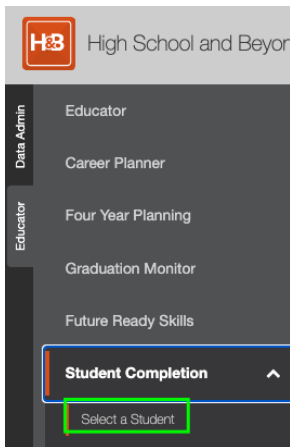


## Assignments and Worksheets V2

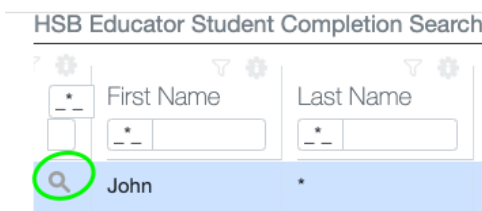
For the Educator, the student's list of assigned **Assignments/Worksheets** is accessed through **Select a Student** under **Student Completion**. This is also the same location they can manage for a single student.

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

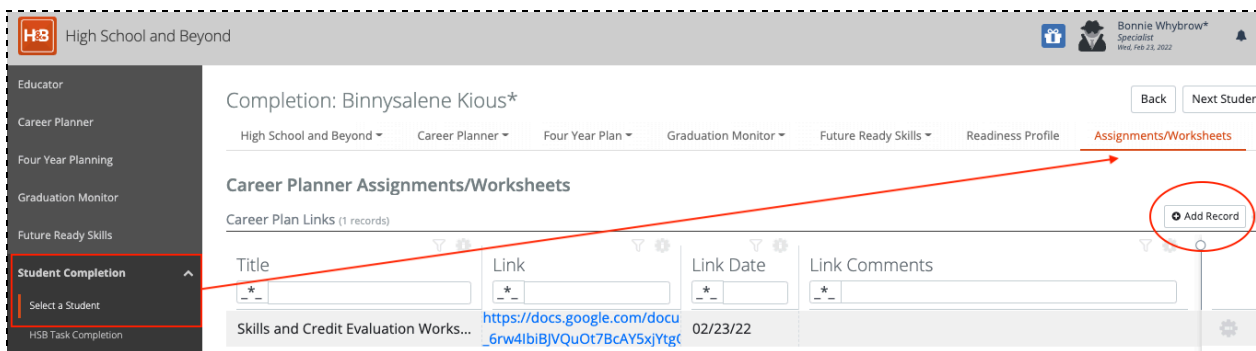
Click on the left navigation from the High School and Beyond Application to expand **Student Completion**. Next, click "**Select a Student**."



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

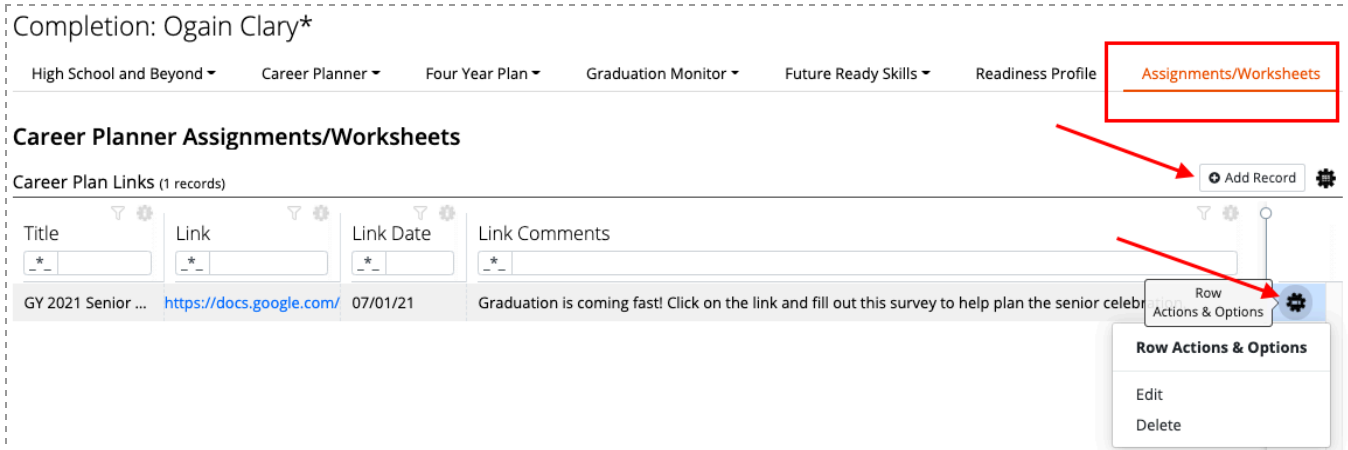


Click on the "**Assignments/Worksheets**" tab.



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

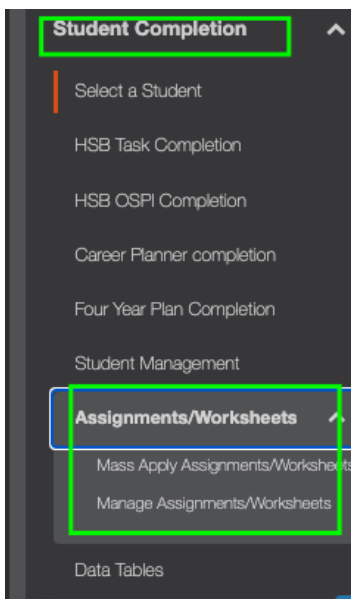
Row Actions & Options

- 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 information is not displayed to the student, but it serves as a way for educators to keep track.
- **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**.



**Student Completion**

- Select a Student
- HSB Task Completion
- HSB OSPI Completion
- Career Planner completion
- Four Year Plan Completion
- Student Management
- Assignments/Worksheets**
  - Mass Apply Assignments/Worksheets
  - Manage Assignments/Worksheets
- Data Tables

## 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** - Ensure the group only includes those who wish to participate in 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 information is not displayed to the student, but it serves as a way to keep track.
- **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 left of the student, 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) 

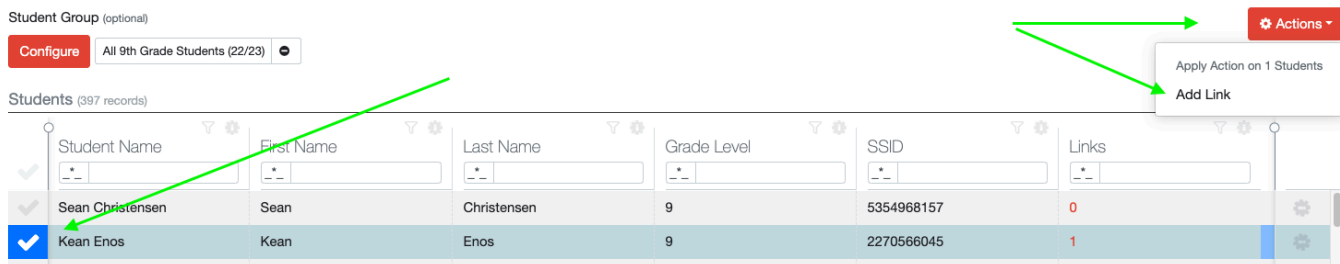
Students (397 records)

<input type="checkbox"/>	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	

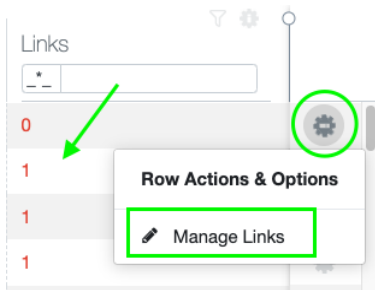
**Actions** 

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 selecting '**Remove Link**'.

### Manage Portfolio Assessment/Worksheet Links for [REDACTED]

**▲ 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	Studen

1 - 2 of 2      Page 1 of 1