



**CALVERT™**  
**HOMESCHOOL**

Calvert Homeschool™  
Teacher User Guide



---

## Calvert Homeschool™ Teacher User Guide

©2019 Calvert Homeschool™ ~ Calvert Education ~ All rights reserved.

Confidential and proprietary. This document contains information that shall not be disclosed to third parties without written consent. This document shall not be duplicated, used or disclosed, in whole or in part, for any purpose other than to evaluate the information herein.

### Other trademarks notice and attribution

Ownership of other trademarks used in this documentation set are as follows:

- Internet Explorer, Excel, PowerPoint, and Windows are registered trademarks of Microsoft Corporation.
- Firefox is a registered trademark of the Mozilla Foundation.
- Chrome and Drive are trademarks of Google Inc.
- Safari is a trademark of Apple Inc.

## System Requirements

Calvert requires that you have a High Speed Internet connection and one of the following desktop browsers. If you are not using one of these browsers (or versions) to interact with Calvert, please download or upgrade to a new browser or a supported version. If you elect not to upgrade your desktop browser, your experience may not be optimal, or you may not be able to use certain tools in Calvert.

#### Supported Browsers:

- Google® Chrome™ current version
- Microsoft® Internet Explorer® versions 11, 10
- Mozilla® Firefox® current version
- Apple® Safari™ version 9

#### Best Effort Browsers:

- Apple Safari version 8
- Microsoft Edge ††

†† While a number of touchscreen-specific features are built in to Windows® 10, we do not officially support touchscreen interactions at this time.

## Helpful resources

Customer Service 877-878-8045 ~ Technical Support 877-760-0289

Business Hours ~ 8:00 am - 5:00 pm CT

# Contents

---

<b>Welcome</b>	<b>5</b>
About this guide	5
New Teacher set up checklist	6
Activate your subscription	7
How the subscription plans work	7
Learn about course structure and assignments	9
How grades (scores) are calculated for assignments, units, and courses	12
<b>Let's get started, Teacher</b>	<b>15</b>
Log in	15
Dashboard page features and functions	16
Add students to your school	20
Set up school years for assigning and reporting on student work	23
Assign courses and set the daily work schedule for your students	24
Log out	27
<b>Set up and manage the administration of your school</b>	<b>29</b>
Administrative actions overview	29
Settings levels and types	31
Settings inheritance between levels and customizations	32
Settings NOT having the affect you expected?	33
Customize school settings to meet the needs of your students	33
Customize and reset school Assignment settings	34
Customize and reset school Quiz and Test settings	36
Customize and reset school Grade and Assignment Weights settings	39
Customize, reset, and disable school Notifications settings	41
Learn what happens when you make changes to course schedules for students	45
Change student course schedules from your Dashboard page	46
<b>Set up and manage your students</b>	<b>51</b>
Customize and reset student settings	51
Manage student username, password, and status	53
Manage student access to resources and activities	54
<b>View and control student assignment pacing with the calendar</b>	<b>57</b>
Access (open) your school calendar	57
What you see and can do on your school calendar	58
Change the status of school days and non-school days for course scheduling	61
Change the status of one or more school days to non-school days	61



Change the status of one or more non-school days to school days .....	62
Schedule (and clear) school and student events and activities .....	62
Schedule events and activities .....	63
Clear events and activities .....	64
Change student course schedules from the school calendar .....	65
<b>View and take action on assigned student work .....</b>	<b>67</b>
Preview instructional material in assignments to see what your students will learn .....	68
Provide help or other guidance using problem notes .....	74
Write problem notes to your students .....	75
Read and respond to problem notes from your students .....	76
Delete problem notes .....	77
Listen to audio version of assignments .....	78
Unassign and assign lessons and projects .....	79
Unassign and assign units .....	81
Assign and unassign alternate quizzes and tests .....	82
Print assignment text, problems and answers .....	85
Mark problems as Teacher Skipped in assignments .....	86
View student progress in assigned work .....	89
What you see on the Subjects (courses) page .....	90
View student progress for all assignments in a unit .....	91
View student progress in specific assignments at the problem level .....	94
Review student work and give grades for completed problems .....	96
Read and provide guidance for unstarted problems .....	98
Available Teacher actions for problems in completed assignments .....	98
Manually grade problems in submitted assignments .....	100
How problems are scored .....	101
Block and unblock assignments for your students .....	102
View and take action on problems your student skipped .....	103
Assign teacher skipped problems in assignments .....	106
Save student work (answers) and reassign essay and paragraph problems .....	108
Clear student work (answers) and attempts and reassign problems .....	108
Clear student work on completed assignments .....	109
Change student course schedules from the Assigned Work page .....	110
<b>Create, assign, and grade Special Projects .....</b>	<b>115</b>
Create your own custom essays and special projects .....	115
Assign essays or projects as Special Projects .....	115
How your students work on Special Projects .....	117
How your students upload files for projects .....	117
View and grade Special Projects .....	117



---

<b>Track student progress with reports</b> .....	<b>119</b>
Report descriptions and samples .....	119
Report Card .....	119
Grade Report .....	120
Daily Work Report .....	121
Run and print student reports .....	122
<b>Manage your subscriptions and assigned courses</b> .....	<b>125</b>
View status of and renew your subscriptions .....	125
Add students to and remove students from your subscriptions .....	126
Customize and reset course settings for individual students .....	127
Unassign courses from students .....	129
<b>Communicate with your students using internal messaging</b> .....	<b>131</b>
About your Message Center .....	131
Read and respond to messages from your students .....	132
Write messages and view your sent messages .....	133
Forward messages .....	133
Delete messages .....	133
<b>Access help resources and provide feedback to the product team</b> .....	<b>135</b>
Access resources from the Help page .....	135
Send feedback to the product team .....	135
<b>Other helpful information for Teachers</b> .....	<b>137</b>
Change your background theme .....	137
Change your password .....	138
Keep your Teacher information updated .....	139
Request to reset your forgotten Teacher password .....	140
How to calculate Grade Point Averages (GPAs) for your students .....	141
Learn about assignment problem types .....	143
Tips for assigning and closing out student work .....	149
<b>Index</b> .....	<b>151</b>

THIS PAGE INTENTIONALLY LEFT BLANK

# Welcome

---

Welcome to Calvert Homeschool™.

Calvert is an innovative way to help you and your student(s) succeed. Calvert is perfect for your on-the-go schedule because the curriculum is accessible online around the clock, 24/7. This benefit gives your student(s) the flexibility of doing schoolwork on a schedule that works best for them and for you. With a time-tested and proven curriculum, developed by experienced curriculum specialists, Calvert has the right homeschool curriculum for you and your family.



**Tip:** The Calvert product team is always working to provide the latest fixes and features. If site outage is scheduled, a maintenance message appears on the Calvert login page so that Teachers and Students are notified in advance of site outages and can plan their schoolwork around the outage.

If this is your first time using Calvert, the next few sections provide information that you might find helpful. For example, a checklist is provided for a new Teacher to help you get started on the tasks you might want to do first to get your school up and running. If you have used Calvert previously or just want to get started, then you can move on to the next chapter. See [Let's get started, Teacher](#).

## About this guide

This Teacher Guide assists you in answering your questions about:

- Setting up and managing your own homeschool with you as the Teacher and your child(ren) as the Student(s).
- Viewing and managing your students' schoolwork, including grading assignments, rescheduling schoolwork, writing notes on problems to provide guidance, reassigning schoolwork, creating custom special projects, and more.
- Viewing and managing your school calendar so that you can easily track your students' schoolwork, change the status of typical "schooldays" to "non-schooldays" which affects students' pacing, and monitor the number of working school days.
- Using the notifications to see alerts (emails to your email account of record) about your students' progress.
- Running reports to see how your students are progressing and using course grades to calculate student Grade Point Averages (GPAs).
- How your students are graded on problems and how your students complete the various problem types they encounter in their assignments.
- Using the internal messaging system to communicate with your students about their effort, give guidance for completing a special project, or maybe offer a special incentive or reward, such as offsite day to a museum, and more.
- Viewing, managing, and renewing your Calvert subscriptions.

## Conventions used in this guide

Several text conventions are used to indicate helpful, noteworthy, and important information. Each one has its own icon and background color.



**Tip:** Supplementary, helpful information not essential to complete a task.



**Note:** Supplemental information that may be essential to complete a task.



**Important:** Advises you about an outcome so that you can make changes prior to saving your actions.



**Warning:** Advises you of consequences to actions taken.

## New Teacher set up checklist

For new Teachers, use this checklist to help you quickly set up your school and become familiar with the typical Teacher tasks you will perform.

Step	Task	See...	Complete
1	Depending on how you purchased your curriculum, if needed, you may have to activate your subscription(s).	<a href="#">Activate your subscription.</a>	<input type="checkbox"/>
2	Add student(s) to your school.	<a href="#">Add students to your school.</a>	<input type="checkbox"/>
3	(Optional) Set up school years.	<a href="#">Set up school years for assigning and reporting on student work.</a>	<input type="checkbox"/>
4	Take a quick look at the school calendar so that you know how school days and non-school days provide the pacing schedule for assigned courses.	<a href="#">View and control student assignment pacing with the calendar.</a>	<input type="checkbox"/>
5	Assign and schedule courses for your student(s).	<a href="#">Assign courses and set the daily work schedule for your students.</a>	<input type="checkbox"/>
6	Learn about the types of settings and review the default School settings to see if these settings will work for your student(s). Be sure to check out the <b>Notifications</b> tab.	<a href="#">Settings levels and types.</a> and <a href="#">Customize school settings to meet the needs of your students.</a>	<input type="checkbox"/>
7	Become familiar with the Lesson Plan and your student(s) assigned work.	<a href="#">View and take action on assigned student work.</a>	<input type="checkbox"/>

## Other helpful information for new teachers

You might want to review these topics to become familiar with Calvert.

- Learn about what happens when you make changes to course schedules for students. For example, your student is falling behind in her school work, so how do you fix her overdue assignments? As another example, your student needs to take a leave of absence from her studies for a period of time, so how do you adjust her remaining work to a new start date? See [Learn what happens when you make changes to course schedules for students.](#)
- Learn about the all the actions available to you as the Teacher when reviewing and grading your student's completed work. See [Available Teacher actions for problems in completed assignments.](#)



## Activate your subscription

Depending on how you purchased Calvert, you may have to activate your subscription in order to assign curriculum (courses) to your student(s).

Several methods are available to activate a subscription:

- You can activate your purchased curriculum in the Teacher application. When your account was created, a username and password may have been created for you. If it was, then this username and password, along with your email address, are now your Calvert Teacher information.



**Note:** In some purchase situations, your subscription is automatically activated for you. If you do have questions, you can contact Customer Support at 877-878-8045 to assist with orders experiencing problems.

- If you received an activation e-mail, this email contains the access code of the product(s) you purchased along with an activation link so that you can easily activate your purchased curriculum. Simply click the link and enter your Calvert username and password.
- If you have your access code(s), you can use the Calvert activation site at <https://activatecalverthomeschool.com>. If you are a returning customer, enter your username, password, and access code(s). If you are a new customer, create an account, and enter the access code(s). Click the **Activate Codes** button.

### Returning Customer Sign-in

Teacher Username: \*

Teacher Password: \*

Access Code(s)\*:

### Create A New Account [Sign Up](#)

It's free and only takes a minute to create a new account.

With any method you used, you are notified if activation is successful. After successful activation, log in to Calvert as the Teacher using your username and password and you should see an **Assign Your Subscription** link on your **Home > Dashboard** page for assigning subscriptions (courses) to students. If you haven't already done so, be sure to set up your students.

## How the subscription plans work

Several subscription plans are available:

- A **Family** subscription may have **three** active students assigned to any of the available courses.
- An **Individual** subscription may have only **one** student assigned to any of the available courses.



Both Family and Individual subscription plans include access to *all* core courses for the currently available grades. This means you can have one student working in grade 3 Mathematics, and at the same time, working in grade 4 Language Arts. Once you purchase a Family or Individual subscription plan and have activated it, when assigning courses to your student, you see all available grade levels and core courses.



**Tip:** If you have a Family or Individual subscription, you probably want to assign only one course per subject area at a time for a student. For example, if your student is almost finished with grade 6 Mathematics and you want to assign grade 7 Mathematics, you should not do that until the student completes the grade 6 Mathematics. However, if you do want to move your student to the next level, we recommend that you close out the current level course first and run the student reports so that you have the recorded grades. See [Tips for assigning and closing out student work](#).

- A **Single Course** subscription can be assigned to **one** student for a period of 18 months. Your start and expiration date are shown on the **Subscriptions** page.

Any individual core course can be purchased as a Single Course subscription; however, any available Electives courses are only available as a Single Course subscription.

### Subscription plan renewal options

Both the **Family** and **Individual** subscription plans have two renewal options when purchased:

- A **Yearly** renewal option means your subscription is good for one year. With this option, you see the **Started** and **Expires** dates along with a [Renew](#) link.
- A **Monthly** subscription renewal means you are paying monthly so your plan "renews" each month. For an active Monthly plan, you see the **Next Billing** date along with a **Cancel Billing/Restart Billing** button. If your Monthly subscription is inactive, you see a **Next Billing** date and [Renew](#) link.

### How to view status of and renew your subscriptions

Several ways are available for you to view status of and renew your subscriptions:

- When you have subscriptions that are set to expire soon or have expired, on your **Home > Dashboard** page, the **Subscriptions Status** widget appears.

You see:

- **Set to Expire** shows subscriptions that are set to expire soon, ordered by expiry date, with the number of days remaining in your grace period to renew.
- **Expired** shows subscriptions that have expired within the last 30 days, ordered by expiry date.
- A **View More** link appears if you have subscriptions that expired more than 30 days ago.
- To renew subscriptions, click the [click here](#) link.



**Tip:** Students also see the **Subscriptions Status** list on their Student **Dashboard** so that they can remind the teacher to renew any expiring subscriptions. Students are not able to renew subscriptions.

- From your **Home > Dashboard** page, under **Administration**, click the **Subscriptions** link. You see two tabs - **Active Subscriptions** and **Inactive Subscriptions** - and the controls (links or buttons) to manage your subscriptions. By default, the **Active Subscriptions** tab is the active view.



- Click the **Inactive Subscriptions** tab to see your inactive subscriptions.
- Click the **Assigned** tab to see your assigned subscriptions for students.

For more information, see [View status of and renew your subscriptions](#).

## Learn about course structure and assignments

Courses (subjects) contain *units*. The number of units in a course varies for a subject area.

- Courses with 10 - 13 units are considered as full year, earning one full credit.
- Courses with 5 - 6 units are considered as single semester, earning a half (0.5) credit.



**Tip:** Credits earned are used in calculating Grade Point Averages (GPAs) for students. See [How to calculate Grade Point Averages \(GPAs\) for your students](#).

Units contain *assignments*. Think of an assignment as a piece of schoolwork your student must do. It offers something new to learn or review and gives your student a way to put their knowledge into practice by doing the *problems* (questions) in each assignment.

## Assignment types in units

Five different assignment type are used in course units.

Assignment types	Description
<b>Lesson</b>	Consists of instructional presentations that teach new information and provides problems (questions) for your student to do based on the instructional presentation material.
<b>Project</b>	Offers creative ways to help use information learned in lessons. Typically, the problem tells the requirements for completing the project and lets files be uploaded to complete the project or provides a way to describe the effort.
<b>Quiz</b>	Contains a set of problems to do after every few lessons, trying to find out how much has been learned in the preceding lessons.



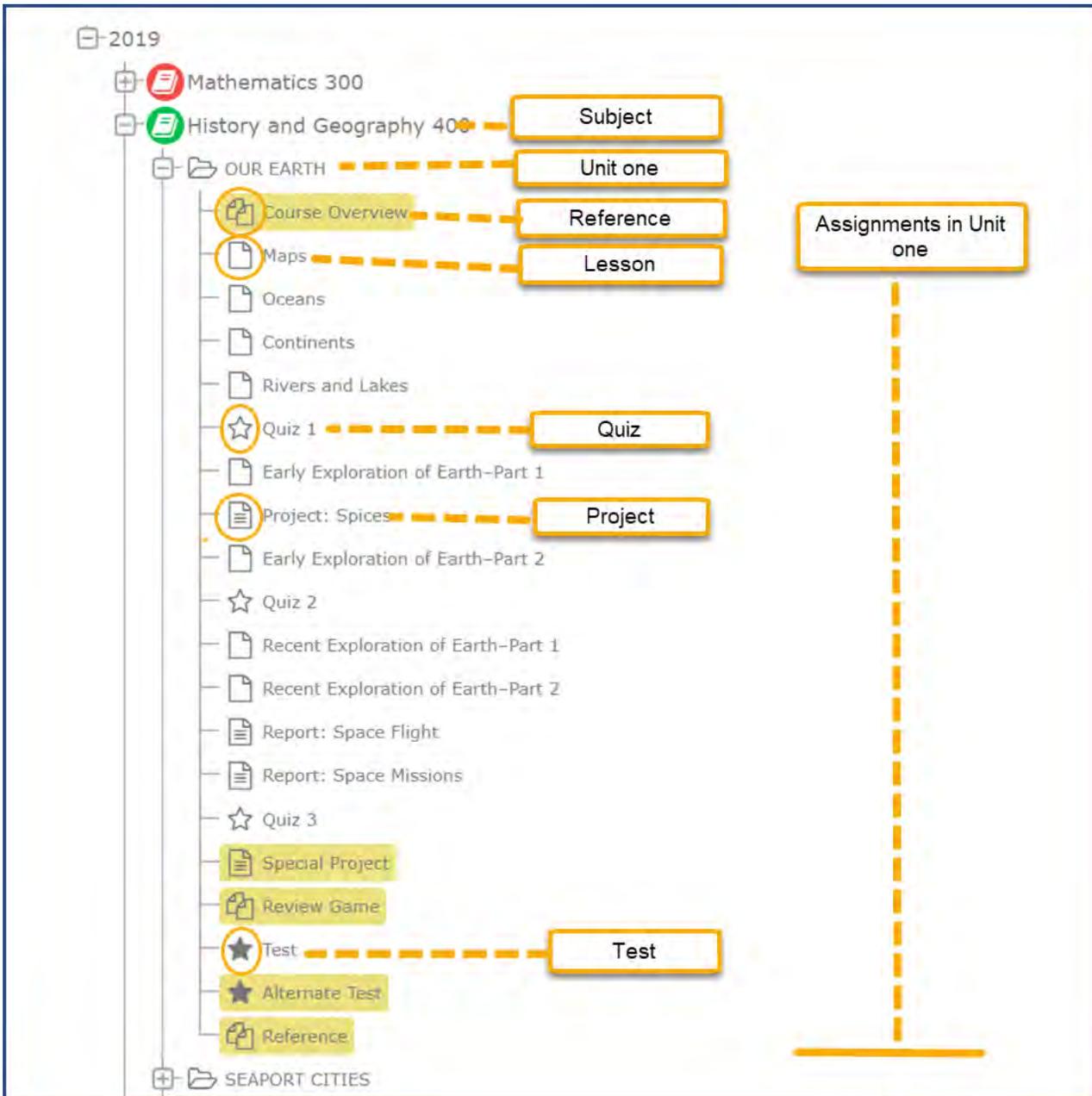
Assignment types	Description
Test	Contains a set of problems to demonstrate what has been learned overall.
Reference	This type of assignment is used in three different ways. <b>Course Overview</b> - First assignment in Unit One of every course. Provides an idea of what should be learned in the course and indicates if there are any supplies or materials needed for the course. <b>Glossary and Credits</b> - Last assignment in each Unit. Recaps all of the vocabulary words from every lesson in the unit. It also lists all of the web links and videos in all of the assignments in the unit. <b>Review Lesson</b> - Some courses have a Review Lesson prior to the semester or unit test. Recaps some of the key points that your student should have learned in the course to this point. It gives a refresher before a test. Remember, even though a Review Lesson has questions (problems) to answer, the grade does not count.



**Note:** Lesson, Project, Quiz, and Test assignment types have associated settings and grades and weighting values. Weighting values means only these four types of assignments count towards the unit and course grade. For more information, see [Assignment settings and weighting values](#).

## Example of a student's Assigned Work course structure

The example below shows what you (in the Teacher application) see in the **Assigned Work** course structure for a student. This structure looks like a tree when expanded to show the units and then the assignments within a unit. In the example, the course is expanded to show the first Unit consisting of several assignment types. Each assignment type has an icon or symbol in the subject tree so that you can easily identify the type of assignment. Color-coding of assignments in the subject tree also indicates the status of the assignment. For more information about what you see in the **Assigned Work** subject tree and the contents of a typical assignment, see [View student progress in assigned work](#).



- To learn more about Special Project assignment types, see [Create, assign, and grade Special Projects](#).
- To learn more about Alternate Quiz and Alternate Test assignment types, see [Assign and unassign alternate quizzes and tests](#).

### Assignment settings and weighting values

Four of the assignment types - Lesson, Project, Quiz, and Test - have "settings" associated to them which determine how your students answer problems, such as allowing multiple attempts to answer the problem and whether or not the student can see the correct answers after turning in the assignment. You can configure settings at the School, Student, or Subject level.



Also, the four assignment types - Lesson, Project, Quiz, and Test - have "weighting" values which determine their contribution to the overall grade. Tests, for example, are usually a bigger part of the overall grade than lessons so you might want to give a Test assignment type a higher weighting value. Default settings are already done at the School level, but you can customize any settings to fit your homeschool needs. For more information about the available settings and weighting values for assignment types, see [Customize school settings to meet the needs of your students](#).

## How assignments are graded

To receive a grade, your student must do the problems in their assignments and then mark the assignment as complete before exiting the assignment. Once the assignment is marked as complete, and depending on the problem types, the system automatically calculates a grade which is displayed to your student.

Some problem types, such as essays, require grading by you, as the Teacher. These are known as "subjective" problems because you are in control of the grade for the problem. Because the system displays a grade to your student when the assignment is complete, if the assignment has problems which require grading by you, as the Teacher, the grade displayed to the student may not be the final grade for the assignment. For more information, see [How grades \(scores\) are calculated for assignments, units, and courses](#).

## How grades (scores) are calculated for assignments, units, and courses

A unit consists of assignments of which four of the assignment types - lessons, projects, quizzes, and tests - are graded and "weighted" towards the unit score. To calculate the course score, the unit scores are rolled-up and averaged.

A *weighting value* determines the assignment type's relevance to the overall grade for the unit. Weighting values can be set at the School level, individual Student level, and at the Subject level. When weighting values are customized at the individual Student level and/or Subject level, those customized values override the School-level values. For this topic, we'll just use the weighting values at the School level to explain how scores are calculated.

Example A below shows the default Assignment Weighting at the School level. The total values for each assignment type must equal 100%. Notice that lessons have the lowest weighting value and tests have the highest weighting value. This means that how your student(s) do on tests, counts the most towards the unit score.

Assignment Weighting		A
lessons	5	% of 100
projects	20	% of 100
quizzes	25	% of 100
tests	50	% of 100

## How assignment grades (scores) are calculated

Assignments have problems (questions) that a student must answer in order to check understanding of the concept being taught. Problems are scored based on their *point value*. Each problem and assignment score is a percentage based on the total number of points received, divided by the total number of points possible. Point values vary from problem to problem, depending on the *type* of problem and the *number of answers required*. Typically, the curriculum specialist who authored the assignment determines the number of possible points for a problem based on the problem type and number of answers required. For more information, see [Learn about assignment problem types](#).

Here are a couple of examples of how lesson scores are calculated:



- A lesson has 10 problems at a one point value each, so a student can receive a total of 10 points. If the student incorrectly answers one problem, then the student received 9 points out of a possible 10. The grade percentage calculates to 90% ( $9/10 = 9$  or 90%) for the lesson.
- A lesson has 10 problems, but one of those problems is worth two points, so a student can receive a total of 11 points. If the student incorrectly answers one problem worth one point, then the student received 10 points out of a possible 11. The grade percentage calculates to 91% ( $10/11 = .9090$  or 91%) for the lesson.
- A lesson has seven problems, but several problems are worth more than one point. The student answered two problems (Problem 3 and Problem 6) partially correct and did not receive the full point value. The student received 25 of 28 points for the lesson which calculates to a percentage grade of 89.29% ( $25/28 = 89.29\%$ ).

## How unit grades are calculated when all assignments are complete

Now that we know how an assignment score is calculated, let's take a look at how the weighted grade for a unit is calculated when all assignments are complete. To calculate the weighted grade for each assignment type, refer back to the weights shown in example A above.

1. Get the Points Received and Points Possible for each assignment type for the unit.
2. Calculate the Grade Percentage for each assignment type by dividing the Points Received by the Points Possible.
3. Multiply the Grade Percentage by the Weight for each assignment type to get the Unit Grade by Type.
4. Add the Unit Grades for each assignment type to get the Weighted Grade for the Unit.

This table shows sample values for the above steps to better help you understand the calculations involved.

Assignment Type	Points Received (1)	Points Possible (1)	Grade Percentage (2)	Weight	Unit Grade by Type (3)
Lesson	201	212	94.81	5%	4.74
Project	1	1	100	20%	20
Quiz	61	76	80.26	25%	20.07
Test	24	30	80	50%	40
<b>Weighted Grade for Unit</b>					<b>84.81 (4)</b>

## How the unit grade is calculated when only several assignment types have grades

Let's assume that only two assignment types - Lesson and Quiz - have grades. With this effort, the weights need to be scaled so that only those two types count toward the unit grade. Going back to the weighting of Lesson at 5% and Quiz at 25%, the grades are scaled by dividing each weight by 30% (5% + 25%). So now the system uses the Lesson weight 5/30 and Quiz weight 25/30 applied to the Grade Percentage to get the unit grade:

- Lesson: Grade Percentage of 94.81 \* (5/30) = 15.80
- Quiz: Grade Percentage of 80.26 \* (25/30) = 66.88
- Unit grade = 15.80 + 66.88 = 82.683 or 82.68%

## How course (subject) grades are calculated

To calculate the course score, you need the unit scores and the number of units in the course. Let's take a simple example of a course with 10 units. Add up each unit's score, and then divide by the number of units.



How grades (scores) are calculated for assignments, units, and courses

---

So, the overall grade for the course is the sum of its units divided by the number of units:

- $84.81\% + 85\% + 80\% + 72\% + 80\% + 87\% + 90\% + 92\% + 85\% + 90\% = 845.81\% / 10 = 84.581$

The course grade is then **84.58%**.

## Let's get started, Teacher

---

If you are a new user, you should have received an email from the Calvert Team with your Username and Password for the *Teacher* account. Or, if you set up the account yourself, you know your Username and Password. You need this information to log in as a Teacher for your homeschool account.



**Note:** Do **NOT** share this Teacher account information with your student(s) because the Teacher account lets you see the answer keys to assigned lessons! As a Teacher, you have a different application to use because you have special administrative permissions which allow you to set up your students, manage your homeschool settings, assign and unassign courses, reschedule courses, see answers to questions, grade students' work, and more.

After you have set up your student(s) with usernames and passwords and assigned courses to each student, each student must log in to Calvert using the username and password you provide. This combination of student username and password opens the Student application where each student sees their individual schoolwork. The application your students' see is specifically designed for student schoolwork and only shows the schoolwork and calendar for the specific student.



**Tip:** See the *Student Guide* for information about the student account, what the student sees in the Student application, and how your students work their assignments. The Student application also has its own Student Online Help system. You can access the *Student Guide* from within the Teacher application. To do this, click the **Help** button and look for the **Student Guide** launch button.

### Log in

1. If this is your first time accessing Calvert, you can click the URL link provided in the email, or paste the URL address into a supported web browser.
2. When the login page appears, enter your **Username** and **Password**. You don't see the plain text for your password; just a series of dots appears.

The screenshot shows the Calvert Homeschool login interface. At the top left is the Calvert Homeschool logo, which consists of a blue diamond shape with a white cross inside, followed by the text 'CALVERT™ HOMESCHOOL'. Below the logo are two white input fields with thin borders. The first field is labeled 'USERNAME' and the second is labeled 'PASSWORD'. Below the password field is a solid blue button with the text 'Sign In' in white. At the bottom of the form area is a blue link that says 'Forgot Password?'.



- Can't remember your password? Click the **Forgot Password?** link to request a reset password email. For more information, see [Request to reset your forgotten Teacher password](#).



**Tip:** Some web browsers have a setting turned on by default that autofills (and saves) the password for the entered username. If you want to require that the password be entered each time, go into the browser settings and disable the setting for enabling autofill of web forms. Each supported web browser's settings are different, but if you search for "autofill" in the Settings, you will get the correct steps for the web browser you use.

3. Click the **Sign In** button.
4. For first time users, do the following:
  - a. The **End User License Agreement (EULA)** appears. Scroll to read through the agreement and then click the **I Agree** button at the bottom of the agreement to continue. If you don't agree, you cannot open the application.
  - b. A **Welcome** page appears. This **Welcome** page provides easy access to helpful resources. To proceed, click the **Continue to Dashboard** button.

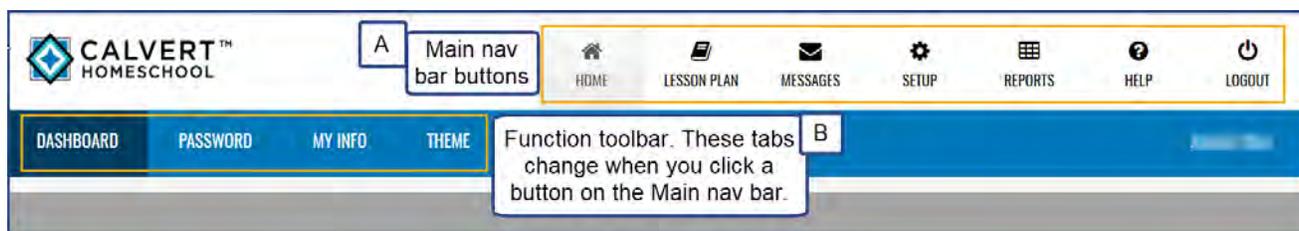
## Dashboard page features and functions

The page that you see every time you log in is your **Home > Dashboard** page. Think of the **Dashboard** page as a control panel where you can easily see and manage your students and their curriculum, set up your school, get Help and provide feedback on features and functionality, establish school and non-school days on your school calendar, and more.



**Tip:** After you set up your curriculum and students, your **Dashboard** has minor changes. See [Changes to your Dashboard after curriculum and students are set up](#).

Across the top of your **Dashboard** you see a bar, like a header, that contains the product logo on the left and a series of buttons on the right. This **Main navigation bar (main nav bar)** (item A below) has buttons which are always visible as navigation tools. When you click one of these navigation buttons, you quickly get to the actions for the task you want to perform.



The **Function toolbar** (item B above) located beneath the main nav bar is another type of toolbar. The tools (tabs) you see on this bar change based on your top-level button selection on the main nav bar. These tabs provide another method to access the task you want to perform.

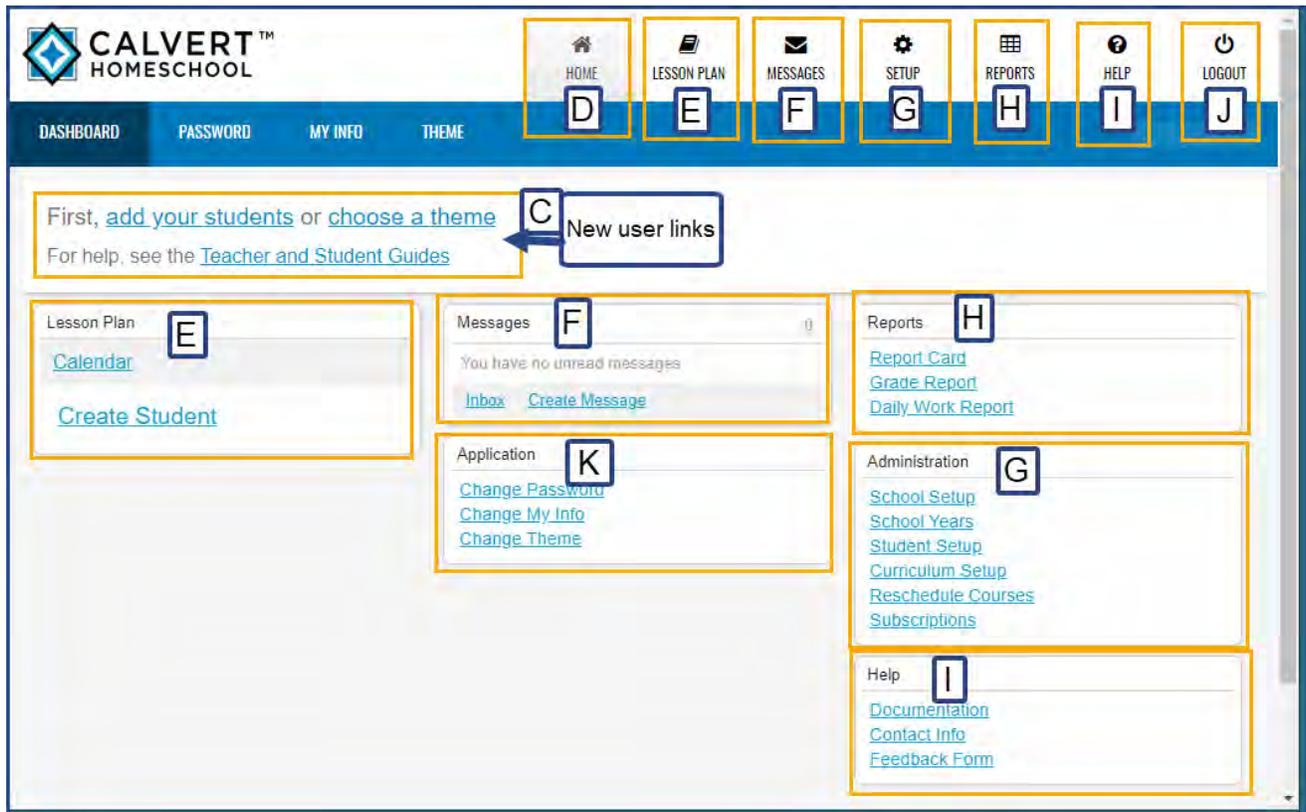
In the example above, the **Home** button on the main nav bar is active (highlighted in a light gray color), so you see the **Dashboard**, **Password**, **My Info**, and **Theme** tabs on the function toolbar. Notice that the **Dashboard** tab is highlighted a darker color to let you know it is the active tab. The **Dashboard** tab is first and is active because this is the tab you will be using most often.

In the example below, the **Lesson Plan** button on the main nav bar is active, so now you see the **Assigned Work**, **Calendar**, and **Grading Tasks** tabs. Notice that the **Assigned Work** tab is the active tab because this is the tab you will be using most often when reviewing your students' Lesson Plans.



### Relationship of the Main nav bar buttons to the Dashboard widgets

Most of the buttons on the main nav bar have a corresponding widget or box on the **Dashboard** page. You use the buttons and the widgets' links to navigate to your Teacher tasks. For a new user, your Teacher Dashboard looks like the example below.



This table explains the features and functions identified on the Dashboard example above.

Item	Feature	Description	See...
C	New user links	The new user links let you quickly add your students or choose a theme. You can click the help link to access the user guides.  Once you have added your students and assigned curriculum to them, these links no longer appear.	<a href="#">Add students to your school.</a>
D	Home button	This button returns you to your <b>Dashboard</b> .	



Item	Feature	Description	See...
E	<b>Lesson Plan button and Lesson Plan widget</b>	<p>The <b>Lesson Plan</b> button on the main nav bar takes you directly to the <b>Assigned Work</b> page for your students.</p> <p>The <b>Lesson Plan</b> widget contains the <b>Calendar</b> link to open and manage your school calendar. After you have set up your students, the <b>Lesson Plan</b> widget lists each student along with action links for each student. See <a href="#">Changes to your Dashboard after curriculum and students are set up</a>.</p>	<p><a href="#">View and take action on assigned student work.</a></p> <p><a href="#">View and control student assignment pacing with the calendar.</a></p>
F	<b>Messages button and Messages widget</b>	<p>The <b>Messages</b> button opens to your <b>Inbox</b> where you can read any messages sent by your student(s) or send them a message using the internal messaging system.</p> <p>The <b>Messages</b> widget contains the last five messages you've received and contains links to open your Inbox and easily create a new message.</p>	<p><a href="#">Communicate with your students using internal messaging.</a></p>
G	<b>Setup button and Administration widget</b>	<p>The <b>Setup</b> button takes you to the various school administration functions, such as modifying school-level assignment settings, setting up students, including modifying their individual settings, setting up curriculum, and managing your subscriptions.</p> <p>In the <b>Administration</b> widget, you see links to do the same administrative tasks using the <b>Setup</b> button.</p>	<p><a href="#">Administrative actions overview.</a></p>
H	<b>Reports button and Reports widget</b>	<p>The <b>Reports</b> button opens to the available reports that you can run for your students.</p> <p>The <b>Reports</b> widget contains links to each report type so that you can quickly run that type of report for your students.</p>	<p><a href="#">Track student progress with reports.</a></p>
I	<b>Help button and Help widget</b>	<p>The <b>Help</b> button takes you to the <b>Documentation</b> page where you can click a button to launch the online Teacher Help system and access a copy of this guide and the Student Guide.</p> <p>You also see a link to sign up for free webinars. The <b>Feedback</b> page displays a feedback form to send feedback to the Product Team.</p> <p>The <b>Help</b> widget contains links to <b>Documentation</b>, <b>Contact Info</b>, and the <b>Feedback</b> form.</p>	<p><a href="#">Access help resources and provide feedback to the product team.</a></p> <p><a href="#">Send feedback to the product team.</a></p>
J	<b>Logout button</b>	<p>Click the <b>Logout</b> button when you are finished in the Teacher application. This action keeps your Teacher access safe.</p>	<p><a href="#">Log out.</a></p>

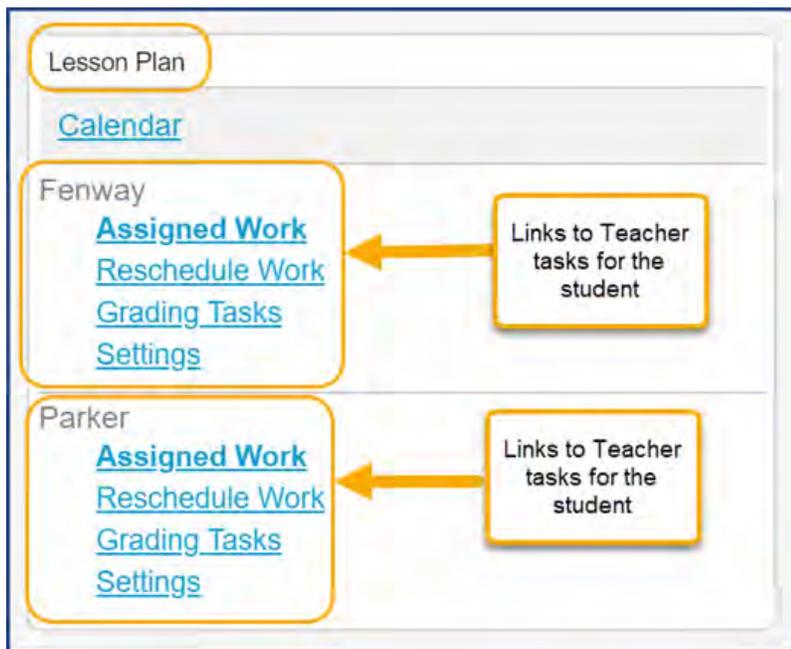


Item	Feature	Description	See...
K	<b>Application widget</b>	This widget contains the links to let you change your password, update your personal information, and change your background theme.	<a href="#">Change your password.</a> <a href="#">Keep your Teacher information updated.</a> <a href="#">Change your background theme.</a>

Changes to your Dashboard after curriculum and students are set up

After you have set up your curriculum and students and assigned courses to students, your **Dashboard** has several changes:

- Your students are listed in the **Lesson Plan** widget and each student has action links to Teacher tasks as shown below.



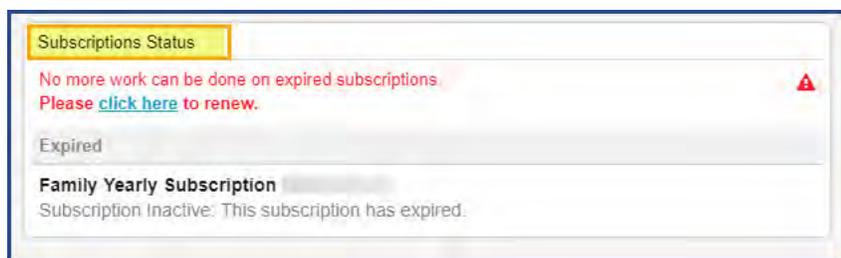
- In the **Administration** widget, the **Reschedule Courses** link now appears as shown below.



## Add students to your school



- To help you easily keep track of your subscription status, when you have subscriptions that are set to expire or have expired, a new **Subscriptions Status** widget appears.



To learn more, see [View status of and renew your subscriptions](#).

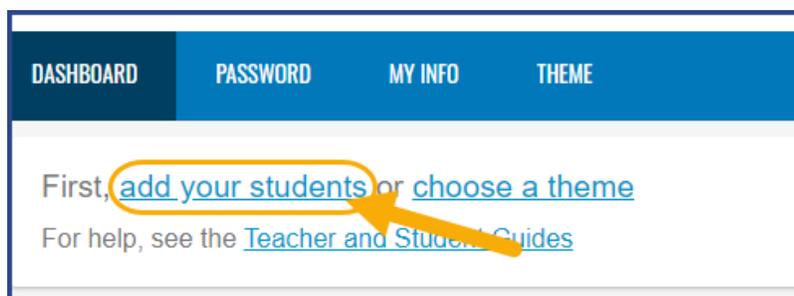
## Add students to your school

One of the first things you need to do in the Teacher application is to set up your student(s). When you add a student, you create a username and password so that your student can log in to the Student application to see and do their assigned schoolwork. Each student requires a unique username because their assigned schoolwork is only available to that assigned username.



**Note:** You cannot delete (remove) a student once the student has been added. If you made a mistake while adding a student or later decide to remove a student, you just change the student's status to "inactive". See [Manage student username, password, and status](#).

1. If you are a new user and this is the first student for your school, on the **Dashboard**, click the **add your students** link.



or

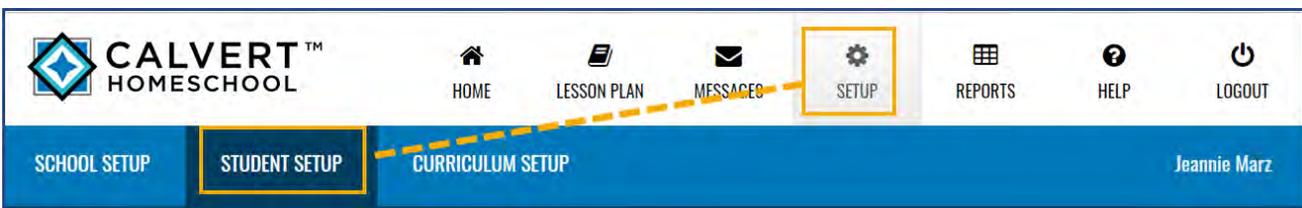


If you are an existing user adding more students to your school, do one of the following:

- On the **Dashboard**, in the **Administration** widget, click the **Student Setup** link.



- On the main nav bar, click **Setup**, and then on the toolbar below, click the **Student Setup** tab.



The **Student Setup** page appears.

2. To add your first student, do the following in the **Create Student** fields:



### Create Student

**First Name**

**Last Name**

**Username**  
  
**This can not be left blank.**

**Password**  
  
**This can not be left blank.**

**Verify Password**

**Create Student**

- a. Enter student's **First Name**.
- b. Enter student's **Last Name**.
- c. Enter a unique **Username** that will not be used by any other of your student users. If it is not unique, you are messaged that the username is already in use.
- d. Enter a **Password** that is 6-12 characters long, includes a minimum of one uppercase letter, one lowercase letter, and one number. For example: Driv3r. For security and privacy, you don't see the password characters; you just see a series of dots.
- e. **Verify Password** by entering it again. Again, the password displays as a series of dots.
- f. Click the **Create Student** button.



**Tip:** Be sure to give your student the username and password to access the Student application. Do not share your Teacher username and password with your student!

3. Repeat steps 2 a – f to continue adding students.
4. To return to your **Dashboard** so that you can now add those students to the subscription and then assign courses, on the main nav bar, click **Home**.



**Note:** If you add more students to your school at a later time, depending on your subscription plan, for example, you have a Family Subscription, you will need to add (or in some cases, remove) a student to or from the subscription plan. See [Add students to and remove students from your subscriptions](#).

## Set up school years for assigning and reporting on student work

A school year lets you create a time period to use when assigning subjects and creating reports. It simplifies the course assignment and reporting processes for you. Because you can select custom Start and End dates for courses and reports, setting up school years is optional.

1. To open the **School Years** page, do one of the following:
  - On the main nav bar, click the **Setup** button, and then click the **School Year** tool.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Years** link.

The **School Year** tab is active and displays the **School Years** fields and tools.

The screenshot shows the 'Create School Year' form. At the top, there are tabs for 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. Below these are sub-tabs for 'Assignment', 'School Year', 'Quiz/Test', 'Grade', and 'Notifications'. The 'School Year' sub-tab is active. The main content area has a 'School Years' header and a description: 'A School Year is an easy way to assign and track student work. Please take a moment to define your current and future school years using the form on this page.' To the right, there is a 'Create School Year' section with a 'School Year Name' input field, 'Examples' text ('2012-2013', 'August 20 - May 7', 'Tina's Third Grade', 'Summer School'), 'First Day' and 'Last Day' date pickers, and a 'Create School Year' button.

Once you create a school year, other actions are available.

The screenshot shows the 'School Years' page with a list of school years. One entry is 'Second semester 2019' with the dates 'Apr 1st, 2019 to Jun 28th, 2019'. Below the entry are 'Delete' and 'Edit' links. A yellow box highlights these links, and an arrow points from a callout box labeled 'Actions for an existing school year' to the 'Delete' link.

2. Follow the steps below for the action you want to complete.



I want to...	Do the following...
<b>Create a new school year</b>	a. Under <b>Create School Year</b> , enter a name. b. Select the first day of the school and the last day. c. Click the <b>Create School Year</b> button.
<b>Edit a school year's name and/or start and end dates</b>	a. For the school year, click the <b>Edit</b> link. b. Make changes to the name and dates, and click <b>Save</b> .  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> If you make changes to a school year that was used to schedule courses for one or more students, the Start and End dates for the coursework is not affected.           </div>
<b>Delete a school year</b>	a. For the school year, click the <b>Delete</b> link. b. Confirm the deletion.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  <b>Note:</b> If you delete a school year that was used to schedule courses for one or more students, the Start and End dates for the coursework is not affected.           </div>

## Assign courses and set the daily work schedule for your students

After you have set up a student, you then assign the curriculum (courses) you have purchased and set the daily work schedule for a course. Setting a work schedule involves selecting the time frame (start and end dates) as well as the days of the week for working that course. These actions create your student's Lesson Plan.

Assigning a course and setting the work schedule may require several steps:

- Select a grade level.
- Select the course(s) that you want your student to work on for the selected grade level.
- Select start and end dates or simply select a school year you have already set up. See [Set up school years for assigning and reporting on student work](#).
- Select the days of the week (also known as "block scheduling") that your student should work on each course.



**Note:** When setting the work schedule for a course, your selected date range (start and end dates) *must be a minimum of three school days* and the days of the week combination *should include working school days*. For more information about how to manage the status of working school days and non-school days on your school calendar, see [Change the status of school days and non-school days for course scheduling](#).

## Assign courses

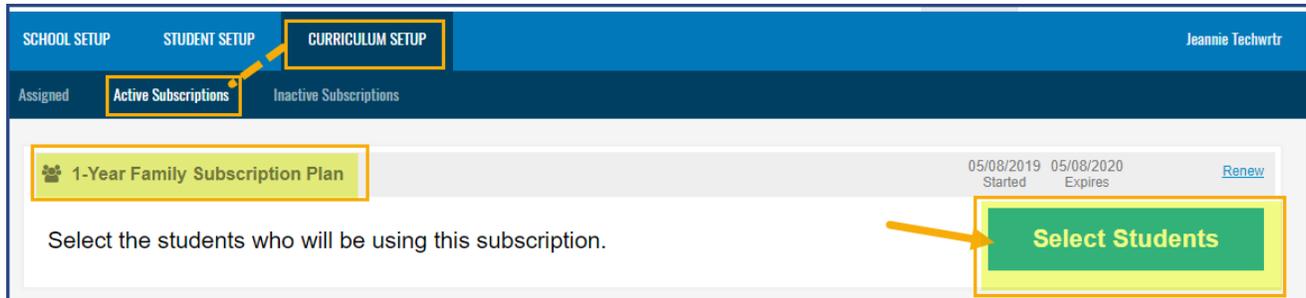
To assign curriculum (courses) to a student, do the following steps:

1. On your **Home** page, in the **Administration** widget, click the **Curriculum Setup** link. Or, if this is the first time assigning courses, you might see an **Important Next Steps** widget. Click the **Assign Your Subscription** link.

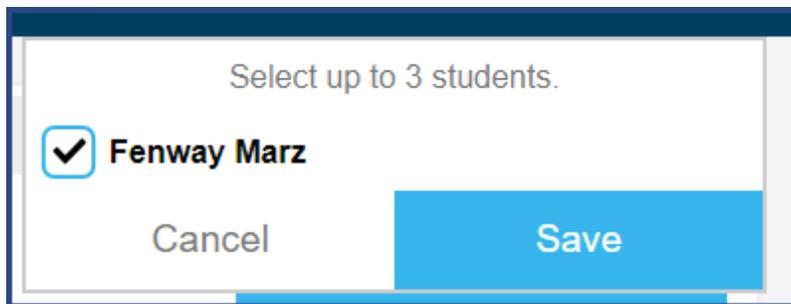


2. If you used the **Curriculum Setup** link and this is the first time assigning curriculum, click the **click here** link to continue.

The page you see next varies based on the type of subscription you purchased. In the example below, a 1-Year Family Yearly Subscription was purchased. If you also have a Course Subscription for electives, a box appears below the “Family Yearly Subscription” box where you can assign those courses as well. You see only the courses your subscription(s) cover.



3. For a Family Yearly Subscription, because you can have up to three students using it, click the **Select Students** button to show your students. Or, for any other type of subscription, click the **Select Student** button.
4. Click the check box next to the name of a student(s) that you want on the subscription. Click the **Save** button.



**Tip:** If you add another student to your school at a later time, the **Active Subscriptions** page shows only your current students on the subscription. You will need to add the new student to the subscription, and possibly remove a student if needed. See [Add students to and remove students from your subscriptions.](#)

5. If you have a Family Yearly or Individual Subscription, to assign courses to a student, click the **Assign Courses** button.

The next page you see is also dependent on the type of subscription you purchased. Remember, in this example, we are currently looking at a **Family Yearly Subscription**. In this type of subscription, you have access to the entire core curriculum for all available grades. Grade levels are listed across the top, just above the subject area boxes. You can have up to three (3) students enrolled in courses and you can have a mix of grade levels and subjects with the Family Yearly Subscription.

6. Select the grade level you want for the student. Selecting the grade level may change the name of the subjects offered.
7. To select the subject(s) for the student, click the check box inside each subject in the grade level you want to assign.



**Tip:** To assign a subject in another grade level to the same student, click the other grade level, and then click the check box beside the course in that grade level.

The selected subjects (courses) appear in a list under the student's name.



## Set the working schedule for the courses

Next, you need to set the schedule for the course(s) by selecting the dates for the student to begin working on their school work and the date the student should complete all of the work for these courses as well as selecting the school days you want the school work scheduled on.



**Important:** All of the courses you added to the list will use the same start dates, end dates, and school days. If you want to schedule different start and end dates and school days for a course, click the **Delete X** to remove the selected course from the list. Then, after you have set the Start and End dates and school days for the courses in the list, go back and assign the removed course again and schedule different Start and End dates and working school days.



**Note:** A minimum of three (3) working school days is required for course scheduling. This means your selected Start and End dates for a course must include at least three working school days.

1. In the **When will the student be working on these courses** section, do the following steps:

When will the student be working on these courses?

Select a school year: a  
Second semester 2019

Or Choose a start and end date:  
From \_\_\_\_\_ To \_\_\_\_\_

Choose working schooldays: b

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Due dates for this course will be assigned on working School Days within the Start and End dates.

- a. To set the time frame for the courses, if you have a school year set up, and you want to use a school year, select it.

Or, to schedule custom Start and End dates for the courses in the list, click to the right of **From** to display a calendar and use the Month arrow or right arrow to select a start date. Days not available as the start date appear as inactive on the calendar as outlined in red. Click in the field to the right of **To** and select an end date from the calendar.



- b. To schedule the working school days for the course(s), typically, Monday through Friday are selected. To keep these days as the school days that work will be scheduled for the course(s), do nothing. To choose different school days, clear the check box for the day(s) that you do not want schoolwork to be scheduled.

Calvert uses the entered Start and End dates (or the selected school year time frame) and the selected working school days to create the student's lesson plan. The system looks at all of the available school days between the start and end dates and distributes all of the assignments (sets assignment pacing) in each course evenly across the available working school days.

- 2. When finished, click the active **Assign Now** button.



- 3. If you have more students, follow the steps again to assign courses and set the working schedule for each student.

At this point, your student(s) can log in to the Student application, using the username(s) and password(s) you created during the student setup, and begin working on scheduled assignments.



**Note:** If you assigned a course to a student in error, for example, you selected the wrong grade level, no problem. You can easily unassign it before the student starts work. See [Unassign courses from students](#).



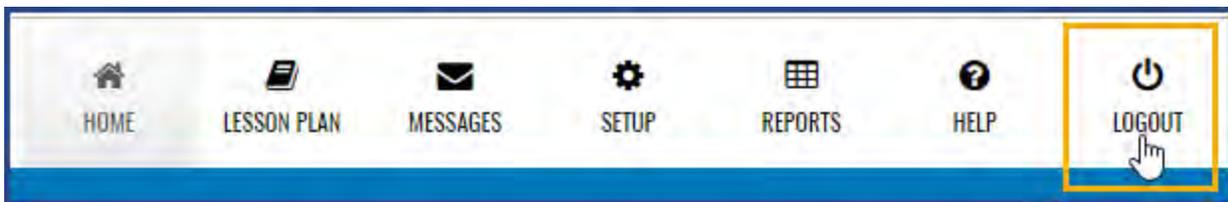
**Tip:** To see the effect of the assignment pacing for your student(s), take a look at the school calendar. See [View and control student assignment pacing with the calendar](#).

## Log out

When you are finished using Calvert, we recommend that you log out (close) the application instead of just closing the browser tab.

To log out:

- Click the **Logout** button located at the far right of the main nav bar.



THIS PAGE INTENTIONALLY LEFT BLANK

## Set up and manage the administration of your school

You, as the Teacher, are responsible for the set up and administration of your school. Calvert provides the tools to help you manage the administration of your school, students, and curriculum.

When Calvert was designed, based on years of experience in education, we chose "settings" with default options that determine how a typical school should operate. Some of these settings include:

- Number of attempts to allow for answering questions (problems) in assignments.
- Whether or not your student could skip assignments.
- How assignments are weighted for grading.
- Overall grade scale.

However, we know that you, as the parent or guardian, know your learner best. With that in mind, we created Calvert to be *customizable* by you (as the Teacher) so that you can make changes to these settings to best meet the needs of your school and individual student.

Additionally, if the situation occurs, you can easily make changes to the course schedules for your students. To learn more, see [Learn what happens when you make changes to course schedules for students.](#)

Learn more about...

[Administrative actions overview.](#)

[Settings levels and types.](#)

### School settings actions

[Customize and reset school Assignment settings.](#)

[Customize and reset school Quiz and Test settings.](#)

[Customize and reset school Grade and Assignment Weights settings.](#)

[Customize, reset, and disable school Notifications settings.](#)

### Change course schedules actions

[Change student course schedules from your Dashboard page.](#)

### Administrative actions overview

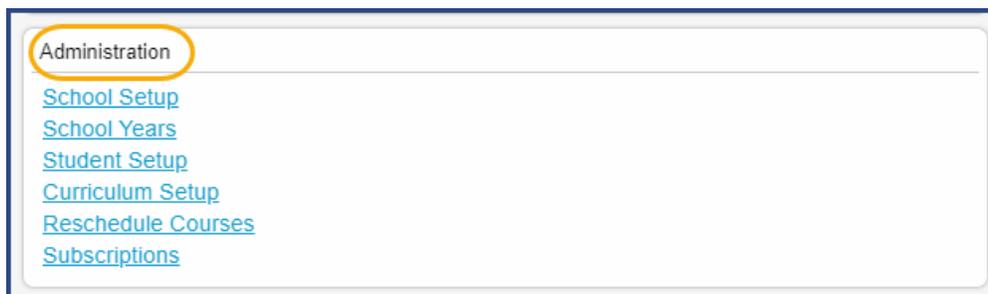
Several tools are available to help you quickly and easily take action to manage your school, students, and curriculum.

- The **Setup** button on the main nav bar displays three functional tabs (tools): **School Setup (A)**, **Student Setup (B)**, and **Curriculum Setup (C)** identified on the example below.





- The **Administration** widget on your **Home > Dashboard** page also contains links to help you perform administrative actions for your school.



What the links in the Administration widget do

This table explains the function of the links in the **Administration** widget.

Link	Function	See...
<b>School Setup</b>	Opens the school settings page to the <b>Assignment</b> tab where you can customize assignment settings for your school and navigate to any of the other tabs - <b>School Year</b> , <b>Quiz/Test</b> , <b>Grade</b> , and <b>Notifications</b> to customize other settings for your school.	<a href="#">Customize school settings to meet the needs of your students.</a>
<b>School Years</b>	Opens the <b>School Year</b> page where you can add, edit, and delete school years. A school year is an easy way to assign and track student work. Think of a school year as a defined semester, term, or special time frame.	<a href="#">Set up school years for assigning and reporting on student work.</a>
<b>Student Setup</b>	Opens the <b>Student Setup &gt; Students</b> page where you can add and manage students and customize any of the school-level settings for an individual student. The student name link opens the student information page where you can change information for and status of a student.	<a href="#">Customize and reset student settings.</a> and <a href="#">Manage student username, password, and status.</a>
<b>Curriculum Setup</b>	Opens the <b>Curriculum Setup &gt; Assigned</b> page where you can assign subjects to and manage subjects for your students. Links on the <b>Assigned</b> page allow you to unassign a course ( <b>Unassign</b> link) and customize any of the school-level settings ( <b>Settings</b> link) for an individual course for an individual student.  Two other tabs are available: <ul style="list-style-type: none"> <li>• Click the <b>Active Subscriptions</b> tab to renew your active subscriptions and assign additional coursework to your students.</li> <li>• Click the <b>Inactive Subscriptions</b> tab to view and renew your inactive subscriptions.</li> </ul>	<a href="#">Manage your subscriptions and assigned courses.</a> and <a href="#">Customize and reset course settings for individual students.</a>



Link	Function	See...
<b>Reschedule Courses</b>	Reschedule (change start and end dates) and modify the working school days (create block scheduling) for one or all active courses for one or more students.	<a href="#">Change student course schedules from your Dashboard page.</a>
<b>Subscriptions</b>	Opens the <b>Curriculum Setup &gt; Active Subscriptions</b> page where you can view details of your active subscriptions, including the start and expiration dates. A <b>Renew</b> link allows you to renew a subscription. The <b>Edit Students</b> button allows you to manage students for active subscriptions.	<a href="#">View status of and renew your subscriptions.</a> and <a href="#">Add students to and remove students from your subscriptions.</a>

## Settings levels and types

Calvert has three levels of settings:

- **School**
- **Student**
- **Subject (curriculum)**

Each of these levels has several "types" or categories of related settings:

Level	Types (categories) of settings			
<b>School</b>	Assignment	Quiz and Test	Grade	Notifications
<b>Student</b>	Assignment	Quiz and Test	Grade	Notifications (Past Due and Below Threshold only)
<b>Subject</b>	Assignment	Quiz and Test	Grade	

Types (categories) of settings are:

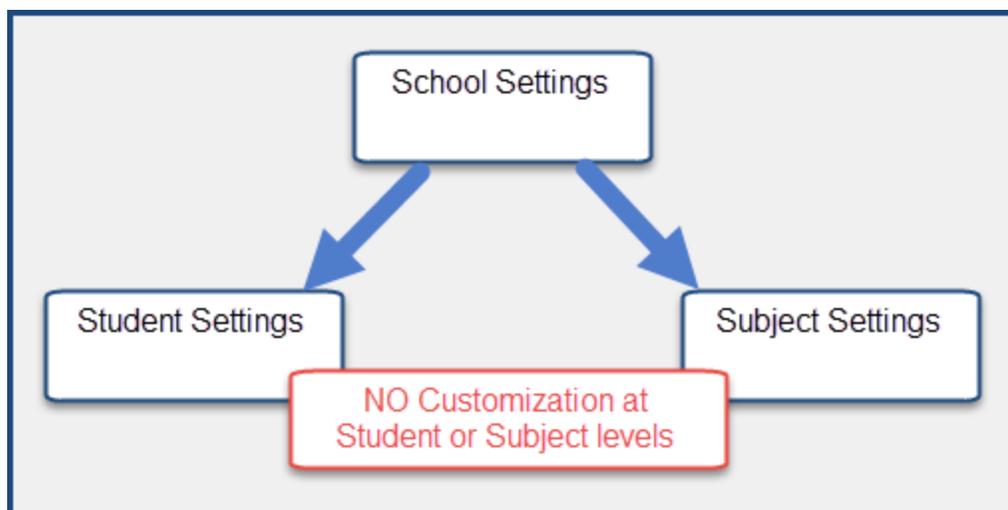
Type (category)	Description
<b>Assignment</b>	Establishes the number of attempts your students have to work on assignment problems (lessons and projects), determines whether or not your students can access problem answer keys.



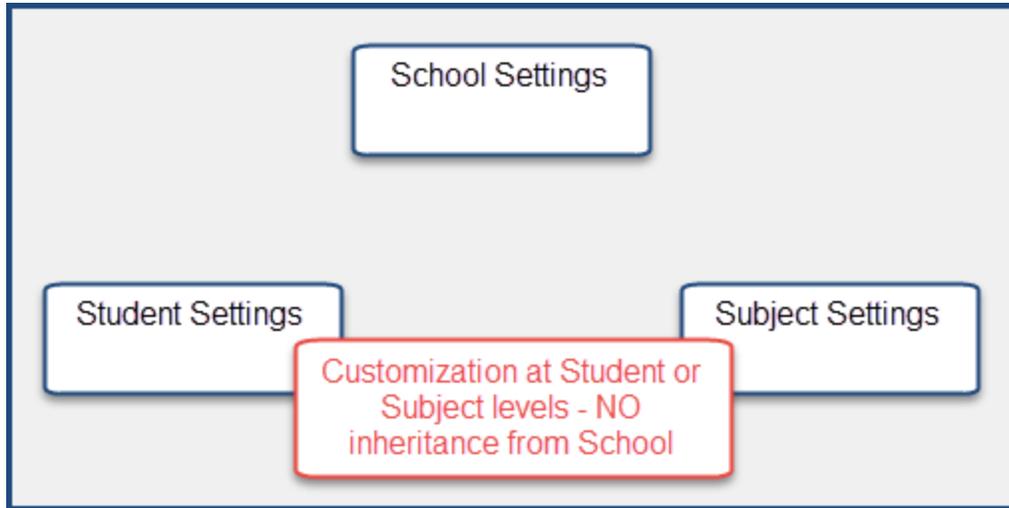
Type (category)	Description
Quiz and Test	Determines how your students take quizzes and tests, such as whether or not they can review and modify answers, exit and re-enter tests and quizzes, access answer keys, and skip problems they cannot answer.
Grade	Establishes a letter grade based on the score percentage scale and the <i>weighting value</i> for each assignment type (lessons, projects, quizzes, and tests) towards the unit grade.
Notifications	When enabled, emails are sent to your Teacher email address (the one established for the Teacher account) when: <ul style="list-style-type: none"><li>Your students are behind in five or more assignments.</li><li>Completed assignments are below a set threshold.</li></ul> At the school-level only, emails are: <ul style="list-style-type: none"><li>A weekly notification containing a progress summary for all your students.</li><li>A monthly notification containing progress summaries for all your students.</li><li>When new problem notes and/or internal messages are received from your students.</li></ul>

### Settings inheritance between levels and customizations

The School settings are the highest or broadest level which means the default options automatically flow down to the related settings at the individual Student and Subject levels. This "inheritance" between the levels means that if you just want to configure the related settings once, you only have to do them at the School level. You can keep the default options at the School level, or change (customize) them to fit your needs.



Any future changes to the School settings are automatically inherited by the related settings at the Student and Subject level *UNLESS* you customize the settings at the Student level and/or Subject level. Once customization occurs for Student settings or Subject settings, any future changes to School settings *do not* flow down to the other levels.



Each time you change settings at the more specific level (Student or Subject), you override the settings at the broader level (School). It is helpful to remember if you customized settings for a student or a single subject in the event a student asks why he has to get a 95 in Math to get an A, but only a 90 in Language Arts to get an A.

### Settings NOT having the affect you expected?

If you changed a setting at the School level and it does not seem to be applied correctly, check the related setting at both the Student and Subject levels.

If you make changes at the Student or Subject level and then later make changes to the related School default setting, the Student or Subject level setting **overrides** the School setting. For example, if you set the **Maximum problem attempts** to 3 for the School, then for an individual Student, you set the **Maximum problem attempts** to 1, until you click the **Default** button or change the setting to something else, that individual student only has one attempt on problems.



**Tip:** Generally speaking, it might be best if you keep the default School settings, and then make changes as necessary. Remember, School-level settings are *inherited* by each student, so any changes you make at the School level apply to all students and subjects.

To learn how to customize the default School settings, see [Customize school settings to meet the needs of your students](#).

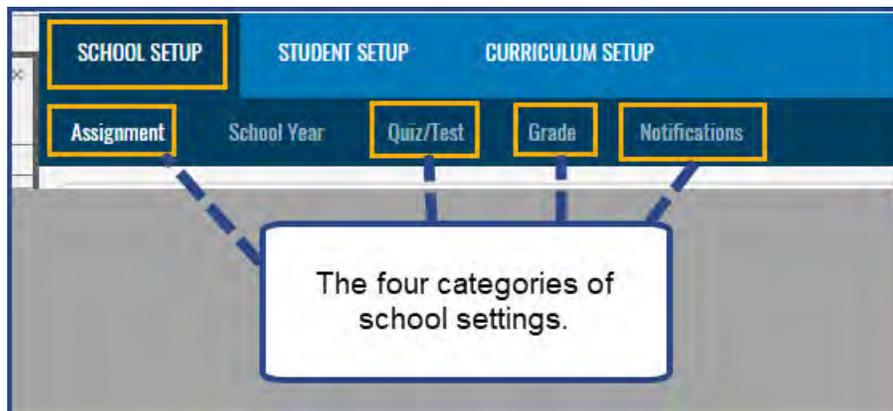
For more information about customizing settings for an individual student and subject:

- Student level, see [Customize and reset student settings](#).
- Subject level, see [Customize and reset course settings for individual students](#).

### Customize school settings to meet the needs of your students

You can change the default school settings to customize your school to meet the needs of your students. These school settings determine how your students work their assignments, for example, how many attempts to answer the problems, can your students see the answer key, and more. Settings are arranged in "categories" to make it easier for you to quickly access the setting you need.

Categories of settings that you can customize are:



- **Assignment.** See [Customize and reset school Assignment settings](#).
- **Quiz/Test.** See [Customize and reset school Quiz and Test settings](#).
- **Grade.** See [Customize and reset school Grade and Assignment Weights settings](#).
- **Notifications.** See [Customize, reset, and disable school Notifications settings](#).

### Visual indicator of customized settings

To let you know that settings have been customized by you, an indicator banner appears stating that the settings have been customized and a **Default** button is available so that you can easily reset to the default (system) settings at any time.



**Note:** Remember - Any customizations you make to school settings also flow down to related student and subject settings UNLESS you have customized the related settings at the student and/or subject level. For more information about customizing student settings, see [Customize and reset student settings](#). And, for more information about customizing subject (course) settings, see [Customize and reset course settings for individual students](#).

### Customize and reset school Assignment settings

You can decide how your students interact with their assignments at the school level. You can keep the default Assignment settings or you can follow the steps below to customize the Assignment settings for your school.



**Note:** Remember - Any customizations you make to school Assignment settings also flow down to related student and subject Assignment settings UNLESS you have customized the Assignment settings at the student and/or subject level. For more information about customizing student settings, see [Customize and reset student settings](#). And, for more information about customizing subject (course) settings, see [Customize and reset course settings for individual students](#).

If you later decide you want to remove your custom school settings, you can easily reset the Assignment settings back to the system defaults. See [Reset customized school Assignment settings to the default system settings](#).



## Customize school Assignment settings

1. To access school settings, do one of the following:

- On the main nav bar, click the **Setup** button.
- On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.

The **Assignment - School** page appears.

Default (system) Assignment settings are:

Setting	Description	Default setting
<b>Allow skip problem</b>	Allows students to skip problems (questions) in assignments. Students must provide a reason for skipping the problem. See <a href="#">View and take action on problems your student skipped</a> .	<b>Enabled (checked)</b>
<b>Access answer key</b>	Allows students to see correct answers after they work through and receive grades for problems. They cannot see answers until they use all their attempts at answering.	<b>Disabled</b>
<b>Maximum problem attempts</b>	Maximum number of attempts students have to answer problems correctly. After all attempts are used, scores are generated based on final answers. <b>Note:</b> If the <b>Unlimited problem attempts</b> option is enabled, this setting is no longer in effect and is automatically disabled. See <a href="#">Unlimited problem attempts</a> .	<b>3</b>
<b>True/False problem attempts</b>	Indicates the number of attempts for True/False problems. <b>Note:</b> If the <b>Unlimited problem attempts</b> option is enabled, this setting is no longer in effect and is automatically disabled. See <a href="#">Unlimited problem attempts</a> .	<b>1</b>
<b>Unlimited problem attempts</b>	Allows students to rework problems as many times as they want until all problems are answered correctly. Think of this setting as similar to a teacher who hands back assignments to students, allowing them to correct their answers and learn from their mistakes. This feature also acts as a sort of built-in tutor, working closely with students, helping them to practice certain skills and focus on their weaker areas before moving on to new lessons.	<b>Disabled</b>



2. To customize (change) the default Assignment settings, do the following:
  - a. Select or clear the settings to allow your students to skip problems, access the answer key, and/or have unlimited attempts at problems.
  - b. If the **Unlimited problem attempts** setting is **Disabled**, enter new values for the number of attempts.
3. Click **Save**.

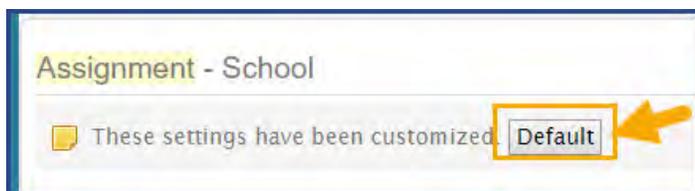
To let you know that your customizations were made, an indicator banner appears along with a **Default** button so that you can easily reset back to the default settings at any time.



### Reset customized school Assignment settings to the default system settings

At any time, you can remove your custom settings and reset the settings back to the system defaults.

1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.The **Assignment - School** page appears.
2. To remove your customizations and reset back to the default settings, click the **Default** button.



3. To confirm you want to restore all settings to the defaults, click **OK**.

A message briefly appears stating that settings have been reset to the defaults.

The indicator banner and the Default button are no longer visible.

### Customize and reset school Quiz and Test settings

School Quiz and Test settings provide extra permissions for students while taking quizzes and tests. These permissions allow students to view scores during or after tests and quizzes, review and modify answers, skip problems, and access the answer key.



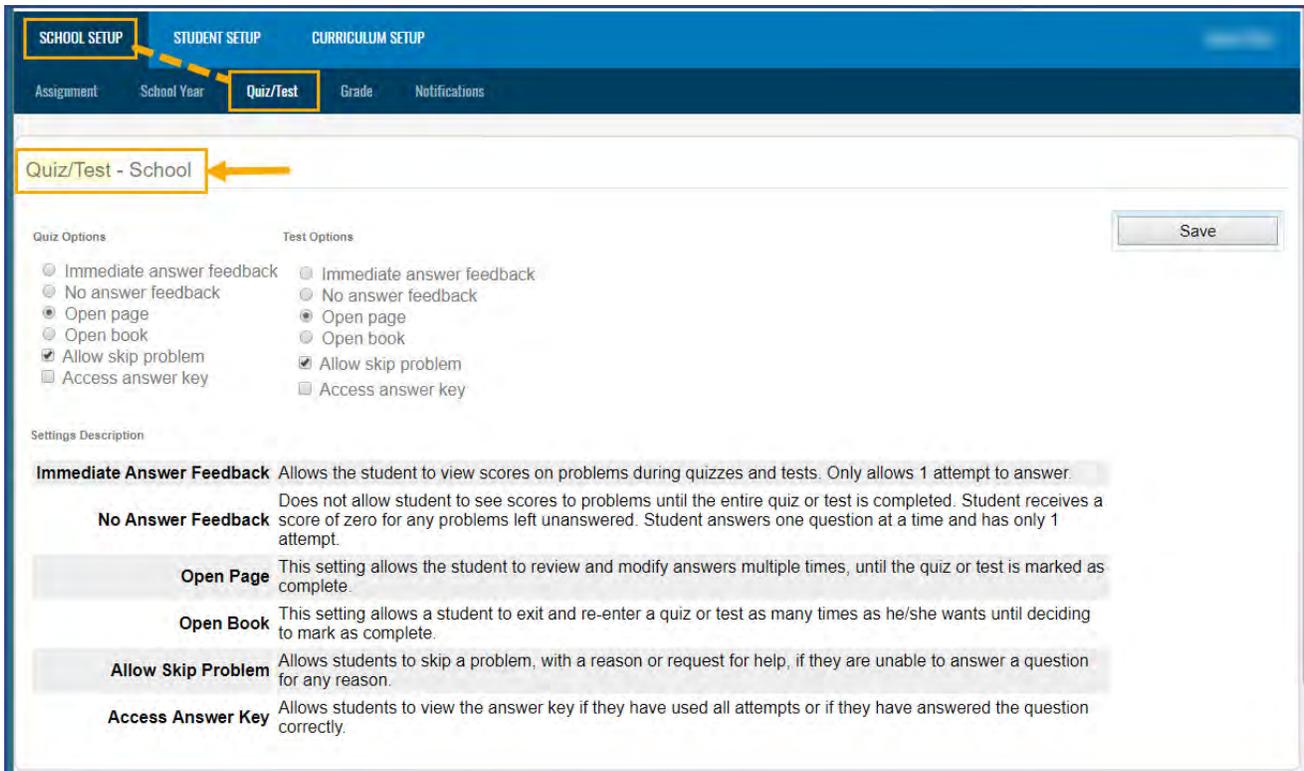
**Note:** Remember - Any customizations you make to school Quiz and Test settings also flow down to related student and subject Quiz and Test settings UNLESS you have customized the Quiz and Test settings at the student and/or subject level. For more information about customizing student settings, see [Customize and reset student settings](#). And, for more information about customizing subject (course) settings, see [Customize and reset course settings for individual students](#).

If you later decide you want to remove your custom school settings, you can easily reset the Quiz/Test settings back to the defaults. See [Reset customized school Quiz and Test settings to the default settings](#).



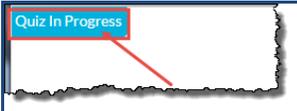
## Customize school Quiz and Test settings

1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.
2. Click the **Quiz/Test** sub-tab.  
The **Quiz/Test - School** page appears.



Default settings for **Quiz Options** and **Test Options** are:



Setting	Description	Default setting
 <p><b>Note:</b> The first four <b>Quiz Options</b> and <b>Test Options</b> are a single-choice type. This means selecting one of the first four options automatically clears the other three options. It is important to know that only the <b>Open book</b> option, when selected, turns off <i>Quiz/Test Mode</i> for your students. Quiz/Test Mode forces a student to complete a quiz or test once accessed and places a "Quiz/Test in Progress" indicator in the upper left corner of the page for your students as shown in the example below. When Quiz/Test Mode is in effect, your student cannot open other assignments.</p>		
		
<b>Immediate answer feedback</b>	Gives your student only one attempt at each question and immediately lets them know if the answer is right or wrong.	<b>Unselected</b>
<b>No answer feedback</b>	Allows your students only one attempt to answer each question, but does not show them if the answer is correct or not. Unanswered questions are graded as zero.	<b>Unselected</b>
<b>Open page</b>	Allows your students to review questions and change their answers multiple times until the quiz or test is marked as complete which enforces "Quiz/Test Mode" and your student exits the quiz or test.	<b>Selected</b>
<b>Open book</b>	Permits your students to exit and re-enter quizzes or tests as many times as they wish until quizzes or tests are marked as complete. Turns off "Quiz/Test Mode".	<b>Unselected</b>
<b>Allow skip problem</b>	Lets your students skip a problem on a quiz or test with a reason. However, if your student is working on a placement test, this option is automatically disabled because you do not want your student to skip problems when taking a placement test to determine his/her grade level.	<b>Enabled (checked)</b>
<b>Access answer key</b>	Allows your students to view the answer key if all attempts are used up or if the question was answered correctly.	<b>Disabled</b>

- To customize settings, for each category - **Quiz Options** and **Test Options** - make changes as needed, and then click **Save**.

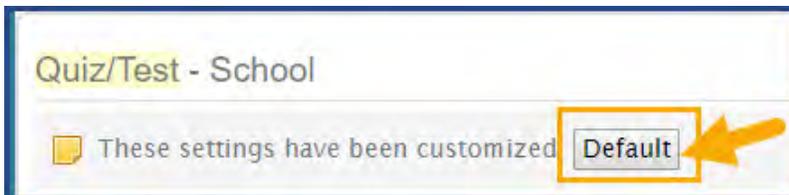
An indicator banner stating that the settings have been customized appears along with a **Default** button so that you can return to the default settings at any time.



### Reset customized school Quiz and Test settings to the default settings

At any time, you can reset the settings back to the system defaults.

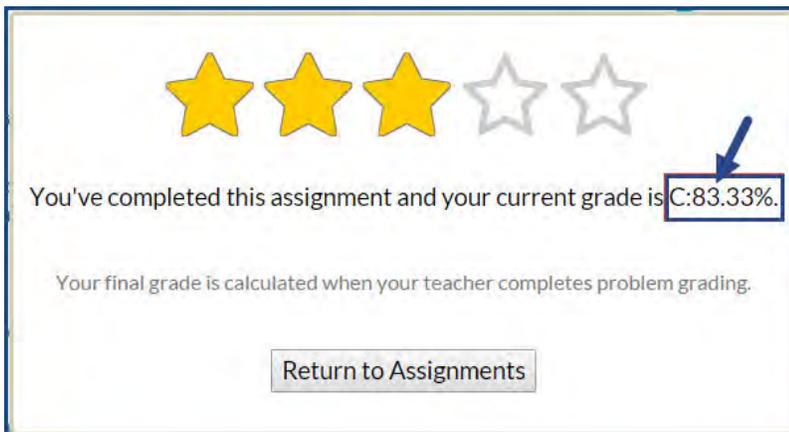
1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.
2. Click the **Quiz/Test** sub-tab.
3. To reset the settings, click the **Default** button.



4. To confirm you want to restore all settings to the defaults, click **OK**.  
A message briefly appears stating that settings have been reset to the defaults.  
The indicator banner and the Default button are no longer visible.

### Customize and reset school Grade and Assignment Weights settings

School grade and assignment weights establish a letter grade based on the score percentage scale and the weight for each assignment type (lessons, projects, quizzes, and tests) towards the unit grade. For grades, you can set whether to display the grade as a letter, percentage, or both based on the set grading scale. The selected grade display option affects what you see in assignments and reports and what students see when they mark the lesson as complete as shown in the example below.





**Note:** Remember - Any customizations you make to school Grade and Assignment Weights settings also flow down to related student and subject Grade and Assignment Weights settings UNLESS you have customized the Grade and Assignment Weights settings at the student and/or subject level. For more information about customizing student settings, see [Customize and reset student settings](#). And, for more information about customizing subject (course) settings, see [Customize and reset course settings for individual students](#).

If you later decide you want to remove your custom settings, you can easily reset the Grade and Assignment Weights settings back to the defaults. See [Reset your customized school Grade and Assignment Weights settings to the default settings](#).

## Customize school Grade and Assignment Weights settings

1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.
2. Click the **Grade** sub-tab.

The **Grade - School** page appears.

The screenshot shows the 'Grade - School' configuration page. At the top, there are three main tabs: 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. Under 'SCHOOL SETUP', there are sub-tabs: 'Assignment', 'School Year', 'Quiz/Test', 'Grade', and 'Notifications'. The 'Grade' sub-tab is active. The page title is 'Grade - School'. On the right side, there is a 'Save' button. The main content area is divided into three sections: 'Grading Scale' with input fields for A (94%), B (86%), C (77%), and D (70%); 'Assignment Weighting' with input fields for lessons (5%), projects (20%), quizzes (25%), and tests (50%); and 'Grade Display Options' with radio buttons for 'show letter grade', 'show percentage grade', and 'both' (selected).

Default settings for Grade and Assignment Weights are:

### Grading Scale

A = 94-100%

B = 86-93%

C = 77-85%

D = 70-76%

### Assignment Weights

Assignment Weights must total 100%.



Lessons - 5%

Projects - 20%

Quizzes - 25%

Tests - 50%

### Grade Display

- **show letter grade** - Shows the letter grade only. **Default: Unselected.**
  - **show percentage grade** - Shows the percentage grade only. **Default: Unselected.**
  - **both** - Show both letter grade and percentage grade. **Default: Selected.**
3. Make changes as needed, and then click **Save**.

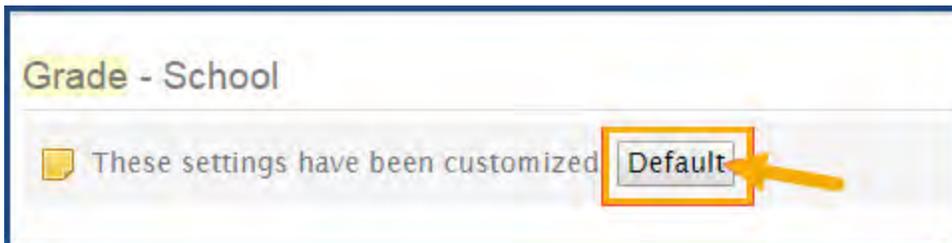
An indicator banner stating that the settings have been customized appears along with a **Default** button so that you can return to the default settings at any time.



Reset your customized school Grade and Assignment Weights settings to the default settings

At any time, you can reset your custom settings back to the system defaults.

1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.
2. Click the **Grade** sub-tab.
3. To reset the settings, click the **Default** button.



4. To confirm you want to restore all settings to the defaults, click **OK**.  
A message briefly appears stating that settings have been reset to the defaults.  
The indicator banner and the Default button are no longer visible.

## Customize, reset, and disable school Notifications settings

**Notifications** are email alerts sent to you, as the Teacher (parent), when your students are:

- Past due in five or more assignments for all active, assigned courses (back to 20 weeks or 140 days of assignments).
- Falling below a set threshold in graded assignments.

Other notification emails provide a progress report summarizing level of effort for all your active students in all active courses:



- Monthly - Generated on the first day of the month and summarizes effort to date for all active students.
- Weekly - Generated on Monday and summarizes effort for the previous week and assignments coming up for the next week.

Lastly, a notification email will let you know when a student has written a note on a problem and/or has sent you an internal message.



**Note:** **Notifications** emails are sent to the Teacher email address on record. To verify the email address for your Teacher record, see [Keep your Teacher information updated](#).



**Tip:** The email notification message itself contains a link to the **Notifications** tab at the school and, for some notifications, for the student settings, so that a Teacher can easily turn off Notifications settings.



**Note:** **Notifications** apply to active subscriptions, active students taking active courses, and assigned and unblocked assignments. **Notifications** does not include Placement Tests.

### Customize school Notifications settings

1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.
2. Click the **Notifications** sub-tab.

The **Notifications - School** page appears.

**Notifications** settings include:



Setting	Description
<b>Past Due</b>	Weekly email notification of past due assignments (encompassing the last 20 calendar weeks or 140 days). When a student has five or more past due assignments (based on Due Date), an email notification is sent the following day to the Teacher email address on record. Then, the following week, if the student still has five or more assignments past due, another email is sent. If a Due Date for a past due assignment is later changed, then that assignment is dropped from the email notification. Past due assignments older than 20 weeks are dropped from the email notification.
<b>Below Threshold</b>	Immediate email notification of submitted assignments (those NOT requiring teacher grading) that fall below the set threshold. Once enabled, select the grade level.   <b>Note:</b> The default grade threshold is based on the Grading Scale set on the school Grade settings sub-tab. For more information, see <a href="#">Customize and reset school Grade and Assignment Weights settings</a> .
<b>Monthly Progress Report</b>	Monthly email generated on the first of the month containing a summary of all students' progress in all assigned courses to date. Information shown by student by course includes: Number of assignments completed and number of assignments remaining, Current average grade per course (includes completed and work-in-progress assignments), Displays symbols indicating status of student's pace (On Schedule vs Behind Schedule) per course.     <b>Note:</b> <b>On Schedule</b> means the student does not have past due assignments in a course and <b>Behind Schedule</b> means the student has one or more past due assignments.
<b>Weekly Progress Report</b>	Weekly email generated on Monday containing a summary of each students' progress in all assigned courses for the previous week and upcoming week. Information shown by student includes details on completed assignments and upcoming assignments. <ul style="list-style-type: none"><li>• For completed assignments: Assignments and % score(s), Assignment(s) completed with problem(s) requiring teacher grading, displays "Needs Grading", Assignments completed but no problems answered, displays "N/A", Displays symbols indicating status of student's pace (On Schedule vs Behind Schedule) per course. See <a href="#">Monthly Progress Report</a>.</li><li>• For upcoming assignments: Assignments past due and scheduled for the coming week, If no assignments are scheduled under a given course, displays "No Assignments Due".</li></ul>  <b>Note:</b> <b>On Schedule</b> means the student does not have past due assignments in a course and <b>Behind Schedule</b> means the student has one or more past due assignments.



Setting	Description
<b>Problem Note/Message Center E-mails</b>	Sends a notification to the Teacher email address on record when a student has entered a problem note or has sent an internal email message to the Teacher. The subject line of the email notification is "You received a new problem note" or "You have a new message in your Inbox". Links in the email notification message let the Teacher quickly open the message and respond.

3. To change **Notifications** settings, do the following:
  - a. To enable a setting, click to toggle **ON**. To disable a setting, click to toggle **OFF**.



- b. For the **Below Threshold** setting when toggled ON, keep the default grade or select another.

An indicator banner stating that the settings have been customized appears along with a **Default** button so that you can reset to the default settings at any time.



**Tip:** If you don't want to use the **Notifications** settings for all students in your school, you can use the **Notifications** settings of **Past Due** and **Below Threshold** for an individual student. See [Customize and reset student settings](#).

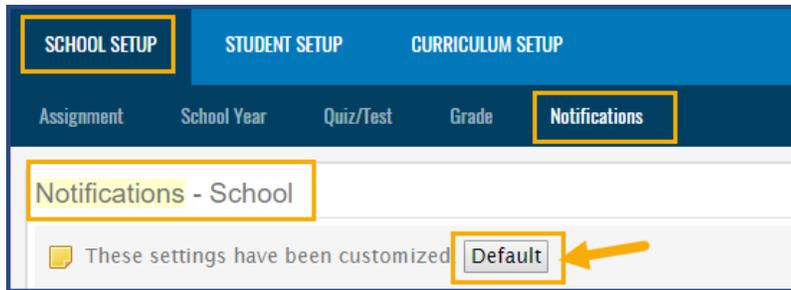
### Reset all school Notifications settings to the default settings

At any time, you can remove your custom settings and reset the all the settings back to the defaults.



**Note:** Using this feature resets ALL of the Notifications settings back to the default of OFF. If you want to change just an individual setting, toggle the setting OFF.

1. To access school settings, do one of the following:
  - On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **School Setup** link.
2. Click the **Notifications** sub-tab.
3. To reset all the settings, click the **Default** button.



4. To confirm you want to restore all settings to the defaults, click **OK**.

A message briefly appears stating that settings have been reset to the defaults.

The indicator banner and the Default button are no longer visible.

### Disable individual Notifications settings

You can disable individual Notifications settings based on the needs of your school. If you feel you are getting too many email alerts, you can:

- Use the link in the email notification message to open the school (or student) **Notifications** tab to disable the setting. To do this, when you receive an email notification, such as the Past Due or Below Threshold notification, click either the link to the school **Notifications** tab or to the student **Notifications** tab based on the setting that is currently enabled.
- Open the Teacher application and go directly to the school (or student) **Notifications** tab to disable the setting.

## Learn what happens when you make changes to course schedules for students

If you need to, you can make scheduling changes, such as resetting start and end dates, for a single, active course for a student, and for all active courses for all students. Rescheduling a course forces an automatic redistribution of *all yet to be completed* assignments across the remaining working school days within the selected Begin and End dates. If you have set up block scheduling for a course, for example, your student is currently scheduled to have assignments on Tuesday and Thursday for World History, you can also change the working schooldays for World History to Tuesday, Wednesday, and Thursday, and the system automatically redistributes the remaining assignments.



**Note:** Completed assignments are not affected by rescheduling.

### Examples of why you would want to reschedule or reset a course schedule

Here's a few examples of why you would reschedule or reset a course:

- You have a student who needs to take a leave of absence from her schoolwork and you do not want the assignments to get behind schedule. In this case, you might change the start date to a future date and also extend the end date for the course.
- You have a student who has missed several school days and is now behind in the schoolwork. Seeing all those past due assignments on the calendar has caused the student to become frustrated. In this case, you might just change the start date to a near future date and keep the end date the same.
- You have a student who is doing volunteer work on Fridays, so you need to adjust his course schedule to not have schoolwork scheduled on Fridays. In this case, you would change the working school days to just be Monday, Tuesday, Wednesday, and Thursday.

### Rescheduling options

When changing the scheduling (rescheduling) of a course, you can:



- Select new Begin and End dates. The Begin date cannot be a past date.
- Select the *working* school days, for example, you want your student to have schoolwork for the course scheduled on Tuesday and Thursday only. This is called "block scheduling" for a course. The status of working school days and non-school days is managed by you on the school calendar.



**Tip:** To learn more about how to manage the status of school and non-school days on your calendar, see [Change the status of school days and non-school days for course scheduling](#).

### Ways to reschedule or change the schedules of courses

Several ways are available for you to change the schedules for one or more courses for one or all of your students. You can:

- Use the **Reschedule all Courses** button on the **Calendar**. See [Change student course schedules from the school calendar](#).
- Use the links on the **Dashboard** page. See [Change student course schedules from your Dashboard page](#).
- Use the course tools (buttons) on the **Assigned Work** page. See [Change student course schedules from the Assigned Work page](#).

### Change student course schedules from your Dashboard page

You can quickly and easily change the scheduling for one or more courses for one or all of your students from your Dashboard page. You can set up block scheduling for one or more courses by selecting the working school days, such as Monday, Wednesday, and Friday, for a course, and if desired, change the start and end dates. Resetting or rescheduling a course affects uncompleted assignments only.

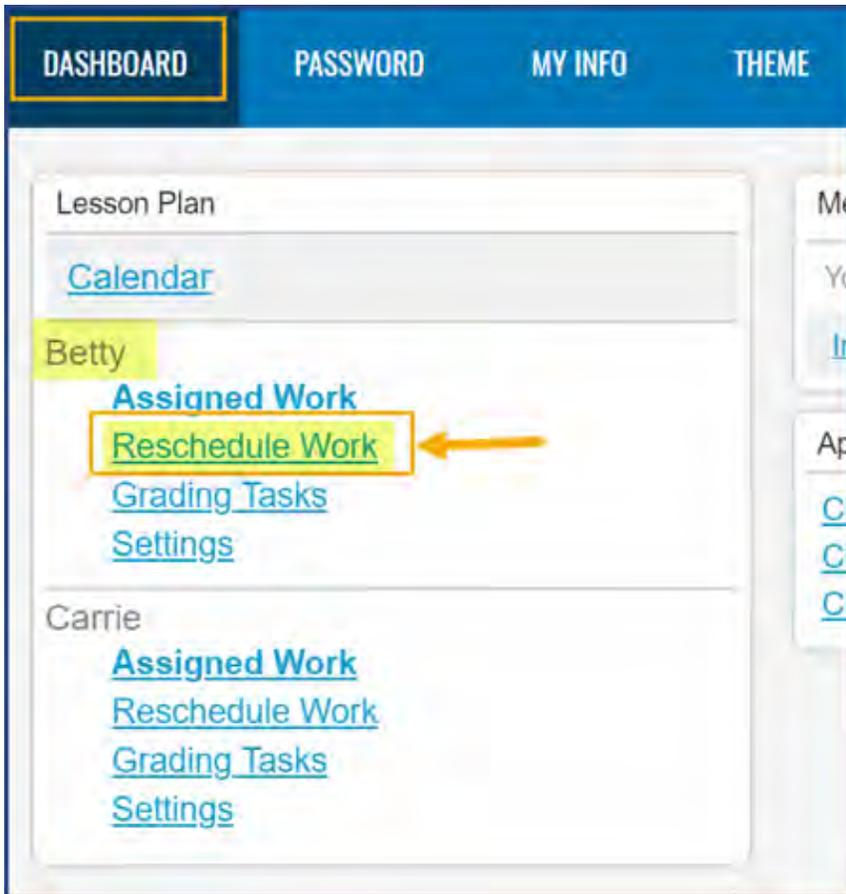


**Important:** Course schoolwork can only be scheduled on days with the status of "School Day" that you have set up on your school calendar. When you first use the Teacher application, Monday through Friday are, by default, set as school days and Saturday and Sunday are set as "non-school" days. This means that if you want to schedule schoolwork on Saturday or Sunday, you have to change the status of every Saturday or Sunday within the course time frame to a "School Day". Even if you select Saturday as a day for schoolwork when assigning a course to your student, if every Saturday is not a "School Day" on your school calendar, no schoolwork will be scheduled on that day. See [Change the status of school days and non-school days for course scheduling](#).



**Note:** A minimum of three (3) working school days is required for course scheduling. This means your selected Start and End dates for a course must include at least three working school days.

1. Do one of the following from your **Dashboard**:
  - To change the scheduling of courses for a selected student, in the **Lesson Plan** widget, under the student's name, click the **Reschedule Work** link.



- To change the scheduling of courses for all students, in the **Administration** widget, click the **Reschedule Courses** link.



2. If you selected the **Reschedule Courses** link and have more than one student, select the student's name.  
The **Lesson Plan > Reschedule** page appears showing all courses assigned to the student.



Betty Marz  
Carrie Marz  
[+ Create Student](#)

### Reschedule Courses for Betty

When you reschedule a course, submitted work will not be affected.  
Unstarted lessons will simply be repositioned on the student's calendar.

---

#### Algebra I

From 2019-04-22 to 2019-06-28 Start and End dates are changed here

Choose working schooldays:

Sun  Mon  Tue  Wed  Thu  Fri  Sat Working schooldays are changed here

[Save Changes](#)

---

#### English I

From 2019-04-29 to 2019-06-28

Choose working schooldays:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

[Save Changes](#)

3. Do the following for each course that you want to change (reset) its schedule:
  - a. To change the Start date for a course, in the **From** date field, click to display a calendar. Use the **Month** down arrow (or the right arrow after the year) and select a different month and date. Days that are not available for the student to start the course on (non-school days) show as inactive on the calendar. Or, just enter a new **From** date.

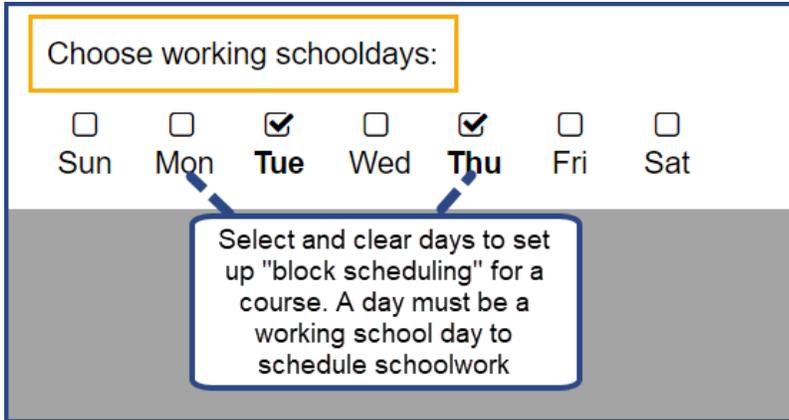
Inactive days are non-working school days.

Schoolwork can be scheduled on active days.

- b. To change the End date for the course, in the second field after **to**, click to display a calendar, and select a new end date. Or, just enter a new end date.



- c. To change the working school days for the course and set up block scheduling, the original school days for the course appear as selected. To set up a block schedule for the course, if a day is selected and you do not want schoolwork scheduled on that day, click to clear it. If you want schoolwork scheduled on a day that is not currently selected, select it.



- d. When finished, click **Save Changes**.
4. Complete steps 3 a - d again for each course you want to reschedule for the student.
5. If you have more than one student, click each name to reschedule any courses, following the steps again.
6. When finished, click **Home**. To see the effect of the rescheduling, on your **Dashboard**, in the **Lesson Plan** box, click the **Calendar** link.

THIS PAGE INTENTIONALLY LEFT BLANK

# Set up and manage your students

---

You, as the Teacher, are responsible for the set up and management of the students in your school.

## Set up your students and assign schoolwork

[Add students to your school.](#)

[Assign courses and set the daily work schedule for your students.](#)

## Customize student settings for individual students

[Customize and reset student settings.](#)

## Manage student information, status, and access to resources and activities

[Manage student username, password, and status.](#)

[Manage student access to resources and activities.](#)

## Customize and reset student settings

Because school settings apply to all your enrolled, active students, typically, the school settings will work just fine. However, if you have a student who has trouble taking quizzes and tests, you can allow that individual student to see answer feedback during quizzes and tests or just let the student exit and re-enter (turn off Quiz/Test mode) a quiz or test as many times as she wants.

Just like with the school settings, there are four types, or categories, of related student settings where you can customize options for an individual student:

- **Assignment.** To learn about the Assignment settings, see [Customize and reset school Assignment settings.](#)
- **Quiz and Test.** To learn about the Quiz and Test settings, see [Customize and reset school Quiz and Test settings.](#)
- **Grade.** To learn about the Grade and Assignment Weights settings, see [Customize and reset school Grade and Assignment Weights settings.](#)
- **Notifications.** To learn about the Notifications settings that apply to students, see [Customize, reset, and disable school Notifications settings.](#)

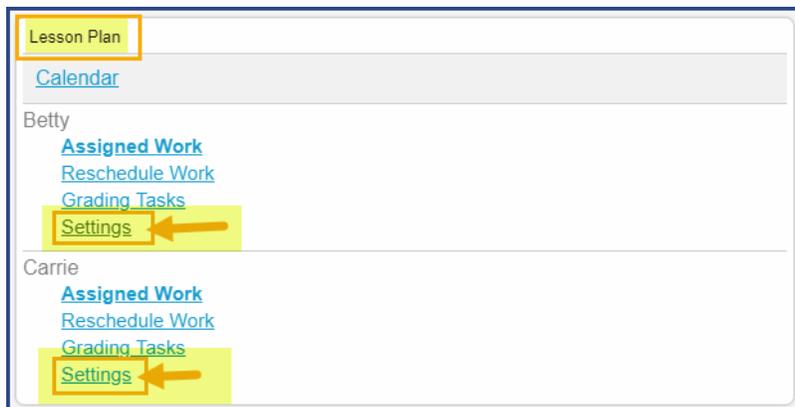


**Note:** Any customizations you make to settings *for an individual student* override the related school settings and are no longer affected by changes to the related school setting UNLESS you click the Default button to remove the customizations for the student.

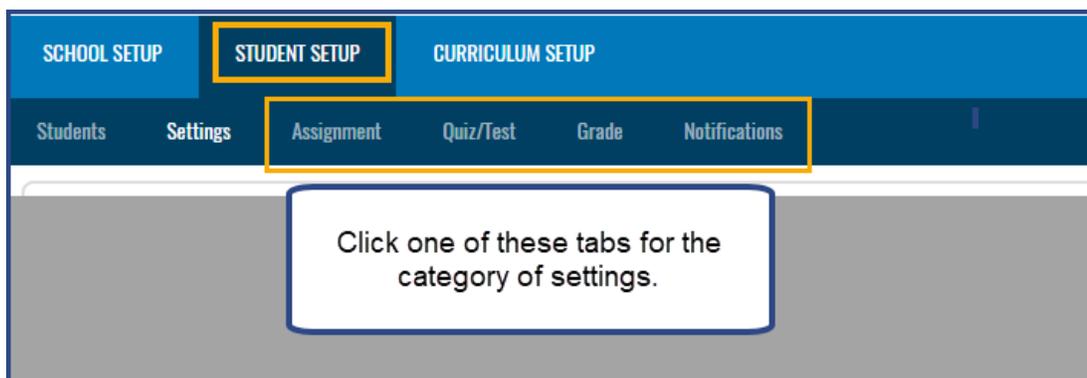
If desired, you can reset your customized settings for a student and go back to the default, related school settings. See [Reset customized student settings back to the default school settings.](#)

## Customize student settings

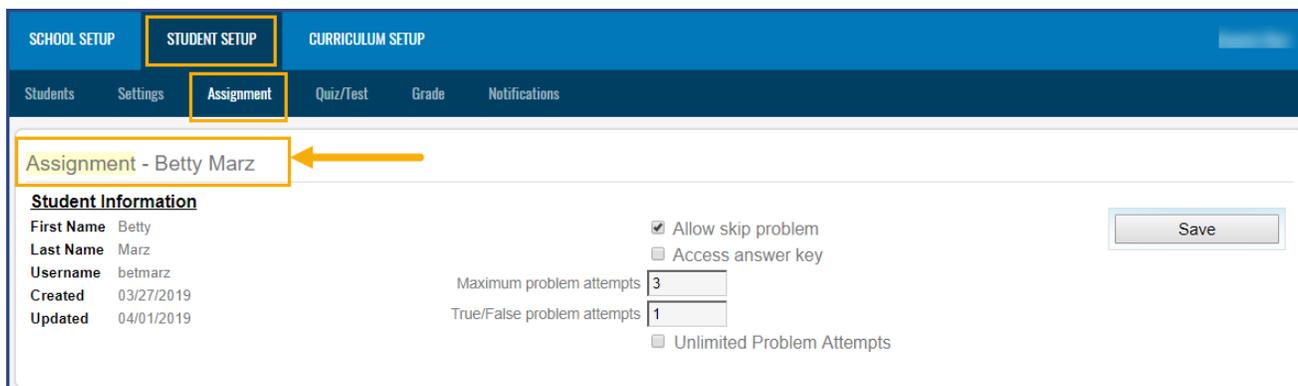
1. There are several ways available to access your student's settings. This one is the quickest.
  - On your **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Settings** link.



2. On the toolbar, click the tab for the type/category of settings you want to customize for the student: **Assignment**, **Quiz/Test**, **Grade** or **Notifications**.



This is an example of the **Assignment** settings page for a student.



3. Make changes, and then click **Save**.

The settings page now has an indicator that the settings have been customized and a **Default** button appears so that you can remove the customizations.



4. To continue customizing the settings, click a different tab:
  - **Quiz/Test** settings - Make changes and click **Save**.
  - **Grade** settings - Make changes and click **Save**.
  - **Notifications** settings - Enable (toggle on) or disable (toggle off) settings as needed. To change the **Threshold**, select a grade.
5. When finished, click **Home**.

### Reset customized student settings back to the default school settings

If desired, you can reset any customized student settings back to the default school settings.

1. On your **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Settings** link.
2. Click the tab for the type of setting you want to restore to the school default settings: **Assignment, Quiz/ Test, Grade or Notifications**.
3. Click the **Default** button.
4. Click **OK** to confirm that you want to restore the settings to their defaults.

A message briefly appears stating that settings have been restored to their defaults. The indicator banner and the Default button are no longer visible.

5. Click another tab to reset those student settings back to the school defaults, or if you are finished, click **Home**.

## Manage student username, password, and status

After you have set up your students, you may need to change their username or password. For example, your student has forgotten her password to log in to Calvert, so you need to give her a new one.

Typically, your students are in *Active status*. Active status means your students can log in to the Student application and do their assigned schoolwork, can be included in reports, and can be assigned courses. However, if you have a student who needs to take a leave of absence from his studies, you might want to change his status to *Inactive* so that another student in your family can be added to your Family subscription. When your student is in *Inactive status*, he cannot log in to Calvert, his assigned courses are not visible in the Lesson Plan, and your *Inactive student* is not available for reports. Later, you can change his status back from *Inactive* to *Active*. Because you cannot delete a student in Calvert, when your student is done with his studies, you might want to change his status to *Inactive* so that you can add another student to your Family subscription.



**Note:** If you change your student's status to *Inactive* and you add another student to your Family subscription, make sure you do not exceed three (3) active students.



**Tip:** It is a good idea before changing your student to *Inactive status* for a student who is done with his studies, that you run any reports you may need and save those reports, and then unassign courses from your student. Be aware that unassigning a course deletes all student work, so make sure you run your reports first. Then, go ahead and change his status to *Inactive*.



## Manage student information and status

1. Do one of the following:
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **Student Setup** link, and then click the [Student's name link](#).
  - On the main nav bar, click **Setup > Student Setup**, and then click the **Settings** button on the toolbar.

The **Student Settings/Student Dashboard** page appears.

2. To make changes to the student's profile, do the following:
  - a. To change their **First** or **Last** names or **Username**, enter the new information.
  - b. To change their password, enter a new password in the **Password** and **Verify Password** fields. The characters you entered appear as a series of dots and not in plain text.
  - c. To change the status of the student, under **Mark As**, select **Inactive** or **Active**.
3. Click **Save Changes**.
4. To close the view and return to your **Dashboard**, on the main nav bar, click **Home**.



**Tip:** If you changed a student's username or password, be sure to give him or her the new information.

## Manage student access to resources and activities

Your students have access to several resources and activities from their **Student Dashboard**. Resources and activities include items such as flash cards, math and vocabulary drill activities, and a periodic table. Some vocabulary activities are available in lessons.

1. Do one of the following:
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **Student Setup** link, and then click the [Student's name link](#).
  - On the main nav bar, click **Setup > Student Setup**, and then click the **Settings** button on the toolbar.

The **Student Settings/Student Dashboard** page appears.

2. Under **Student Dashboard**, for the listed resources and activities:



**Student Dashboard**

Click the Disc icon to activate or deactivate an item.  
A green checkmark indicates the item is available for the student.  
A red circle indicates the item is not available to the student.

**Geography: State Capitals**  
Memorize the state capitals using tried and true flash cards. 

[Preview](#) **Click this Preview link to see what your student sees.**

**Geography: World**  
Wouldn't it be nice to k 

[Preview](#)

**Math: Operantics**  
Practice math facts in a fun new way. 

[Preview](#)

**Math: Fact Quest**  
Learn how to find multiples of a random number. 

[Preview](#)

**Math: Times Tables**  
Practice your times tables with interactive flashcards. 

[Preview](#)

**Science: Periodic Table of Elements**  
Learn about the elements that make up this world. 

[Preview](#)

**Vocabulary Activities**  
These activities are available within some lessons.

**Flash Cards**  
Flashcards help students remember the vocabulary from a lesson. 

**Spelling Bee**  
Your student can choose from three bees to compete in a virtual spelling bee! 

- a. To see what the resource looks like and how it works, click the **Preview** link.
- b. To turn a resource and vocabulary activity on or off, click the toggle, as shown below.

Available for student to use	
Not available for student to use	

- 3. When finished, to go back to your **Dashboard**, on the main nav bar, click **Home**.

THIS PAGE INTENTIONALLY LEFT BLANK

## View and control student assignment pacing with the calendar

---

Your school calendar plays an important role for you and your students:

- As the Teacher, you see the assignments each student has assigned by the day. Students also have a school calendar, but only see their own assignments.
- As the school administrator, you set the status of "working" school days and non-school days which controls the pacing of assignments in courses assigned to your students.



**Note:** Calvert has several default non-school days already set up on your school calendar, but you can make changes as needed for your school schedule. As an example, your family is taking a two-week vacation and your students will not be working on their lessons. You can change the status of any "school days" to "non-school days" during that two-week period and Calvert will automatically adjust any scheduled, uncompleted schoolwork. That way, your students do not get behind in their schoolwork.

- You can reschedule a course or all courses for one or more of your students right from the school calendar. Rescheduling a course also controls student assignment pacing for any uncompleted schoolwork.



**Tip:** To learn more about the default school and non-school days, and how to change the status of school and non-school days, see [Change the status of school days and non-school days for course scheduling](#).

### Related topics

To better assist you with managing the pacing of your students' assignments, two other ways are available to reschedule student courses:

[Change student course schedules from your Dashboard page.](#)

[Change student course schedules from the Assigned Work page.](#)

### What's next?

[Access \(open\) your school calendar.](#)

[What you see and can do on your school calendar.](#)

[Learn what happens when you make changes to course schedules for students.](#)

[Change the status of school days and non-school days for course scheduling.](#)

[Schedule \(and clear\) school and student events and activities.](#)

[Change student course schedules from the school calendar.](#)

### Access (open) your school calendar

Two access points are available to view and manage your school calendar:

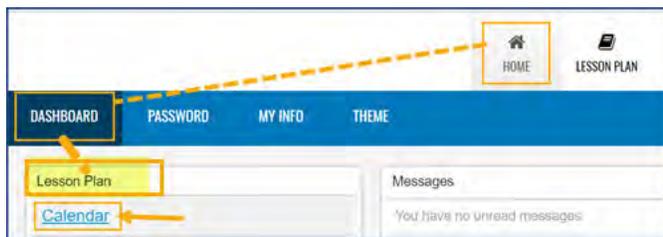
- On the main nav bar, click **Lesson Plan**, and then click the **Calendar** tab.



## What you see and can do on your school calendar



- On the **Home > Dashboard** page, in the **Lesson Plan** widget, click the **Calendar** link.



## What you see and can do on your school calendar

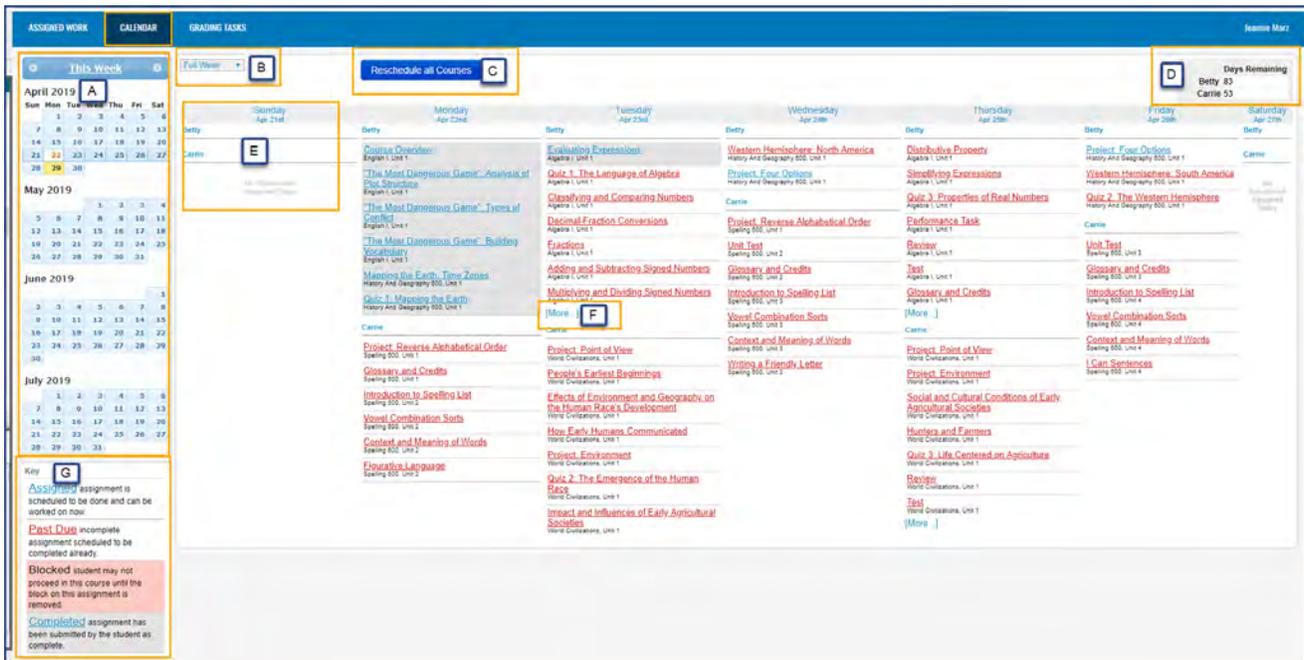
On your school calendar, you see the assignments *each* student has assigned by day for the current week. The pacing of assignments is controlled by whether or not the day has a status of "school" day or "non-school" day. By default, Calvert automatically schedules uncompleted schoolwork across the working "school" days of Monday through Friday; however, the block scheduling feature lets you select specific working school days for a course. For example, you may want to schedule your student's Science 600 course to only have schoolwork on Tuesdays and Thursdays.

### Default "non-school" days

By default, for new users, Saturday and Sunday are as automatically set as "non-school" days. This means no schoolwork can be scheduled on these days unless you change the status of every Saturday and Sunday (within your student's most future course time frame) to a "school day". Once this is done, you can then select Saturday and Sunday as working school days for a course and your students' schoolwork is automatically adjusted. If you have holidays that you do not want schoolwork to be scheduled, you can change the status of those holidays to "non-school" days.



## Calendar features and tools



Additional features and tools, identified on the calendar above, include:

Item	Feature/tool	Description
A	Multi-month calendar view	Displays a view of three to five consecutive months of a school term. Tip: The number of months you see depends on the screen resolution you have set for your monitor. You can: <ul style="list-style-type: none"> <li>Click the left arrow to see previous months or click the right arrow to see future months.</li> <li>Click any date to select it. The selected date is highlighted and the weekly calendar changes to the selected date.</li> <li>To display the current week calendar, click the <b>This Week</b> link.</li> </ul>
B	School week/ Full week toggle	Lets you toggle between the <b>School Week</b> view or the <b>Full Week</b> (Sunday through Saturday) view in the weekly calendar.
C	Reschedule all Courses button	Opens the view where you can change the start and end dates and/or working school days for all subjects for one or more students. See <a href="#">Change student course schedules from the school calendar</a> .



Item	Feature/tool	Description
D	<b>Days Remaining counter</b>	Displays the number of working school days remaining based on the earliest start date and the last (most future) end date for courses for each student. The counter excludes days designated as non-working school days, such as Saturday and Sunday, and any days you have designated as non-school days, such as holidays. If you change the status of a non-working day, such as Saturday, to a working school day and then adjust your student's schoolwork to be scheduled on Saturday, the Days Remaining counter automatically changes.
E	<b>Non-school day indicator</b>	Visually indicates if a day is marked as a Non-School Day. This is important to know if you want to do block scheduling of courses (that is, change the working school days). See <a href="#">Change the status of school days and non-school days for course scheduling</a> .
F	<b>[More...] link</b>	This link displays if all the assignments for a student cannot be shown. Click the link to open a page displaying the entire list of assignments that day.
G	<b>Assignment Key</b>	Explains what the colors on the calendar indicate so that you can easily see if assignments are: <ul style="list-style-type: none"> <li>• <b>Overdue</b> because the assignment titles <b>display in red text</b>.</li> <li>• <b>Blocked</b> because <b>pink highlighting</b> appears behind the assignment title text as shown in the example below.</li> </ul> <div style="border: 1px solid #add8e6; padding: 5px; margin: 10px 0;">  <p><b>Note:</b> A blocked assignment prevents a student from moving forward in that subject. For more information about unblocking assignments, see <a href="#">Block and unblock assignments for your students</a>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Complete</b> because <b>gray highlighting</b> appears behind the assignment title text.</li> </ul>

### Viewing and scheduling school and student events and activities

You can also see and set up school and student events or activities on the calendar. School-level events and activities are listed immediately below the day/date while individual student events and activities are listed immediately below the student's name on the date(s) of the event or activity as shown in the example below.

Monday Jun 3rd	Tuesday Jun 4th	Wednesday Jun 5th	Thursday Jun 6th	Friday Jun 7th	Saturday Jun 8th
Visit Museum			School Day	School Day	Non-School Day
School event	Student event	Betty	Betty	Betty	Betty
Carrie	Monomial Algebra I, Unit 7	Carrie Take Cooking Class	Performance Task Algebra I, Unit 7	Greece: Contributions History And Geography 600, Unit 3	Carrie
No Schoolwork Assigned Today	Long Division Algebra I, Unit 7	Context and Meaning of Words Spelling 600, Unit 17	Test Algebra I, Unit 7	Quiz 1: The Civilization of Greece History And Geography 600, Unit 3	No Schoolwork Assigned Today
	Quiz 2: Multiplying and Dividing Polynomials Algebra I, Unit 7	Homophones and Spell Check	Glossary and Credits Algebra I, Unit 7		
			Negative Exponents		

To learn more, see [Schedule \(and clear\) school and student events and activities](#).



## Change the status of school days and non-school days for course scheduling

From the school Calendar, if desired, to adjust your school schedule, you can change the status of a school day to a non-school day and change a non-school day to a school day. When the change is made for a school or non-school day, if your students have schoolwork scheduled on the day, all uncompleted schoolwork for all courses is automatically adjusted within the time frame (looking at the most future end date of a course) for all students.

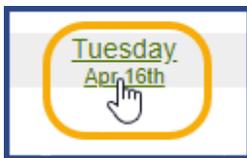
Let's say you have an out-of-town conference for three days. These three days are currently set as "school" days and you want to automatically reschedule your students' schoolwork for those three days so that your students' do not get behind with assignments. You can make those "school" days into "non-school" days and your student's schoolwork is adjusted accordingly.

### Change the status of one or more school days to non-school days

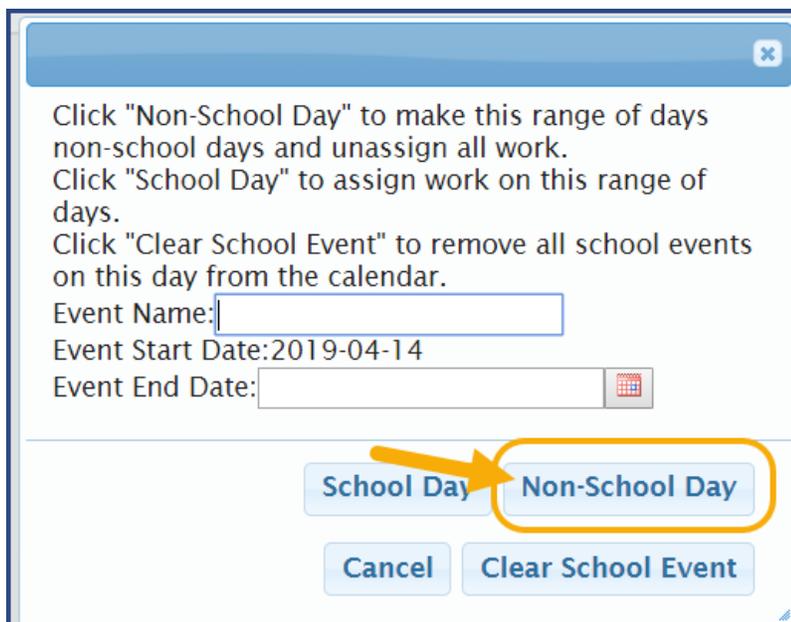
1. To open the school Calendar, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Calendar** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, click the **Calendar** link.

By default, your school calendar shows a **Full Week** of the current week. This means the week starts with Sunday and ends on Saturday.

2. Click the **day/date** link of a current school day.



3. To change the status of several days, in the **Event End Date** field, click the **calendar**  button to select the end day. Using the example of the three-day conference, select the third day on the calendar. Otherwise, just keep the selected day and do not enter an event end date for one day.
4. Click the **Non-School Day** button.





## Change the status of one or more non-school days to school days

The calendar refreshes, schoolwork scheduled on that day is adjusted, and the day(s) now show(s) as *Non-School Day* with no schoolwork assigned. Notice that the **Days Remaining** counter on the calendar changes to reflect the new number of working school days left based on the earliest start date and the last (most future) end date for courses for each student.

## Change the status of one or more non-school days to school days

1. To open the school Calendar, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Calendar** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, click the **Calendar** link.
2. Click the day/date link of a current school day.

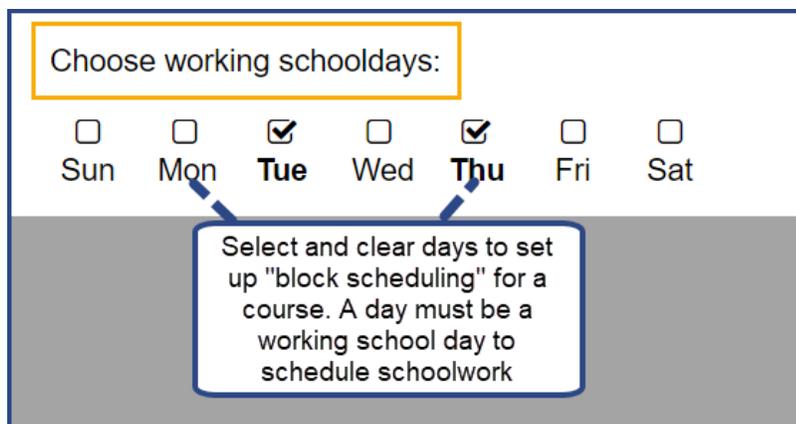


3. To change the status of several days, in the in the **Event End Date** field, click the calendar  button to select the end day. Otherwise, just keep the selected day and do not enter an event end date for one day.
4. Click **School Day**.

The calendar refreshes and the day now shows as *School Day*.

## Good to know

When changing typical non-school days (for example, Saturday and Sunday) to school days, if you want schoolwork to be scheduled, **you need to change the scheduling of the courses to select that new school day as a "working" school day.** For example, you changed the status of every Saturday within the school term to make it a working "school" day. Now, you need to reschedule the course for your student and select Saturday as a working school day for the course. See [Change student course schedules from the school calendar](#).



## Schedule (and clear) school and student events and activities

Using your school calendar, you can schedule school-level events and activities for all your students and you can schedule events and activities for an individual student. Scheduled events and activities only appear on the school calendar. The individual student(s) only sees if the day has no schoolwork scheduled on their student calendar.



When scheduling an event or activity for your school (all your students), you also have the option to make the day a non-school day (if it currently is a school day) which means for a school event, all scheduled work on that day for all students is automatically rescheduled to the next working school day and all of the following assignments are automatically adjusted. When scheduling an event or activity for an individual student, and you are changing the day to a non-school day, just that student's work is automatically adjusted.



**Note:** The **Days Remaining** counter automatically adjusts to reflect the number of working school days remaining for all your students or for an individual student based on whether or not you made the day a non-school day.



If needed, you can also clear events and activities so that the item no longer appears on the school calendar. See [Clear events and activities](#).



**Tip:** If you want to reschedule an event or activity, you must clear it first, then schedule the event or activity on the new day.

### Schedule events and activities

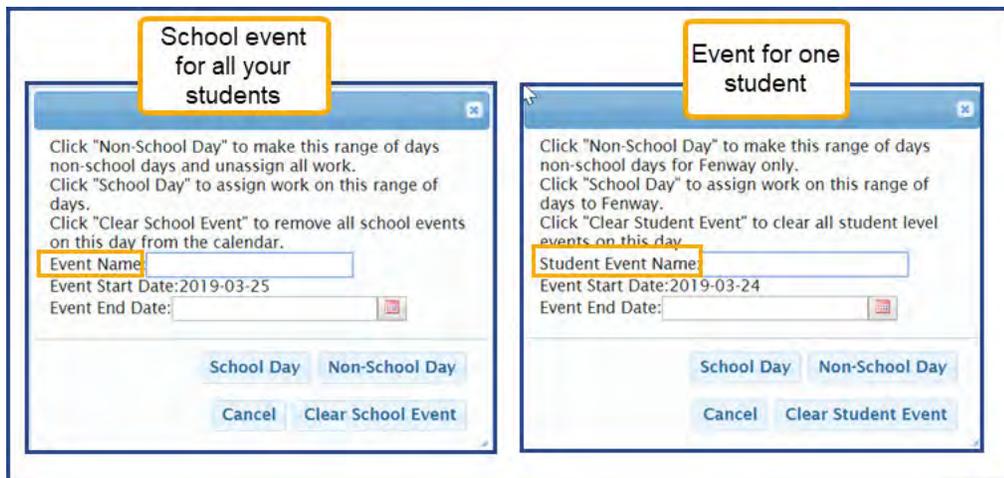
1. To open the school Calendar, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Calendar** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, click the **Calendar** link.
2. To schedule a school-level event or activity for all your students, click the **Day/date** link the event or activity begins.



Or, to schedule an event or activity for one student, click the student's name link on the first day/date for the event or activity.



3. In the dialog box that appears, enter an **Event Name** or **Student Event Name** and select the **Event End Date**.



4. Do one of the following:

- If the event or activity falls on a typical school day which has scheduled schoolwork and you want the day to be a non-school day, click the **Non-School Day** button.



**Note:** For a school-level event for all students, by changing a working school day to a non-school day, all scheduled work on that day for all students is automatically adjusted to the next scheduled working school day. For a student-level event, only the student's work is adjusted.

- If the event or activity falls on a typical non-school day, such as Sunday, and you want to make the day a school day, click the **School Day** button.



**Note:** Just by changing a typical non-school day, such as Sunday, to a working school day, all scheduled schoolwork is NOT automatically adjusted unless you change the status of that day to working school day and you change the working school days for each course for each student. To learn more, see [Change the status of school days and non-school days for course scheduling.](#)

The calendar refreshes, and depending on whether or not you selected the day to be a non-school day, student work may be adjusted accordingly.



**Tip:** Look at the **Days Remaining** counter to see the adjusted number of days.

## Clear events and activities

When clearing school-level events and activities, if the day is a working school day, all students' schoolwork is adjusted accordingly. When clearing student-level events and activities, if the day is a working school day, just that student's work is adjusted.

1. To open the school Calendar, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Calendar** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, click the **Calendar** link.
2. To clear an existing school event or activity, click the **Day/date** link with the school level event/activity.  
Or, to clear a student event or activity, click the student's name link on the day/date of the event or activity.



3. Depending on the type of event (school or student), in the dialog box that appears, click the **Clear School Event** or the **Clear Student Event** button.

The calendar refreshes and the event is no longer visible. For a cleared event on a school day, all applicable student schoolwork is adjusted accordingly.



**Tip:** Look at the **Days Remaining** counter to see the adjusted number of days.

## Change student course schedules from the school calendar

You can change the scheduling for one or all courses for one or more students using the **Reschedule all Courses** button on the school calendar. You can set up block scheduling for one or more courses by selecting the *working school days*, for example, Monday, Tuesday, and Thursday, for a course. If desired, you can change the start and end dates for one or more courses. Resetting or rescheduling a course affects uncompleted assignments only.

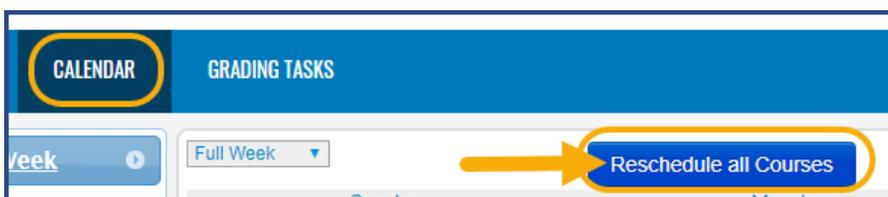


**Important:** Course schoolwork can only be scheduled on days with the status of "School Day" that you have set up on your school calendar. When you first use the Teacher application, Monday through Friday are, by default, set as school days and Saturday and Sunday are set as "non-school" days. This means that if you want to schedule schoolwork on Saturday or Sunday, you have to change the status of every Saturday or Sunday within the course time frame to a "School Day". Even if you select Saturday as a day for schoolwork when assigning a course to your student, if every Saturday is not a "School Day" on your school calendar, no schoolwork will be scheduled on that day. See [Change the status of school days and non-school days for course scheduling](#).

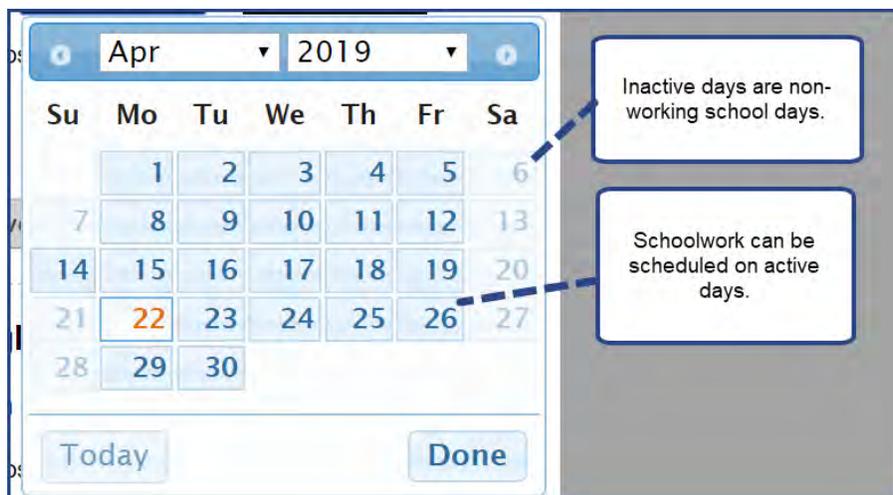


**Note:** A minimum of three (3) working school days is required for course scheduling. This means your selected Start and End dates for a course must include at least three working school days.

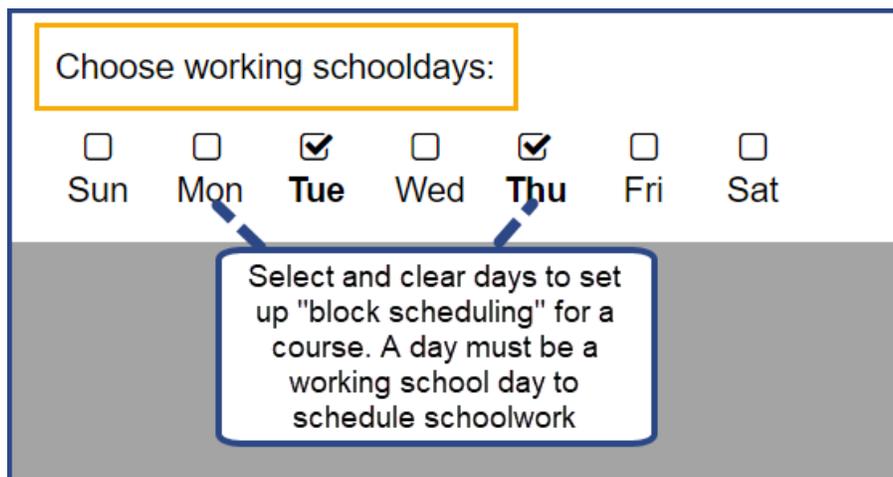
1. To open the school Calendar, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Calendar** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, click the **Calendar** link.
2. Click the **Reschedule all Courses** button.



3. If you have more than one student, select the student's name.  
The **Lesson Plan > Reschedule** page appears.
4. Do the following steps based on the changes you want to make:
  - a. To change the Start date for a course, in the **From** date field, click to display a calendar. Use the **Month** down arrow (or the right arrow after the year) and select a different month and date. Days that are not available for the student to start the course on show as inactive on the calendar. These days have the status of "non-school" days. Or, just change the **From** date.



- b. To change the End date for the course, in the second field after **to**, click to display a calendar, and select a new end date. Or, just change the existing end date.
- c. To change the working school days for the course and set up block scheduling, the original school days for the course appear as selected. To remove a selected day, click it to clear the check box, or to select an unselected day, click it to mark the check box.



- d. When you are satisfied with the changes, click **Save Changes**.
5. Follow steps 4 a - d for each course you want to reschedule for the student. To reschedule courses for another student, click their name and follow the steps again.
6. When finished, click **Home**. To see the effect of the rescheduling, on your **Dashboard**, in the **Lesson Plan** box, click the **Calendar** link.

## View and take action on assigned student work

Calvert makes it easy for you to view your students' assigned work and quickly take action when work is ongoing. For example, before your student starts working on any assignment, you can preview the assignments to see what is coming up for her and, if desired, skip a problem, add a note to a problem to provide some guidance, or maybe you want to print the assignment so that you can work on it with her.

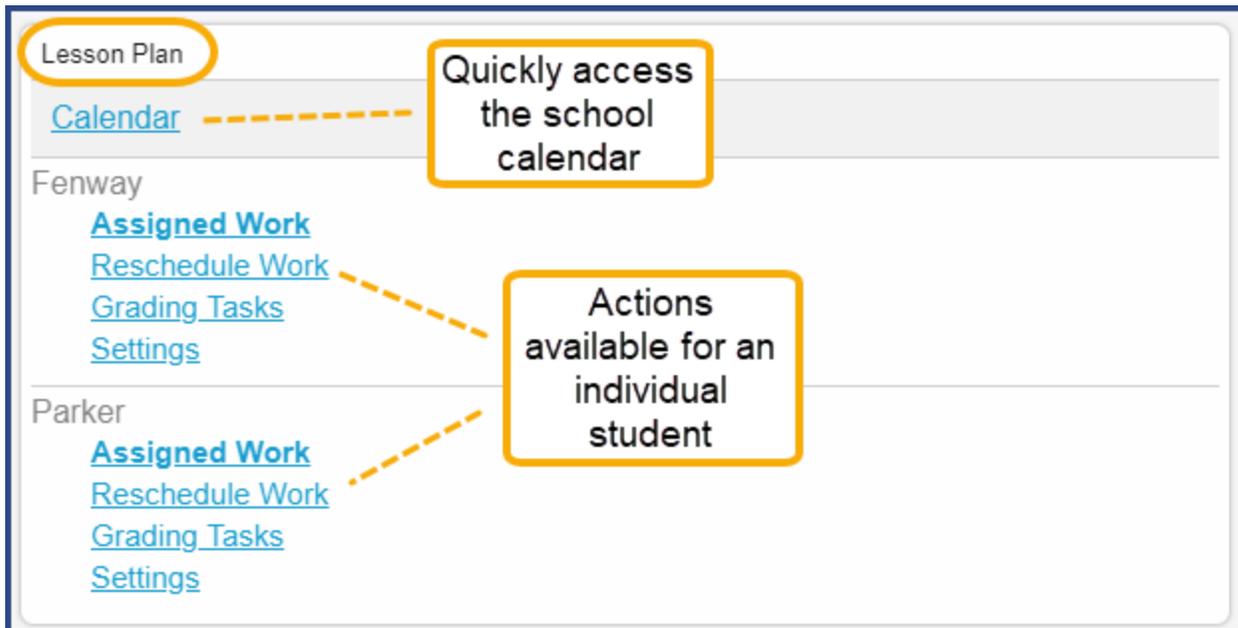
Once work is started, you can see her progress, manually grade problems requiring teacher grading to calculate the final grade, reschedule a course to change the working school days for it, reassign work, and more.

Several options are available for you to view and take action on assigned student work:

- The **Lesson Plan** button on the main navbar opens a functional toolbar containing the **Assigned Work**, **Calendar**, and **Grading Tasks** tabs.



- On your **Home > Dashboard** page, the **Lesson Plan** widget contains links where you can access the school calendar, see and take action on assigned work for students, reschedule work, perform grading tasks, and change the settings, such as the password and other assignment and grade settings, for an individual student.



### Actions you can do before work is started on assignments

[Preview instructional material in assignments to see what your students will learn.](#)

[Listen to audio version of assignments.](#)

[Unassign and assign lessons and projects.](#)

[Assign and unassign alternate quizzes and tests.](#)



Preview instructional material in assignments to see what your students will learn

[Print assignment text, problems and answers.](#)

[Mark problems as Teacher Skipped in assignments.](#)

[Block and unblock assignments for your students.](#)

## Actions you can do after work is started on assignments

[View student progress in assigned work.](#)

[Manually grade problems in submitted assignments.](#)

[View and take action on problems your student skipped.](#)

[Assign teacher skipped problems in assignments.](#)

[Save student work \(answers\) and reassign essay and paragraph problems.](#)

[Clear student work \(answers\) and attempts and reassign problems.](#)

[Clear student work on completed assignments.](#)

[Change student course schedules from the Assigned Work page.](#)



**Tip:** Open the Student application using your student's username and password to see what your student sees for her assignments. Take a look at the student online Help or open the *Student User Guide* to learn more.

## Preview instructional material in assignments to see what your students will learn

Let's preview a student assignment and see what your student can expect. First, you should know how most Calvert lessons are structured. A typical lesson structure has these items:

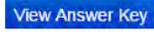
Section	Description
<b>Introduction</b>	The Introduction may have text to read, a picture, video, slide show, audio file, or some combination of these.
<b>Objectives or Goals</b>	Explains what the student should know when they have completed the lesson. Students should get in the habit of returning to the objectives when they finish their lesson and make sure they can do what the objectives say.
<b>Vocabulary words and games</b>	<p>Most lessons have one or more vocabulary words used in the lesson. The student should become familiar with all of these words. Each vocabulary word is recorded.</p> <ul style="list-style-type: none"> <li>Students can click the <b>Play</b>  tool to hear the word.</li> </ul> <p>Below the list of words there are often spelling and vocabulary games as well as flash cards to help with this.</p> <p>Look for the <b>Vocab Arcade</b>  tool.</p>
<b>Lesson body</b>	Contains the lesson material. Typically, lesson bodies are broken up into multiple sections. Be sure students read all sections of the lesson.

In the Teacher assignment view, the lesson is in the top section of the page and problems are displayed in the lower section of the page. However, in the Student assignment view, students toggle between the lesson content and the problems by clicking the **Read** and **Questions** buttons on the assignment toolbar.

We'll look at the same lesson in both the Teacher assignment view and the Student assignment view.



## Teacher assignment view of a lesson

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.
4. Click the blue **View Answer Key**  button to open the assignment.

**CLASSIFYING AND COMPARING NUMBERS**

In the past, you have explored numbers and the various sets of numbers. Here we will review some of those sets and also look more closely at the set called the real numbers.

**OBJECTIVES** F

- Classify a real number as natural (counting), whole, integer, rational, or irrational.
- Compare and order real numbers and graph them on the number line.
- Name the additive inverse of a given number.
- Recognize the sums of rational and irrational numbers as rational or irrational.
- Recognize the products of non-zero rational and irrational numbers as rational or irrational.

**VOCABULARY**

**additive inverse** the opposite or negative of a number; the sum of a number and its additive inverse is zero

**integer** a number belonging to the set made up of the whole numbers and their opposites

**Match the vocabulary word to its correct definition.**

1. the opposite or negative of a number; the sum of a number and its additive inverse is zero

2. a number belonging to the set made up of the numbers that are used to count: 1, 2, 3, and so

a number belonging to the set made up of zero and the natural numbers whole number

a number belonging to the set made up of the numbers that are used to count: natural number

Allow this problem to be skipped: Teacher Skip

To print Answer Key: Print Problems Answer Key

To print blank problems: Print Problems Blank

Question Feedback J

## Available tools and features

In the Teacher assignment view, tools (buttons) and information identified by items above include:



Preview instructional material in assignments to see what your students will learn

Item	Feature/tool	See...
A	<b>Speak as</b> audio tool and player. Lets you listen to assignment text being spoken.	<a href="#">Listen to audio version of assignments.</a>
B	<b>Lesson Feedback</b> button. Click it to provide feedback to the Calvert Team about the lesson.	<a href="#">Send feedback to the product team.</a>
C	Section numbers. The indicator shows you the section you are currently viewing. Click a number to see the contents of other sections. <b>Note:</b> Not all assignments have multiple sections, for example, quizzes and tests do not have any sections.	
D	<b>Return to Assignments</b> button. Closes the view and returns you to the <b>Lesson Plan &gt; Assigned Work</b> page.	
E	<b>Print</b> button. Allows you to print the assignment text.	<a href="#">Print assignment text, problems and answers.</a>
F	Assignment instructional content section.	
G	Questions (problems) section and question numbers. Click a question (problem) number to view the content of the question. Or, click the Previous and Next buttons to go back one problem or forward to the next problem.	
H	<p><b>Notes</b> button. Lets you add one or more notes to a specific problem in the assignment. Your student sees the problem note and can respond.</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p> <b>Tip:</b> For a lesson in progress, if the Notes button looks like this  with a red circle and number, it means your student added a note to the problem for you to read.</p> </div>	<a href="#">Provide help or other guidance using problem notes.</a>
I	<p>Yellow Teacher tasks box containing various tools/buttons for assignments that have not been started:</p> <ul style="list-style-type: none"> <li>• <b>Teacher Skip</b> button. Click it to skip a selected problem. The student will not have to do the problem.</li> <li>• <b>Print Problems Answer Key</b> and <b>Print Problems Blank</b> buttons. Lets you print assignment information.</li> </ul>	<a href="#">Mark problems as Teacher Skipped in assignments.</a> <a href="#">Print assignment text, problems and answers.</a>
J	<b>Question Feedback</b> button. Click it to provide feedback to the Calvert Team about issues or comments on questions/problems.	<a href="#">Send feedback to the product team.</a>

5. When finished with the preview, to close the assignment, click the **Return to Assignments**  button.

### Student view of the same lesson

Your student has several ways to open a lesson in the Student application:

- From the **Home > Schoolwork** page, in the **Assignments** list, clicks the assignment title.
- On the **Calendar**, clicks the available assignment title.
- On the **Learn > Assignments** page, clicks the assignment title.



The Lesson section of the assignment opens first. Note that the **Read** button (item A below) is active on the assignment toolbar. The **Read** button being active displays all the sections of the assignment that your student must read to answer the questions.

- To read each section, the student clicks the **Read Next Section** button at the bottom of the lesson section or clicks the section number at the top of the lesson section (B).
- Several built-in print and audio tools (C) are available to students in assignments.



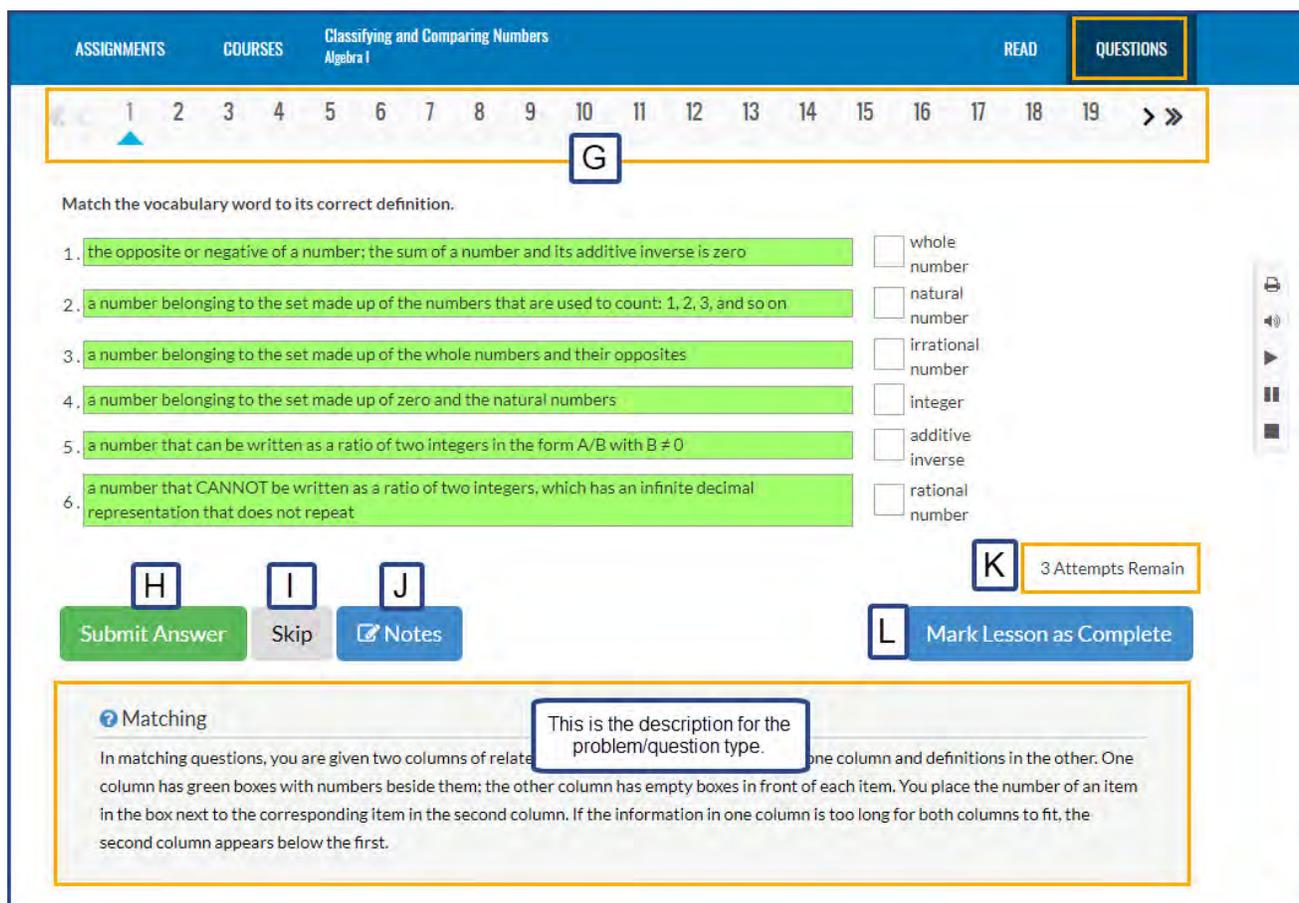
Preview instructional material in assignments to see what your students will learn

Tool	Description
	Print tool: <ul style="list-style-type: none"><li>Lets students print their lessons, but not the questions.</li></ul>
	Text-to-speech tool: <ul style="list-style-type: none"><li>Allows students to have assignment text or a section of text read out loud to them by a selected speaker. The audio tools below it control the playback (start and stop) of the selected text.</li></ul>

- A **Vocabulary Play** button (D) lets your student hear the vocabulary word being said aloud.
- Some lessons include a **Vocab Arcade** game (E) to help your student learn the vocabulary words.
- After reading each section, or while in a section, your student can click the **Work on Questions** button (F) (or click the **Questions** tab on the toolbar) to work on the questions (problems) associated to the section. The next section explains what your student sees when answering questions.

## Student tools and features for answering questions

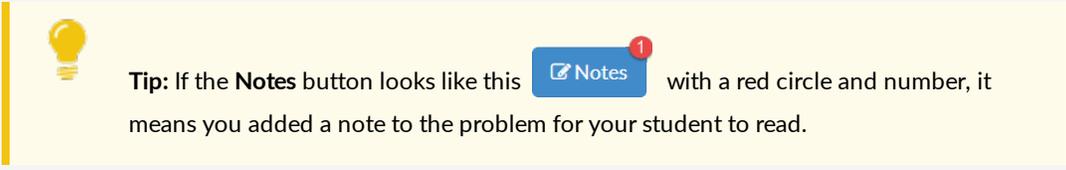
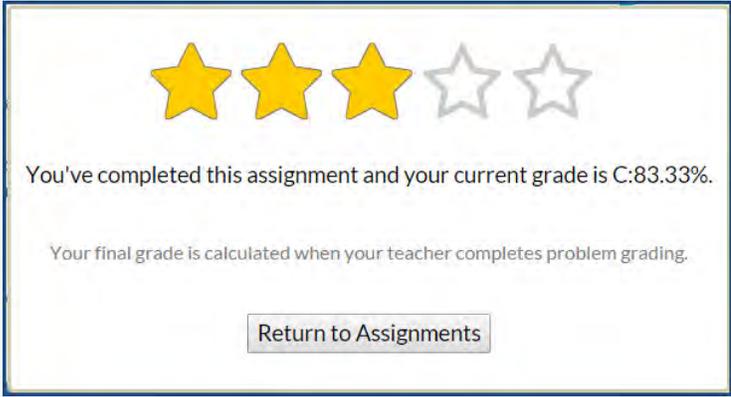
Your student can click a question number (item G below) to read the question and attempt to answer it. Each question (problem) has an explanation of its problem type and how to complete the problem. For more information about the problem types, see [Learn about assignment problem types](#).



The screenshot shows a student interface for a matching question. At the top, there are navigation tabs: ASSIGNMENTS, COURSES, and a specific course titled "Classifying and Comparing Numbers Algebra I". On the right, there are tabs for "READ" and "QUESTIONS". Below the navigation is a question list with numbers 1 through 19. Question 10 is highlighted with a blue box labeled "G". The question text is: "Match the vocabulary word to its correct definition." Below this are six numbered items with green boxes containing definitions. To the right of these items are six empty boxes for selecting the correct vocabulary word: whole number, natural number, irrational number, integer, additive inverse, and rational number. At the bottom of the question area, there are buttons for "Submit Answer" (labeled H), "Skip" (labeled I), "Notes" (labeled J), and "Mark Lesson as Complete" (labeled L). A "3 Attempts Remain" indicator (labeled K) is also present. Below the question area, there is a "Matching" section with a description: "In matching questions, you are given two columns of related items. One column has green boxes with numbers beside them; the other column has empty boxes in front of each item. You place the number of an item in the box next to the corresponding item in the second column. If the information in one column is too long for both columns to fit, the second column appears below the first." A blue box labeled "L" points to this description.

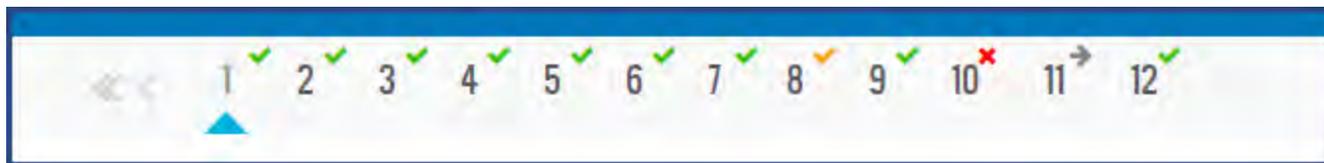


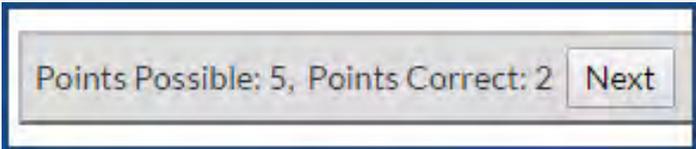
Other tools and buttons (identified above) for your students include:

Item	Feature/tool
H	<b>Submit Answer</b> button. To have their answer graded, the student must click the <b>Submit Answer</b> button.
I	<b>Skip</b> button. This button appears if you have enabled the <b>Allow Skip Problem</b> setting for assignments, quizzes, and or tests at the school, student or subject level. Students can click the <b>Skip</b> button and provide a reason why they want to skip the problem. You will see their reason when you look at the completed assignment. See <a href="#">View and take action on problems your student skipped</a> .
Not shown	<b>Next Question</b> button. Your student sees the <b>Next Question</b> button after answering a question. Your student clicks the <b>Next Question</b> button to easily move through the problems.
J	<b>Notes</b> button. Lets your students write a problem note to you and you can respond. 
K	An indicator shows the student the number of attempts remaining for the problem. <b>Tip:</b> You can set problem attempts at the school, student, and subject level.
L	<b>Mark Lesson as Complete</b> button. To submit the assignment for grading, the student clicks the <b>Mark Lesson As Complete</b> button. Calvert then provides a visual indicator to the student of their current grade for the assignment. 

### Answer feedback your student sees

For most lessons, an indicator appears associated with each question number as well as information about the answer and, depending on the type of problem, lets the student know the number of attempts remaining. For quizzes and tests, for your student to see the answer feedback indicators, you need to enable the "Immediate answer feedback" setting. For more information about this setting, see [Customize and reset school Quiz and Test settings](#).



Indicator	Means...
Black question number, no indicator	Question has not been answered. Or, the question was reassigned by the teacher and must be answered again.
Green check mark	Answer is correct.
Red "x"	Answer is incorrect and the student has no attempts remaining.
Orange check mark	Answer is incorrect and the student <i>may have</i> attempts left to change their answer. Depending on the type of problem, you may see an message telling you the number of points possible for the answer and the number you have correct.  
Gray arrow	Question has been skipped by the student because the "Allow skip problem" setting has been enabled for assignments (and possibly for quizzes and tests).

## Provide help or other guidance using problem notes

You can provide help or other guidance for a problem in a student assignment. For example, you know your student struggles with her math lessons. You can add a note containing some helpful guidance or a tip. You can add one or more notes to a selected problem in the assignment. When your student logs in to the student application, a message alert in her Message Center **Inbox** lets her know you added a note. A link in the message lets your student easily get to the note.

Your student(s) can write notes to you when working assignment problems as well as respond to notes you have sent. When your student adds a problem note or responds to a note you sent, if the school **Notifications** setting "Problem Note / Message Center E-mails", is enabled (turned ON), you get an external email alert with a link to the problem note. This type of notification is sent to the external email address for the Teacher. For more information about the school **Notifications** setting "Problem Note / Message Center E-mails", see [Customize, reset, and disable school Notifications settings](#).

You also get a new message in your Message Center **Inbox** with the subject "[Student name] posted a new problem note" which lets you know that your student sent you a problem note. A link in the message lets you easily open the note and read and respond to it. For more information about the internal message center, see [Communicate with your students using internal messaging](#).

A red indicator and count on the **Notes**  button appears when viewing a problem that has a student note. When you see that indicator, you can read the note and respond to it.

If you change your mind about the contents of a problem note, you can easily delete it.



## What you should know about problem notes

- Problem notes are allowed for active, open courses. Once a course becomes closed (i.e. all assignments are graded), existing problem notes can be viewed, but additional notes and comments cannot be added for a problem.
- Problem notes are unavailable to be viewed by students for blocked, unassigned, or future (not scheduled to be worked) assignments.
- When adding problem notes to quiz or test problems, when your student attempts to open the note, one of two conditions are in effect:
  - If the quiz or test has already been completed, the note cannot be opened.
  - If the quiz or test is the next assignment due, the student is asked to start the quiz or test first.

## What you would like to do?

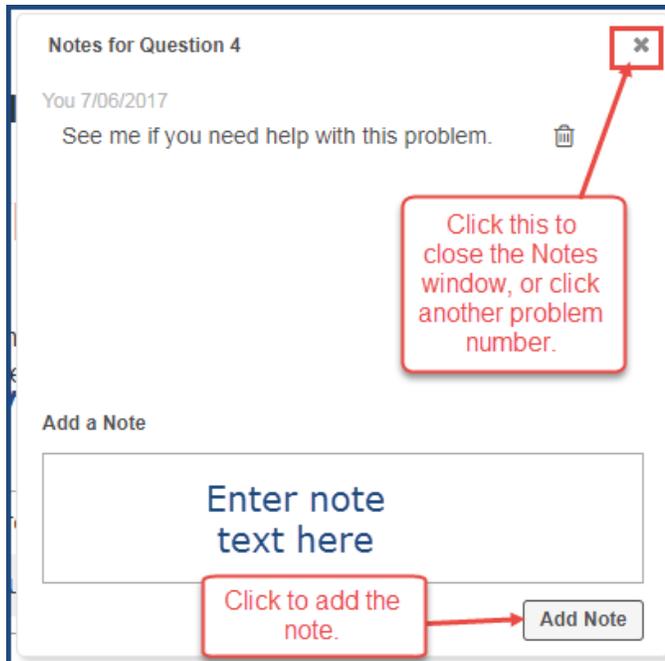
[Write problem notes to your students.](#)

[Read and respond to problem notes from your students.](#)

[Delete problem notes.](#)

## Write problem notes to your students

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.
4. Click the blue **View Answer Key**  button to open the assignment, or click the [Problem number](#) in the assignment list to go directly to the problem which requires a note.
  - If you opened the assignment, in the **Questions** section, click the problem number.
5. Click the **Notes**  button.
6. In the **Notes for Question [number]** page, in the **Add a Note** text box, enter your note, and then click the **Add Note** button. If desired, continue adding notes to the problem. If you are finished, click the **Close X**, or click another problem number.



Your student receives a new message in her Inbox with the subject "**Teacher posted a new problem note**" alerting her about the note as well as the red indicator and count on the student **Notes**  button. If your student opens the problem note and sends a response, you get a message in your Inbox. See [Read and respond to problem notes from your students](#).

### Read and respond to problem notes from your students

Your student(s) may send problem notes' messages to you which you can read and respond to. Also, your student(s) may send a response to a problem note message you sent earlier. You have several ways to read and respond to a problem note.

1. Do one of the following:
  - If you have the school **Notifications** setting "Problem Note / Message Center E-mails", enabled (turned ON), when you receive the email notification, click the link to go directly to the problem requiring your attention.
  - If you are working in Calvert, on your **Home** page, in the **Messages** box, click the message with the subject "**[Student name] posted a new problem note**" to open it. The message contains the details about the assignment as well as the contents of the note. To open the assignment and respond to the problem note by adding your own comments, click the [Click here](#) link.



INBOX CREATE MESSAGE **VIEW**

**From:** Dave Wise  
**To:** Amy Wise  
**Sent:** 2019-06-12 14:45:19  
**Read:** 2019-06-12 14:45:39  
**Subject:** Dave posted a new problem note

Reply Delete Forward To: -Choose- ▾

A new note was p...ention.

**Course:** History a  
**Unit:** 1: OUR EAR  
**Lesson:** Maps  
**Problem:** 1  
**Note:** Can you help me with this lesson

[Click here](#) to open the note and respond.

**Teacher problem note message contents with link to problem**



**Tip:** When viewing student problems, you can also look for the red indicator with a count on the **Notes**  button which means the problem contains a new note.

The assignment opens in the Teacher Assignment view and the **Notes** window displays the note contents. Once you open the **Notes** window, the count in the red indicator on the **Notes** button decrements or disappears if there was only one new note.

2. To respond to the note, write your comments in the text box, and then click **Add Note**.
3. If you are finished writing comments, click the **Close X** to close the **Notes** window.
4. To add a note for your student to another problem, click the problem number, and then click the **Notes** button. Or, if you are done adding notes for the assignment, click the **Return to Assignments**  button.

## Delete problem notes

As the Teacher, you can delete one or more notes you or your students(s) added to problems.

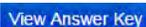


**Note:** When deleting a problem note entered by a student, the note is also removed in the Student application.

To delete a problem note:

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.



4. Click the blue **View Answer Key**  button to open the assignment, or click the [Problem number](#) in the assignment list to go directly to the problem.
  - If you opened the assignment, in the **Questions** section, click the problem number.
5. Click the **Notes**  button.
6. In the **Notes for Question [number]** page, all notes for the problem are displayed. For the note you want to delete, click the **Delete**  tool. The note's text is erased. If desired, continue deleting notes for the problem or adding notes (see [Write problem notes to your students.](#))
7. When finished, to close the notes page, click the **Close X**, or click another problem number.

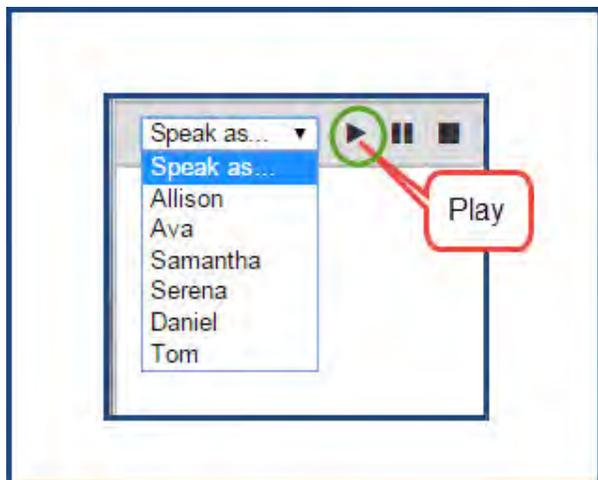


**Tip:** You can also delete a problem note you received from a student (or sent to a student) by opening the email message containing the problem note link. You click the link to open the note, and then click the **Delete**  tool for the note.

## Listen to audio version of assignments

You can listen to a person (speaker) read an audio version of assignment text. This text-to-speech feature works with assignment text only. To use this feature, you need to have an audio (sound) feature enabled on the computer you use to access the application.

1. Open an assignment.
2. To select a person (speaker), click the **Speak as** list, and select a name.



3. To listen to the entire text, click the **Play** tool next to the **Speak as** list. Or, if you want to listen to selected text, highlight the text in the assignment, and then click the **Play** tool.

As the speaker reads the text out loud, the text is highlighted in yellow and the word being spoken is highlighted in blue and bold text so that you can see the words being spoken as shown in this example.



**HISTORY & GEOGRAPHY**

**HISTORY AND GEOGRAPHY 601: WORLD GEOGRAPHY**

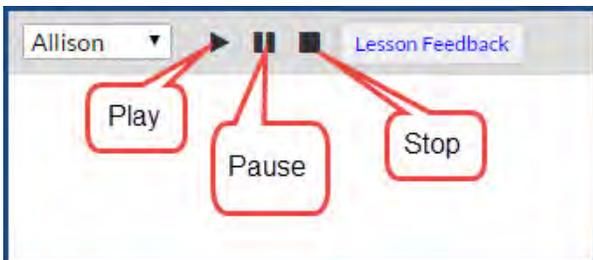
**LATITUDE AND LONGITUDE**

**Teacher Only**

An overview of this unit is available in the Reference **section**.

Geography is the study of the earth; its surface, climate, continents, countries, peoples, industries, and products. In this lesson, you will learn about longitude and latitude.

4. Use the audio player tools to pause, stop, or play the audio speaking.



## Unassign and assign lessons and projects

By default, in most units, lessons and some projects are already assigned so that when your student has completed the prior assignment, the next one is ready. However, if desired, you can unassign lessons and projects within a unit as long as the assignment work has not been completed. You may want to do this if you do not want your student to work on these assignments.



**Note:** Once a lesson or project is in the "Unassigned" state, the assignment is not included in the points totals and grades for the unit and course score.

You can also change the start date for a lesson or project, and, change the due date for a project.

To unassign, assign, and change the start date or due dates for lessons and projects:

1. Do one of the following to open a student assignment:



- On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
  3. Click the **expand**  tool again next to the unit name to display the assignment view.



**Important:** When assigning lessons or projects, you need to select a start date that is a working school day for the student. For projects only, you need to select a due date that is a working school day for the student. For more information, see [Change the status of school days and non-school days for course scheduling](#).

4. Complete the steps for the action you want to complete.

I want to...	Do the following...
<b>Unassign a lesson or project</b>	<ol style="list-style-type: none"> <li>a. Select the assignment in the subject tree.</li> <li>b. Click the <b>Unassign Lesson</b> button.</li> <li>c. Confirm you want to unassign the lesson or project.</li> </ol> <p>The page refreshes and the lesson or project is now <b>highlighted in the color gold</b> in the subject tree to indicate that it is unassigned.</p>
<b>Assign a lesson</b>	<ol style="list-style-type: none"> <li>a. Select the assignment <b>highlighted in the color gold</b> in the subject tree.</li> <li>b. Click the <b>Assign</b> button.</li> <li>c. Click in the field to select a start date that is a working school day, or keep the default date of today's date.</li> <li>d. Click <b>Set Date</b>.</li> </ol>
<b>Assign a project</b>	<ol style="list-style-type: none"> <li>a. Select the assignment <b>highlighted in the color gold</b> in the subject tree.</li> <li>b. Click the <b>Assign</b> button.</li> <li>c. In the <b>Start date</b> field, click to open a calendar and select a start date that is a working school day, or keep the default of today's date.</li> <li>d. In the <b>Due date</b> field, click to select a due date that is a working school day from the calendar.</li> <li>e. Click <b>Assign Project</b>.</li> </ol>
<b>Change the start date for a lesson</b>	<ol style="list-style-type: none"> <li>a. Select the lesson in the subject tree.</li> <li>b. Click <b>Unassign Lesson</b>.</li> <li>c. Select the lesson again in the lesson tree, and then click the <b>Assign</b> button.</li> <li>d. Click in the field to select a start date that is a working school day, or keep the default date of today's date.</li> <li>e. Click <b>Set Date</b>.</li> </ol>



I want to...	Do the following...
Change the start and/or due date for a project	<ol style="list-style-type: none"><li>Select the project in the subject tree.</li><li>Click <b>Unassign Lesson</b>.</li><li>Select the project again in the lesson tree, and then click the <b>Assign</b> button.</li><li>Select new Start date and Due dates for the project.</li><li>Click <b>Assign Project</b>.</li></ol>

- Click **Close** to close the confirmation window.

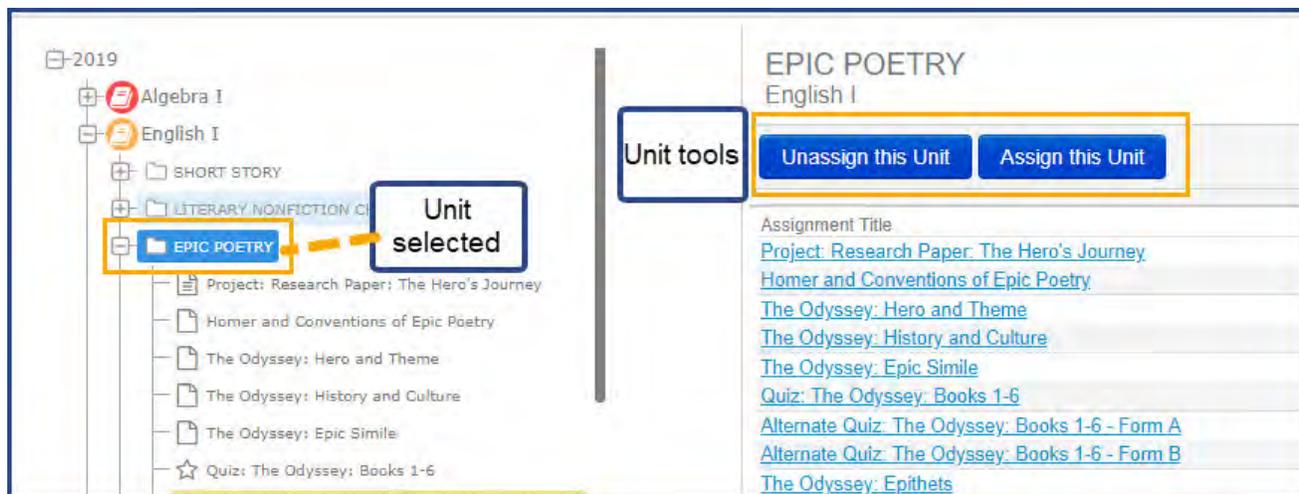
## Unassign and assign units

By default, all units in a course are automatically assigned when the course was assigned to your student. However, you can unassign an entire unit, and later if you want to, you can assign a unit that has not yet been assigned to your student. When a unit is unassigned, if any assignments have been completed, those grades count towards the course score. Unassigned units with no completed assignments do not count towards the course score.



**Note:** When an unassigned unit is assigned, the due date for each project in the unit is the due date of the last assignment in the respective unit. Additionally, when an unassigned unit is later assigned to a student, all types of assignments, **including alternate quizzes and tests**, are automatically assigned to your student. You may want to unassign these types if you do not want your student to take them because these alternate types do affect the unit score. See [Assign and unassign alternate quizzes and tests](#).

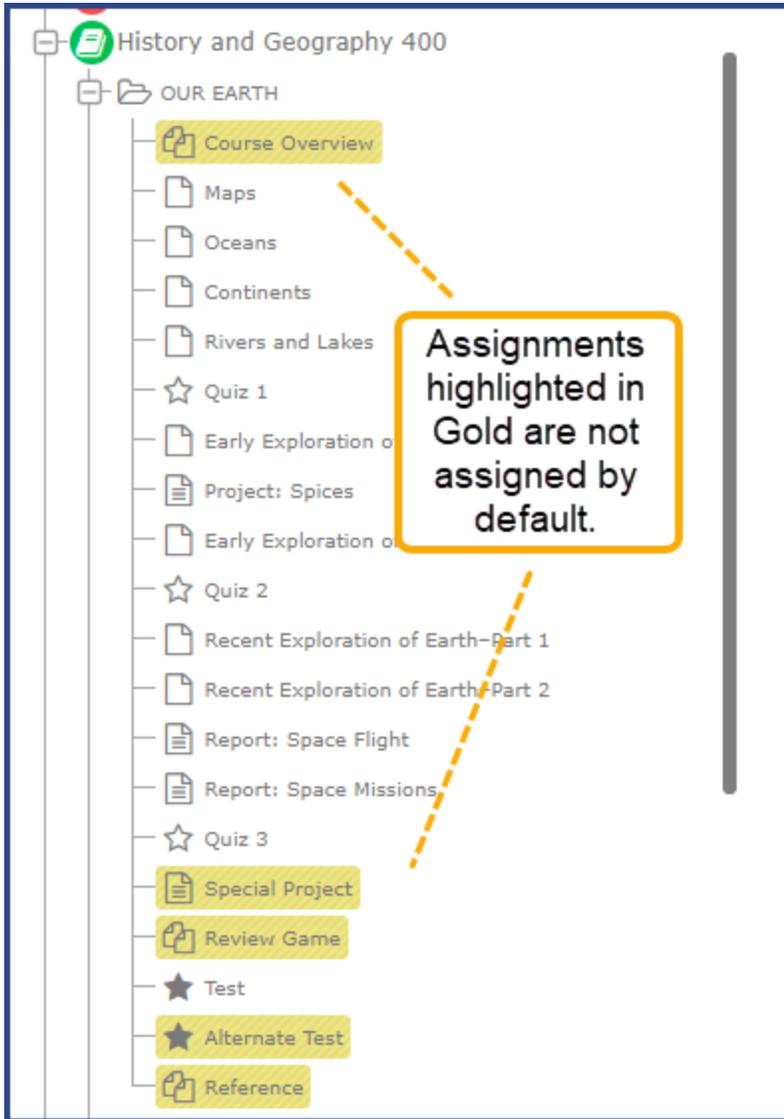
- Do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
- If you have more than one student, select the name, and then click the **expand**  tool next to a subject name to display the units.
- In the subject tree, select the unit, and then do one of the following actions:
  - To unassign the entire unit, click the **Unassign this Unit** button. The page refreshes and all assignments are now highlighted in the color gold.
  - To assign the unit, click the **Assign this Unit** button. The page refreshes and all assignments, **including alternate quizzes and tests and any special projects, are automatically marked as assigned**. This means your student must complete these assignments unless you unassign them.



## Assign and unassign alternate quizzes and tests

A course unit contains lessons, projects, quizzes, and tests as well as other types of assignments, such as Course Overview, Special Project, Review Game, Alternate Quiz, Alternate Test, and Reference. To learn more about all the assignment types you might see in the courses, see [Learn about course structure and assignments](#).

By default, these other assignment types are not assigned to your student(s). Assignments not assigned by default in the unit are **highlighted in the color gold** when you look at the unit in the course structure as shown in the example below.



Even though the Course Overview, Review Game and Reference assignments are not assigned, these non-default types can be opened by your student from his **My Schoolwork** page at any time. These non-default types cannot be assigned and unassigned by you. However, the Alternate Quiz, Alternate Test, and Special Project assignments are available for you to assign to your student as needed. Likewise, once assigned, it can be unassigned.

The following steps explain how to assign and unassign an alternate quiz or test. Assigning and unassigning a Special Project is a little different, so see [Assign essays or projects as Special Projects](#).

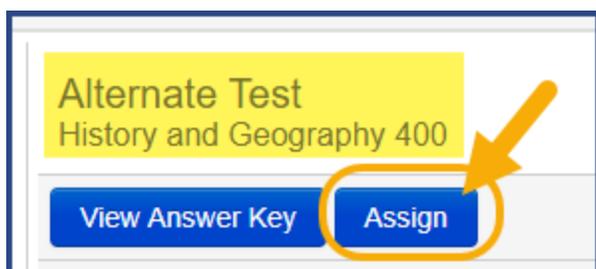
### Assign alternate quizzes and tests



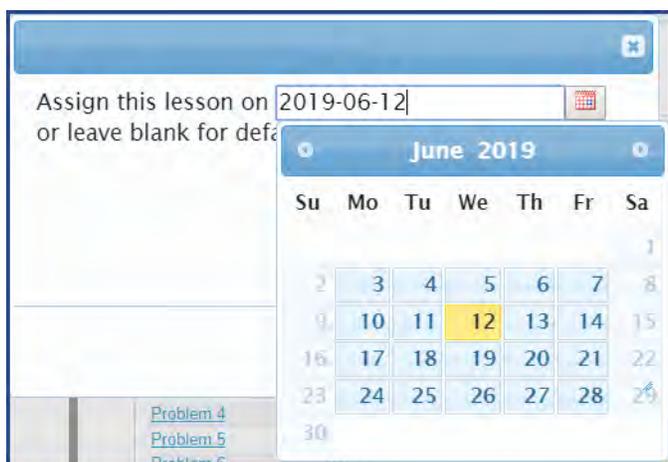
**Note:** When you assign an alternate quiz or test to your student, the grade retained and used to calculate the unit and course score is the *average* of the quizzes and tests for the unit. The only way for the alternate quiz or test score to replace the regular quiz or test score is for you to unassign the regular quiz or test before the student takes it and keep the alternate quiz or test assigned. You unassign a regular quiz or test just like you unassign a lesson. See [Unassign and assign lessons and projects](#).



1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.
4. Click the **Alternate Quiz** or **Alternate Test** (highlighted in the color gold) in the subject tree.
5. Click the **Assign** button.



6. From the calendar that appears, select the **Start date**. It must be an available working school day. Unavailable school working days appear as dimmed on the calendar. Or, if desired, leave the Start Date blank to use the default date. Click the **Set Date** button.



7. On the confirmation message, click **Close**.

The gold highlighted color is removed from the Alternate Quiz or Alternate Test in the unit and the **Unassign Lesson** and **Block Lesson** buttons appear next to the **View Answer Key** button for the selected assignment.



### Unassign alternate quizzes and tests

1. Expand the unit in the subject tree to see the assignments.
2. Select the **Alternate Quiz** or **Alternate Test** in the subject tree. The item will not have any highlighting.
3. Click the **Unassign Lesson** button.



4. On the confirmation message, click **Close**.  
In the subject tree, the Alternate Quiz or Alternate Test now has **gold highlighting** to indicate it is not assigned.
5. (Optional) If you had unassigned the regular quiz or test for the unit, you may want to go back and assign it again so that it counts towards the unit score. Use the same process as assigning a lesson. See [Unassign and assign lessons and projects](#).

### Print assignment text, problems and answers

As the Teacher, you have several printing options. You can:

- Print assignment text and images.
- Print problems with the answer key for uncompleted assignments.
- Print problems with student answers for completed assignments.
- Print the problems without the answers.



**Note:** Problem notes cannot be printed.

To print, you need a printer connected and configured on the computer you use to access Calvert.



**Tip:** Depending on the browser you use for Calvert and other software you may have installed, you may be able to save the print job as a pdf, save it to different destination(such as your Google® Drive™ if you use Google® Chrome™), right-click the print preview page and do a Save as to save it as a web page (html file), and more.

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.



2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.
4. Click the assignment title to open the assignment and access the print tools.
5. Use one of print options for the assignment contents and problems.



**Tip:** If the selection has a video, you see a white space on your printed page where the video is in the lesson.

I want to...	Do the following...
<b>Print text and images in the selected section of the lesson</b>	<ol style="list-style-type: none"> <li>a. Click the <b>Print</b> button located in the upper right of the lesson section. A separate browser window appears showing the lesson contents.</li> <li>b. Click <b>Print</b>.</li> <li>c. If finished, click the <b>Done Printing</b> button.</li> </ol>
<b>Print another section</b>	<ol style="list-style-type: none"> <li>a. Click the <b>Previous</b> button to go to that section.</li> <li>b. Click the <b>Print Again</b> button.</li> <li>c. If finished, click the <b>Done Printing</b> button.</li> </ol>
<b>Print a lesson that has not been started by the student</b>	<ol style="list-style-type: none"> <li>a. To print the problems with the answers, in the yellow Teacher tasks box, click the <b>Print Problems Answer Key</b> button.</li> <li>b. When the window appears, click the <b>Print</b> button.</li> </ol>
<b>Print a completed assignment with student answers</b>	<ol style="list-style-type: none"> <li>a. In the yellow Teacher tasks box, click the <b>Print Problems Review</b> button.</li> <li>b. When the window appears, notice that the date completed and the student's grade is displayed. Click the <b>Print</b> button to proceed with printing.</li> </ol>
<b>Print a completed assignment without student answers</b>	<ol style="list-style-type: none"> <li>a. In the yellow Teacher tasks box, click the <b>Print Problems Blank</b> button.</li> <li>b. When the window appears, click the <b>Print</b> button.</li> </ol>

6. When finished, click **Cancel** to close the window.
7. When finished printing, to close the assignment, click the **Return to Assignments**  button.

## Mark problems as Teacher Skipped in assignments

As the Teacher, you can open a student's assignment and mark problems (questions) as "Teacher Skipped" so that the student does not have to complete the problem. Skipped problems are set to zero (0) points and are not counted towards the assignment grade.

Later, if you decide to, you can mark the problem as "Assigned" which places it back in the student's lesson to be completed. For more information, see [Assign teacher skipped problems in assignments](#).



**Note:** As the Teacher, you can also allow your students to skip questions (problems) on their own if you feel they may be unable to answer the questions. The **Allow skip problem** setting is available at the school, student, and subject level and can apply to assignments, quizzes, and/or tests. The student must provide a reason for skipping the problem. Skipped problems are a zero grade until you decide how to handle them. Student skipped problems can be viewed by you when the assignment is complete. See [View and take action on problems your student skipped](#).

To mark a problem as skipped:

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.
4. In the assignment's problem list to the right, click the **Problem** link for the problem that you want to skip.
5. In the **Questions** section, in the yellow Teacher tasks box to the right, click the **Teacher Skip** button.



Hide Questions

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Previous Next

View Correct Answer Notes

Find the value of the expression below.

$$\frac{8(15-4)}{4^2 - 5}$$

Betty Marz has not attempted this problem yet.  
To clear all attempts and reassign: Clear

Allow this problem to be skipped: **Teacher Skip**

To print all problems with Student answers: Print Problems Review

To print all problems blank: Print Problems Blank

6. Click **OK** to confirm.

The Teacher tasks box now shows that the **Teacher Skip** button has been replaced by an **Assign** button, the problem number changes to the color **pink**, and text appears stating that the problem has been skipped by the teacher.



7. To continue skipping problems in the assignment, click another problem number, and then click the **Teacher Skip** button again.

Or,

If you are finished, click the **Return to Assignments** [Return to Assignments](#) button.

The assignment's problem list now shows an indicator  icon in the **Teacher Skipped** column for the problem as shown in the example below.



### Quiz 1: The Language of Algebra

Algebra I

Betty Marz  
04/22/2019

[View Answer Key](#) [Unassign Lesson](#) [Block Lesson](#)

Type: Quiz  
Start Date: April 23rd, 2019  
Due Date: April 23rd, 2019  
Date First Accessed: Not Accessed

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	0/4							
<a href="#">Problem 2</a>	0/1							
<a href="#">Problem 3</a>	0/1							
<a href="#">Problem 4</a>	0/1							
<a href="#">Problem 5</a>	0/1							
<a href="#">Problem 6</a>	0/1							
<a href="#">Problem 7</a>	0/1							
<a href="#">Problem 8</a>	0/1							
<a href="#">Problem 9</a>	0/1							
<a href="#">Problem 10</a>	0/1							
<a href="#">Problem 11</a>	0/1							
<a href="#">Problem 12</a>	0/1							
<a href="#">Problem 13</a>	0/1							
<a href="#">Problem 14</a>	0/1							
<a href="#">Problem 15</a>	0/1							
<a href="#">Problem 16</a>	0/1							
<a href="#">Problem 17</a>	0/1							
<a href="#">Problem 18</a>	0/1							
<a href="#">Problem 19</a>	0/1							
<a href="#">Problem 20</a>	0/0	0% / No Points Recorded			⊘	Not Attempted	0	No
	0/22	0% / No Points Recorded						

## View student progress in assigned work

The **Assigned Work** page shows you all of the subjects assigned to your student(s). If you have more than one student, click the **student's name** link to display their assigned subjects (courses) in a tree structure.



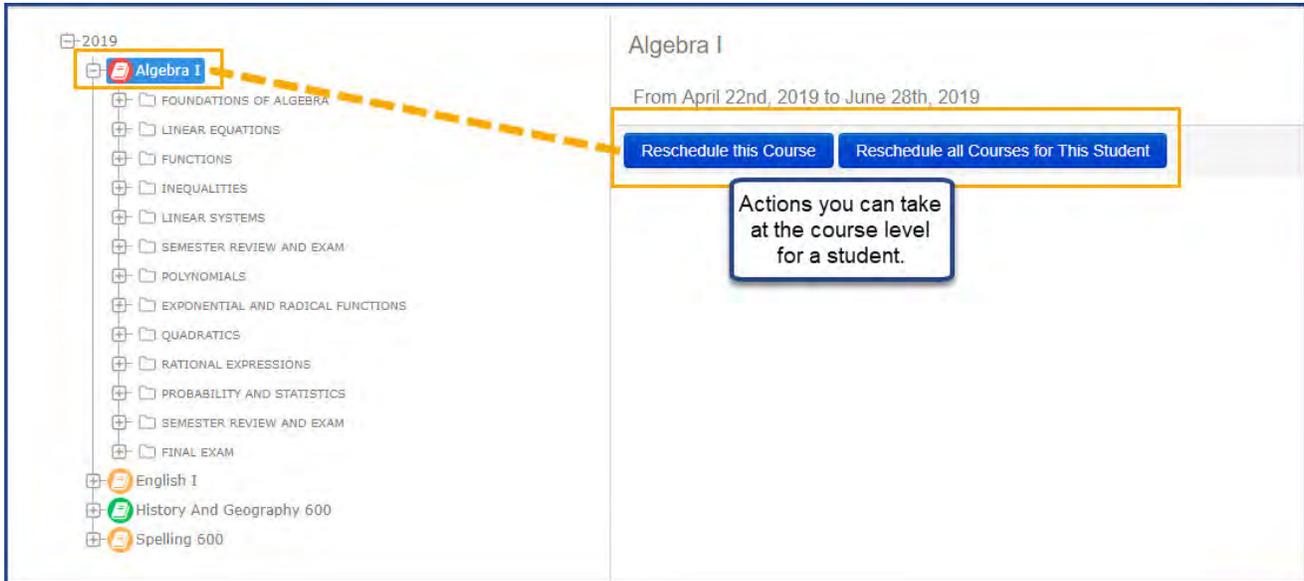
## What you see on the Subjects (courses) page

At the bottom left of the **Assigned Work** page, you see a **Key** (legend) that explains the color-highlighting of assignments. Once you open an course, and then open a unit to see the assignments, this key is used to explain the status of an assignment.

Color	Means...
No highlight	Assignment is scheduled to be completed.
Gold highlight	Assignment is not assigned by default. For some types of non-default assignment types, you can assign it to your student. To assign: <ul style="list-style-type: none"> <li>• Alternate quizzes and tests, see <a href="#">Assign and unassign alternate quizzes and tests.</a></li> <li>• For Special Projects, see <a href="#">Assign essays or projects as Special Projects.</a></li> </ul>
Pink highlight	Assignment is blocked. You must unblock the assignment so that your student can proceed to work on it. See <a href="#">Block and unblock assignments for your students.</a>
Gray highlight	Assignment is completed.

## What you see on the Subjects (courses) page

- Click the subject name or click the **expand** tool next to a subject name as shown in the example below. The tool changes to the **collapse** tool to indicate that the subject's contents are displayed.



Several tools (buttons) are available to take action on the selected subject (course) for the student.

Tool/button	Lets you...
<b>Reschedule this Course</b>	Change the start and end dates and/or change the working school days (set up block scheduling) for a selected course.
<b>Reschedule all Courses for This Student</b>	Change start and end dates and/or change the working school days <i>for all courses</i> for the student.

For complete instructions on how to reschedule assigned work, see [Change student course schedules from the Assigned Work page](#).

## View student progress for all assignments in a unit

- For a selected student, in the subject tree, click the **expand**  tool again next to a subject name. This action expands the list to display the *units* in the subject. To collapse (hide) the units, click the **collapse**  tool next to the subject name.

When you select a unit, on this **Unit view** page, two unit tools/buttons allow you to take action on the unit, you see a grade summary for the unit, and, most importantly, you see the assignments in the unit. Now, when you look at the Key and look at the assignments in the unit, you see where the color-highlighting is used to show the status of an assignment.



## View student progress for all assignments in a unit

**WORLD GEOGRAPHY**  
History And Geography 600

Lesson Grade: 100.00% / A (5 % of grade)  
Quiz Grade: 86.67% / B (25 % of grade)  
Weighted Grade: 88.89% / B

Assignment Title	Type	Due Date	Score	Completed Date	Graded
Course Overview	Reference	Apr 17th, 2019	0% / N/A	2019-04-18 11:26:40	
Mapping the Earth: Latitude and Longitude	Lesson	Apr 19th, 2019	100.00% / A	2019-04-18 11:31:32	2019-04-18 11:31:27
Mapping the Earth: Time Zones	Lesson	Apr 22nd, 2019	100.00% / A	2019-04-25 10:51:48	2019-04-25 10:51:45
Quiz 1: Mapping the Earth	Quiz	Apr 22nd, 2019	86.67% / B	2019-04-26 11:47:11	2019-04-26 11:47:07
Western Hemisphere: North America	Lesson	Apr 24th, 2019	0% / N/A		
Project: Four Options	Project	May 10th, 2019	0% / N/A		
Western Hemisphere: South America	Lesson	Apr 26th, 2019	0% / N/A		
Quiz 2: The Western Hemisphere	Quiz	Apr 26th, 2019	0% / N/A		
Eastern Hemisphere: Africa	Lesson	Apr 29th, 2019	0% / N/A		
Eastern Hemisphere: Europe and Asia	Lesson	Apr 29th, 2019	0% / N/A		
Quiz 3: The Eastern Hemisphere	Quiz	May 1st, 2019	0% / N/A		
Southern Hemisphere: Australia and Antarctica	Lesson	May 1st, 2019	0% / N/A		
Quiz 4: The Southern Hemisphere	Quiz	May 3rd, 2019	0% / N/A		
Anglo-American, Latin American, and African Culture	Lesson	May 3rd, 2019	0% / N/A		
Project: Globe	Project	Not Assigned	0% / N/A		
European, Middle Eastern, Eastern, South Asian Culture	Lesson	May 6th, 2019	0% / N/A		
Quiz 5: World Cultures	Quiz	May 6th, 2019	0% / N/A		
Project: Globe	Project	Not Assigned	0% / N/A		
Northern Asian, Australian, New Zealand Culture	Lesson	May 6th, 2019	0% / N/A		
Quiz 5: World Cultures	Quiz	May 6th, 2019	0% / N/A		
Special Project	Project	Not Assigned	0% / N/A		
Test	Test	May 8th, 2019	0% / N/A		
Alternate Test	Test	Not Assigned	0% / N/A		
Glossary and Credits	Reference	May 10th, 2019	0% / N/A		

Tool/button	Lets you...
<b>Unassign this Unit</b> button	Unassign an assigned unit.
<b>Assign this Unit</b> button	Assign an unassigned unit.
For instructions, see <a href="#">Unassign and assign units</a> .	

You want to look at the unit grade summary section (indicated above). This section displays the student's grade for the unit, including the student's grade for all completed lessons, quizzes, projects, and tests, as well as the **Weighted Grade** for the entire unit. The Weighted Grade is based on the Assignment Weights settings for the school, student, or subject. For more information, see [Customize and reset school Grade and Assignment Weights settings](#).

The other grades are the components of the Weighted Grade. For more information about how unit grades are calculated, see [How grades \(scores\) are calculated for assignments, units, and courses](#).

Below the Unit grade summary, are a list of assignments in the selected Unit.



WORLD GEOGRAPHY History And Geography 600		Assignments' information for a unit.				Betty Marz 04/22/2019	
<a href="#">Unassign this Unit</a> <a href="#">Assign this Unit</a>							
Lesson Grade: 100.00% / A (5 % of grade) Quiz Grade: 86.67% / B (25 % of grade) Weighted Grade: 88.89% / B							
Assignment Title <b>A</b>	Type <b>B</b>	Due Date <b>C</b>	Score <b>D</b>	Completed Date <b>E</b>	Graded <b>F</b>		
<a href="#">Course Overview</a>	Reference	Apr 17th, 2019	0% / N/A	2019-04-18 11:26:40			
<a href="#">Mapping the Earth: Latitude and Longitude</a>	Lesson	Apr 19th, 2019	100.00% / A	2019-04-18 11:31:32	2019-04-18 11:31:27		
<a href="#">Mapping the Earth: Time Zones</a>	Lesson	Apr 22nd, 2019	100.00% / A	2019-04-25 10:51:48	2019-04-25 10:51:45		
<a href="#">Quiz 1: Mapping the Earth</a>	Quiz	Apr 22nd, 2019	86.67% / B	2019-04-26 11:47:11	2019-04-26 11:47:07		
<a href="#">Western Hemisphere: North America</a>	Lesson	Apr 24th, 2019	0% / N/A				
<a href="#">Project: Four Options</a>	Project	May 10th, 2019	0% / N/A				
<a href="#">Western Hemisphere: South America</a>	Lesson	Apr 26th, 2019	0% / N/A				
<a href="#">Quiz 2: The Western Hemisphere</a>	Quiz	Apr 26th, 2019	0% / N/A				
<a href="#">Eastern Hemisphere: Africa</a>	Lesson	Apr 29th, 2019	0% / N/A				
<a href="#">Eastern Hemisphere: Europe and Asia</a>	Lesson	Apr 29th, 2019	0% / N/A				
<a href="#">Quiz 3: The Eastern Hemisphere</a>	Quiz	May 1st, 2019	0% / N/A				
<a href="#">Southern Hemisphere: Australia and Antarctica</a>	Lesson	May 1st, 2019	0% / N/A				
<a href="#">Quiz 4: The Southern Hemisphere</a>	Quiz	May 3rd, 2019	0% / N/A				
<a href="#">Anglo-American: Latin American and African Culture</a>	Lesson	May 3rd, 2019	0% / N/A				
<a href="#">Report: Latin America</a>	Project	Not Assigned	0% / N/A				
<a href="#">European, Middle Eastern, Eastern, South Asian Culture</a>	Lesson	May 6th, 2019	0% / N/A				
<a href="#">Northern Asian, Australian, New Zealand Culture</a>	Lesson	May 6th, 2019	0% / N/A				
<a href="#">Project: Globe</a>	Project	Not Assigned	0% / N/A				
<a href="#">Quiz 5: World Cultures</a>	Quiz	May 8th, 2019	0% / N/A				
<a href="#">Special Project</a>	Project	Not Assigned	0% / N/A				
<a href="#">Test</a>	Test	May 8th, 2019	0% / N/A				
<a href="#">Alternate Test</a>	Test	Not Assigned	0% / N/A				
<a href="#">Glossary and Credits</a>	Reference	May 10th, 2019	0% / N/A				

Information shown for each assignment, identified above.

Item	Column heading	Description
A	Assignment Title link	Click the <a href="#">link</a> to open the assignment to see your student's work or, for a uncompleted assignment, to see the instructional content of the assignment.
B	Type	Displays the type of assignment (Lesson, Project, Quiz, or Test). See <a href="#">Learn about course structure and assignments</a> .
C	Due Date	Scheduled due date for the assignment. The due date is set based on the number of available school days for the course and the days of the week scheduled for the course.
D	Score	May display both the percentage and grade score (based on School, Student or Subject Grade Display Options) for the assignment.
E	Completed Date	Date and time the assignment was completed (submitted) by your student.
F	Graded	Date and time the assignment was graded.

**Note:** The **Completed Date** and **Graded** date are only different when there is a teacher-graded item in the assignment.



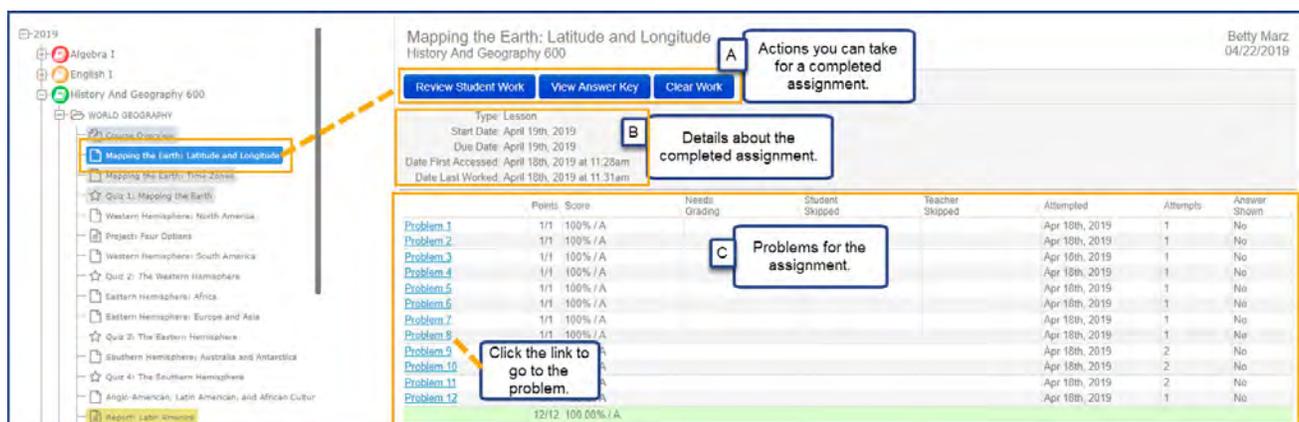
## View student progress in specific assignments at the problem level

- To see the details and the problems for a specific assignment, click any assignment title in the assignment list or click the **expand**  tool next to a Unit name. If you click the **expand** tool in the subject tree, now click the assignment title.

This action opens the Assignment view page. You have several options available based on whether or not the selected assignment has been completed. Take a look at the Key for the color-highlighting of assignments.

### Tools and information available for a completed assignment

When you select a completed assignment, one that is highlighted in the color Gray, you see actions tools/buttons, details about the completed assignment, and you see all the problems in the assignment along with problem details.



Use one of the tools/buttons (item A above) to take action on a completed assignment.

Tool/button	Lets you...
<b>Review Student Work</b> button	Open the assignment with your student's answer and review their work.
<b>View Answer Key</b> button	View all work including seeing the answers to questions.
<b>Clear Work</b> button	Erase all of the work your student has done in the assignment and reassign it again to him. See <a href="#">Clear student work on completed assignments</a> .

Just below the buttons for any completed assignment, (item B above) you see details about the assignment. Information shown includes:

Item	Description
<b>Type</b>	Type of assignment (Lesson, Project, Quiz, or Test). See <a href="#">Learn about course structure and assignments</a> .
<b>Start Date</b>	Scheduled start date for the assignment. The start date is set based on the number of available school days for the course and the days of the week scheduled for the course.



Item	Description
<b>Due Date</b>	Scheduled due date for the assignment. The due date is set based on the number of available school days for the course and the days of the week the scheduled for the course.
<b>Date First Accessed</b>	Date and time your student first opened the assignment.
<b>Date Last Worked</b>	Date and time the assignment was last worked on by your student.

For each problem in the completed assignment, more details are provided in the table (item C above). Information shown includes:

Item	Description
<b>Problem number link</b>	Click the <a href="#">Problem #</a> link to open the problem. For a completed problem, you see your student's answer and results. For an uncompleted problem, you can click Show Answer to see what the answer should be. You can also add notes to a problem. See <a href="#">Provide help or other guidance using problem notes</a> .
<b>Points</b>	Number of points awarded / number of available points for the problem. Available points for a problem may be based on how the curriculum author set the point value when the problem was written.
<b>Score</b>	May display both the percentage and grade score (based on School, Student or Subject Grade Display Options) for the problem. It may also display "0%/No Points Recorded" for a Student Skipped or Teacher Skipped problem.
<b>Needs Grading</b>	Displays an indicator  icon if the problem needs manual grading by you. For example, the problem is a paragraph or essay problem. See <a href="#">Manually grade problems in submitted assignments</a> .
<b>Student Skipped</b>	Displays an indicator  icon and the reason if your student skipped the problem. 
<b>Teacher Skipped</b>	Displays an indicator  icon if you marked the problem as "skipped" for your student. See <a href="#">Mark problems as Teacher Skipped in assignments</a> .
<b>Attempted</b>	Date your student last attempted the problem. May also display "Not Attempted" for a Teacher Skipped or Student Skipped problem.
<b>Attempts</b>	Number of times your student tried to answer the problem. Problem attempts are set at the School, Student, and Subject levels for Assignments.
<b>Answer Shown</b>	Displays <b>Yes</b> if your student clicked the "Show Answers" button after exhausting all available problem attempts or checked to verify the correct answer. Otherwise, you see <b>No</b> in this column.
<b>Points and Score</b>	Totals for the entire assignment.



## Review student work and give grades for completed problems

### Tools and information available for an assignment that has not been started

For an assignment that has not been started, one with no highlight according to the Key, you have a different set of actions tools/buttons, and of course, you don't see detailed information for the assignment. You only see start date, due date, and date first accessed if the student opened it.

Western Hemisphere: North America  
History And Geography 600

Actions you can take for an uncompleted assignment.

Type: Lesson  
Start Date: April 24th, 2019  
Due Date: April 24th, 2019  
Date First Accessed: Not Accessed

Problem	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
Problem 1	0/1							
Problem 2	0/1							
Problem 3	0/1							
Problem 4	0/1							
Problem 5	0/1							
Problem 6	0/1							
Problem 7	0/1							
Problem 8	0/1							
Problem 9	0/1							
Problem 10	0/1							
Problem 11	0/1							
Problem 12	0/1							
Problem 13	0/1							
Problem 14	0/1							
Problem 15	0/1							
Problem 16	0/1							
Problem 17	0/1							
Problem 18	0/1							
Problem 19	0/1							
Problem 20	0/3							

0/22 0% / No Points Recorded

Several tools/buttons (item A above) let you take action on an unstarted assignment.

Tool/button	Lets you...
<b>View Answer Key button</b>	Open the assignment and see the answers to the problems.
<b>Unassign Lesson button</b>	Unassign the selected assignment. See <a href="#">Unassign and assign lessons and projects</a> .
<b>Block Lesson button</b>	Block or unblock the selected assignment. See <a href="#">Block and unblock assignments for your students</a> .

### Review student work and give grades for completed problems

- To go into an assignment's problem, click the **problem number** link. This is one way you can locate and grade items that require teacher grading. A visual indicator appears next to the **Return to Assignments** button showing the number of problems requiring manual grading.

This action opens the Teacher assignment view. You learned about most of the tools and features available to you in this view. See [Preview instructional material in assignments to see what your students will learn](#).



Tools and information shown for a completed assignment and problems includes:

Item	Description
A	Visual indicator located next to the <b>Return to Assignments</b> button displays the number of problems requiring manual grading. Click the red indicator to see the list of problems, then click the Question # in the list to go to that problem.



Item	Description
<b>B</b>	<p>Problem text and answers.</p>  <p>What those problem (question) colors indicate:</p> <ul style="list-style-type: none"><li>• Gray indicates an unanswered problem. For lessons not started by your student, all question numbers should be gray.</li><li>• Red indicates the answer was fully or partially incorrect and your student has no attempts remaining. To see the correct answer for a problem answered incorrectly, click the <b>View Correct Answer</b> button.</li><li>• Green indicates the answer was correct OR a problem may need manual grading by the Teacher. Click the visual indicator located next to the <b>Return to Assignments</b> button to see if a problem may need manual grading.</li><li>• Maroon means the answer is incorrect or partially correct and your student has attempts remaining.</li><li>• Pink indicates the problem was skipped by your student or by you, the teacher. You should see a reason for the skipped problem. You can take action on a problem your student marked as skipped. See <a href="#">View and take action on problems your student skipped</a>.</li></ul>
<b>C</b>	<p><b>Notes</b> button. Click the <b>Notes</b> button to add a note to the problem for your student to read. If your student sent you a problem note, the <b>Notes</b> button has a red indicator with a number, like this,</p>  <p>to show the number of notes for the problem. See <a href="#">Provide help or other guidance using problem notes</a>.</p>
<b>D</b>	<p>Teacher tasks box contains tools to let you take action on the assignment or selected problem. See <a href="#">Available Teacher actions for problems in completed assignments</a>.</p>

## Read and provide guidance for unstarted problems

- To go into an assignment's problem, click the **problem number** link.

For more information about the other tools and features for unstarted problems, see [Preview instructional material in assignments to see what your students will learn](#).

## Available Teacher actions for problems in completed assignments

Let's take a closer look at that yellow Teacher actions box. There are several actions buttons available when viewing a student's problems in a *completed* assignment. The action buttons may change based on whether or not the problem requires grading by you.



**Note:** The Teacher actions for assignments that your students have not started are explained in [Preview instructional material in assignments to see what your students will learn](#).



**A**

Betty Marz has attempted this problem 1 times.  
The most recent submission is shown.  
Problem 25: Current Score is: 0.00/[>=1]

Problem 25: Score is:  of  possible. **Grade**

To clear all attempts and reassign: **Clear**

To save a draft and reassign: **Rework**

Allow this problem to be skipped: **Teacher Skip**

To print all problems with Student answers: **Print Problems Review**

To print all problems blank: **Print Problems Blank**

**B**

Betty Marz has attempted this problem 1 times.  
The most recent submission is shown.  
Problem 6: Current Score is: 100.00/A[>=94]

Problem 6: Recorded Points are: [1.000] of [1.000] possible.  
Change Recorded Points to: 1.000 of [1.000] **Grade**

To clear all attempts and reassign: **Clear**

Allow this problem to be skipped: **Teacher Skip**

To print all problems with Student answers: **Print Problems Review**

To print all problems blank: **Print Problems Blank**

**No Rework button**

These actions are available when a problem needs grading by you, such as an essay. You have to enter the score points in the blank boxes and then click the Grade button to have the grade recorded.

You also have a Rework button.

These actions are available when a problem has been graded by the system. Notice that the "Rework" button is not available for this type of problem.

This table explains the Teacher actions buttons shown in examples A and B above.

Action button	Description	See...
<b>Grade</b>	Records the score for the problem. For the <b>Score</b> , after entering the points received in the first blank box and then the points possible in the second blank box, the Teacher clicks the <b>Grade</b> button to save the grade.	<a href="#">Manually grade problems in submitted assignments.</a>
<b>Clear</b>	Clears all work and reassigns the problem to your student. Also clears the attempt counter. Use the <b>Clear</b> button if you want your student to attempt the problem again.	<a href="#">Clear student work (answers) and attempts and reassign problems.</a>
<b>Rework</b>	Appears for essay and paragraph problems only. Saves your student's work and reassigns the essay or paragraph problem again. Your student sees a draft of the saved work and can start from that effort.	<a href="#">Save student work (answers) and reassign essay and paragraph problems.</a>
<b>Teacher Skip</b>	Skips the problem for your student and not have it factored into the grading of the assignment, unit, or subject score.	<a href="#">Mark problems as Teacher Skipped in assignments.</a>
<b>Print Problems Review</b>	Prints the problems with your student's answers. This makes a great study tool. <b>Note:</b> Currently, two problem types do not print - drag and drop and graphic multiple choice.	<a href="#">Print assignment text, problems and answers.</a>



Action button	Description	See...
<b>Print Problems Blank</b>	Prints the problems without the answers. <b>Note:</b> Currently, two problem types do not print - drag and drop and graphic multiple choice.	<a href="#">Print assignment text, problems and answers.</a>

## Manually grade problems in submitted assignments

Some types of problems, such as an essay or a paragraph, require manual grading by you, as the Teacher. Once the problem is graded by you, the lesson is marked as Complete and the final grade is calculated.

Several ways are available to see all problems in submitted assignments which require manual grading by you.



**Note:** Problems requiring manual grading are marked as zero "0" towards the final grade until you complete the grading process in the Teacher application.

To manually grade submitted work:

- To access problems which require manual grading by you, do one of the following:
  - Click the **Grading Tasks** link (under the **Lesson Plan** for a student) on the **Home > Dashboard** page. This action opens the **Grading Tasks** page. See example under the next bullet.
  - Click **Lesson Plan > Grading Tasks** to see a list of Grading Tasks. If you have more than one student, click the student's name. Then, click the assignment link.

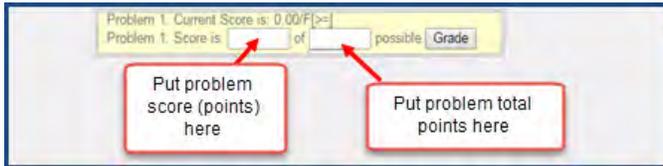
- Click **Lesson Plan > Assigned Work** for a selected student with the assignment open. Problems requiring manual grading have the indicator icon in the **Needs Grading** column. Then, click the [Problem link](#).

Any method used in step 1 opens the assignment in the Teacher assignment view.

- A red grading indicator with a number displays the number of problems which require grading by you. Click the red indicator to see the Question (problem) number(s), and then click the **Question #** to go to that problem.
- Read your student's answer and also the information in the **Teacher Only** section. This **Teacher Only** section gives you some ideas of what to look for in the answer.
- When you are ready to grade the problem, in the yellow Teacher tasks box, do the following:
  - In the **Score is** field, enter the number of points to give your student for the answer and in the **points possible** field, enter the total number of points possible for the problem. For example, 1 of 1 for a grade of 100%, .5 of 1 for a grade of 50%, or maybe .75 of 1 for a grade of 75%.



**Note:** For some teacher-graded problems, even though the Teacher may give the Student 4 points out of a possible 4 points which equals 100% for the answer, the system may only show 1 out of 1 point, which equals 100%, because that was how the point value was coded for the problem type by the curriculum author. The resulting score is the same. It does not affect the student's grade.



- b. Click the **Grade** button. This action automatically calculates the percentage grade.
- c. Click **OK** to close the **Grade Submitted** message box.



**Tip:** If desired, you can click the **Notes**  button and add a note to the problem to give your student an explanation of why you gave the grade you did, or give them an encouraging message about their work. If the Notes button looks like this  with a red indicator and number, this means your student left a note for you to read. See [Provide help or other guidance using problem notes.](#)

5. If you have more problems to grade, click the red indicator to go to the next problem and follow steps 2 - 3 again.

Or,

If the red indicator has disappeared, this means there are no other problems to grade and you are finished manually grading problems for the assignment. Click the **Return to Assignments**  button on the top of the page to go back to the **Assigned Work** page which displays the final scores for the assignment.

## How problems are scored

Assignments contain *problems* (questions) a student must answer to check their understanding of the concept being taught. Problems are scored using a *point value*. Each problem and assignment score is a percentage based on the total number of points received (correct answers), divided by the total number of points possible for the assignment. Point values vary from problem to problem, depending on the *type* of problem and the *number of answers required*. The points possible for a problem are determined by the curriculum author who wrote the problem.

Here are a couple of examples of how lesson scores are calculated:

- A lesson has 10 problems with one point possible for each so your student can receive a total of 10 points. If your student incorrectly answers one problem, then the lesson has a total of nine points out of a possible 10. The grade percentage is 90% ( $9/10 = 9$  or 90%).
- A lesson has 10 problems, but one of those problems is worth two points, so your student can receive a total of 11 points. If your student incorrectly answers one problem worth one point, then she receives a total of 10 points out of a possible 11. The grade percentage is 91% ( $10/11 = .9090$  or 91%).
- A lesson has 10 problems, but one of these is a nine-point sort problem, so your student can receive a total of 18 points. If your student answers three of the items in the sort problem incorrectly, but gets all the other problems in the assignment right, he receives a total of 15 points. The grade percentage is 83% ( $15/18 = .8333$  or 83%)



**Note:** For some teacher-graded problems, even though the Teacher may give the Student 4 points out of a possible 4 points which equals 100% for the answer, the system may only show 1 out of 1 point, which equals 100%, because that was how the point value was coded for the problem type by the curriculum author. The resulting score is the same. It does not affect the student's grade.

To learn about the problem types and their possible point values, see [Learn about assignment problem types](#).

## Block and unblock assignments for your students

You can block an assignment if you do not want your student to work on it. For example, you do not want your student to proceed with future assignments until you have the opportunity to sit with her about her completed assignments. Maybe she is completing assignments, but her grades are lower than you expected and a quiz is coming up. You want to ensure she reviews her work before taking the quiz.



**Note:** Blocked assignments do not count towards the unit grade, are not included in email notifications (if enabled), and your student cannot view any problem notes for a blocked assignment.

When you block an assignment, every assignment after the blocked assignment in the course is also blocked so that your student cannot proceed with her schoolwork until you unblock the assignment.

When you remove the block (unblock) on an assignment, it also removes the block on all future assignments in the course. Or, you can just individually unblock any assignment.



**Note:** Assignment start and end dates are not affected by blocking and unblocking.

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand** tool next to a subject name. This action changes the tool to the **collapse** tool and displays the units.
3. Click the **expand** tool again next to the unit name to display the assignment view.
4. In the subject tree, do one of the following actions:
  - To **block** assignments, select the first one you want to block in the lesson tree, and then click the **Block Lesson** button.

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
Problem 1	0/1							
Problem 2	0/1							



The application refreshes and in the subject tree, all assignments in the course after the blocked lesson are now highlighted in the color pink. When your student views her **Home > Schoolwork** page in the Student application, no assignment is shown for the course. On her Calendar, blocked assignments are highlighted in the color pink and when viewing the details of assigned Courses, blocked assignments are also highlighted in the color pink and no lesson content is available.

- To *unlock* an assignment, select the blocked assignment (highlighted in the color pink), and then click the **Unblock Lesson** button. The application refreshes.

The screenshot shows a course interface for 'History And Geography 600' by Betty Marz, dated 04/22/2019. On the left, a subject tree lists assignments: Algebra I, English I, History And Geography 600, WORLD GEOGRAPHY, THE CRADLE OF CIVILIZATION, Mesopotamia: Fertile Crescent and Sumer (highlighted in blue), Mesopotamia: Babylonia and Assyria (pink), Mesopotamia: Chaldea and Persia (pink), Quiz 1: Mesopotamia (pink), and Israel (pink). On the right, the details for 'Mesopotamia: Fertile Crescent and Sumer' are shown, including buttons for 'View Answer Key', 'Unassign Lesson', and 'Unblock Lesson' (highlighted in blue). Below these are fields for 'Type: Lesson', 'Start Date: May 10th, 2019', 'Due Date: May 10th, 2019', and 'Date First Accessed: Not Accessed'. A table below shows the status of three problems:

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	0/1							
<a href="#">Problem 2</a>	0/1							
<a href="#">Problem 3</a>	0/5							

If you selected the first blocked assignment, the assignment and all others after it have no highlighting. When your student views her **Home > Schoolwork** page in the Student application, the next assignment is shown for the course and when viewing the details of assigned Courses, all future assignments are displayed. On her Calendar, future assignments have no highlighting.



**Tip:** You can also just select an individual blocked assignment to unblock the individual one.

## View and take action on problems your student skipped

When the **Assignment > Allow skip problem** or **Quiz/Test > Allow skip problem** setting is enabled (checked) at the school, student, or course (subject) level, this means that when answering questions, your student sees a **Skip** button for each problem.



## View and take action on problems your student skipped

The screenshot shows two panels of settings. The left panel, titled 'Assignment - School', has a yellow box around the 'Allow skip problem' checkbox, which is checked. Below it are input fields for 'Maximum problem attempts' (3) and 'True/False problem attempts' (1). The right panel, titled 'Quiz/Test - School', has a yellow box around the 'Allow skip problem' checkbox in the 'Test Options' section, which is also checked. Other options include 'Immediate answer feedback', 'No answer feedback', 'Open page', and 'Open book'.

If your student feels he cannot answer a problem, he clicks the **Skip** button and provides a reason why he wants to skip the problem. Skipped problems receive a grade of 0 and are not included in the overall grade for the lesson until you, as the Teacher, take action on them. You have several options available to you for a skipped problem - You can clear your student's skip and make him answer the problem or you can keep the problem in skipped status which means the skipped problem does not count towards the assignment grade.

There are several ways to see problems that your students have skipped:

- The **Grading Tasks** page of the **Lesson Plan** shows the problems that the selected student has skipped.

The screenshot shows the 'Grading Tasks' page for a student named Betty Carrie. The page has tabs for 'ASSIGNED WORK', 'CALENDAR', and 'GRADING TASKS'. Under 'Grading Tasks', there are two links for 'English I : SHORT STORY - "The Most Dangerous Game" : Analysis of Plot Structure - 9 > Paragraph' and 'English I : SHORT STORY - "The Most Dangerous Game" : Analysis of Plot Structure - 10 > Paragraph'. Below this is a section titled 'Skipped Problems:' with a yellow box around it, containing one link: 'Algebra I : FOUNDATIONS OF ALGEBRA : Evaluating Expressions : 8 > MultipleChoice [Reason]: this one is hard'. A dashed arrow points from the student's name 'Betty Carrie' to the 'Skipped Problems' section.

- On the **Assignment** view for a Unit, an indicator  icon displays in the **Student Skipped** column and the student's reason for skipping the problem is also shown.



## Evaluating Expressions

Algebra I

Betty Marz  
04/22/2019

[Review Student Work](#) [View Answer Key](#) [Clear Work](#)

Type: Lesson  
Start Date: April 23rd, 2019  
Due Date: April 23rd, 2019  
Date First Accessed: April 25th, 2019 at 10:46am  
Date Last Worked: April 25th, 2019 at 10:49am

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 2</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 3</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 4</a>	0/1	0% / F				Apr 25th, 2019	1	Yes
<a href="#">Problem 5</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 6</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 7</a>	0/1	0% / F				Apr 25th, 2019	1	No
<a href="#">Problem 8</a>	0/0	0% / No Points Recorded		 this one is hard		Not Attempted	0	No
<a href="#">Problem 9</a>	0/1	0% / F				Apr 25th, 2019	1	No
<a href="#">Problem 10</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 11</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 12</a>	1/1	100% / A				Apr 25th, 2019	1	No
<a href="#">Problem 13</a>	0/1	0% / F				Apr 25th, 2019	1	No
		8/12	66.67% / F					

To view and take action on problems skipped by your student:

1. Do one of the following to use the **Grading Tasks** page to access skipped problems:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Grading Tasks** tab.
  - On your **Dashboard Home** page, in the **Lesson Plan** box, click the **Grading Tasks** link below the student's name.
2. Under **Skipped Problems**, click the assignment link to open the assignment to the skipped problem.

To indicate a problem has been skipped by your student, the problem number is colored **pink**. You see the message that the problem was skipped by your student and the reason for skipping the problem. The yellow Teacher tasks box shows your available options.



The screenshot shows a student assignment interface. At the top, there is a 'Hide Questions' button and a navigation bar with question numbers 1 through 13. Question 8 is highlighted in pink, indicating it has been skipped. A message box states: 'This problem has been skipped by the student [Reason]:this one is hard'. Below this, the problem text reads: 'Evaluate  $2a - b$  for  $a = 2$  and  $b = 3$ .' There are three radio button options: 1, 4, and 19. To the right, a yellow box titled 'Actions available for a skipped problem' contains the following text and buttons: 'Betty Marz has not attempted this problem yet.'; 'To clear all attempts and reassign: Clear'; 'Allow this problem to be skipped: Teacher Skip'; 'To print all problems with Student answers: Print Problems Review'; and 'To print all problems blank: Print Problems Blank'.

3. See the steps for the action you want to complete.

I want to...	Do the following...
Clear the skip and reassign the problem to my student	<ol style="list-style-type: none"> <li>In the yellow Teacher tasks box, click the <b>Clear</b> button.</li> <li>Click <b>OK</b> to confirm.</li> </ol> <p>The problem number changes to gray to indicate it has not been answered. The assignment is placed back in your student's schoolwork with the same due date. Your student only needs to answer the skipped problem for the lesson. Then, the problem's score can be included for the assignment.</p>
Allow the problem to remain skipped and not be included in the grading	<ol style="list-style-type: none"> <li>In the yellow Teacher tasks box, click the <b>Teacher Skip</b> button.</li> <li>Click <b>OK</b> to confirm.</li> </ol> <p>The problem number remains colored pink and the message changes to state that the problem has been allowed to be skipped by the teacher. The problem does not count towards the assignment score.</p>

4. When finished, click the **Return to Assignments**  button.

## Assign teacher skipped problems in assignments

As the Teacher, you can open your student's assignments and mark problems (questions) as "Skipped" so that your student does not have to complete the problem. To do this, see [Mark problems as Teacher Skipped in assignments](#). Skipped problems are set to zero (0) points and are not counted towards the assignment grade. Later, if you decide to, you can mark the problem as "Assigned" which places it back in your student's assignment to be completed.

To assign a skipped problem:

- Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
- If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
- Click the **expand**  tool again next to the unit name to display the assignment view.



4. In the assignment's problem list to the right, click the **Problem** link for the problem with indicator  icon in the **Teacher Skipped** column.

Quiz 1: The Language of Algebra  
Algebra I

Betty Marz  
04/22/2019

[View Answer Key](#) [Unassign Lesson](#) [Block Lesson](#)

Type: Quiz  
Start Date: April 23rd, 2019  
Due Date: April 23rd, 2019  
Date First Accessed: Not Accessed

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	0/4							
<a href="#">Problem 2</a>	0/1							
<a href="#">Problem 3</a>	0/1							
<a href="#">Problem 4</a>	0/1							
<a href="#">Problem 5</a>	0/1							
<a href="#">Problem 6</a>	0/1							
<a href="#">Problem 7</a>	0/1							
<a href="#">Problem 8</a>	0/1							
<a href="#">Problem 9</a>	0/1							
<a href="#">Problem 10</a>	0/1							
<a href="#">Problem 11</a>	0/1							
<a href="#">Problem 12</a>	0/1							
<a href="#">Problem 13</a>	0/1							
<a href="#">Problem 14</a>	0/1							
<a href="#">Problem 15</a>	0/1							
<a href="#">Problem 16</a>	0/1							
<a href="#">Problem 17</a>	0/1							
<a href="#">Problem 18</a>	0/1							
<a href="#">Problem 19</a>	0/1							
<a href="#">Problem 20</a>	0/0	0% / No Points Recorded				Not Attempted	0	No
		0/22	0% / No Points Recorded					

5. In the **Questions** section, in the yellow Teacher tasks box to the right, click the **Assign** button.

Betty Marz has been allowed to skip this problem.  
To clear all attempts and reassign: [Clear](#)

This problem has been Teacher Skipped.  
Require this problem to be completed: [Assign](#)

To print all problems with Student answers: [Print Problems Review](#)

To print all problems blank: [Print Problems Blank](#)



6. Click **OK** to confirm.
7. Click the **Return to Assignments**  button to go back to the assignment's problem list. You may have to click the unit title again in the subject tree to refresh the list.

## Save student work (answers) and reassign essay and paragraph problems

As the Teacher, after you review your student's answer to an essay or paragraph problem, if desired, you can save her work and reassign the essay or paragraph problem. Maybe you want her to put more effort in answering the essay or paragraph problem. A draft of her current work is saved so that she can correct her work based on your review suggestions.



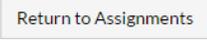
**Tip:** If you do not want to keep your student's answer, but you do want to reassign the problem, you can. See [Clear student work \(answers\) and attempts and reassign problems](#).

To save student work (answers) and reassign an essay or paragraph problem:

1. Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
2. If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
3. Click the **expand**  tool again next to the unit name to display the assignment view.
4. In the assignment's problem list to the right, click the **Problem** link for the essay or paragraph problem.
5. In the Questions section, in the yellow Teacher tasks box to the right, for the **To save a draft and reassign** option, click the **Rework** button.
6. Click **OK** to confirm.



**Tip:** You might want to add a note to the problem to explain to your student why you are reassigning the problem. See [Provide help or other guidance using problem notes](#).

7. If you are finished, click the **Return to Assignments**  button.

When your student opens the essay or paragraph assignment to work on it again, the draft of her previous work is available. If you added a problem note to the essay or paragraph problem, she sees the note.

## Clear student work (answers) and attempts and reassign problems

As the Teacher, you can open your student's lesson and clear the work (answers) for all problem types and reassign those problems again to your student. When you clear the answer, the attempts counter is also reset and any point values are automatically adjusted.



**Tip:** If the problem is an essay or paragraph type and you want to keep a draft of your student's work and reassign the problem, you can save a draft. See [Save student work \(answers\) and reassign essay and paragraph problems](#).

To clear a problem's answer and reassign it:

1. Do one of the following to open a student assignment:



- On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
- If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
- Click the **expand**  tool again next to the unit name to display the assignment view.
- In the assignment's problem list to the right, click the **Problem** link for the problem that you want to clear the attempts and reassign to your student.
- In the yellow Teacher tasks box to the right, for the **To clear all attempts and reassign** option, click the **Clear** button.
- Click **OK** to confirm.



**Tip:** You might want to add a note to the problem to explain to your student why you are reassigning the problem. See [Provide help or other guidance using problem notes](#).

- If desired, select another problem and clear the work (reassign it), or if you are finished, click the **Return to Assignments**  button.

The assignment's problem list now shows that the problem no longer has a score and the attempts column is cleared.

When your student opens the assignment to work on it again, if you added a problem note to the problem, she sees the note and can read it.

## Clear student work on completed assignments

If an assignment has been completed, or a test or quiz has been started, but then your student exited the application, you can clear (erase) all of the work your student has done. Once the work has been cleared, you cannot recover it. When you clear the work for a completed assignment, the assignment is automatically reassigned to its original Start date. When you clear the work for an uncompleted quiz or test, the quiz or test is automatically reassigned to its original Start date. Any problem notes remain with their associated problems and are not cleared.



**Tip:** If desired, instead of clearing the work for an entire assignment, you can clear the answers and just reassign problems. See [Clear student work \(answers\) and attempts and reassign problems](#).

To clear student work on a completed assignment:

- Do one of the following to open a student assignment:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Assigned Work** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Assigned Work** link.
- If you have more than one student, select the name, and then click the **expand**  tool next to a subject name. This action changes the tool to the **collapse**  tool and displays the units.
- Click the **expand**  tool again next to the unit name to display the assignment view.
- In the subject tree, to clear the work for a completed assignment, select the completed assignment (highlighted in the color gray), and then click the **Clear Work** button.
- Click **OK** to confirm that you want all the work to be removed from the assignment.
- At the **Assignment Cleared** message, click **Close**.



The assignment has the original **Start Date** and **Due Date**. If you want to change the **Start Date**, you must unassign the assignment, and then assign it again and select a new **Start Date**. See [Unassign and assign lessons and projects](#).

## Change student course schedules from the Assigned Work page

Using the **Assigned Work** page, you can change start and end dates and the working days of the week for one or all courses for your student.

Two buttons on the **Assigned Work** page - the **Reschedule this Course** and the **Reschedule all Courses For This Student** - allow you to easily make scheduling changes for one or all courses.

Resetting or rescheduling a course affects uncompleted assignments only.



**Important:** Course schoolwork can only be scheduled on days with the status of "School Day" that you have set up on your school calendar. When you first use the Teacher application, Monday through Friday are, by default, set as school days and Saturday and Sunday are set as "non-school" days. This means that if you want to schedule schoolwork on Saturday or Sunday, you have to change the status of every Saturday or Sunday within the course time frame to a "School Day". Even if you select Saturday as a day for schoolwork when assigning a course to your student, if every Saturday is not a "School Day" on your school calendar, no schoolwork will be scheduled on that day. See [Change the status of school days and non-school days for course scheduling](#).

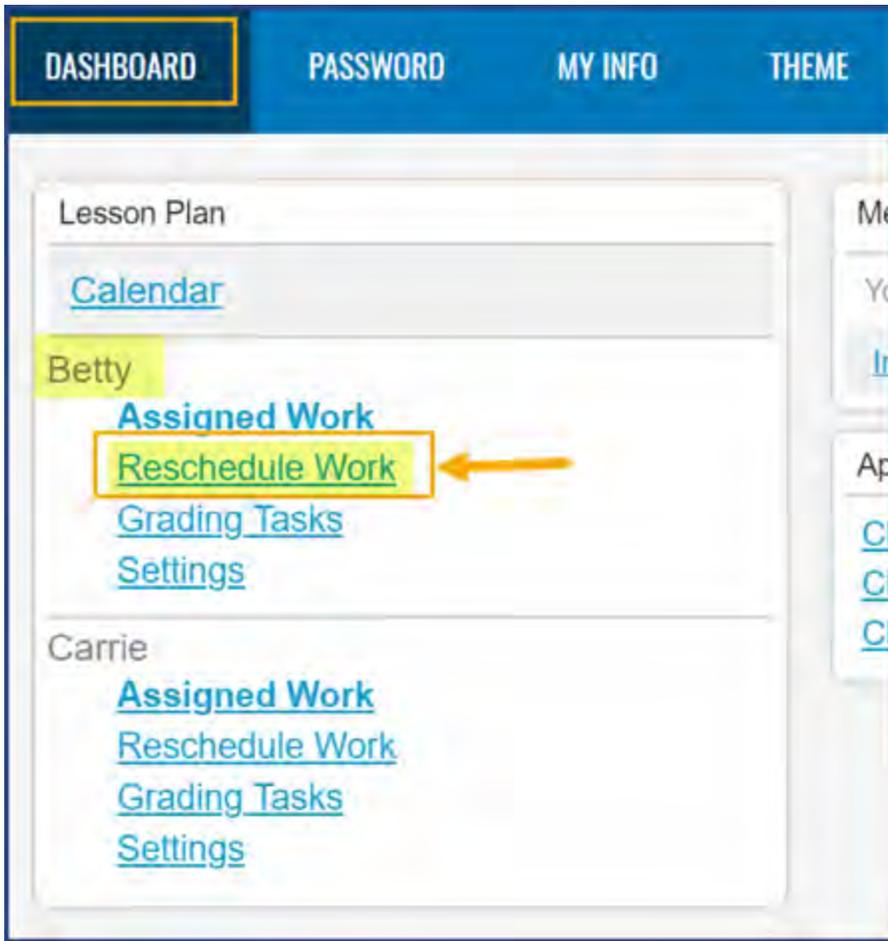


**Note:** A minimum of three (3) working school days is required for course scheduling. This means your selected Start and End dates for a course must include at least three working school days.

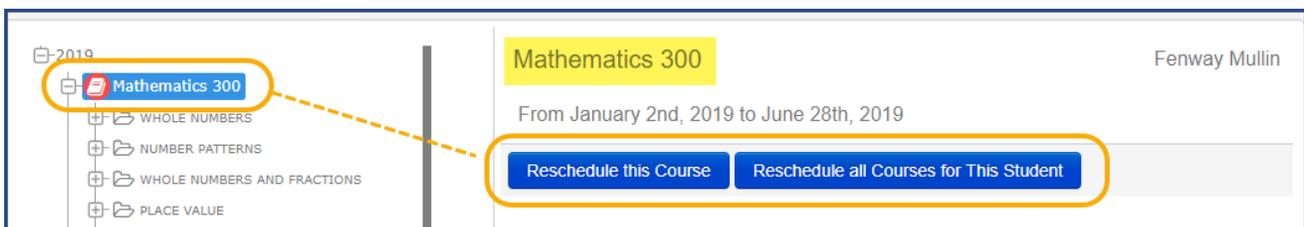
1. Do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then click the **Assigned Work** tab on the toolbar.



- On your **Home > Dashboard** page, in the **Lesson Plan** widget, for the student, click the **Reschedule Work** link.



2. For a selected student, select a subject in the subject tree.



3. To make scheduling changes for just the selected course, click the **Reschedule this Course** button.

Or,

To make scheduling changes for all courses for this student, click the **Reschedule all Courses for This Student** button.

4. Depending on the button you selected, do one the following:

- If you selected to reschedule one course, proceed to step 5.
- If you selected to reschedule all courses for the student, proceed to step 6.

5. When rescheduling one course, the **Reschedule This Course** dialog box appears.



**Reschedule This Course**

From 2019-02-26 To 2019-06-28

Choose **February 2019**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Sun  Sat

**Cancel** **Reschedule**

- a. By default a calendar appears so that you can select a new **From (Begin) date** for the course. Days that are not available for your student to start the course appear as inactive. To change the **Begin date**, select a date on the month calendar or to go forward a month, click the right arrow next to the **Month** title and select the day.
  - b. To change the **End date** for the course, in the **To** field, enter a date or click to display a calendar. Select a month and day.
  - c. To change the working school days, by default, the existing school days are already selected. Clear a day or days to set up a block schedule for the course. For example, for block scheduling, you can schedule a course to be assigned only on Tuesday and Thursday.
  - d. When finished, click **Reschedule**.
  - e. To see the effect of the rescheduling, click **Home**. On your **Dashboard**, in the **Lesson Plan** box, click the **Calendar** link.
6. When rescheduling all courses for your student, the **Lesson Plan > Reschedule** page appears.





Choose working schooldays:

Sun    Mon    Tue    Wed    Thu    Fri    Sat

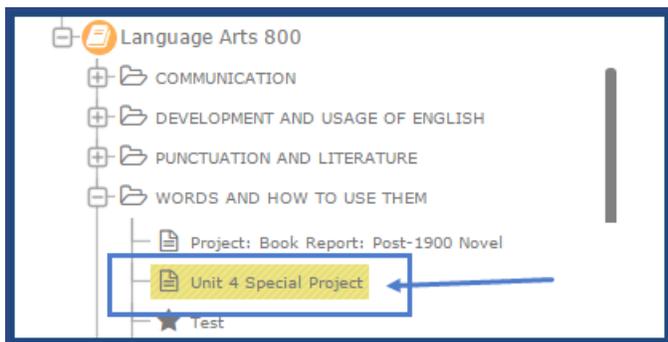
Select and clear days to set up "block scheduling" for a course. A day must be a working school day to schedule schoolwork

- d. When you are satisfied with the changes, click **Save Changes**.
7. Follow steps 6 a - d for each course you want to reschedule for your student. To reschedule courses for another student, click their name and follow the steps again.
8. When finished, click **Home**. To see the effect of the rescheduling, on your **Dashboard**, in the **Lesson Plan** box, click the **Calendar** link.

## Create, assign, and grade Special Projects

---

Special projects are your own custom assignments. For example, you want your student to write an essay about or document her findings from a field trip. Depending on the courses assigned to your school, typically every unit in a course may have a non-assigned (skipped), blank **Special Project** assignment. You can assign this Special Project assignment to a unit and have the grade for the assignment included in the overall unit and course scores.



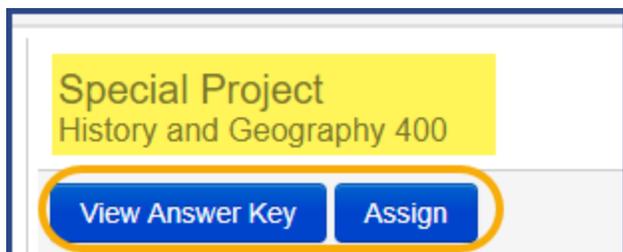
### Create your own custom essays and special projects

You create a custom essay or special project in the program of your choice, such as word processing program, spreadsheet, or presentation program. Your custom essay or project can be simple instructions for how you want your student to complete the work. You want to save the file to your computer or a thumb drive so that it is accessible to the browser you are using. When your custom essay or project is complete, you open the **Special Project** assignment and upload the essay or project file into the **Problem** for the assignment. You then set a start date and end date and assign the Special Project assignment to your student. A **Special Project** assignment is accessible to your student as soon as the start date has been reached. You can unassign and reassign **Special Project** assignments just as you can standard projects and lessons. Once your student completes the Special Project assignment and has submitted it for grading, you will see the item for your student on the **Lesson Plan > Grading Tasks** page.

### Assign essays or projects as Special Projects

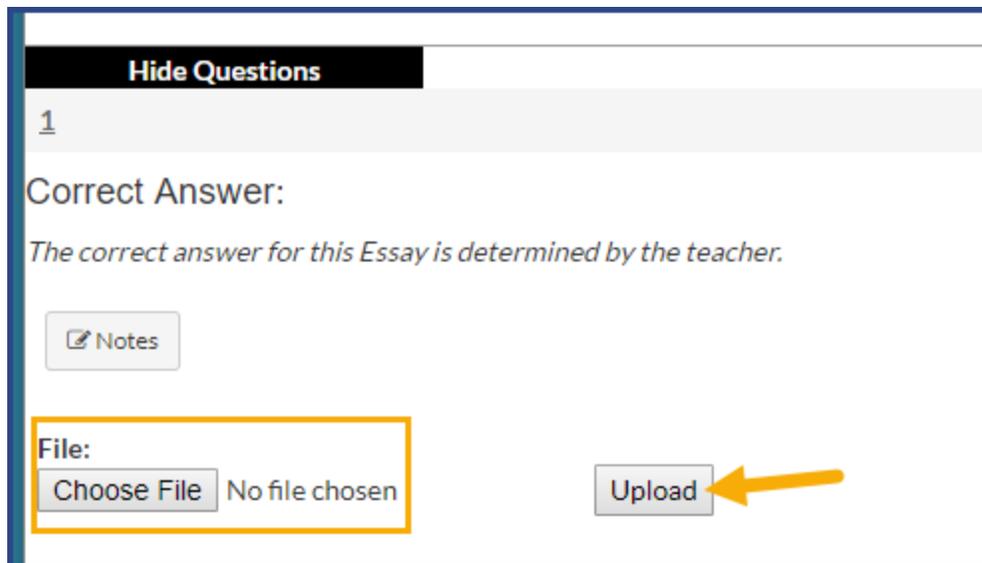
Once you have created your custom essay or project file and saved it to your computer, you can attach the file to the Special Project assignment and assign it to your student.

1. Log in as the Teacher and go to the unit with the **Special Project** assignment you want to assign.
2. Click the **Special Project** assignment (highlighted in gold) in the subject tree to display the **View Answer Key** and **Assign** buttons in the right side of the page.

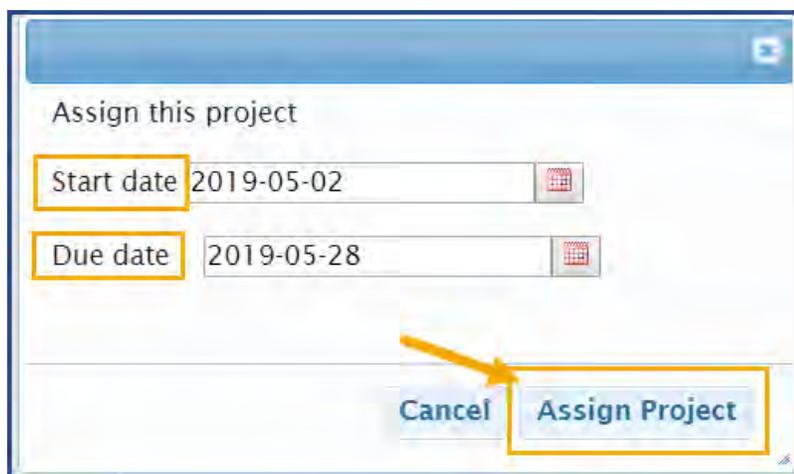




3. Click the **View Answer Key** [View Answer Key](#) button to open the assignment.
4. In the **Questions** area of the assignment, click the **Browse** button or the **Choose File** button (depending on your browser) and locate the file you saved.



5. Click the **Upload** button beside the file name. You then see a link to the file immediately below the buttons.
6. Click the **Return to Assignments** button in the upper right-hand corner of the assignment.
7. In the subject tree, click the **Special Project** assignment again.
8. Now, click the **Assign** button.
9. Select the **Start date** (it must be a school day) and **Due date**.



10. Click **Assign Project**.
11. A window appears showing the project start date and due date based on your selected dates. Click **Close**.

The Special Project is no longer highlighted in gold in the subject tree. Your student should see the "Special Project" assignment on her Schoolwork page when the start date has been reached.



## How your students work on Special Projects

The following steps explain how your student completes work on a Special Project assignment. Having this information lets you, as the Teacher, provide guidance should your student require assistance.

1. Your student clicks the link for the assignment to open the assignment, and then clicks the **Questions** button.
2. If you attached a file, your student clicks the link to the file in the **Question** area of the assignment.
3. Your student completes the assignment in the file, in another file, or in the project box provided in the question, based on the instructions you provided. Your student must upload the file with her work (if she did not use the project box). See [How your students upload files for projects](#).
4. If your student is using the project text box, she needs to be sure to click the **Save** button (below the **File:** area) to retain her work.
5. When your student has completed her work and is ready to have you grade it, she clicks the **Submit Answer** button and then clicks the **Mark Lesson as Complete** button.

## How your students upload files for projects

The following steps explain how your student uploads external files that were created as answers for projects.

1. Your student creates a file according to the project instructions.
2. She saves the file to her computer or device.
3. She logs in to the Student application and opens the project assignment.
4. She clicks the **Show Questions** button.
5. She clicks the **Browse** button or **Choose File** button, depending on her browser, and navigates to the location of the saved file.
6. Once the file saved in Step 2 shows in the **File:** box, she clicks the **Upload** button.

When the file is done uploading, a message appears "The file was uploaded successfully!" The name of the file of the appears as a link right below the text box with a **Delete** button, just in case your student uploaded the wrong file. Delete only removes the file from the Student application, not from your student's computer or device.

7. When your student is finished with the project, she clicks the **Submit Answer** button.
8. When your student is ready to submit the project for grading, she clicks the **Mark Lesson as Complete** button.

## View and grade Special Projects

When your student has completed the work on her Special Project assignments, you should see a link to the project on your **Lesson Plan > Grading Tasks** page. Because essays and projects are teacher-graded items, you will often find "TEACHER ONLY" information available in a yellow box in either the presentation/instructions part of the assignment or below the paragraph box in the **Questions** section of the assignment. The information in the TEACHER ONLY section may give you some pointers of what to look for in your student's work or it might give you ideas for scoring. It does give you an idea of what the objective of the assignment is intended to teach.

To view and grade a Special Project:

1. To open the **Grading Tasks** page, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click **Grading Tasks**.
  - On your **Dashboard Home** page, in the **Lesson Plan** box, click the **Grading Tasks** link below the student's name.
2. Select the project link. You are taken directly to the problem that requires grading.



In a project, your student often has the option to use either the open text box in the question area to enter her work or she can create a file using many different software packages, such as a word processor, a spreadsheet, a presentation package, like Microsoft® Word, Excel®, or PowerPoint®. Your student then uploads the external file into the assignment. For more information about how your student uploads a file, see [How your students upload files for projects](#).

3. If your student used this **Upload** function to create a file with her project, you see the link to the file. Click the link to open the file and read your student's answer to the project.
4. If you feel your student successfully completed the assignment and you are ready to grade the problem, do the following steps. If you feel your student did not properly complete the assignment, go to step 5.
  - a. In the yellow Teacher tasks box, in the **Score is** field, enter the number of points to give your student for the answer and in the **points possible** field, enter the total number of points possible for the problem. For example, 1 of 1 for a grade of 100%, .5 of 1 for a grade of 50%, or maybe .75 of 1 for a grade of 75%.



**Note:** For some teacher-graded problems, even though the Teacher may give the Student 4 points out of a possible 4 points which equals 100% for the answer, the system may only show 1 out of 1 point, which equals 100%, because that was how the point value was coded for the problem type by the curriculum author. The resulting score is the same. It does not affect the student's grade.

- b. Click the **Grade** button. The application automatically calculates the percentage grade.
- c. Click **OK** to close the **Grade Submitted** message box.
- d. If you are finished, click the **Return to Assignments**  button.



**Tip:** You might want to add a note to the problem to explain to your student why you gave the grade you did or maybe you want to reassign the problem and have your student work it again. See [Provide help or other guidance using problem notes](#).

5. If you feel the special project was not completed properly by your student, you have two options:
  - Clear all work and reassign the problem again to your student. To do this, click the **Clear** button. See [Clear student work \(answers\) and attempts and reassign problems](#).
  - Save your student's work and reassign the problem again. With this option, your student has a draft of her work to start with. To do this, click the **Rework** button. See [Save student work \(answers\) and reassign essay and paragraph problems](#).

## Track student progress with reports

---

Calvert currently has three student reports to help you monitor and track your student(s) progress. You select filters, such as student (you can only include one student's progress at a single run), time frame, and report type to determine the data to include in the report. To print a copy of the report, you need a printer connected and configured on the computer you use to access Calvert.



**Tip:** Depending on the browser you use for Calvert and other software you may have installed, along with printing the report, you may be able to save the report as a pdf, save it to different destination (such as your Google® Drive™ if you use Google® Chrome™), right-click the report and do a Save as to save it as a web page (html file), and more.

### Report descriptions and samples

Three reports are available. This topic explains the information shown in the report and contains samples of the available reports.



**Note:** The Course grade shown in each report is based on completed assignments only. It does not reflect partially completed (work-in-progress) assignments. Also, if your student has not started work in an assigned course, that course does not appear in a report. If you want to be notified on student progress, be sure you have enabled **Notifications** settings for the school. See [Customize, reset, and disable school Notifications settings](#).

### Report Card

For the selected student, this report shows all courses assigned to your student and the cumulative grade for the course with the display option of Both letter grade and percentage.



<b>Report Card</b>		<b>Betty Marz</b>
April 2019 to April 2019		
<b>Course Title</b>	<b>Grade</b>	
Algebra I	88.14% B	
English I	100.00% A	
History And Geography 600	88.89% B	
Spelling 600	100.00% A	

### Grade Report

The **Grade Report** enables you to also select the level of detail you want to display. Level of detail options are:

- **Subject Only:** See your student's current cumulative grade for each subject assigned.
- **Subject and Unit:** See the cumulative grade for each subject and grades for units for assigned courses.
- **Subject, Unit, and Assignment:** See the grade for each assignment as well as the cumulative score (to date) for the entire course.

The sample report below shows the student's grades for subject, unit, and assignment. Notice that because the student just started her schoolwork, she is still in the first unit so the unit and subject grades are the same.



<b>Grade Report</b>	
April 2019 to April 2019	
<b>Betty Marz</b>	
<b>Title</b>	<b>Grade</b>
Variables and Expressions Algebra I - FOUNDATIONS OF ALGEBRA	90.63% B
Exponents and Order of Operations Algebra I - FOUNDATIONS OF ALGEBRA	100.00% A
Evaluating Expressions Algebra I - FOUNDATIONS OF ALGEBRA	66.67% F
<b>Unit Total</b>	<b>88.14% B</b>
<b>Subject Total</b>	<b>88.14% B</b>
"The Most Dangerous Game", Types of Conflict English I - SHORT STORY	100.00% A
"The Most Dangerous Game", Building Vocabulary English I - SHORT STORY	100.00% A
<b>Unit Total</b>	<b>100.00% A</b>
<b>Subject Total</b>	<b>100.00% A</b>
Mapping the Earth: Latitude and Longitude History And Geography 600 - WORLD GEOGRAPHY	100.00% A
Mapping the Earth: Time Zones History And Geography 600 - WORLD GEOGRAPHY	100.00% A
Quiz 1: Mapping the Earth History And Geography 600 - WORLD GEOGRAPHY	86.67% B
<b>Unit Total</b>	<b>88.89% B</b>
<b>Subject Total</b>	<b>88.89% B</b>
Introduction to Spelling List Spelling 600 - MULTISYLLABIC WORDS USING LONG A VOWEL PAIRS	100.00% A
Choose the Correct Word Spelling 600 - MULTISYLLABIC WORDS USING LONG A VOWEL PAIRS	100.00% A
<b>Unit Total</b>	<b>100.00% A</b>
<b>Subject Total</b>	<b>100.00% A</b>

## Daily Work Report

The **Daily Work Report** displays each assignment your student(s) completed by day for each of the days within the specified date range (**Begin Date** to **End Date**). You see the **Assignment Title**, the **Grade**, **Due Date** for the assignment, and course name.

This sample report shows a list of completed assignments for a student during a 14-day reporting period.

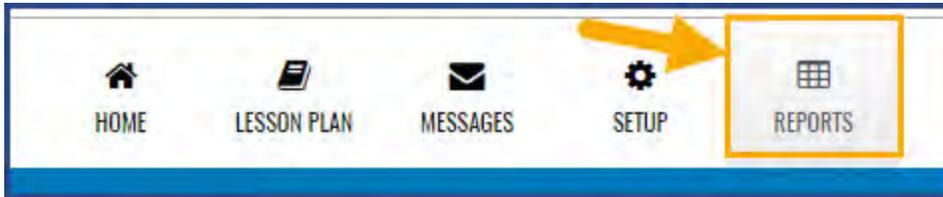


<b>Daily Work Report</b>		<b>Betty Marz</b>	
April 15th, 2019 to April 29th, 2019			
<b>04/18/2019 - Betty Marz</b>			
	<b>Grade</b>	<b>Due Date</b>	
Introduction to Spelling List Spelling 600	100.00% A	4/18/2019	
Choose the Correct Word Spelling 600	100.00% A	4/18/2019	
Mapping the Earth: Latitude and Longitude History And Geography 600	100.00% A	4/19/2019	
<b>04/22/2019 - Betty Marz</b>			
	<b>Grade</b>	<b>Due Date</b>	
Variables and Expressions Algebra I	90.63% B	4/16/2019	
Exponents and Order of Operations Algebra I	100.00% A	4/16/2019	
"The Most Dangerous Game": Analysis of Plot Structure English I	0% N/A	4/22/2019	
<b>04/25/2019 - Betty Marz</b>			
	<b>Grade</b>	<b>Due Date</b>	
Evaluating Expressions Algebra I	66.67% F	4/23/2019	
Mapping the Earth: Time Zones History And Geography 600	100.00% A	4/22/2019	
"The Most Dangerous Game": Types of Conflict English I	100.00% A	4/22/2019	
<b>04/26/2019 - Betty Marz</b>			
	<b>Grade</b>	<b>Due Date</b>	
Quiz 1: Mapping the Earth History And Geography 600	86.67% B	4/22/2019	
"The Most Dangerous Game": Building Vocabulary English I	100.00% A	4/22/2019	

## Run and print student reports

To run and print a student report:

1. Do one of the following:
  - On the main nav bar, click **Reports**.



- On your **Home > Dashboard** page, in the **Reports** widget, select one of the report types (Report Card, Grade Report, or Daily Work Report).



The **Run Reports** page appears where you select the data to include in the report.

2. Under **Students**, select a student you want to appear in the report. You can select one student at a time for any report.
3. Under **Display**, select one option for how you want to see grades/scores displayed on the report:
4. Under **Time Range**, select the period of time for the report:
  - **School Year** – Click to select a school year.
  - **Custom** – In the **Start and End** dates, select dates from the calendars.
5. Under **Report Type**, select the report.
  - If you selected the **Grade Report**, select one option for the level of detail to include in the report. For more information about what the options mean, see [Report descriptions and samples](#).
6. Click the **Run Report** button to display the report. The report preview opens in a new browser window (tab). The **Print** button appears in the upper right of the preview page so that you can print the report.



**Tip:** Depending on the browser you use for Calvert and other software you may have installed, along with printing the report, you may be able to save the report as a pdf, save it to different destination (such as your Google® Drive™ if you use Google® Chrome™), right-click the report and do a Save as to save it as a web page (html file), and more.

## Manage your subscriptions and assigned courses

---

You use the **Active Subscriptions** and **Assigned** tabs on the **Curriculum Setup** toolbar to view the status of and manage your active subscriptions as well as assign and manage courses for your active students for those active subscriptions.



**Tip:** To learn more about subscriptions, see [How the subscription plans work](#).

The **Active Subscriptions** tab is where you view the status of your active subscription and use the tools to:

- Renew your subscriptions. See [View status of and renew your subscriptions](#).
- Assign courses to your students for the active subscription. See [Assign courses and set the daily work schedule for your students](#).
- Add students to or remove students from an active subscription using the **Edit Students** tool. See [Add students to and remove students from your subscriptions](#).

The **Assigned** tab is where you:

- View courses assigned to your active student(s).
- Customize the school settings for a single subject (course) for one or more of your students. See [Customize and reset course settings for individual students](#).
- Unassign courses from your students. See [Unassign courses from students](#).

The **Inactive Subscriptions** tab contains a list of your inactive subscriptions and a **Renew** link for each subscription listed.

### View status of and renew your subscriptions

Calvert provides several ways for you to view status of and renew your subscriptions. For example, when you have subscriptions that are set to expire soon or have expired, on your **Home > Dashboard** page, the **Subscriptions Status** widget appears.

You see:

- **Set to Expire** shows subscriptions that are set to expire soon, ordered by expiry date, with the number of days remaining in your grace period to renew.
- **Expired** shows subscriptions that have expired within the last 30 days, ordered by expiry date.
- A **View More** link appears if you have subscriptions that expired more than 30 days ago.
- To renew subscriptions, click the [click here](#) link.



**Tip:** Your student(s) also see the **Subscriptions Status** list on their Student **Dashboard**. Your student(s) are not able to renew subscriptions, but they can remind you to renew the subscription!

### Renew your subscriptions

At any time, you can use the **Curriculum Setup > Active Subscriptions** tab to view the status of and renew your active subscriptions. The **Active Subscriptions** list shows "about to expire" subscriptions first, followed by "still need to assign" subscriptions, and then any other active subscriptions in ascending sort order by end date. Depending on the type of subscription, you may see the Started and Expires dates, a Next Billing date and **Cancel Billing** button (for monthly subscriptions) or a **Renew** link.

Or, click the **Inactive Subscriptions** tab to see a list of your inactive (expired) subscriptions in ascending sort order by end date. Information shown includes Started and Expires dates and a **Renew** link.



## Add students to and remove students from your subscriptions

1. To renew an active subscription, ensure the **Active Subscriptions** tab is selected, or to renew an inactive subscription, click the **Inactive Subscriptions** tab.
2. For a subscription, click the **Renew** link.
3. Depending on how you purchased your subscription and the type of subscription, one of the following may happen:
  - A message appears with customer support contact information, an activation code, and a product SKU. Call the number listed and provide the information to the representative.
  - A web site page appears where you may have to enter your **Email** and **Password** information under the **Returning Customer** area. Once signed in, you may be directed to the Checkout page for your account.

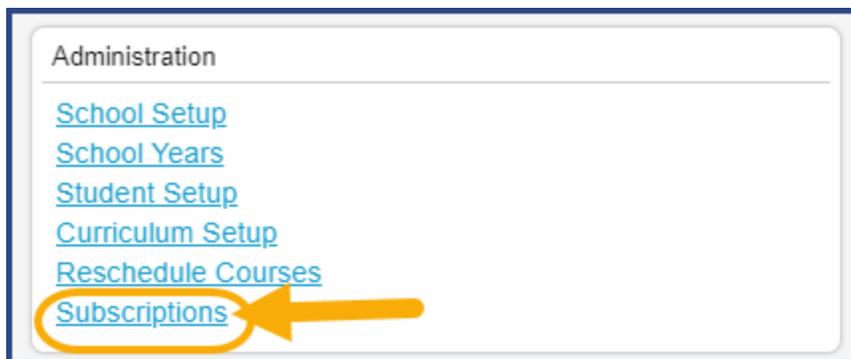
## Add students to and remove students from your subscriptions

Depending on the type of subscription purchased, you may need to add students to or remove students from a subscription.

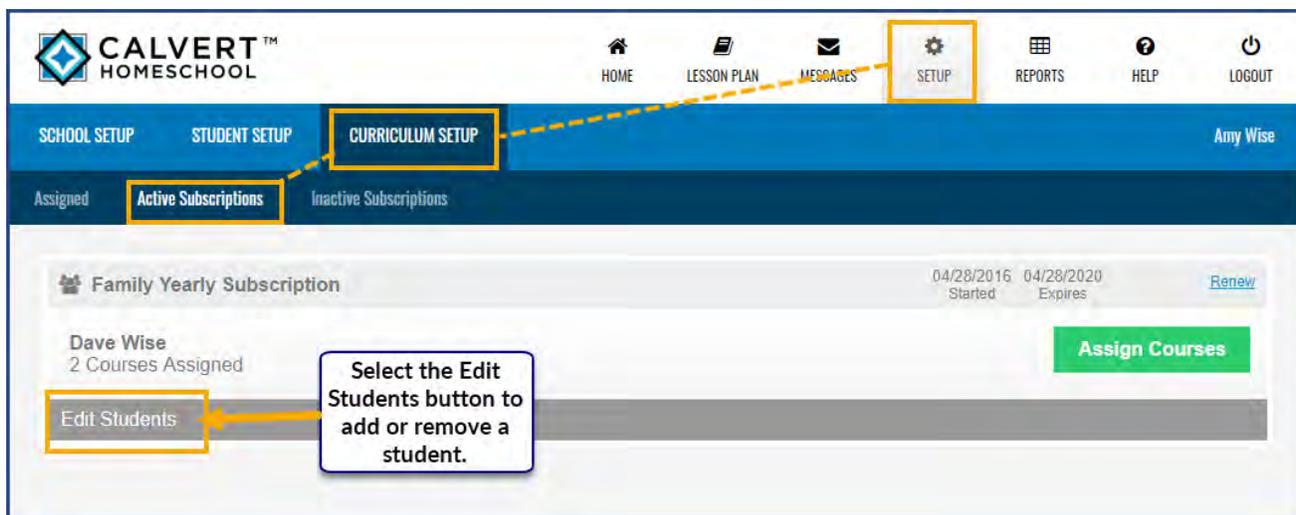


**Note:** Only students in "active" status can be added to a subscription. For example, a Family subscription plan can have up to three *active* students at one time. For more information about student status, see [Manage student username, password, and status](#).

1. On the **Dashboard**, in the **Administration** widget, click the **Subscriptions** link.



The **Active Subscriptions** page appears showing your active subscriptions.





**Tip:** If a subscription has expired and you want to renew it before adding students, click the **Inactive Subscriptions** tab and click **Renew**. It may take a day or so to get the renewal processed based on the type of subscription.

2. For a **Family Subscription** type, to add or remove students, click the **Edit Students** link.  
Or, for an **Individual Subscription**, click the **Select Student** button.
3. To add a student to the subscription, select the check box next to their name. Or to remove a student, clear the check box.
4. Click **Save**.
5. If you need to assign and schedule courses for a student you just added to the subscription, click the **Assign Courses** button that appears in the student's row. See [Assign courses and set the daily work schedule for your students](#).  
Or, if you are finished, on the main nav bar, click **Home**.

## Customize and reset course settings for individual students

Because most school settings, with the exception of **Notifications**, apply to all enrolled, active courses for all your students, typically, these school settings will work just fine. However, if you have a student who may be struggling with a subject, you can customize several types of related settings for just that course for the individual student.

For example, your student is having troubling taking quizzes and tests in Science. You can allow your student to see answer feedback during quizzes and tests, or maybe you want to let your student exit and re-enter a quiz or test in Science as many times as she wants.

The three types, or categories, of related school settings where you can customize options for an individual course for an individual student are:

- **Assignment.** To learn about the Assignment settings, see [Customize and reset school Assignment settings](#).
- **Quiz/Test.** To learn about the Quiz and Test settings, see [Customize and reset school Quiz and Test settings](#).
- **Grade and Weight.** To learn about the Grade and Assignment Weights settings, see [Customize and reset school Grade and Assignment Weights settings](#).



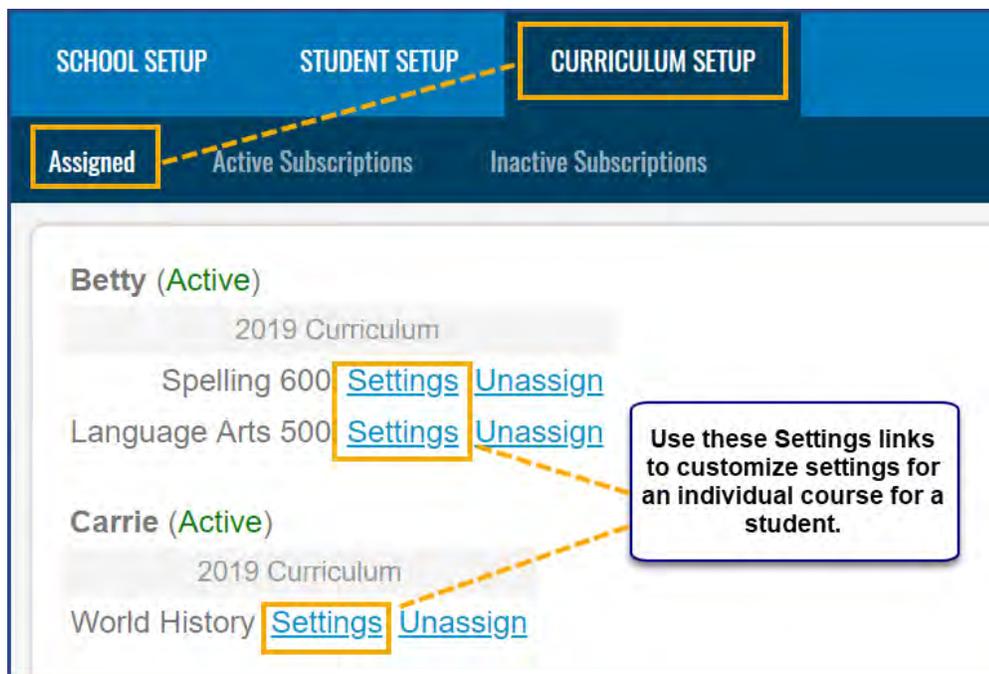
**Note:** Any customizations you make to settings *for an individual course/subject* override the related school settings and are no longer affected by changes to the related school setting UNLESS you click the Default button to remove the customizations for the subject.

If desired, you can reset the customized settings for a subject and go back to the related, default school settings. See [Reset customized subject settings to the default school settings](#).

## Customize subject settings for individual students

1. Do one of the following to access the **Curriculum Setup** tools:
  - On the main nav bar, click **Setup**, on the toolbar, click the **Curriculum Setup** tab, and then click the **Assigned** sub-tab.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **Curriculum Setup** link.

The **Assigned** page appears showing all your students and each course assigned to them.



2. Under the student's name, for the course, click the **Settings** link.
3. Select the **Assignment**, **Quiz/Test**, and/or **Grade** sub-tabs.
4. Make changes, and then click **Save**.

The settings page now has an indicator that the settings have been customized and a **Default** button appears so that you can remove the customizations.

5. To continue customizing the settings, click a different sub-tab, make changes and click **Save**.
  - **Quiz/Test** settings - Make changes and click **Save**.
  - **Grade** settings - Make changes and click **Save**.
6. When finished, click **Home**.

#### Reset customized subject settings to the default school settings

1. Do one of the following to access the **Curriculum Setup** tools:
  - On the main nav bar, click **Setup**, on the toolbar, click the **Curriculum Setup** tab, and then click the **Assigned** sub-tab.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **Curriculum Setup** link.

The **Assigned** page appears showing all your students and each course assigned to them.

2. Under the student's name, for the course, click the **Settings** link.
3. Click the **Assignment**, **Quiz/Test**, or **Grade** sub-tab where you want to remove the customizations.
4. Click the **Default** button.
5. Click **OK** to confirm that you want to restore all settings on the selected tab back to the school defaults.

A message briefly appears stating that settings have been restored to their defaults.

The indicator banner and the **Default** button are no longer visible.



## Unassign courses from students

If you made a mistake assigning a course to your student, for example, you selected the wrong grade level, or if you feel your student is not ready to begin a course at this time, you can unassign it.



**Warning:** If your student has started the course, when you unassign it, all work is deleted and cannot be recovered. So, if you want to have a record of her work in the course, before you unassign the course, run the reports and print or save them. See [Track student progress with reports](#).

1. Do one of the following to access the **Curriculum Setup** tools:
  - On the main nav bar, click **Setup**, on the toolbar, click the **Curriculum Setup** tab, and then on the functional toolbar, click the **Assigned** tab.
  - On the **Home > Dashboard** page, in the **Administration** widget, click the **Curriculum Setup** link.

The **Assigned** page appears showing all your students and each course assigned to them.

The screenshot shows the 'Assigned' page in the Curriculum Setup tool. The top navigation bar includes 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. Below this is a sub-navigation bar with 'Assigned', 'Active Subscriptions', and 'Inactive Subscriptions'. The main content area lists students and their assigned courses. For Betty (Active), the 2019 Curriculum includes 'Spelling 600' and 'Language Arts 500', each with 'Settings' and 'Unassign' links. For Carrie (Active), the 2019 Curriculum includes 'World History' with 'Settings' and 'Unassign' links. Yellow boxes highlight the 'Assigned' tab, the 'CURRICULUM SETUP' tab, and the 'Unassign' links for Betty's Spelling 600, Betty's Language Arts 500, and Carrie's World History. Yellow arrows point to these 'Unassign' links.

2. To unassign a course, under the student's name, for the course, click the **Unassign** link.
3. To confirm, click the **Delete All Work** button.

THIS PAGE INTENTIONALLY LEFT BLANK

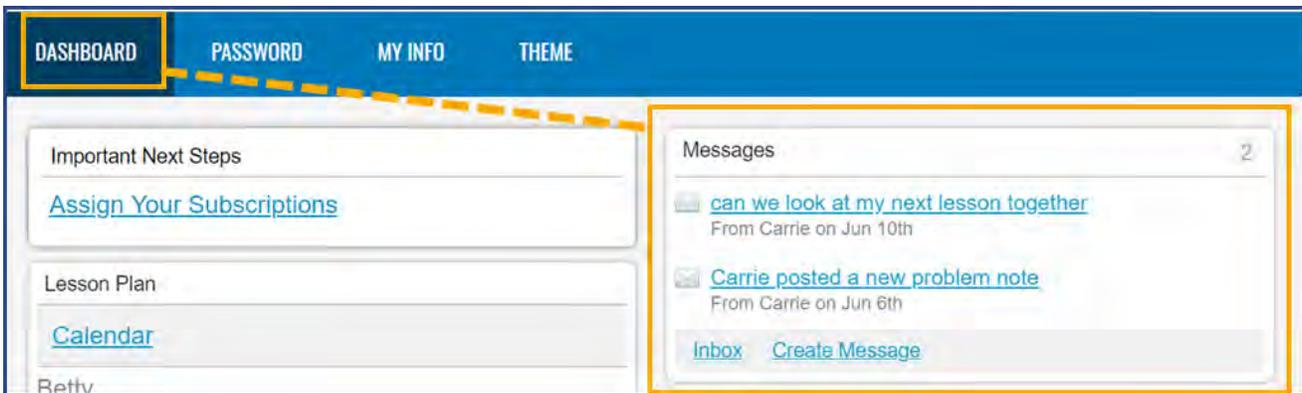
## Communicate with your students using internal messaging

---

An internal messaging system is available within Calvert that lets you, as the Teacher, send messages to and receive messages from your student(s). The Message Center works just like an external email system does except the messages are sent and received within the application only. No external messaging email address is needed.

When the school **Notifications** setting "**Problem Note / Message Center E-mails**", is enabled (turned ON) , you receive an external email alert when your student has added a problem note and/or sent a message to your Message Center. This type of notification is sent to the external email address used for the Teacher account in Calvert. You can click a link in the email alert to go directly to the message in your Message Center in Calvert. For more information about the **Notifications** setting, see [Customize, reset, and disable school Notifications settings](#).

The **Messages** widget on your **Dashboard** also lets you know if you have new, unread messages from your student(s). It shows you who the message is from and when it was sent and the topic (subject) of the message. Up to five unread messages display in the **Messages** widget at a time.



### What's next?

[About your Message Center.](#)

[Read and respond to messages from your students.](#)

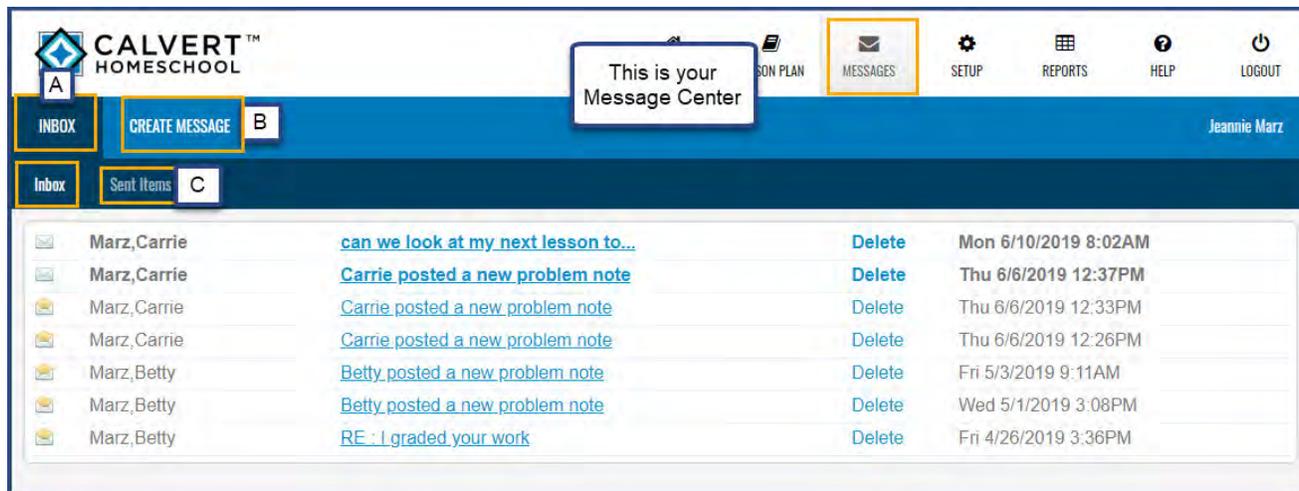
[Write messages and view your sent messages.](#)

[Forward messages.](#)

[Delete messages.](#)

### About your Message Center

If you click the **Messages** button on the main nav bar, or click the **Inbox** link in the **Messages** widget, you open your Message Center. It is from here that you can read messages you received and sent, as well as write (compose) messages to your students.



Message Center tools and features, identified above, include:

Item	Tool/feature	Description
A	Inbox tab	Displays the list of messages you received from your students.
B	Create Message tab	Click the tab to write a new message.
C	Sent Items tab	Click the tab to display a list of messages you sent to your students.

## Read and respond to messages from your students

- To read a message while you are working in the Teacher application, click the (subject line) link.

If you have additional unread messages, you can click the **Inbox** link below the displayed messages or the **Messages** tool on the main nav bar.

When you view a message, from either your **Inbox** or your **Sent Items** message box, you can see the following information:

- Who the message is **from** or who the message was sent **to**.
- The subject of the message.
- If it is a message about a problem note, you see the course, unit, lesson, and problem information along with the comment/response left by your student. Also, if the problem is within an assignment, there's a link in the message that will take you directly to the conversation for that problem.
- The **Delete** button.
- When the message was **sent**.

After reading a message:

- To answer a message, click anywhere on the message line to open the message, click **Reply**, enter your response, and click **Send Now**.
- If desired, you can delete the message. See [Delete messages](#).
- To forward a message to another student, see [Forward messages](#).



## Write messages and view your sent messages

You can write and send a message to one or all of your students. You can easily view your sent messages.

To write a message:

1. Click **Create Message** to open a new message.
2. If you have more than one student, select the student from the **To** list.
3. Enter a subject.
4. In the text box, enter your message. You can use the formatting tools to customize the look of your message.
5. Click **Send Now**.

## View sent messages

Once you create a message and send it, the message is placed in the **Sent Items** message box list.

- To view sent messages, click the **Sent Items** tab next to the **Inbox** tab.

## Forward messages

If you want to forward a message to another of your students, you can.



**Note:** If you forward a problem notes message from one student to another student, that second student does not see the link to open the assignment.

1. From the **Inbox** (or **Sent Items** list), click to the link to open the message you want to forward.
2. Use the drop-down list to the right of the **Forward To** button, select the person you want the message sent to, and click the **Send Forward** button.
3. Click the **Inbox** link to return to your messages.

## Delete messages

If you feel that you no longer need a message, you can delete it. You can delete a message you received or one that you sent.

To delete a message you received:

- Click the **Inbox** tab, and then click the **Delete** button.

To delete a message you sent:

1. Click the **Sent Items** tab.
2. Click the subject line to open the message.
3. Click the **Delete** button
4. To confirm the deletion, click **Delete**.

THIS PAGE INTENTIONALLY LEFT BLANK

## Access help resources and provide feedback to the product team

---

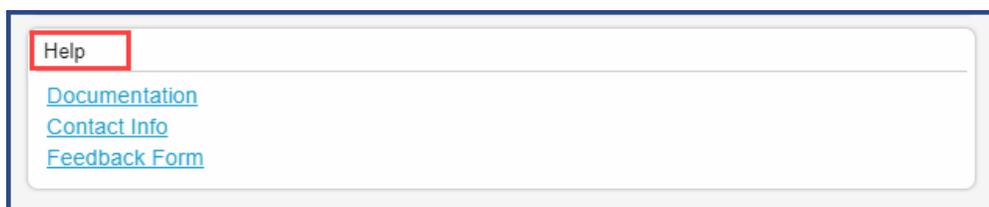
This section lets you know about how to:

- Get resources from the Help page and get help with your questions.
- [Send feedback to the product team.](#)

### Access resources from the Help page

You have two ways to access Help resources:

- Click the **Help** button on the main nav bar.
- In the **Help** widget on the **Home > Dashboard** page, click the **Help** link or click the **Documentation** link.



Either method opens the **Documentation** page.

### Access Teacher online Help and Teacher and Student user guides

The **Documentation** page is where you can access the Teacher online Help and the Teacher and Student User Guides.

- Click the **Launch Online Help** button to open the Teacher online Help. Here you can search by keyword to find information. This online Help contains the same information as in the Teacher User Guide. The Student application has its own online Help, too.
- Click a **Guide** button to download the guide. Be aware that you need a pdf reader to open the guides.

### Access a Support site and see other helpful information

The **Documentation** page also has contact information and other helpful resources details.

- Click the **Launch Calvert Support** button to go to the Support website.
- To sign up for a free training webinar, click the [Click here](#) link.

Other helpful information includes:

- Customer Service and Technical Support phone numbers and business hours.

### Send feedback to the product team

Having feedback from our customers is very important to us. When you encounter any issue or have a question about Calvert, *PLEASE* let us know what you found or to ask a question you have about the application. We *DO* respond to your feedback and it is influential in our software development decisions.

There are multiple ways for you to access the **Feedback** form:

- On your **Home** page, in the **Help** widget, click the **Feedback Form** link.
- Click the **Give Feedback** link located at the bottom of every page of the application.



- Click the **Help** button, and then click the **Feedback** tab.
- From every lesson page where you see a **Lesson Feedback** or **Question Feedback** button.

To complete the **Feedback** form, do the following:

1. Enter the phone number we can use to contact you.
2. You can type over the email address, if you want us to use a different one to contact you about this.
3. Enter your questions or issue in the **Comments** text box.
4. From the list, select the type of feedback. This helps us to make sure the issue is routed to the correct team.
5. Use the **Course** drop-down menu to make a selection, if this is related to the curriculum or only happening in one course. Only courses you have purchased will appear in this list.
6. If you select a course, you are then asked to select the unit, assignment, and question to which this issue pertains. If you select the feedback link from inside a lesson, all of this information will be pre-selected for you.
7. Tell us the **Operating System** and **Browser** you are using to run Calvert.
8. Click the **Send Feedback** button when you are finished.

## Other helpful information for Teachers

---

Here's some other helpful information about Calvert as you begin your homeschool journey. For those who are already homeschooling, this information can be a refresher for you. You will learn how to:

- Change your background theme and password.
- Keep your teacher information updated so that you can receive email notifications and more.
- Request a reset email if you have forgotten your password.
- Calculate Grade Point Averages (GPAs) for your students.

You also learn about:

- Assignment problem types.
- Tips for assigning and closing out student work.

### How do I?

[Change your background theme.](#)

[Change your password.](#)

[Keep your Teacher information updated.](#)

[Request to reset your forgotten Teacher password.](#)

### Tell me about...

[How to calculate Grade Point Averages \(GPAs\) for your students.](#)

[Learn about assignment problem types.](#)

[Tips for assigning and closing out student work.](#)

### Change your background theme

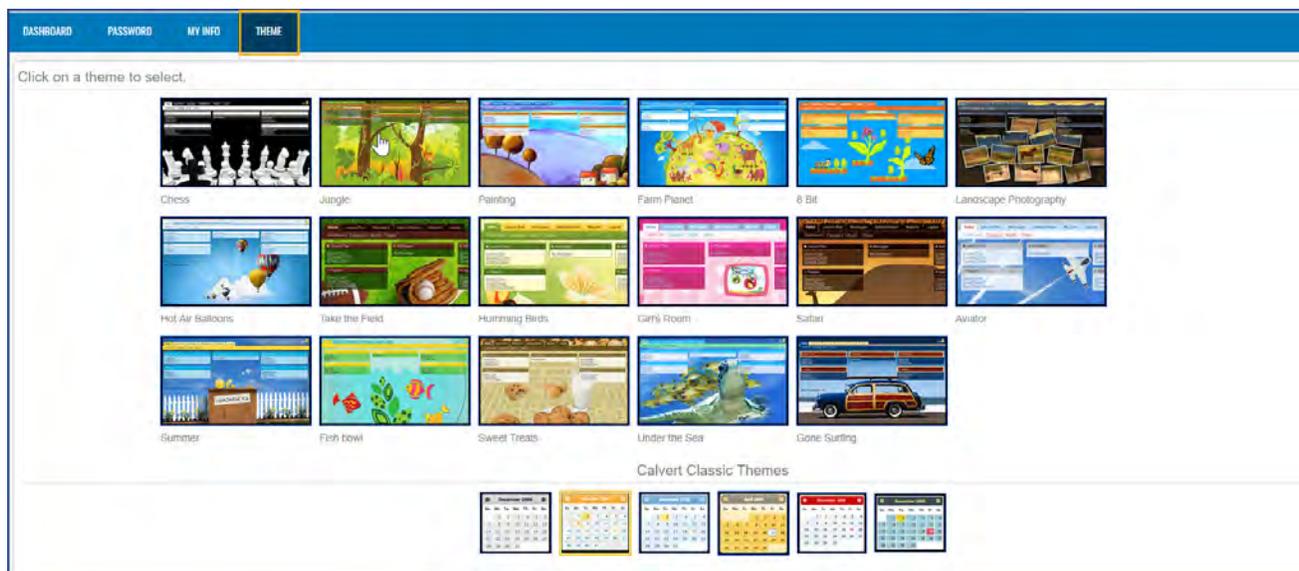
You can change your background to one of the available themes.

To change your background theme:

1. Do one of the following steps to access available themes:
  - On the main nav bar, click **Home**, and then on the toolbar, click **Theme**.
  - On the **Home > Dashboard** page, in the **Application** widget, click the **Change My Theme** link.
2. Click an available theme to select it. Or, if you just want to select a classic theme for your calendar, select one of the Classic Themes.



## Change your password



The page refreshes and displays your selected background theme.

## Change your password

You can change your password. Your new password must have:

- At least six (6) characters with no spaces.
- At least one uppercase letter (example: D) and one lowercase letter (example: b).
- At least one number (example:8).



**Tip:** Your students can change their password at any time when logged in to the Student application. However, if your student forgets their password, you can reset it for them. See [Manage student username, password, and status](#).

To change your password:

1. Click **Home**, and then on the toolbar, click the **Password** tab. Or, on the **Home > Dashboard** page, in the **Application** widget, click the **Change Password** link.



The **Change Password** page appears.



2. In the **Current Password** field, enter your current password. For security and privacy, you don't see the password characters; you just see a series of dots.
3. In the **New Password** field, enter a new password and then in the **Verify New Password** field, enter it again. As mentioned in the previous step, your password displays as a series of dots.
4. Click **Change Password**.



**Note:** If you update information on the **My Information** page, you have to enter the new password in the **Current Password** field before clicking **Submit**. See [Keep your Teacher information updated](#).

## Keep your Teacher information updated

It is important that you keep your Teacher information updated so that you can log in to the Teacher application and receive activation and other emails. For example, if you plan to use **Notifications** emails, make sure the email address is the current one you use for your Calvert Teacher account.



**Note:** The **Current Password** field is required when updating any information on the **My Information** page because this password is tied to the external distribution and activation system used to confirm your curriculum purchases and allows you to easily activate that curriculum.

1. Click **Home**, and then click the **My Info** tab. Or, in the **Application** widget, click the **Change My Info** link. The **My Information** page appears.



### My Information

**Note:** Leading and trailing spaces will be stripped from the username.

First Name	<input type="text" value="Jeannie"/>
Middle Name	<input type="text" value="M"/>
Last Name	<input type="text" value="Marz"/>
Username	<input type="text" value="jeannie"/>
Email	<input type="text" value="myemail@email.com"/>
Current Password	<input type="password" value="....."/>

2. In the fields, enter modified information. Remember - if you change your Username, it must be unique. You are messaged by the system if the Username you enter is not unique.
3. In the **Current Password** field, enter your password.
4. Click **Submit**.



**Tip:** You can keep student information, such as First and Last names and usernames, updated as well. See [Manage student username, password, and status](#).

## Request to reset your forgotten Teacher password

Because you have the Teacher role, if you have forgotten your password, you can request a Reset Password email from Calvert Tech Support. The Reset Password email includes a link and instructions to reset your password.



**Tip:** The email comes from *techsup@aop.com* so you might need to add that email address to your email provider's contacts.



**Note:** A student can change her Calvert password at any time when logged into the Student application. However, if your student forgets her password, you can reset it for her. See [Manage student username, password, and status](#).

1. On the Login page, click the **Forgot Password?** link.
2. In the page that appears, enter your **Username** and **Email** address associated with your account, and then click the **Reset Password** button.
  - If a Calvert account associated to the username and email address is found, the **Password Reset Sent** message appears and an email is sent to the email address. Proceed to step 3.



**Tip:** If you think you remembered your password and want to attempt to log in, click the **Back to Login** link.

- If an account associated to the username and email address is NOT found, you are messaged to notify Technical Support.
3. Open the email and click the **Click here to reset your password** link.
  4. The link takes you to the **Reset Password** page where you enter a new password and re-type it again. For security and privacy, you don't see the password characters; you just see a series of dots.
  5. Click the **Save Password** link. You are automatically logged in to your **Home > Dashboard** page and a notification message appears stating that your password has been reset.

## How to calculate Grade Point Averages (GPAs) for your students

Use these instructions and charts below to help you calculate your student's Grade Point Average (GPA). To calculate the GPA, you need this information:

- Score letter grade earned to establish *points* earned. The default grading scale is set like this:

A = 94-100

B = 86-93

C = 77-85

D = 70-76

For points earned based on two typical grade scales, see the charts in [Grade scale \(weighting\) charts](#).



**Note:** For more information about changing the default grade scale for your school, see [Customize and reset school Grade and Assignment Weights settings](#).

- Credit received for course: Full-year courses, those with 10-13 units, earn one full credit. Single-semester courses, those with 5-6 units, earn a half (0.5) credit.

## Process and example

Whether you calculate student GPA manually or use one of the many online GPA calculators, the process typically involves four steps:

1. Based on the score/letter grade earned, determine the number of points earned for a course
2. Based on whether or not the course was full year or single semester, determine the number of credits the student received for a completed course.
3. Add up the number of points earned and credits for all courses.
4. Divide the total number of points earned by the total number of credits received.

In the following example, using these steps, along with the default grading scale, a student who completed seven courses this school year and earned the following scores, points, and credits would look like this:



Course	Score / Letter grade earned	Points earned (or individual course GPA)	Credits received
Algebra II	95 / A	3.67	1
American History	90 / B	3.0	1
Biology	94 / A	3.67	1
Chemistry	98 / A	4.0	1
English III	89 / B	3.0	1
Physical Fitness	92 / B	1.67	0.5
Personal Financial Literacy	93 / B	1.67	0.5
<b>Totals</b>		<b>20.68</b>	<b>6</b>

In the example above, the student earned 20.68 points and received 6 credits. To get the cumulative GPA, divide the total number of points earned (20.68) by the total number of credits received (6), yielding a GPA of 3.4.

There are a number of GPA calculators available online. An easy one to use is at <http://www.back2college.com/gpa.htm>.

## Grade scale (weighting) charts

Most educational institutions use one of these Grading Scale (Weighting) charts to “fine tune” the grade weighting. Use the chart that corresponds to the grade scale you use for your homeschool. The first chart is the one that matches the default grade scale of 94/86/77/70.

Grade Scale (Weighting)			
Using 94/86/77/70 Grade Scale			
Letter Grade	Numeric Grade	1 Credit Points	0.5 Credit Points
A	96 - 100	4.00	2.00
A-	94 - 95	3.67	1.84
B+	91 - 93	3.33	1.67
B	88 - 90	3.00	1.50
B-	86 - 87	2.67	1.34
C+	83 - 85	2.33	1.17
C	80 - 82	2.00	1.00
C-	77 - 79	1.67	0.84
D+	75 - 76	1.33	0.67



Grade Scale (Weighting)			
Using 94/86/77/70 Grade Scale			
Letter Grade	Numeric Grade	1 Credit Points	0.5 Credit Points
D	72 - 74	1.00	0.50
D-	70 - 71	0.67	0.34
F	Below 70	0.00	0.00

Grade Scale (Weighting)			
Using 90/80/70/60 Grade Scale			
Letter Grade	Numeric Grade	1 Credit Points	0.5 Credit Points
A	93 - 100	4.00	2.00
A-	90 - 92	3.67	1.84
B+	87 - 89	3.33	1.67
B	83 - 86	3.00	1.50
B-	80 - 82	2.67	1.34
C+	77 - 79	2.33	1.17
C	73 - 76	2.00	1.00
C-	70 - 72	1.67	0.84
D+	67 - 69	1.33	0.67
D	63 - 66	1.00	0.50
D-	60 - 62	0.67	0.34
F	Below 60	0.00	0.00

## Learn about assignment problem types

Assignments can contain multiple problem types, such as True/False, fill-in-the-blank, multiple choice, and more. This topic explains the major problem types, including the grading associated with each type, from the student's perspective.

### Drag and drop problems

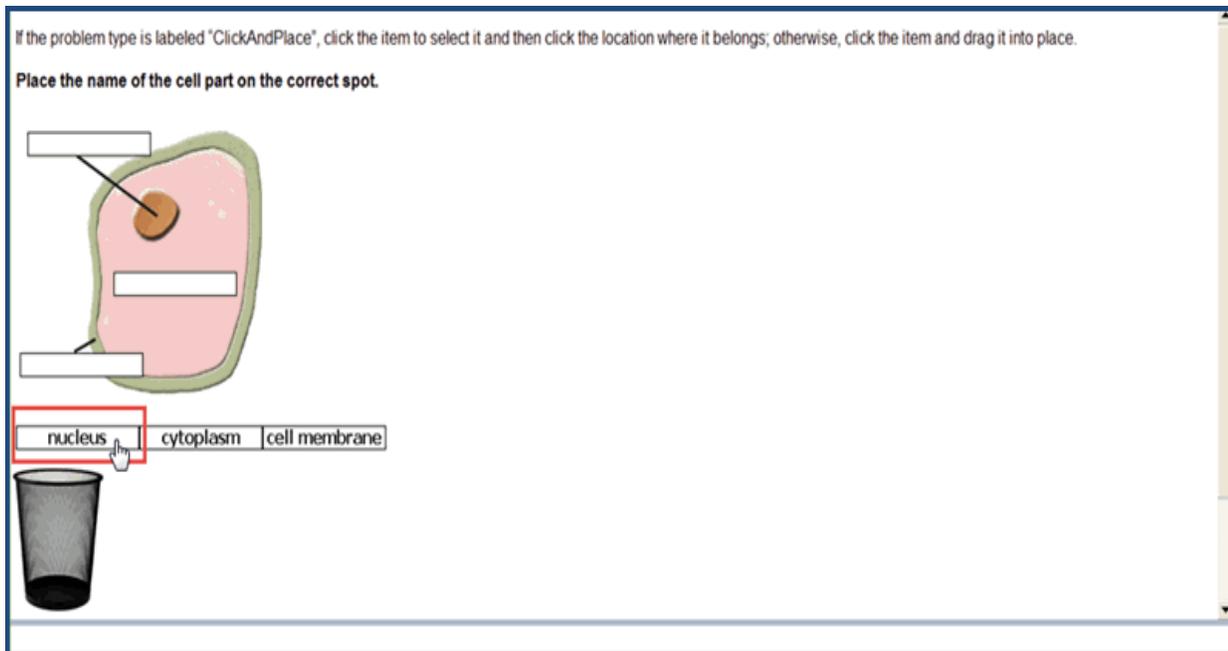
A drag and drop problem requires students to click an item - an image, a word, a phrase, a character - and drag it to its correct location. Sometimes, the student may drag an item onto a picture. For example, the student would drag the name of a city onto a map. Other times, the student might drag an item over a word or phrase to label the part of speech of a word.



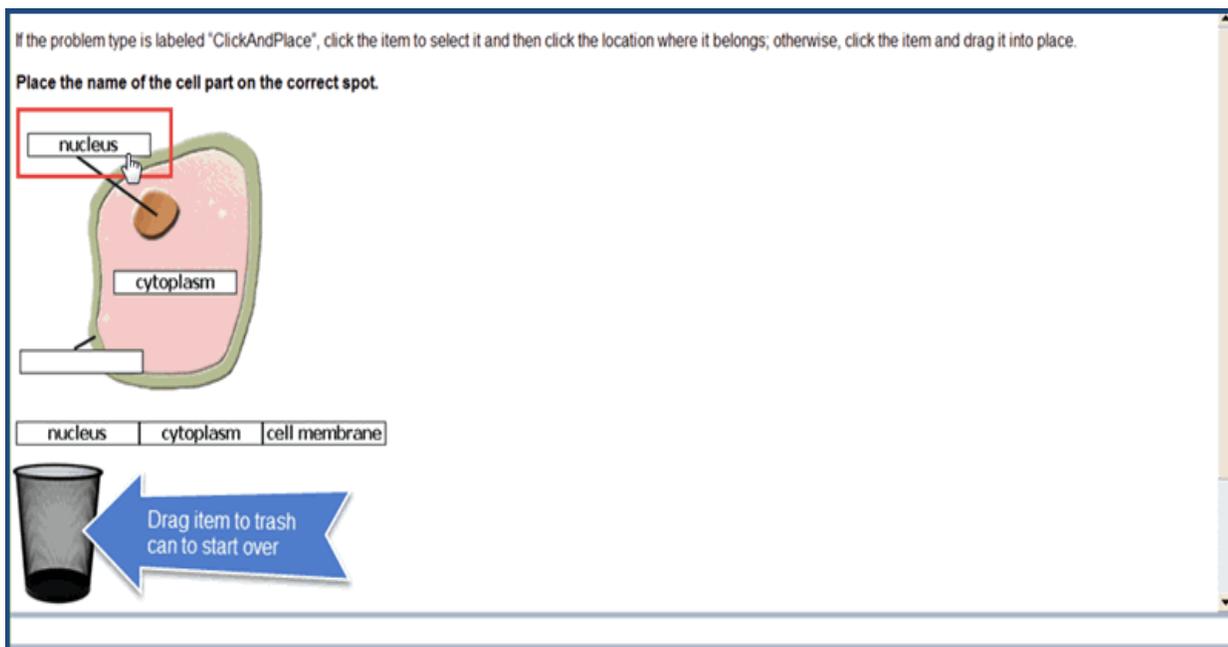
**Grading:** Typically, one point for each correctly-dragged item. The total points for a problem may depend on how many items to drag. It's possible to receive partial credit on drag and drop problems.

To answer a drag and drop problem:

1. Select the item to drag. Click and hold it with the mouse.



2. Still holding the mouse button down, drag the item to its correct location. When the item is over its correct location, release the mouse button to "drop" it there.





3. Repeat this process until all the items have been placed in their correct locations.
4. Click the **Submit Answer** button to submit for grading.



**Note:** Be careful not to "stack" one item over another, or the problem may be graded as incorrect. If an item is dragged to the wrong place, double-click it to pick it up and continue dragging it to its correct location. Also, drag any item to the "trash can" to start over again.

## Project and plain text essay problems

Most projects have one or more problems where the student must type the answer or can upload a file. Likewise, with plain text essay problems, the student enters the answer or can upload a file containing the answer. Students should always read the instructions before beginning the assignment.

**Grading:** Essays and projects are graded by the Teacher, not by the system. However, some essay and project problems may have a grade point already assigned by the curriculum author when the problem was written. This means that the Teacher grades the problem, but the student cannot receive a grade percentage higher than the one assigned by the curriculum author.

## Fill-in-the-blank problems

Fill-in-the-blank problems are what they sound like. The student types the answer in the blank box. There is a special kind of fill-in-the-blank question often used, especially in math problems. This special type has a **green** text box to type in. The student can tab to the next field that should be completed.



**Note:** Students need to take care with spelling, capitalization, punctuation, and spacing of the missing word. It must be the exact word or words from the text to get full credit.

**Grading:** Fill-in-the-blank problems are usually one point per answer.

To complete a fill-in-the-blank problem:

1. Click in the empty box and type the answer.
2. If the problem has more than one blank box, TAB to the next empty box and type the answer.
3. When finished, click the **Submit Answer** button to submit for grading.

## Layered text boxes problems

Layered text questions are much like fill-in-the-blank questions. Students most often see them in math problems, where tabbing to the next text box is helpful.

**Grading:** Layered text box problems are typically worth 1 point each.

To answer a layered text box problem:

1. Enter the answer in the green text box and tab to the next green text box.

**Multiply. (Be sure to carry the tens' number.)**

$$\begin{array}{r} \color{green}{2} \\ 25 \\ \times 5 \\ \hline \color{green}{\square} \color{green}{\square} 5 \end{array}$$



2. When finished, click the **Submit Answer** button to submit for grading.

## Matching problems

Matching problems have two columns of related information, for example, terms in one column and definitions in the other. Students enter the number of an item in the box next to the corresponding item in the second column.

**Grading:** Typically, one point for each correct match.

To answer a matching problem:

1. Begin with the item in the left column.
2. For the correct corresponding item, enter the number in the box.

Match the definition to the term.

- |  |                      |   |
|--|----------------------|---|
| 1. <input type="text" value="root"/>           | <input type="text"/> | a word ending used to show case, number, gender, person, tense, etc.          |
| 2. <input type="text" value="inflection"/>     | <input type="text"/> | a syllable added to a word or the base of a word to change its meaning or use |
| 3. <input type="text" value="morpheme"/>       | <input type="text"/> | form of a word used to join with other words to make new words                |
| 4. <input type="text" value="context clue"/>   | <input type="text"/> | the smallest part of a word that has meaning of its own.                      |
| 5. <input type="text" value="combining form"/> | <input type="text"/> | parts of a sentence that determine the meaning of an unfamiliar word          |
| 6. <input type="text" value="affix"/>          | <input type="text"/> | a base, not necessarily a whole word, to which affixes are added              |

Match each number with its place in order from smallest (1st) to largest (6th).

- |                                     |                      |     |
|-------------------------------------|----------------------|-----|
| 1. <input type="text" value="-80"/> | <input type="text"/> | 1st |
| 2. <input type="text" value="90"/>  | <input type="text"/> | 2nd |
| 3. <input type="text" value="59"/>  | <input type="text"/> | 3rd |
| 4. <input type="text" value="-84"/> | <input type="text"/> | 4th |
| 5. <input type="text" value="48"/>  | <input type="text"/> | 5th |
| 6. <input type="text" value="-56"/> | <input type="text"/> | 6th |

3. To change a number, enter a different number in the box.
4. When finished, click the **Submit Answer** button to submit for grading.



## Multiple choice problems

Multiple choice problems ask students to choose only one correct answer between three to five possible answers in a list. Only one answer can be selected.

**Grading:** Multiple choice problems are typically worth one point each.

To answer a multiple choice problem:

1. Click the circle button next to the correct answer.

A peninsula is:

- a harbor
- land extending in water
- an island

2. When finished, click the **Submit Answer** button to submit for grading.

## Multiple select problems

Multiple select problems ask students to select **all** the possible correct answers in a list. Students can select none, some, or all of the answers.

**Grading:** Multiple select problems are typically worth one point each. In some cases, if there are multiple correct answers, students may receive one point for each correct answer.

To answer a multiple select problem:

1. Click the check boxes next to the correct answers, placing a check mark in each box.
2. To clear an answer, click an existing check mark.

Which three characteristics describe Abraham?

- selfishness
- obedience
- prayerful
- faith
- fearful
- foolish

3. When finished, click the **Submit Answer** button to submit for grading.

## Paragraph box problems

Paragraph box problems require students to type a response in a text box. A response might be one or two sentences or even one or two paragraphs long, depending on what the problem is asking for.

**Grading:** Although the points each paragraph box problem is worth may be visible to the student, these problems are teacher-graded and are not figured into the grade until the Teacher has completed grading.

To answer paragraph box problems:



1. Click anywhere in the paragraph box and type the response.
2. When finished, click the **Submit Answer** button to submit to Teacher for grading.

## Sorting or ordering list problems

Sorting or ordering list problems require students to select items and place them in the correct order based on the question. Examples of some typical sorting problems would be: putting a list of items into alphabetical order, or ranking numbers in order from largest to smallest.

**Grading:** Depending on what a sorting problem asks for, either one point for the entire problem or one point for each correctly sorted answer. It is possible to receive partial credit on sorting problems.

To solve a sorting problem:

1. Begin with the first item in the series (the first event to happen, the first word to appear in alphabetical order, etc.)
2. Select the item and hold the mouse and drag the item to its correct position in the order. Release the mouse button.
3. Select the next item in the series and continue dragging and dropping until finished sorting each entry and are satisfied with the answers.
4. To change any answers, hold and drag the item. Release the mouse button.

Put the steps of the scientific method into the correct order.

- Conduct a literature search
- Devise an experiment to prove or disprove
- Define the problem
- State conclusions
- Propose a hypothesis

5. When finished, click the **Submit Answer** button to submit for grading.

## Text multiple choice problems

Text multiple choice problems look like fill-in-the-blank problems, except students select the correct answer from a list of possible answers.

**Grading:** The number of points often depends on how many textboxes or graphics appear in the problem. Typically, one point for each answer.

Choose... means *causing a feeling of great wonder and reverence inspired by anything of great beauty, majesty, or power.*

- Choose...
- Supreme
- Awesome
- Downtrodden

To answer a text multiple choice problem:



1. Click the **Choose** arrow to see a list of possible answers.
2. Click the one answer deemed to be correct so it is displayed in the box.
3. Click the **Submit Answer** button.

### True/False problems

A True/False problem shows a question with a **True** option and a **False** option. Select the correct option, and then click the **Submit Answer** button.

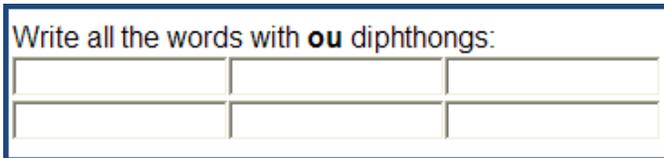
**Grading:** True/False problems are one point for a correct answer.



### Unordered answer problems

Unordered answer problems ask students to type a series of responses, usually words or phrases. Students receive credit as long as all the correct answers appear in the boxes.

**Grading:** Unordered answers are normally worth one point per answer.



1. Type answers into the answer boxes in any order.
2. Click the **Submit Answer** button to submit for grading.

### Tips for assigning and closing out student work

Use these tips as a guide to help you assign and close out student work for an individual student, close out a school year for all your students, and help you prepare for the next semester or school year.



Situation	Do the following...
<p><b>Your child is excelling (or failing) in a subject at a specific grade level. You want to maintain the work and grades in the current subject, close out the subject, and then assign a different grade level of the subject within the same semester or school year.</b></p> <p><b>Note:</b> If you do not wish to maintain a student's work, you can unassign the course (subject) and assign a different grade level of the subject. See <a href="#">Unassign courses from students</a>.</p>	<ol style="list-style-type: none"><li>1. Open the course you want to close out and unassign each remaining unit of the course. (<b>Tip:</b> Unassigning a unit removes the assignments from your child's schedule (calendar), but allows the course to still be included in reports). See <a href="#">Unassign and assign units</a>.</li><li>2. Assign and schedule the new grade level course for the student. See <a href="#">Assign courses and set the daily work schedule for your students</a>.</li></ol>
<p><b>One of your children is no longer using Calvert. You want to add another of your children to the subscription. Because you cannot delete a student record from Calvert, you need to change the status of the student to "inactive" if he is no longer using the application.</b></p>	<ol style="list-style-type: none"><li>1. Run and print student reports for the child who is no longer active so that you can save the grade information. See <a href="#">Track student progress with reports</a>.</li><li>2. Make the student inactive. See <a href="#">Manage student username, password, and status</a>.</li><li>3. Set up the other child in Calvert as a student. See <a href="#">Add students to your school</a>.</li><li>4. Add the new student to your subscription plan. See <a href="#">Add students to and remove students from your subscriptions</a>.</li><li>5. Assign and schedule courses (subjects) for the new student. See <a href="#">Assign courses and set the daily work schedule for your students</a>.</li></ol>
<p><b>You want to close out the semester (school year).</b></p>	<ol style="list-style-type: none"><li>1. Make sure your student(s) have completed all assignments in all courses. See <a href="#">View student progress in assigned work</a>.</li><li>2. Run and print individual student reports so that you can save the grade information. See <a href="#">Track student progress with reports</a>.</li><li>3. Use the report information to calculate the Grade Point Averages (GPAs) for your students. See <a href="#">How to calculate Grade Point Averages (GPAs) for your students</a>.</li><li>4. (Optional) If a student is done using Calvert, make their student record "inactive" so that he/she no longer appears in the Lesson Plan and reports. See <a href="#">Manage student username, password, and status</a>.</li><li>5. If your student(s) will be taking a break from their Product lessons, you might want to turn OFF school Notifications so that you don't receive email notifications. You can turn Notifications back on again when ready to start lessons. See <a href="#">Customize, reset, and disable school Notifications settings</a>.</li></ol>

# Index

---

## A

- Access answer key
  - assignment settings
    - school ..... 35
    - student ..... 52
    - subject ..... 128
  - quiz/test settings
    - school ..... 38
    - student ..... 53
    - subject ..... 128
- activating
  - subscriptions ..... 7
- Active Subscriptions tab ..... 125
- activities
  - school
    - deleting ..... 64
    - scheduling ..... 63
  - students
    - adding ..... 63-64
    - deleting ..... 63-64
- Administration widget ..... 30
- administrative actions ..... 30
- Allow skip problem
  - assignment settings
    - school ..... 35
    - student ..... 52
    - subject ..... 128
  - quiz/test settings
    - school ..... 38
    - student ..... 53
    - subject ..... 128
- Alternate Quiz ..... 82
- alternate quizzes
  - assigning ..... 83
  - unassigning ..... 85
- Alternate Test ..... 82
- alternate tests
  - assigning ..... 83
  - unassigning ..... 85
- Answer Shown column, problems ..... 95
- Assign button, alternate quizzes and tests ..... 84
- Assign button, lessons ..... 80
- Assign button, problems ..... 80, 87
- Assign Courses button ..... 25
- Assign Now button, courses ..... 27
- Assign this Unit button, units ..... 81, 92
- Assigned tab, courses ..... 125
- Assigned Work ... 69, 75, 77, 80-81, 84-85, 87, 102, 106, 108-109
- Assigned Work page ..... 89
  - courses
    - rescheduling ..... 110
- assigning
  - alternate quizzes and tests ..... 83
  - curriculum (courses) ..... 24
  - essays ..... 115
  - lessons ..... 79
  - projects ..... 79
  - skipped problems ..... 106
  - special projects ..... 115
  - units ..... 81
- Assignment – School page ..... 36
- assignment settings
  - customizing
    - for school ..... 34
    - for student ..... 51
    - for subjects ..... 128
- Assignment Title, units ..... 93
- assignment type icon ..... 10
- assignment types
  - Lesson ..... 9
  - Project ..... 9
  - Quiz ..... 9
  - Reference ..... 10
  - Test ..... 10
- Assignment Weights settings ..... 52, 128
  - school ..... 40
  - student ..... 53
  - subject ..... 128
- assignments
  - Block Lesson button ..... 96
  - blocking ..... 102
  - Clear Work button ..... 94
  - color-coding explained ..... 90
  - completed date, viewing ..... 93
  - Date First Accessed ..... 95
  - Date Last Worked ..... 95
  - default settings
    - resetting ..... 36, 53, 128
  - Due Date ..... 94
  - graded date ..... 93





clearing			
answers	99		
attempt counter	99		
attempts			
problems	108		
questions	108		
student work (completed assignments)	109		
completed assignments			
student work			
erasing	109		
Completed date (assignments), units	93		
control pacing of assignments	57		
Course Overview, assignment type	10		
course scheduling			
changing status of days	61		
courses			
assigned			
viewing	89, 125		
assigning to students	24		
assignment settings			
customizing	127		
block scheduling			
setting up	46, 65, 110		
customized settings			
removing	128		
customizing			
assignment grades	128		
assignment settings	128		
assignment weights	128		
quiz settings	128		
test settings	128		
default settings			
restoring	128		
grade and assignment weights settings			
customizing	127		
grades	12		
quiz/test settings			
customizing	127		
rescheduling	47, 65, 111		
resetting	111		
resetting schedules for	45, 65		
school days			
changing	49, 66, 113		
rescheduling	49, 66, 113		
selecting grade levels	25		
unassigning	129		
Create School Year button, school	24		
Create Student button, students	22		
Current Password	140		
curriculum			
assigning to students	24		
Curriculum Setup link	30		
Customer Service info, accessing	135		
customizing			
assignment settings			
for courses	127		
for school	34		
for student	51		
assignment weights			
for courses	128		
for students	52		
school	39		
grade settings			
for courses	127		
for student	51		
school	39		
notifications settings			
for school	41		
quiz/test settings			
for courses	127		
for school	36		
for student	51		
weighting, assignments	40, 52-53, 128		
<b>D</b>			
Dashboard	16		
Application widget	19		
Help widget	18		
Lesson Plan widget	18		
Messages widget	18		
Reports widget	18		
rescheduling courses	47		
Date First Accessed, assignments	95		
Date Last Worked, assignments	95		
days of week			
changing for subjects	49, 66, 112-113		
days remaining counter, calendar	60		
Delete All Work button, courses (subjects)	129		
deleting			
events and activities			
school	64		
students	63-64		
messages	133		
problem notes	77		
disabling			
Notifications setting, school	44-45		
Notifications setting, student	53		
Documentation link	135		
Documentation page	135		
downloading			
Teacher and Student guides	135		
drag and drop problems	143		



Due Date (assignments), units ..... 93, 95  
due dates  
    projects  
        selecting new ..... 79

**E**

email, updating ..... 140  
enabling  
    Notifications setting, school ..... 44  
    Notifications setting, student ..... 53  
erasing  
    student work (completed assignments) ..... 109  
essay and project problems ..... 145  
Essays ..... 115  
events  
    school  
        deleting ..... 64  
        scheduling ..... 63  
    students  
        adding ..... 63-64  
        deleting ..... 63-64  
expired subscriptions ..... 8, 125

**F**

feedback, sending to product team ..... 136  
fill-in-the-blank problems ..... 145  
Forgot Password ..... 140  
forwarding  
    messages ..... 133

**G**

Glossary and Credits, assignment type ..... 10  
grade and assignment weights  
    default settings  
        resetting ..... 41  
Grade button, problems ..... 99, 101, 118  
Grade Display  
    grade settings  
        school ..... 41  
        student ..... 53  
        subject ..... 128  
grade levels  
    changing ..... 25  
    changing for courses ..... 129  
    selecting for courses ..... 25  
Grade Point Average (GPA)  
    calculating ..... 141

Grade settings  
    Assignment Weights ..... 52, 128  
        school ..... 40  
        student ..... 53  
        subject ..... 128  
    customizing  
        for subjects ..... 128  
Graded date (assignments), units ..... 93  
grades  
    calculating ..... 12  
    completed assignments ..... 92-93  
    school settings  
        Grade Display ..... 41  
        Grading Scale ..... 40  
    student settings  
        Grade Display ..... 53  
        Grading Scale ..... 53  
    subject settings  
        Grade Display ..... 128  
        Grading Scale ..... 128  
grading  
    problems ..... 96, 98, 100  
    Special Projects ..... 117  
grading indicator ..... 100  
Grading Scale  
    grade settings  
        school ..... 40  
        student ..... 53  
        subject ..... 128

**H**

Help page ..... 135  
Home Dashboard page ..... 16

**I**

Immediate answer feedback  
    quiz/test settings  
        school ..... 38  
        student ..... 53  
        subject ..... 128  
inactive status, students ..... 53  
Inactive Subscriptions tab ..... 125

**L**

layered text problems ..... 145  
Lesson Feedback button, assignments ..... 136  
Lesson Plan ..... 67  
lesson plans, creating ..... 24



Lesson, assignment type .....	9	multiple select problems .....	147
lessons		<b>N</b>	
assigning .....	79	name, changing .....	139
blocking .....	102	Needs Grading column, problems .....	95
clearing completed work .....	109	Needs Grading indicator, problems .....	97
managing .....	67	No answer feedback	
notes		quiz/test settings	
writing and reading .....	74	school .....	38
previewing .....	68	student .....	53
printing .....	85	subject .....	128
unassigning .....	79	non-school day indicator, calendar .....	60
unblocking .....	102	non-school days	
viewing progress in .....	89	managing .....	61
logging in .....	15	non-school days, default .....	58
logging out .....	27	notes	
		adding for problems .....	74
<b>M</b>		writing and reading .....	74
managing		Notes button, problems .....	98
calendar .....	58	notifications	
courses .....	125	below threshold	
events and activities .....	62	school .....	43
school days .....	61	student .....	52
school settings .....	30	customizing	
school years .....	23	for school .....	41
student lessons .....	67	for student .....	52
students .....	20, 53	default settings	
students, for subscriptions .....	126	resetting .....	44
subscriptions .....	125	monthly progress report email .....	43
matching problems .....	146	past due	
Maximum problem attempts		school .....	43
assignment settings		student .....	52
school .....	35	problem note and message center e-mails .....	44
student .....	52	weekly progress report email .....	43
subject .....	128		
Message Center .....	131	<b>O</b>	
Message Center notification		online Help, opening .....	135
disabling .....	44	online Teacher Help .....	18
Message Center, features and tools .....	131	Open book	
messages		quiz/test settings .....	38
deleting .....	133	student .....	53
forwarding .....	133	subject .....	128
reading .....	132	Open page	
replying to .....	132	quiz/test settings .....	38
sending .....	133	student .....	53
viewing .....	131	subject .....	128
Monthly Progress Report notification .....	43		
disabling .....	43		
More link, calendar .....	60		
Multi-month calendar view, calendar .....	59		
multiple choice problems .....	147		



P

Paragraph box problems ..... 147

passwords

- changing ..... 138
- changing for students ..... 53
- resetting ..... 140
- updating ..... 140

Past Due notification

- disabling for school ..... 43
- disabling for student ..... 53
- school ..... 43
- student ..... 52

point values, problems ..... 101

Points available/awarded column, problems ..... 95

Points column, assignments ..... 95

points possible field, problems ..... 100

previewing

- lessons ..... 68
- student assignments ..... 68

Print button, assignments ..... 86

Print Problems Answer Key button, problems ..... 86

Print Problems Blank button, problems ..... 86, 100

Print Problems Review button, problems ..... 86, 99

printing

- lessons ..... 85
- problems with no answers ..... 100
- problems with student answers ..... 99

problem (question) colors ..... 98

Problem Note notification

- disabling ..... 44

Problem Note/Message Center E-mails notification .. 44

problem notes

- adding ..... 74
- deleting ..... 77
- reading and responding to ..... 76

problem types

- drag and drop ..... 143
- essays and projects ..... 145
- fill-in-the-blank ..... 145
- layered text ..... 145
- matching ..... 146
- multiple choice ..... 147
- multiple select ..... 147
- paragraph box ..... 147
- sorting ..... 148
- true/false ..... 149
- unordered answer ..... 149

problems

- answers

  - clearing ..... 99

- attempts

  - clearing ..... 108

Attempts (number of) ..... 95

date Attempted ..... 95

essay and paragraph

- reworking ..... 99

Grade button ..... 101

grading ..... 96, 98, 100

how scored ..... 101

Needs Grading ..... 95

Points available/awarded ..... 95

points possible field (grading) ..... 100

Print Problems Answer Key button ..... 86

Print Problems Blank button ..... 86

Print Problems Review button ..... 86

printing with no answers ..... 100

printing with student answers ..... 99

Question Feedback button ..... 70

reworking ..... 108

Score is field (grading) ..... 100

skipping

- teacher ..... 99

Student Skipped ..... 95

student viewed Answer Shown ..... 95

TEACHER ONLY info, viewing ..... 100

Teacher Skipped ..... 95

viewing score ..... 95

Project, assignment type ..... 9

projects

- assigning ..... 79
- due dates

  - selecting new ..... 79

- notes

  - writing and reading ..... 74

- students

  - uploading external files ..... 117

- unassigning ..... 79

Q

Question Feedback button, problems ..... 70, 136

questions

- attempts

  - clearing ..... 108
  - skipping ..... 86

quiz settings

- customizing

  - for subjects ..... 128

Quiz, assignment type ..... 9



quiz/test		
default settings		
resetting .....	39	
Quiz/Test in Progress .....	38	
Quiz/Test Mode .....	38	
quiz/test settings		
customizing		
for school .....	36	
for students .....	52	
for subjects .....	128	
Quiz/Test sub-tab .....	37	
quizzes		
clearing work .....	109	
customizing settings		
for school .....	36	
school settings		
Access answer key .....	38	
Allow skip problems .....	38	
Immediate answer feedback .....	38	
No answer feedback .....	38	
Open book .....	38	
Open page .....	38	
student settings		
Access answer key .....	53	
Allow skip problem .....	53	
Immediate answer feedback .....	53	
No answer feedback .....	53	
Open book .....	53	
Open page .....	53	
subject settings		
Access answer key .....	128	
Allow skip problem .....	128	
Immediate answer feedback .....	128	
No answer feedback .....	128	
Open book .....	128	
Open page .....	128	
<b>R</b>		
reading		
messages .....	132	
Reference, assignment type .....	10	
removing		
customized settings		
courses .....	128	
students .....	53	
student work (completed assignments) .....	109	
renewing		
subscriptions .....	125	
replying to		
messages .....	132	
reports		
Daily Work Report .....	121	
Grade Report .....	120	
Report Card .....	119	
running .....	122	
tracking student progress .....	119	
Reschedule all Courses button, calendar .....	59, 65	
Reschedule all Courses for This Student button,		
subjects (courses) .....	91, 111	
Reschedule Courses link .....	31, 47	
Reschedule this Course button, subjects (courses)	91, 111	
Reschedule Work .....	110	
Reschedule Work link, students .....	46	
rescheduled courses		
changing working schooldays .....	112	
rescheduling		
courses .....	65, 111	
school days		
courses .....	49, 66, 113	
resetting		
assignment settings .....	36, 128	
assignment settings, students .....	53	
course schedules .....	45, 65	
grade and assignment weights settings .....	41, 128	
grade and assignment weights settings, students	53	
notifications settings .....	44	
notifications settings, students .....	53	
passwords .....	140	
quiz/test settings .....	39, 128	
quiz/test settings, students .....	53	
resources and activities		
students		
activating .....	54	
Return to Assignments button, assignments .....	70	
Review Lesson, assignment type .....	10	
Review Student Work button, assignments .....	94	
Rework button, problems .....	99, 108, 118	
reworking		
problems .....	99, 108	
Run Report button, reports .....	123	
running		
reports .....	122	
<b>S</b>		
scheduling		
events and activities		
school .....	63	
school		
assignment settings		
customizing .....	34	



setting up and managing .....	29	students	
school calendar		adding .....	20
opening .....	57	assignment settings	
school days		customizing .....	51
managing .....	61	assignments	
school events, calendar .....	60	blocking .....	102
school grade settings		unblocking .....	102
customizing .....	39	below threshold alerts .....	53
School Setup link .....	30	courses	
School week or Full week toggle, calendar .....	59	assigning .....	24
school years		unassigning .....	129
managing .....	23	customized settings	
School Years link .....	30	notifications .....	53
Score (assignments), units .....	93	removing .....	53
Score column, assignments .....	95	default settings	
Score is field, problems .....	100	restoring .....	53
sending		making inactive .....	53
messages .....	133	password	
set to expire subscriptions .....	8, 125	changing .....	53
setting up		past due alerts .....	53
block scheduling for courses .....	46, 65, 110	projects	
students .....	20	uploading external files .....	117
settings levels and types .....	31	reports	
Setup button .....	29	running .....	122
sick days, calendar .....	61	resources and activities	
skipped problems		activating .....	54
assigning .....	106	setting up .....	20
viewing and managing .....	104	subscriptions	
skipping		managing .....	126
problems .....	86	username	
teacher .....	99	changing .....	53
questions .....	86	work	
sorting problems .....	148	clearing .....	109
Special Projects .....	115	subjects	
assigning .....	115	changing days of week .....	49, 66, 112-113
grading .....	117	customizing	
student steps .....	117	assignment settings .....	128
viewing student work .....	117	quiz settings .....	128
Start Date, assignments .....	94	test settings .....	128
status		subscriptions	
students		activating .....	7
changing .....	53	plans .....	7
Student application		renewing .....	125
view lesson .....	70	status .....	8, 125
student assignments		students	
previewing .....	68	managing .....	126
student events, calendar .....	60	viewing .....	125
student progress		Subscriptions link .....	31
tracking with reports .....	119	Subscriptions Status widget .....	20
Student Setup .....	21		
Student Setup link .....	30		
Student Skipped column, problems .....	95		



T

Teacher and Student User Guides, accessing ..... 135

Teacher application

- view lesson ..... 69

TEACHER ONLY information, problems ..... 100

Teacher setup checklist ..... 6

Teacher Skip button, problems ..... 87, 99, 106

Teacher Skipped column, problems ..... 95

Technical Support, accessing ..... 135

test settings

- customizing

  - for subjects ..... 128

Test, assignment type ..... 10

tests

- clearing work ..... 109
- customizing settings

  - for school ..... 36

school settings

- Access answer key ..... 38
- Allow skip problems ..... 38
- Immediate answer feedback ..... 38
- No answer feedback ..... 38
- Open book ..... 38
- Open page ..... 38

student settings

- Access answer key ..... 53
- Allow skip problem ..... 53
- Immediate answer feedback ..... 53
- No answer feedback ..... 53
- Open book ..... 53
- Open page ..... 53

subject settings

- Access answer key ..... 128
- Allow skip problem ..... 128
- Immediate answer feedback ..... 128
- No answer feedback ..... 128
- Open book ..... 128
- Open page ..... 128

text-to-speech tool ..... 78

text multiple choice problems ..... 148

tips for assigning and closing out work ..... 149

True/False problem attempts

- assignment settings

  - school ..... 35
  - student ..... 52
  - subject ..... 128

true/false problems ..... 149

Type (assignment), units ..... 93-94

U

Unassign Lesson button, assignments .....80, 96

Unassign link, courses (subjects) ..... 129

Unassign this Unit button, units ..... 81, 92

unassigning

- alternate quizzes and tests ..... 85
- courses ..... 129
- lessons ..... 79
- projects ..... 79
- units ..... 81

Unblock Lesson button, assignments ..... 103

unlocking

- assignments ..... 102
- lessons ..... 102

unit grade summary ..... 92

units

- assigning ..... 81
- grades ..... 12
- unassigning ..... 81

Unlimited problem attempts

- assignment settings

  - school ..... 35
  - student ..... 52
  - subject ..... 128

unordered answer problems ..... 149

update your preferences link

- disabling notifications ..... 45

updating

- your teacher info ..... 140

uploading

- external files

  - students ..... 117

username, updating ..... 140

V

vacation days, calendar ..... 61

View Answer Key button, assignments .69, 75, 78, 94, 96

View Correct Answer button, assignments ..... 98

viewing

- courses

  - assigned ..... 89
  - assigned to students ..... 125

- sent messages ..... 133
- skipped problems ..... 104
- student progress ..... 89
- student work

  - Special Projects ..... 117

- subscriptions ..... 125



vocabulary words, unit recap ..... 10

**W**

Weekly Progress Report notification ..... 43  
    disabling ..... 43  
Weighted Grade, units ..... 92  
weighting, assignments  
    customizing for school ..... 40  
    customizing for student ..... 53  
    customizing for subject ..... 128  
working school days  
    changing for rescheduled courses ..... 112