

# Edit or Delete Existing Assignments


**Path: View / Maintain > Gradebook > Select a section**

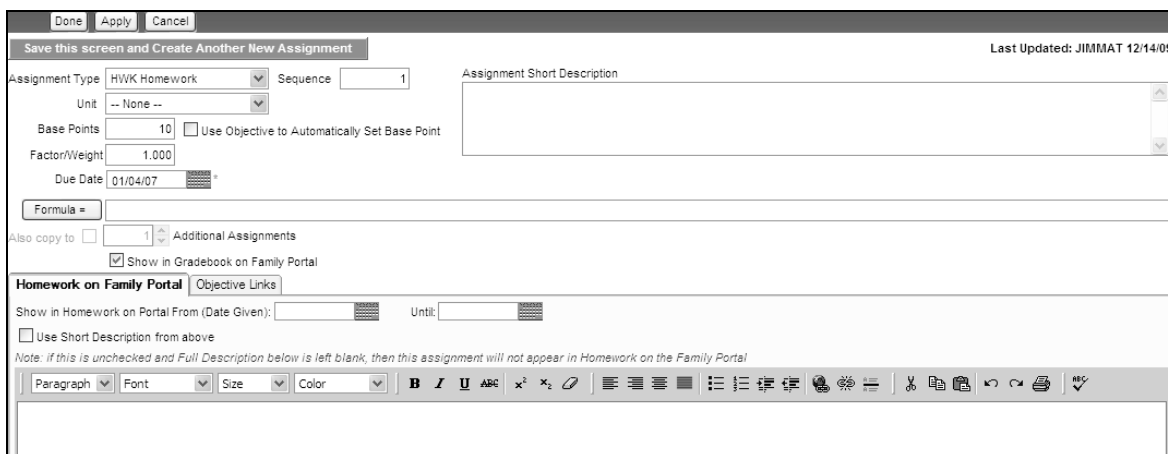
Or click the Gradebook icon  on the My Classes grid for the section to be edited

## Overview

The assignment values created on the **Maintain Assignment** detail screen are called properties. You may edit the properties of any existing assignment or delete the assignment entirely.

## Edit an Existing Assignment

1. Highlight a cell in the appropriate assignment column.
2. Click the edit properties of current assignment icon  or choose **Actions > Manage Assignments (Columns) > Edit Properties of Current Assignment**. The **Maintain Assignment** detail screen displays.



Done Apply Cancel

Save this screen and Create Another New Assignment Last Updated: JIMMAT 12/14/0

Assignment Type: HWK Homework Sequence: 1 Assignment Short Description

Unit: -- None --

Base Points: 10  Use Objective to Automatically Set Base Point

Factor/Weight: 1.000

Due Date: 01/04/07

Formula =

Also copy to  Additional Assignments

Show in Gradebook on Family Portal

Homework on Family Portal Objective Links

Show in Homework on Portal From (Date Given): Until:


Use Short Description from above









Note: if this is unchecked and Full Description below is left blank, then this assignment will not appear in Homework on the Family Portal


Paragraph Font Size Color **B I U ABC x² x₂** [Rich Text Editor Icons]

3. Edit the appropriate values. For more information on these fields see *Create an Assignment* on the Tyler SIS support site.
4. Click **Apply** to save and continue or **Done** to save and exit.
5. The grade book page refreshes with the edited assignment displayed in the grid.

## View/Edit Properties of All Assignments

1. Click the edit properties of all assignments icon  or choose **Actions > Maintain Assignments (Columns) > Edit Properties of All Assignments**. The **Maintain Assignment in Grid** screen displays.

	Type	Seq	Show On Family Portal	Unit	Base Points	Use Objective	Factor Weight	Date Given	Due Date	Formula	Short Description
	HWK	1	<input checked="" type="checkbox"/>		10	<input type="checkbox"/>	1.00		01/04/07		
	QIZ	1	<input checked="" type="checkbox"/>		15	<input checked="" type="checkbox"/>	1.00		01/05/07		
	CLS	1	<input checked="" type="checkbox"/>		45	<input type="checkbox"/>	1.00		01/10/07		
	XTR	1	<input checked="" type="checkbox"/>		0	<input type="checkbox"/>	1.00		01/24/07		Extra Creditz
	SGP	3	<input checked="" type="checkbox"/>			<input type="checkbox"/>	1.00		02/02/07	Average of ALL Assignment Types	
	SGT	3	<input checked="" type="checkbox"/>			<input type="checkbox"/>	1.00		03/09/07	Average of ALL Assignment Types	
	SGP	4	<input checked="" type="checkbox"/>			<input type="checkbox"/>	1.00		04/04/07	Average of ALL Assignment Types	
	SGS	2	<input checked="" type="checkbox"/>			<input type="checkbox"/>	1.00		05/16/07	Average of ALL Assignment Types	

2. Click the edit icon  next to an assignment to edit the properties of that assignment.
3. You may also create a new assignment from this screen by clicking **Add New Assignment**.

## Delete an Existing Assignment

Feel free to work ahead in your grade book page, creating assignments in advance. If time constraints or other circumstances affect your lesson plans, you may delete any user-generated assignments already in your grade book, regardless of whether you have entered student scores or not.

There is no recycle bin or Undo in Tyler SIS. When you delete, a warning prompts you to verify the deletion. If you respond **OK**, the item is gone and cannot be retrieved.

System grade columns (progress, term, and semester) cannot be deleted from the grade book page. Building administration maintains these site-level settings, indicating the number and type of grading cycles, along with start/stop dates for each one.

When circumstances alter the system grade columns, building administration makes the changes and the teacher grade book pages are automatically adjusted.

1. Highlight a cell in the appropriate assignment column.
2. Click **Actions > Manage Assignments (Columns) > Delete Current Assignment**.
3. A confirmation prompt is displayed. Click **OK** to confirm the deletion.

## Back Up/ Restore/ Reset

Sometimes the best thing to do is to start over. Rather than removing assignments one-at-a-time, this option allows you to remove all assignments, restore formulas or restore the entire Gradebook from a backup.

Click **Actions > Backup/Restore/Reset** to see the following choices:

- **Backup Gradebook** – Create a file on your PC that contains all assignments and student scores in your gradebook in XML format. This file should not be edited.
- **Restore Gradebook from Saved Backup** - Replaces ALL existing assignments and scores in your Gradebook with data from a Backup file that you saved.
- **Reset Prog / Term / Sem Formulas from Site Defaults** – This option will Reset your SG Column Formulas from District Defaults. This **cannot** be undone.
- **Reset ALL Columns (Assignment Scores) back to ‘Pending’ (all Students)** – This option will set All Columns back to ‘Pending’ (all students). This **cannot** be undone.

- **Delete ALL Assignments** – Deletes ALL Assignments currently in the Gradebook you are viewing. This **cannot** be undone.

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