

1, 先 log in, 右上角点击 My Dashboard, 下拉菜单, 找到自己的课程名字, 点击。

The screenshot shows the Ann-Hua Chinese School website. In the top right corner, there is a 'Log out' and 'Contact Us' link. Below the navigation bar, the 'My Dashboard' dropdown menu is open, showing options for 'FAMILY DASHBOARD', 'FACULTY DASHBOARD', and 'ADMIN DASHBOARD'. The 'FAMILY DASHBOARD' section includes 'Family Information', 'Enrollment', 'Billings & Payments', and 'Kid's Classroom'. The 'FACULTY DASHBOARD' section includes 'Math 1B'. The 'ADMIN DASHBOARD' section includes 'Courses'. A red circle highlights the 'My Dashboard' dropdown, and a red arrow points from it to the 'Math 1B' option. Below the dashboard, the 'Classes' section is visible, showing a table of classes for the 2018-2019 school year. The table has columns for Name, Class Time, Classroom, Fee, Seat Total, Seat Left, and Seat Booked. The first row is 'Adult Calligraphy 成人书法'.

Name	Class Time	Classroom	Fee	Seat Total	Seat Left	Seat Booked
Adult Calligraphy 成人书法	noon - 1 p.m.	LA278	\$210.00	25	18	7
Adult Drawing	1 p.m. - 2 p.m.	LA278	\$210.00	25	15	10
Calligraphy 书法	11 a.m. - noon	LA263	\$210.00	25	20	5
Children Choir 合唱团	11 a.m. - noon	LA254	\$210.00	25	18	7
Chinese AP	9 a.m. - 11 a.m.	LA258	\$340.00	25	20	5

2, 点击课程名字后, 再点击上方 Assignments, 在随后的界面中, 点击右边 New Assignment, 就可以看见以下界面。

The screenshot shows the 'Math 1B' page. At the top, there is a navigation bar with 'Info', 'Class Roster', 'Textbook Orders', 'Assignments', and 'Resources'. The 'Assignments' tab is selected and circled in red. Below the navigation bar, the 'Create or Edit Assignment' form is visible. The form has fields for 'Name', 'Order of Assignments', and 'Description'. The 'Description' field is a large text area with a rich text editor toolbar. At the bottom, there is a field for 'Assignment Publish Date'. On the right side of the page, there is a sidebar with links for 'Assignments', 'New Assignment', 'Edit Grade Scale', and 'Class Grades'. A red circle highlights the 'New Assignment' link, and a red arrow points from it to the 'New Assignment' link. A red number '1' is placed above the 'Assignments' tab, and a red number '2' is placed above the 'New Assignment' link.

3, 出现上面的界面后, 从上到下填写内容, homework 部分先可以不管。重要: 那三个 Date 一定要填, 这样家长就可以看到成绩。

Create or Edit Assignment

Assignments  
New Assignment  
Edit Grade Scale  
Class Grades

Name: Quarter 1 little little little Test

Order of Assignments: 1

Description:   
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Assignment Publish Date: 2018-11-01 07:00  
Assignment Due Date: 2018-11-01 09:00  
Grade Publish Date: 2018-11-02 00:00

Answers will be published automatically when grades are posted!

Points: 100  
Bonus: 0

☐ Enable homework context.  
type in your answer into the "Homework Context" below

Homework Context:

4, 填好后, 拉到最下, 点击 Save Assignment.

☐ Enable homework file upload

Homework File Upload: Choose File No file chosen

Numbers of Submission Allowed: 3

Cancel Save Assignment

5, 点击 Save Assignment 后, 出现:

你可以点击 Edit 修改, 或者点击 Enter Grades 进入下一步, 输入成绩。

Math 1B

Info Class Roster Textbook Orders Assignments Resources

Quarter 1 little little little Test

Description  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Assignment Publish Date	Grade Due Date	Grade Publish Date	Points	Bonus
		11/2/2018 - 10 AM	100	0

Remove Edit Enter Grades

修改 进入下一步

6, 现在开始输入成绩, Score, Bonus 等等:

Math 1B

Info Class Roster Textbook Orders Assignments Resources

Enter Grades: Quarter 1 little little little Test

Set Score Points: 100, Set Bonus Points: 0, Grade Publish Date: 11/2/18 10 AM

Student Name	姓名	Score	Bonus	Excuse	Grading Notes
		100	0.0	<input type="checkbox"/>	
		100	0.0	<input type="checkbox"/>	
		100	0.0	<input type="checkbox"/>	
		100	0.0	<input type="checkbox"/>	
		100	0.0	<input type="checkbox"/>	
		100	0.0	<input type="checkbox"/>	

\* Withdrawn

Cancel Save Grades

完成后, 点击右下 Save Grades 保存。

7, 然后你可以看到:

Math 1B

Info Class Roster Textbook Orders **Assignments** Resources

### Assignment Grade Report

Name: Quarter 1 little little little Test, Set Score Points: 100, Set Bonus Points: 0, Grade Publish Date: 11/2/2018 10AM

Show All entries Search:

Student Name 姓名	Excuse	Score	Bonus	Total	Letter	Grading Notes
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	

Showing 1 to 6 of 6 entries Previous Next

Assignments  
 New Assignment  
 Edit Grade Scale  
 Class Grades

大功告成！！

如果要修改，就点击右上角 Assignment

Math 1B

Info Class Roster Textbook Orders **Assignments** Resources

### Assignment Grade Report

Name: Quarter 1 little little little Test, Set Score Points: 100, Set Bonus Points: 0, Grade Publish Date: 11/2/2018 10AM

Show All entries Search:

Student Name 姓名	Excuse	Score	Bonus	Total	Letter	Grading Notes
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	
[REDACTED]	no	100.0	0.0	100.0	A+	

Showing 1 to 6 of 6 entries Previous Next

Assignments  
 New Assignment  
 Edit Grade Scale  
 Class Grades

如果修改

出现：






点击右边小图标，就可以做各种修改。

## Math 1B

[Info](#)[Class Roster](#)[Textbook Orders](#)[Assignments](#)[Resources](#)

### Assignments

Show All entriesSearch: 

	Title	P	B	Publish Date	Due Date	Grade Publish Date	Text	URL	File	Actions
1	Quarter 1 little little little Test	100	0			11/02/2018 10AM	No	No	No	    

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)[Assignments](#)[New Assignment](#)[Edit Grade Scale](#)[Class Grades](#)

修改