



**Monarch™  
Teacher User Guide**

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## Teacher User Guide

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## System Requirements

Monarch 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 Monarch, 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 Monarch.

### 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:** Phone - Toll Free: 1-800-622-3070 Monday - Friday: 7 a.m. - 5 p.m. CT

**Technical Support:** Phone - Toll Free: 1-888-881-4958 Monday - Friday 7 a.m. - 5 p.m. CT

**Website:** [www.aop.com/Support/Monarch](http://www.aop.com/Support/Monarch)

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# Welcome to Monarch™

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Monarch™ is an innovative way to help you and your student(s) succeed. Monarch is perfect for your on-the-go schedule because the Monarch Christian homeschool curriculum is accessible online around the clock. This benefit gives you and your student(s) the flexibility of doing schoolwork on a schedule that works best for you and your students.



**Tip:** The Monarch product team is always working to provide the latest fixes and features. If site outage is scheduled, a maintenance message appears on the Monarch login page so that Monarch 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 Monarch, the next few sections provide information that you might find helpful. For example, a checklist is provided for a new Monarch 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 Monarch previously or just want to get started, then you can move on to the next chapter. See "[Let's Get Started](#)" on page 15.

## About this guide

This Monarch Teacher Guide assists you in answering your questions about:

- Setting up and managing your own school in Monarch 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 and monitor the number of working school days.
- 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 Monarch assignments.
- Using the Monarch 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 Monarch 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 Monarch 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	If you haven't already done so, activate your subscription(s).	<a href="#">"Activate your subscriptions" below.</a>	<input type="checkbox"/>
2	Add student(s) to your school.	<a href="#">"Add students to your school" on page 20.</a>	<input type="checkbox"/>
3	(Optional) Set up school years.	<a href="#">"Set up school years for assigning and reporting on student work" on page 22.</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" on page 73.</a>	<input type="checkbox"/>
5	Assign and schedule courses for your student(s).	<a href="#">"Assign and schedule courses for students" on page 23.</a>	<input type="checkbox"/>
6	Learn about Monarch settings and review the default School settings to see if these settings work for your student(s). Be sure to check out the <b>Notifications</b> tab.	<a href="#">"Settings levels and types" on page 38.</a> and <a href="#">"Customize settings for your school" on page 40.</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" on page 87.</a>	<input type="checkbox"/>

## Other helpful information for new teachers

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

- Learn about what happens when you make changes to course schedules for students. Such as, your student is falling behind in their school work or needs to take a leave of absence, how to fix their overdue assignments. See ["Learn what happens when you make changes to course schedules for students" on page 60.](#)
- Learn about the all the functions (tasks) available to you as the Teacher when reviewing student work. See ["Available Teacher actions for completed assignments" on page 118.](#)

## Activate your subscriptions

If you purchased Monarch from a licensed distributor, you may have to activate the purchased curriculum for it to be available to assign to your student(s) in the Teacher application. When your account was created, a username and password may have been created for you. This username and password, along with your email address, are now your Monarch Teacher information.



**Note:** If you purchased Monarch directly from the Alpha Omega Publications site, when your purchase is completed, your subscription is automatically activated for you. In some cases, AOP customer service may be able to assist with orders experiencing problems.

After your purchase, you are sent an activation e-mail to the email address on record. The email with the title, "Welcome to Monarch", contains the access code of the product(s) you purchased along with an [Activate Your Curriculum](#) link to [www.activatemonarch.com](http://www.activatemonarch.com) so that you can easily activate your purchased curriculum.

- Click that link (**do not copy and paste it**) and enter your username and password.

You are notified if activation is successful. After successful activation, log in to Monarch at [monarch.aop.com](http://monarch.aop.com) 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.

## Learn about Monarch subscription plans

Monarch has several subscription plans:

- 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 Math, 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 you log into the Teacher application, you see all available grade levels and core courses for assigning to your students.



**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 Math 600 and you want to assign Math 700, you should not do that until the student completes Math 600. 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](#)" on page 165.

- 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 can only be purchased as a Single Course subscription.

### Subscription plan renewal options

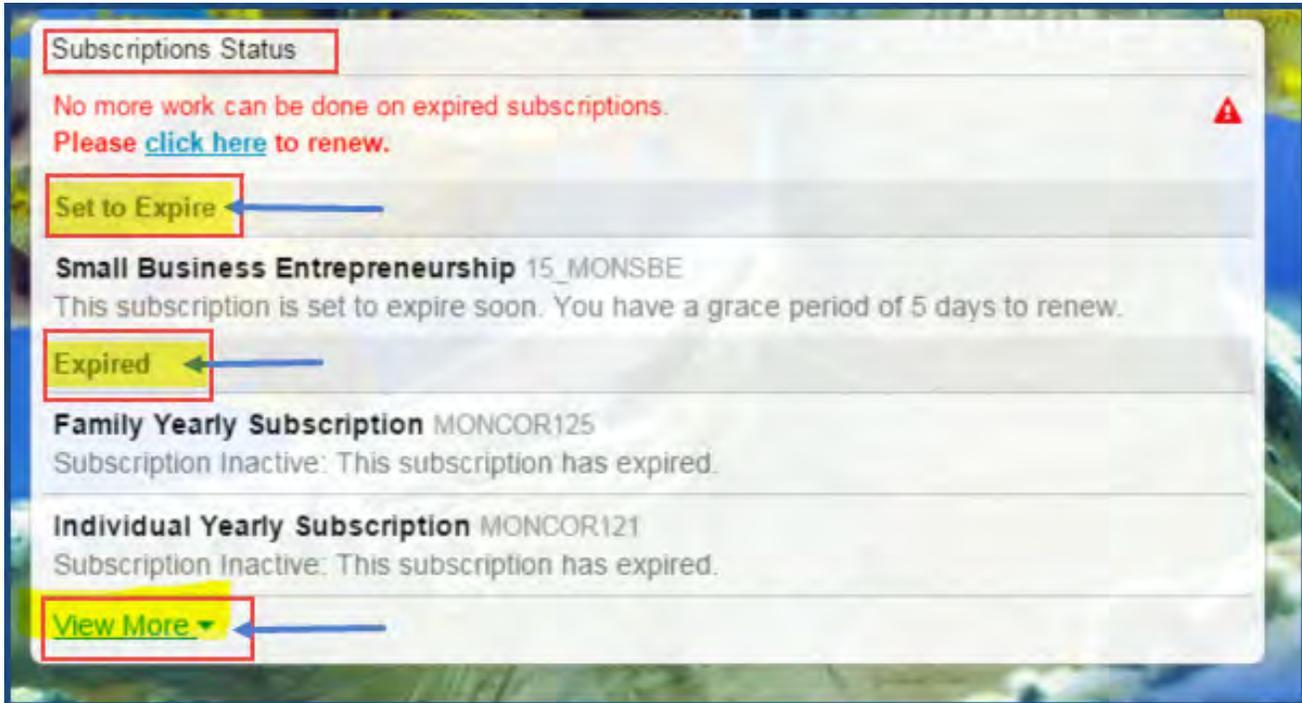
Both the **Family** and **Individual** subscription plans have two renewal options when purchased:

- 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** functional box 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.



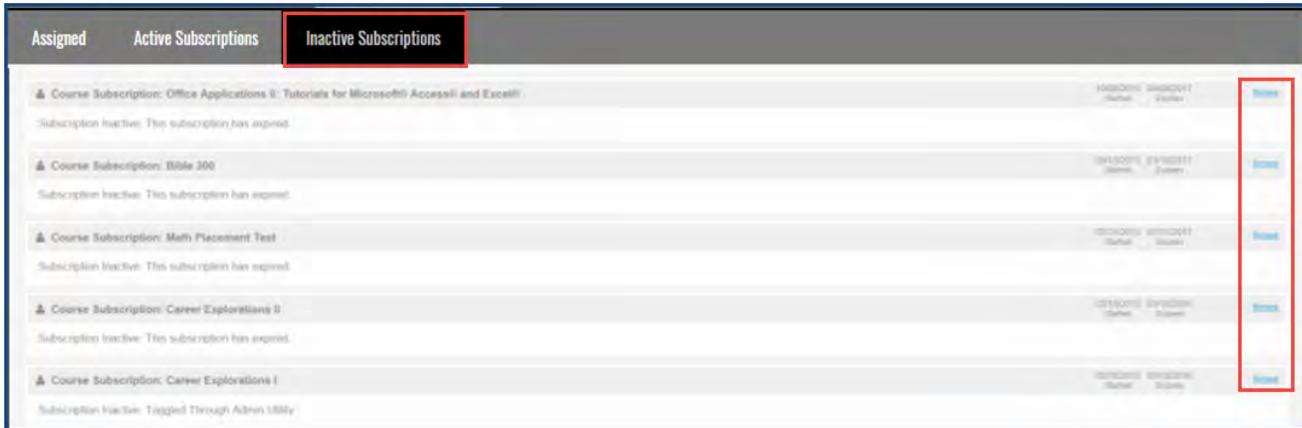
**Tip:** Students also see the **Subscriptions Status** list on their Student **Dashboard** so that they can remind the teacher to renew any expiring subscriptions. Students are not able to renew subscriptions.

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





**Note:** By default, the **Active Subscriptions** sub-tab is active. Click **Inactive Subscriptions** to see items.



For more information, see ["View status of and renew your subscriptions" on page 148.](#)

## Learn about course structure and assignments

Monarch courses (subjects) contain *Units*. The number of Units varies for a subject.

- 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 student Grade Point Averages \(GPAs\)" on page 163.](#)

Units contain *Assignments*. Think of an assignment as a bit 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 types are used in courses.

Assignment types	Description
<b>Lesson</b>	Consists of instructional presentations that teach new information and provide problems (questions) to do.
<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.
<b>Test</b>	Contains a set of problems to demonstrate what has been learned overall.



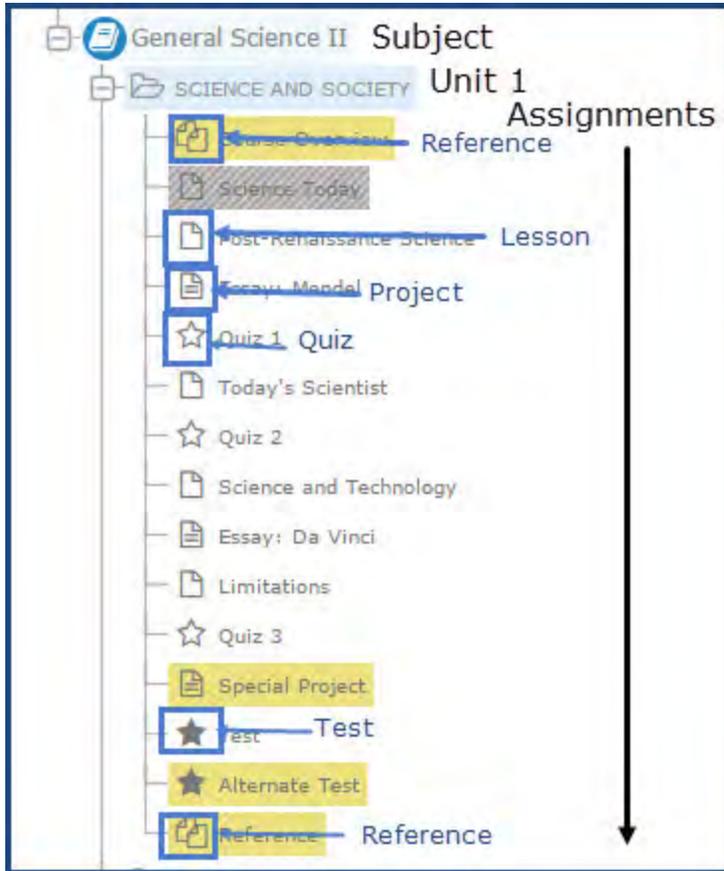
Assignment types	Description
<b>Reference</b>	<p>Monarch uses this type of assignment in three different ways:</p> <ul style="list-style-type: none"> <li>• <b>Course Overview</b> - First assignment in Unit One of every course. Provides an idea of what should be learned in the course and if there are any supplies or materials needed for the course.</li> <li>• <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.</li> <li>• <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.</li> </ul>



**Note:** Only lessons, projects, quizzes, and tests have settings and grades and weighting values associated to them. Weighting values means only these types of assignments count towards the unit and course grade. For more information, see ["Assignment settings and weighting values" on the facing page.](#)

#### Example of a student's Assigned Work structure that the Teacher sees

The example below shows the **Assigned Work** tree structure, in the Teacher application, of a subject's Unit consisting of several assignment types. Each assignment type has an icon or symbol in the subject tree so that you can easily see 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" on page 109.](#)



- To learn more about Special Project assignments, see ["Create, Assign, and Grade Special Projects"](#) on page 135.
- To learn more about Alternate Quizzes and Tests, see ["Assign \(and unassign\) alternate quizzes and tests"](#) on page 102.

### Assignment settings and weighting values

Four of the assignment types - lessons, projects, quizzes, and tests - have "settings" associated to them which determine how your students answer problems, such as allowing multiple attempts to answer and seeing the correct answers. You can configure settings at the School, Student, or Subject level.

The four assignment types also 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. For more information about the available settings and weighting values for assignment types, see ["Customize settings for your school"](#) on page 40.

### 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"](#) on the next page.



## 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 values. For this topic, we'll just use the weighting values at the school level to explain how scores are calculated.

The default Assignment Weighting values at the School level are shown below. The total values for each assignment type must equal 100%.

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 that a student must answer. 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 author 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](#)" on page 177.

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

- 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 Monarch calculates an assignment score, 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 default assignments weights in the table above.

1. Use 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>

The example below shows computed values for a completed unit when viewing the course in the Teacher application.

**PRAYER Bible 800**

Unassign this Unit | Assign this Unit

Lesson Grade: 94.81% / A (5 % of grade)  
 Quiz Grade: 80.26% / C (25 % of grade)  
 Project Grade: 100.00% / A (20 % of grade)  
 Test Grade: 80.00% / C (50 % of grade)  
**Weighted Grade: 84.81% / C**

Assignment Title	Type	Due Date	Score
<a href="#">Course Overview</a>	Reference	Not Assigned	0% / N/A
<a href="#">Christ's Model Prayer</a>	Lesson	Dec 5th, 2016	100.00% / A
<a href="#">The Lord's Prayer: Invocation: First to Fourth Petitions</a>	Lesson	Jan 12th, 2017	100.00% / A
<a href="#">The Lord's Prayer: Fifth Petition to Conclusion</a>	Lesson	Dec 5th, 2016	100.00% / A
<a href="#">The Purpose of Christ's Model Prayer: Benefits of Prayer</a>	Lesson	Dec 6th, 2016	95.83% / A
<a href="#">Quiz 1</a>	Quiz	Jan 17th, 2017	86.67% / B
<a href="#">The Early History of Prayer</a>	Lesson	Jan 18th, 2017	100.00% / A
<a href="#">A Prayerful Response: From Faith to Confession</a>	Lesson	Jan 18th, 2017	80.00% / C
<a href="#">A Prayerful Response: From Adoration to Surrender</a>	Lesson	Jan 19th, 2017	95.00% / A
<a href="#">The Request in Prayer</a>	Lesson	Jan 23rd, 2017	96.77% / A
<a href="#">Unanswered Requests: Effectiveness in Prayer</a>	Lesson	Jan 23rd, 2017	94.29% / A
<a href="#">Quiz 2</a>	Quiz	Jan 24th, 2017	76.09% / D
<a href="#">Special Project</a>	Project	Jan 24th, 2017	100.00% / A
<a href="#">Test</a>	Test	Jan 24th, 2017	80.00% / C
<a href="#">Alternate Test</a>	Test	Not Assigned	0% / N/A
<a href="#">Reference</a>	Reference	Not Assigned	0% / N/A

### 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. 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 Monarch uses the Lesson weight 5/30 and Quiz weight 25/30:



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

- Lesson:  $97.44 * (5/30) = 16.24$
- Quiz:  $88.89 * (25/30) = 74.075$
- Unit grade:  $16.24 + 74.075 = 90.315$  or  $90.32\%$

The example below shows the calculations for a partially completed unit - four lessons and one quiz.

Lesson Grade: 97.44% / A (5 % of grade)			
Quiz Grade: 88.89% / B (25 % of grade)			
Weighted Grade: 90.32% / B			
Assignment Title	Type	Due Date	Score
<a href="#">Course Overview</a>	Reference	Not Assigned	0% / N/A
<a href="#">Exploration Tools</a>	Lesson	Jan 11th, 2017	100.00% / A
<a href="#">Maps</a>	Lesson	Jan 11th, 2017	100.00% / A
<a href="#">Quiz 1</a>	Quiz	Jan 12th, 2017	88.89% / B
<a href="#">Viking and Portuguese Explorers</a>	Lesson	Jan 12th, 2017	100.00% / A
<a href="#">Spanish Explorers</a>	Lesson	Jan 17th, 2017	88.89% / B
<a href="#">English Explorers</a>	Lesson	Jan 17th, 2017	0% / N/A
<a href="#">French Explorers</a>	Lesson	Jan 18th, 2017	0% / N/A

## How course (subject) grades are calculated

To calculate the course score, Monarch looks at the unit scores and the number of units in the course. Let's take a simple example of a course with 10 units. Monarch adds up each unit's score, and then divides by the number of units.

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

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

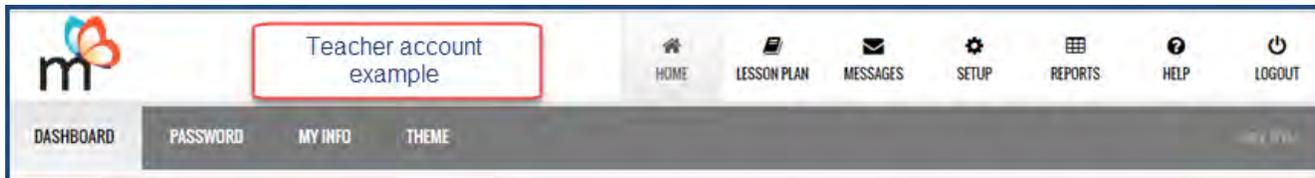
The course grade is then **84.58%**.

## Let's Get Started

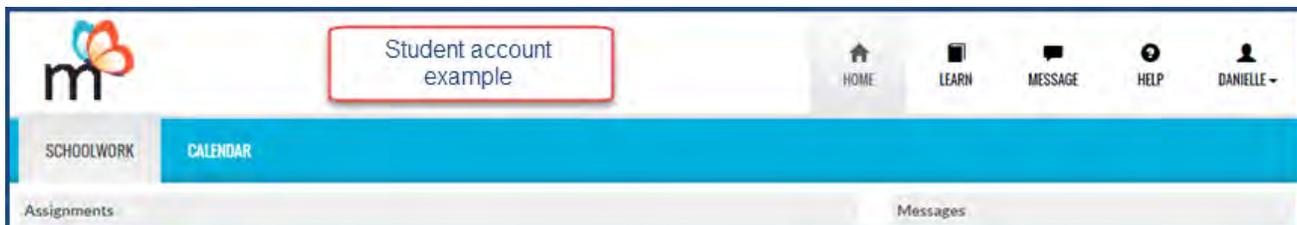
---

You need your username and password for your Monarch Teacher account. Maybe you received an email with this information from the Monarch Team or you set up your own account online.

**IMPORTANT:** Do *NOT* share this Teacher account information with your student because the Teacher account contains answer keys to assigned lessons! As a Teacher, you have a different Monarch application to log in to because you have special administrative permissions which allow you to set up your students, manage your homeschool settings, assign and unassign courses, reschedule courses, create custom projects for students, see answers to questions, grade students' work, and more.



Once you have set up your student(s) and assigned courses in your Teacher application, they can log in to their student accounts using the usernames and passwords you created and begin their schoolwork. The application your students' see is specifically designed for student schoolwork and only shows the schoolwork and calendar for the specific student.



See the *Monarch Student Guide* for more information about the student account.

### Log in

1. Paste the URL in your browser to open the Monarch website or, if you received an email, click the URL link provided in the email.

The Monarch Login page appears.

A screenshot of the Monarch login page. At the top center is the Monarch logo. Below it are two input fields: the first is labeled 'USERNAME' and the second is labeled 'PASSWORD'. Below the password field is a blue button labeled 'Sign In'. At the bottom of the form area is a link labeled 'Forgot Password?'.

2. Enter your **Username** and **Password** . You don't see the plain text for your password; just a series of dots appears.
  - 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](#)" on page 29.



**Tip:** Some 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 browser's settings are different, but if you search for "autofill" in the Settings, you will get the correct steps for the browser you use.

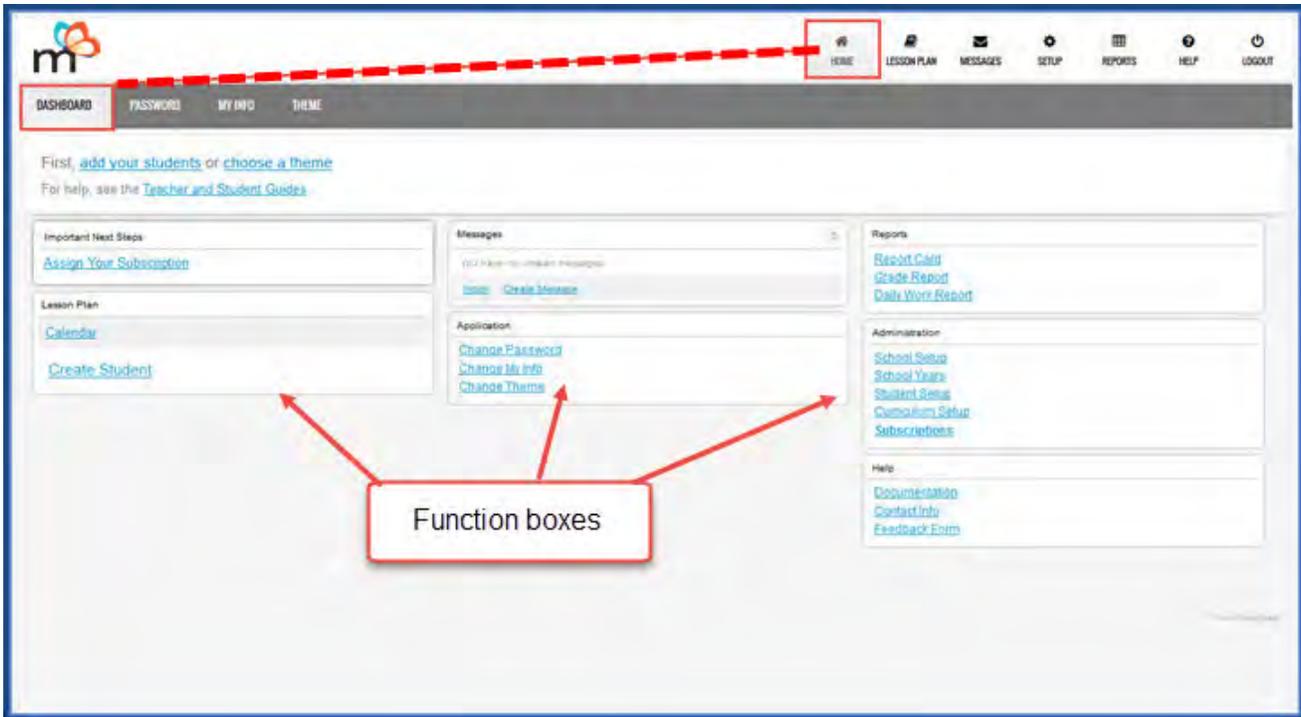
3. Click the **Sign In** button.
4. For first time users, you see:
  - a. The **End User License Agreement (EULA)**. Scroll to read through the agreement and then click the **I Agree** button at the bottom of the agreement to continue.
  - b. A **Welcome** page appears. This Welcome page provides easy access to helpful resources. To proceed, click the **Continue to Dashboard** button.

## Dashboard page features and functions

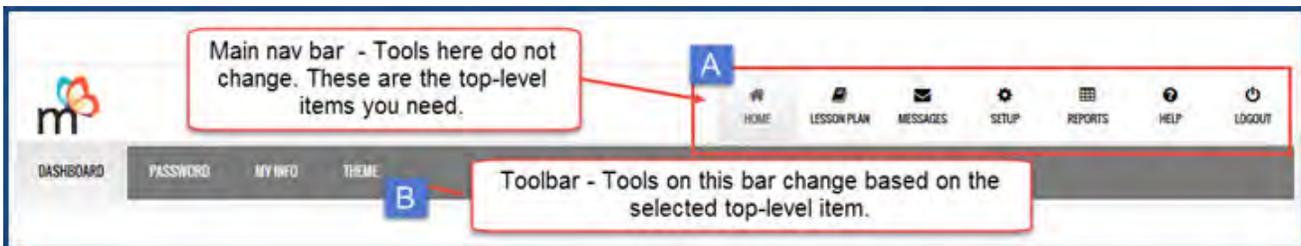
The page that you see every time you log in is the **Home > Dashboard** page. Think of the **Dashboard** page as a control panel where you can easily control and manage your students and their curriculum, set up your school, get Help and provide feedback on features and functionality, establish school 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](#)" on page 19.



Across the top of your **Dashboard** you see a bar that contains the Monarch logo on the left and a series of buttons on the right. This **Main navigation bar (main nav bar)** (example A below) has buttons which are always visible as navigation tools.



The **Function toolbar** (example B above) located beneath the main nav bar is another type of toolbar. The tools (buttons) you see on this bar change based on your top-level tool selection on the main nav bar.

### Main nav bar buttons and Dashboard function boxes

Most of the buttons on the main nav bar have a corresponding function box on the **Dashboard** page. This table explains what each main nav bar button and Dashboard function box does.

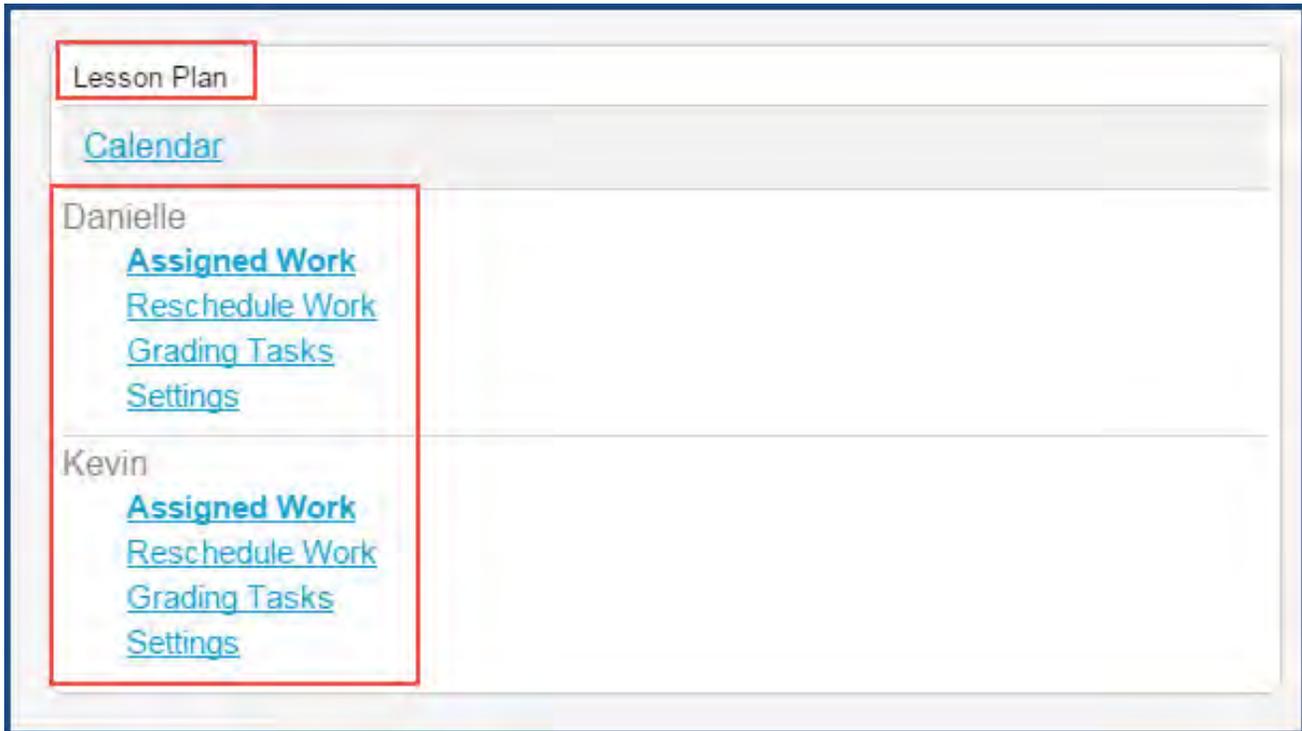
Button/Function box	Description	See...
<b>Home button</b>	This button returns you to your <b>Dashboard</b> .	
<b>Lesson Plan button and function box</b>	<p>The <b>Lesson Plan</b> button takes you directly to the <b>Assigned Work</b> page for your students.</p> <p>The <b>Lesson Plan</b> function box contains the <b>Calendar</b> link and after you have set up your students, lists each student along with function links for each student.</p>	<p><a href="#">"View and Take Action On Assigned Student Work"</a> on page 87.</p> <p><a href="#">"View and Control Student Assignment Pacing With the Calendar"</a> on page 73.</p>
<b>Messages button and function box</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 Monarch internal messaging system.</p> <p>The <b>Messages</b> function box 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> on page 157.</p>
<b>Application function box</b>	This function box contains the links to let you change your Monarch password, update your personal information, and change your background theme.	<p><a href="#">"Change your Teacher password"</a> on page 28.</p> <p><a href="#">"Keep your Teacher information updated"</a> on page 33.</p> <p><a href="#">"Change your background theme"</a> on page 27.</p>
<b>Setup button</b>	<p>This 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 Monarch subscriptions.</p> <div data-bbox="370 1310 979 1434" style="background-color: #fff9c4; padding: 5px;">  <p><b>Tip:</b> Setup has the same functions as the <b>Administration</b> function box.</p> </div>	<p><a href="#">"Administration tasks overview"</a> on page 37.</p>
<b>Administration function box</b>	This function box contains links to the various school administration functions, such as modifying school-level assignment settings, setting up students, including modifying their individual settings, setting up curriculum, rescheduling courses, and managing your Monarch subscriptions.	<p><a href="#">"Administration tasks overview"</a> on page 37.</p>



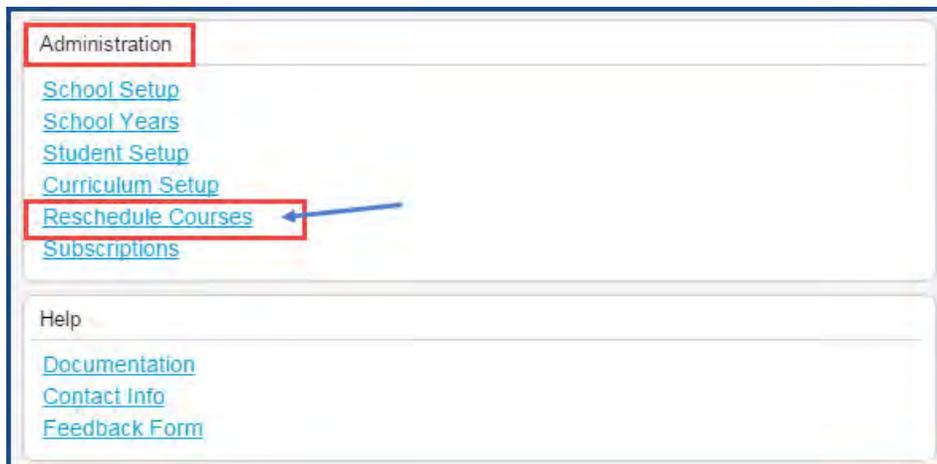
Button/Function box	Description	See...
<b>Reports button and function box</b>	The <b>Reports</b> button opens to the available reports that you can run for your students.  The <b>Reports</b> function box contains links to each report type so that you can quickly run that type of report for your students.	<a href="#">"Track Student Progress With Reports" on page 141.</a>
<b>Help button and function box</b>	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 or go to the Monarch Support site or access a copy of this guide and the Student Guide. 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 Monarch team.  The <b>Help</b> function box contains links to <b>Documentation</b> , <b>Contact Info</b> , and the <b>Feedback</b> form.	<a href="#">"Get Help for Your Questions, Access Other Resources, and Provide Feedback" on page 161.</a>  <a href="#">"Send feedback to the product team" on page 162.</a>

### Changes to your Dashboard after curriculum and students are set up

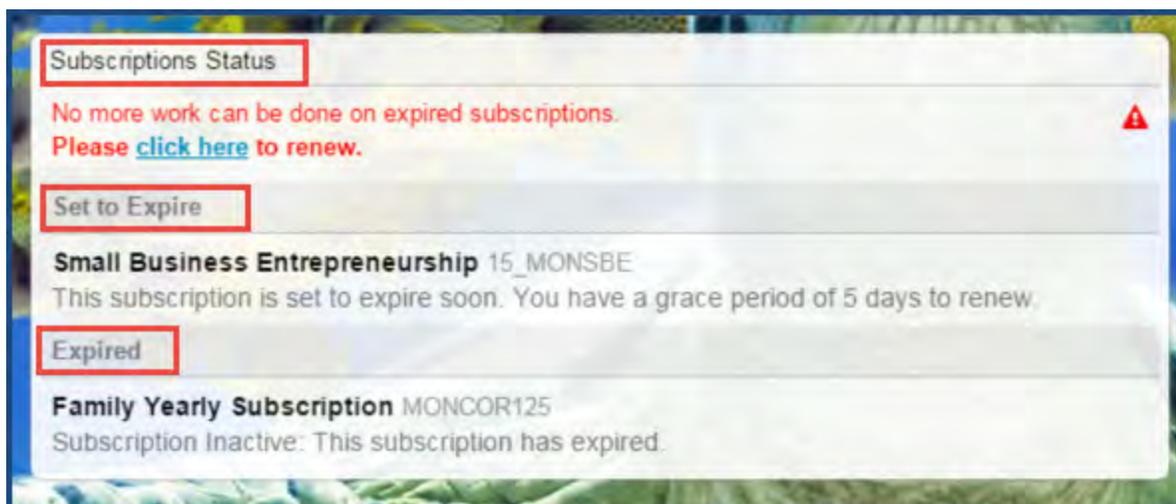
After you have set up your curriculum and students and assigned courses to students, your **Dashboard** now has your students listed in the **Lesson Plan** function box as shown here.



In the **Administration** function box, the **Reschedule Courses** link now appears as shown here.



To help you easily keep track of your subscription status, a **Subscriptions Status** functional box appears when you have subscriptions that are set to expire or have expired. See "[View status of and renew your subscriptions](#)" on page 148.



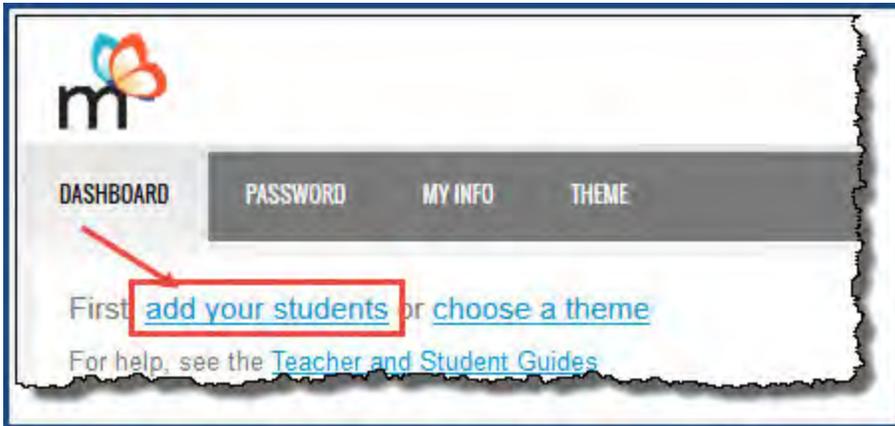
## Add students to your school

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



**Note:** You cannot delete a student once the student has been added. If you decide to remove a student, you just change the student's status to "inactive". See "[Manage student username, password, and status](#)" on page 68.

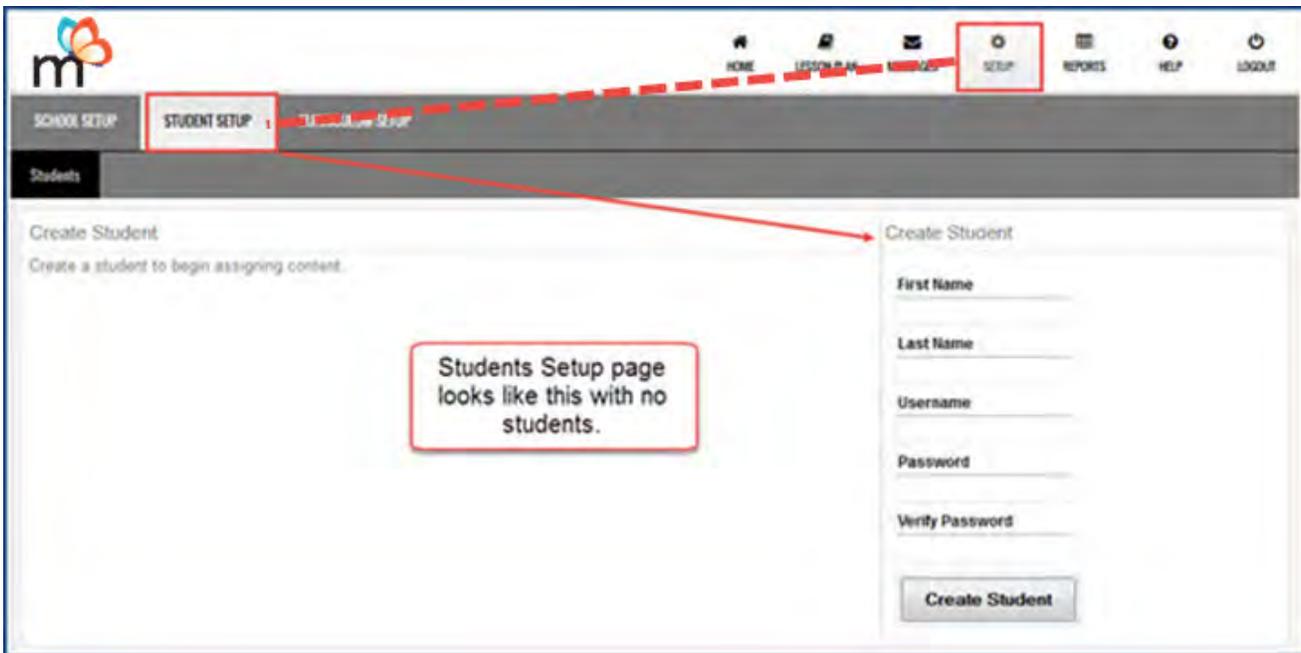
1. If you are a new user and this is the first student for your school, on the **Dashboard**, click the **add your students** link,



or

If you are an existing user adding more students to your school, on the main nav bar, click **Setup**, and then on the toolbar below, click the **Student Setup** sub-tab.

The **Student Setup** page appears.



2. To add your first student, do the following in the **Create Student** fields:
  - 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 Monarch users. If it is not unique to the student, 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 them!

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 them courses, on the main nav bar, click **Home**.



**Note:** If you add more students to your school at a later time, depending on your Monarch 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 subscription"](#) on page 150.

## 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, under **Administration**, click the **School Years** link.

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

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

I want to...	Do the following...
<b>Create a new school year</b>	<ol style="list-style-type: none"> <li>a. Under <b>Create School Year</b>, enter a name (see example a above).</li> <li>b. Select the first day and last day.</li> <li>c. Click the <b>Create School Year</b> button.</li> </ol>
<b>Edit a school year's name and/or start and end dates</b>	<ol style="list-style-type: none"> <li>a. For the school year, click the <b>Edit</b> link (see example b above).</li> <li>b. Make changes to the name and dates, and click <b>Save</b>.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  <p><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.</p> </div>

I want to...	Do the following...
<b>Delete a school year</b>	a. For the school year, click the <b>Delete</b> link (see example c above). b. Confirm the deletion. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <p><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</p> </div>

## Assign and schedule courses for students

After you have set up your student(s), you need to assign the curriculum (courses) and schedule the time frame for the schoolwork. Assigning and scheduling courses for students creates the student lesson plans.

Assigning a course to a student requires that you first select a grade level, then select the course(s) for that grade level, and finally, schedule the time frame for the school work. Scheduling the time frame for the school work requires:

- Selecting start and end dates or simply selecting a school year you have already set up. See ["Set up school years for assigning and reporting on student work" on the previous page.](#)
- Selecting the days of the week (block scheduling) that the student should work on each course.



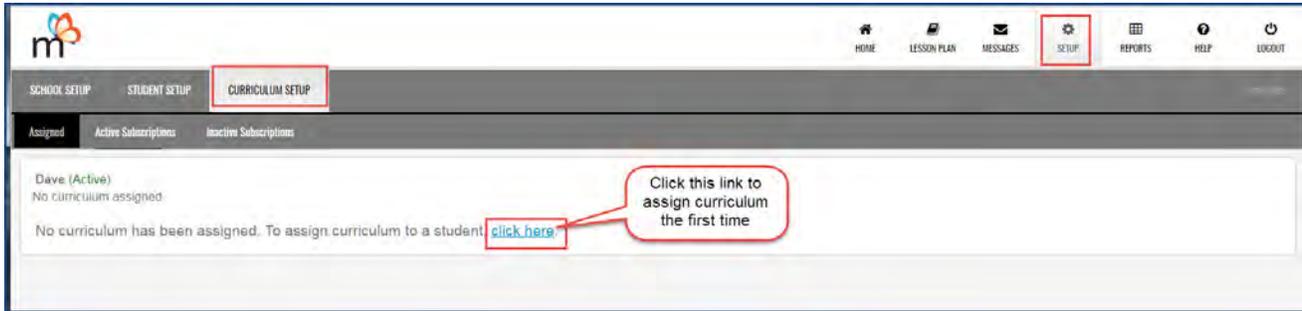
**Note:** When scheduling a course for a student, your selected date range (start and end dates) *must be a minimum of three school days* and the days of the week combination *should include working school days*. For more information about how to manage the status of working school days and non-school days on your school calendar, see ["Change the status of school days and non-school days for course scheduling" on page 79.](#)

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

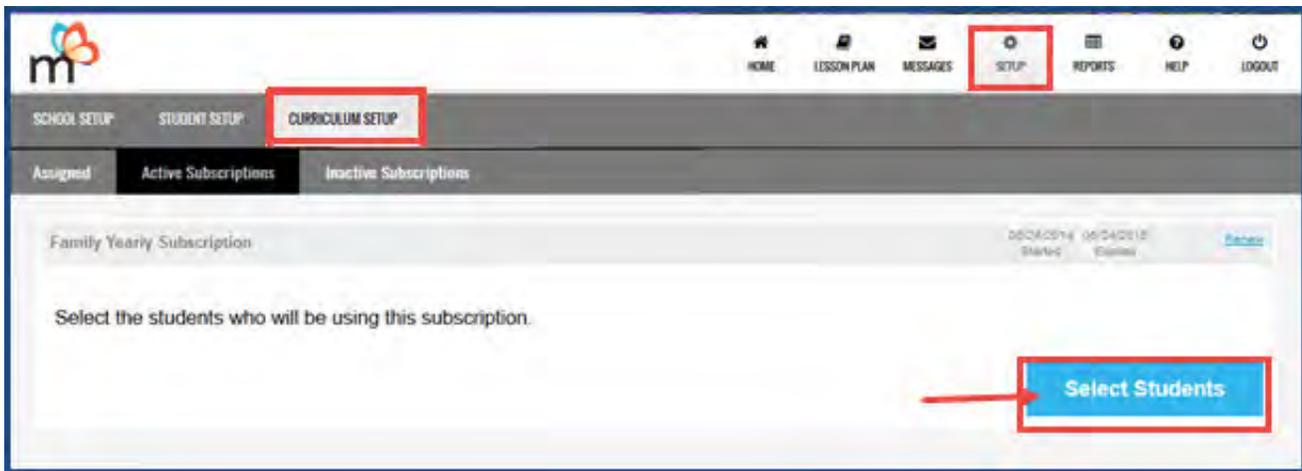


**Note:** The first two pages used in the Curriculum Setup process (outlined in steps 1 through 4 below) *only apply* to the first time after you have set up your student(s) and no courses have been assigned. After one course is assigned to a student, you can then use the **Setup > Curriculum Setup > Active Subscriptions** tab, or on the **Dashboard**, in the **Administration** function box, click the **Subscriptions** link to assign and schedule courses. If you later add students to your school, you must add them to the subscription *first* before assigning and scheduling courses. See ["Add students to and remove students from your subscription" on page 150.](#)

1. On the toolbar, click the **Curriculum Setup** tool to the right of **Student Setup** tool.
2. A page similar to the one below appears the first time when no curriculum has been assigned. 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 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.

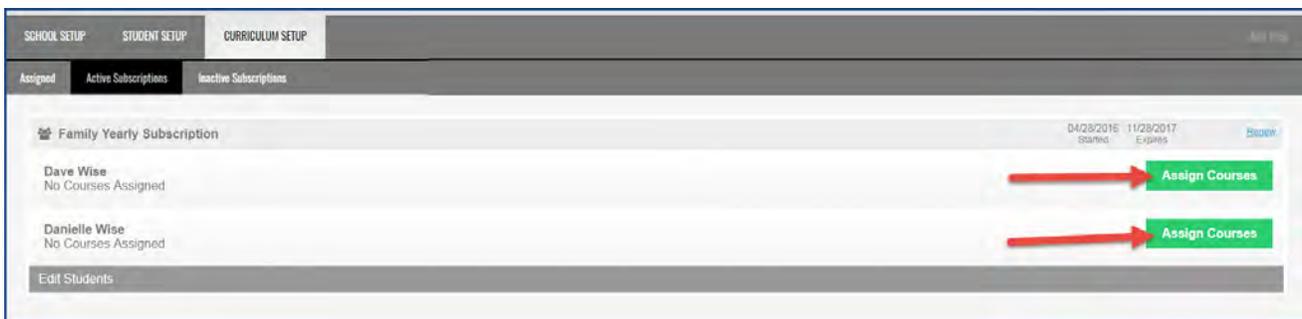


3. For a Family Yearly Subscription, click the **Select Students** button to show your students. Or, for any other type of subscription, click the **Select Student** button.
4. Click the check box next to the name of a student(s) that you want on the subscription. Click the **Save** button.



**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 subscription"](#) on page 150.

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 grade levels. 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.

**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.



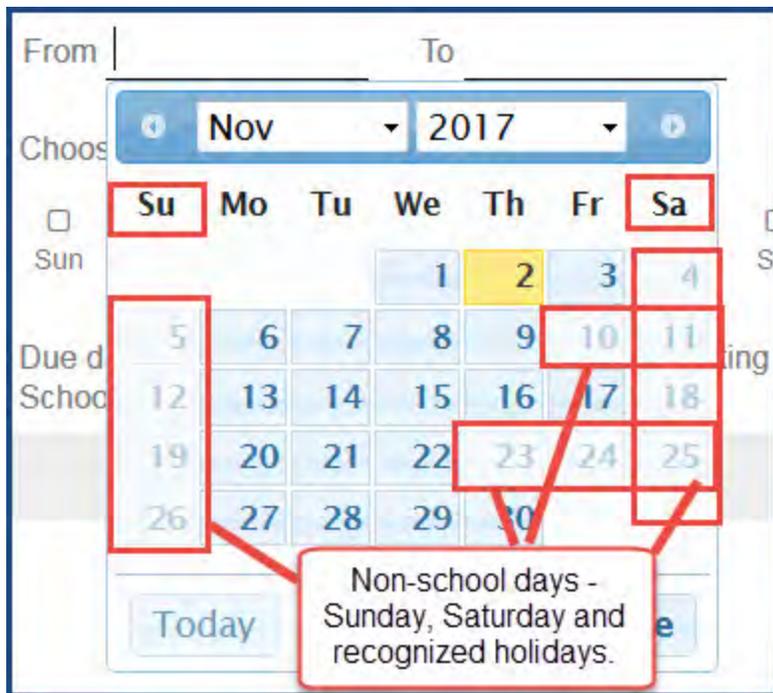
**Important:** All of the courses in the list will use the same start dates, end dates, and school days. If you want to schedule different start and end dates and school days for a course, click the **Delete X** to remove the selected course from the list. Then, after you have set the Start and End dates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



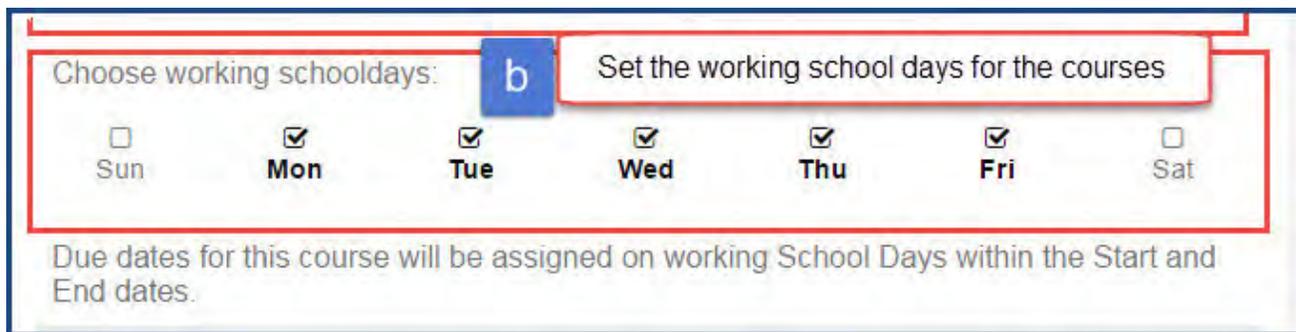
**Note:** A minimum of three (3) working school days is required for course scheduling. This means your selected Start and End dates for a course must include at least three working school days.

8. In the **When will the student be working on these courses** section, do the following:
  - a. To set the time frame for the courses (see example a below), 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 in the example below. 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 as shown in example b below. 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.



The entered Start and End dates (or the selected school year time frame) and the selected working school days are used 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.

9. When finished, click the active **Assign Now** button.



10. If you have more students, follow the steps again to assign and schedule courses 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" on page 155.](#)



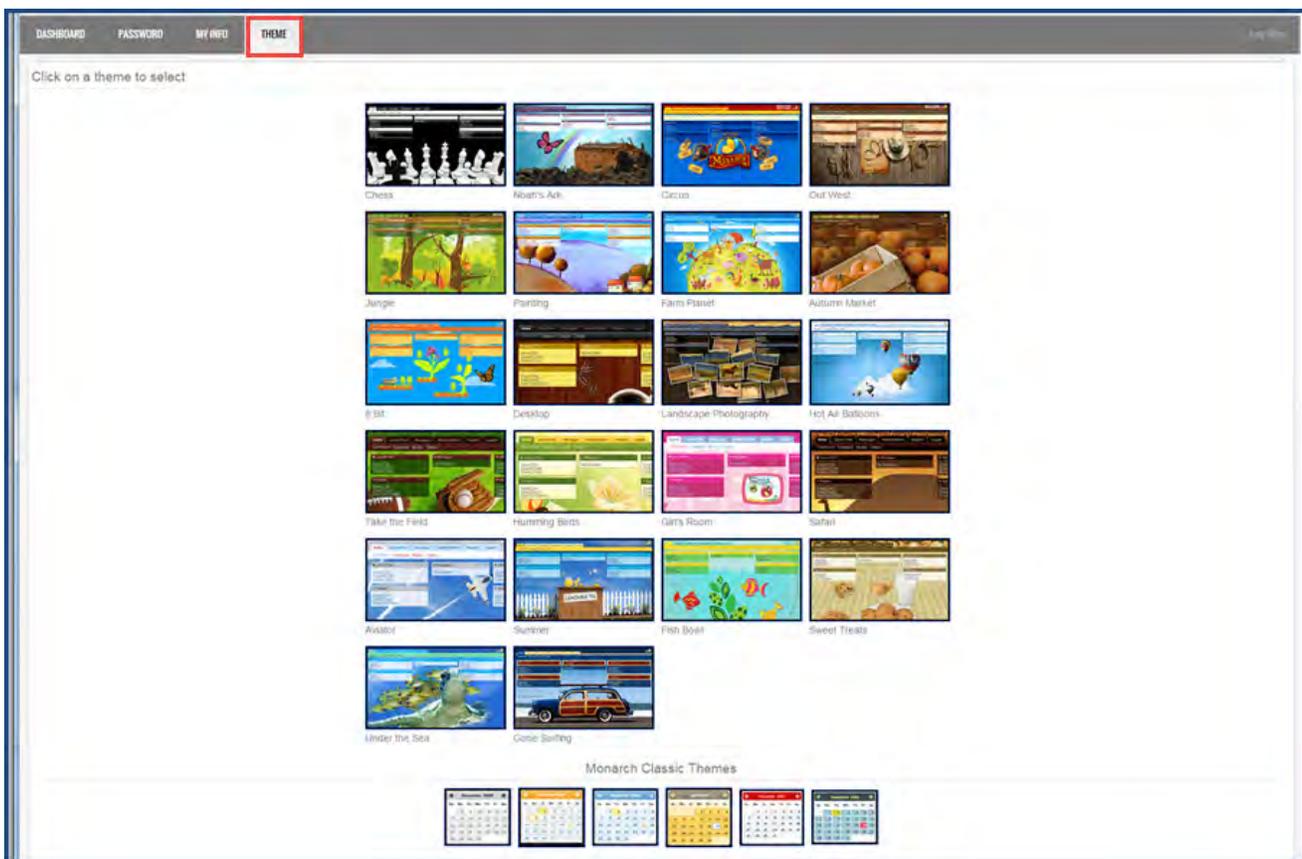
**Tip:** To see the effect of the assignment pacing for your student(s), take a look at the school calendar. See ["View and Control Student Assignment Pacing With the Calendar" on page 73.](#)

## Change your background theme

A background with no theme is displayed for all of the application pages. You can change the background to one of the available themes.

To change the background theme:

1. Do one of the following 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** function box, 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.



The application refreshes and displays your selected background theme.

## Change your Teacher password

You can change your Monarch Teacher password. Your new password must have:

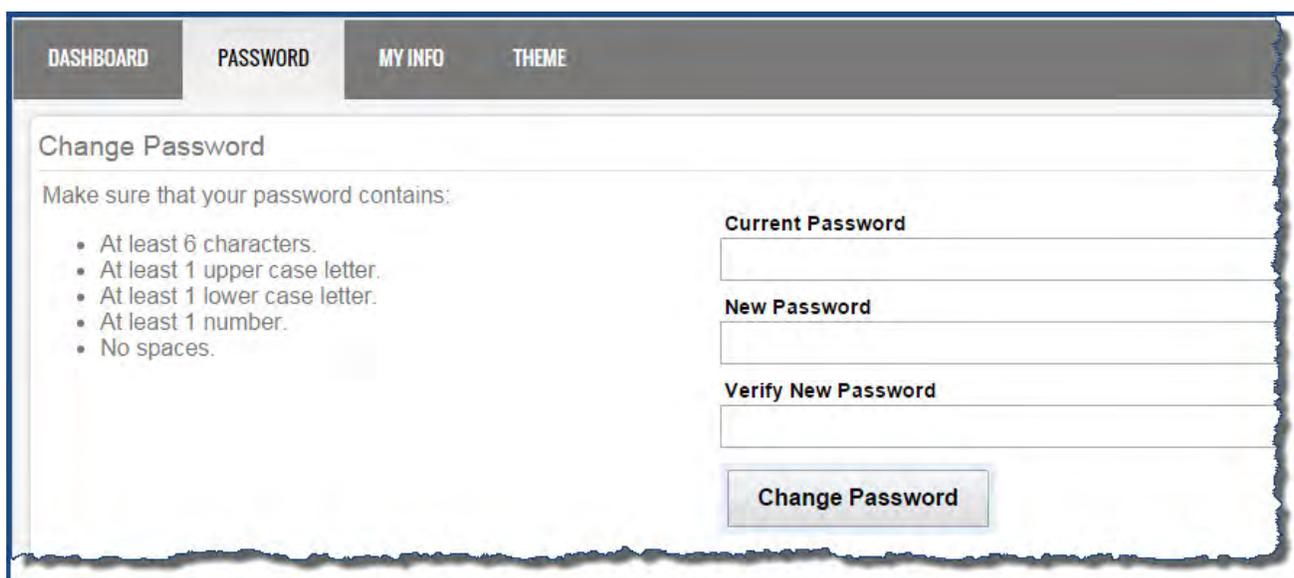
- At least six (6) characters with no spaces.
- At least one uppercase letter (example: D) and one lowercase letter (example: b).
- At least one number (example: 8).



**Tip:** Your students can change their Monarch 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](#)" on page 68.

To change your Teacher password:

1. On the **Home > Dashboard** page, in the **Application** function box, 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](#)" on page 33.

## 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 Monarch Tech Support. The Reset Password email includes a link and instructions to reset your password.

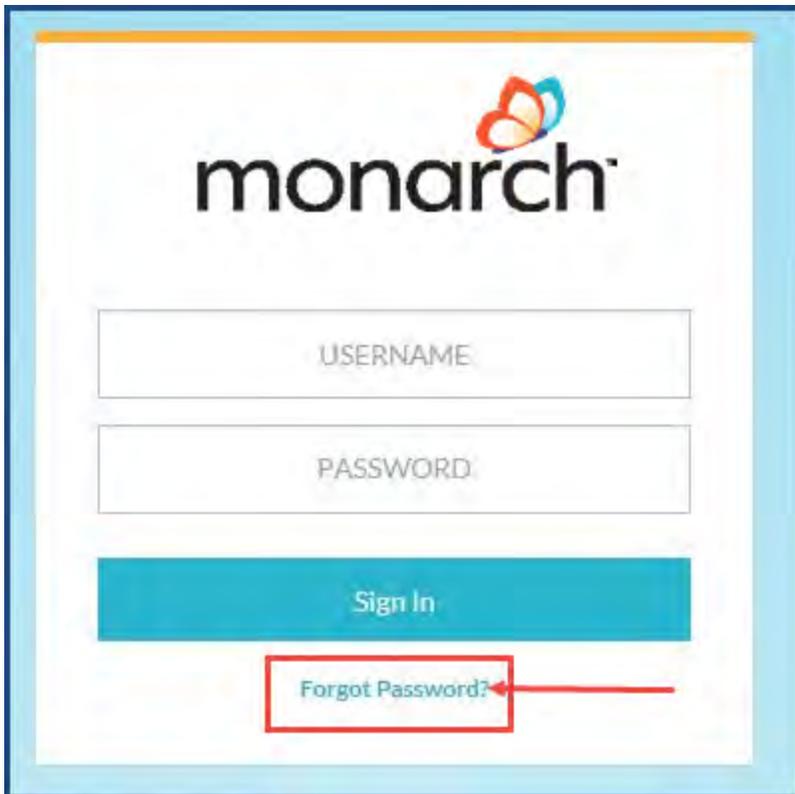


**Tip:** The email comes from *techsup@aop.com* so you might need to add that email address to your email provider's contacts.

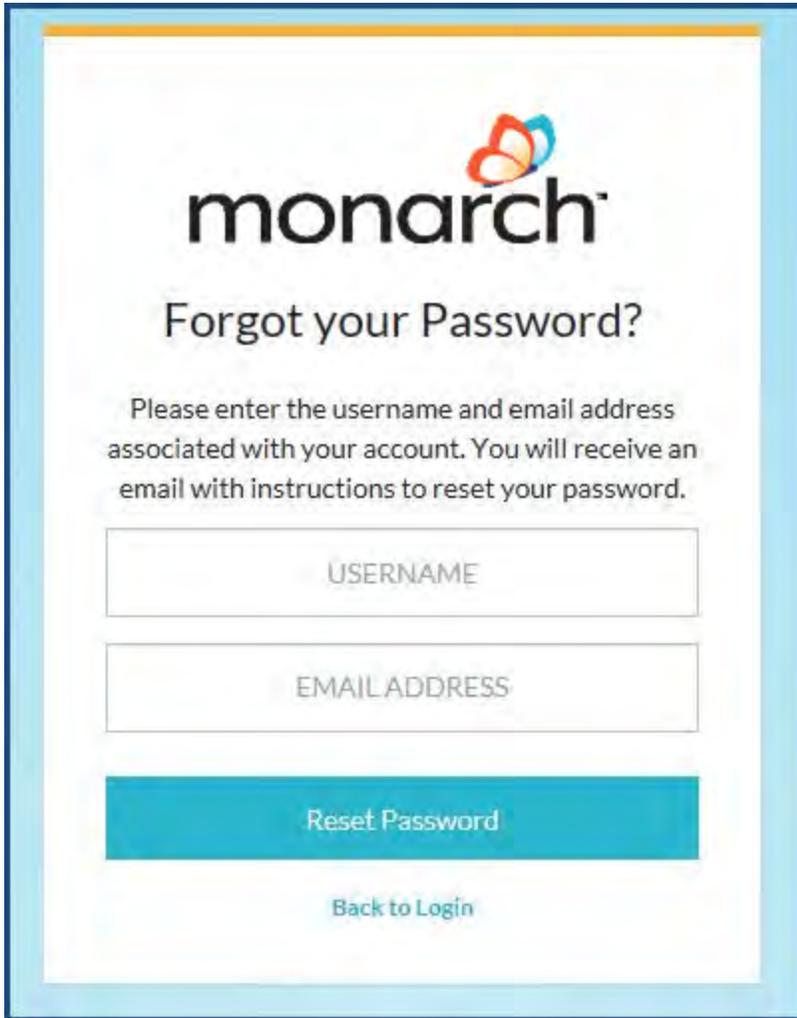


**Note:** Your students can change their Monarch password at any time when logged into Monarch Student. However, if a student forgets their password, you can reset it for them. See "[Manage student username, password, and status](#)" on page 68.

1. On the Monarch Login page, click the **Forgot Password?** link.

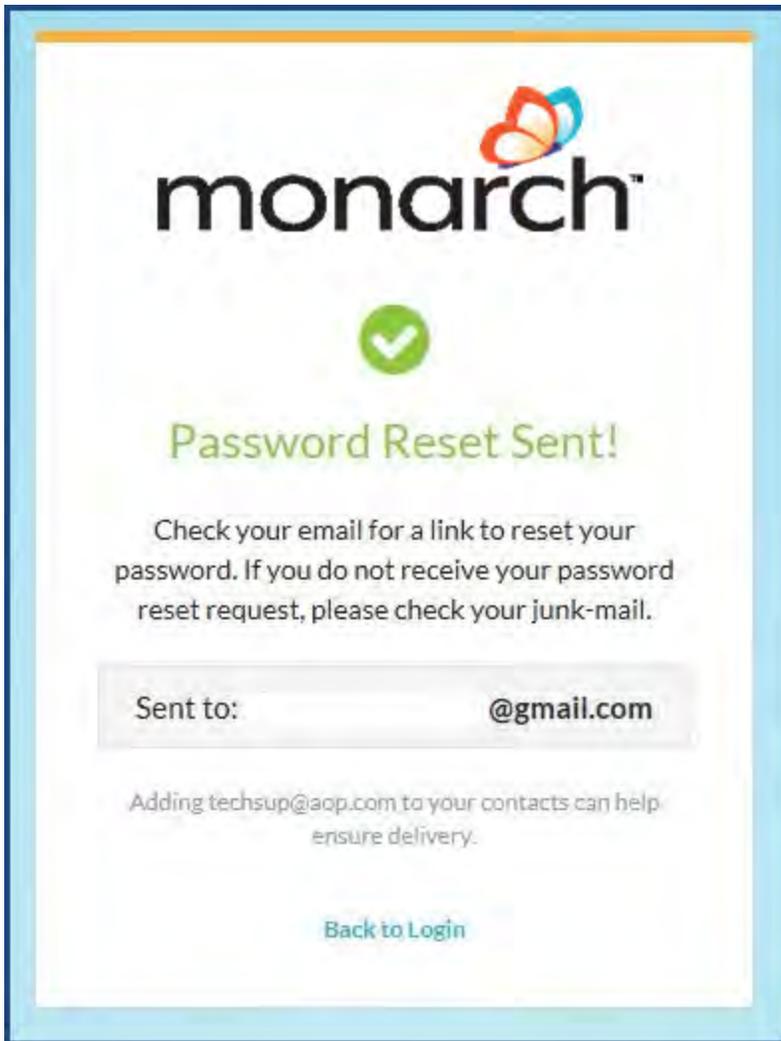


2. In the page that appears, enter your **Username** and **Email** address associated with your Monarch account, and then click the **Reset Password** button.



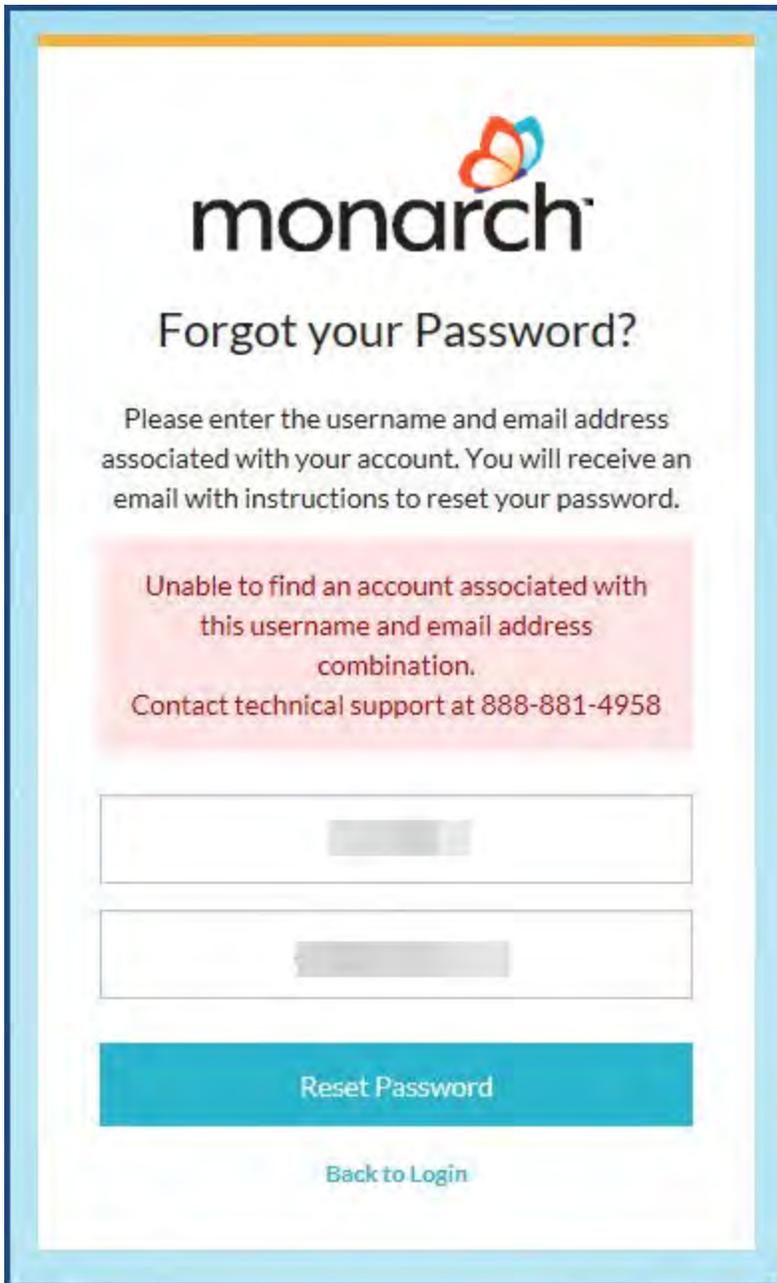
The screenshot shows a web form for password recovery. At the top is the Monarch logo, which consists of a stylized 'm' with three overlapping loops in blue, orange, and red. Below the logo is the heading 'Forgot your Password?'. A paragraph of text reads: 'Please enter the username and email address associated with your account. You will receive an email with instructions to reset your password.' There are two input fields: the first is labeled 'USERNAME' and the second is labeled 'EMAIL ADDRESS'. Below these fields is a prominent teal button labeled 'Reset Password'. At the bottom of the form is a link labeled 'Back to Login'.

- If a Monarch account associated to the username and email address is found, the **Password Reset Sent** message appears as shown here 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 as shown in this example.



  
**monarch**

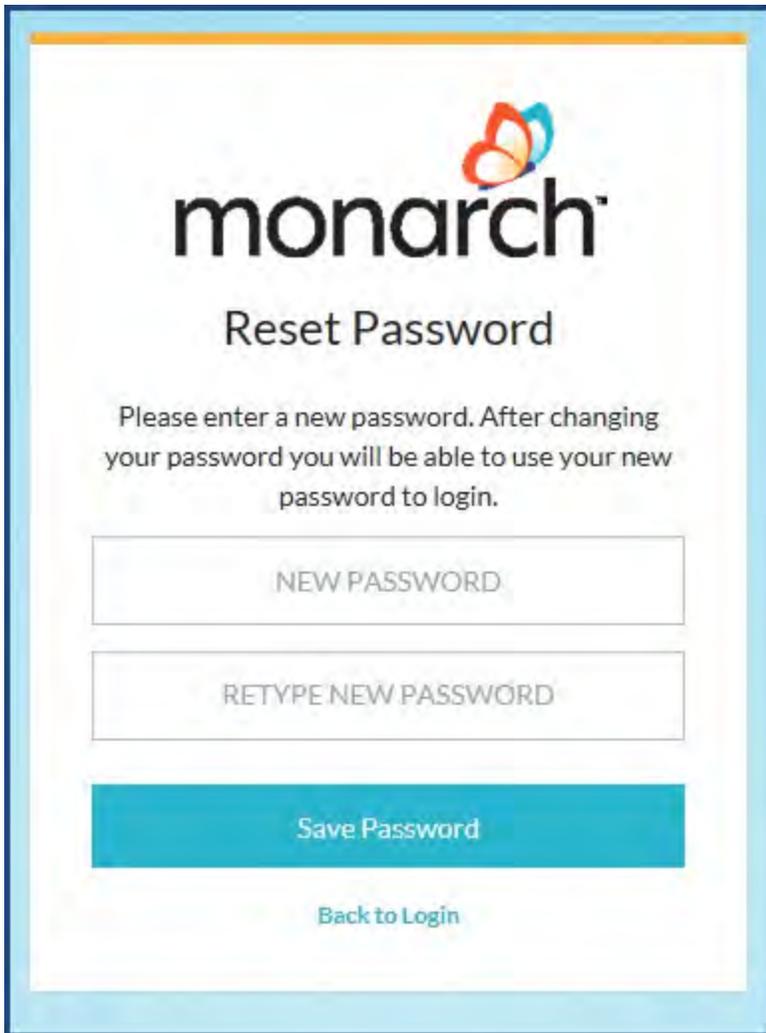
## Forgot your Password?

Please enter the username and email address associated with your account. You will receive an email with instructions to reset your password.

Unable to find an account associated with this username and email address combination.  
Contact technical support at 888-881-4958

  
  
[Reset Password](#)  
[Back to Login](#)

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.



The screenshot shows the Monarch 'Reset Password' form. At the top is the Monarch logo. Below it, the text reads 'Reset Password'. A message states: 'Please enter a new password. After changing your password you will be able to use your new password to login.' There are two input fields: 'NEW PASSWORD' and 'RETYPE NEW PASSWORD'. Below these is a teal 'Save Password' button and a 'Back to Login' link.

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.

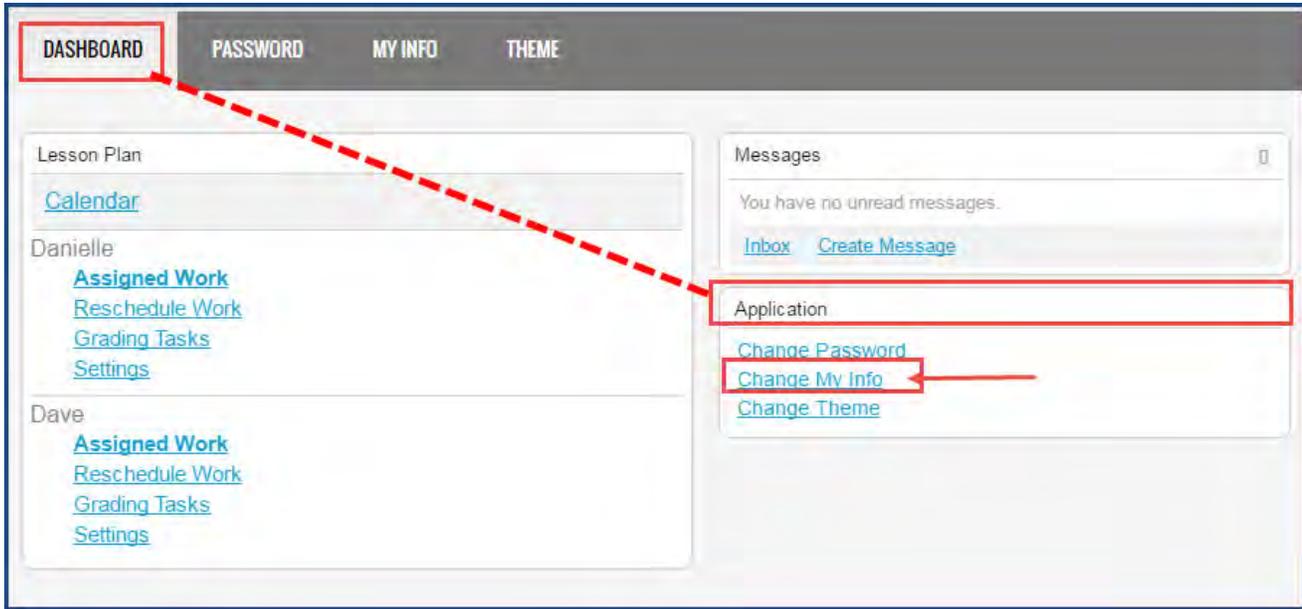
## Keep your Teacher information updated

It is important that you keep your Teacher information updated so that you can log in to Monarch Teacher and receive activation and other emails from Alpha Omega® Publications or any authorized distributors. For example, if you plan to use **Notifications** emails, make sure the email address is the current one you use for your Monarch account.

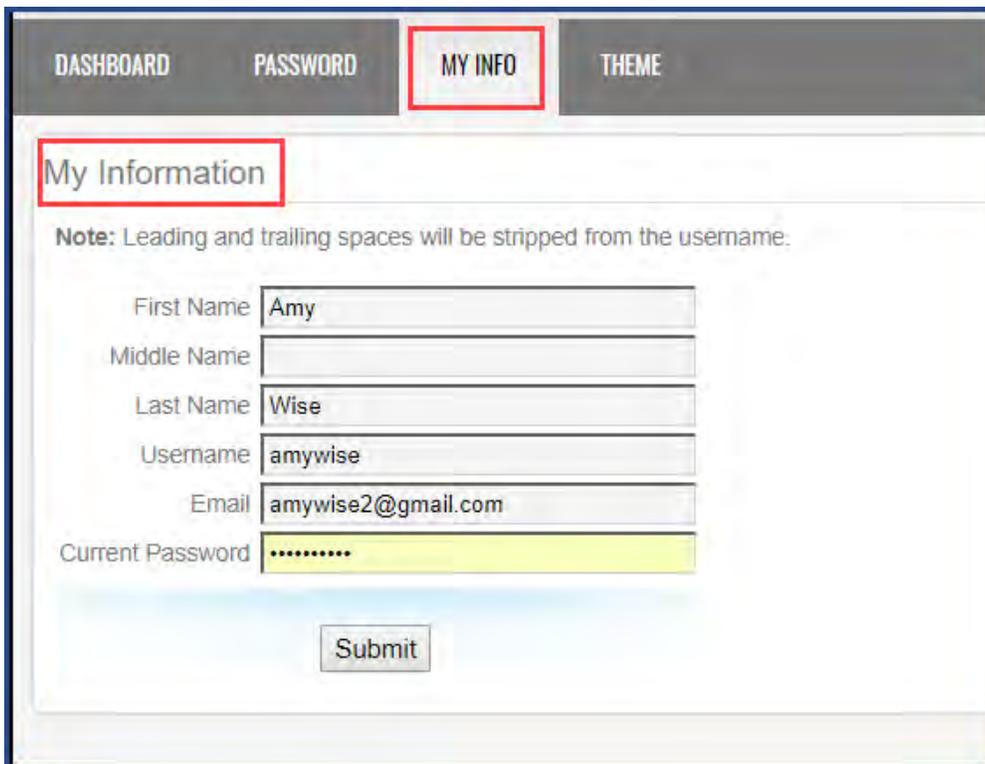


**Important:** The **Current Password** field is required when updating any information because this password is used by the Monarch distribution and activation system to facilitate activating your curriculum purchases.

1. On the **Home > Dashboard** page, in the **Application** function box, click the **Change My Info** link.



The **My Information** page appears.



2. In the fields, enter modified information. Remember - if you change your username, it must be 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" on page 68.](#)

## Log out

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

To log out:

- Click the **Logout** button (located at the far right of the main nav bar) to log out of the application.



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# Set Up and Manage the Administration of Your School

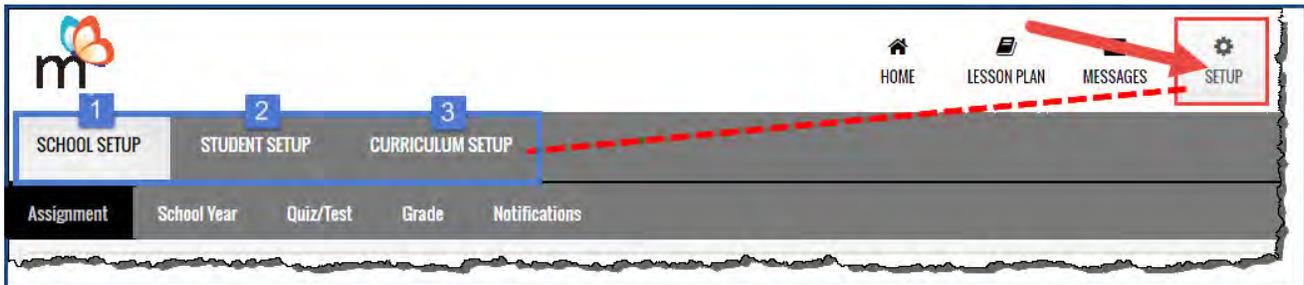
You, as the Teacher, are responsible for the set up and administration of your school. Monarch provides the tools to help you manage the administration of your school, students, and curriculum. See "[Administration tasks overview](#)" below.

When Monarch was designed, based on years of experience in education, we chose "settings" with default options that determine how a typical school should operate. These settings include the number of attempts allowed for problems, whether or not the student could skip assignments, how assignments are weighted for grading, overall grade scale, and more. However, we know that you, as the parent or guardian, know your learner best. With that in mind, we created Monarch 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. See "[Settings levels and types](#)" on the next page.

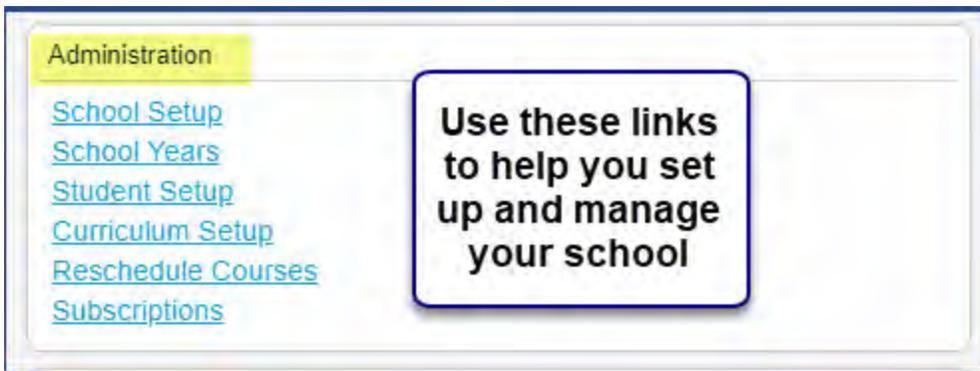
## Administration tasks overview

Monarch provides the tools you need to quickly and easily manage your school, students, and curriculum.

- The **Setup** button on the main nav bar displays three functional tabs (tools): **School Setup (1)**, **Student Setup (2)**, and **Curriculum Setup (3)** identified on the example below.



- The **Administration** function box on the **Home > Dashboard** page contains multiple links to help you perform administrative tasks.



What the links in the Administration function box do

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



Link	Function	See...
<b>School Setup</b>	Opens the school settings page to the Assignment sub-tab where you can customize assignment settings for your school and navigate to any of the other sub-tabs - School Year, Quiz/Test, Grade, and Notification to customize other settings for your school.	"Customize settings for your school" on page 40.
<b>School Years</b>	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.	"Set up school years for assigning and reporting on student work" on page 22.
<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.	"Customize (and reset) student settings" on page 64.  "Manage student username, password, and status" on page 68.
<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 page allow you to unassign a course and customize any of the school-level settings for an individual course for an individual student.  The <b>Active Subscriptions</b> and <b>Inactive Subscriptions</b> sub-tabs lets you view and renew your active and inactive subscriptions and assign additional coursework to your students for a subscription.	"Manage Subscriptions and Assigned Courses" on page 147.  "Customize (and reset) subjects settings for individual students" on page 152.
<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.	"Change course schedules from your Dashboard page" on page 61.
<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.  Click the <b>Inactive Subscriptions</b> tab to see a list of your inactive subscriptions. A <b>Renew</b> link allows you to renew a subscription.  The <b>Edit Students</b> tool allows you to manage students for active subscriptions.	"View status of and renew your subscriptions" on page 148.  "Add students to and remove students from your subscription" on page 150.

## Settings levels and types

Monarch has three levels of settings:

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

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



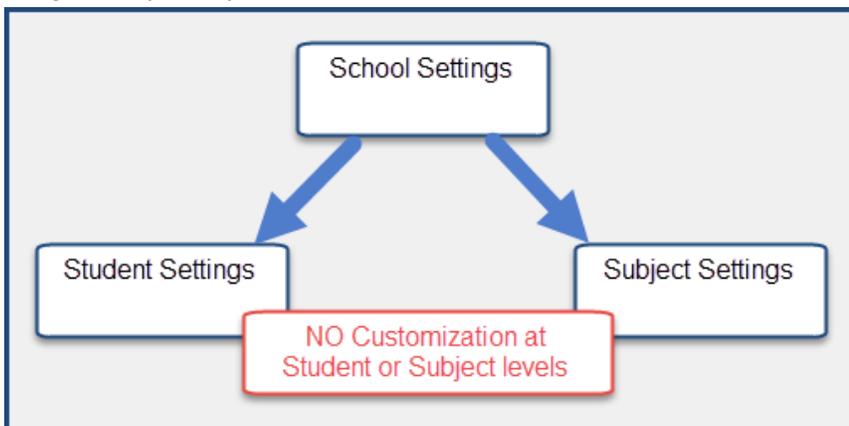
Level	Types (categories) of settings			
School	Assignment	Quiz and Test	Grade	Notifications
Student	Assignment	Quiz and Test	Grade	Notifications (Past Due and Below Threshold only)
Subject	Assignment	Quiz and Test	Grade	

Types (categories) of settings are:

Type (category)	Description
Assignment	Establishes the number of attempts students have to work on assignment problems (lessons and projects), determines whether or not students can access problem answer keys and sets the Bible translation for Bible courses.
Quiz and Test	Determines how 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 the Teacher's email address of record when students are behind in five or more assignments and when completed assignments are below a set threshold. At the school level only, emails are sent weekly and monthly containing progress summaries for all students and emails are sent when new problem notes and/or internal messages are received from students.

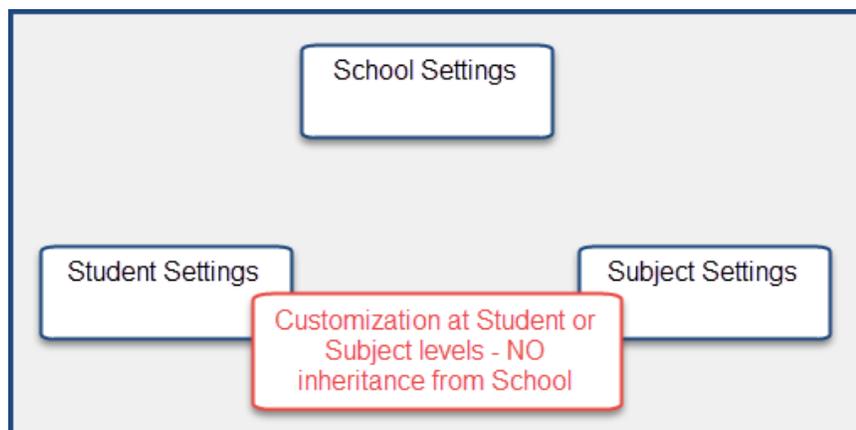
### Settings inheritance between levels and customizations

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. You can keep the default options at the School level, or change (customize) them to fit your needs. 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.



## Settings NOT having the affect you expected?

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 settings for your school" below](#).

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

- Student level, see ["Customize \(and reset\) student settings" on page 64](#).
- Subject level, see ["Customize \(and reset\) subjects settings for individual students" on page 152](#).

## Customize settings for your school

You can change the default Monarch school settings to customize your school to meet the needs of your students. Categories of settings that you can customize are:

- **Assignments.** See ["Customize school Assignment settings" on the facing page](#).
- **Quizzes and Tests.** See ["Customize school Quiz and Test settings" on page 44](#).
- **Grading scale and Assignment Weighting.** See ["Customize school Grade and Assignment Weights settings" on](#)

[page 47](#).

- **Notifications.** See ["Customize school Notifications settings" on page 49](#).

### 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 Monarch 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" on page 64](#). And, for more information about customizing subject (course) settings, see ["Customize \(and reset\) subjects settings for individual students" on page 152](#).

### Customize (and reset) school Assignment settings

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



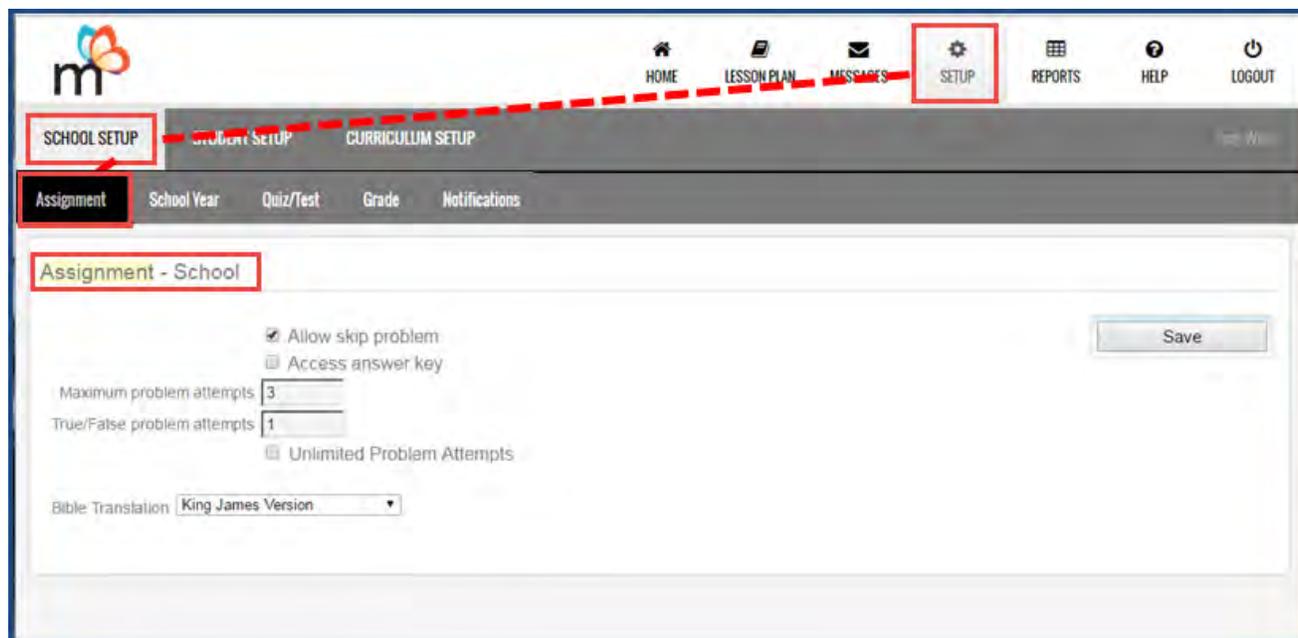
**Note:** Remember - Any customizations you make to school Assignment settings also flow down to related student and subject Assignment settings UNLESS you have customized the Assignment settings at the student and/or subject level. For more information about customizing student settings, see ["Customize \(and reset\) student settings" on page 64](#). And, for more information about customizing subject (course) settings, see ["Customize \(and reset\) subjects settings for individual students" on page 152](#).

If you later decide you want to remove your custom settings, you can easily reset the Assignment settings back to the Monarch defaults. See ["Reset customized school Assignment settings to the default settings" on page 43](#).

### 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** function box, click the **School Setup** link.

By default, the **Assignment - School** page appears.



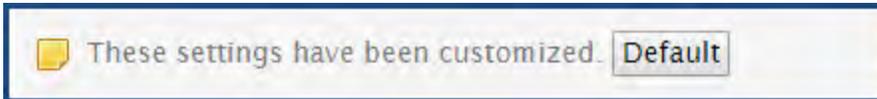
Monarch default settings for Assignments are:

Setting	Description	Default
<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 student skipped problems" on page 124.</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>
<b>Bible Translation</b>	Set a bible translation for students to see and use in their assignments. Options are: King James Version (KJV) or New American Standard Bible (NASB).	<b>King James Version</b>



2. To customize (change) the default Assignments settings, do the following:
  - a. Select or clear the settings to allow 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.
  - c. For the **Bible Translation** setting, select a translation version for translating Bible subjects.
3. Click **Save**.

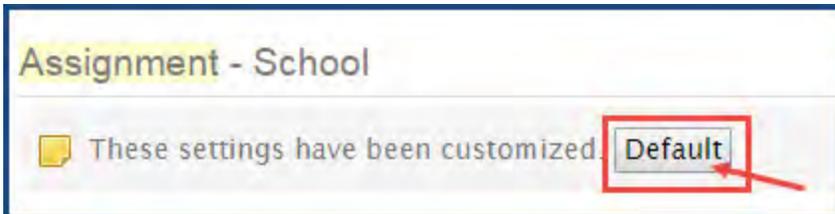
To let you know that your customizations were made to the default Monarch settings, an indicator banner appears along with a **Default** button so that you can easily reset back to the default Monarch settings at any time.



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

At any time, you can remove your custom settings and reset the settings back to the Monarch 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** function box, click the **School Setup** link.The **Assignment - School** page appears.
2. To remove your customizations and reset back to the default Monarch 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.



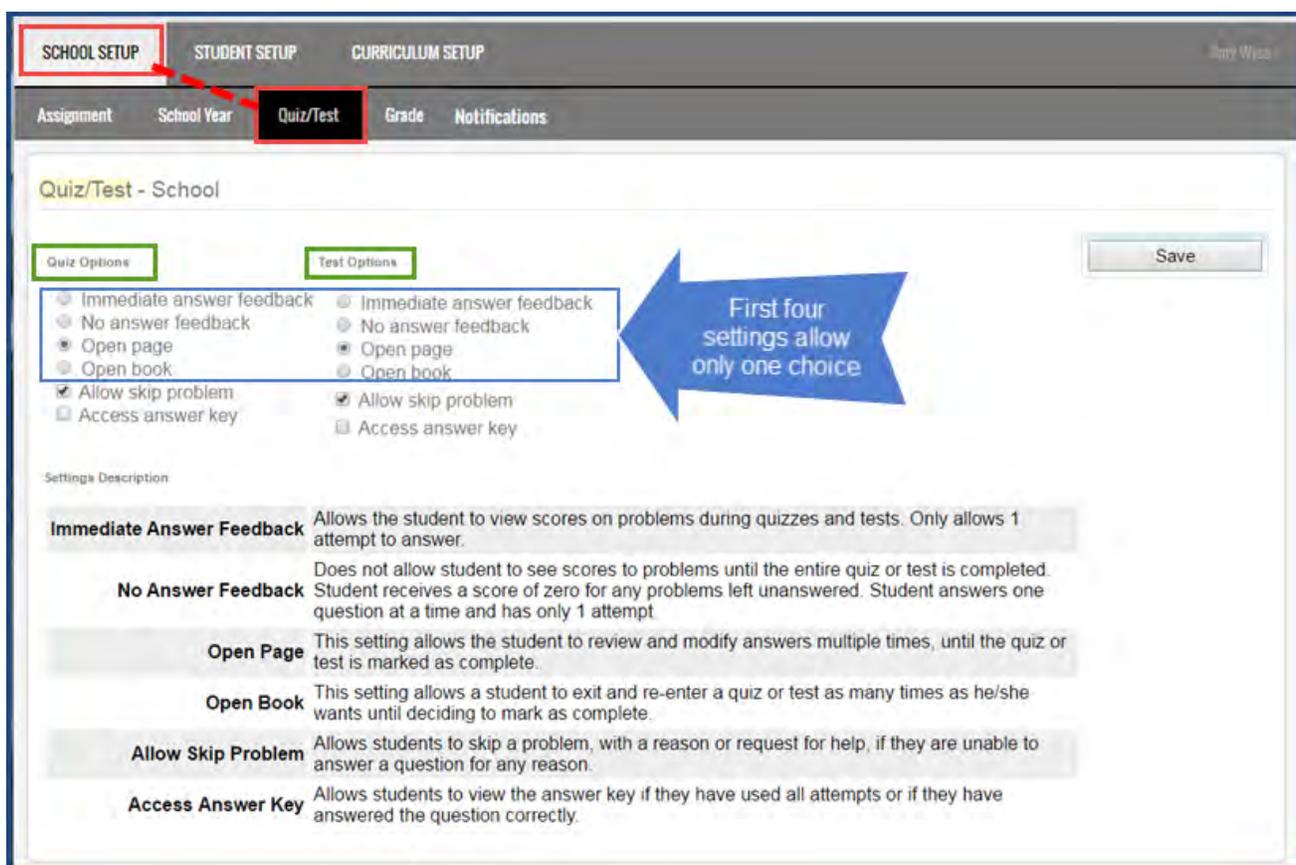
**Note:** Remember - Any customizations you make to school Quiz and Test settings also flow down to related student and subject Quiz and Test settings UNLESS you have customized the Quiz and Test settings at the student and/or subject level. For more information about customizing student settings, see ["Customize \(and reset\) student settings" on page 64](#). And, for more information about customizing subject (course) settings, see ["Customize \(and reset\) subjects settings for individual students" on page 152](#).

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

### 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** function box, click the **School Setup** link.
2. Click the **Quiz/Test** sub-tab.
 

The **Quiz/Test - School** page appears.



Monarch default settings for **Quiz Options** and **Test Options** are:

Setting	Description	Default
<b>Immediate answer feedback</b>	Gives a 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 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>



Setting	Description	Default
<b>Open page</b>	Allows 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 the student exits the quiz or test.	<b>Selected</b>
<b>Open book</b>	Permits students to exit and re-enter quizzes or tests as many times as students wish until quizzes or tests are marked as complete and also turns off "Quiz/Test Mode".	<b>Unselected</b>
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border: 1px solid #2196f3; padding: 5px; margin-bottom: 10px;">  <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 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 students as shown in the example below. When Quiz/Test Mode is in effect, the student cannot open other assignments.</p> </div> <div style="border: 1px solid #2196f3; padding: 5px; margin-bottom: 10px;">  </div> </div>		
<b>Allow skip problem</b>	Lets a student skip a problem on a quiz or test with a reason.	<b>Enabled (checked)</b>
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border: 1px solid #2196f3; padding: 5px; margin-bottom: 10px;">  <p><b>Note:</b> This setting is automatically disabled when students are assigned a Monarch Placement Test. This means that students cannot skip problems on Placement Tests.</p> </div> </div>		
<b>Access answer key</b>	Allows 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 Monarch settings at any time.

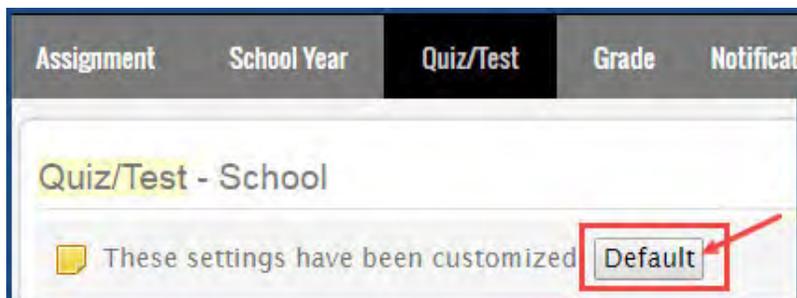


Reset customized school Quiz and Test settings to the default settings

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

- To access school settings, do one of the following:

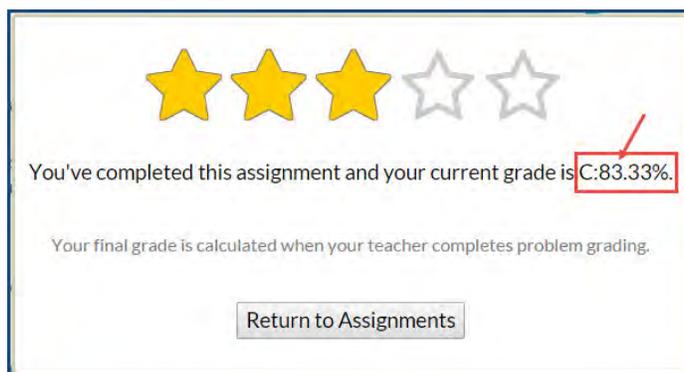
- On the main nav bar, click the **Setup** button.
  - On the **Home > Dashboard** page, in the **Administration** function box, click the **School Setup** link.
2. Click the **Quiz/Test** sub-tab.
  3. To reset the settings, click the **Default** button.



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 Monarch 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" on page 64](#). And, for more information about customizing subject (course) settings, see ["Customize \(and reset\) subjects settings for individual students" on page 152](#).

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 customized school Grade and Assignment Weights settings to the default settings" on the next page.](#)

## 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** function box, click the **School Setup** link.
2. Click the **Grade** sub-tab.

The **Grade - School** page appears.

**SCHOOL SETUP** | STUDENT SETUP | CURRICULUM SETUP

Assignment | School Year | Quiz/Test | **Grade** | Notifications

### Grade - School

Grading Scale Save

A  % B  % C  % D  %

Assignment Weighting

lessons  % of 100

projects  % of 100

quizzes  % of 100

tests  % of 100

Grade Display Options

show letter grade

show percentage grade

both

Monarch 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%.

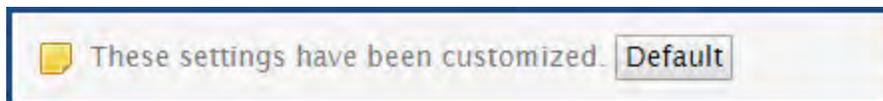
Lessons - 5%    Projects - 20%    Quizzes - 25%    Tests - 50%

### 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**.

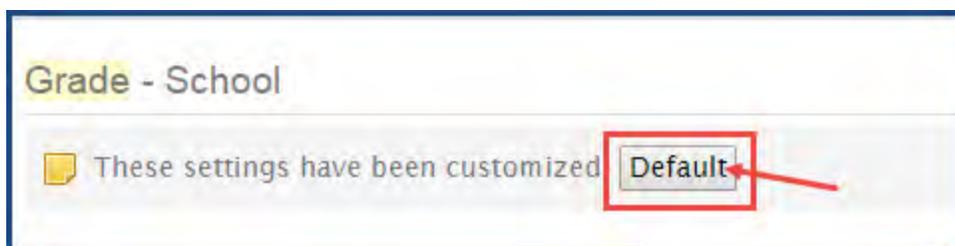
An indicator banner stating that the settings have been customized appears along with a **Default** button so that you can return to the default Monarch settings at any time.



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

At any time, you can reset the settings back to the Monarch 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** function box, 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.



**Tip:** To see samples of the email alerts, go to "[Sample Notifications emails](#)" on page 54.



For most Monarch customers, all **Notifications** settings at the school level are automatically turned ON (enabled). If you do not want to receive these **Notifications** emails, you must turn the settings OFF (disabled). You can:

- Reset (disable) all settings. See "[Reset all school Notifications settings to the default settings](#)" on page 51.
- Individually disable a Notifications setting. See "[Disable individual Notifications settings](#)" on page 52.



**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](#)" on page 33.



**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 Monarch 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** function box, click the **School Setup** link.

By default, the **Assignment - School** page appears.

2. Click the **Notifications** sub-tab.

The **Notifications** page appears. As mentioned previously, for most Monarch customers, all notifications settings for the school are enabled (ON).

The screenshot shows the 'Notifications - School' settings page. At the top, there are tabs for 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. Below these are sub-tabs for 'Assignment', 'School Year', 'Date/Test', 'Grade', and 'Notifications'. The 'Notifications' sub-tab is selected. The page title is 'Notifications - School'. A message at the top says '(These settings have been customized. Default:'. There are five notification settings, each with a green toggle switch turned ON and an 'info' link:

- Past Due**: Notify me when my student(s) have five or more past due assignments.
- Below Threshold**: Threshold: C. Notify me when my student(s) complete an assignment below the set threshold.
- Monthly Progress Report**: Summarize my student(s) current grade average, assignments completed and remaining, and pace each month.
- Weekly Progress Report**: Summarize my student(s) current progress in all assigned courses with assignment status for each week.
- Problem Note / Message Center E-mails**: Send me an e-mail notification when a student enters a problem note or sends me a message.

**Notifications** settings include:



Setting	Description
<p><b>Past Due</b></p>	<p>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.</p>
<p><b>Below Threshold</b></p>	<p>Immediate email notification of submitted assignments (those NOT requiring teacher grading) that fall below the set threshold. Once enabled, select the grade level.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  <p><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 school Grade and Assignment Weights settings"</a> on page 47.</p> </div>
<p><b>Monthly Progress Report</b></p>	<p>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.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #f9f9f9;"> <p> <span style="color: green; font-weight: bold;">✔</span> On Schedule                     <span style="color: red; font-weight: bold;">⊘</span> Behind Schedule                 </p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #e8f5e9;">  <p><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.</p> </div>
<p><b>Weekly Progress Report</b></p>	<p>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.</p> <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> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #e8f5e9;">  <p><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.</p> </div>



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 disable a setting, click to toggle **OFF**. To enable it, click to toggle **ON**.



- 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 Monarch 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](#)" on page 64.

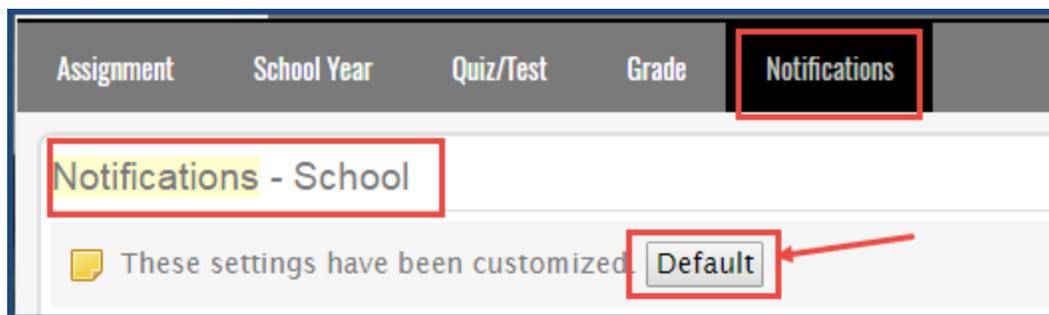
### Reset all school Notifications settings to the default settings

At any time, you can remove your custom settings and reset the all the settings back to the Monarch 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** function box, click the **School Setup** link.
 The **Assignment - School** page appears.
2. Click the **Notifications** sub-tab.
3. To reset all the settings, click the **Default** button.

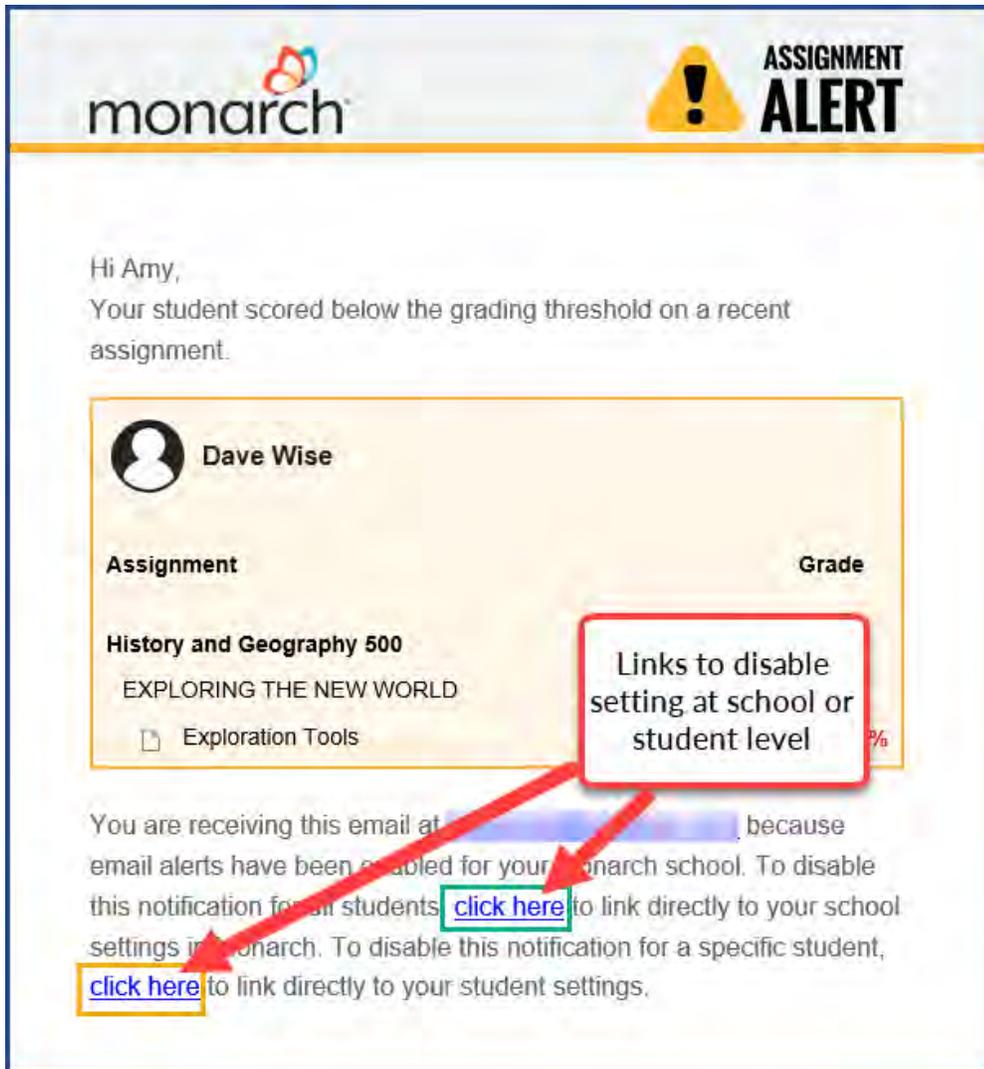


4. To confirm you want to restore all settings to the defaults, click **OK**.  
A message briefly appears stating that settings have been reset to the defaults.  
The indicator banner and the Default button are no longer visible.

### Disable individual Notifications settings

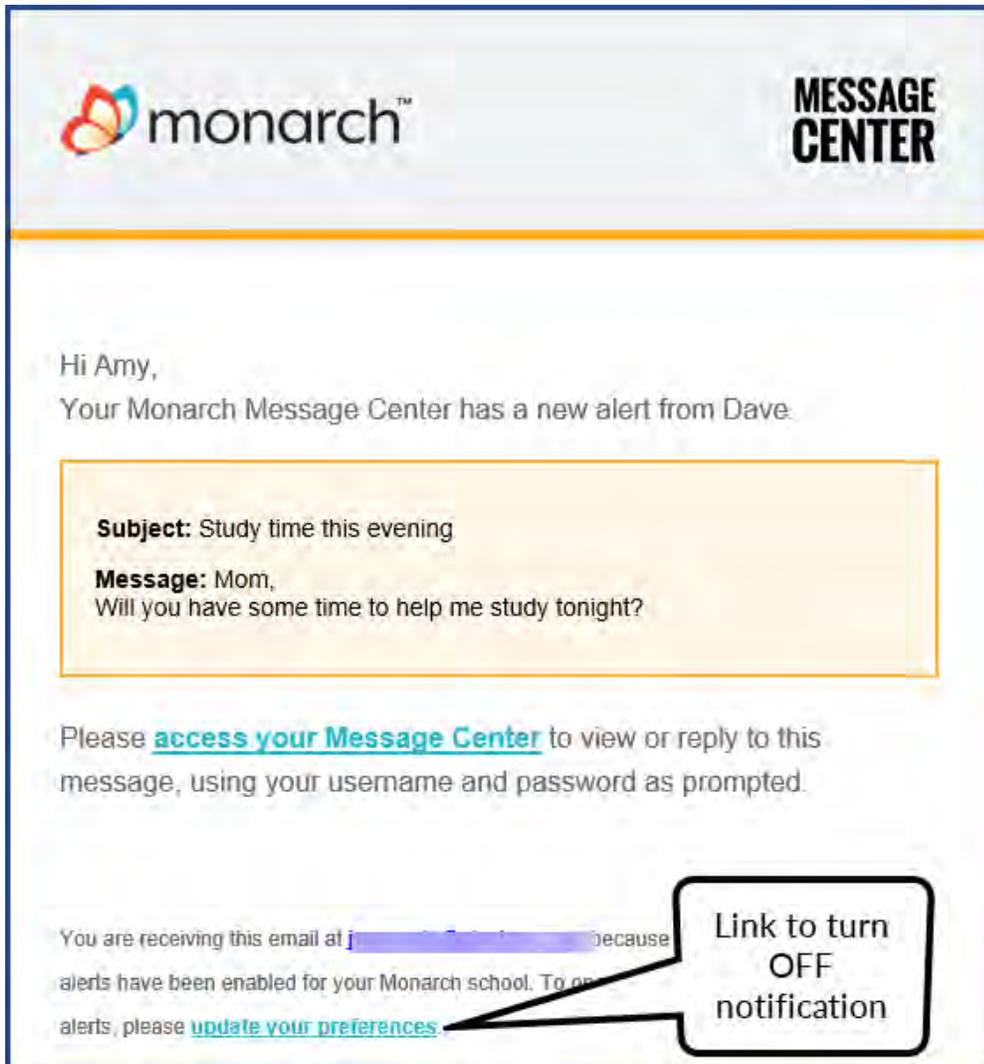
You can disable individual Notifications settings based on the needs of your school. If you feel you are getting too many email alerts, you can:

- Use the link in the email notification message to open the school (or student) **Notifications** sub-tab to disable the setting. To do this, when you receive an email notification, such as the Past Due or Below Threshold, click either the link to the school Notifications or to the student Notifications based on the setting that is currently enabled. The Below Threshold example email below shows the two links in the message.



The screenshot shows an email notification from Monarch. At the top left is the Monarch logo. At the top right is a yellow warning triangle icon with an exclamation mark and the text "ASSIGNMENT ALERT". The main body of the email starts with "Hi Amy," followed by "Your student scored below the grading threshold on a recent assignment." Below this is a box containing a profile picture of a person named "Dave Wise". Underneath the name is a table with two columns: "Assignment" and "Grade". The table has one row with the following content: "History and Geography 500" under "Assignment", "EXPLORING THE NEW WORLD" under "Assignment", "Exploration Tools" under "Assignment", and a percentage symbol under "Grade". A red box with the text "Links to disable setting at school or student level" is positioned over the table. Below the table, the text reads: "You are receiving this email at [redacted] because email alerts have been enabled for your Monarch school. To disable this notification for all students, [click here](#) to link directly to your school settings in Monarch. To disable this notification for a specific student, [click here](#) to link directly to your student settings." Two red arrows point from the red box to the two "click here" links.

The following is an example of the disable link (**update your preferences**) for a problem note or message center alert.



- Open Monarch Teacher and go directly to the school (or student) **Notifications** sub-tab to disable the setting.

### Sample Notifications emails

**Notifications** are email alerts sent to you, as the Teacher (parent), when your students are past due or falling below a set threshold. Other email alerts come on a weekly and monthly basis to provide details of student progress. Lastly, an email alert will let you know when a student has written a note on a problem which requires your immediate attention and/or has sent you a message using the Monarch internal messaging system. For more information, see "[Customize school Notifications settings](#)" on page 49.

Notifications emails contain:

- A link to the **Notifications** sub-tab so that you can disable the setting (if desired).
- If applicable, a link to open the message or problem note in the assignment.

### Past Due sample

The following is a sample of the Past Due email notification sent to the Teacher email address the following day when a student has five or more past due assignments (based on Due Date). This email notification contains links to the school

**Notifications** tab as well as the student **Notifications** tab so that the Teacher can turn off the notification where it is enabled. The subject line of the email notification is "Monarch Assignment Past Due".

**ASSIGNMENT ALERT**

Hi Amy,  
Your student has work that is past due.

**Dave Wise**

Assignment	Due	Overdue
<b>Language Arts 500</b>		
JESUS, OUR EXAMPLE		
The Author's Message	01-26-2018	<b>4 Days</b>
Vowel Diphthong Design	01-26-2018	<b>4 Days</b>
Spelling Lesson 1: Vowel Diphthongs	01-29-2018	<b>1 Day</b>
Quiz 1	01-29-2018	<b>1 Day</b>
Spelling Quiz 1	01-29-2018	<b>1 Day</b>
<b>Bible 500</b>		
HOW OTHERS LIVED FOR GOD		
Abraham, Man of Faith	01-26-2018	<b>4 Days</b>
Quiz 1	01-29-2018	<b>1 Day</b>
<b>History and Geography 500</b>		
EXPLORING THE NEW WORLD		
Maps	01-26-2018	<b>4 Days</b>
Quiz 1	01-29-2018	<b>1 Day</b>
Viking and Portuguese Explorers	01-29-2018	<b>1 Day</b>

You are receiving this email at [redacted] because email alerts have been enabled for your Monarch school. To disable this notification for all students, [click here](#) to link directly to your school settings in Monarch. To disable this notification for a specific student, [click here](#) to link directly to your student settings.

**Below Threshold sample**

The following is a sample of the Below Threshold email notification sent to the Teacher email address following the student's submittal of the assignment in which the student's grade was below the set threshold. This email notification contains links to the school **Notifications** tab as well as the student **Notifications** tab so that the Teacher can turn off the notification where it is enabled. The subject line of the email notification is "Monarch Assignment Below Threshold".




**ASSIGNMENT  
ALERT**

Hi Amy,  
Your student scored below the grading threshold on a recent assignment.



**Dave Wise**

Assignment	Grade
<b>History and Geography 500</b>	
EXPLORING THE NEW WORLD	
<span style="font-size: 1.2em;">📁</span> Exploration Tools	<b>40.74%</b>

You are receiving this email at [redacted] because email alerts have been enabled for your Monarch school. To disable this notification for all students, [click here](#) to link directly to your school settings in Monarch. To disable this notification for a specific student, [click here](#) to link directly to your student settings.

### Monthly Progress Report sample

The following is a sample of the monthly progress report notification email. The subject line of the notification email is "Monthly Progress Report". This email notification contains a link to the school **Notifications** tab so that the Teacher can turn off the notification.

**Monthly**  
Progress Report

📅 Dec, 2017

Hi Amy,  
Here is your school's monthly progress report.

**Darby Wise**

Course	Completed	Remaining	Grade	Status
Bible 700	1	123	100.00%	✔
History and Geography 700	1	127	56.52%	⊘
Language Arts 700	0	221	N/A	⊘

**Dave Wise**

Course	Completed	Remaining	Grade	Status
Bible 500	1	142	75.00%	⊘
History and Geography 500	1	155	40.74%	⊘
Language Arts 500	0	208	N/A	⊘

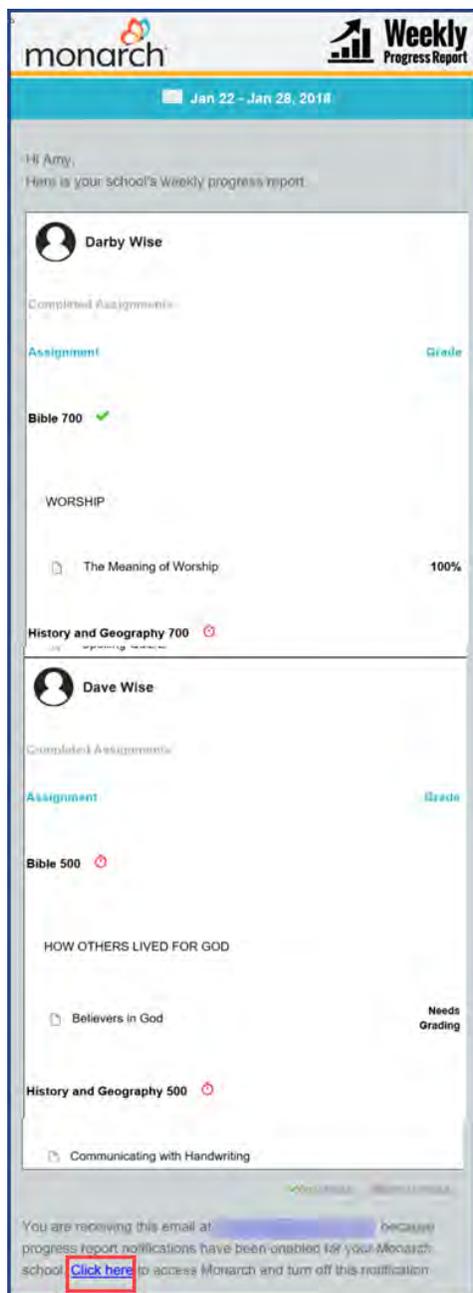
✔ On Schedule    ⊘ Behind Schedule

Course grades are based on completed assignments and assignments with work in progress.

You are receiving this email at [redacted] because progress report notifications have been enabled for your Monarch school. [Click here](#) to access Monarch and turn off this notification.

### Weekly Progress Report sample

The following is a sample of the weekly progress report notification email. The subject line of the notification email is "Weekly Progress Report". This email notification contains a link to the school **Notifications** tab so that the Teacher can turn off the notification.



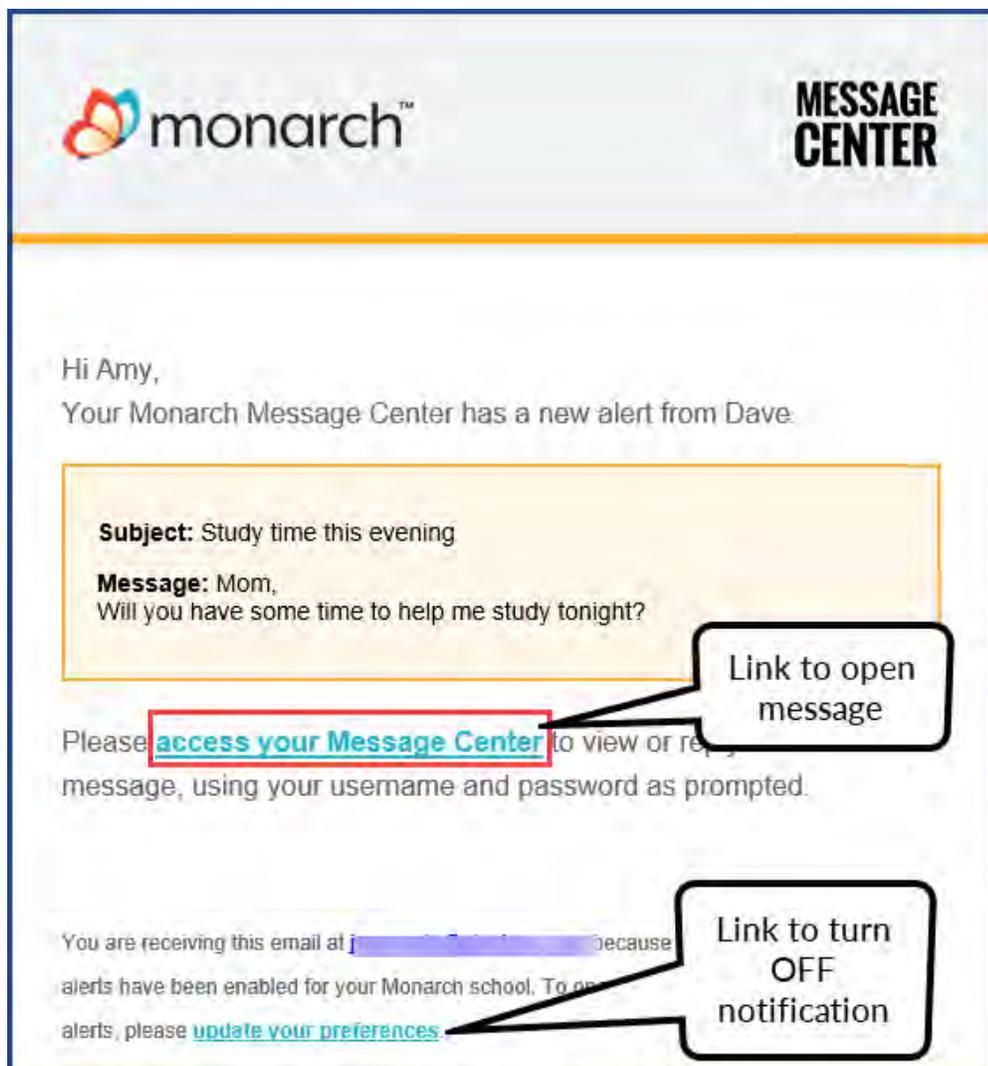
### Problem Note sample

The following is a sample of a problem note notification email. The subject line of the notification email is "You received a new problem note". A link in the message lets the Teacher quickly open the assignment to the problem note requiring attention. Another link allows the Teacher to access the school **Notifications** tab to disable the setting, if desired.



### Monarch message center alert sample

The following is a sample of a new Monarch message center alert. notification email. The subject line of the notification email is "Your Monarch Message Center has a new alert from [student name]". A link in the message lets the Teacher quickly open the message. Another link allows the Teacher to access the school **Notifications** tab to disable the setting, if desired.



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

Monarch allows you to make scheduling changes (rescheduling or resetting) for a single, active course for a student, and for all active courses for all students. Rescheduling a course forces Monarch to automatically redistribute *all yet to be completed* assignments across the remaining (selected) working school days within the selected Begin and End dates.



**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 his/her schoolwork and you do not want the assignments to get behind schedule.
- 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.



- You have a student who is doing volunteer work on Fridays, so you need to adjust his/her course schedule to not have schoolwork scheduled on Fridays.

### Rescheduling options

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

- Select new Begin and End dates.
- Select the *working* school days, such as a setting up block scheduling for the course. Working school days are set up and managed on your 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" on page 79.](#)

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

Monarch provides several ways for you to change the schedules for one or more courses for one or all of your students:

- Use the **Reschedule all Courses** button on the **Calendar**. See ["Change course schedules from the school calendar" on page 84.](#)
- Use the links on the **Dashboard** page. See ["Change course schedules from your Dashboard page" below.](#)
- Use the course tools (buttons) on the **Assigned Work** page. See ["Change course schedules from the Assigned Work page" on page 130.](#)

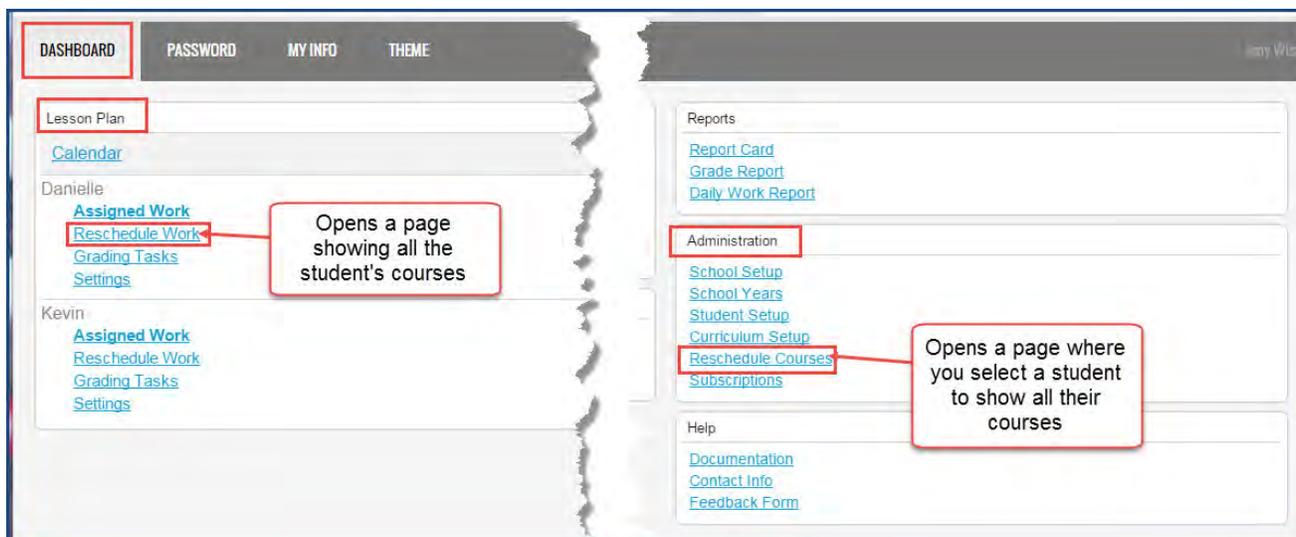
### Change course schedules from your Dashboard page

Two links on your **Home > Dashboard** page are available so that you can quickly and easily change the scheduling for one or more courses. You can set up block scheduling for one or more courses by selecting the working school days for a course, and if desired, change the start and end dates. Resetting or rescheduling a course affects uncompleted assignments only.

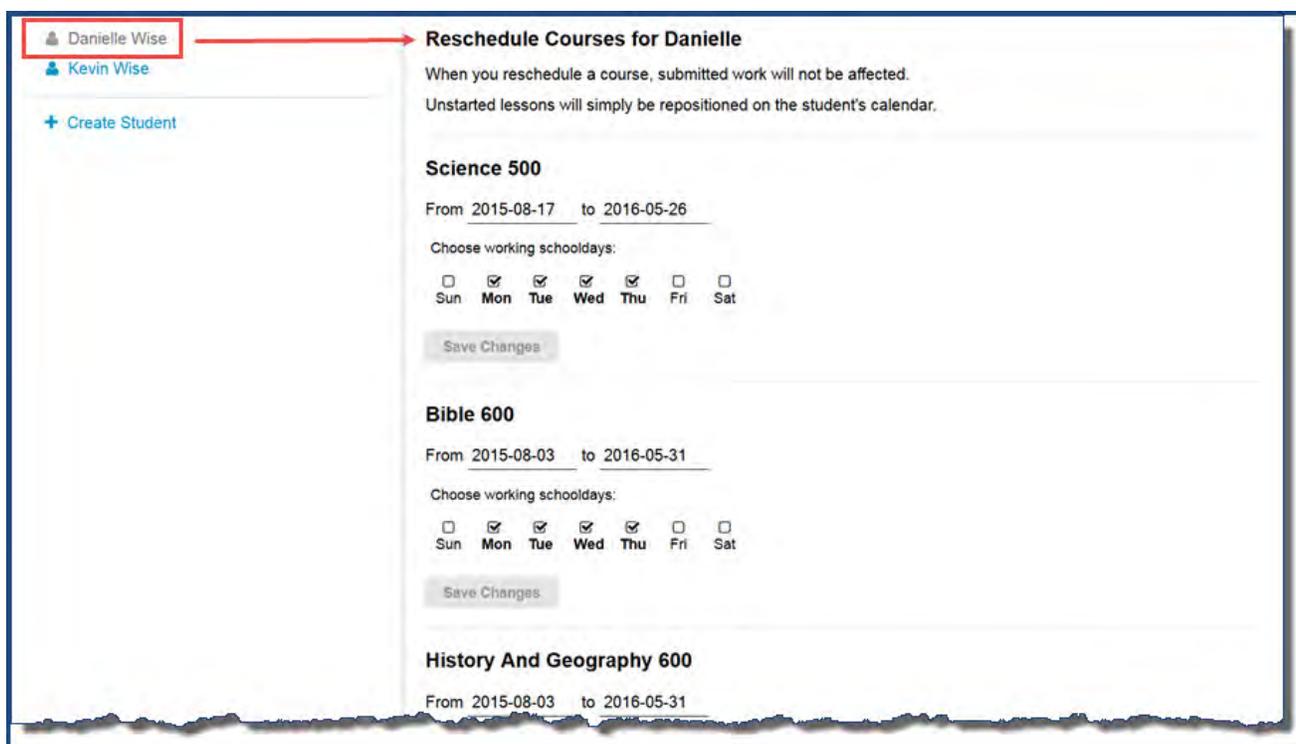


**Note:** A minimum of three (3) working school days is required for course scheduling. This means your selected Start and End dates for a course must include at least three working school days.

1. Do one of the following:
  - To change the scheduling of courses for a selected student, in the **Lesson Plan** function box, under the student's name, click the **Reschedule Work** link.
  - To change the scheduling of courses for all students, in the **Administration** function box, click the **Reschedule Courses** link.



- 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.

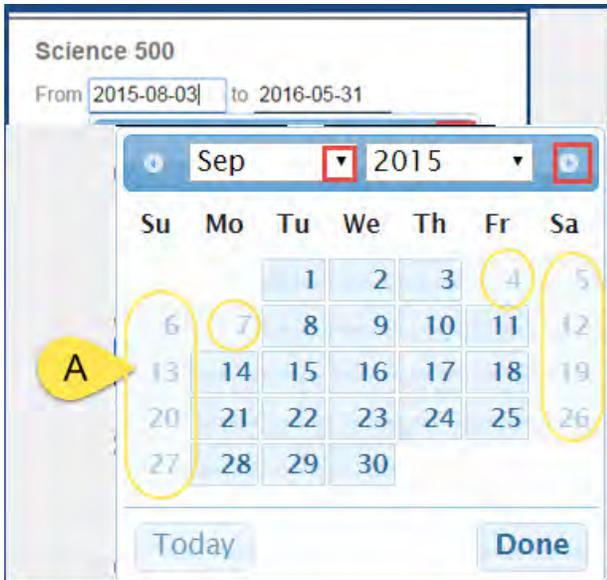


- Do the following for each course that you want to change (reset) its schedule:



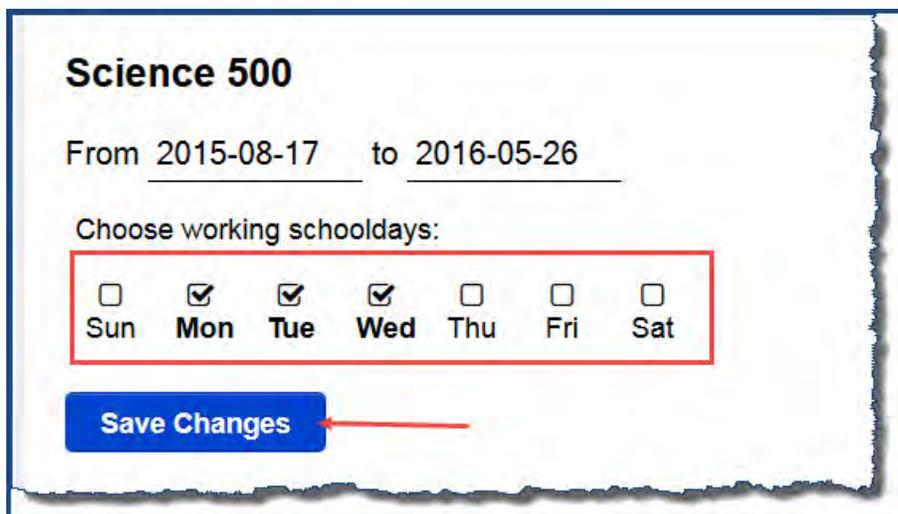
**Note:** Courses can only be scheduled on "working" school days that you have set up on your school calendar. This means you may have to change the status of a typical non-school day, for example, Sunday, to a working school day. See ["Change the status of school days and non-school days for course scheduling" on page 79.](#)

- a. To change the Start date for the 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 (example A) show as inactive on the calendar. 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 schooldays 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.

In the example below, the course was originally scheduled for Monday through Thursday because Friday is not a working school day for the student. Thursday (Thu) was cleared so that block scheduling is in effect for Monday through Wednesday and no school work will be scheduled on Thursdays (or Fridays) during the selected Start and End dates for the course.



- 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, open the calendar by clicking the **Calendar** link under **Lesson Plan**.

## 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 he/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 school Assignment settings" on page 41](#).
- **Quiz and Test.** To learn about the Quiz and Test settings, see ["Customize school Quiz and Test settings" on page 44](#).
- **Grade.** To learn about the Grade and Assignment Weights settings, see ["Customize school Grade and Assignment Weights settings" on page 47](#).
- **Notification.** To learn about the Notifications settings that apply to students, see ["Customize school Notifications settings" on page 49](#).



**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.

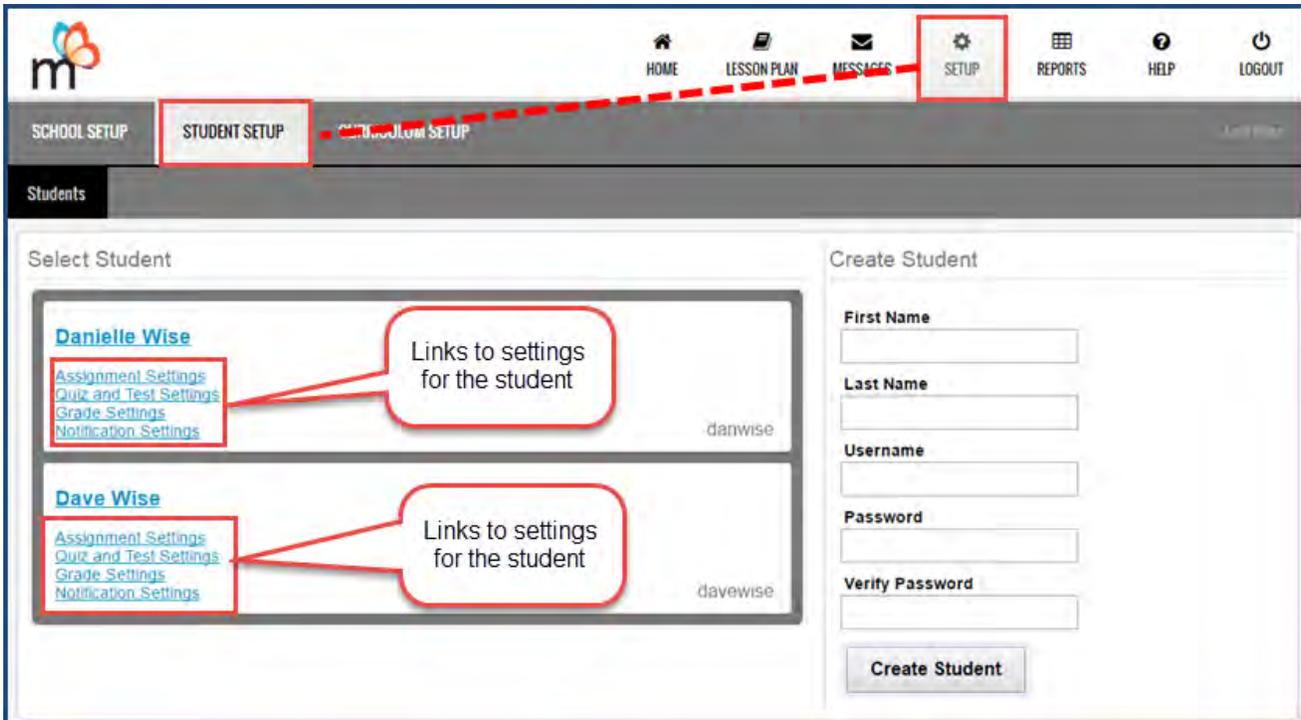
If desired, you can reset your customized settings for a student and go back to the default, related school settings. See ["Reset customized student settings back to the default school settings" on page 67](#).

### Customize student settings

1. Do one of the following to access the **Student Setup** page:

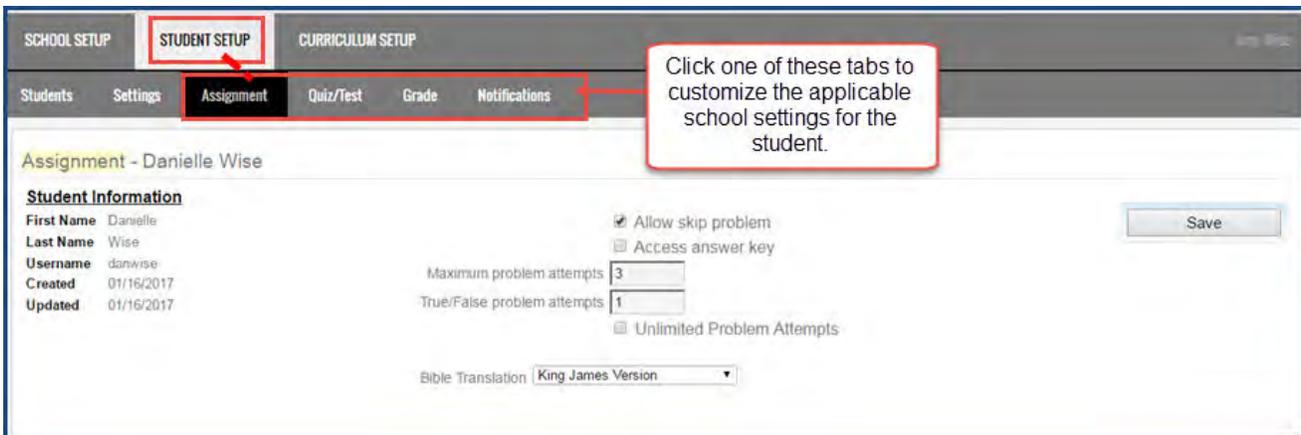
- On the **Home > Dashboard** page, in the **Administration** function box, click the **Student Setup** link.
- On the main nav bar, click **Setup** and then on the function toolbar, click the **Student Setup** button.

The **Student Setup** page appears.



2. Under the student's name, click the link for the type/category of settings you want to customize for the student: **Assignment Settings**, **Quiz and Test Settings**, **Grade Settings** or **Notification Settings**.

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



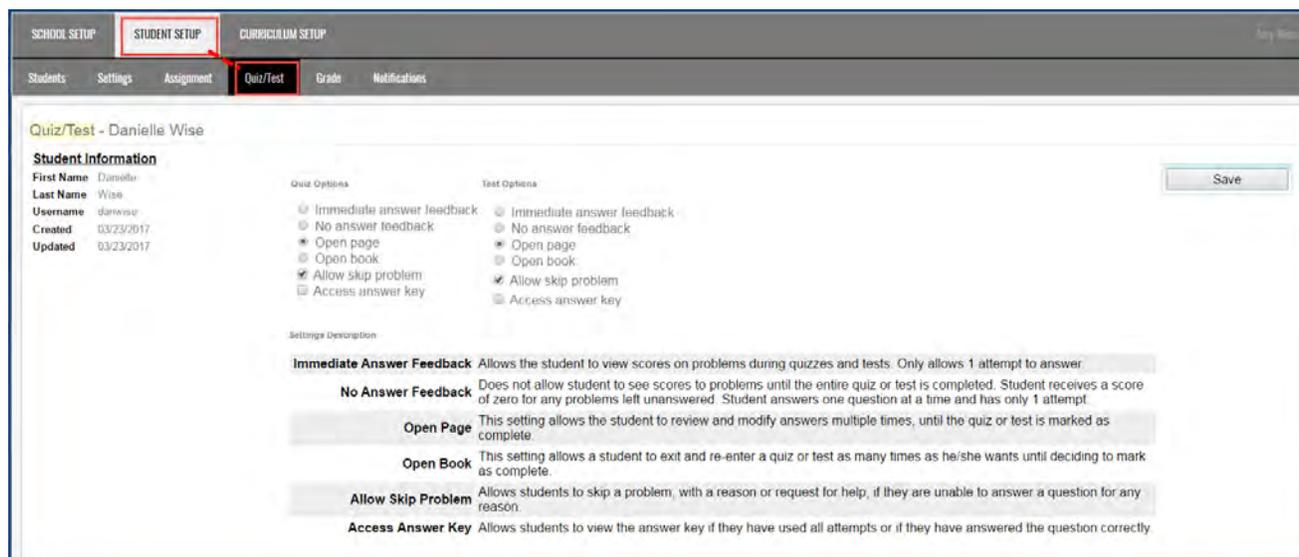
3. Make changes, and then click **Save**.

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.

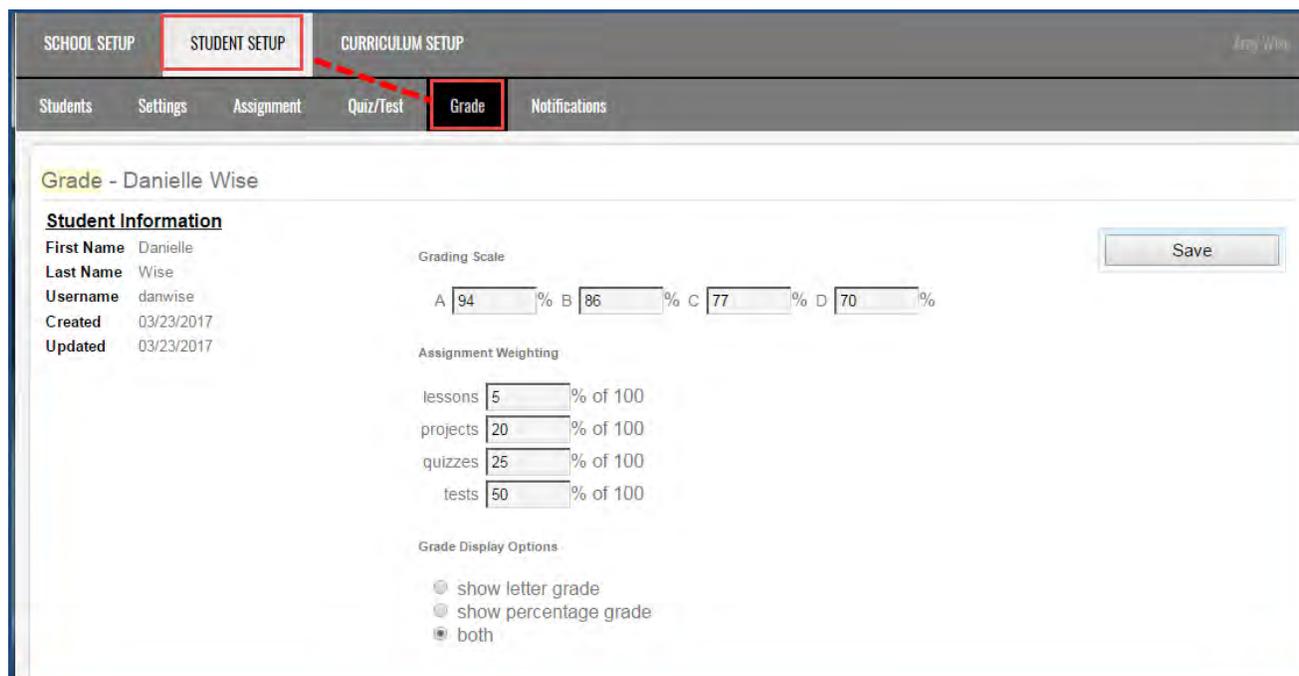


4. To continue customizing the settings, click a different sub-tab:

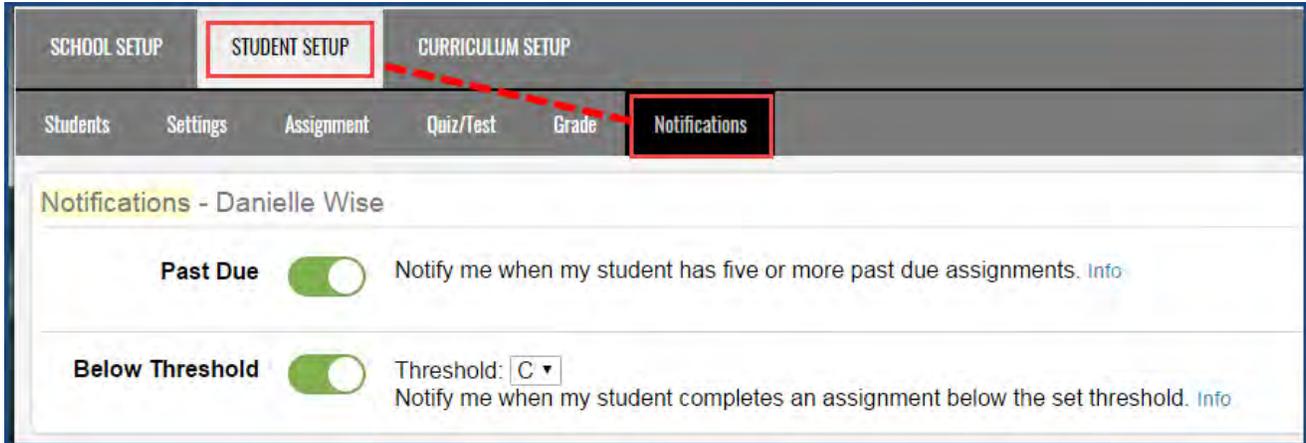
- **Quiz/Test** settings - Make changes and click **Save**.



- **Grade** settings - Make changes and click **Save**.



- **Notifications** settings - For most Monarch students, the two **Notifications** settings are already enabled (toggled **ON**) and the **Below Threshold** setting has a **Threshold** value of **C**. To disable a setting, toggle it **OFF**. Or, to select a different threshold for the student, select one from the list.



5. When finished, click **Home**.

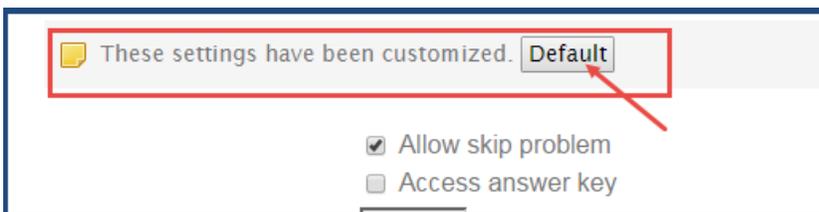
### Reset customized student settings back to the default school settings

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

1. Do one of the following to access the **Student Setup** page:
  - On the **Home > Dashboard** page, in the **Administration** function box, click the **Student Setup** link.
  - On the main nav bar, click **Setup** and then on the function toolbar, click the **Student Setup** button.

The **Student Setup** page appears.

2. Under the student's name, click the settings link for the type of setting you want to restore to the school default settings: **Assignment Settings**, **Quiz and Test Settings**, **Grade Settings** or **Notification Settings**.
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.



**Tip:** For student **Notifications** settings, to reset a single setting, toggle the setting **OFF**.

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 in Monarch, you may need to change their Monarch username or password. For example, your student has forgotten their password to log in to Monarch.



**Note:** When viewing a student's information, their password is not displayed for security and privacy reasons. When you update a student's password, the characters you enter do not appear as plain text.

When a student needs to take a leave of absence from their studies, you might want to change their status to Inactive so that another student can be added to your Family subscription. When a student is in Inactive status, he/she cannot log in to Monarch and he/she is not visible in the Lesson Plan or for reporting. Later, you can change their status back from Inactive to Active. Because you cannot delete a student in Monarch, when a student is done with their studies, you change their status to Inactive.



**Note:** If you change a 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 the student to Inactive status, that you run any reports you may need and save those reports, and then unassign courses from the student.

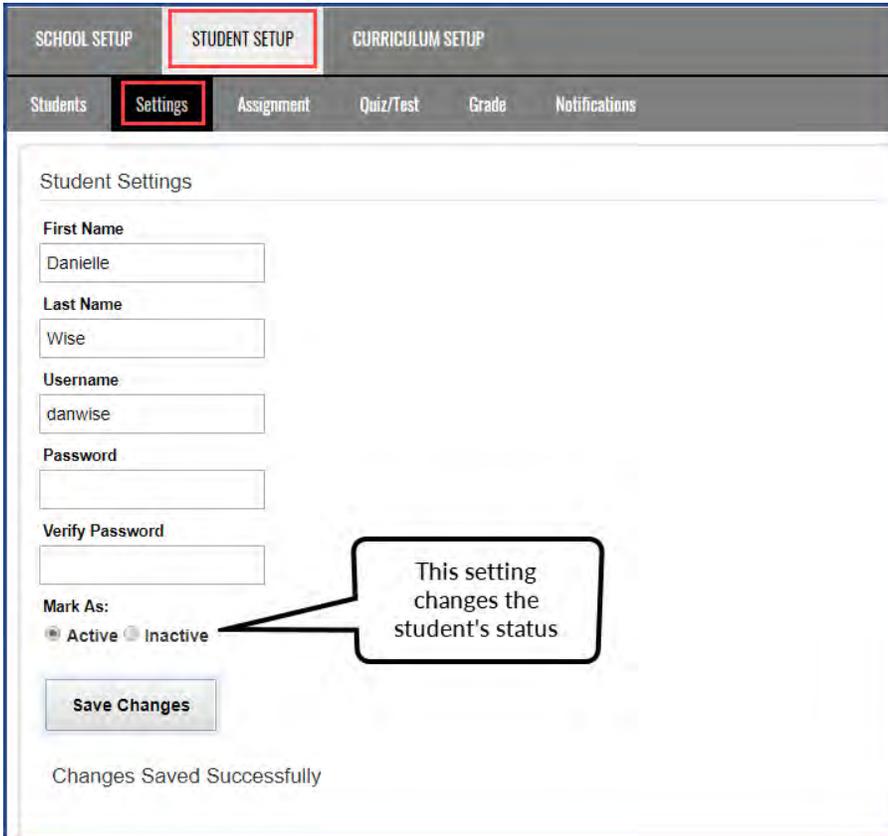
To manage student information and status:

1. Do one of the following:
  - On the **Home > Dashboard** page, in the **Administration** box, click the **Student Setup** link, and then click the [Student's name link](#) as shown in the example below.



- 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**.

## Manage student access to resources and activities

Your students have access to several Monarch resources and activities from their **Student Dashboard**. Resources and activities include items such a historical timeline, 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** box, click the **Student Setup** link, and then click the [Student's name link](#) as shown in the example below.





- 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.

**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.

**History: Timeline**  
Browse through the history of the world.

[Preview](#)

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

[Preview](#)

**Geography: World Capitals**  
Wouldn't it be nice to know all of the world capitals?

[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**

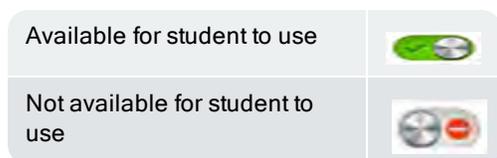
These activities are available within some lessons.

**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!

Click **Preview** to see what the item looks like before you give access to your student.

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



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

## View and Control Student Assignment Pacing With the Calendar

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

- As the Teacher, you see the assignments each student has assigned by 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 for courses.

Monarch 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 any "school days" to "non-school days" during that two-week period and Monarch will automatically adjust any scheduled, uncompleted school work.



**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" on page 79.](#)

### 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.
- On the **Home > Dashboard** page, in the **Lesson Plan** box, 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, Monarch 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.

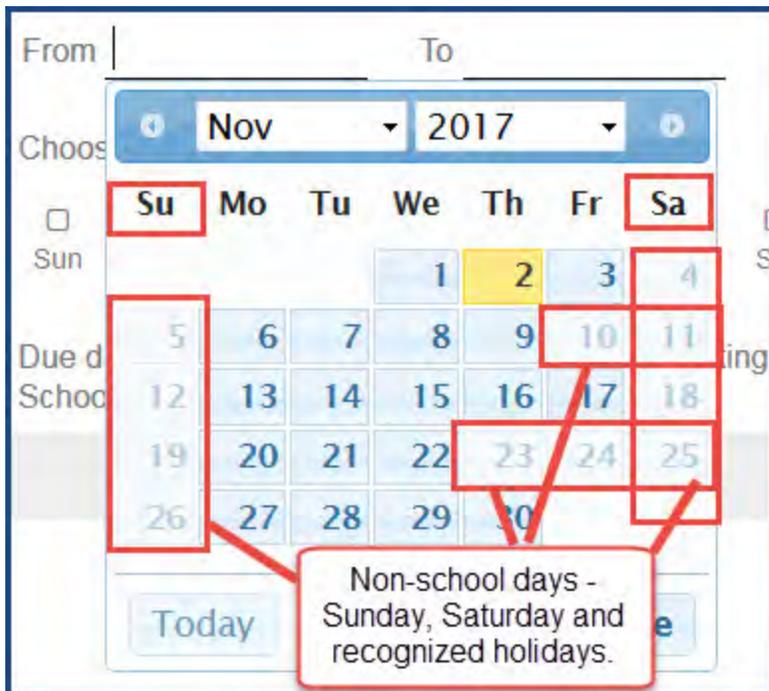
### Default "non-school" days automatically set by Monarch

Monarch automatically puts Saturday and Sunday as "non-school" days. Most recognized holidays are also automatically set as "non-school" days. The list of recognized holidays includes:

- New Year's Day (January 1st)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Columbus Day (second Monday in October)

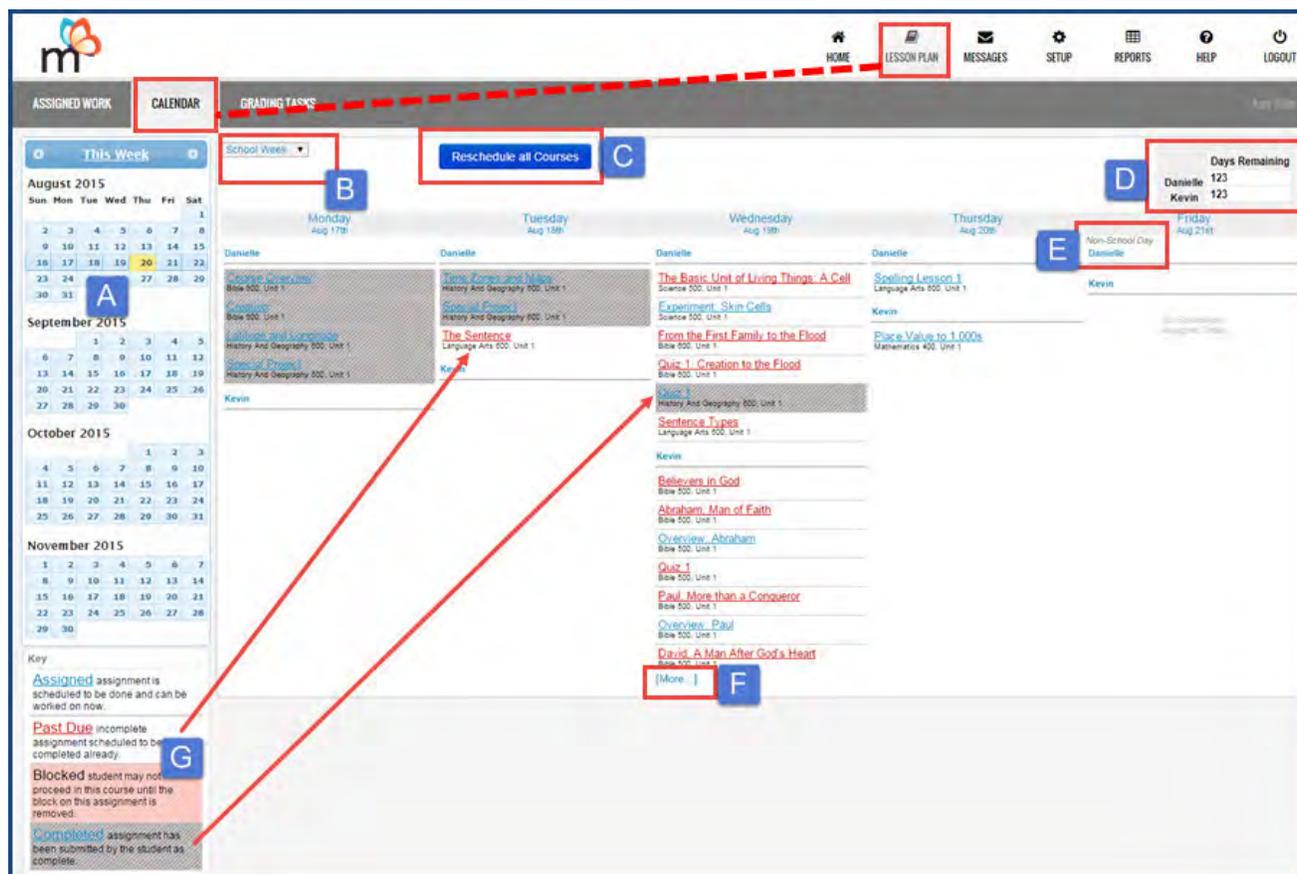
- Veteran's Day (typically November 11th, but for 2017, observed on November 10th)
- Thanksgiving Day and the following Friday (November)
- Two weeks for Christmas (typically December 19th through December 31st)

"Non-school" day means *no uncompleted schoolwork will be scheduled* on those days unless you change the status of these days to "school" days. How it works is that for courses with Begin and End dates with recognized holidays included in the time frame, no schoolwork is scheduled by Monarch on those recognized holidays. In the calendar example below, Saturday and Sunday are set as non-school days as well as several recognized holidays.



If you want your student(s) to have schoolwork on recognized holidays, you need to change the status of the day. To change the status of school and non-school days, see ["Change the status of school days and non-school days for course scheduling"](#) on page 79.

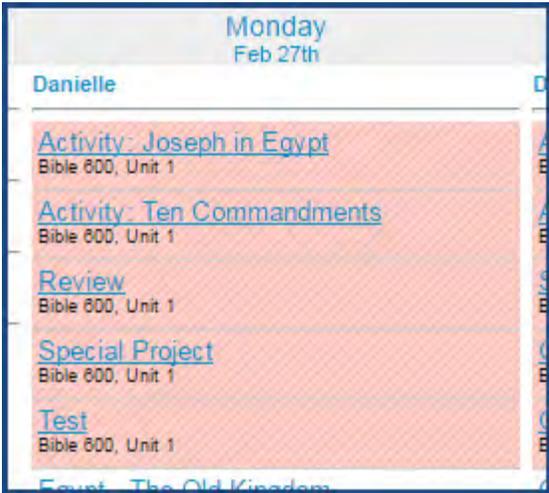
## Calendar features and tools



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

Item	Feature/tool	Description
A	<b>Multi-month calendar view</b>	<p>Displays a view of three to five consecutive months of a school term. (The number of months you see depends on the screen resolution you have set for your monitor.)</p> <ul style="list-style-type: none"> <li>Click the left arrow to see a 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	<b>School week/ Full week toggle</b>	Click the drop-down box to toggle between the <b>School Week</b> view or the <b>Full Week</b> (Sun. through Sat.) view in the weekly calendar.
C	<b>Reschedule all Courses button</b>	Click this button to change the start and end dates and/or working school days for all subjects for one or more students. See " <a href="#">Change course schedules from the school calendar</a> " on page 84.

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 recognized holidays within the earliest start date and last (most future) end date for the course.
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" on page 79.</a>
F	<b>[More...] link</b>	<p>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.</p> 

Item	Feature/tool	Description
G	Assignment Key	<p>Explains what the colors on the calendar indicate so that you can easily see if assignments are:</p> <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>  <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</a>" on page 123.</p> <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 events and activities

You can also see and set up custom 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.



See "[Schedule \(and clear\) events and activities for your school and students](#)" on page 81.

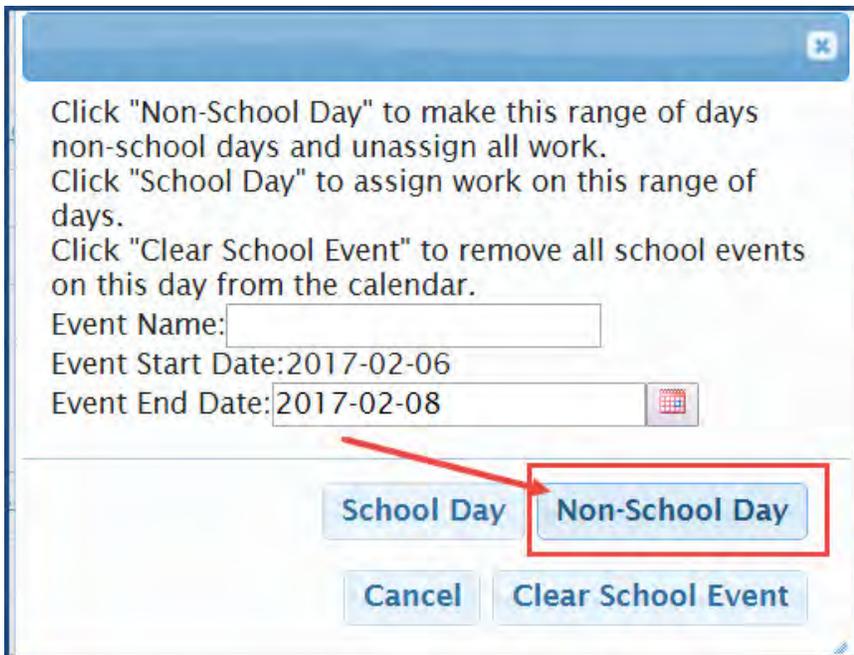


## Change the status of school days and non-school days for course scheduling

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, Monarch automatically adjusts all uncompleted schoolwork for all courses within the time frame for all students. For example, you have an out-of-town conference for three days. These three days are currently set as "school" days and you want to reschedule your students' schoolwork for those three days. You can make those "school" days into "non-school" days and Monarch will adjust your student's schoolwork accordingly.

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

- 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** function box, click the **Calendar** link.
- Click the **day/date**  link of a current school day.
- 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.
- Click **Non-School Day**.

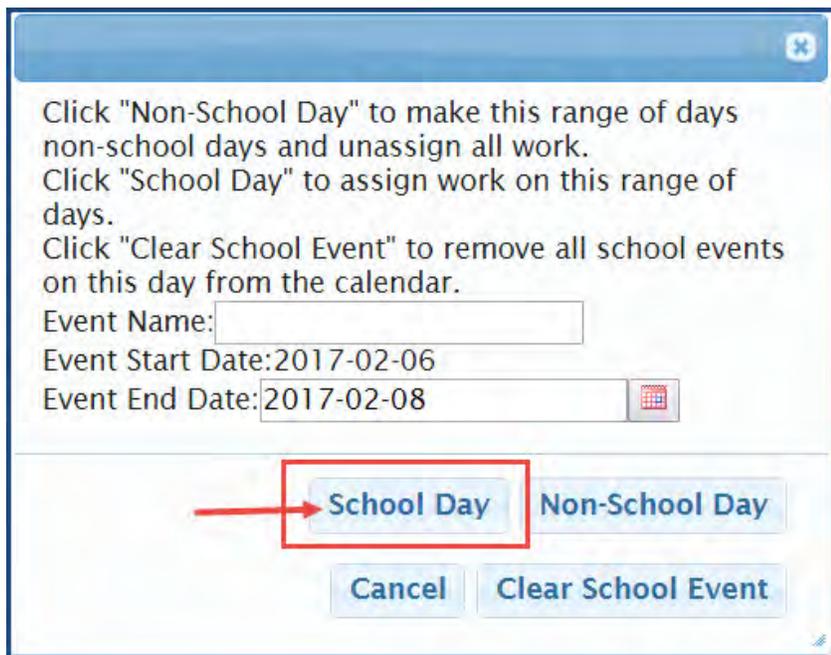


Monarch refreshes the calendar, schoolwork is adjusted, and the day(s) now show(s) as *Non-School Day* with no schoolwork assigned.

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

- 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** function box, click the **Calendar** link.

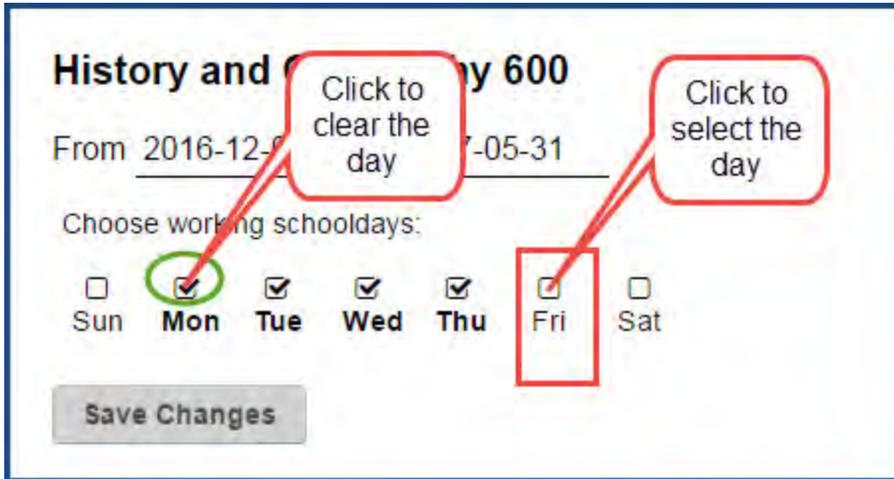
2. Click the day/date  link of a current school day.
3. To change the status of several days, in the in the **Event End Date** field, click the calendar  button to select the end day. Otherwise, just keep the selected day and do not enter an event end date for one day.
4. Click **School Day**.



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



**Note:** 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 Saturday to make it a working "school" day. You need to reschedule the course so that schoolwork is adjusted to include Saturday.



See ["Change course schedules from the school calendar"](#) on page 84.

## Schedule (and clear) events and activities for your school and students

You can schedule school-level and student-level events or activities using the school calendar. 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, 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 is automatically rescheduled to the next working school day and all of the following assignments are automatically adjusted. For a student event, when making it a non-school day, just that student's work is automatically adjusted.

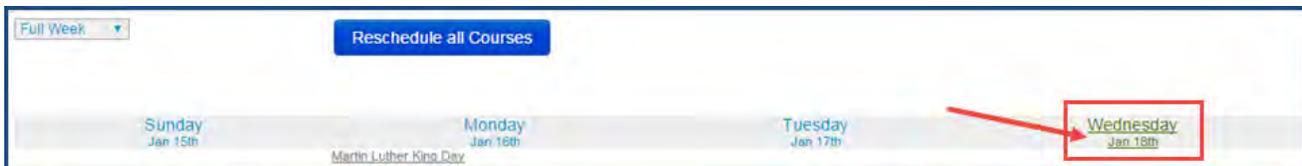
If needed, you can also clear events and activities so that the item no longer appears on the school calendar. See [Clear events and activities](#).



**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

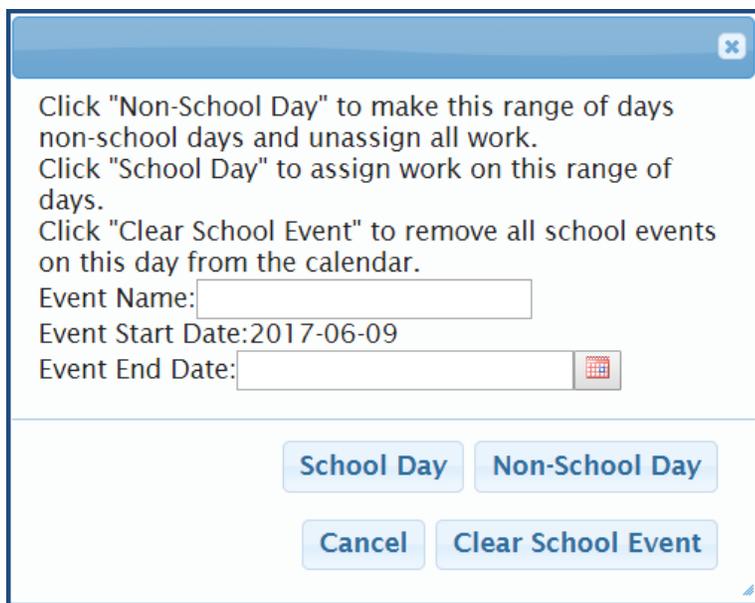
1. To open the school Calendar, do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then on the toolbar, click the **Calendar** tab.
  - On the **Home > Dashboard** page, in the **Lesson Plan** function box, click the **Calendar** link.
2. To schedule a school-level event or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



Or, to schedule a student-level event or activity, click the student's name 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. (Remember: For a school-level event, by changing a working school day to a non-school day, all scheduled work for all students is automatically adjusted to the next 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. (Remember: 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 working school days for each course for each student )

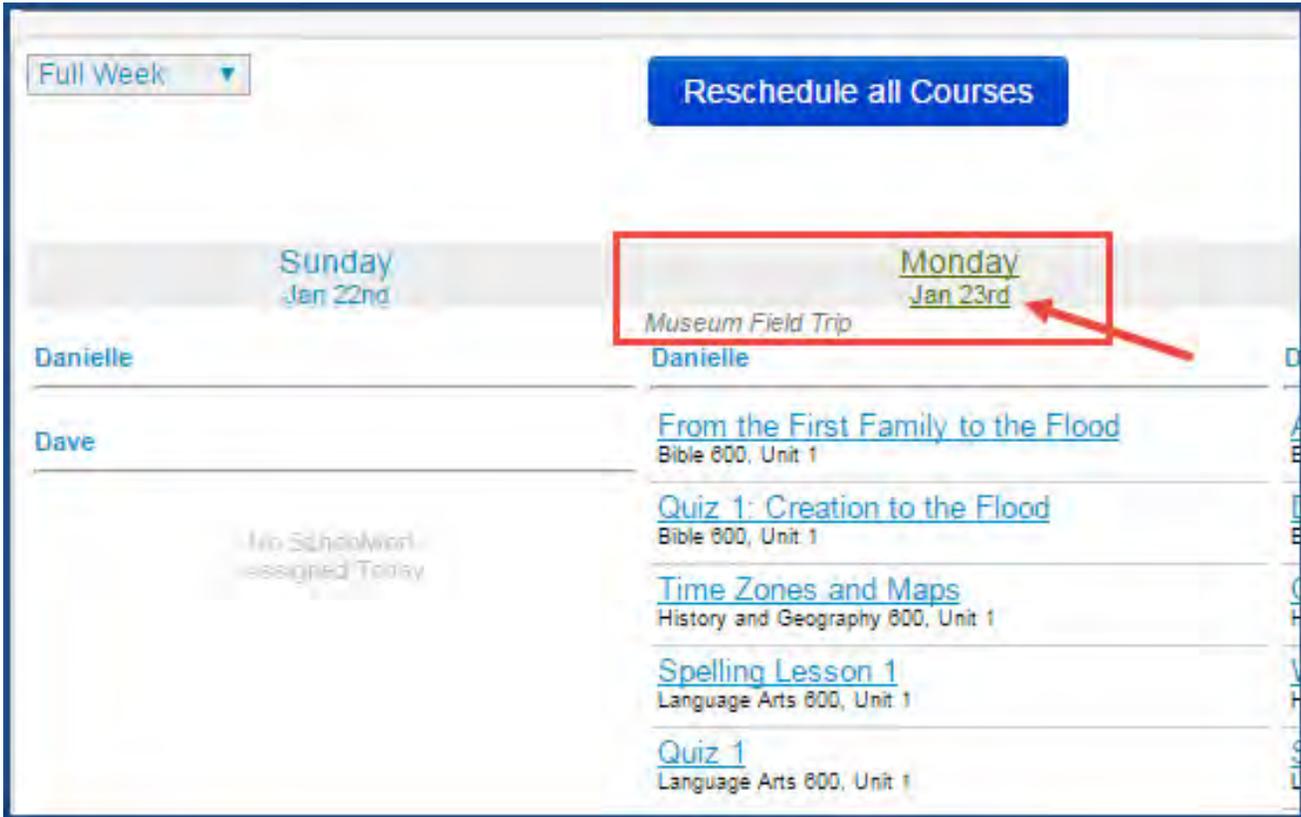
Monarch refreshes the calendar and depending on whether or not you selected the day to be a non-school day, student work is adjusted accordingly.

## Clear events and activities

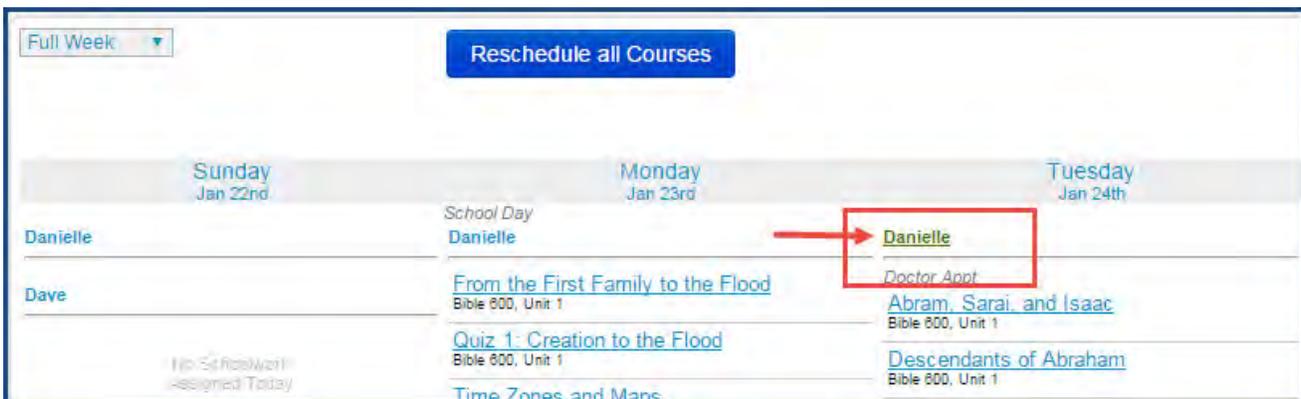
When clearing school-level events and activities, if the day is a working school day, all students' schoolwork is adjusted accordingly. When clearing student-level events and activities, if the day is a working school day, just that student's work is adjusted.

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** function box, click the **Calendar** link.

- To clear an existing school event or activity, click the day/date with the school level event/activity.



- Or, to clear a student event or activity, click the student's name on the day/date of the event or activity.



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

## Change 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 a course, and if desired, you can change the start and end dates for one or more courses. Resetting or rescheduling a course affects uncompleted assignments only.



**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** function box, 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.



**Note:** Courses can only be scheduled on "working" school days that you have set up on your school calendar. This means you may have to change the status of a typical non-school day, for example, Sunday, to a working school day. See ["Change the status of school days and non-school days for course scheduling" on page 79.](#)

- 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, open the calendar by clicking the **Calendar** link under **Lesson Plan**.

## View and Take Action On Assigned Student Work

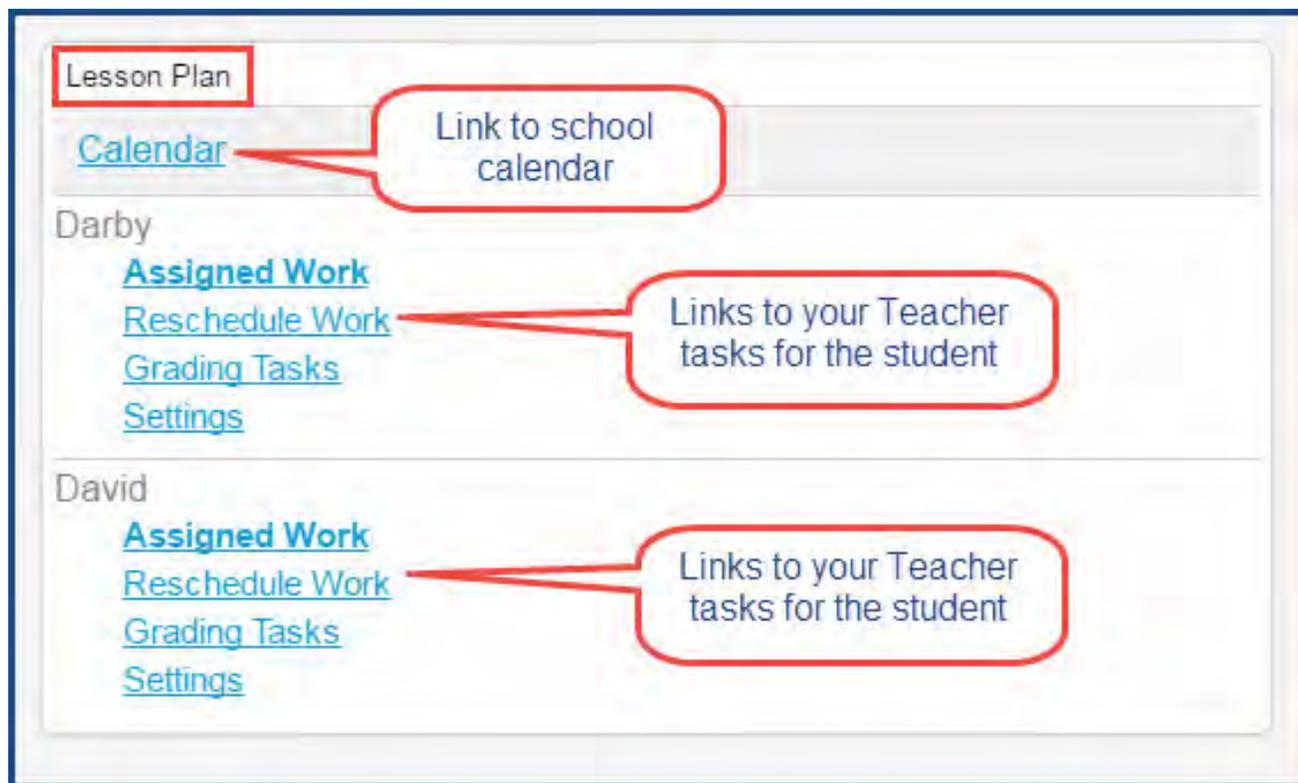
Monarch makes it easy for you to view your students' assigned work and quickly take action when work is ongoing. For example, before your student starts working on any assignment, you can preview the assignments to see what is coming up for them and, if desired, skip a problem, add a note to a problem to provide some guidance or maybe you want to print the assignment so they can work on a paper copy. Once work is started, you can see their 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** tool on the main navbar opens another toolbar containing the **Assigned Work (A)**, **Calendar (B)**, and **Grading Tasks (C)** tools as identified on the example below.



- On your **Home > Dashboard** page, the **Lesson Plan** box 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 as shown on the example below.



## Preview instructional materials 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 Monarch 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. 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.



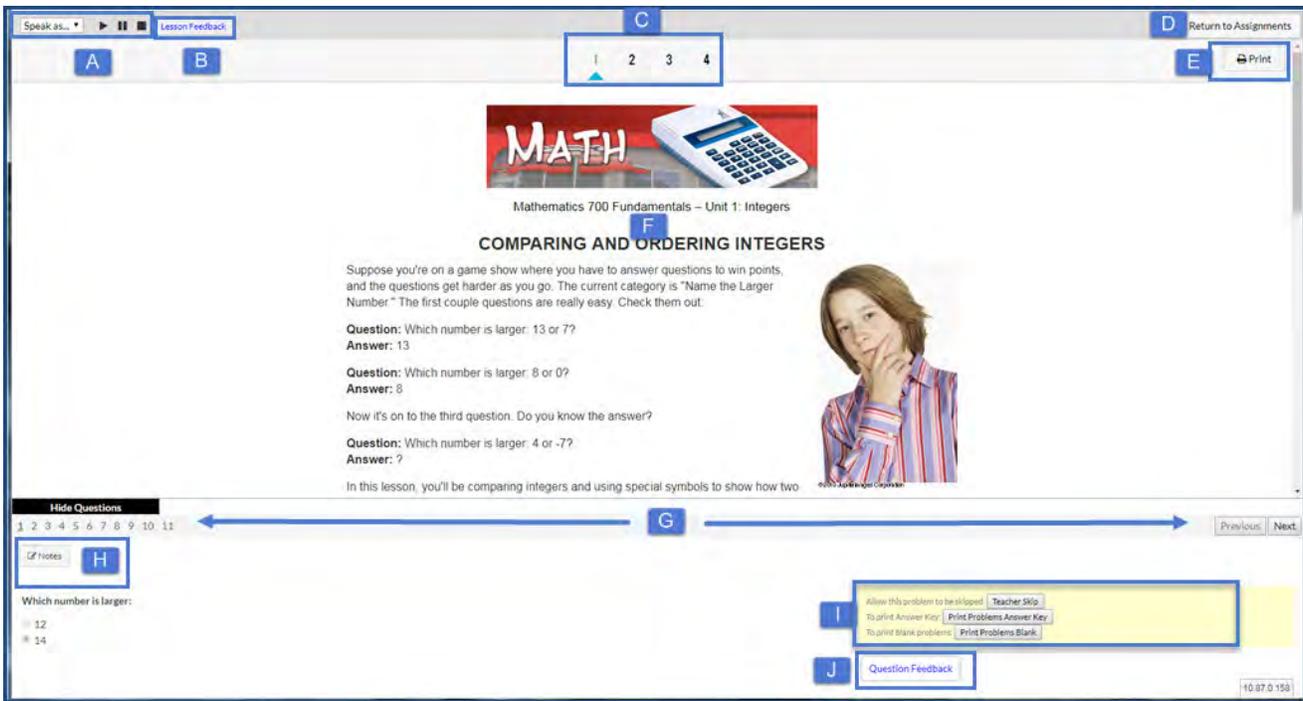
In the Teacher assignment view, the lesson is in the top section of the page and problems are displayed in the lower section of the page. However, in the Student assignment view, students toggle between the lesson content and the problems by clicking the **Read** and **Questions** buttons on the assignment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



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

### Teacher assignment view of a lesson

- 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** function box, 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.
- Click the blue **View Answer Key** button to open the assignment.



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

Item	Feature/tool	See...
A	<b>Speak as</b> audio tool and player. Lets you listen to assignment text being spoken.	"Listen to audio version of assignments" on page 98.

Item	Feature/tool	See...
B	<b>Lesson Feedback</b> button. Click it to provide feedback to the Monarch Team about the lesson.	"Send feedback to the product team" on page 162.
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.	"Print assignment text, problems and answers" on page 103.
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="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <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>	"Provide help or other guidance on assignments using problem notes" on page 94.
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>	<p>"Mark problems as Skipped in lessons" on page 107.</p> <p>"Print assignment text, problems and answers" on page 103.</p>
J	<b>Question Feedback</b> button. Click it to provide feedback to the Monarch Team about issues or comments on questions/problems.	"Send feedback to the product team" on page 162.

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

[Return to Assignments](#)

### Student view of the same lesson

A student has several ways to open a lesson:

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

The Lesson section of the assignment opens first. Note that the **Read** button (example A below) is active on the assignment toolbar.



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

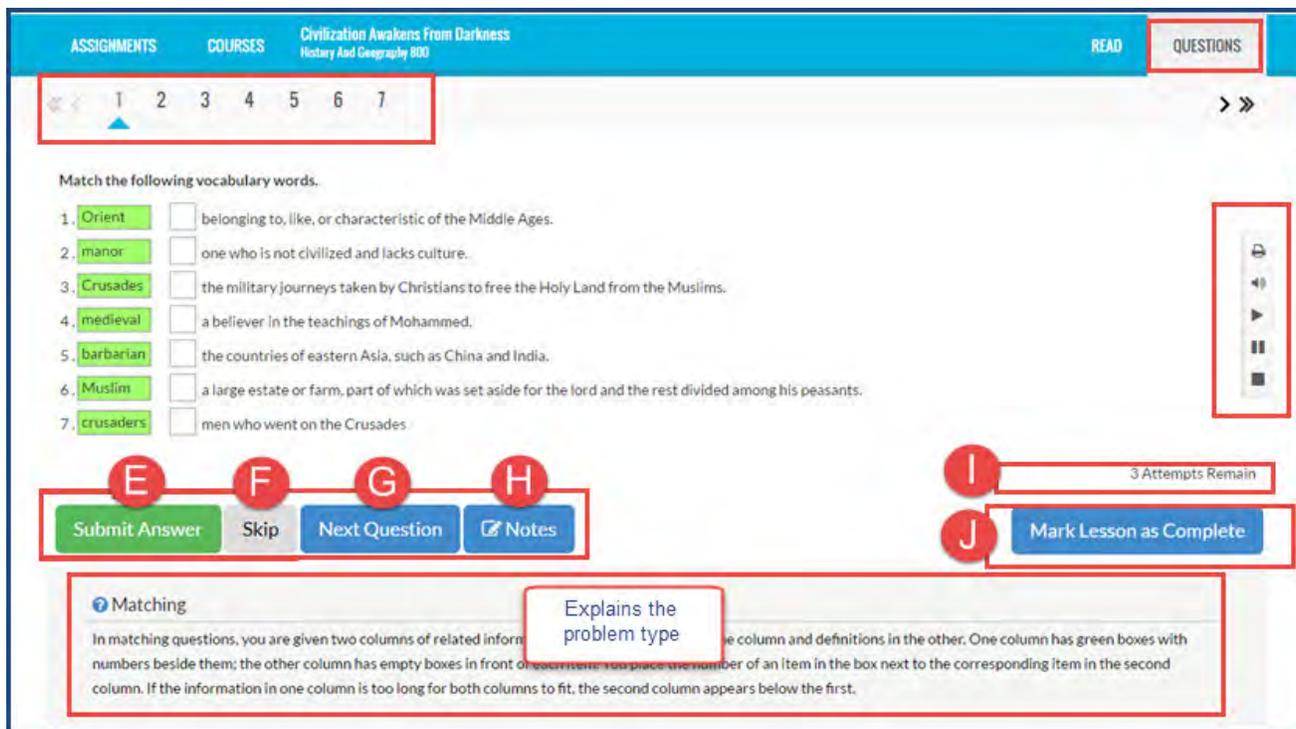
- To read each section, the student clicks the **Read Next Section** button at the bottom of the lesson section or clicks the section number at the top of the lesson section (example B).
- To access the questions for the lesson, the student clicks the **Work on Questions** button at the bottom of the lesson section or clicks the **Questions** button on the assignment toolbar (example C).

Several built-in print and audio tools (item D above) are available to students in assignments.

Tool	Description
	<p><b>Print tool:</b></p> <ul style="list-style-type: none"> <li>• Lets students print their lessons, but not the questions.</li> </ul>
	<p><b>Text-to-speech tool:</b></p> <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>

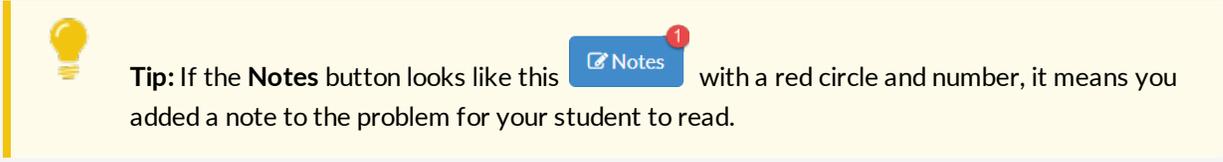
### Student tools and features for answering questions

Each question (problem) has an explanation of its problem type and how to complete the problem. For more information about the Monarch problem types, see ["Learn about assignment problem types" on page 177](#).



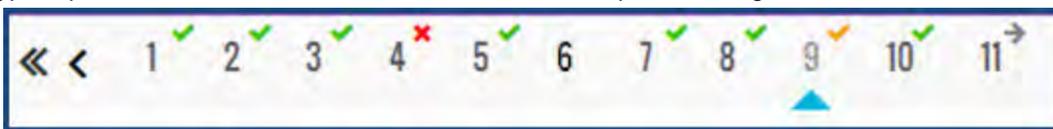
The screenshot shows a student interface for a matching question. At the top, there are navigation tabs for 'ASSIGNMENTS', 'COURSES', and 'READ', with 'QUESTIONS' selected. A progress bar shows 7 questions, with the first one selected. The question asks to match vocabulary words with their definitions. The words are: 1. Orient, 2. manor, 3. Crusades, 4. medieval, 5. barbarian, 6. Muslim, 7. crusaders. The definitions are: belonging to, like, or characteristic of the Middle Ages; one who is not civilized and lacks culture; the military journeys taken by Christians to free the Holy Land from the Muslims; a believer in the teachings of Mohammed; the countries of eastern Asia, such as China and India; a large estate or farm, part of which was set aside for the lord and the rest divided among his peasants; men who went on the Crusades. Annotations include: 'E' for 'Submit Answer', 'F' for 'Skip', 'G' for 'Next Question', 'H' for 'Notes', 'I' for '3 Attempts Remain', and 'J' for 'Mark Lesson as Complete'. A red box highlights a 'Matching' problem type explanation: 'In matching questions, you are given two columns of related information. 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.'

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

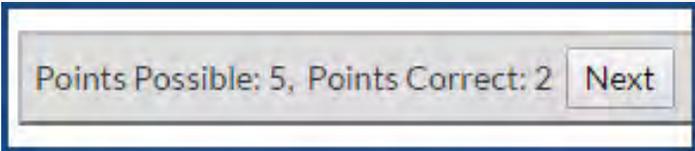
Item	Feature/tool
E	<b>Submit Answer</b> button. To have their answer graded, the student must click the <b>Submit Answer</b> button.
F	<b>Skip</b> button. This button appears if you have enabled the <b>Allow Skip Problem</b> setting for assignments, quizzes, and or tests at the school, student or subject 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 student skipped problems</a> " on page 124.
G	<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.
H	<p><b>Notes</b> button. Lets your students write a problem note to you and you can respond.</p>  <p><b>Tip:</b> If the <b>Notes</b> button looks like this  with a red circle and number, it means you added a note to the problem for your student to read.</p>
I	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.
J	<p><b>Mark Lesson as Complete</b> button. To submit the assignment for grading, the student clicks the <b>Mark Lesson as Complete</b> button. Monarch then provides a visual indicator to the student of their current grade for the assignment.</p> 

### Answer feedback your student sees

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.



Indicator	Means...
<b>Black</b> question number, no indicator	Question has not been answered.

Indicator	Means...
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. <div style="border: 2px solid blue; padding: 10px; margin: 10px 0; text-align: center;">  </div>
Gray arrow	Question has been allowed to be skipped by the teacher.

## Provide help or other guidance on assignments 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. See ["Write problem notes to your students" on the facing page](#).

Your student(s) can write notes to you when working their assignment problems as well as respond to notes you have sent. When a 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 school Notifications settings" on page 49](#).

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 the Message Center, see ["Communicate with your Students using internal messaging" on page 157](#).

A red indicator and count on the **Notes**  button appears when viewing a problem that has a student note. See ["Read and respond to problem notes sent by students" on page 96](#).

If you change your mind about the contents of a problem note, you can easily delete it. See ["Delete problem notes" on page 97](#).

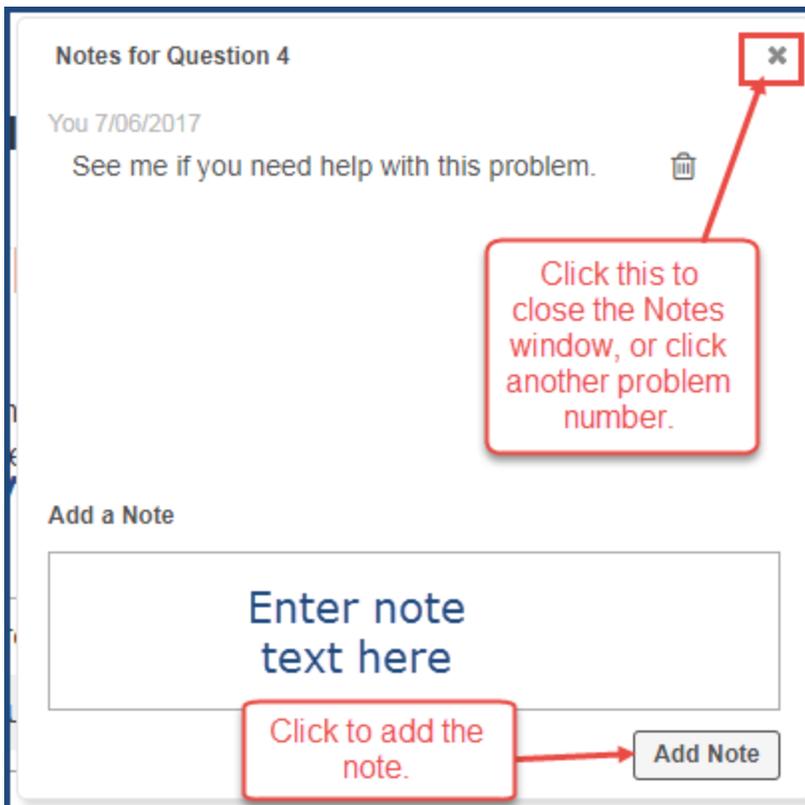
## What you should know about problem notes

- 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.

### 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** function box, 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.



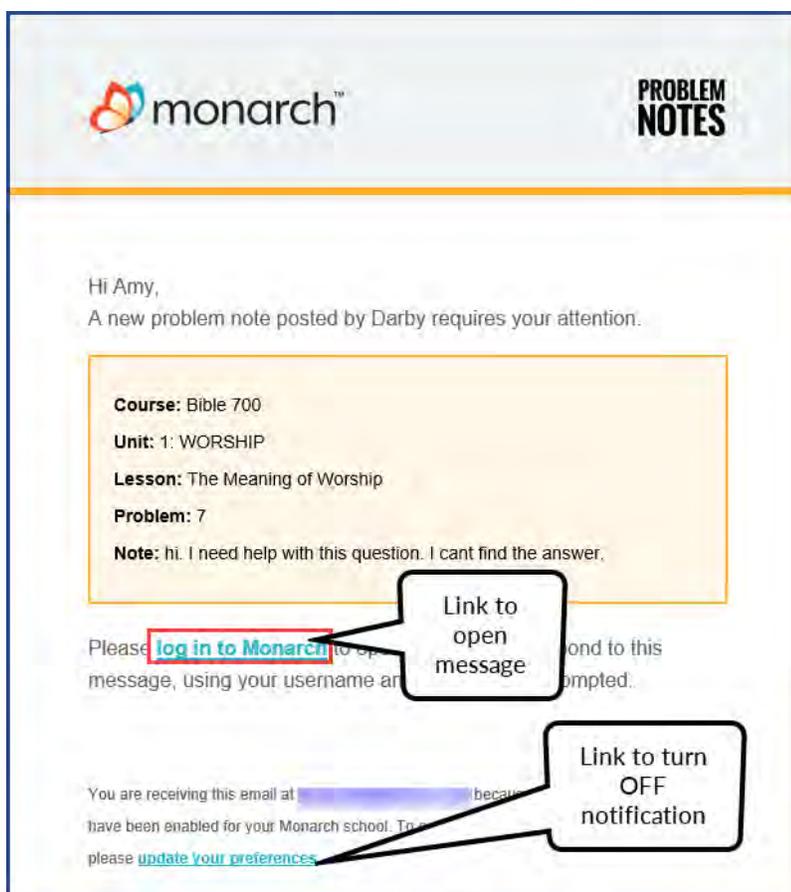
Your student receives a new message in their Inbox with the subject "**Teacher posted a new problem note**" alerting him/her about the note as well as the red indicator and count on the student **Notes**  button. If your student opens the problem note and sends a response, you get a message in your Inbox.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

## Read and respond to problem notes sent by 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 **Log in to Monarch** link to go directly to the problem requiring your attention.



- If you are working in Monarch, 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.

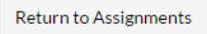


**Tip:** When viewing student problems, you can also look for the red indicator with a count on the **Notes**



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** function box, 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 to delete, click the **Delete**  tool. The note's text is erased. If desired, continue deleting notes for the problem or adding notes (see [Delete problem notes](#)).
7. When finished, to close the notes page, click the **Close X**, or click another problem number.

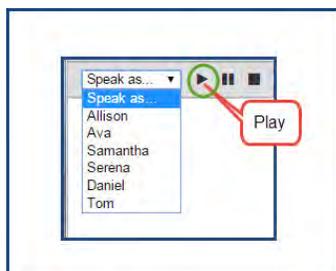


**Tip:** You can also delete a problem note you received from a student (or sent to a student) by opening the email message containing the problem note link. You click the link to open the note, and then click the **Delete**  tool for the note.

## 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 Monarch.

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**

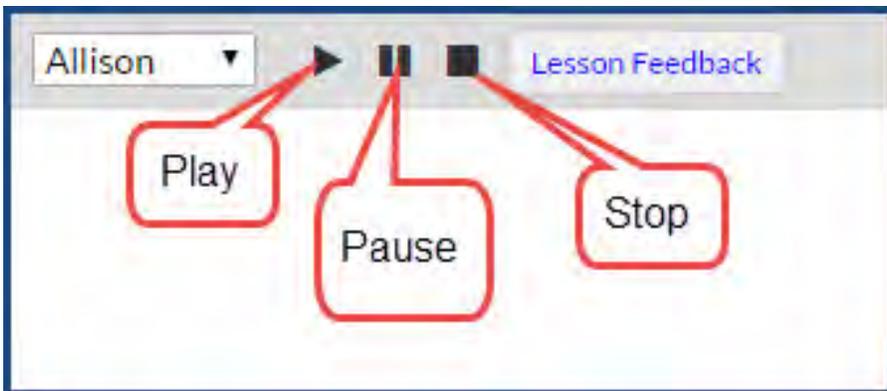
**LATITUDE AND LONGITUDE**

**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.



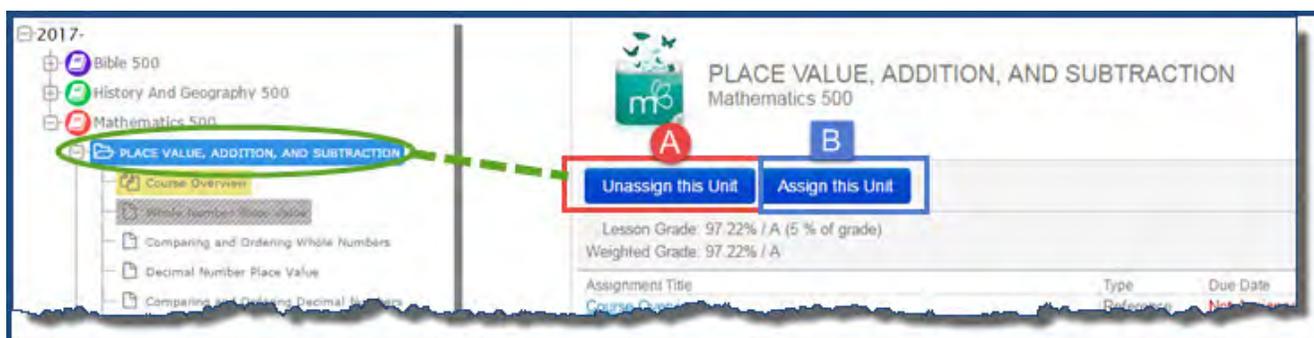
## Unassign and assign units

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](#)" on page 102.

- 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** function box, 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 do one of the following:
  - To unassign the entire unit, click the **Unassign this Unit** button (example A below). When Monarch refreshes the page, all assignments are now highlighted in the color gold.
  - To assign the unit, click the **Assign this Unit** button (example B below). When Monarch refreshes the page, all assignments, including alternate quizzes and tests and any special projects, are automatically marked as assigned. This means the student must complete these assignments unless you unassign them.



## 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:

- 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** function box, 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. Complete the steps for the task you want to do.

Task	Do the following...
<b>Unassign a lesson or project</b>	<ol style="list-style-type: none"> <li>Select the assignment in the subject tree.</li> <li>Click the <b>Unassign Lesson</b> button.</li> <li>Confirm you want to unassign the lesson or project.</li> </ol> <p>Monarch 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>Select the assignment <b>highlighted in the color gold</b> in the subject tree.</li> <li>Click the <b>Assign</b> button.</li> <li>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>Click <b>Set Date</b>.</li> </ol>
<b>Assign a project</b>	<ol style="list-style-type: none"> <li>Select the assignment <b>highlighted in the color gold</b> in the subject tree.</li> <li>Click the <b>Assign</b> button.</li> <li>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>In the <b>Due date</b> field, click to select a due date that is a working school day from the calendar.</li> <li>Click <b>Assign Project</b>.</li> </ol>
<b>Change the start date for a lesson</b>	<ol style="list-style-type: none"> <li>Select the lesson in the subject tree.</li> <li>Click <b>Unassign Lesson</b>.</li> <li>Select the lesson again in the lesson tree, and then click the <b>Assign</b> button.</li> <li>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>Click <b>Set Date</b>.</li> </ol>
<b>Change the start and/or due date for a project</b>	<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>



**Note:** When assigning lessons or projects, you need to select a start date that is a working school day for the student, and 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" on page 79.](#)

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

## 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 Monarch courses, see ["Learn about course structure and assignments" on page 9.](#))

By default, these other assignment types are not assigned to the student. Assignments not assigned by default in the unit are **highlighted in the color gold**. The student can open the Course Overview, Review Game and Reference lesson from their My Schoolwork page at any time so these types of non-default assignments cannot be assigned and unassigned by you. However, the Alternate Quiz, Alternate Test, and Special Project assignments are available for you to assign (and unassign) to the student as you need.

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" on page 136.](#)

### Assign alternate quizzes and tests



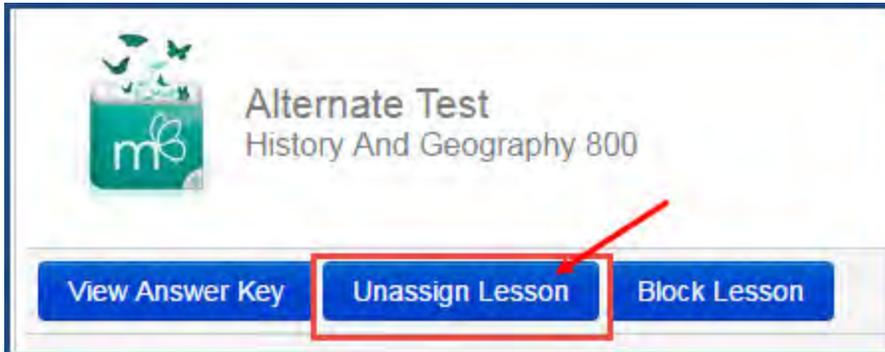
**Note:** When you assign an alternate quiz or test to your student, the grade retained and used to calculate the unit and course score is the *average* of the quizzes and tests for the unit. The only way for the alternate quiz or test score to replace the regular quiz or test score is for you to unassign 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" on page 100.](#)

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** function box, 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" on page 100](#).

## 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.

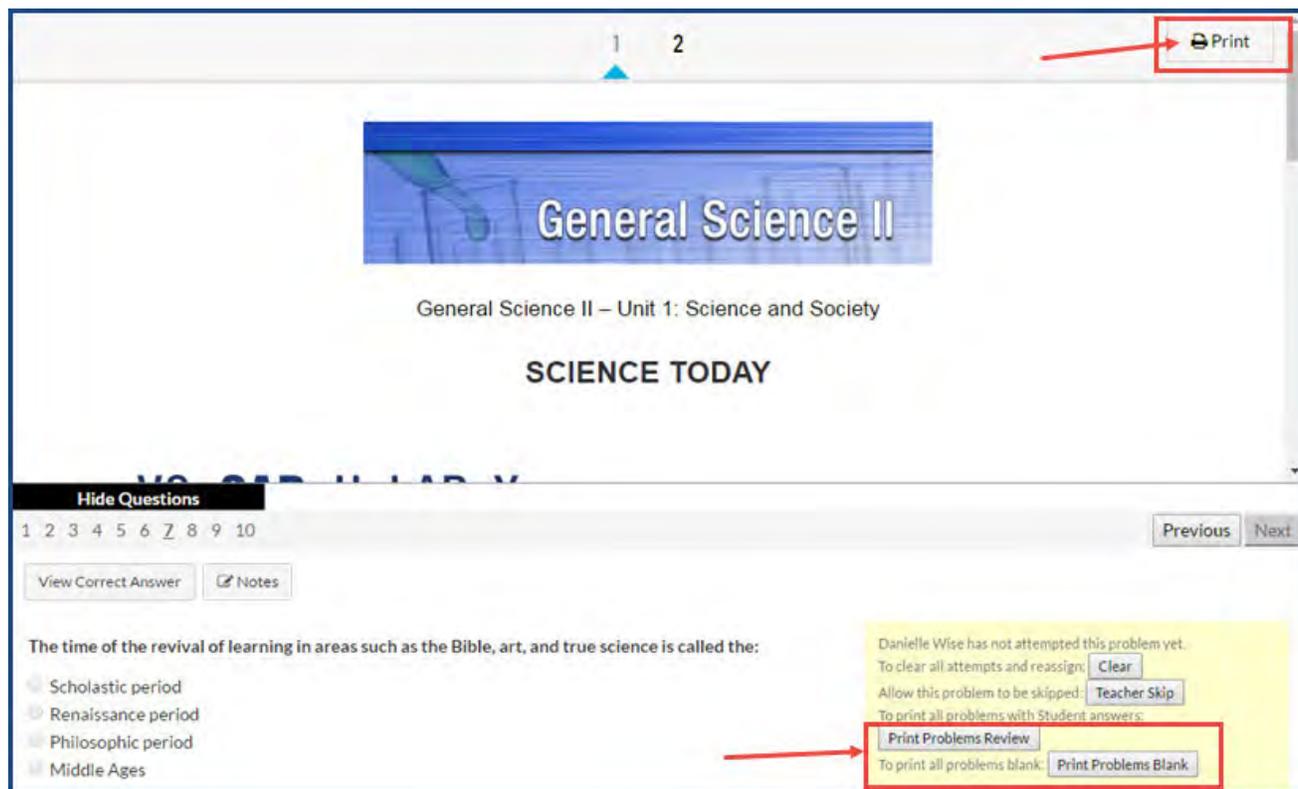
To print, you need a printer connected and configured on the computer you use to access Monarch.



**Tip:** Depending on the browser you use for Monarch 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** function box, 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.

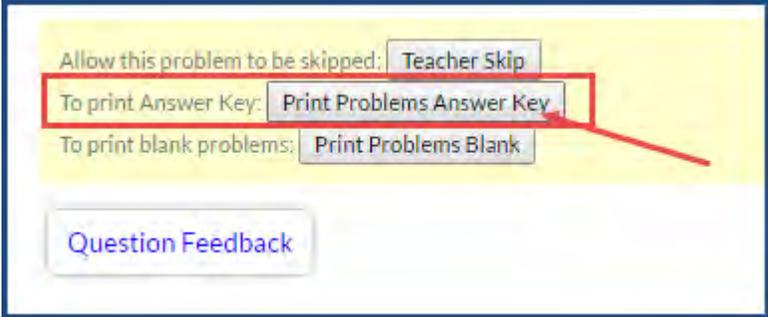
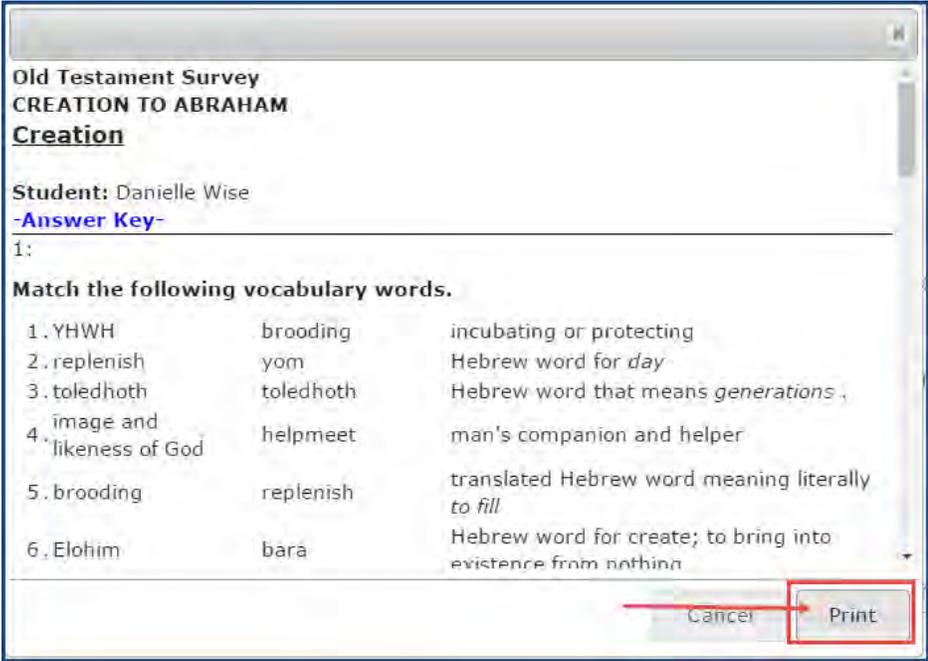


5. Use one of print options for the assignment contents and problems.



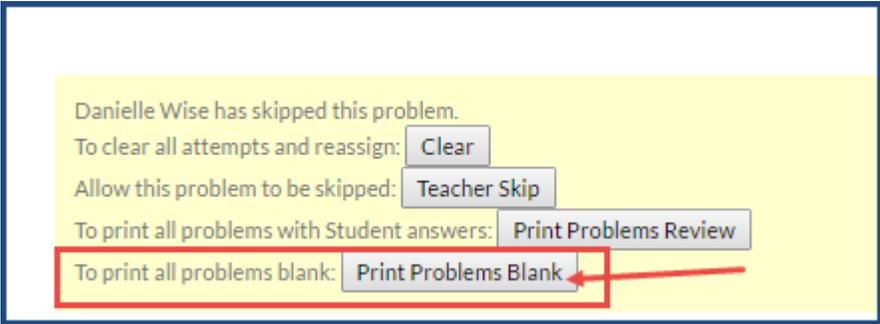
**Tip:** If the selection has a video, you see a white space on your printed page where the video is in the lesson.

I want to...	Do the following...
Print text and images in the selected section of the lesson	<ol style="list-style-type: none"> <li>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>Click <b>Print</b>.</li> <li>If finished, click the <b>Done Printing</b> button.</li> </ol>
Print another section	<ol style="list-style-type: none"> <li>Click the <b>Previous</b> button to go to that section.</li> <li>Click the <b>Print Again</b> button.</li> <li>If finished, click the <b>Done Printing</b> button.</li> </ol>

I want to...	Do the following...
<p><b>Print a lesson that has not been started by the student</b></p>	<p>a. To print the problems with the answers, in the yellow Teacher tasks box, click the <b>Print Problems Answer Key</b> button.</p>  <p>b. When the window appears, click the <b>Print</b> button.</p> 



I want to...	Do the following...
<p><b>Print a completed assignment <i>with</i> student answers</b></p>	<p>a. In the yellow Teacher tasks box, click the <b>Print Problems Review</b> button.</p> <div data-bbox="506 331 1429 621" style="border: 1px solid blue; padding: 5px;"> <p>Danielle Wise has skipped this problem.                      To clear all attempts and reassign: <input type="button" value="Clear"/>                      Allow this problem to be skipped: <input type="button" value="Teacher Skip"/>                      To print all problems with Student answers: <input type="button" value="Print Problems Review"/>                      To print all problems blank: <input type="button" value="Print Problems Blank"/></p> </div> <p>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.</p> <div data-bbox="506 751 1464 1440" style="border: 1px solid blue; padding: 5px;"> <p><b>Old Testament Survey</b>  <b>CREATION TO ABRAHAM</b>  <b>Overview of the Bible</b></p> <p><b>Student:</b> Danielle Wise  <b>Completed:</b> 09-19-2016  <b>Final Score:</b> 93.94% / B</p> <hr/> <p>1:                      Score: 1.000/1.000                      About <input type="text" value="forty"/> different men wrote portions of the Bible.</p> <hr/> <p>2:                      Score: 1.000/1.000</p> <p><b>Who is the <i>author</i> of the Bible?</b></p> <p><input type="radio"/> Moses  <input type="radio"/> approximately 40 writers  <input checked="" type="radio"/> God the Holy Spirit</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Print"/></p> </div>

I want to...	Do the following...
<p><b>Print a completed assignment <i>without</i> student answers</b></p>	<p>a. In the yellow Teacher tasks box, click the <b>Print Problems Blank</b> button.</p> <div data-bbox="506 331 1386 655" style="border: 2px solid blue; padding: 10px;">  <p>Danielle Wise has skipped this problem.            To clear all attempts and reassign: <input type="button" value="Clear"/>            Allow this problem to be skipped: <input type="button" value="Teacher Skip"/>            To print all problems with Student answers: <input type="button" value="Print Problems Review"/>            To print all problems blank: <input type="button" value="Print Problems Blank"/></p> </div> <p>b. When the window appears, click the <b>Print</b> button.</p>

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 Skipped in lessons

As the Teacher, you can open a student's assigned lesson and mark problems (questions) as "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 skipped problems in lessons" on page 126](#).



**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 student skipped problems" on page 124](#).

To mark a problem as skipped:

- 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** function box, 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 skip.

	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>	0/1							
<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>	0/6							
<a href="#">Problem 9</a>	0/3							
		0/16	0% / No Points Recorded					

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

Danielle Wise 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.

**1** 2 3 4 5 6 7 8 9 10 Previous Next

Correct Answer:  
 The correct answer for this Paragraph is determined by the teacher.

Notes

This problem has been allowed to be skipped by your teacher.

Make a list of things that you are doing or can do to serve and worship God. Use complete sentences.

Darby Wise 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**

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.

Type: Lesson  
 Start Date: July 12th, 2017  
 Due Date: July 12th, 2017  
 Date First Accessed: Not Accessed

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	0/0	0% / No Points Recorded				Not Attempted		No
<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>	0/6							
<a href="#">Problem 9</a>	0/3							
		0/15	0% / No Points Recorded					

## View student progress in assigned work

The **Assigned Work** page (of the **Lesson Plan**) 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 format as shown in this example below.

The screenshot shows the Monarch Teacher User Guide interface. At the top, there is a navigation bar with icons for HOME, LESSON PLAN, MESSAGES, SETUP, REPORTS, HELP, and LOGOUT. Below this, there is a section for ASSIGNED WORK and GRADING TASKS. The main content area shows a tree view of assigned subjects for a student named Danielle Drove. The tree view is as follows:

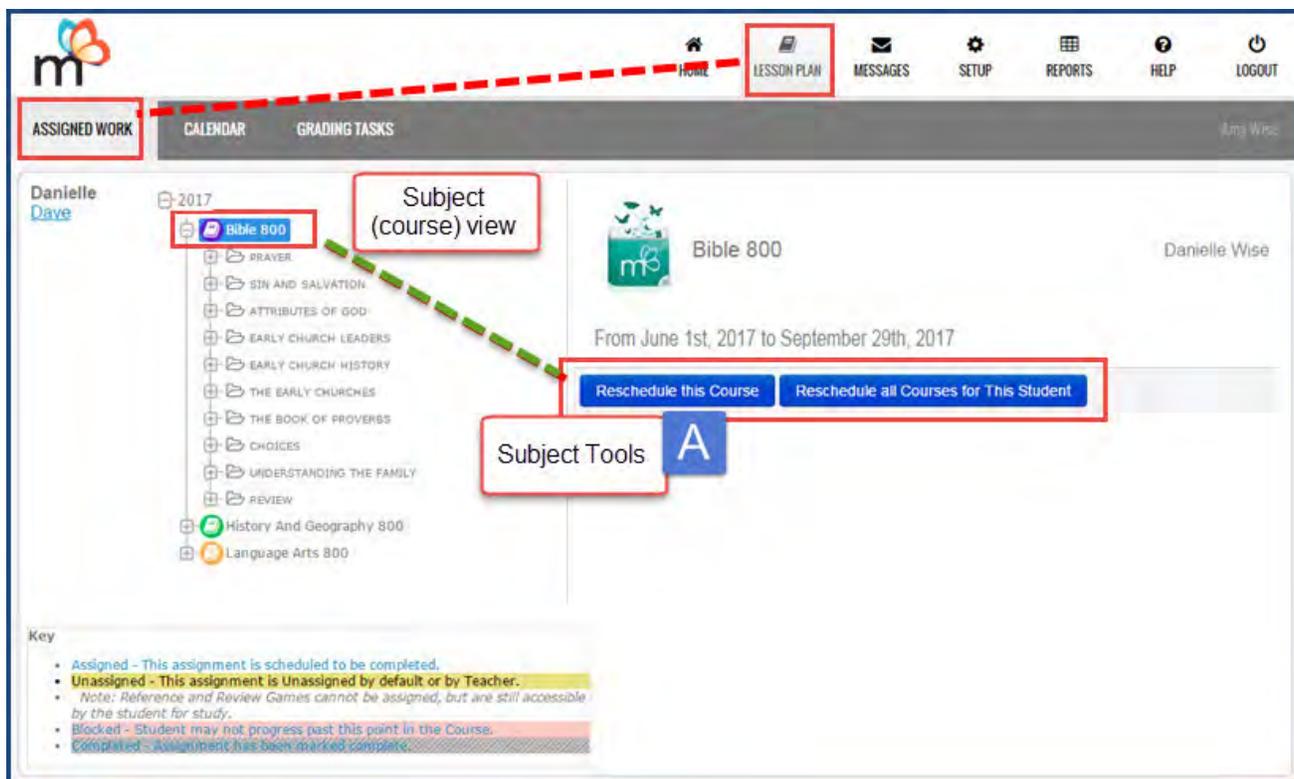
- 2017
  - Bible 800
  - History And Geography 800
  - Language Arts 800

At the bottom of the page, there is a key explaining the status of assignments:

- Assigned - This assignment is scheduled to be completed.
- Unassigned - This assignment is Unassigned by default or by Teacher.
- Note: Reference and Review Games cannot be assigned, but are still accessible by the student for study.
- Blocked - Student may not progress past this point in the Course.
- Completed - Assignment has been marked complete.

## 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 example A below. The tool changes to the **collapse** tool to indicate that the subject's contents are displayed.



Several tools (buttons) are available (see example A above) to take action on the selected subject.

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 course schedules from the Assigned Work page" on page 130.](#)

## 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 as shown in the example below. To collapse (hide) the units, click the **collapse** tool next to the subject name.

On this **Unit view** page, two unit tools/buttons (see example B above) allow you to take action on the unit.

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 "[Unassign and assign units](#)" on page 99.

Below the buttons, is the **Unit grade summary** section (example C above and below).

You see 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 (see "[Customize school Grade and Assignment Weights settings](#)" on page 47.) 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](#)" on page 12.

Below the Unit grade summary, are a list of assignments (example D above and below) in the selected Unit.

Assignment Title	Type	Due Date	Score	Completed Date	Graded
<a href="#">Course Overview</a>	Reference	<b>Not Assigned</b>	0% / N/A		
<b>D</b> <a href="#">Christ's Model Prayer</a>	Lesson	Mar 23rd, 2016	100 00% / A	2016-03-24 13:17:32	2016-03-24 13:15:54
<a href="#">The Lord's Prayer: Invocation: First to Fourth Petitions</a>	Lesson	Mar 24th, 2016	14 29% / F	2016-03-25 16:10:51	2016-03-25 16:10:32
<a href="#">The Lord's Prayer: Fifth Petition to Conclusion</a>	Lesson	Mar 28th, 2016	0% / N/A		
<a href="#">The Purpose of Christ's Model Prayer: Benefits of Prayer</a>	Lesson	Mar 29th, 2016	0% / N/A		
<a href="#">Quiz 1</a>	Quiz	Mar 30th, 2016	0% / N/A		
<a href="#">The Early History of Prayer</a>	Lesson				
<a href="#">A Prayerful Response: From Faith to Confession</a>	Lesson				
<a href="#">A Prayerful Response: From Adoration to Surrender</a>	Lesson				
<a href="#">The Request in Prayer</a>	Lesson				
<a href="#">Unanswered Requests: Effectiveness in Prayer</a>	Lesson	Apr 6th, 2016	0% / N/A		
<a href="#">Quiz 2</a>	Quiz	Apr 7th, 2016	0% / N/A		
<a href="#">Special Project</a>	Project	<b>Not Assigned</b>	0% / N/A		
<a href="#">Test</a>	Test	Apr 8th, 2016	0% / N/A		
<a href="#">Alternate Test</a>	Test	<b>Not Assigned</b>	0% / N/A		
<a href="#">Reference</a>	Reference	<b>Not Assigned</b>	0% / N/A		

Click the link to open the assignment

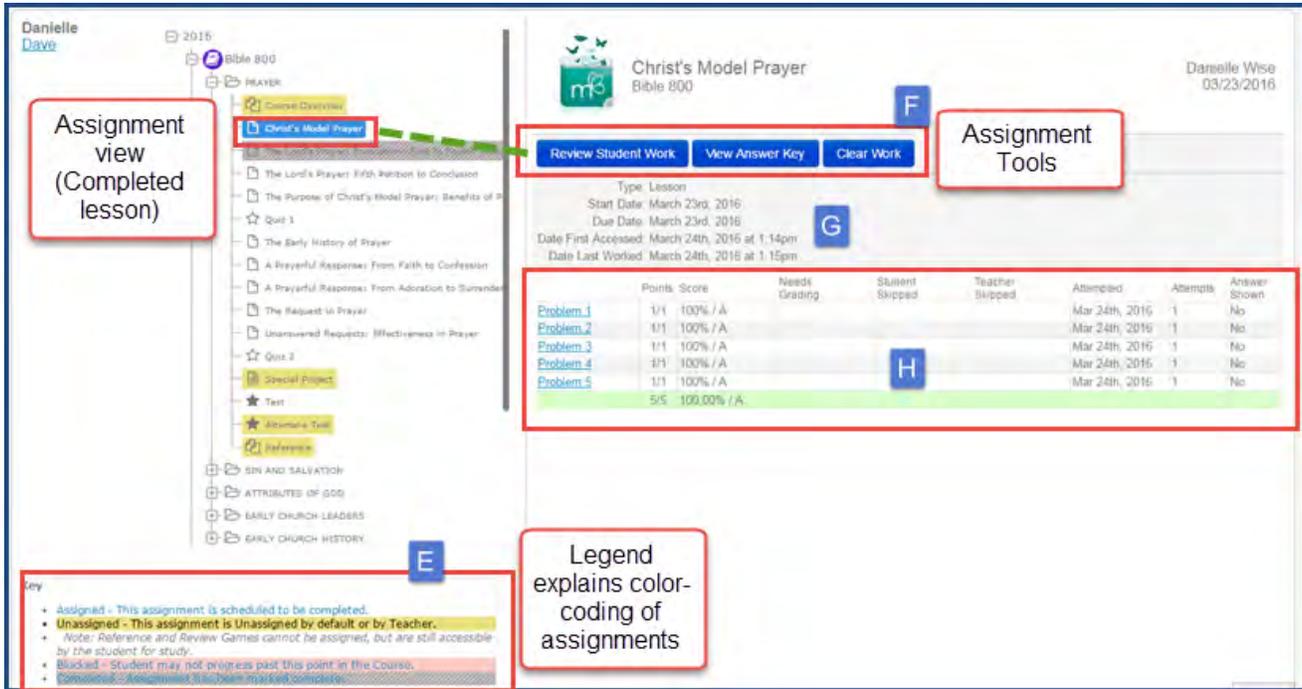
Information shown for each assignment includes:

Item	Description
<b>Assignment Title link</b>	Click the <a href="#">link</a> to open the assignment to see student's work or, for a uncompleted assignment, to see the instructional content of the assignment.
<b>Type</b>	Displays the type of assignment (Lesson, Project, Quiz, or Test). See " <a href="#">Learn about course structure and assignments</a> " on page 9.
<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 course is scheduled for.
<b>Score</b>	May display both the percentage and grade score (based on School, Student or Subject Grade Display Options) for the assignment.
<b>Completed Date</b>	Date and time the assignment was completed (submitted) by the student.
<b>Graded</b>	Date and time the assignment was graded.
	 <b>Note:</b> The <b>Completed Date</b> and <b>Graded</b> date are only different when there is a teacher-graded item in the assignment.

### View student progress in specific assignments

- To see information about 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 as shown in the example below.



On the **Assignment view** page, you see a **Key** (legend) at the bottom of the page (example E above) that explains the color-coding of assignments.

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 the student. For: <ul style="list-style-type: none"> <li>• Alternate quizzes and tests, see <a href="#">"Assign (and unassign) alternate quizzes and tests" on page 102.</a></li> <li>• For Special Projects, see <a href="#">"Assign essays or projects as Special Projects" on page 136.</a></li> </ul>
Pink highlight	Assignment is blocked. You must unblock the assignment so that the student can proceed to work on it. See <a href="#">"Block (and unblock) assignments" on page 123.</a>
Gray highlight	Assignment is completed.

You have several options available based on whether or not the selected assignment has been completed.

#### Tools and information available for a completed assignment

Use one of the tools/buttons (example F above) to take action on the assignment.

Tool/button	Lets you...
<b>Review Student Work</b> button	Open the assignment with the student's answer and review their work.

Tool/button	Lets you...
<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 the student has done in the assignment and reassign it again to him/her. See <a href="#">"Clear student work on completed assignments"</a> on page 129.

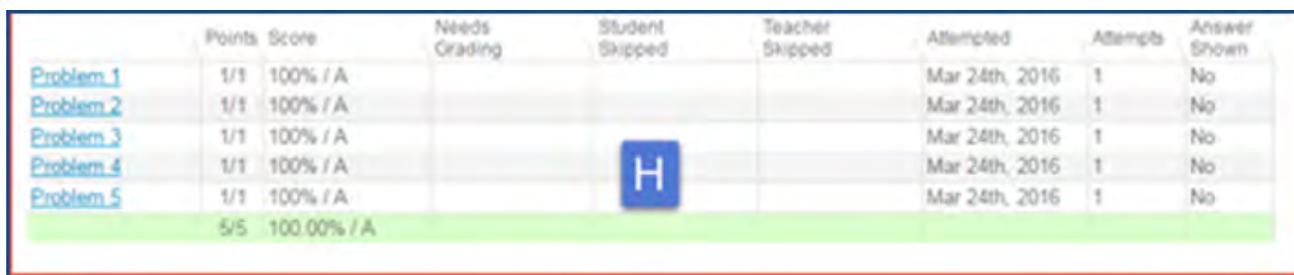
Just below the buttons for any assignment (example G above and below), you see details about the assignment.



Information shown (example G above) includes:

Item	Description
<b>Type</b>	Type of assignment (Lesson, Project, Quiz, or Test). See <a href="#">"Learn about course structure and assignments"</a> on page 9.
<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 the course is scheduled for.
<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 course is scheduled for.
<b>Date First Accessed</b>	Date and time the student first opened the assignment.
<b>Date Last Worked</b>	Date and time the assignment was last worked on by the student.

Again, for a completed assignment, more details are provided in the table (see example H above and below).



	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	1/1	100% / A				Mar 24th, 2016	1	No
<a href="#">Problem 2</a>	1/1	100% / A				Mar 24th, 2016	1	No
<a href="#">Problem 3</a>	1/1	100% / A				Mar 24th, 2016	1	No
<a href="#">Problem 4</a>	1/1	100% / A				Mar 24th, 2016	1	No
<a href="#">Problem 5</a>	1/1	100% / A				Mar 24th, 2016	1	No
	5/5	100.00% / A						

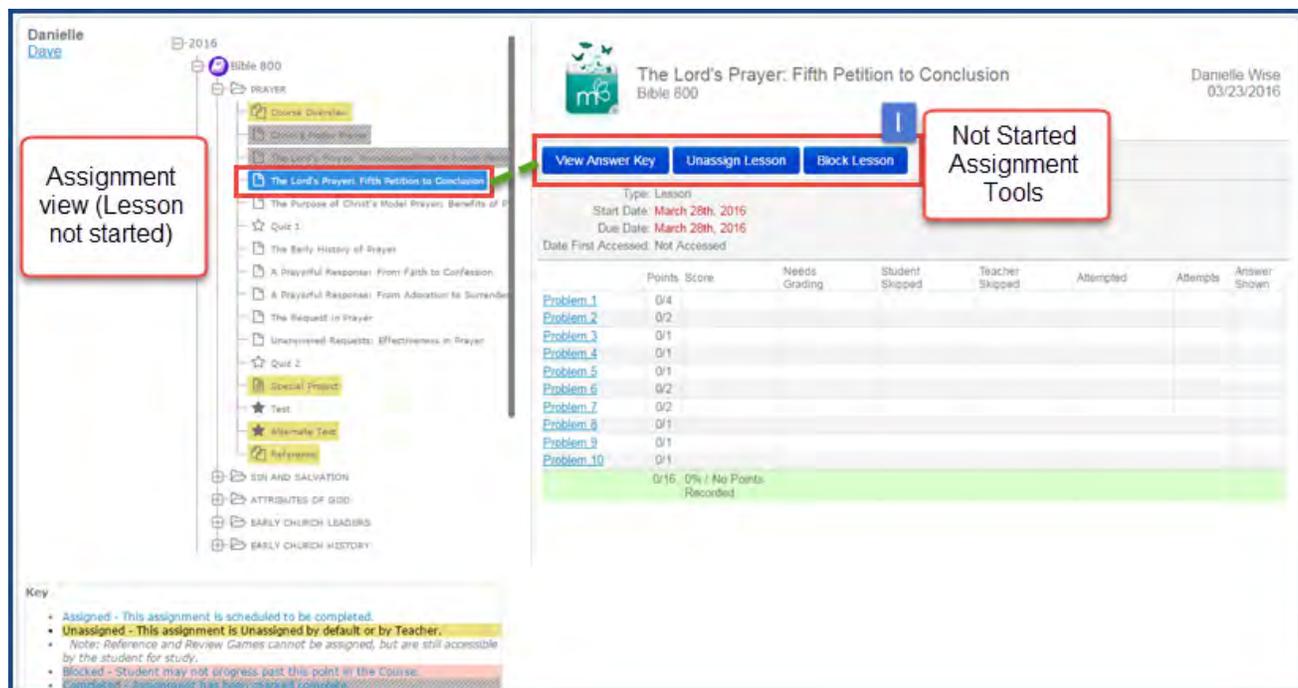
Information shown (example H above) includes:



Item	Description
<b>Problem number link</b>	Click the <a href="#">Problem #</a> link to open the problem. For a completed problem, you see the 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 on assignments using problem notes</a> " on page 94.
<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.
<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> " on page 119.
<b>Student Skipped</b>	Displays an indicator  icon and the reason if the student skipped the problem.
<b>Teacher Skipped</b>	Displays an indicator  icon if you marked the problem as "skipped" for the student. See " <a href="#">Mark problems as Skipped in lessons</a> " on page 107.
<b>Attempted</b>	Date the student last attempted the problem.
<b>Attempts</b>	Number of times the 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 the 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.

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

Several tools/buttons (example I below) let you take action on an unstarted assignment.

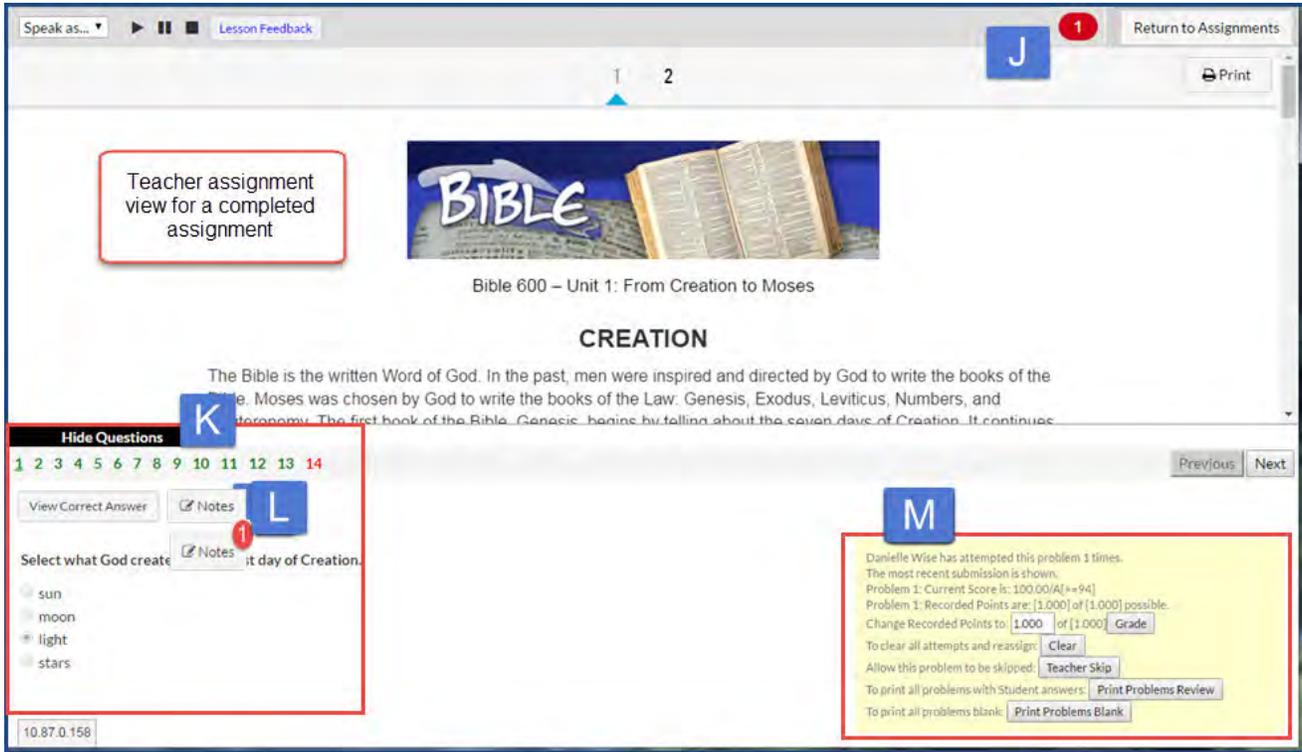


Tool/button	Lets you...
<b>View Answer Key</b> button	Open the assignment and see the answers to the problems.
<b>Unassign Lesson</b> button	Unassign the selected assignment. See " <a href="#">Unassign and assign lessons and projects</a> " on <a href="#">page 100</a> .
<b>Block Lesson</b> button	Block or unblock the selected assignment. See " <a href="#">Block (and unblock) assignments</a> " on <a href="#">page 123</a> .

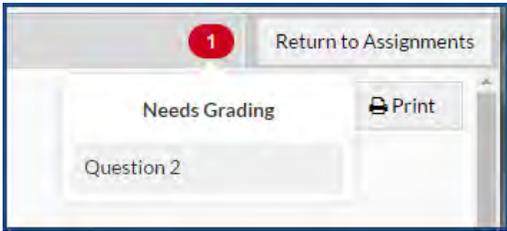
### View (and grade) student work in specific problems

- 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 as shown in the example below.



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

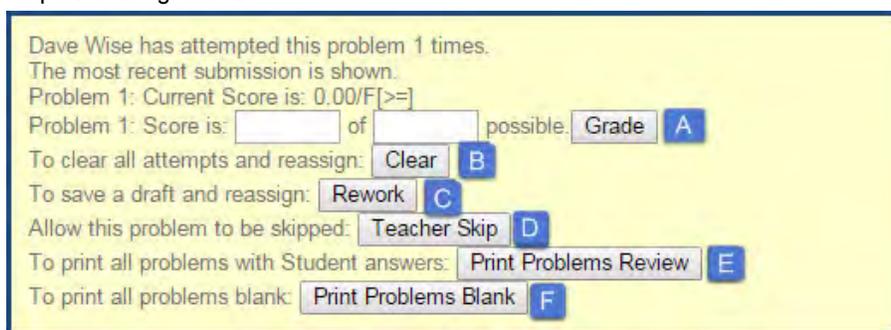
Item	Description
J	<p>Visual indicator located next to the <b>Return to Assignments</b> button displays the number of problems requiring manual grading. Click the red indicator to see the list of problems, then click the Question # in the list to go to that problem.</p> 

Item	Description
K	<p>Problem text and answers. What those problem (question) colors indicate:</p> <ul style="list-style-type: none"> <li>• <b>Gray</b> indicates an unanswered problem. For lessons not started by the student, all question numbers should be gray.</li> <li>• <b>Red</b> indicates the answer was fully or partially incorrect and the 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>• <b>Green</b> 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>• <b>Maroon</b> means the answer is incorrect or partially correct and the student has attempts remaining.</li> <li>• <b>Pink</b> indicates the problem was skipped by the student or by the teacher. You should see a reason for the skipped problem. You can take action on a skipped problem by a student. See <a href="#">"View and take action on student skipped problems" on page 124.</a></li> </ul>
L	<p><b>Notes</b> button. Click the <b>Notes</b> button to add a note to the problem for your student to read. If the student sent you a problem note, the <b>Notes</b> button looks like this  with a red indicator and number to show the number of notes for the problem. See <a href="#">"Provide help or other guidance on assignments using problem notes" on page 94.</a></p>
M	<p>Teacher tasks box contains tools to let you take action on the assignment or selected problem. See <a href="#">"Available Teacher actions for completed assignments" below.</a></p>

For more information about the other tools and features in the Teacher assignment view, see ["Preview instructional materials in assignments to see what your students will learn" on page 88.](#)

## Available Teacher actions for completed assignments

Let's take a closer look at that yellow Teacher tasks box. There are several actions available when viewing a student's completed assignment.



This table explains the Teacher actions identified above.



Item	Button	Description	See...
A	Grade	Records the score for the problem. For the Score, after entering the points received in the first blank box and then the points possible in the second blank box, the Teacher clicks the Grade button to record the grade to Monarch.	"Manually grade problems in submitted assignments" below.
B	Clear	Clears all work and reassigns the problem to the student. Also clears the attempt counter. Use the Clear button if you want the student to attempt the problem again.	"Clear student work (answers) and attempts and reassign problems" on page 128.
C	Rework	Appears for essay and paragraph problems only. If you want the student to attempt the problem again, but keep a draft of their work so that the student can access it in the problem, click this button to save the draft and reassign the essay or paragraph problem.	"Save student work (answers) and reassign essay and paragraph problems" on page 127.
D	Teacher Skip	Allows the student to skip the problem and not have it factored into the grading of the assignment, unit, or subject score.	"Mark problems as Skipped in lessons" on page 107.
E	Print Problems Review	Lets you to print the problems with the student answers. This makes a great study tool. <b>Note:</b> Currently, two problem types do not print - drag and drop and graphic multiple choice.	"Print assignment text, problems and answers" on page 103.
F	Print Problems Blank	Lets you print the problems without the answers. <b>Note:</b> Currently, two problem types do not print - drag and drop and graphic multiple choice.	"Print assignment text, problems and answers" on page 103.

## Manually grade problems in submitted assignments

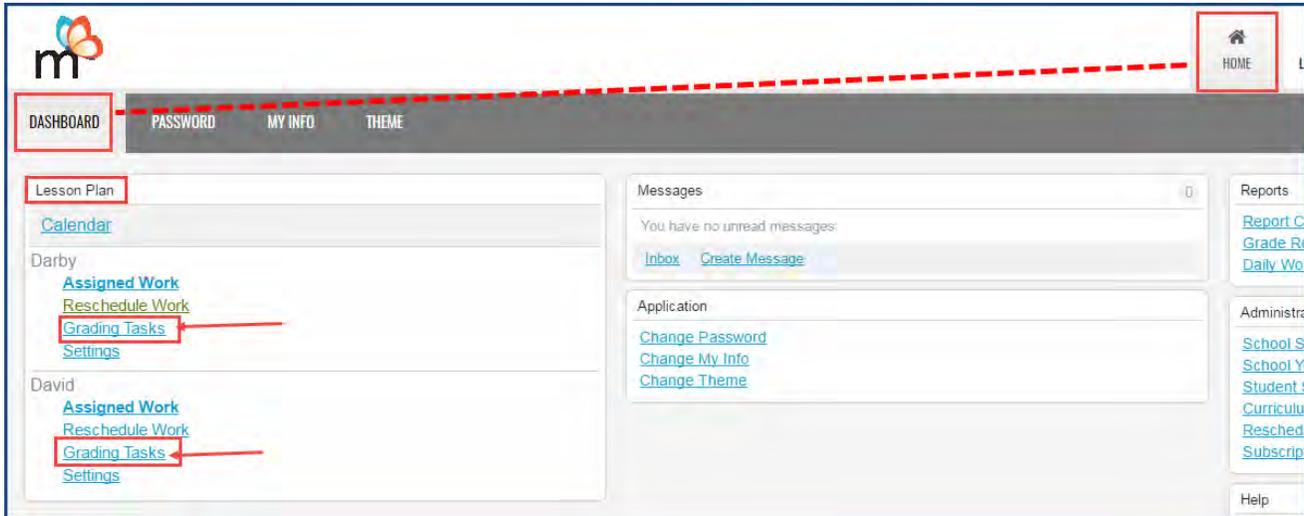
Monarch provides several ways for you as the Teacher to see all problems in submitted assignments which require manual grading by you. Problems requiring teacher grading can be an essay or a paragraph problem. Once graded by you, the lesson is marked as Complete and the final grade is calculated.



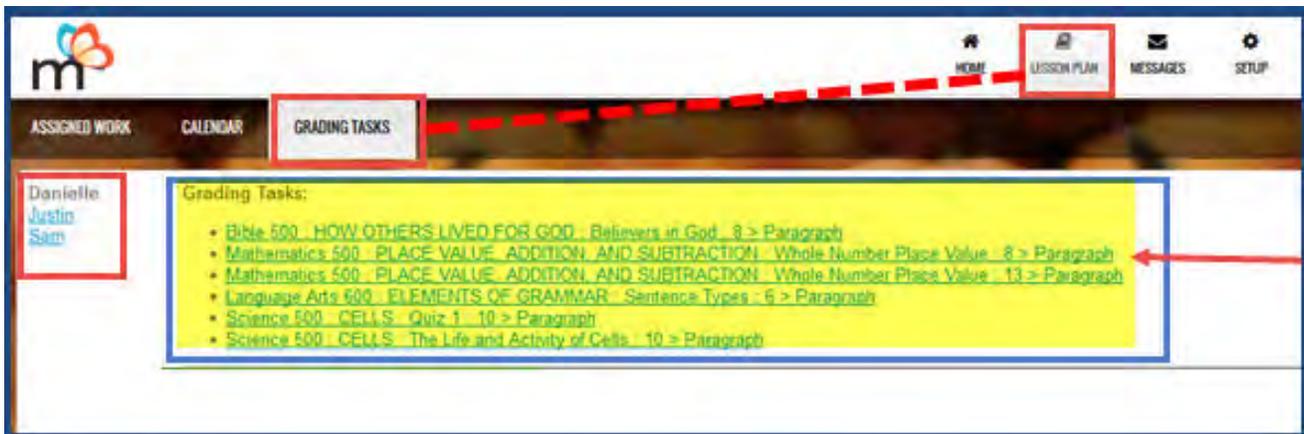
**Note:** Problems requiring manual grading are marked as zero "0" towards the final grade until you complete the grading process in Monarch Teacher.

To manually grade submitted work:

1. 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 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 as shown in the example below.



- 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 as shown in the example below. Then, click the [Problem link](#).

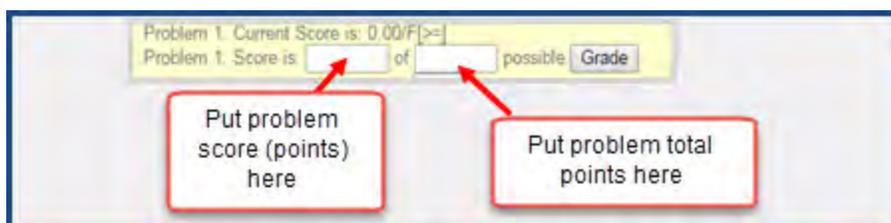


## How problems are scored

3. Read the student's answer and the TEACHER ONLY: section (example B above). This section gives you some ideas of what to look for in the answer.
4. When you are ready to grade the problem, in the yellow Teacher tasks box (example C above), do the following:
  - a. In the **Score is** field, enter the number of points to give the 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%.



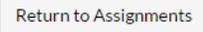
**Note:** For some teacher-graded problems, even though the Teacher may give the Student 4 points out of a possible 4 points which equals 100% for the answer, the system may only show 1 out of 1 point, which equals 100%, because that was how the point value was coded for the problem type by the curriculum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



- b. Click the **Grade** button. Monarch 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 so that the student can get 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 the student left a note for you to read. See ["Provide help or other guidance on assignments using problem notes" on page 94.](#)

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

Problems are scored based on their *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*. Typically, the curriculum author determines the number of possible points for a problem based on the problem type and number of answers required.

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

- A lesson has 10 problems with one point possible for each so the student can receive a total of 10 points. If the 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 the student can receive a total of 11 points. If the student incorrectly answers one problem worth one point, then he/she can receive 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 the student can receive a total of 18 points. If the student answers three of the items in the sort problem incorrectly, but get all the other problems in the assignment right, he/she will receive 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](#)" on [page 177](#).

## Block (and unblock) assignments

You can block an assignment if you do not want your student to work on it. When you block an assignment, *every assignment after it in the course* is also blocked so that your student cannot proceed with their 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. Assignment start and end dates are not affected by blocking and unblocking.

## Why block an assignment?

You might want to block an assignment if you do not want your student to proceed with future assignments until you have the opportunity to look at their work. Maybe your student is completing assignments and his/her grades are lower than you expected and a quiz is coming up; you want to ensure he/she reviews their work before taking the quiz.



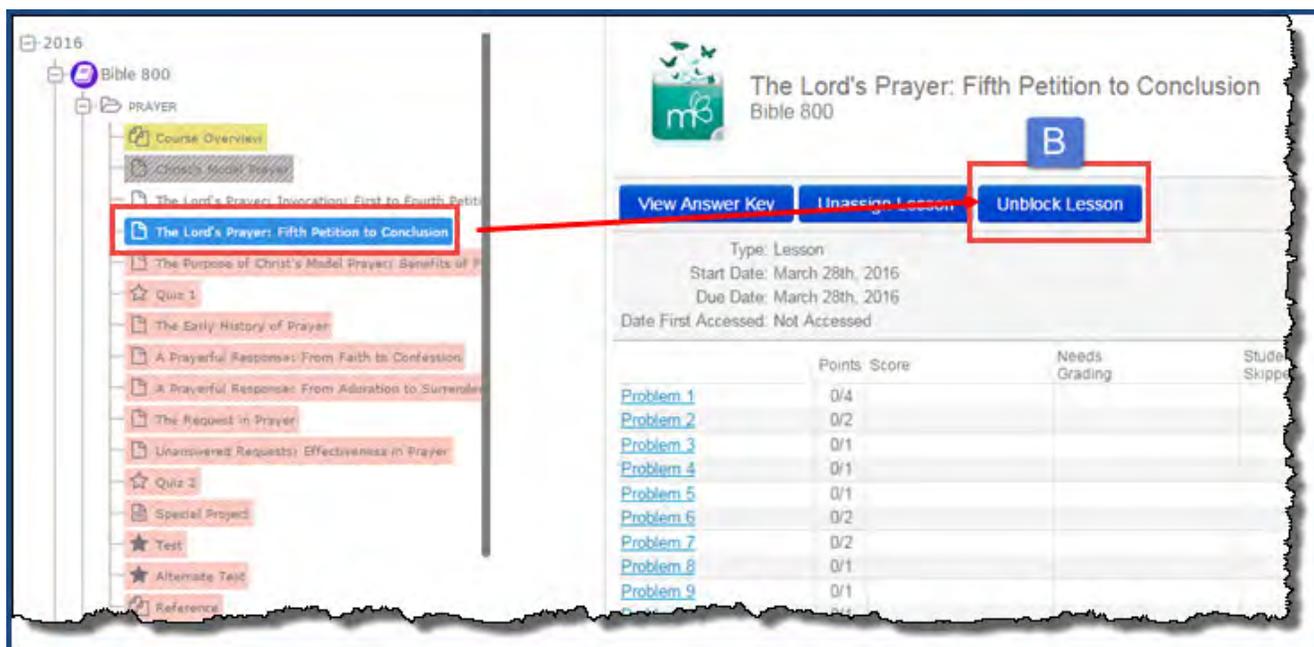
**Note:** Blocked assignments do not count towards the unit grade, are not included in email notifications (if enabled), and students cannot view any problem notes for a blocked assignment.

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** function box, 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* an assignment, select it in the lesson tree, and then click the **Block Lesson** button (example A below).



Monarch refreshes and in the subject tree, all assignments in the course after the blocked lesson are now **highlighted in the color pink**. When the student views their Home > Schoolwork page, no assignment is shown for the course. On their 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 **Unlock Lesson** button (example B below).



Monarch refreshes and in the subject tree, the assignment and all others after it have no highlighting. When the student views their Home > Schoolwork page, the next assignment is shown for the course and when viewing the details of assigned Courses, all future assignments are displayed. On their Calendar, future assignments have no highlighting.

## View and take action on student skipped problems

As the Teacher, when the **Allow skip problem** setting is enabled (checked) at the school, student, or course (subject) level, when answering questions, your student sees a **Skip** button and he/she must provide a reason why they want 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.

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

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

- The **Assignment** view for a Unit, you see an indicator icon in the **Student Skipped** column and the student's reason for skipping the problem as shown in the example below.

Problem	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	1/1	100% / A				Apr 1st, 2016	1	No
<a href="#">Problem 2</a>	1/1	100% / A				Apr 1st, 2016	1	No
<a href="#">Problem 3</a>	1/1	100%				Apr 1st, 2016	1	No
<a href="#">Problem 4</a>	0/1	0% / F				Apr 1st, 2016	1	No
<a href="#">Problem 13</a>	1/1	100% / A				Apr 1st, 2016	1	No
<a href="#">Problem 14</a>	1/1	100% / A				Apr 1st, 2016	1	No
<a href="#">Problem 15</a>	1/1	100% / A				Apr 1st, 2016	1	No
<a href="#">Problem 16</a>	0/0	0% / No Points Recorded				Not Attempted	1	No

Once you open the assignment with the skipped problem, you have several options available on how to take action on the skipped problem.

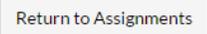
To view and take action on skipped problems:

- 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.
- Under **Skipped Problems**, click the assignment link to open the assignment to the skipped problem.

To indicate a problem has been skipped by the student, the problem number is colored pink. You see the message that the problem was skipped by the student and the student's reason.

- See the steps for the task you want to complete.

Task	Do the following...
<b>Clear the skip and reassign the problem to the student</b>	<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 the student's schoolwork with the same due date. The student only needs to answer the skipped problem for the lesson. Then, the problem's score can be included for the assignment.</p>
<b>Allow the problem to remain skipped and not be included in the grading</b>	<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>

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

## Assign skipped problems in lessons

As the Teacher, you can open a student's lesson and mark problems (questions) as "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.

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** function box, 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 with indicator  icon in the **Teacher Skipped** column as shown in the example below.



Type: Lesson  
Start Date: July 12th, 2017  
Due Date: July 12th, 2017  
Date First Accessed: Not Accessed

	Points	Score	Needs Grading	Student Skipped	Teacher Skipped	Attempted	Attempts	Answer Shown
<a href="#">Problem 1</a>	0/0	0% / No Points Recorded				Not Attempted		No
<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>	0/6							
<a href="#">Problem 9</a>	0/3							
		0/15	0% / No Points Recorded					

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

Danielle Wise has not attempted this problem yet.  
To clear all attempts and reassign:

This problem has been Teacher Skipped  
Require this problem to be completed:

To print all problems with Student answers:

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

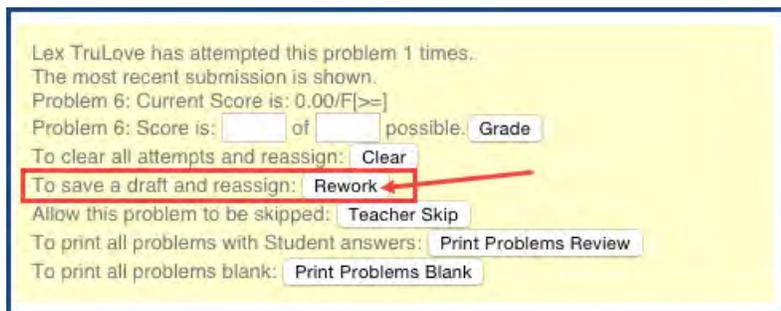


**Tip:** If you do not want to keep the student's answer, but you do want to reassign the problem, you can. See "[Clear student work \(answers\) and attempts and reassign problems](#)" on the next page.

To save student work (answers) and reassign an essay or paragraph 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** function box, 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 essay or paragraph problem.
- 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.



- 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 on assignments using problem notes" on page 94.](#)

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

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

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

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

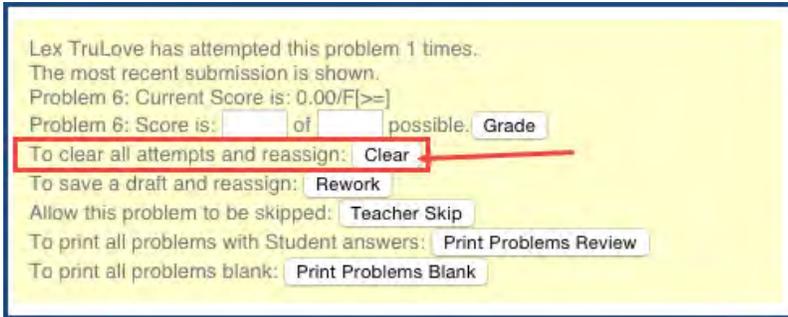


**Tip:** If the problem is an essay or paragraph type and you want to keep a draft of the student's work and reassign the problem, you can save a draft of their work. See ["Save student work \(answers\) and reassign essay and paragraph problems" on the previous page.](#)

To clear a problem's answer and reassign it:

- 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** function box, 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 the 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 on assignments using problem notes" on page 94.](#)

- 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 the student opens the assignment to work on it again, if you added a problem note to the problem, the student sees the note.

## Clear student work on completed assignments

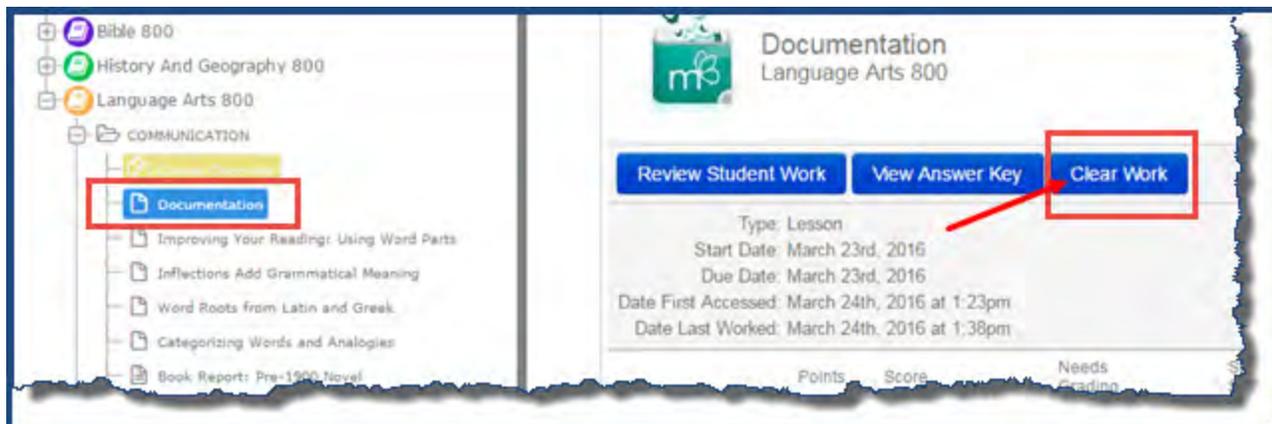
If an assignment has been completed, or a test or quiz has been started, but then the student exited Monarch, you can clear (erase) all of the work your student has done. Once the work has been cleared, you cannot recover it. When you clear the work for a completed assignment, Monarch automatically reassigns the assignment to its original Start date. When you clear the work for an uncompleted quiz or test, Monarch automatically reassigns the quiz or test 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" on the previous page.](#)

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** function box, 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.



5. Click **OK** to confirm that you want all the work to be removed from the assignment.
6. 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](#)" on page 100.

## Change course schedules from the Assigned Work page

You can change start and end dates and the working days for one or all courses for a student from the **Assigned Work** page. Two buttons, **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.



**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.

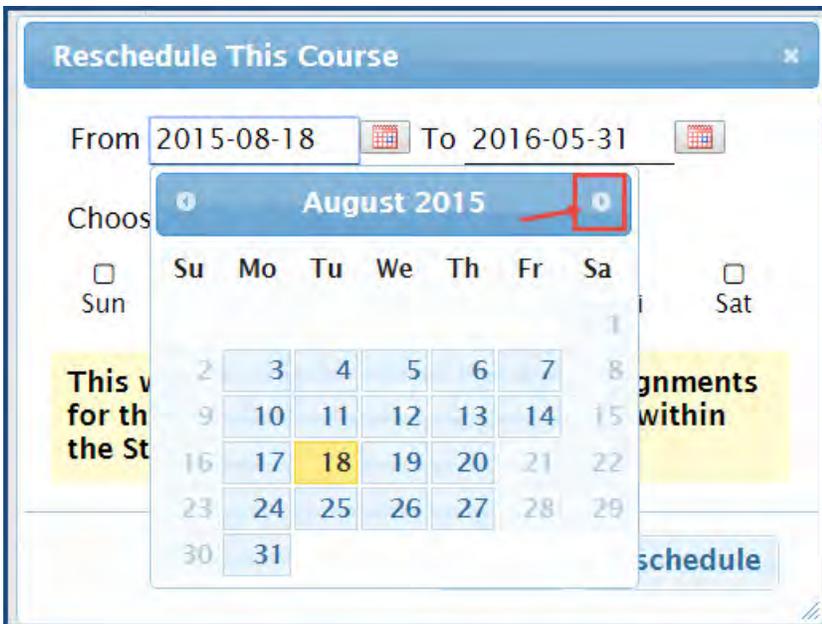
1. Do one of the following:
  - On the main nav bar, click **Lesson Plan**, and then click the **Assigned Work** button on the toolbar.
  - On the **Home > Dashboard** page, in the **Lesson Plan** function box, for the student, click the **Reschedule Work** link.
2. For a selected student, select a subject in the subject tree. For this example, select **History And Geography 800**.
3. To make scheduling changes to just the selected course, click the **Reschedule this Course** button.



Or, to make scheduling changes for all courses for the 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 where you can select a new From (Begin) date, a new End date, and select working school days for the course. Do the following:
  - 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 the 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. This example shows that the course has been rescheduled to Monday, Tuesday and Thursday only.

### Reschedule This Course

From 2015-08-20  To 2016-05-31 

Choose working schooldays:

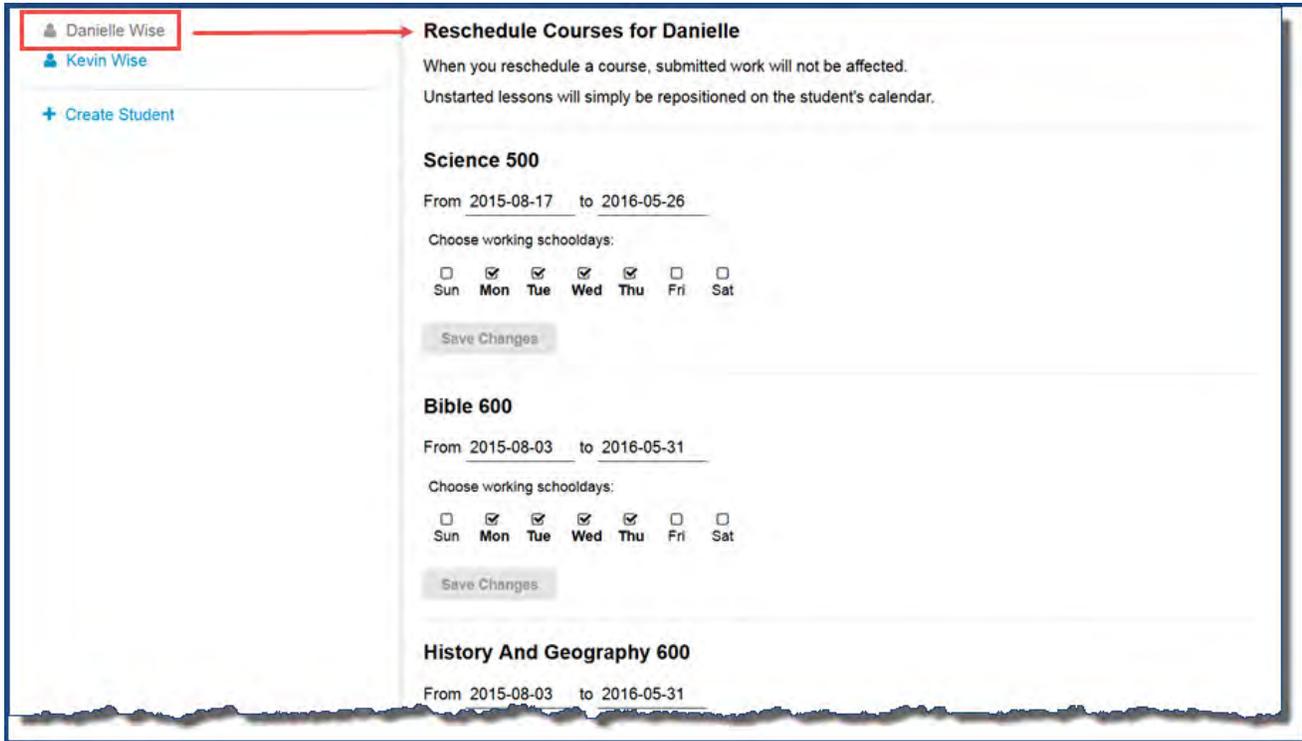
<input type="checkbox"/> Sun	<input checked="" type="checkbox"/> <b>Mon</b>	<input checked="" type="checkbox"/> <b>Tue</b>	<input type="checkbox"/> Wed	<input checked="" type="checkbox"/> <b>Thu</b>	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
------------------------------	--	--	------------------------------	--	------------------------------	------------------------------

**This will reschedule ALL unstarted assignments for this course to working School Days within the Start and End dates.**

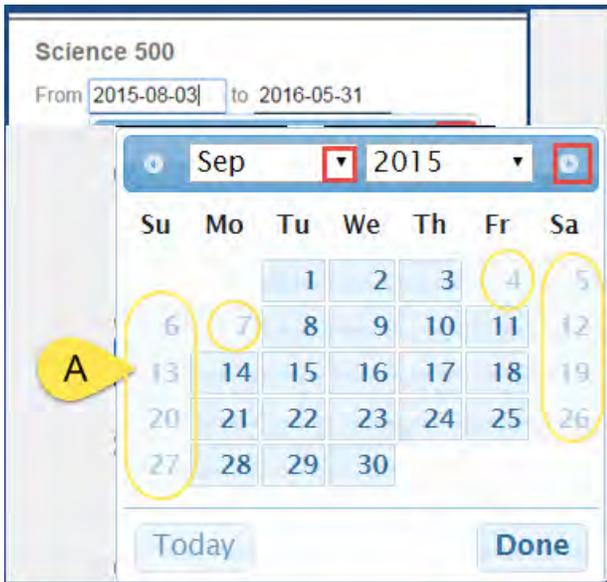


**Note:** Courses can only be scheduled on "working" school days that you have set up on your school calendar. This means you may have to change the status of a typical non-school day, for example, Sunday, to a working school day. See ["Change the status of school days and non-school days for course scheduling"](#) on page 79.

- d. When finished, click **Reschedule**.
  - e. To see the effect of the rescheduling, click **Home**, and then under **Lesson Plan**, click the **Calendar** link.
6. When rescheduling all courses for a student, the **Lesson Plan > Reschedule** page appears showing all courses assigned to the student. Do the following:



- 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 (example A) show as inactive on the calendar. 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, or to select an unselected day, click it.

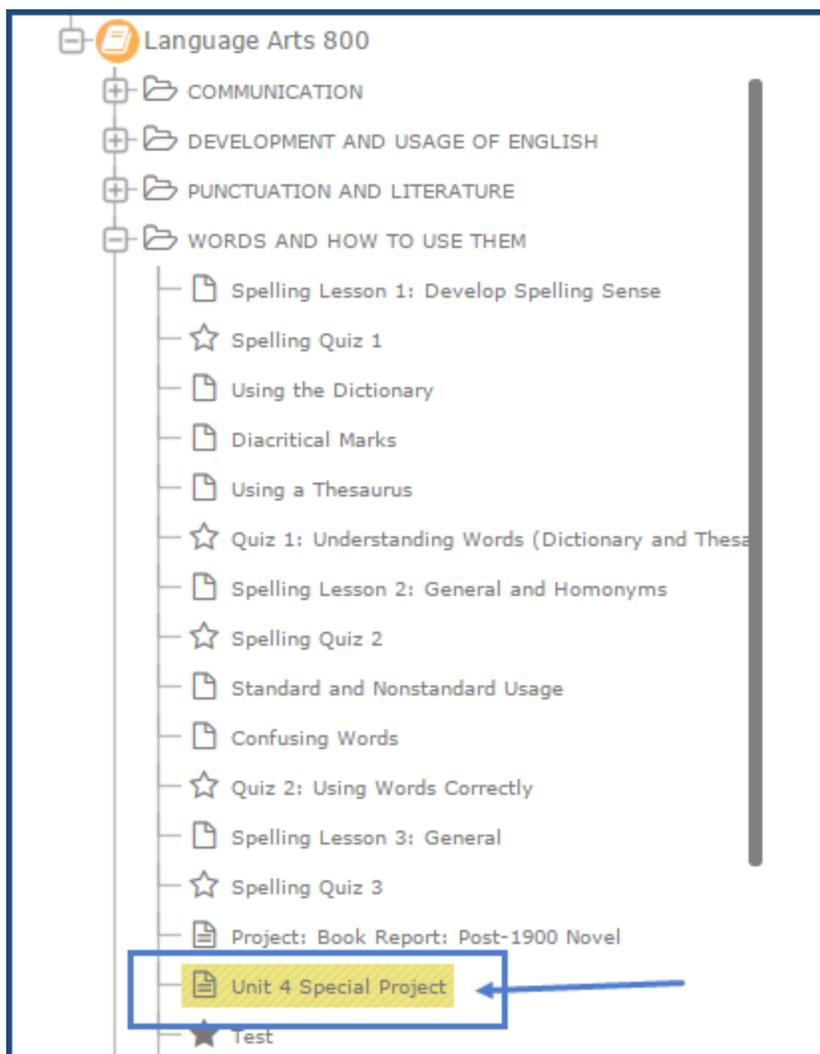


**Note:** Courses can only be scheduled on "working" school days that you have set up on your school calendar. This means you may have to change the status of a typical non-school day, for example, Sunday, to a working school day. See ["Change the status of school days and non-school days for course scheduling" on page 79](#).

- 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 the 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, open the calendar by clicking the **Calendar** link under **Lesson Plan**.

## Create, Assign, and Grade Special Projects

Special projects are your own custom assignments, such as an essay you want your student to write or a project that involves documenting their findings from a field trip. Every unit in Monarch courses includes a non-assigned, blank **Special Project** assignment. You can add the Special Project assignment to a unit and have the grade for the assignment included in the overall unit and course scores.



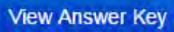
### Create your own custom essays and special projects

You create the custom essay or special project in the program of your choice, such as word processing program, spreadsheet, or presentation program. It can be just simple instructions for how you want your student to complete the work. You want to save the file to your computer or thumb drive so that it is accessible to the browser you use for Monarch. Then, 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. A **Special Project** assignment is accessible to the 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 the student completes the Special Project assignment and has submitted it for grading, you will see the item for the student on the **Lesson Plan > Grading Tasks** page.



## Assign essays or projects as Special Projects

Once you have created the 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**  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**.

The Special Project is no longer highlighted in gold and your student should now see the "Special Project" assignment on their Schoolwork page when the start date has been reached.

## How students work on Special Projects

The student follows these steps to complete their work on a Special Project assignment.

1. Clicks the link for the assignment.
2. Clicks the **Questions** button on the function toolbar at the top of the page.
3. Clicks the link to the file you uploaded in the **Question** area of the assignment.
4. They can then complete the assignment in that file, in another file, or in the project box provided in the question, based on the instructions you provided, upload the file with their work (if they did not use the project box). See "[How students upload files for projects](#)" below.
5. If the student is using the project text box, they need to be sure to click the **Save** button (below the **File:** area) to retain their work.
6. When the student has completed the work and is ready to have you grade it, they should click the **Submit Answer** button and then click the **Mark Lesson as Complete** button.

## How students upload files for projects

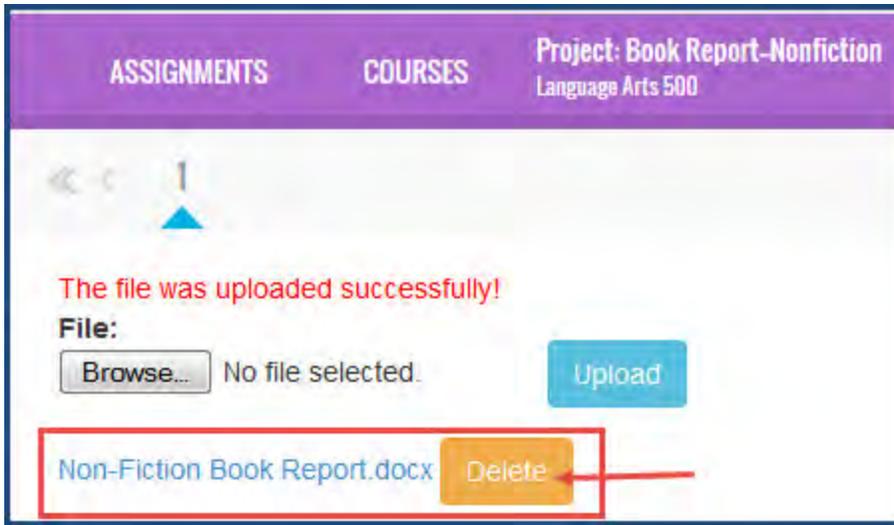
The following steps explain how a student uploads external files that were created as answers for projects.

1. Your student creates a file according to the project instructions.
2. Saves the file to their computer or device.
3. Logs in to Monarch and opens the project assignment.
4. Clicks the **Show Questions** button.
5. Clicks the **Browse** button or **Choose File** button, depending on their browser, and navigates to the location of the saved file.



6. Once the file saved in Step 2 shows in the **File:** box, 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 Monarch, not from your student’s computer or device.

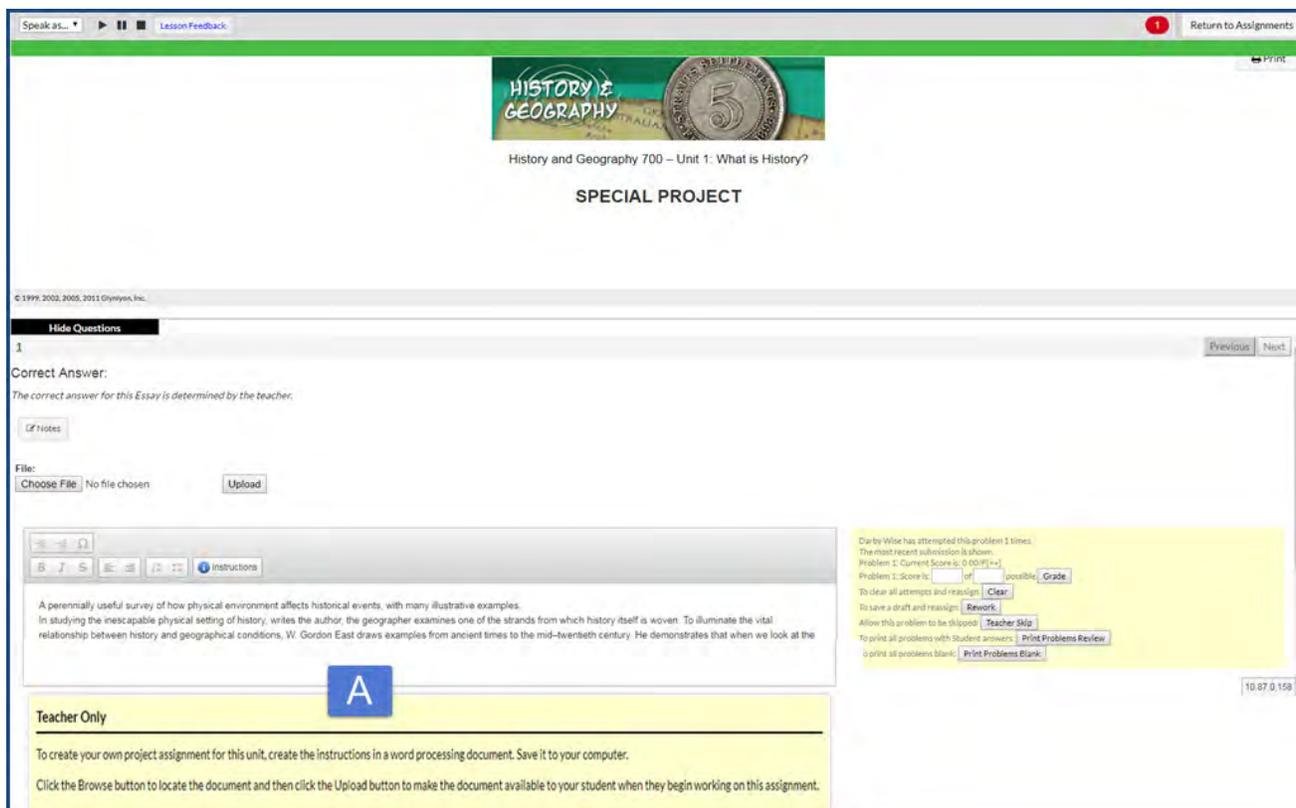


7. When your student is finished with the project, clicks the **Submit Answer** button.
8. When your student is ready to submit the project for grading, clicks the **Mark Lesson as Complete** button.

## View and grade Special Projects

When the student has completed the work on the 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 (see example A below) in either the presentation/instructions part of the assignment or below the paragraph box in the **Questions** section of the assignment. This information may give you some pointers of what to look for in the 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. It might look something like this:



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.

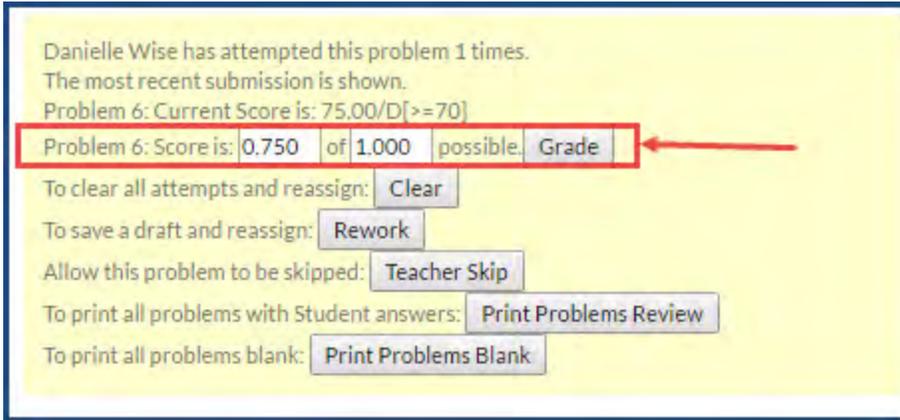
2. Select the project link. You are taken directly to the problem that requires grading.

In a project, students often have the option to use either the open text box in the question area to enter their work or they 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®. The student then uploads the external file into the Monarch assignment. For more information, see "[How students upload files for projects](#)" on page 136.

3. If the student used this **Upload** function to create a file with their project, you see the link to their file. Click the link to open the file and read their project.
4. If you feel the student successfully completed the assignment and you are ready to grade the problem, do the following steps. If you feel the student do 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 the 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.



Danielle Wise has attempted this problem 1 times.  
 The most recent submission is shown.  
 Problem 6: Current Score is: 75.00/D[>=70]

Problem 6: Score is: 0.750 of 1.000 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. Click the **Grade** button. Monarch automatically calculates the percentage grade.
- c. Click **OK** to close the **Grade Submitted** message box.



**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 on assignments using problem notes" on page 94.](#)

5. If you feel the special project was not completed properly by the student, you have two options:
  - Clear all work and reassign the problem again to the student. To do this, click the **Clear** button. See ["Clear student work \(answers\) and attempts and reassign problems" on page 128.](#)
  - Save the work and reassign the problem again to the student. The student has a draft of their work to start with. To do this, click the **Rework** button. See ["Save student work \(answers\) and reassign essay and paragraph problems" on page 127.](#)
6. If you are finished, click the **Return to Assignments**  button.

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## Track Student Progress With Reports

Monarch currently has three student reports, **Report Card**, **Grade Report**, and **Daily Work Report**, so that you can 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 Monarch.



**Tip:** Depending on the browser you use for Monarch 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 a 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 school Notifications settings](#)" on page 49.

### Report Card

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

Course Title	Grade
Bible 800	27.27% F
History And Geography 800	92.86% B
Language Arts 800	90.00% B

## 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 the student's current cumulative grade for each subject assigned.

A screenshot of a 'Grade Report' for a student named Danielle Wise, covering the period from February 2017 to February 2017. The report is presented in a table with two columns: 'Title' and 'Grade'. The table lists three subjects: Bible 800, History And Geography 800, and Language Arts 800, each with its corresponding cumulative grade and letter grade.

Title	Grade
Bible 800	27.27% F
History And Geography 800	92.86% B
Language Arts 800	90.00% B

- **Subject and Unit:** See the cumulative grade for each subject and grades for units for assigned courses.



<b>Grade Report</b>		<b>Danielle Wise</b>
February 2017 to February 2017		
<b>Title</b>	<b>Grade</b>	
PRAYER Bible 800	27.27% F	
<b>Subject Total</b>	<b>27.27% F</b>	
EUROPEAN BACKGROUNDS History And Geography 800	92.86% B	
<b>Subject Total</b>	<b>92.86% B</b>	
COMMUNICATION Language Arts 800	90.00% B	
<b>Subject Total</b>	<b>90.00% B</b>	

- **Subject, Unit, and Assignment:** See the grade for each assignment as well as the cumulative score (to date) for the entire course.



<b>Grade Report</b>		<b>Danielle Wise</b>
February 2017 to February 2017		
<b>Title</b>	<b>Grade</b>	
Christ's Model Prayer Bible 800 - PRAYER	100.00% A	
The Lord's Prayer: Invocation; First to Fourth Petitions Bible 800 - PRAYER	14.29% F	
<b>Unit Total</b>	<b>27.27% F</b>	
<b>Subject Total</b>	<b>27.27% F</b>	
Civilization Awakens From Darkness History And Geography 800 - EUROPEAN BACKGROUNDS	92.86% B	
<b>Unit Total</b>	<b>92.86% B</b>	
<b>Subject Total</b>	<b>92.86% B</b>	
Documentation Language Arts 800 - COMMUNICATION	90.00% B	
<b>Unit Total</b>	<b>90.00% B</b>	
<b>Subject Total</b>	<b>90.00% B</b>	

### Daily Work Report

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

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



## Daily Work Report

February 13th, 2017 to February 17th, 2017

Dave Wise

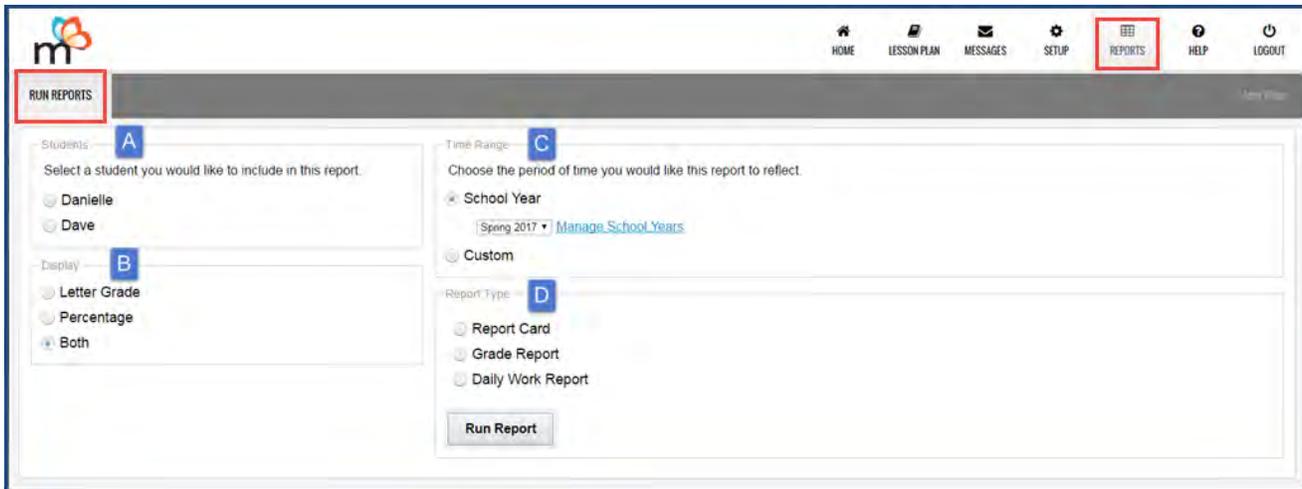
### 02/15/2017 - Dave Wise

	Grade	Due Date
Language Arts Symbols Language Arts 300	100.00% A	1/31/2017
Spelling with Short Vowels Language Arts 300	94.67% A	1/31/2017
Quiz 1 Language Arts 300	87.50% B	1/31/2017
Spelling Quiz 1 Language Arts 300	80.00% C	2/01/2017

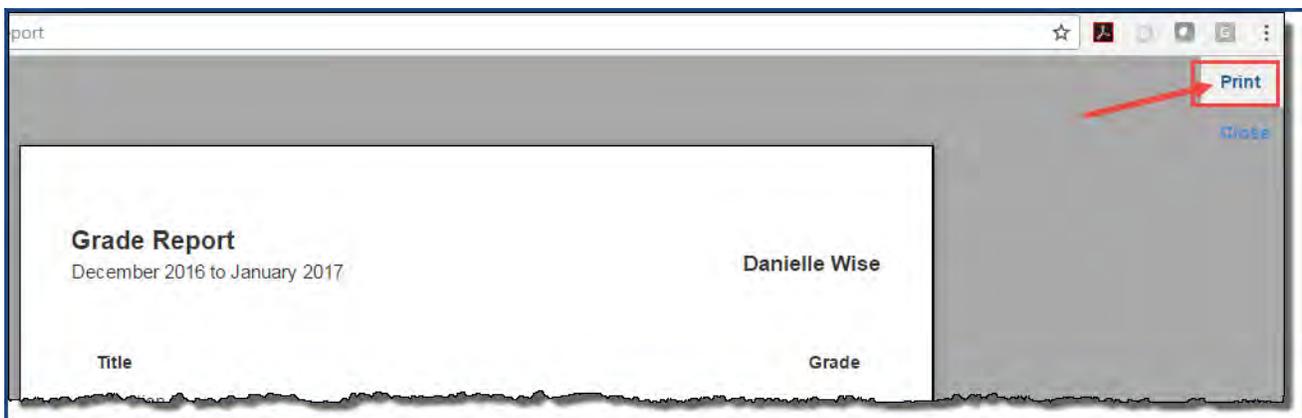
## Run and print student reports

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** function box, select one of the report types (Report Card, Grade Report, or Daily Work Report).



2. Under **Students** (example A above), select a student you want to appear in the report. You can select one student at a time for any report.
3. Under **Display** (example B), select one option for how you want to see grades/scores displayed on the report:
4. Under **Time Range** (example C), 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** (example D), 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" on page 141](#).
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 Monarch 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 Subscriptions and Assigned Courses

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



**Tip:** To learn more about subscriptions, see ["Learn about Monarch subscription plans" on page 7.](#)

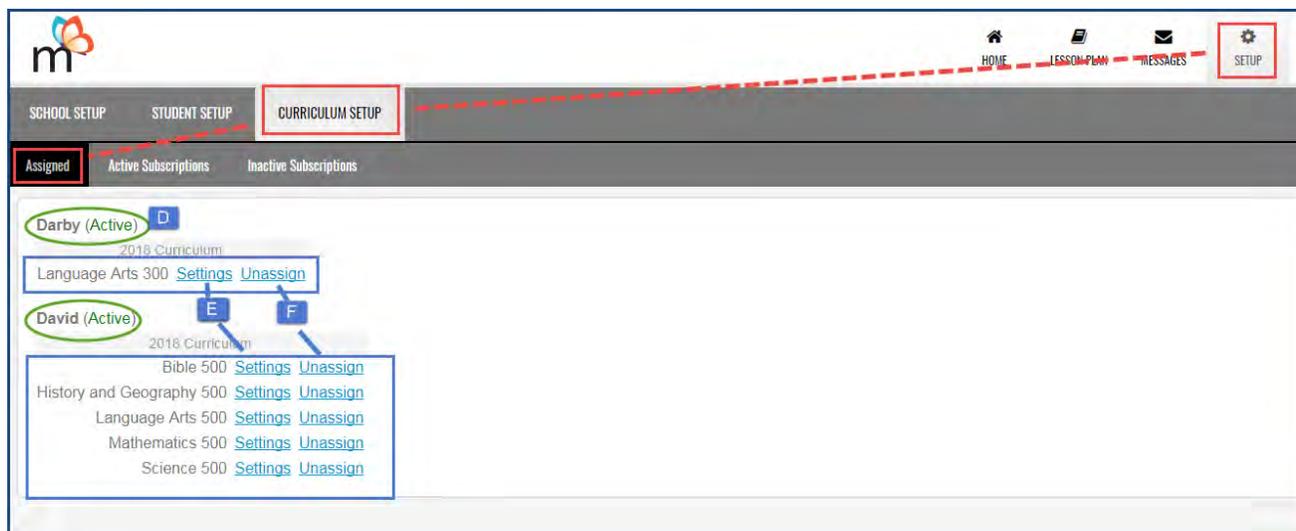
The **Active Subscriptions** tab is where you view the status of your active subscription and use the tools to:

- Renew (example A below) your subscriptions. See ["View status of and renew your subscriptions" on the next page.](#)
- Assign courses to students (example B below) for the active subscription. See ["Assign and schedule courses for students" on page 23.](#)
- Add students to or remove students from an active subscription using the **Edit Students** tool (example C below). See ["Add students to and remove students from your subscription" on page 150.](#)

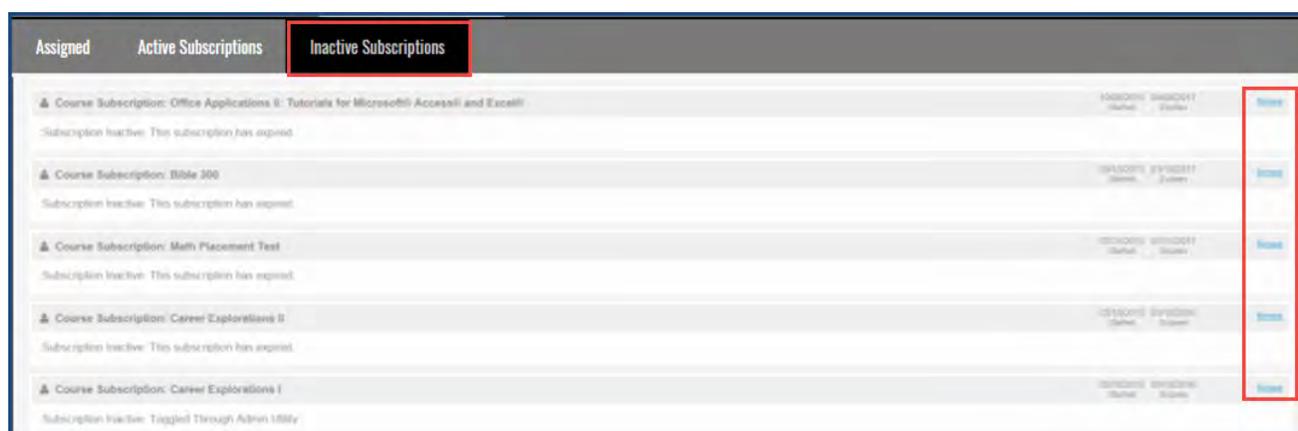
The **Assigned** tab is where you:

- View courses assigned to active student(s) (example D below).
- Customize the school settings for a single subject(course) for one or more students (example E below). See ["Customize \(and reset\) subjects settings for individual students" on page 152.](#)
- Unassign courses from students (example F below). See ["Unassign courses from students" on page 155.](#)

## View status of and renew your subscriptions

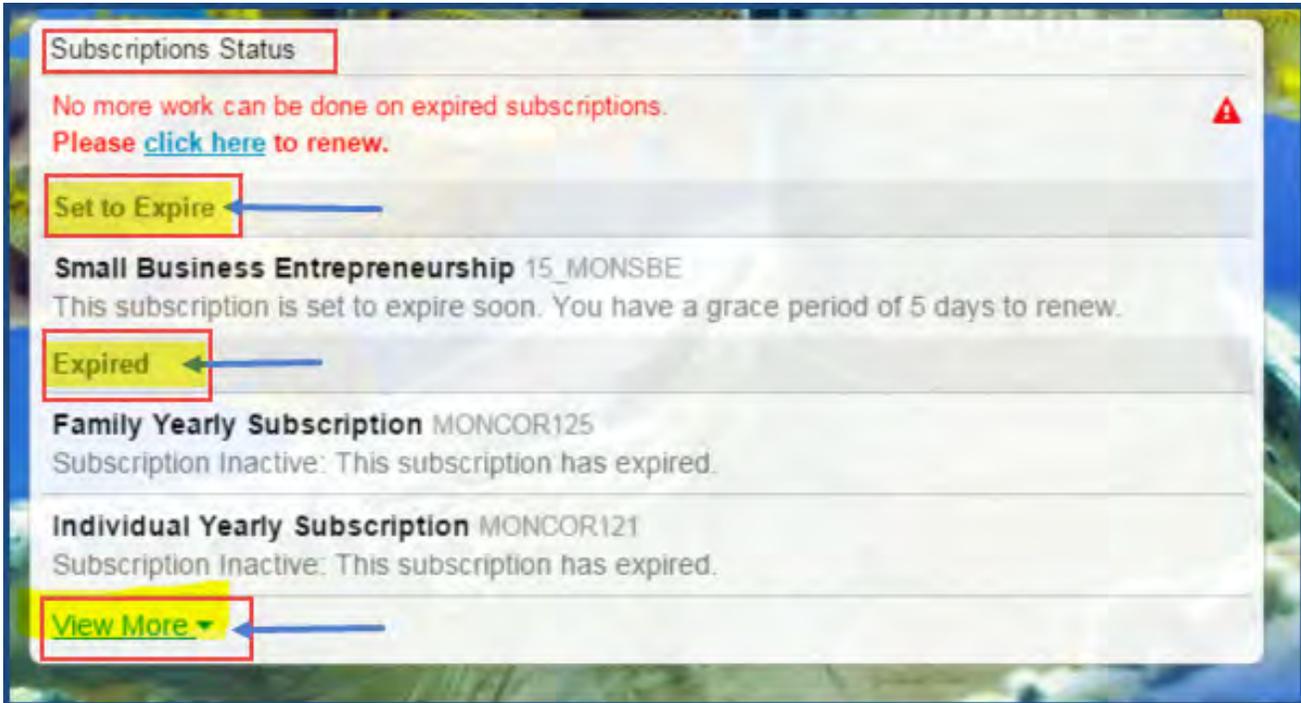


The **Inactive Subscriptions** tab contains a list of your inactive subscriptions and a **Renew** link for each subscription listed.



## View status of and renew your subscriptions

Monarch 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** functional box appears as shown below.



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!

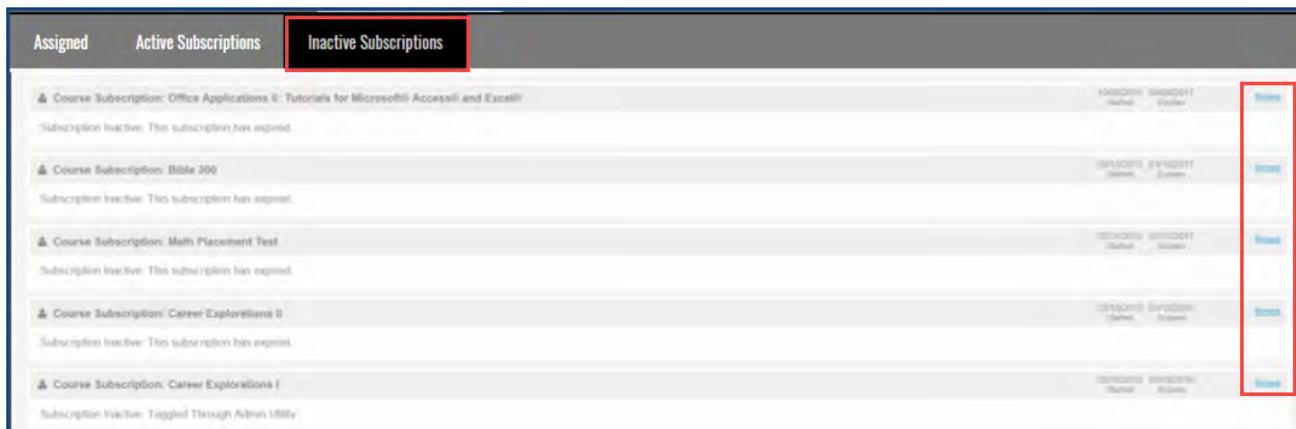
### Renew your subscriptions

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.



## Add students to and remove students from your subscription

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.



Assigned	Active Subscriptions	Inactive Subscriptions
		<p>Course Subscription: Office Applications II: Tutorials for Microsoft Access® and Excel®</p> <p>Subscription Inactive: This subscription has expired.</p> <p>Renew</p>
		<p>Course Subscription: Bible 300</p> <p>Subscription Inactive: This subscription has expired.</p> <p>Renew</p>
		<p>Course Subscription: Math Placement Test</p> <p>Subscription Inactive: This subscription has expired.</p> <p>Renew</p>
		<p>Course Subscription: Career Explorations II</p> <p>Subscription Inactive: This subscription has expired.</p> <p>Renew</p>
		<p>Course Subscription: Career Explorations I</p> <p>Subscription Inactive: Tagged Through Admin Utility.</p> <p>Renew</p>

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 the source of your subscription, in other words, how you purchased your subscription whether directly from a distributor, at a homeschool convention promotion, etc., one of the following happens:
  - 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 for your subscription distributor appears. Follow the information provided to renew your subscription.
  - A web site page appears. 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.
  - The Monarch **Help > Documentation** page appears. Under **Phone Numbers**, you see the **Renewing your subscription** information which tells you to call the Customer Service number.

## Add students to and remove students from your subscription

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



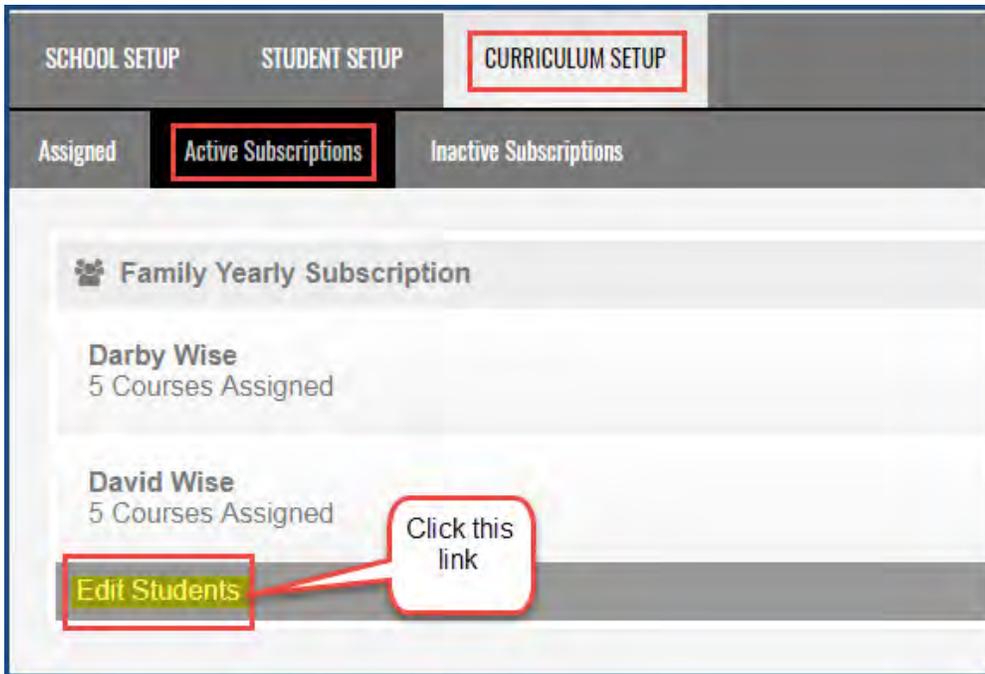
**Note:** Only students in "active" status can be added to a subscription. For example, a Family subscription plan can have up to three active students at one time. For more information about student status, see "[Manage student username, password, and status](#)" on page 68.

1. On the **Dashboard**, in the **Administration** function box, 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.

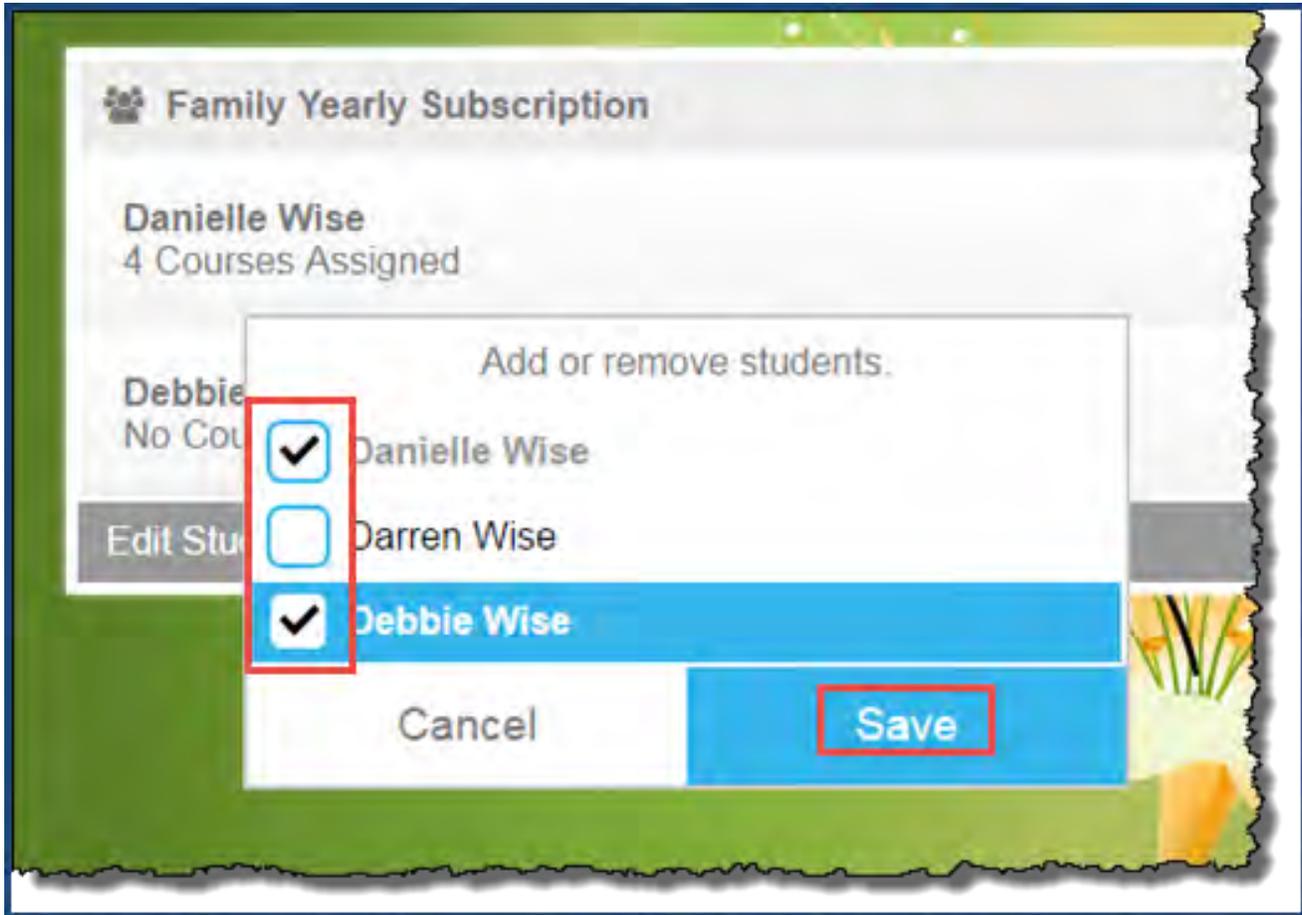
2. For a **Family Subscription** type, to add or remove students, click the **Edit Students** link.



The screenshot shows a web interface with a top navigation bar containing three tabs: 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. The 'CURRICULUM SETUP' tab is selected and highlighted with a red box. Below this, there are three sub-tabs: 'Assigned', 'Active Subscriptions', and 'Inactive Subscriptions'. The 'Active Subscriptions' tab is selected and highlighted with a red box. The main content area displays a list of subscriptions under the heading 'Family Yearly Subscription'. Two entries are visible: 'Darby Wise' with '5 Courses Assigned' and 'David Wise' with '5 Courses Assigned'. Below the 'David Wise' entry, there is a button labeled 'Edit Students' which is highlighted with a red box. A red callout bubble with a white background and a red border points to the 'Edit Students' button, containing the text 'Click this 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 and schedule courses for students" on page 23](#).  
Or, if you are finished, on the main nav bar, click **Home**.

## Customize (and reset) subjects settings for individual students

Because most school settings (except for Notifications) apply to all enrolled, active subjects (courses), typically, these school settings will work just fine. However, if you have a student who may be struggling with a subject, such as Science, you can customize several types of related settings for just that course for the individual student. For example, you can allow the student to see answer feedback during quizzes and tests or let the student exit and re-enter (turn off Quiz/Test mode) a quiz or test as many times as he/she wants.

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

- **Assignment**. To learn about the Assignment settings, see ["Customize school Assignment settings" on page 41](#).
- **Quiz/Test**. To learn about the Quiz and Test settings, see ["Customize school Quiz and Test settings" on page 44](#).
- **Grade**. To learn about the Grade and Assignment Weights settings, see ["Customize school Grade and Assignment Weights settings" on page 47](#).



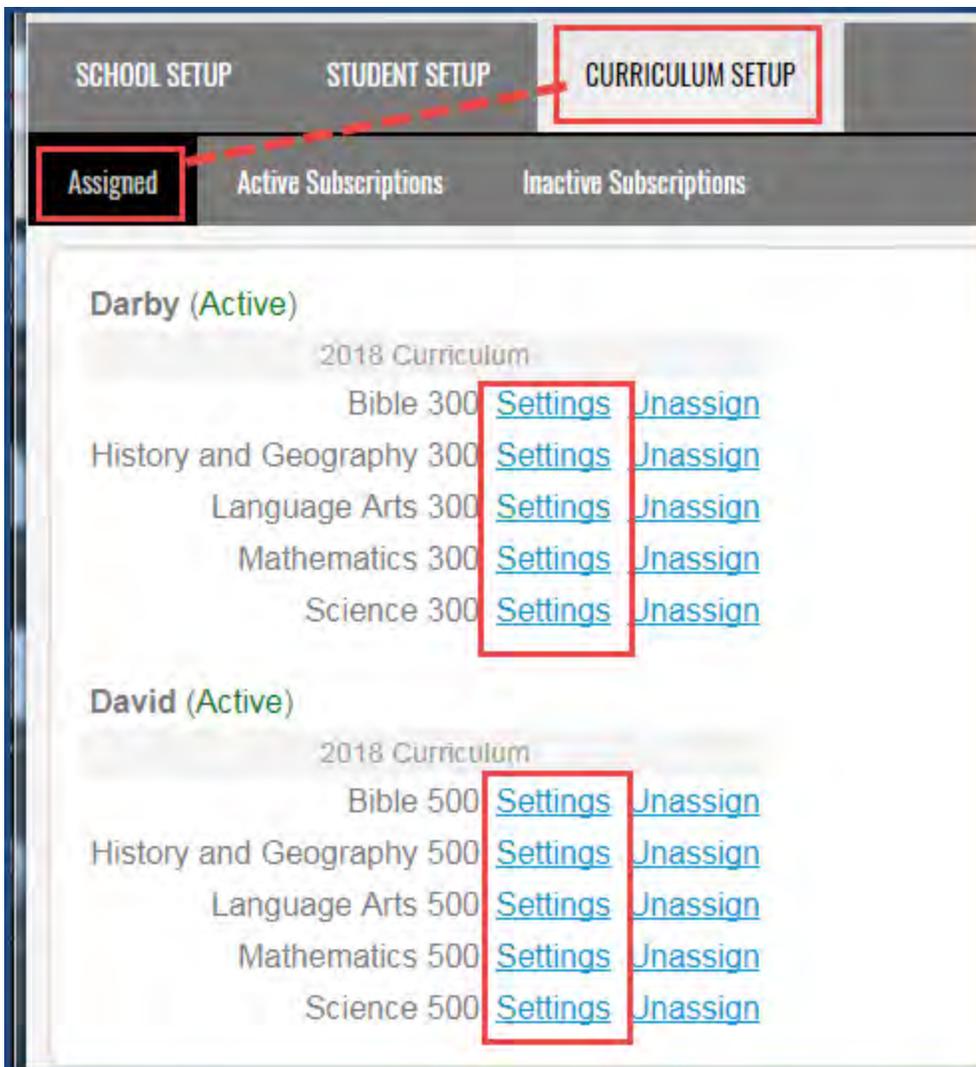
**Note:** Any customizations you make to settings *for an individual subject* override the related school settings and are no longer affected by changes to the related school setting UNLESS you click the Default button to remove the customizations for the subject.

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](#)" on page 155.

### 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 **Curriculum Setup**, and then click the **Assigned** button.
  - On the **Home > Dashboard** page, in the **Administration** function box, click **Curriculum Setup**.

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

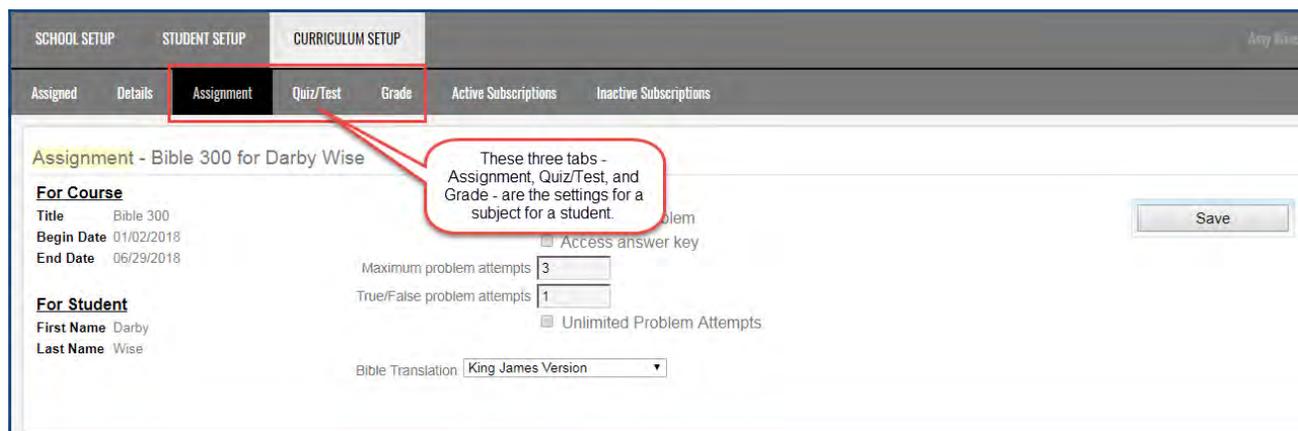


The screenshot displays the 'CURRICULUM SETUP' section of the software. At the top, there are three tabs: 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. Below these, there are three sub-tabs: 'Assigned', 'Active Subscriptions', and 'Inactive Subscriptions'. The 'Assigned' tab is selected. The main content area shows two students: 'Darby (Active)' and 'David (Active)'. For each student, there is a section for '2018 Curriculum' with a list of courses. Each course has two links: 'Settings' and 'Unassign'. Red boxes highlight the 'CURRICULUM SETUP' tab, the 'Assigned' sub-tab, and the 'Settings' links for the first course of each student.

Student	Course	Settings	Unassign
Darby (Active)	Bible 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
	History and Geography 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
	Language Arts 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
	Mathematics 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
	Science 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
David (Active)	Bible 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
	History and Geography 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
	Language Arts 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
	Mathematics 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
	Science 500	<a href="#">Settings</a>	<a href="#">Unassign</a>

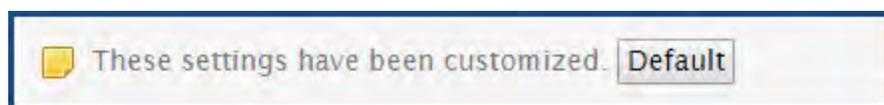
2. Under the student's name, for the course, click the **Settings** link.

3. Select the **Assignment**, **Quiz/Test**, and/or **Grade** sub-tabs. The following shows an example of the **Assignment** settings for a selected student and subject.

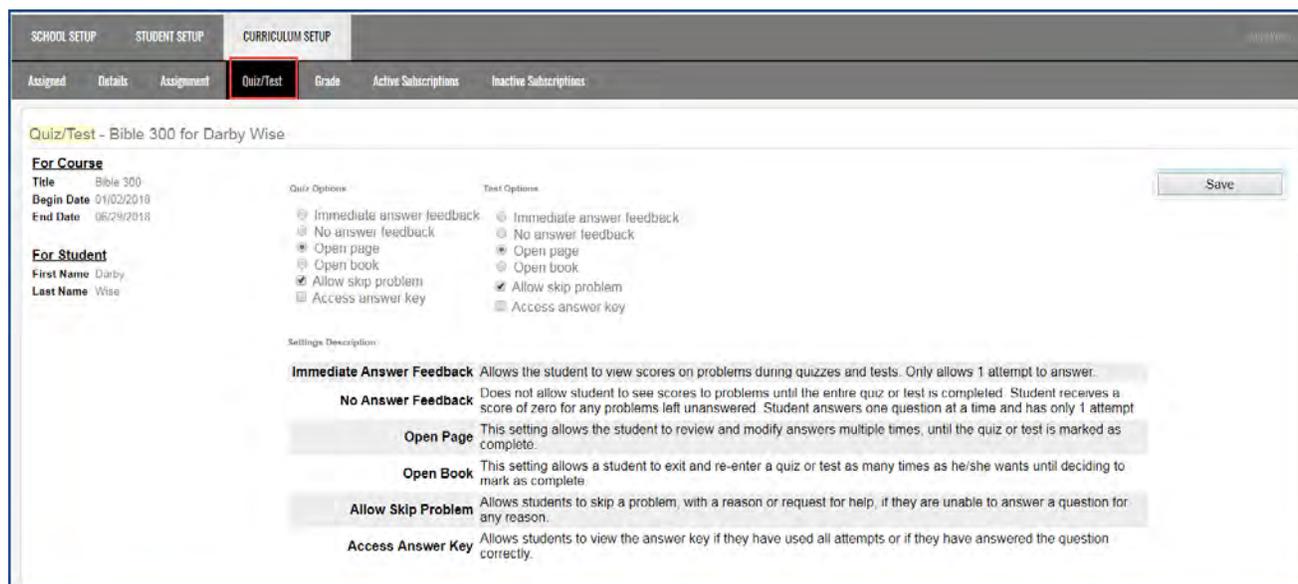


4. Make changes, and then click **Save**.

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

- Do one of the following to access the **Curriculum Setup** tools:
  - On the main nav bar, click **Setup**, on the toolbar, click **Curriculum Setup**, and then click the **Assigned** button.
  - On the **Home > Dashboard** page, in the **Administration** function box, click **Curriculum Setup**.

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

- Under the student's name, for the course, click the **Settings** link.
- Click the **Assignment**, **Quiz/Test**, or **Grade** sub-tab where you want to remove the customizations.
- Click the **Default** button.



- 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

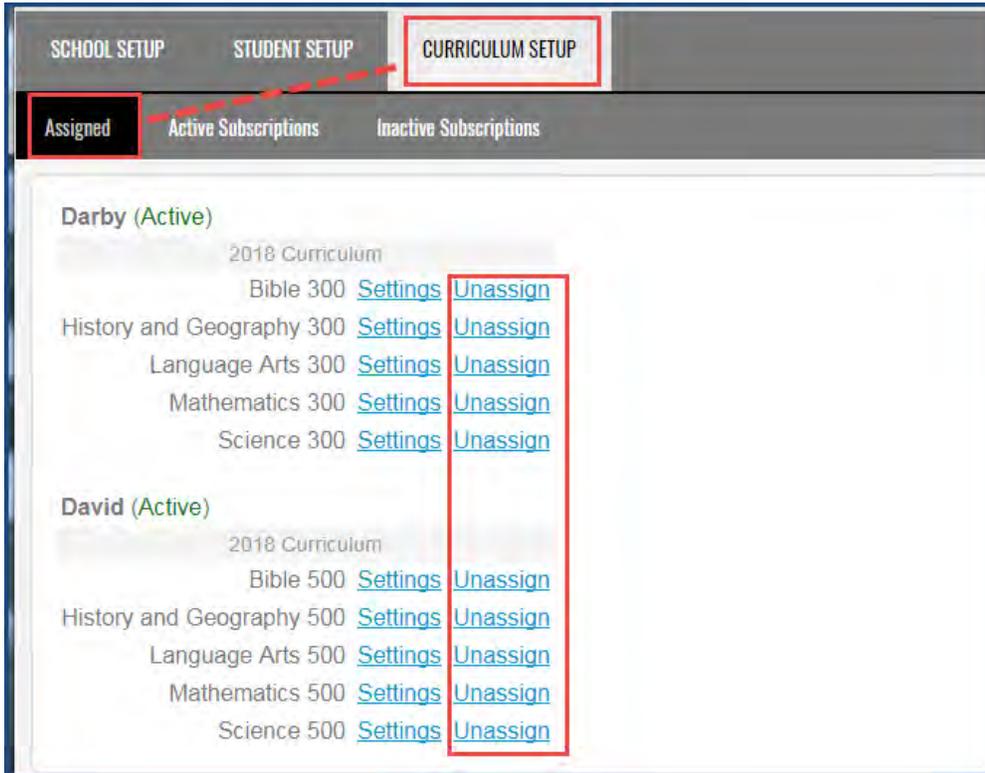
If you made a mistake assigning a course to a student, for example, you selected the wrong grade level, or if you feel the student is not ready to begin a course at this time, you can unassign it.



**Warning:** If the 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 the work, run a report and save it.

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

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



SCHOOL SETUP   STUDENT SETUP   **CURRICULUM SETUP**

**Assigned**   Active Subscriptions   Inactive Subscriptions

**Darby (Active)**

2018 Curriculum

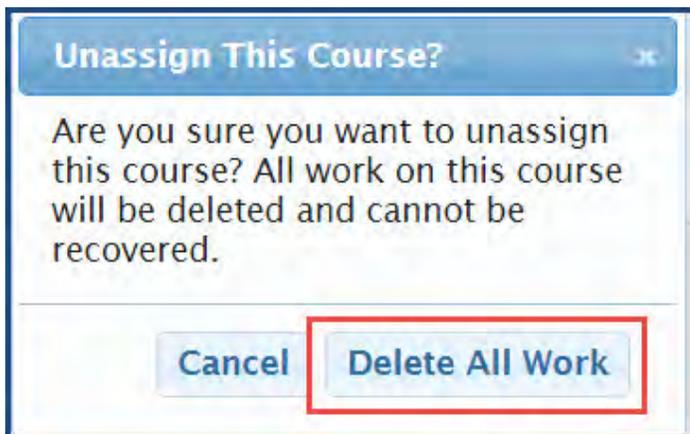
Bible 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
History and Geography 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
Language Arts 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
Mathematics 300	<a href="#">Settings</a>	<a href="#">Unassign</a>
Science 300	<a href="#">Settings</a>	<a href="#">Unassign</a>

**David (Active)**

2018 Curriculum

Bible 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
History and Geography 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
Language Arts 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
Mathematics 500	<a href="#">Settings</a>	<a href="#">Unassign</a>
Science 500	<a href="#">Settings</a>	<a href="#">Unassign</a>

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.



**Unassign This Course?**

Are you sure you want to unassign this course? All work on this course will be deleted and cannot be recovered.

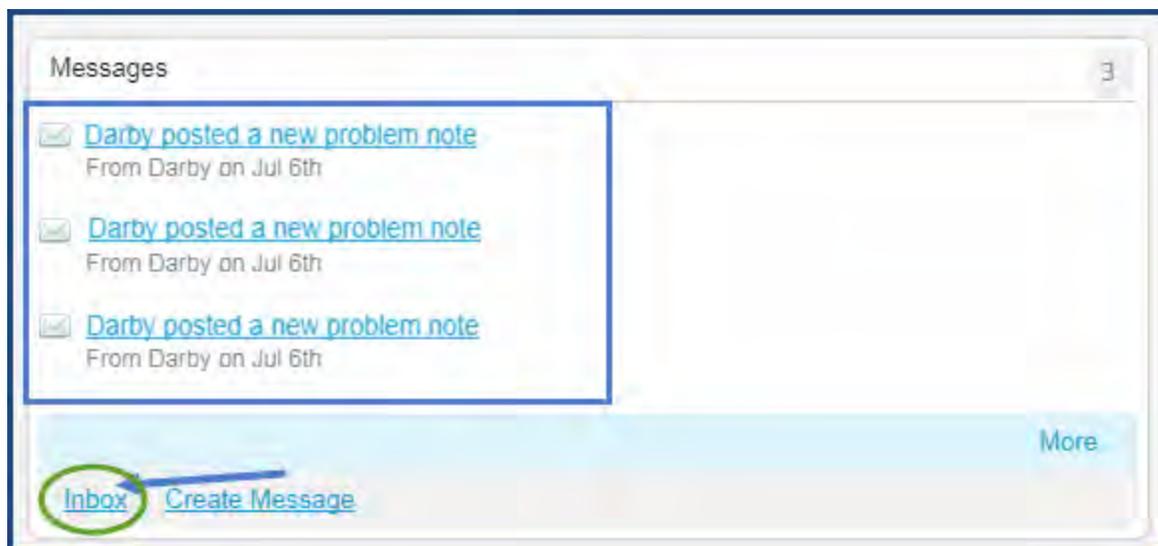
## Communicate with your Students using internal messaging

Monarch has an internal messaging system that lets you, as the Teacher, send messages to and receive messages from your student(s). The Monarch Message Center works just like an external email system does except the messages are sent and received within Monarch. However, when the school **Notifications** setting "**Problem Note / Message Center E-mails**", is enabled (turned ON) you receive an external email alert when a student has added a problem note and/or sent a message to your Message Center. This type of notification is sent to the email address of record for the Teacher. You can click a link in the email alert to go directly to the message center message as shown in the example below.

The screenshot shows an email alert from Monarch. At the top left is the Monarch logo, and at the top right is the text "MESSAGE CENTER". The main body of the email reads: "Hi Amy, Your Monarch Message Center has a new alert from Dave." Below this is a yellow box containing the message details: "Subject: Study time this evening" and "Message: Mom, Will you have some time to help me study tonight?". Below the yellow box, the text says "Please [access your Message Center](#) to view or reply to this message, using your username and password as prompted." A callout bubble points to this link with the text "Link to open message". At the bottom of the email, it says "You are receiving this email at [redacted] because [redacted] alerts have been enabled for your Monarch school. To opt out of these alerts, please [update your preferences](#)." A second callout bubble points to this link with the text "Link to turn OFF notification".

For more information, see "[Customize school Notifications settings](#)" on page 49.

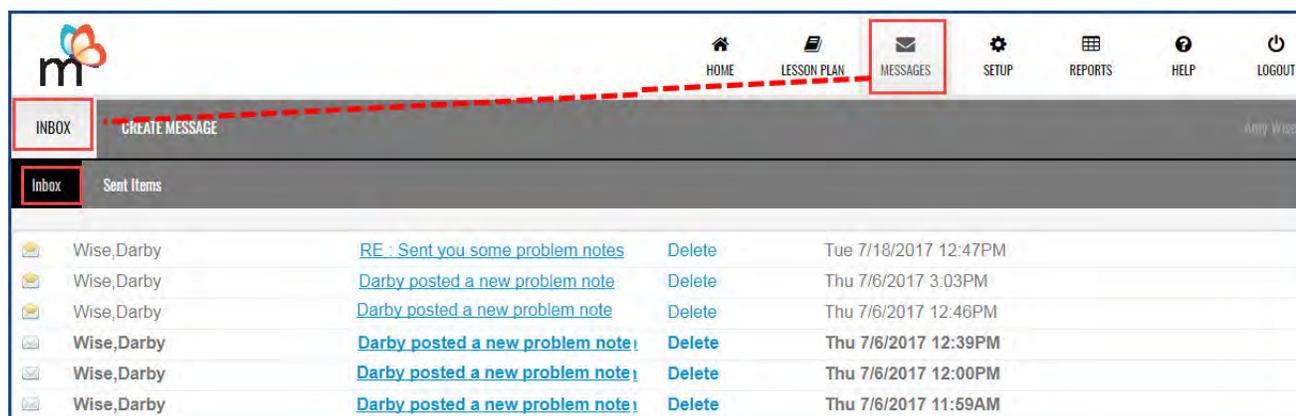
The **Messages** box on your **Dashboard** also lets you know if you have new, unread messages. It shows you who the message is from and when it was sent and the topic (subject) of the message. Up to five unread messages display in the **Messages** box on your **Dashboard** at a time.



- To read a message while you are working in Monarch Teacher, 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.

From your **Inbox**, you can see all of the new messages you have received. Unread messages appear in bold text in the list of messages.



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 the student. Also, if the problem is within an assignment the student has access to, then 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**.
- To delete read messages, you can either click the **Delete** button on the message or click the word **Delete** to the right of the subject of the message on your **Inbox**. You can only delete one message at a time.
- To forward a message to another student, see [Forward messages](#).

## Send messages to students

You can send a message to a student.

1. Click **Create Message** to open a new message.
2. If you have more than one student, select the student from the list.
3. Enter a subject.
4. In the text box, enter 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** button next to the **Inbox** button.

You can forward sent messages and delete them just like with received messages.

## 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.

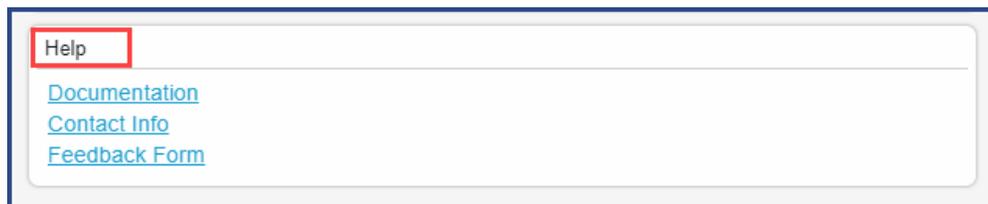
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# Get Help for Your Questions, Access Other Resources, and Provide Feedback

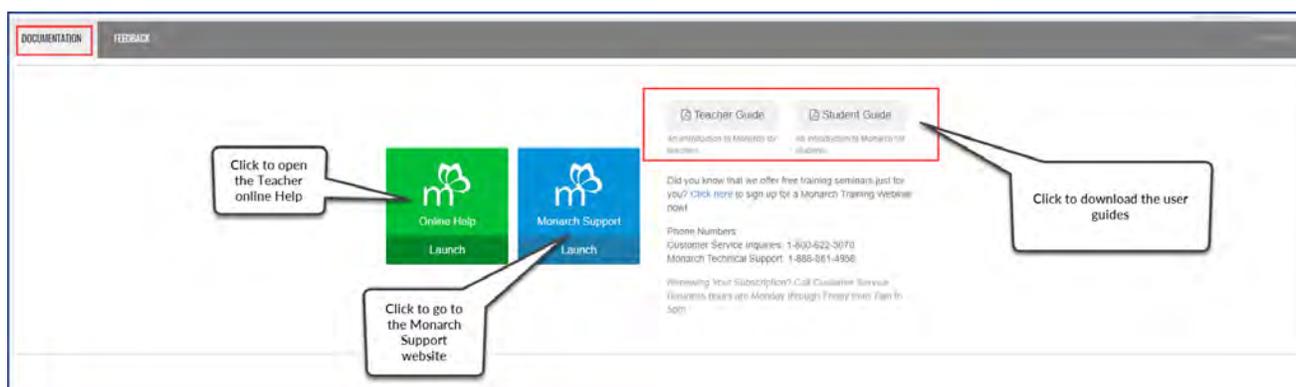
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## Access resources from the Help page

The **Help** box on the **Home > Dashboard** page has three links, **Documentation**, **Contact Info**, and **Feedback Form**.



Clicking the first two links, the **Help** box title or the **Help** button, opens the **Documentation** page.



## Access Teacher online Help and Teacher and Student user guides

This page is where you can access the Monarch 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 Monarch 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 the Monarch Support site and see other helpful information

The **Documentation** page also has Monarch contact information and other helpful resources details.

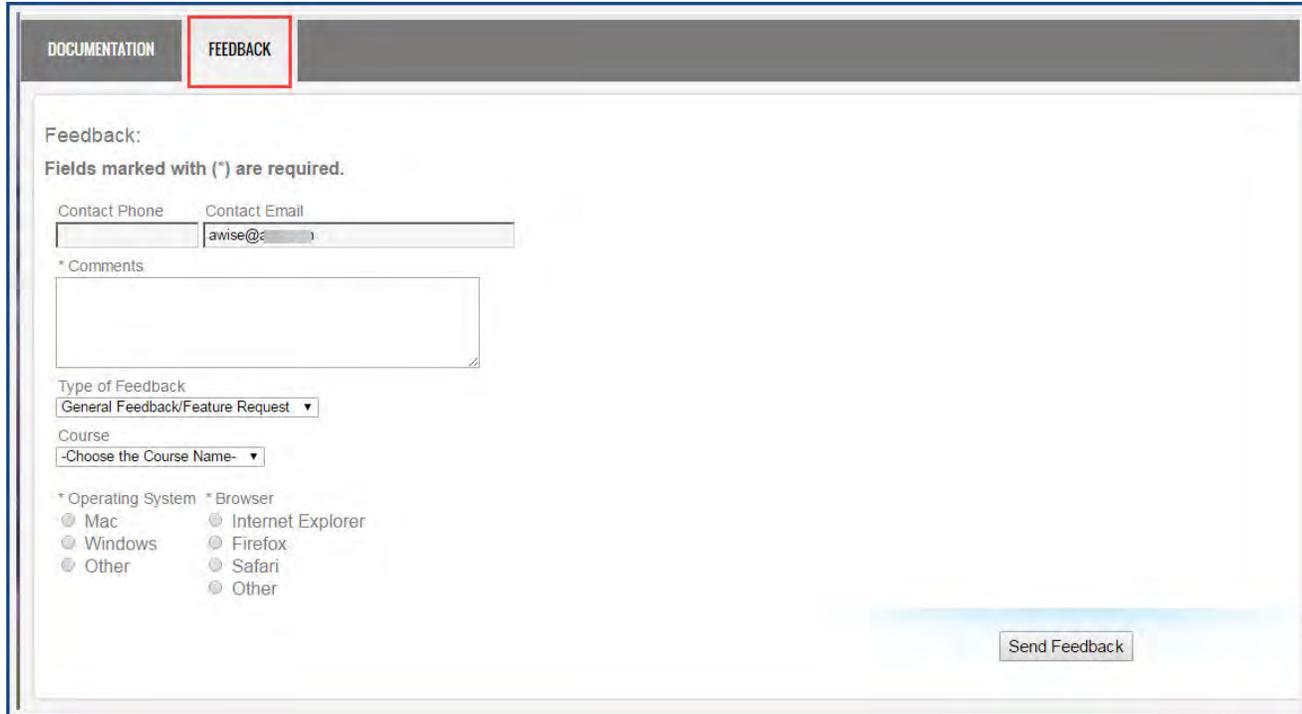
- Click the **Launch Monarch Support** button to go to the Monarch Support website.

Other helpful information includes:

- Customer Service hours and phone number.
- Technical Support phone number.
- Access to free webinars. You can see what's scheduled and register for any of them.

## Send feedback to the product team

You can access the **Feedback** form using the link at the top of the **Help** page and from every lesson page where you see a **Lesson Feedback** or **Question Feedback** button. When you encounter any issue or have a question, *PLEASE* click this link to let us know what you found or to ask a question you have about the application.



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.
8. Click the **Send Feedback** button when you are finished.

We DO respond to your feedback and it is influential in our software development decisions.

## Other Helpful Information for Teachers

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Here's some other helpful information about Monarch as you begin your homeschool journey. For those who are already homeschooling, this information can be a refresher for you.

### Tell me about...

[How to calculate student Grade Point Averages \(GPAs\).](#)

[Tips for assigning and closing out student work.](#)

[Monarch Placement Tests Quick Tip.](#)

[Monarch Frequently Asked Questions \(FAQs\).](#)

### How to calculate student Grade Point Averages (GPAs)

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 Monarch 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



**Note:** For more information about changing the default grade scale for your school, see ["Customize school Grade and Assignment Weights settings" on page 47.](#)

- Credit received for course. Monarch considers full year (10-13 units) courses as earning one full credit and single semester (5-6 unit) courses 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 Monarch 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
English III	89 / B	3.0	1
Chemistry	98 / A	4.0	1
Bible Doctrine	94 / A	3.67	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 Monarch 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



<b>Grade Scale (Weighting)</b>			
<b>Using 94/86/77/70 Grade Scale</b>			
<b>Letter Grade</b>	<b>Numeric Grade</b>	<b>1 Credit Points</b>	<b>0.5 Credit Points</b>
D	72 - 74	1.00	0.50
D-	70 - 71	0.67	0.34
F	Below 70	0.00	0.00

<b>Grade Scale (Weighting)</b>			
<b>Using 90/80/70/60 Grade Scale</b>			
<b>Letter Grade</b>	<b>Numeric Grade</b>	<b>1 Credit Points</b>	<b>0.5 Credit Points</b>
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

## 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 the student work, you can unassign the course (subject) and assign a different grade level of the subject. See <a href="#">"Unassign courses from students" on page 155.</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" on page 99.</a></li><li>2. Assign and schedule the new grade level course for the student. See <a href="#">"Assign and schedule courses for students" on page 23.</a></li></ol>
<p><b>One of your children is no longer using Monarch. You want to add another of your children to the subscription. Because you cannot delete a student record from Monarch, you need to change the status of the student to "inactive" if he/she 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" on page 141.</a></li><li>2. Make the student inactive. See <a href="#">"Manage student username, password, and status" on page 68.</a></li><li>3. Set up the other child in Monarch as a student. See <a href="#">"Add students to your school" on page 20.</a></li><li>4. Add the new student to your subscription plan. See <a href="#">"Add students to and remove students from your subscription" on page 150.</a></li><li>5. Assign and schedule courses (subjects) for the new student. See <a href="#">"Assign and schedule courses for students" on page 23.</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" on page 109.</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" on page 141.</a></li><li>3. Use the report information to calculate the Grade Point Averages (GPAs) for your students. See <a href="#">"How to calculate student Grade Point Averages (GPAs)" on page 163.</a></li><li>4. (Optional) If a student is done using Monarch, 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" on page 68.</a></li><li>5. If your student(s) will be taking a break from their Monarch 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 school Notifications settings" on page 49.</a></li></ol>



Situation	Do the following...
<b>You are not sure which grade level of courses is right for your child(ren).</b>	<ul style="list-style-type: none"><li>• Use the free Monarch Math and Language Arts placement tests to determine your child(ren)'s placement level. See "<a href="#">Monarch Placement Tests Quick Tip</a>" below.</li></ul>

## Monarch Placement Tests Quick Tip

Once you have successfully requested access to the free Monarch placement tests on AOP.com, another page appears providing information about you (as the Teacher) and your child(ren) (as the Students) and also contains instructions on how your child takes the tests within a grade level and how you, as the Teacher, can view their effort so that you know where to place them in the Monarch curriculum.



**Important:** Write down or save both the Teacher and Child information provided to you because you will need it when logging into Monarch. Your child will need their username and password that you created for them because the Monarch Student account is different than the Monarch Teacher account. The Monarch Teacher account has all the answers to assigned tests and curriculum and all the school administration features.

## Placement testing process

The placement testing process begins testing your child two grade levels BELOW the grade level you selected. For example, you selected grade 7. Testing would then start at the grade 5 level, two levels below grade 7. Keep this mind because when you log into your Monarch Teacher account, all grade levels of the placement test are visible. Using the example, you would select placement test level 5 to view your child's progress.



**Note:** Some placement tests at certain grade levels may have subjective questions that cannot be automatically graded by the system. This means you, as the Teacher, must grade the question so that the test grade is recorded.

Have your child continue taking placement tests within a grade level until a score between 50% and 70% is achieved on three consecutive tests. The grade level where this occurs is the most appropriate grade level for placement of your child in the Monarch curriculum.

## Student testing steps

1. Have your child go to the Monarch website at <https://monarch.aop.com>.
2. Enter their student username and password. This action logs them into their Monarch Student account.
3. If you are a first-time Monarch user, read the **End User License Agreement**, and then click **I Agree**. (You must click I Agree to proceed). Otherwise, proceed to step 4.
4. On the **Home > Schoolwork** page, under **Assignments**, click the first quiz (placement test) to begin.
5. Click the **Work On Questions** button, and click **OK**.
6. Read and answer the question, and then click the **Submit Answer** button.
7. When the question number turns a blue color, click the **Next Question** button. You can go back and change an answer before you mark the test as complete. But, be sure to click the **Submit Answer** button after you answered the question. Any questions you do not answer are graded as zero.



8. When all the questions have been answered and you are satisfied with your answers, click the **Mark Lesson as Complete** button to submit it for grading. A message window appears asking you if you are sure you want to complete the lesson. Click **Mark Lesson as Complete** if you are done with the placement test.
9. Click **Return to Assignments** and continue taking tests (quizzes).

### Teacher reviewing steps

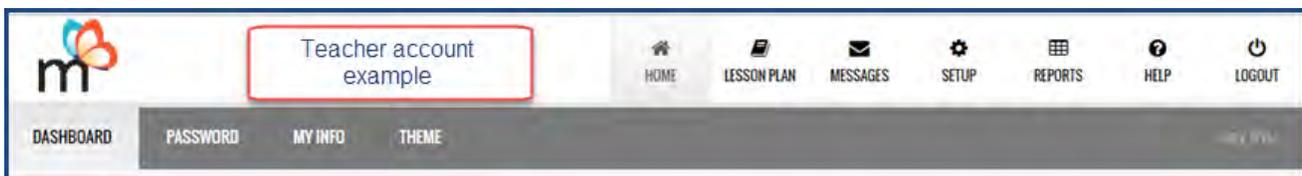
1. Go to <https://monarch.aop.com> and enter your teacher username and password. This action logs you into your Monarch Teacher account.
2. If you are a first-time Monarch user, read the **End User License Agreement**, and then click **I Agree**. (You must click I Agree to proceed). Otherwise, proceed to step 3.
3. On your **Home > Dashboard** page, in the **Lesson Plan** box, under your child's name, click the **Assigned Work** link. Or, you can click the **Grading Tasks** tab to see if any questions need grading by you.
4. On the **Assigned Work** page, click the **expand**  tool next to the Placement Test subject name, and then click the expand tool again next to the Placement Test Level that your child started at. This action displays the assigned tests (quizzes) for that grade level.
5. Click the completed test to see the results.

### Monarch Frequently Asked Questions (FAQs)

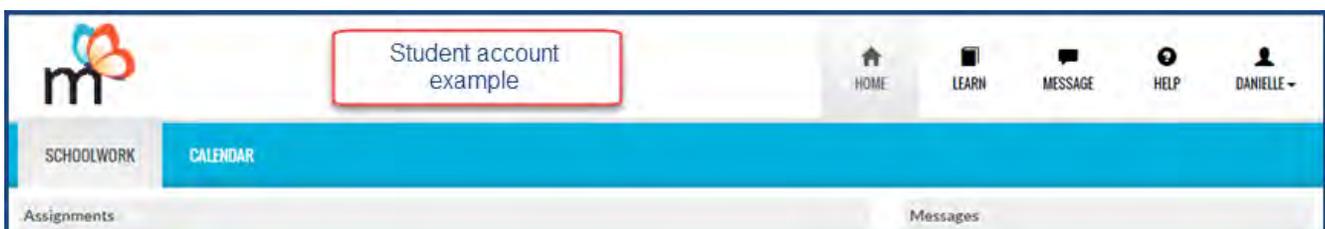
The following consists of the most frequently asked questions from parents/guardians (Teachers) about how to effectively use Monarch for their homeschooling experience.

**Q:** Is my teacher account the same as the student account?

**A:** No! Do *NOT* share your Teacher account information with your student because the Teacher account contains answer keys to assigned lessons! As a Teacher, you have a different Monarch application to log in to because you have special administration permissions which allow you to set up your students, manage your homeschool settings, assign and unassign courses, reschedule courses, create custom projects for students, see answers to questions, grade students' work, override the system grade, and more.



Once you have set up your student(s) in your Teacher application, they can log in to their student accounts using the Usernames and Passwords you created and begin their schoolwork. The application your students' see is specifically designed for student schoolwork and only shows the schoolwork (and calendar) for the specific student.



**Q:** I changed my school year. Now, how do I reschedule the calendar?

**A:** To easily reschedule student schoolwork so that it fits with your school year, you, as the Teacher, have three options to

choose from on your **Home > Dashboard** page. Option One: Use the **Reschedule Courses** link in the **Administration** box. Option Two: Use the **Reschedule Work** link in the **Lesson Plan** box for a student. Option Three: Click **Calendar** in the **Lesson Plan** box, and then click the **Reschedule All Courses** button. The following steps explain how to use the **Reschedule Courses** link in the **Administration** box.

1. On your **Home > Dashboard** page, in the **Administration** box, click the **Reschedule Courses** link.
2. Select the first student you want to reschedule schoolwork for.
3. All of the selected student's courses appear under the **Reschedule Courses for <Student name>** area, so *for each course*, select new start (From) and end dates (To) based on your new school year and/or select the working school days for the course. Selecting working school days lets you create a blocked schedule of days for a specific course. For example, you want the student to do their Bible school work on Monday and Wednesday. To do this, ensure that Mon and Wed are selected.
4. Click **Save Changes** for each course you want to reschedule. Monarch automatically adjusts the course schoolwork on the school calendar and on the student's calendar.
5. Follow steps 2 - 4 again for each student to reschedule their courses and calendar.

**Q:** Why are the answers already filled in when the student is working?

**A:** If answers appear on the assignment, this can be caused by two actions. One: The assignment may have already been completed. Two: The student may be logged in to Monarch using the Teacher's username and password. Check the upper-right corner of the application to see whose profile is being used.

**Q:** No matter what assignment my student clicks, they are taken to the same quiz or test. Why?

**A:** If this is occurring, the student is in "Quiz Mode" for Monarch. An indicator in the upper left of the page appears to show that a quiz (or test) is in progress as shown in this example.



This mode goes into effect once a student enters a quiz or test because quizzes and tests must be completed before accessing another assignment. You, as the Teacher, can turn off Quiz Mode for your school. If the student started answering questions for the quiz or test, you can clear any work the student may have done.

1. On the main nav bar, click the **Setup** button or on the **Home > Dashboard** page, in the **Administration** box, click the **School Setup** link.
2. Click the **Quiz/Test** sub-tab.
3. Under **Quiz Options**, select the **Open Book** option and to turn off "Quiz Mode" for tests, for **Test Options**, select the **Open Book** option. Click **Save**. This option lets students exit and re-enter quizzes and tests as many times as they want to until the quiz or test is marked complete and does not block access to other available assignments.

To clear any work on the quiz or test, do the following:

1. On the main nav bar, click **Lesson Plan**.
2. Select the student, and then in the subject tree, click the **expand (+)** tool next to the subject name, and then click the **expand (+)** tool again for the unit containing the quiz or test.
3. Select the quiz or test in the subject tree, and then click the **Clear Work** button. If the student has entered the quiz or test, but not answered any questions (problems), the **Clear Work** button is not visible.
4. Click **OK** to confirm that you want all the work to be removed from the quiz or test. Finally, at the **Assignment Cleared** message, click **Close**.

The student can now access any available assignment.

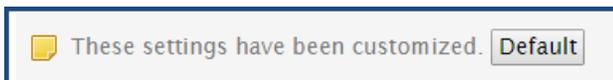


**Q:** I changed my grade scale and weights settings, but it didn't work.

**A:** The level that you changed the settings at matters. There are three levels for settings: School, Student, and Subject. School settings are the highest level, but if you customized related settings at the Student or Subject (course) level, those customizations are not affected by changes to School settings. If customization of related settings at the Student and Subject level does not occur, then the School settings are enforced.

To check if customizations of grade scale and weights settings occurred at the Student level:

1. Log in as the Teacher.
2. On the **Home > Dashboard** page, in the **Lesson Plan** box, for the student, click **Settings**.
3. Click the **Grade** sub-tab. If related settings have been customized at the Student level, you will see this notification:



4. To clear customizations and have the student use the School grade scale and weights settings, click the **Default** button.

To check if customizations of grade scale and weights settings occurred at the Subject (course) level:

1. On the **Home > Dashboard** page, in the **Administration** box, click **Curriculum Setup**.
2. For a course, click the **Settings** link.
3. Click the **Grade** sub-tab.
4. If settings have been customized for a course, you will see the "These settings have been customized" notification. To clear the customizations and have the course use the school settings, click the **Default** button.

**Q:** Does Monarch work on the iPad®?

**A:** Because Monarch courses use Adobe® Flash® elements and Flash elements do not display on an iPad, we recommend that you not use Monarch on an iPad.

\*iPad is a registered trademark of Apple Inc.

\*\*Adobe, Flash, and the Flash logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

**Q:** When I skip a project, why is it still counted as a zero?

**A:** In prior versions of Monarch, you had to manually unassign the project itself if you skipped a problem in a project. Now, when you skip a problem in a project, Monarch automatically unassigns the project for you.

**Q:** I purchased Monarch, but no curriculum (courses) are showing as available.

**A:** You must activate the purchased curriculum for it to be available to assign to your student(s). After the purchase of Monarch, you are sent an activation e-mail to the email address on record. The email, titled, "Welcome to Monarch" contains the access code of the product(s) you purchased along with an **Activate Your Curriculum** link to [www.activatemonarch.com](http://www.activatemonarch.com) so that you can easily activate your purchased curriculum. Click that link (do not copy and paste it) and enter your Teacher username and password. In some cases, your teacher username may already appear. Just enter your password.

## Welcome to Monarch, Tina!

Thanks for choosing Monarch. Please use the code(s) below to activate your curriculum.

ACCESS CODE(S)

Monarch - Individual Monthly Subscription  
F40BF6901F32E271E51808637B501D33CF3CD1EC

[Activate Your Curriculum](#)

Once your courses are activated, you can access your account anytime by logging in at [monarch.aop.com](https://monarch.aop.com).

Tip: Bookmark this website in your browser for quick access as you homeschool.

Happy Homeschooling!  
Alpha Omega Publications Customer Service

You are notified if activation is successful. After successful activation, log in to Monarch at [monarch.aop.com](https://monarch.aop.com) as the Teacher 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.

Q: Why can't I log in?

A: Typically, either your username or password was entered incorrectly. Remember - Monarch usernames and passwords are case-sensitive. This means you must type your username and password exactly as set up and you cannot substitute lowercase letters, such as "c", for uppercase letters, such as "C". As a Teacher, you can click the **Forgot Password** option on the Monarch Login page and enter your username and email address to request a password reset email which includes a link and instructions to reset your password. Or, you can contact Monarch technical support. If a student cannot log in, see [Q: Only one of my students can log in and the "Forgot Password" option only sends the teachers information. What should I do?](#)

Q: How can I add vacation/sick days to the calendar?

A: To add vacation/sick days to the calendar, you can easily change working school days to "non-school" days for all your

students and you can add vacation/sick days as "non-school" days for a single student. First, let's open the school Calendar.

1. Log in as the Teacher.
2. On your **Home > Dashboard** page, in the **Lesson Plan** box, click the **Calendar** link.
3. To add vacation/sick days for all students, on the first day of the vacation or sick day, click the **day/date** link. For example, click Tuesday Sep 8<sup>th</sup>.
4. In the dialog box that appears, just click the **Non-School Day** button. Monarch refreshes and any assignments for that day are automatically rescheduled to the next working school days for all courses for all students.
5. Continue selecting day/dates for each vacation/sick day.

To schedule a vacation/sick day for a single student:

1. Click the **student's name** link on the day that you want to schedule as a vacation/sick day.
2. In the dialog box that appears, just click the **Non-School Day** button. Monarch refreshes and any assignments for that student are automatically rescheduled for the next working school days assigned to the student's courses.

**Q:** When I'm trying to set up my student, why does it keep saying "username already in use"?

**A:** Because Monarch is a web application, every user is required to have a unique username for logging in. Passwords can be the same, but usernames must be unique.

**Q:** Why can't my student open his lesson from the calendar? A message appears saying that he must complete the previous assignment.

**A:** This indicates that an assignment prior to the one being selected still needs to be completed. Monarch requires students to complete lessons/projects/quizzes/tests in sequential order, including any reassigned assignments and questions. On the student's Calendar, assignments that are available for work are shown in bold text and colors. Assignments that are not yet available for work are shown in dimmed text and colors as shown in this example.



**Q:** Only one of my students can log in and the "Forgot Password" option only sends the teachers information. What should I do?

**A:** If your student cannot log in, they may not be typing their username and password correctly. You can reset their username and/or password for them.

1. Log in as the Teacher.
2. On your **Home > Dashboard** page, in the **Lesson Plan** box, click the **Settings** link for the student.
3. If you want to change their username, in the **Username** box, type a unique username.
4. In the **Password** field, enter a new password that contains at least six (6) characters which must include one uppercase letter (ex: D), one lowercase letter (ex:d), one digit (ex: 2), and no spaces.
5. Click **Save Changes**.

6. Give your student their new username and password. Once the student is able to log in to Monarch, he/she can change their password.

**Q:** My student needs remedial work in Language Arts at Grade 3, but also needs to be in Science at Grade 7. How do I assign different grade levels of subjects for one student?

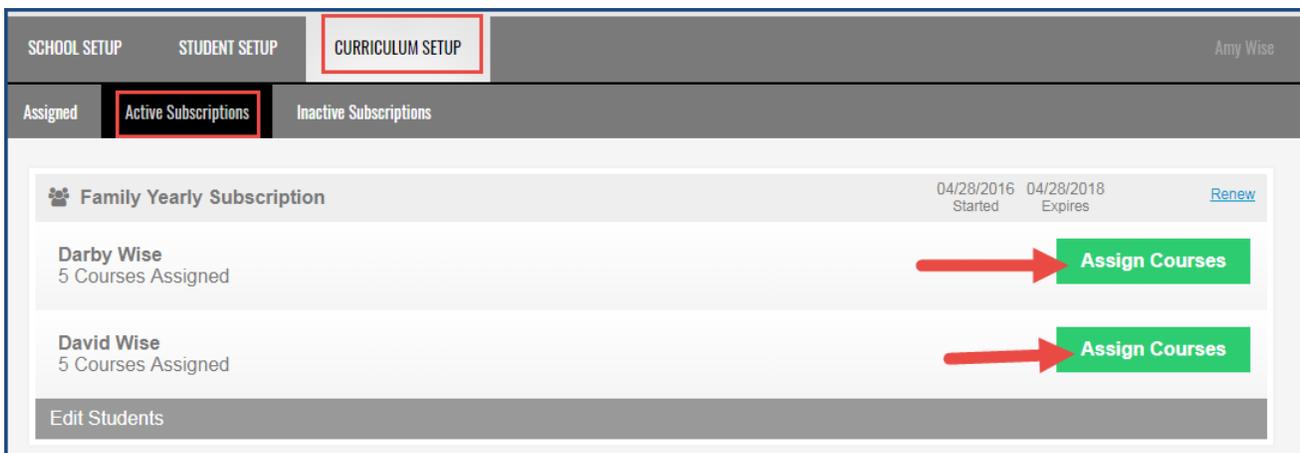
**A:** Depending on the type of Monarch subscription(s) purchased, you may have access to all subjects in all grade levels. This means you can have a one or more students (up to three for a Family Subscription) working in multiple subjects at multiple grade levels.

To assign different grade levels of subjects to a single student:

1. Log in as the Teacher.

**Tip:** If you haven't already set up the student, do it now.

2. On the top nav bar, click **Setup**, click **Curriculum Setup**, and then click the **Active Subscriptions** sub-tab.



The screenshot displays the Monarch Curriculum Setup interface. At the top, there are three main navigation tabs: 'SCHOOL SETUP', 'STUDENT SETUP', and 'CURRICULUM SETUP'. The 'CURRICULUM SETUP' tab is highlighted with a red box. Below this, there are three sub-tabs: 'Assigned', 'Active Subscriptions', and 'Inactive Subscriptions'. The 'Active Subscriptions' sub-tab is also highlighted with a red box. The main content area shows a 'Family Yearly Subscription' with a 'Renew' link. Below this, there are two student entries: 'Darby Wise' and 'David Wise', each with '5 Courses Assigned' and a green 'Assign Courses' button. Red arrows point to these buttons. At the bottom, there is an 'Edit Students' link.

3. For the student, click the **Assign Courses** button.
4. Select the grade level for the subject. For example, you want to assign a Grade 3 subject. Select the 3rd grade level. Then, select one or more subjects.
5. Now, before you select the time frame and working school days for the first course, you can select another grade level and subject. To do this, click another grade level, and select a subject.
6. Both courses appear in the list to the right under the student's name. Now, you can select the start and end dates for both courses and choose the working school days. In the example below, the start date and end date are entered and the working schooldays for BOTH courses are Monday, Wednesday, and Friday. (By default, Mon, Tue, Wed, Thu, and Fri are selected, but we cleared Tue and Thu.)

General Science I	X
Language Arts	X

### When will the student be working on these courses?

Choose a start and end date:

From 03/01/2017 To 08/31/2017

Choose working schooldays:

<input type="checkbox"/> Sun	<input checked="" type="checkbox"/> <b>Mon</b>	<input type="checkbox"/> Tue	<input checked="" type="checkbox"/> <b>Wed</b>	<input type="checkbox"/> Thu	<input checked="" type="checkbox"/> <b>Fri</b>	<input type="checkbox"/> Sat
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Due dates for this course will be assigned on working School Days within the Start and End dates.

Assign Now

7. Click the red **Assign Now** button.

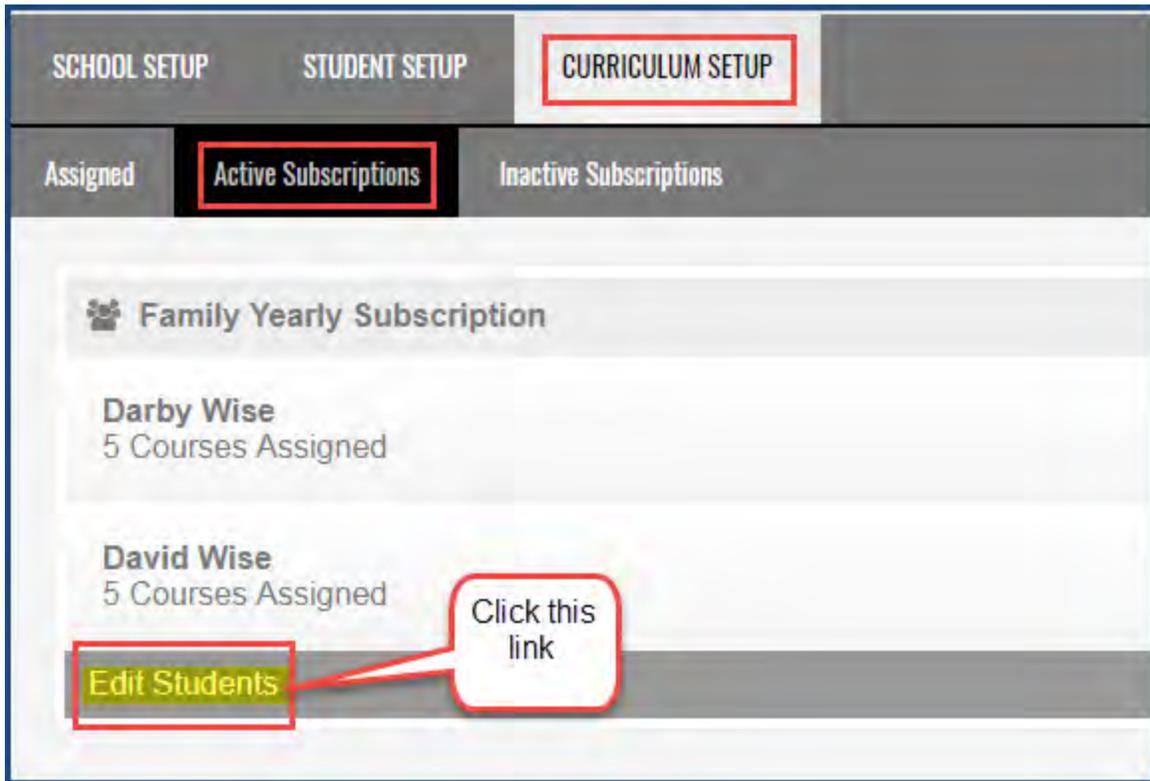
**Q:** I need to remove one of my students from our subscription and add another student. How do I do that?

**A:** Depending on the type of Monarch subscription(s) purchased, you may need to add students to or remove students from a subscription. Before you can add a student to a subscription, the student must exist in Monarch.

To add a new student to Monarch:

1. Click **Setup**, and then on the toolbar, click the **Student Setup** tool.
2. To add a student, in the **Create Student** fields, enter a First Name and Last Name, provide a unique Username, enter a Password and verify it, and then click the **Create Student** button.
3. Click **Home** to return to the **Dashboard**.
4. Next, to add a student to or remove a student from your subscription, in the **Administration** function box, click the **Subscriptions** link. The **Active Subscriptions** page appears showing your purchased subscriptions.

- For a **Family Subscription** type, to add or remove students, click the **Edit Students** tool.



Or, for an **Individual Subscription**, click the **Select Student** button.

- To add a student to the subscription, select the check box next to their name. Or to remove a student, clear the check box.



7. Click **Save**.
8. If you need to assign courses to a student, click the **Assign Courses** button for the student.

## Learn about assignment problem types

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Assignments can contain multiple problem types, such as True/False, fill-in-the-blank, multiple choice, and more. This section explains the major problem types, including the grading associated with each type, from the student's perspective.

Click the link to learn about the problem type.

[Drag and drop problems](#)

[Project and plain text essay problems](#)

[Fill-in-the-blank problems](#)

[Layered text boxes problems](#)

[Matching problems](#)

[Multiple choice problems](#)

[Multiple select problems](#)

[Paragraph box problems](#)

[Sorting or ordering list problems](#)

[Text multiple choice problems](#)

[True/False problems](#)

[Unordered answer problems](#)

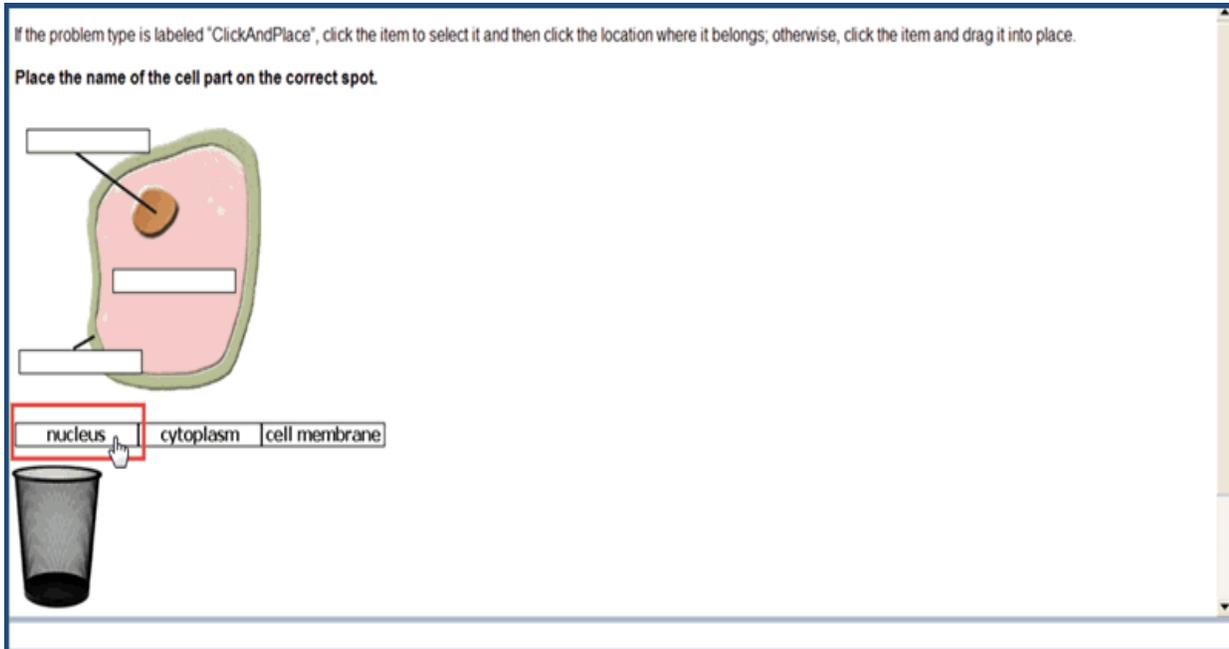
### Drag and drop problems

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.

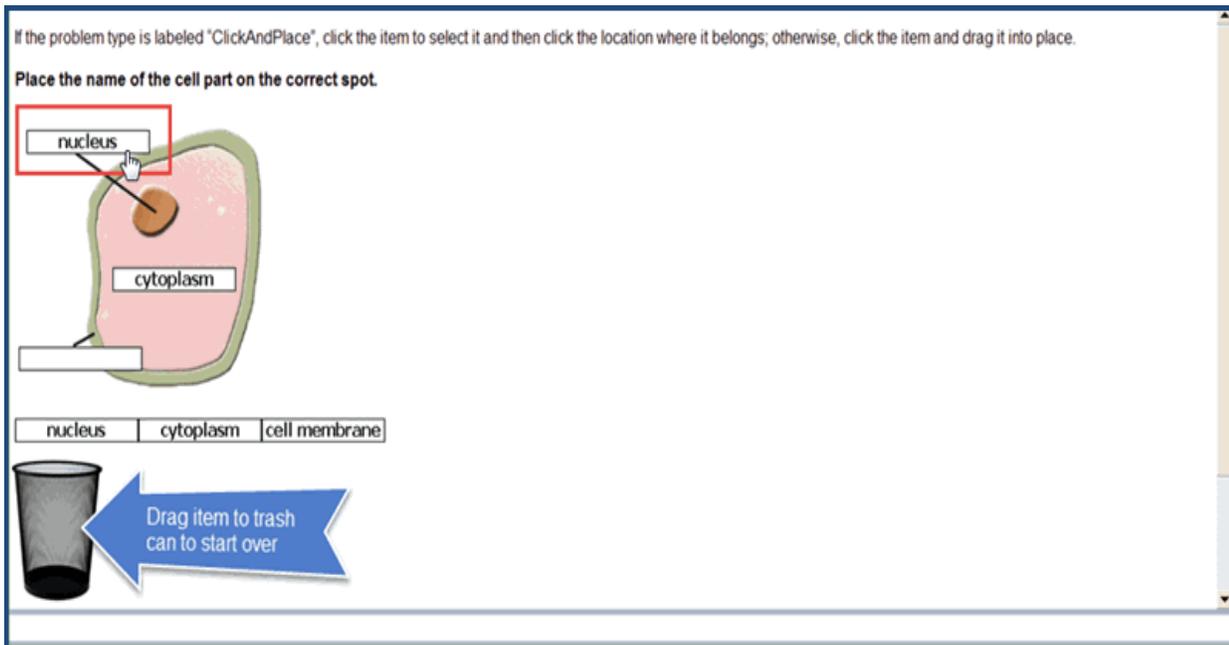
**Grading:** Typically, one point for each correctly-dragged item. The total points for a problem may depend on how many items to drag. It's possible to receive partial credit on drag and drop problems.

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.



## 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="checkbox"/> | a word ending used to show case, number, gender, person, tense, etc.          |
| 2. | <input type="text" value="inflection"/>     | <input type="checkbox"/> | 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="checkbox"/> | form of a word used to join with other words to make new words                |
| 4. | <input type="text" value="context clue"/>   | <input type="checkbox"/> | the smallest part of a word that has meaning of its own.                      |
| 5. | <input type="text" value="combining form"/> | <input type="checkbox"/> | parts of a sentence that determine the meaning of an unfamiliar word          |
| 6. | <input type="text" value="affix"/>          | <input type="checkbox"/> | 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="checkbox"/> | 1st |
| 2. | <input type="text" value="90"/>  | <input type="checkbox"/> | 2nd |
| 3. | <input type="text" value="59"/>  | <input type="checkbox"/> | 3rd |
| 4. | <input type="text" value="-84"/> | <input type="checkbox"/> | 4th |
| 5. | <input type="text" value="48"/>  | <input type="checkbox"/> | 5th |
| 6. | <input type="text" value="-56"/> | <input type="checkbox"/> | 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.



A screenshot of a True/False problem interface. The question is "0 < 5". Below the question are two radio button options: "True" and "False". The "True" option is selected.

### 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.



A screenshot of an Unordered answer problem interface. The question is "Write all the words with **ou** diphthongs:". Below the question are two rows of three empty text boxes for answers.

1. Type answers into the answer boxes in any order.
2. Click the **Submit Answer** button to submit for grading.

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