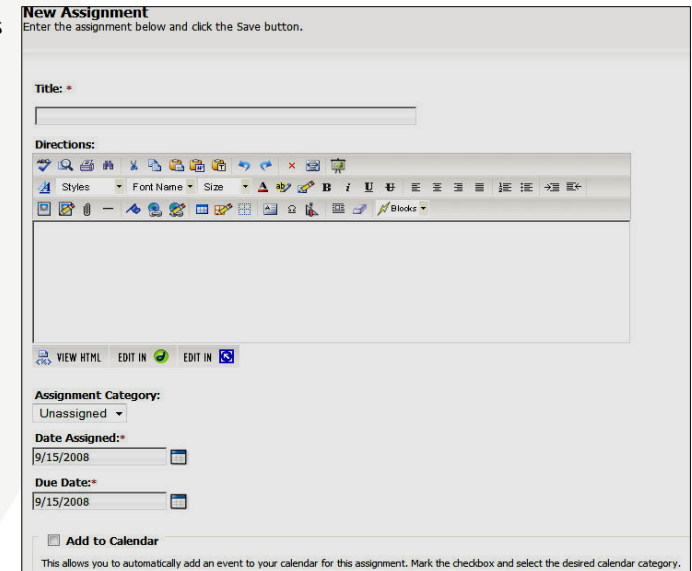
Insert a new Assignment Page

1. To insert a new *Assignment Page*, click on the *New Page* button in the Section Workspace or on the *Page* drop-down menu.

2. Click on the *Assignment* button. Name your new *Assignment* page. Click *Save*.
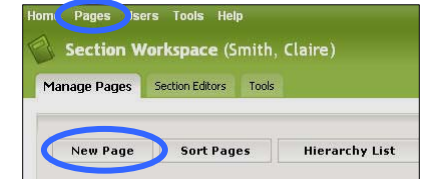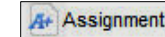
A+ Assignment

* Note * You can add as many *Assignment Pages* as you choose based on the various courses you teach. You can also put multiple assignments on one page and take advantage of the ability to assign categories to your assignments.   Read below for more on categories.

Home **Pages** Users Tools Help

Section Workspace (Smith, Claire)

Manage Pages   Section Editors   Tools

New Page   Sort Pages   Hierarchy List

Edit an Assignment Page

1. Once an *Assignment* Page has been added, you can click on the name of the page in the Section Workspace to add your categories and assignments.

2. To add categories click on the *Categories* tab.

3. Click on the *New Category* button to define unique categories. Add as many categories as needed to distinguish assignments.

4. To add new assignments, click on the *New Assignments* button.

5. Add a title to the new assignment.

6. Add details for the assignment within the **Editor** window.

7. Choose a category for the given assignment.

8. Choose an assign date (by default this will be the current date).

9. Choose a due date for the assignment (this date controls when the assignment will appear on the page).

10. Click in the checkbox at the bottom of the page to have the given assignment display on the calendar.

Home Pages Users Tools Help

Section Workspace (Sparks, Eric)

Assignments   Categories

Home > October 2008 Assignments (Assignment)

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

Title: *

Directions:

VIEW HTML   EDIT IN   EDIT IN

Assignment Category:
Unassigned ▾

Date Assigned:*
9/15/2008

Due Date:*
9/15/2008

☐ 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.

Drop Box Option

If your organization has purchased **Synergy**™, a drop box feature can be activated on the *Assignment* page. This will allow students to turn homework assignments in online. Click in the checkbox for the *Schoolwires* Synergy Drop Box to add a drop box. Please see the other side of this page for additional details on setting up a drop box.

schoolwires®

Assignment Page Help Card

Setting up your Homework Drop Box in Synergy™

About the Assignment Drop Box
The following requirements must be met in order to set up an Assignments Drop Box

Centricity Requirements:

Teacher must:

- Have a **Synergy** account with User Name identical to Sign-in Name in **Centricity** (passwords may be different).

- Create an assignment on an *Assignment Page* and designate a **Synergy** folder Drop Box 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 **Centricity** (passwords may be different).

- Sign in to **Centricity** to take advantage of the auto-login. If a student is not logged in to **Centricity**, he or she will be prompted to sign in to upload an assignment.

Synergy Requirements:

Teachers must:

- 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 only.

Students must:

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

TEACHERS: Setting up a Drop Box in Synergy

A drop box 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 drop box. (For instance, when the assignment due date has passed.)

4. Click on the *Sharing* button 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 the files in **Synergy**, include this permission. However, this will not affect what they will see in **Centricity**.
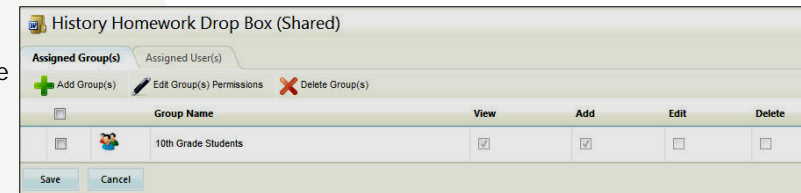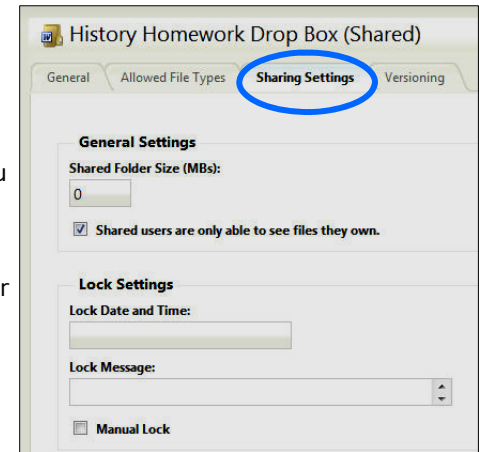
STUDENTS: Accessing the Drop Box in Centricity

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

1. Sign in to **Centricity**.

2. Navigate to the *section* on the end user website.

3. Click on the *Assignment Page* containing the assignment.

4. Click on an assignment to display assignment details.

5. If a **Synergy** drop box has been set up, an upload *assignment button* will display at the top of the assignment.

6. Click on the *Upload Assignment* button to upload an assignment. If you are not signed in to the site, you will be prompted to sign in.

7. Choose the *Browse* button to search for your file on your desktop.

8. 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.