

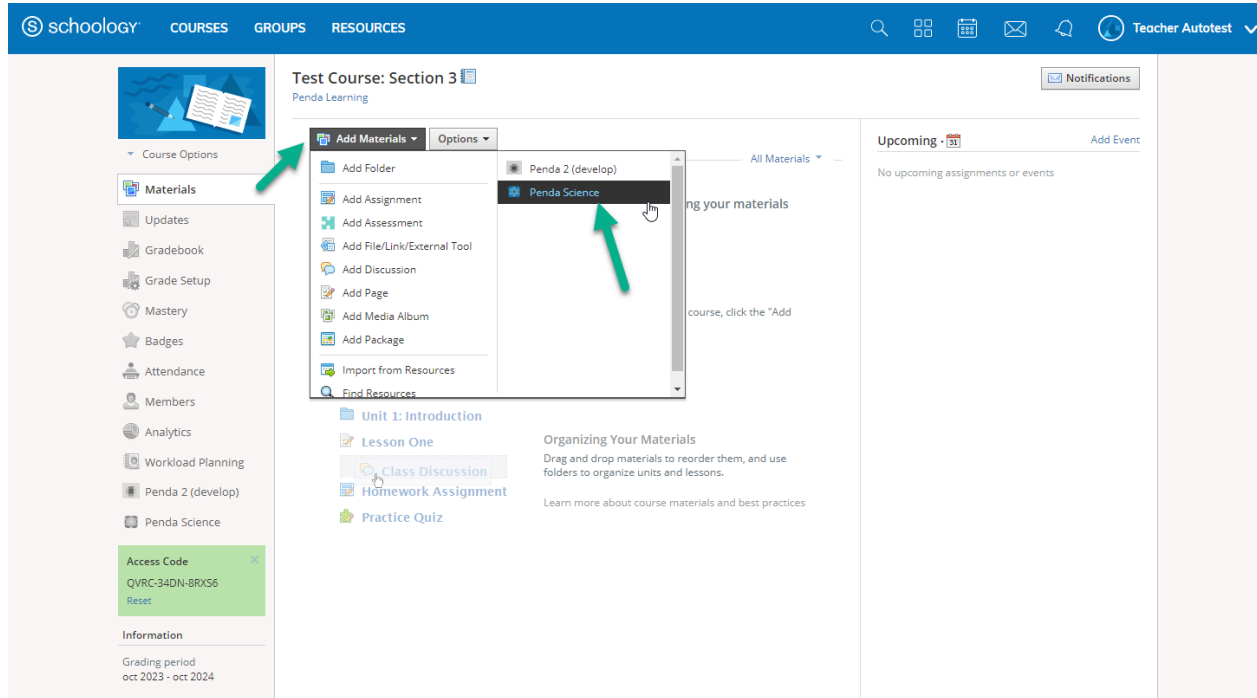


# CLICK SHEET

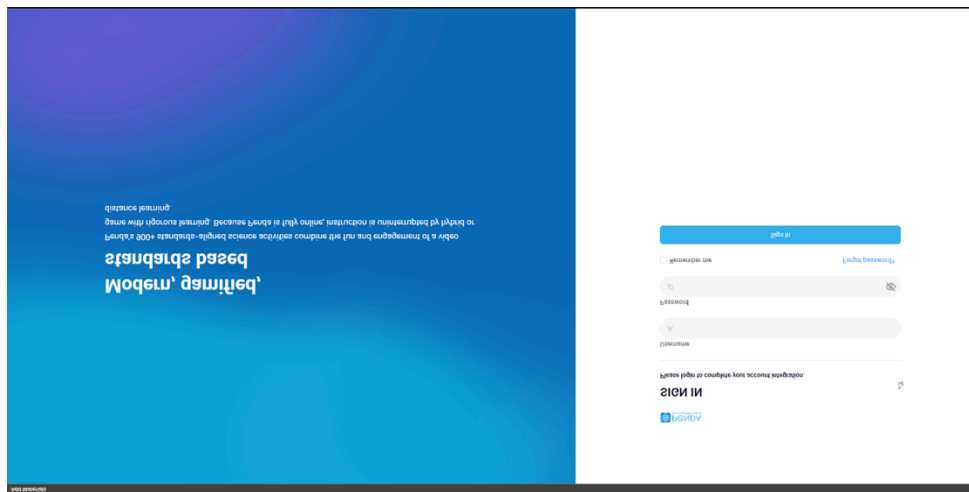
## How to Create a Schoology Assignment Containing Penda Activities



Navigate to the **“Materials”** tab of your course, click on **“Add Materials”** (1) dropdown menu and choose **“Penda Science”** (2).



You may be asked to provide your Penda credentials if your email does not match an existing user from the district account in Penda or you will be automatically logged in and taken to the Assignments page



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On the assignments page, you will see single and multi-class assignments. You are also able to review activities before selecting or creating the assignment.

Link Resource from External Tool

PENDA

ASSIGNMENTS

NEW ASSIGNMENT

Start date - End date Due | Search

Assignment Name	Start Date	Due Date	Students	Source	ACTIVITIES
Demo 2 - Test - Nov 20 1 Classes	Nov 20, 2023	Dec 04, 2023	0/10	Perez Savion	ACTIVITIES
Nov 20 - Test Demo Assignment 1 Classes	Nov 20, 2023	Dec 04, 2023	0/10	Perez Savion	ACTIVITIES
VT Initial as All types Q Perez_P teacher Nov20 1 Classes	Nov 20, 2023	Dec 04, 2023	2/10	Perez Savion	ACTIVITIES
A4 - Canvas YP - 16:11 (S. Perez) 1 Classes	Nov 20, 2023	Dec 04, 2023	0/10	Perez Savion	ACTIVITIES
VT Initial Assignment by teacher Savion_P Nov20 1 Classes	Nov 20, 2023	Dec 04, 2023	2/10	Perez Savion	ACTIVITIES
A4 - YP - Nov 20 - 15:57 - Content Staging 1 Classes	Nov 20, 2023	Dec 04, 2023	0/10	Perez Savion	ACTIVITIES
VT Initial Penda Assignment_1 Nov20 1 Classes	Nov 20, 2023	Dec 04, 2023	2/10	Timoshchenko Victor	ACTIVITIES
Initial Penda Assignment 1 Classes	Nov 20, 2023	Dec 04, 2023	1/9	Timoshchenko Victor	ACTIVITIES
Ind As Patterns in Weather Conditions 1 Classes	Nov 09, 2023	Nov 23, 2023	1/1	Timoshchenko Victor	ACTIVITIES
A1 - YP - Nov 2 - 13:37 1 Classes	Nov 02, 2023	Nov 16, 2023	1/10	Peslyak Yuriy	ACTIVITIES

< 1 2 >

Step 1: input **Assignment Name** and select **Start** and **Due Dates** and click **Continue**.

**Important:** The **Due Dates** set on Penda are not synchronized with Schoology. You should match them manually to avoid issues.

Add Materials

CREATE NEW ASSIGNMENT

1 Name 2 Students 3 Activities 4 Confirmation

**Name**  
Please create a title for your assignment. This title should be meaningful to both you and your students - it will appear in your student's assignment list, and in your assignment reports.

Assignment Name

**Set Date**  
Please set the start date for the assignment. The default due date is 2 weeks after the start date.

Schedule Now

Start Date: Oct 21, 2023 1:00pm

Due Date: Nov 14, 2023 1:00pm

CANCEL BACK CONTINUE

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Step 2: Select classes (multi-class assignments can be created only by teachers and admins that have access to these classes) and click **Continue**.

ADD STUDENTS

CLASSES

Selected: 0 / 3

- Gonzalez Comprehensive Science 1 Advanced 6002 2(A) - 2
- Sacasa Comprehensive - YP - Custom - 3
- Sacasa Comprehensive Science 3 - Jun 9 - Test - 3

CANCEL BACK CONTINUE

Step 3: Add all **activities** that will be included in the assignment and click **Continue**.

ADD ACTIVITIES

Search 0 Available

Selected: 0 / 0

- Balanced and Unbalanced Forces (Achieving)(copy)
- Test 2 - Activity jun 7 - 17:42
- Test Activity - YP - Jun 7 - 13:23

CANCEL BACK CONTINUE

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Final Step: Review your choices and click the **Finish** button.

The screenshot shows the 'CREATE NEW ASSIGNMENT' confirmation screen. At the top, there are four progress indicators: 'Name' (checked), 'Students' (checked), 'Activities' (checked), and 'Confirmation' (4, indicating the current step). The main content area is titled 'CONFIRMATION' and contains the text 'Please confirm the assignment details below'. Below this, there are three sections: 'test' with a date range of 'Oct 31, 2023 - Nov 14, 2023'; 'Classes' with a dropdown menu showing '1. Section 2022-123 - Comp Science 5 - 5'; and 'Activities' with a dropdown menu showing '1. Test 2 - Activity jun 7 - 17:42' and '2. Test Activity - YP - Jun 7 - 13:23'. At the bottom right, there are three buttons: 'CANCEL' (red), 'BACK' (grey), and 'FINISH' (blue).

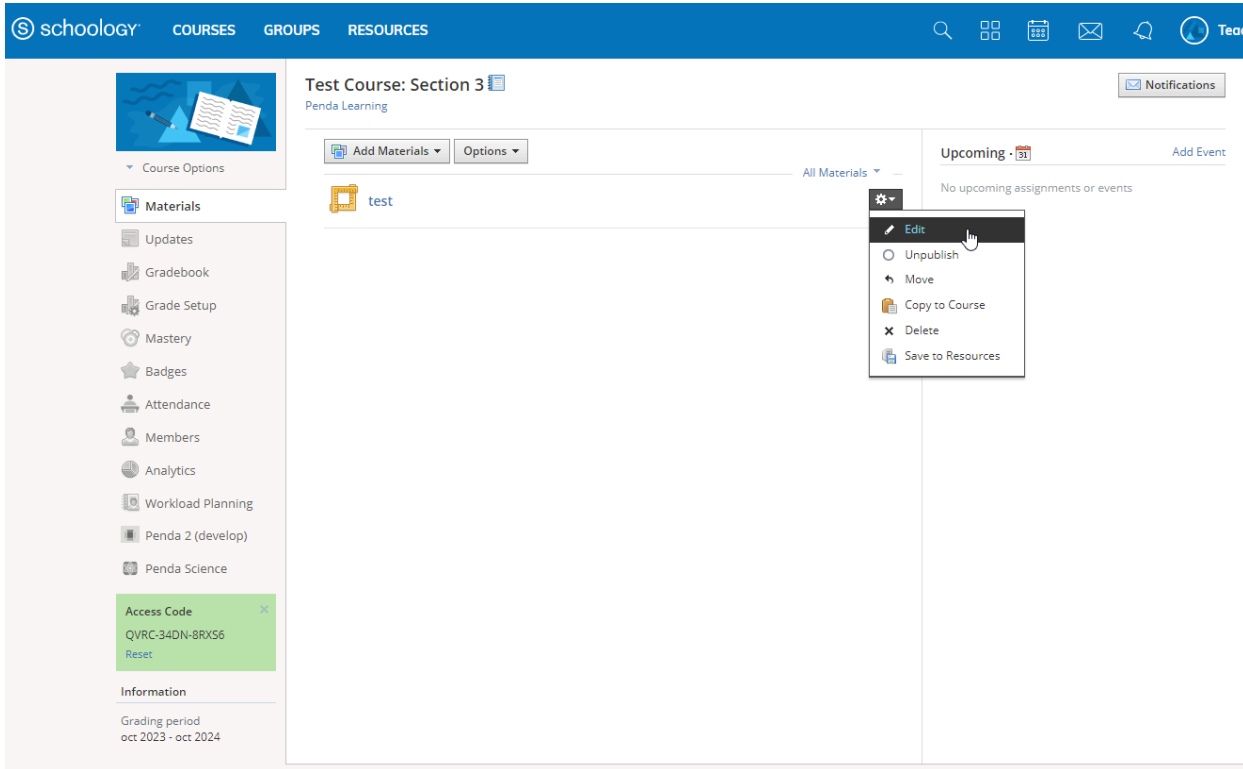
The link of the created assignment will be passed back to the platform and you will be able to see it in the list of course materials.

The screenshot shows the Schoology course materials page for 'Test Course: Section 3'. The page has a blue header with the Schoology logo and navigation tabs for 'COURSES', 'GROUPS', and 'RESOURCES'. On the left, there is a sidebar with 'Course Options' and a 'Materials' section containing various course management tools like 'Updates', 'Gradebook', 'Grade Setup', 'Mastery', 'Badges', 'Attendance', 'Members', 'Analytics', 'Workload Planning', 'Penda 2 (develop)', and 'Penda Science'. Below the sidebar, there is an 'Access Code' section with the code 'QVRC-34DN-8RX56' and a 'Reset' link. The main content area shows 'Add Materials' and 'Options' buttons, a list of materials with 'test' highlighted in a green box, and an 'Upcoming' section with the text 'No upcoming assignments or events'.

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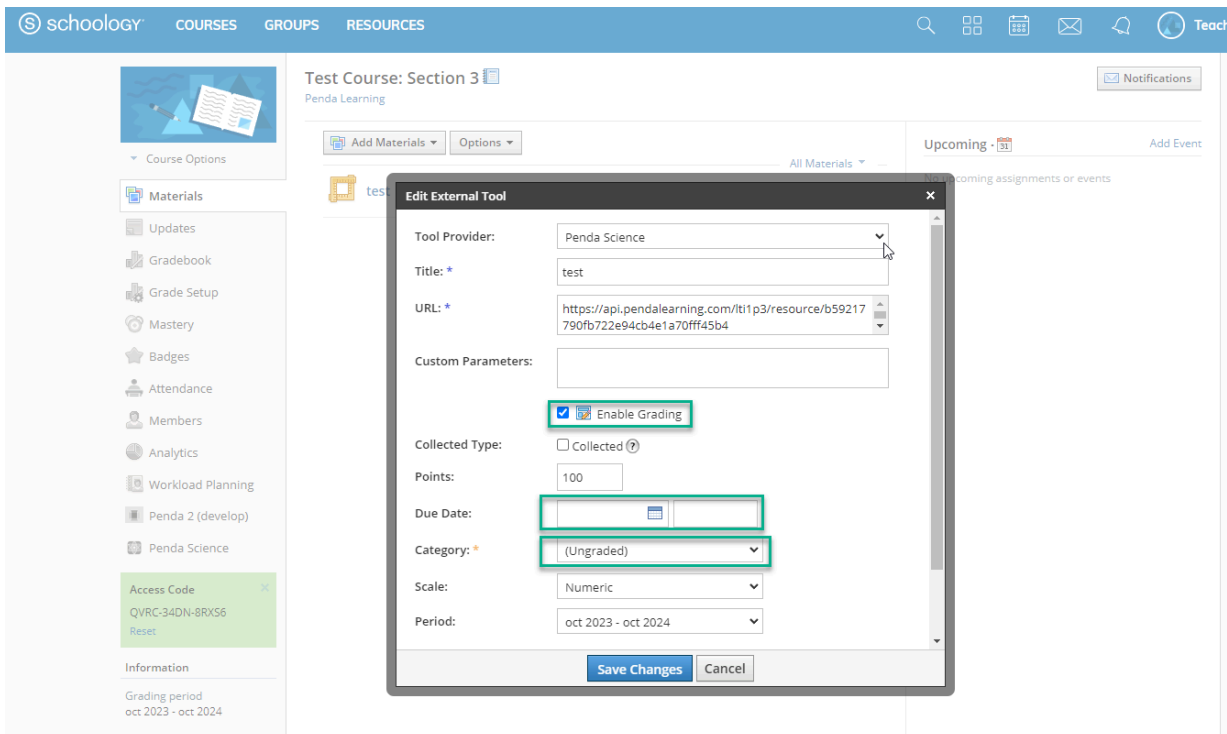


If you want student scores (average of all attempts) to be passed back into your grade book automatically, click the corresponding gear icon then click edit.



The screenshot shows the Schoology interface for a course titled "Test Course: Section 3". On the left sidebar, there are various navigation options like "Materials", "Updates", "Gradebook", etc. The main content area shows a material named "test" with a gear icon. A context menu is open over the gear icon, listing actions: "Edit", "Unpublish", "Move", "Copy to Course", "Delete", and "Save to Resources". The "Edit" option is highlighted with a mouse cursor.

In the pop-up window, select in the checkbox “**Enable Grading**” (1), “**Due Date**” (2) period and “**Category**” (3). Then click “**Save changes**” (4) to update the material record



The screenshot shows the "Edit External Tool" pop-up window. The fields are: Tool Provider (Penda Science), Title (test), URL (https://api.pendlearning.com/lt1p3/resource/b59217790fb722e94cb4e1a70fff45b4), Custom Parameters (empty), Collected Type (Unpublished), Points (100), Due Date (empty), Category (Ungraded), Scale (Numeric), and Period (oct 2023 - oct 2024). The "Enable Grading" checkbox is checked. The "Save Changes" button is highlighted with a green box.

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**Important:** Do not change the value of “URL” field as it might affect the flow and you will not be able to use the link

**Due date** is displayed under the assignment link.

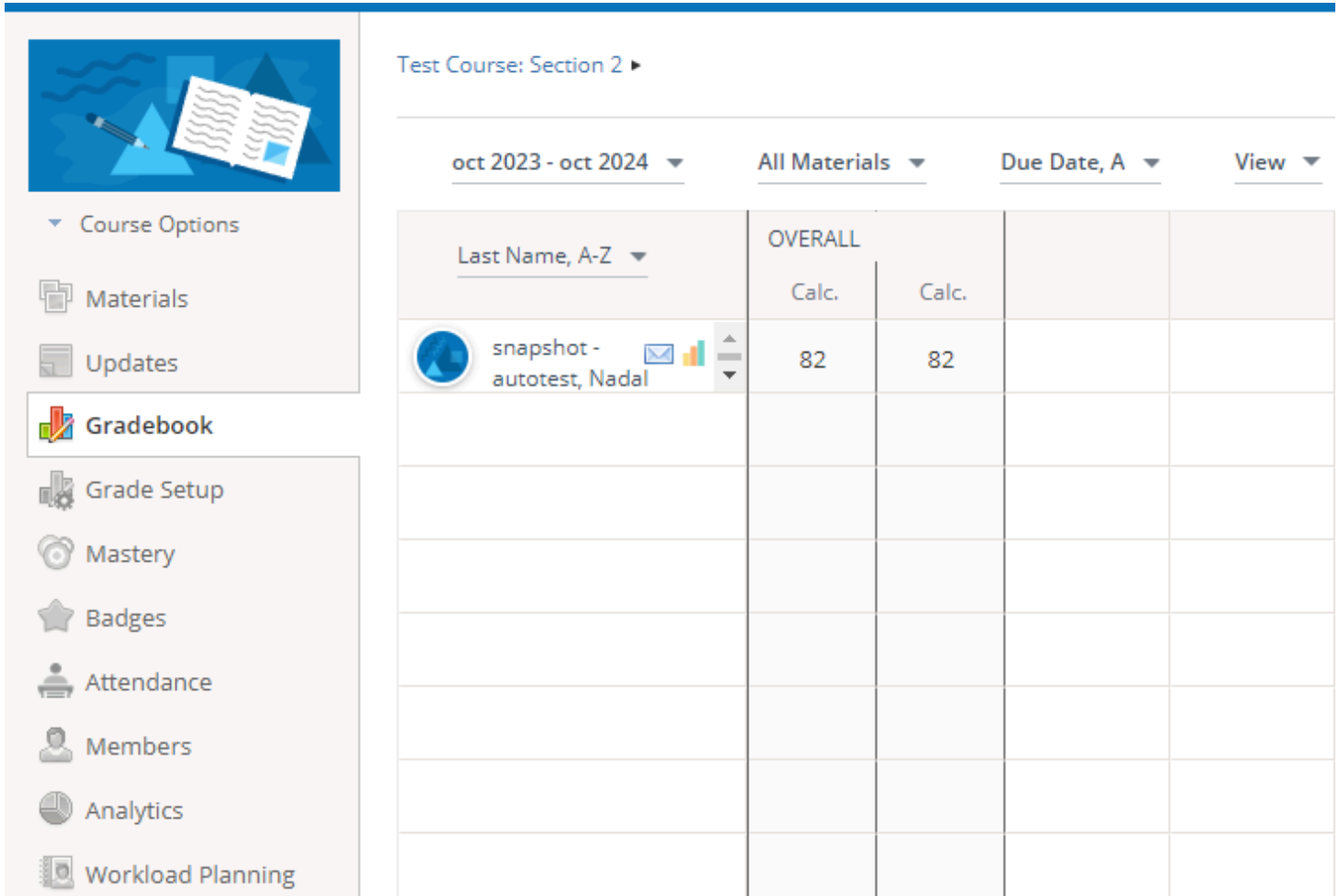
The screenshot shows the Schoology interface for a course titled "Test Course: Section 3" under the "Penda Learning" organization. The left sidebar contains navigation options such as "Materials", "Updates", "Gradebook", "Grade Setup", "Mastery", "Badges", "Attendance", "Members", "Analytics", "Workload Planning", "Penda 2 (develop)", and "Penda Science". An "Access Code" section displays "QVRC-34DN-8RXS6" with a "Reset" link. The main content area features "Add Materials" and "Options" buttons, and a list of materials including a "test" assignment with a highlighted due date of "Due Thursday, November 9, 2023 at 11:59 pm". The right sidebar shows an "Upcoming" calendar view for Thursday, November 9, 2023, with an event for "test" at 11:59 pm. A "Notifications" button is visible in the top right corner.

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## Grades review

To review grades of students that completed assignment you need to visit **Gradebook** page by selecting **Gradebook** from the side menu of the course:



Test Course: Section 2 ▶

oct 2023 - oct 2024 ▼ All Materials ▼ Due Date, A ▼ View ▼

Last Name, A-Z ▼	OVERALL			
	Calc.	Calc.		
 snapshot - autotest, Nadal  	82	82		

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