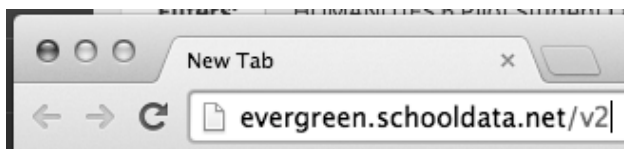


Using CLASSROOM to take an Assignment or Assessment Online

1. Access a computer.
2. Log in to the network with your district username and password.
3. On the desktop, open the Classroom shortcut.
 - a. If there is no shortcut, open a browser, like **Chrome**.
 - b. In the address bar of the browser, type in this address **exactly**, where {district} is your district's name. Then hit enter or return.

https://{district}.schooldata.net/v2



5. On the sign in window, enter your Classroom username and password, which is the same as your Skyward account.

If you do not know it, ask your teacher for help.

A screenshot of the Classroom sign-in window. The window has a title bar that says 'Sign in'. Below the title bar, there is a message: 'You are not authenticated.' Below that, there is a prompt: 'Please enter your login details'. There are two input fields: 'Username:' with the text 'student' and 'Password:' with a masked password '*****'. At the bottom right, there are three buttons: 'Sign in', 'Clear', and 'Cancel'.

6. Once you have successfully logged in, you will see this window:

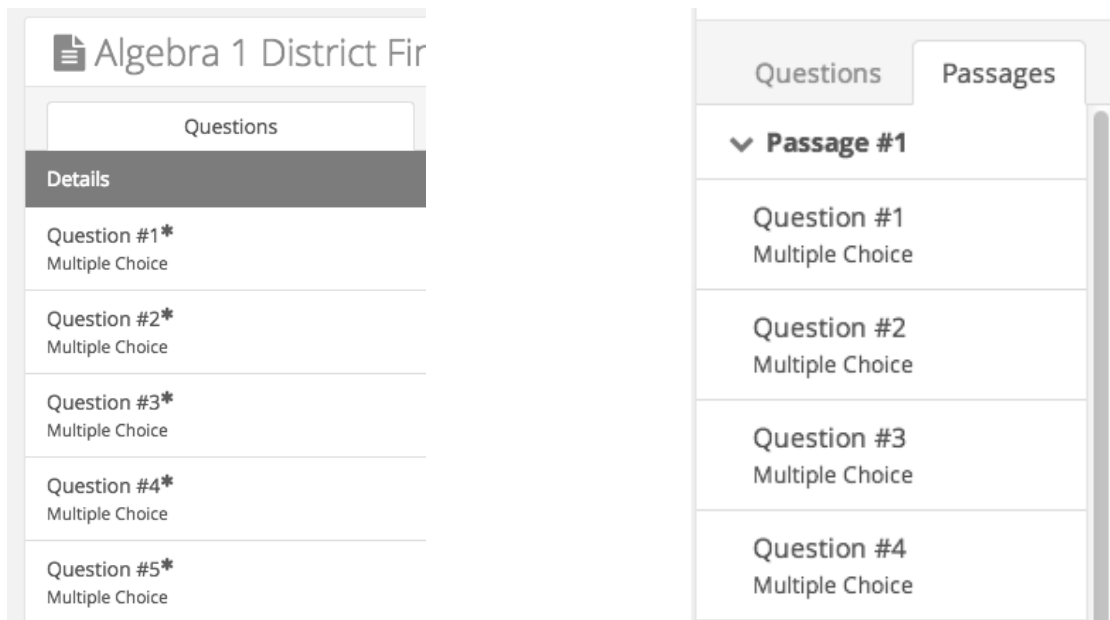
A screenshot of the Classroom 'My Assignments' page. The page has a dark sidebar on the left with 'Classroom -' at the top, a hamburger menu icon, and 'Home' and 'Assignments' as menu items. The main content area has a title 'My Assignments' and a header with 'Filters: Past 3, Current 2, Future 0, -- status --'. Below the filters is a table with three columns: 'Assignment Name', 'Gradebook', and 'Status'. The table has two rows of data. The first row is for 'Algebra 1 District Final Part I (Version B, June, 2015)' with gradebook 'Algebra 1, Period 4 (Hitch, 2015-16)' and status 'Open: Submitted on 2015-06-23 Graded on 2015-06-23'. The second row is for 'Algebra 1 District Final Part II (Version B, June, 2015)' with gradebook 'Algebra 1, Period 4 (Hitch, 2015-16)' and status 'Open: Due on 2016-06-10'. To the right of the second row is a 'Take Assignment' button. A large grey arrow points down to this button. The top right of the page shows a user profile icon and the name 'Student'.

8. Your teacher will tell you which assignment name is important. To the right of that assignment, click the button ***Take Assignment***.

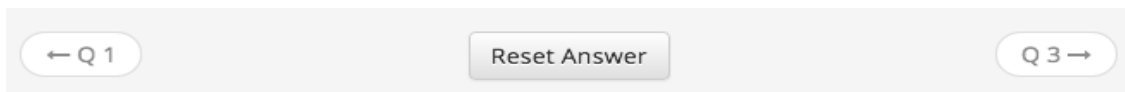
Using CLASSROOM to take an Assignment or Assessment Online

- The first page, Details, gives you the instructions for taking the assignment or assessment. **Read them carefully.** They will tell you what you can and cannot do.
- The questions are ordered by number. You will see the actual question in the right frame of the window by selecting a question number from the left frame.
If there is a red asterisk *, the question **MUST** be answered.

If you are taking an assignment with reading passages, look at all the questions for one passage by choosing the **Passages** tab. You will see the passage on the right side of the window with the question below it.



You can use your mouse to scroll up or down through questions or passages in the left frame. Move forward or back through the questions by selecting the "Q" button from the bottom of the window. You can also click the question number from the left.



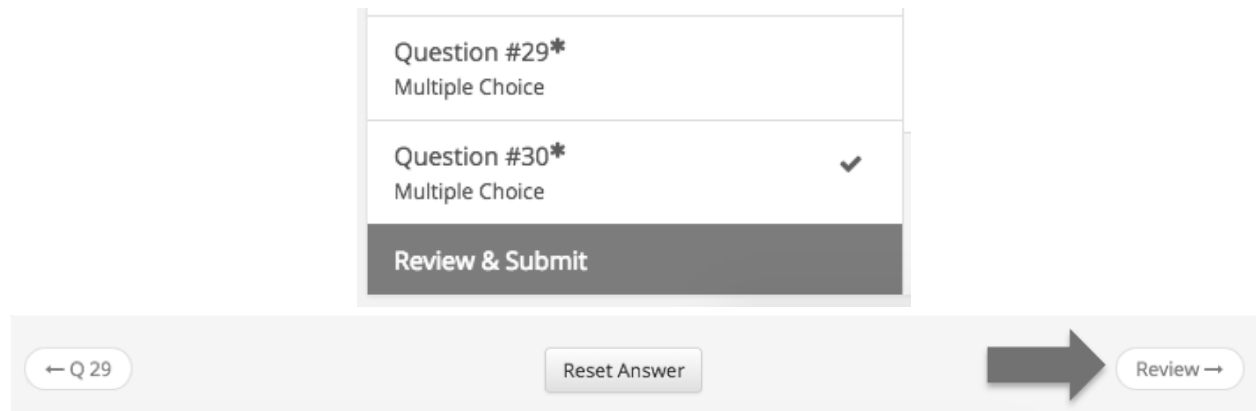
Click **Reset Answer** to clear your answer for just that question and start over.

Using CLASSROOM to take an Assignment or Assessment Online

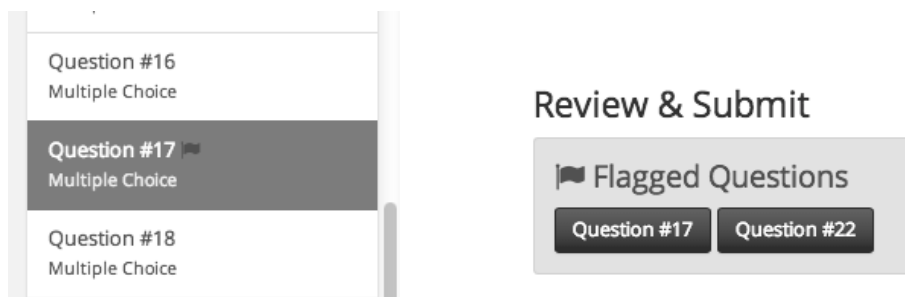
11. If you are not certain of your answer, flag it for review at the end, by clicking the **Flag Question** button.



12. When you have answered a question there will be a blue checkmark next to it. When you have answered all the questions and feel you are done, click **Review & Submit** from the left frame, or **Review** from the bottom of the window.



13. You can return to any question you flagged by clicking it. Flagged questions are marked with a red flag. You can also return to a flagged question from the **Review & Submit** screen. Review your answer and if necessary, change it!



14. If you did not answer a question at all, you will see **Incomplete Questions** on the Review screen. Return to a question by clicking it and try to answer; even a wrong answer is better than none!



Using CLASSROOM to take an Assignment or Assessment Online

15. When you are certain you are done, from the *Review & Submit* window, select the *Submit My Assignment* button.

A dark gray rectangular button with rounded corners and a subtle gradient, containing the text "Submit My Assignment" in a white, sans-serif font.

16. CONGRATULATIONS!

You have completed an assignment or assessment in Classroom. You may now log out. From the upper right corner of the window select your name, and then click *Log Out*.

