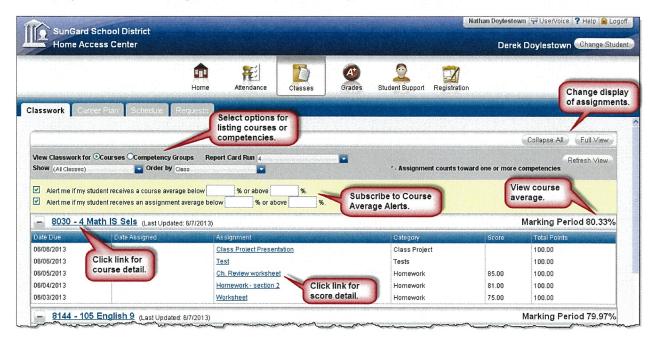
Classwork Page

Use the Classwork page to view your student's assignments as they relate to either courses or competencies, depending on your display settings. This page only includes assignments and scores that teachers have selected to publish.

Courses

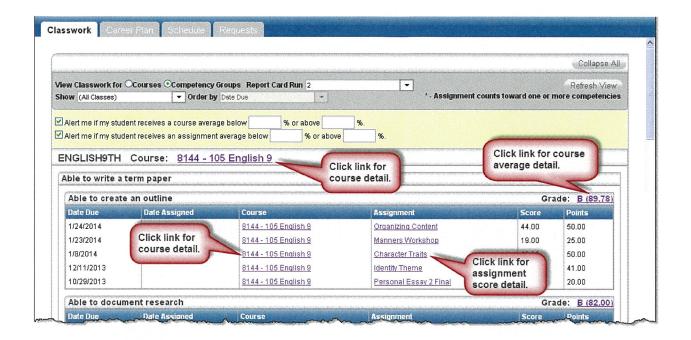
To display the Classwork page for courses (default view), click Classes on the HAC menu.



Competencies

To display competencies on the Classwork page, see the procedure View Competency Information.

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Quick View versus Full View

Two views have been provided for assignments. You can switch your view by clicking the appropriate button:

- Quick View Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.
- **Full View** Displays additional fields related to averaging assignment scores so you can see more detail about your student's average for the class.

View assignments by class

- 1. If you have an option to select Course or Competency Groups, select Course.
- 2. Enter selections in the following fields: Report Card Run, Show, and Order by.
- 3. Click Refresh View.
- 4. If needed, select a Marking Period, then click Continue.

View assignments by due date

- 1. In the Order by field, select Date Due.
- 2. Click Refresh View.

View course detail

 Click the link in the course header for the course you want to view. The pop-up displays the course code, name, building, department, teacher, room, periods, days, and marking periods. The link only displays if you have selected to order assignments by Class.

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View course attachments

• Click the link in the course header for the course you want to view. The pop-up includes a link to any attachments the teacher may have added for the course.

View assignment score detail

Click the assignment link for the assignment you want to view. A window displays the course, assignment description, category, date assigned, due date, points, weight, and extra credit information for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information, including the rubric used to grade the assignment. In addition, you can access any attachments the teacher may have added for the assignment.

Subscribe to classwork email alerts

- To subscribe to an email alert based on either the assignment average or class average, check the appropriate "Alert me..." box above the classwork detail.
- To receive alerts for averages below a certain percentage, enter the number (1-150) next to "below." For example, if you want alerts for averages below 70%, enter 70.
- To receive alerts for averages above a certain percentage, enter the number (1-150) next to "above." For example, if you want alerts for averages above 90%, enter 90.
- Leaving both fields blank allows you to receive alerts for all courses or assignments, regardless of their averages.

View competency information

Changing the settings at the top of the Classwork tab re-orders the display to show the assignments associated with each course's competency requirements.

- 1. Select the Competency Groups option in the Classwork page's View Classwork for field.
- 2. Enter selections in the following fields: Report Card Run, Show, and Order by.
- 3. Click Refresh View.
- 4. If needed, select a Marking Period, then click Continue.

View course average details for a competency

Click the Grade link to display the Average Details window for the assignments associated with a
competency. The window lists the assignments and their due dates, scores, points, weights,
weighted scores, and weighted points, as well as the competency's score totals, average score,
and grade.

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