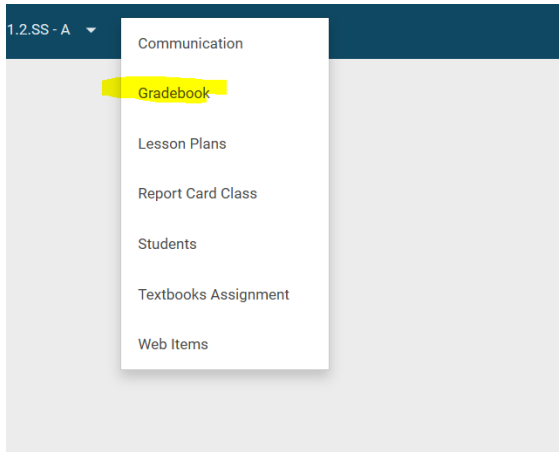# How to Enter Assignments

1. **Log into RenWeb**
2. **Go to Classroom**
3. **Choose a class**
4. **From the Dropdown box choose Gradebook**

5. **To Add an Assignment, select the plus.**

6. **An Assignment box will open. Enter a category, title, description(optional), Date Assigned, and Max Points. Then SAVE with the Oregon Button.**
   a. <u>**If categories are not entered, see my How to set up Gradebook and Assignments Guide.**</u>

7. **Enter the grades on this pop out screen once the assignment is added by going to Grades. Enter the grade then click Enter to Save.**

8. **Grades can be entered in this screen too.**

Questions

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