

• Select Assignments from the left-hand menu bar, you will be presented with any created assignments.



• My created assignments – details the Title, Lesson, State, Students, Start date, Due date, Created date, Score, and Actions.



- *Title* title of the assignment, given by the teacher.
- *Lesson* lesson(s) assigned by the teacher.
- *State* the options here are: *not started*; *ongoing* (one or more of the students has started the assignment); *submitted* (all students assigned the work have submitted it).
- Students details which grades and then how many students have been assigned the work:
 e.g. 2(4) 1, indicates Grade 2, 4 students in Grade 2, and 1 student has submitted the assignment.
- Start date, Due date the start date and due date of the assignment in MMDDYYYY format (if the hour was set during creation then it will be displayed here in 24-hour format).
- Created date the date the assignment was created by the teacher.
- *Score* the average score of the students who have submitted the assignment.
- Actions the Details button allows you to drill further into the results of that assignment.

• When you click on the *Details* button for an assignment you are presented with a report on the results.



Analysis of Report

If more than one assignment has been selected then the following is an average across all the assignments. The top two rows of information with blue headings give statistical analysis over all the data.

- **Details**: Gives information about the assignments such as the title given, lesson, state of the assignment(s), date range (set and due date if applicable), the student or grade the assignments were allocated to.
- Average Score: Average score gained by all those students assigned the work who have submitted it.
- Distribution: Shows the distribution of scores from the students who have submitted the work.
- **Students:** The number of students who have been set the work and how many have submitted it.
- **Checks:** The average number of times the student/class clicked the Check button when completing the submitted work.
- Errors: The average number of errors made (Errors are incorrect answers AFTER submitting the assignment).
- **Mistakes:** The average number of mistakes made (*Mistakes* are incorrect answers made whilst checking/working on the assignment).
- **Time:** The average time the student/class spent on completing the assignment.
- By selecting the blue Action button at the top right of the screen, you can edit the due date of the assignment, export it to a CSV file, remove it, or create a printable version.

Action -

Edit due date Export to CSV Remove

Generate printable version

• Beneath the average score data, you will see the results broken down, per student, in the *Students* tab. Any data in red means the student did not submit the work before the due date.



• Below the results, is the individual student's *State* (of their assignment), *Score*, *Checks*, *Errors*, *Mistakes*, *Time* taken.



• By clicking on the dark blue *Action* button you can drill further down into each individual student's work.



• In *Details,* you can see the individual student's data related to that specific assignment. Their overall *Score, Checks, Errors, Mistakes,* and *Time* taken.



• Then further down on the screen, the student's *Score*, *Checks*, *Errors*, *Mistakes*, and *Time* taken per page of the assignment.

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• From the blue Action button at the top of the screen, you can select Preview Student's Lesson where you will be taken to view and check the student's work.



https://www.ealpha.xyz/assignments_1/details/5103741955997696?next=/assignments_1/list_detailed/6731198798757888?next=/assignments_1/list2#

• After checking the student's work, if you are happy with it, you can *Mark as Completed*, or *Mark as Ongoing Again* if you would like the student to continue working on it.



• If the assignment contains exercises to be marked manually by the teacher, then after *Preview Student's Lesson* the teacher can select *Grade manually* to increase/decrease the score as necessary.



Here you can give a manual score to the student's work.



• To create an assignment, click on the *Create assignment* button.



There are four steps to creating an assignment:

- *Course* here you give the assignment a name **and** select the course.
- *Lesson* here you select the lesson you wish to assign.
- Assignee here you select who to assign the work.
- *More Options* here you can decide on additional constraints on the assignment.

• Course – give the assignment a name and select the course.



• *Grade* – select the grade.



• Component – select the type of material you want.



• *Component* – select the book.



 Lesson – choose the lesson and if the assignment is a single or multiple lesson assignment (from the drop-down menu). Then click Next at the bottom right of the screen.



• Assignee – select either School Class, My Classes, or Student. Each time you will be presented with a drop-down list of classes/students available to you.



• *More Options* – this appears on the *Assignee* page at the bottom left.



Assignments Menu – More Options

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Assignments Menu Bar – More Options

- Whole lesson or Fragment here you can choose pages of the lesson (with the option to Preview the pages first) or the whole lesson itself for the assignment.
- *Start date* and *Due date* set the start and end dates for the assignment from a pop-up calendar.
- *Block access after due date* if enabled, you can set a date after which the students cannot submit the assignment.
- *Single access* if enabled, the student can only complete the assignment during one logged in session (useful for tests and exams).
- Additional comments the teacher and student can write any notes here to each other. This could be useful for providing links to websites or references back to lessons taught which would be of help.
- Upload file students can upload any type of file to their assignment.

• Once you are ready, click the *Create* button in the bottom right.



After clicking *Create*, you will then receive a message:

Your assignment is being created in the background. You will be notified via email when its done.

Once created, your assignment will appear in your *Created assignments* list and the assignment will appear in the student's login for them to complete.