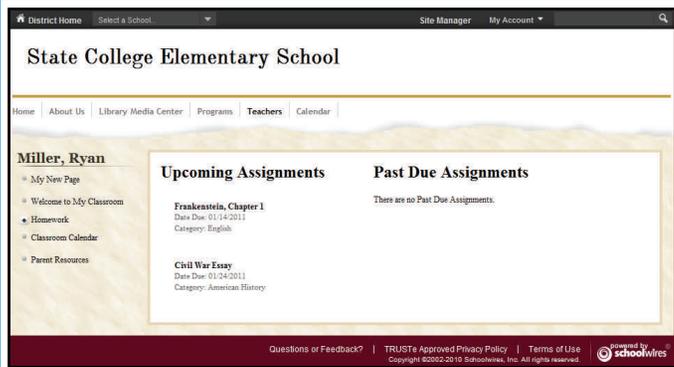# Centricity2™ Assignments App Help Card

Setting up an Assignments App in Centricity2™

About the Assignment App

Assignment apps offer teachers and other educators the ability to organize assignments in a user-friendly manner 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.

On the end-user website, visitors will be able to view Upcoming and Past Due assignments. Each assignment will display a Title, Due Date and Category. By clicking on the Title, the visitor can access the Assignment Directions.

Civil War Essay
Date Due: 01/24/2011
Category: American History
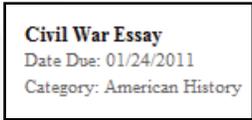
You can provide additional detail about the assignment in the Assignment Directions. Teachers can add images, links, and other content.

Add 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 the Assignments page. Name your new *Assignment* page. Click **Save**.

To insert an Assignments App into an existing page:
1. Click **Design** to the right of the page to which you wish to add the App. The Design window opens.
2. Select the Assignments App and edit the name, if desired.
3. Click **Save.**
4. Click and drag the App to the desired location.
5. Close the Design window by clicking **X**.

Edit an Assignment App

1. Once an Assignment app has been added to a page, hover over the page name in the Section Workspace and click on the app name.
2. To add categories click the **Categories** tab.
3. Click **New Category.** The New Category window opens.
4. Enter your Category Name, and click *Save*.
5. To add new assignments, click on the **Assignments** tab, then click **New Assignments**. The New Assignment window opens.
6. Click the **General** tab:
   - Add a Title to the new assignment.
   - Choose a Category for the given assignment.
   - Choose a Date Assigned (by default this will be the current date).
   - Choose a Due Date for the assignment.
7. Click the **Directions** tab. Add details for the assignment within the **Editor** window.
8. To have the assignment display on the calendar, click the **Post to Calendar** tab.
9. Check the Add to Calendar box. The Calendar and Event Category dropdowns display.
10. Select a Calendar app from the dropdown.
11. Choose an Event Category from the Calendar Category drop-down list.
12. Click **Save**.

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 dropdown displays.
2. Select a folder from the dropdown. This is the Destination Folder that the students will upload homework files to for that assignment.

Centricity2™ Assignments App 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

Centricity2 Requirements:

Teacher must:

- Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).
- Create an assignment on an *Assignment Page*, 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 an assignment.

Synergy Requirements:

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 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 *Centricity2*.
- 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 *Centricity2* to use auto-login (passwords may be different).

TEACHERS: Setting up a Drop Box in *Synergy*

A dropbox 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 **Sharing** 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, edit, or delete their file, you can give them those permissions as well.

STUDENTS: Accessing the Drop Box in *Centricity2*

Once a teacher has set up a *Synergy* drop box for an assignment in *Centricity2*, students will follow these steps to upload their homework.

1. Sign in to the school's website.
2. Navigate to the Teacher's section.
3. Click on the page containing the Assignment App.
4. Click on an assignment name to display the Assignment Directions. If a *Synergy* drop box has been set up, an **Upload Assignment** button will display at the top of the Assignment Directions.
5. Click **Upload Assignment**. The Upload Assignment window opens (*Note: If you are not signed in to the site, you will be prompted to sign in.*)
6. Click **Browse** to search for your file on your desktop.
7. 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.