



Creating Course work in Jenzabar

Click on Add a Unit folder

Coursework

 Edit page

Organize by: Unit 


 Add a Unit

 Reorder Units

 Manage Types

Click on Add an Assignment


Coursework

 Edit page


Organize by:

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 Manage Types



Homework Assignments

 Add an Assignment




Import test from File Cabinet



Enter assignment: Name | Type | Required | Grade Method | & Points


Coursework  


New Assignment

Name:

Format: 

Type:   Add an Assignment Type


Required: 

Grade Method: 

Out of: points


















This is a point value for the assignment; it is not related to the weight of the assignment. To manage relative weights of assignments with regard to the final grade, please use the Gradebook.

Type Description & Instructions for the assignment

Unit: Unit 1  Add a Unit

Description:


















Default Font Size

Normal HTML

Instructions:

Default Font Size


                

Description:
The description of an assignment is always shown.


Instructions:
The instructions for an assignment are only shown once the assignment is active.

Select Start date | Due date | & Save

Normal HTML

Start: Active Now
 Activate Later Manually
 Active From:  12 : 00 AM

Display While Inactive

Due: 2/14/2010  12 : 00 AM

Show Grade: As soon as grade is available, and due date has passed

Relevant Files:

Add a File


File:


Label:

Description:

See a Snapshot of Coursework: Homework Assignments

Coursework

 Edit page  Printer Friendly

Organize by: 



Add a Unit



Reorder Units














Manage Types



Homework Assignments




 Add an Assignment  Import test from File Cabinet













Assignment			Format	Due Date	Type	Required
Ass: Keyboard shortcut: pg 121 [10 points]				1/31/2010 12:00 AM	Homework	Required
Ass: Capstone Exercise: pg 127 [20 points]				1/31/2010 12:00 AM	Homework	Required
Ass: Editing a memo to the HR...pg.186 [10 points]				2/7/2010 12:00 AM	Homework	Required

Snapshot of Coursework: Quizzes

Quizzes





+ Add an Assignment  [Import test from File Cabinet](#)













<u>Assignment</u>			<u>Format</u>	<u>Due Date</u>	<u>Type</u>	<u>Required</u>
Quiz 1 on-line				1/29/2010 12:00 AM	Quiz	Required
Quiz 2 on-line				2/28/2010 12:00 AM	Quiz	Required
Quiz 3 on-line				3/14/2010 12:00 AM	Quiz	Required
Quiz 4 on-line				4/11/2010 12:00 AM	Quiz	Required

Snapshot of Coursework: Projects

Projects




 [Add an Assignment](#)  [Import test from File Cabinet](#)

<u>Assignment</u>			<u>Format</u>	<u>Due Date</u>	<u>Type</u>	<u>Required</u>
<u>Word 2007</u>				2/14/2010 12:00 AM	Test	Required
<u>PowerPoint 2007</u>				2/21/2010 12:00 AM	Test	Required
<u>Excel 2007</u>				3/28/2010 12:00 AM	Test	Required
<u>Access 2007</u>				4/18/2010 12:00 AM	Test	Required

Snapshot of Coursework: Final Exam

Final Exam



+ Add an Assignment  [Import test from File Cabinet](#)

<u>Assignment</u>			<u>Format</u>	<u>Due Date</u>	<u>Type</u>	<u>Required</u>
Comprehensive Final Exam				5/3/2010 12:00 AM	Exam	Required

Edit & Delete coursework



Edit Coursework entry using this icon



Delete Coursework entry using this icon

E-mail ishelp@tlu.edu
for further help