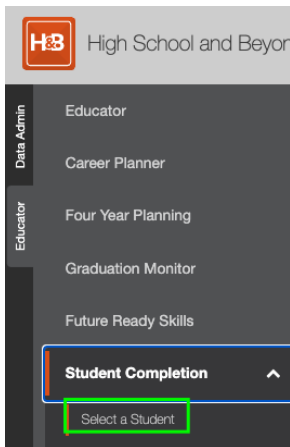


## Assignments and Worksheets V2

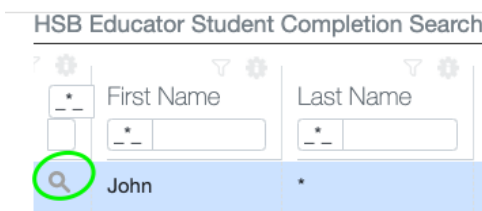
For the Educator, the student's list of assigned **Assignments/Worksheets** is accessed through **Select a Student** under **Student Completion**. This is also the same location they can manage for a single student.

### Viewing or Managing an Assignment/Worksheet from a SINGLE STUDENT

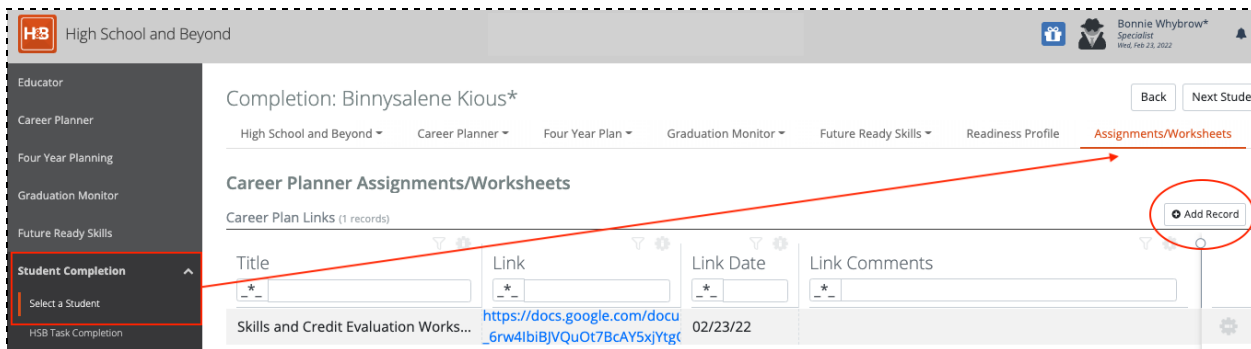
Click on the left navigation from the High School and Beyond Application to expand **Student Completion**. Next, click on **Select a Student**.



Search for the student you wish to add to an Assignment/Worksheet. Then, click the **magnifying glass** to view their page.



Click on the tab for **Assignments/Worksheets**.



To add an assignment/worksheet, click the **Add Record** button. Fill in the fields **Title**, **Link**, **Date**, and **Comment**, then click **Add**.

To manage an already added record, click the **gear** icon at the end of the assignment/worksheet row. Then, click **Edit** to edit any fields or click **Delete** to remove them.

Completion: Ogain Clary\*

High School and Beyond ▾ Career Planner ▾ Four Year Plan ▾ Graduation Monitor ▾ Future Ready Skills ▾ Readiness Profile **Assignments/Worksheets**

**Career Planner Assignments/Worksheets**

Career Plan Links (1 records)

| Title              | Link                                                            | Link Date | Link Comments                                                                                        |
|--------------------|-----------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------|
| GY 2021 Senior ... | <a href="https://docs.google.com/">https://docs.google.com/</a> | 07/01/21  | Graduation is coming fast! Click on the link and fill out this survey to help plan the senior celebr |

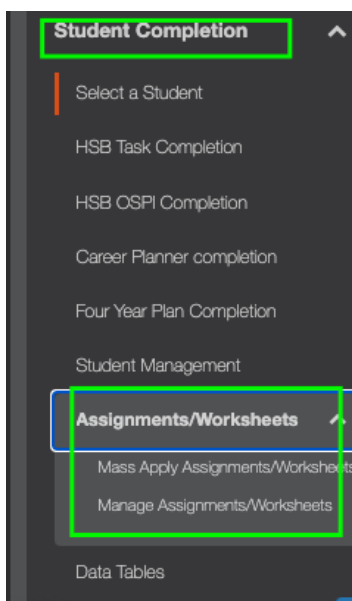
Row Actions & Options

- Edit
- Delete

- **Title** - Students will see this on their page, similar to a “subject.”
- **Link** - This is the URL that directs the student to the assignment.
- **Date** - This does not display to the student, but it is a way to keep track for the educators.
- **Comments** - This can provide additional information for the student on what to do.

## Mass Apply and Manage Assignments/Worksheets

Click on the left navigation screen to expand **Student Completion**, expand the **Assignments/Worksheets** section, then click on **Mass Apply Assignments/Worksheets** or **Manage Assignments/Worksheets**.



## Mass Apply Assignments/Worksheets

Click **Mass Apply Assignments/Worksheets** on the left navigation screen.

Select **Student Group**, type a **Title**, **Link**, **Date**, and **Comments**, then click **Add**.

- **Student Group** - Be sure the group only includes those who desire the **Assignment/Worksheet**. NOTE: **There is no Mass Delete.**
- **Title** - Students will see this on their page, similar to a "subject."
- **Link** - This is the URL that directs the student to the assignment.
- **Date** - This does not display to the student, but it is a way to keep track for the educators.
- **Comments** - This can provide additional information for the student on what to do.

NOTE: Students who were not part of the original student group (new to the school or new grade level) will need to be provided with the link individually or in a group with the new students to receive the worksheet.

Rerunning the same group with students who already have the link will duplicate it.

## Manage Assignments/Worksheets

Click **Manage Assignments/Worksheets** on the left navigation screen.

Select **Configure** a Student Group.

Student Group (optional)

**Configure**

Click the checkmark to the student's left, then select the **Actions** to **Add link**. Educators can select multiple individual students by checking the box next to their names.

Student Group (optional)

**Configure** All 9th Grade Students (22/23) 

Students (397 records)

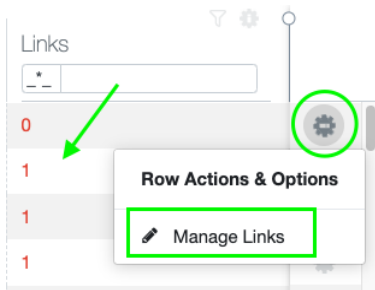
|                                     | Student Name     | First Name | Last Name   | Grade Level | SSID       | Links |                                                                                       |
|-------------------------------------|------------------|------------|-------------|-------------|------------|-------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Sean Christensen | Sean       | Christensen | 9           | 5354968157 | 0     |  |
| <input checked="" type="checkbox"/> | Kean Enos        | Kean       | Enos        | 9           | 2270566045 | 1     |  |

**Actions** 

Apply Action on 1 Students

**Add Link**

Click the number in the **Links** column or the gear to choose **Manage Links**.



On the pop-up that appears for the student, you can

- **Add** links using the form at the top,
- **Edit** an existing link by clicking the **gear** and choosing **Edit Link**.
- Or **remove** a link by clicking the **gear** and choosing **Remove Link**.

Manage Portfolio Assessment/Worksheet Links for

### ▲ Add Portfolio Assessment/Worksheet Link

Specify a title for your link, the full URL, and any comments you might want to associate with the link.

[hide instructions](#)

Link Title (optional)

Comments (optional)

Full URL (required)

Portfolio Links (2 records)

| Title                       | URL                       | Has Comments | Last Modified     | Preview                     |   |
|-----------------------------|---------------------------|--------------|-------------------|-----------------------------|---|
| Skills and Credit Evalua... | https://docs.google.co... | No           | February 23, 2022 | Skills and Credit Evalua... | ⚙ |
| Student Led Conferenc...    | https://docs.google.co... | No           | February 23, 2022 | Student                     |   |

Row Actions & Options

Edit Link
Remove Link

1 - 2 of 2
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