Student Assignments

Access this screen from the Students tab.

On this screen, you can customize, monitor, and manage the assignments for your students.

From here, you can:

- Search for students by last name.
- Change students’ assignment status
- Change mastery percentage and assignment mode
- View quiz averages, number of activities remaining, total time on task, assignment date, and instruction details
- Assign Instruction

The School and Class drop-down lists at the top of the screen allows you to select which school and class to view.

There are three sub-tabs, Instruction (the current screen), Assessment, and Progress. If you have selected a student on one tab, for example, Instruction, and then switch to one of the other sub-tabs, the student’s name will still be selected.

The Search field and button allows you to search for students by last name.

The View drop-down list allows you to view assignments by All, Assigned (the default view), Skipped, or Completed. Students’ names appear even if they have no assigned instruction.

The Results per page setting allows you to select the number of results displayed on each page. The options are 25, 50, and 100. The Back and Next links allow you to move to the next or previous page. The underlined numbers are page numbers. Clicking on a number takes you directly to that page.

A checkbox beside the name of each student allows you to select one or more students. A checkbox on the header above the students’ names allows you to select or deselect all the students at once. Once you select a student, the Assign Instruction button becomes active.

Clicking the Assign Instruction button opens the Instruction Palette. From there, you can assign instruction to the selected students. If a student is in more than one class, the Select Class screen opens to allow you to specify the class for this assignment.
At the Student level

Changes made to Mode and Mastery at the student level affects all of that student’s assignments. The changes do not take effect until you click Save.

Clicking on an underlined student name opens the Edit User screen for that student. From there, you can view student information, run a Comprehensive Student report or enter a Student Observation. The only field that can be edited by a teacher is the student’s password.

A star beside the student’s name indicates that the student has earned a student incentive achievement. Clicking on the star opens the student’s My Trophy Room screen. This screen displays a student’s achievements. See, My Trophy Room for more information.

Quiz Avg displays the student’s most recent attempt at each quiz for all assignments. If the quiz average is below mastery, the score is displayed in red.

Activities Remaining is the number of the activities in the assignments the student has left to complete.

Total Time is the total amount of time the student has spent on all work for the assignments.

The Mode button toggles between Instructional and Manual.

- **Instructional** The student progresses through the assignment in the order in which it was prescribed.
- **Manual** The student can progress through the assignment in any order. Activities and quizzes can be repeated without having to be reassigned.

If Mode is changed at the student level, it changes the status for all of that student’s assignments. If Mode is changed at the assignment level, it is only changed for that assignment. The assignment displays the green button with an “I” at the student level as long as they have at least one assignment still in instructional mode.

% Mastery is the cut score for the student’s assignment. Click in the box to enter a new value. Acceptable values are 0-100%. If a value greater than 100 is entered, the percentage reverts to the previous score.

Changing the mastery at the student level will change the mastery for each assignment. For example, if one assignment is set at 70 and another is at 80 and you change mastery at the student level to 90, each individual assignment is changed to 90.
At the Assignment level

Changes made at the assignment level only affect that individual assignment. The changes will not be made until you click Save.

Clicking on an underlined assignment name opens the Instruction Details screen. From there, you can receive summary information about the instruction. For example, which programs or subjects the instruction contains.

If there is a project for the assignment, an underlined capital P appears next to the Customize link. Clicking this link opens the Student Assignment Status screen to the Projects tab. From there, you can assign projects, view the students’ progress on projects, and grade them.

Clicking on an underlined Customize link opens the Student Assignments Status screen. From here you can view or modify the status of this student’s assignment and view a summary of the student’s results.

The Status list allows you to manage the student’s status for the assignment. The options are Assigned, Completed, or Skipped.

- **Assigned** is for assignments that students are still working on.
- **Completed** indicates that the student is finished with this assignment and that no more work is to be done.
- **Skipped** is used to suspend work on an assignment.

**Note:** If a student has no units left to work in an assignment, the assignment’s status becomes grayed out. You cannot change the assignment’s status until you reassign work from the student’s Customize link.

**Quiz Avg** is the average of the student’s most recent attempt at each quiz. If the quiz average is below mastery, the score is displayed in red.

**Activities Remaining** is the number of the activities in the assignments the student has left to complete.

**Total Time** is the total amount of time the student has spent on all work for the assignment.

The **Mode** button toggles between Instructional and Manual.
• In Instructional mode, the student progresses through the assignment in the order in which it was prescribed.

• In Manual mode, the student can progress through the assignment in any order. Activities and quizzes can be repeated without having to be reassigned.

% Mastery is the cut score for the student’s assignment. The mastery percentage can be changed from the Classworks default of 70%. Click on the score to enter a new value. Acceptable values are 0-100%. If a value greater than 100 is entered, the percentage reverts to the previous score.

Date Assigned is the most recent date on which this instruction was assigned. For example, Assignment A was assigned on 9/9/09 but was later marked Skipped. On 4/10/10, it was marked Assigned. The Date Assigned will be 4/10/10.

Clicking Cancel discards any changes you have made on this screen. Clicking the Save button saves the changes you made.