



Centricity2™ Assignments App Help Card

About the Assignment App

Assignment apps offer teachers the ability to organize assignments within their sections. They can define unique categories for each assignment, assign due dates, and add detailed descriptions for each assignment if desired. They can also post assignments to their Section calendars.

Visitors will be able to view Current and Upcoming assignments, along with Past Due assignments. Each assignment will display a Title, Due Date and Category if assigned. By clicking on the Title, the visitor can access the Assignment Directions.

You can provide additional detail about the assignment in the Assignment Directions. Teachers can add images, links, and other content.

Adding a new Assignments Page or App

To insert a new Assignments Page

1. In the Section Workspace, click **New Page**. The New Page window opens.
2. Click on **Assignments**. Name your new Assignment page. Click **Save**.

To insert an Assignments App into an existing page:

1. Select **Edit Page** from the Actions Drop-down list to the right of the page to which you wish to add the App. The Page Details window opens in Edit Mode.
2. Click **Manage Apps and Layout** and select **Add App** to choose a new Assignments App. Edit the name as desired. Click **Save**.
3. Click and drag the App to the desired location within your layout.
4. Click **I'm Done**. The Page Details window returns to Edit Mode.

Editing an Assignment App or Page

1. To edit an Assignments Page or an Assignments App with in a page, simply click on the name of the page in the Section Workspace. If your page only has one app on it, you will be taken directly into editing the Assignments App. If you have multiple Apps on the page, you will need to click again on the App name to edit it.
2. To **add new assignments**, click on **New Assignment** in the **Assignments** tab.

General Tab:

Add a Title to the new assignment.
Choose a Category for the given assignment if desired (you need to set these up ahead of time)
Choose a Date Assigned (by default this will be the current date).
Choose a Due Date for the assignment.
If you have **Schoolwires Synergy** and wish to set up a Homework Dropbox for students, click in the Dropbox checkbox and choose the Destination folder.

Directions Tab:

Enter specific instructions for the assignment in this window.

Drop Box Option

If your organization has purchased *Synergy*, you can add a drop box to your Assignment app. See Setting up a Dropbox in Synergy for more details.

1. When creating or editing an Assignment, check the Dropbox Box. The Destination Folder drop-down list displays.
2. Select a folder from the dropdown. This is the Destination Folder that the students will upload homework files to for that assignment.



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Teacher must:

Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).

Create an assignment in an Assignment App, check the *Dropbox* checkbox on the **General** tab, and select a *Synergy* folder Dropbox 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 *Centricity2* (passwords may be different).

Sign in to *Centricity2* to take advantage of the auto-login. If a student is not logged in to *Centricity2*, he or she will be prompted to sign in to upload a completed assignment.

Teachers must:

Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).

Be a Folder Owner.

Create a Dropbox 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 *Centricity2*.

Share the Dropbox 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

TEACHERS: Setting up a Drop Box in *Synergy*