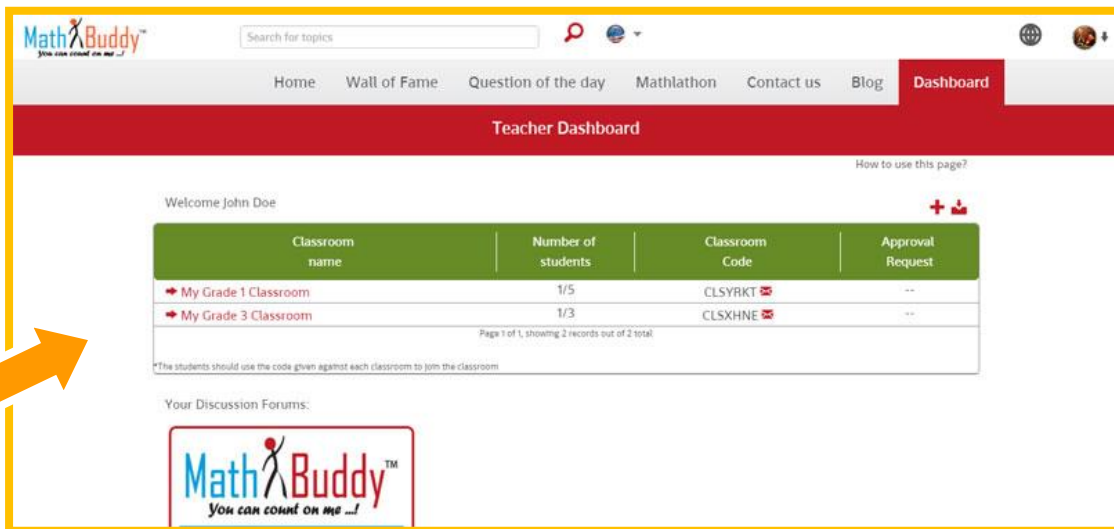


Assigning Worksheets/Assessments to students

1. This feature is available only from Teacher accounts.
2. Login to Math Buddy with your Teacher account and click on any classroom from the Dashboard.

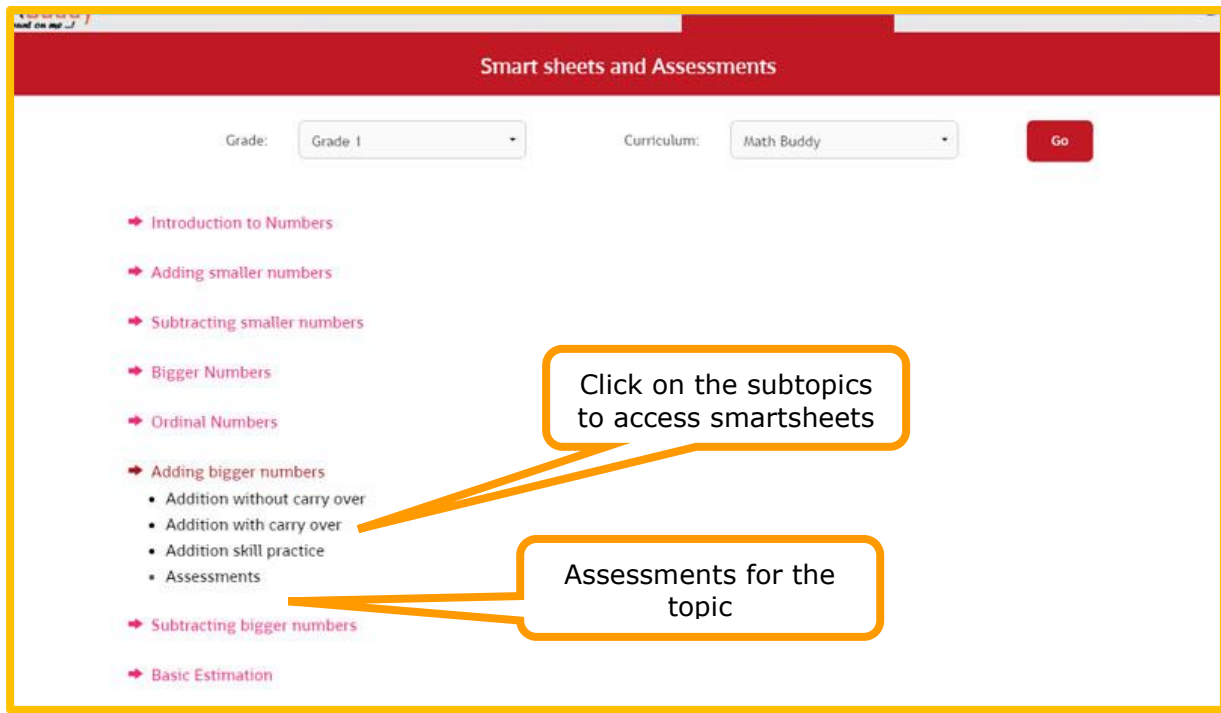


3. You will be taken to the classroom overview for that classroom. Click on Worksheet Center to access the worksheets

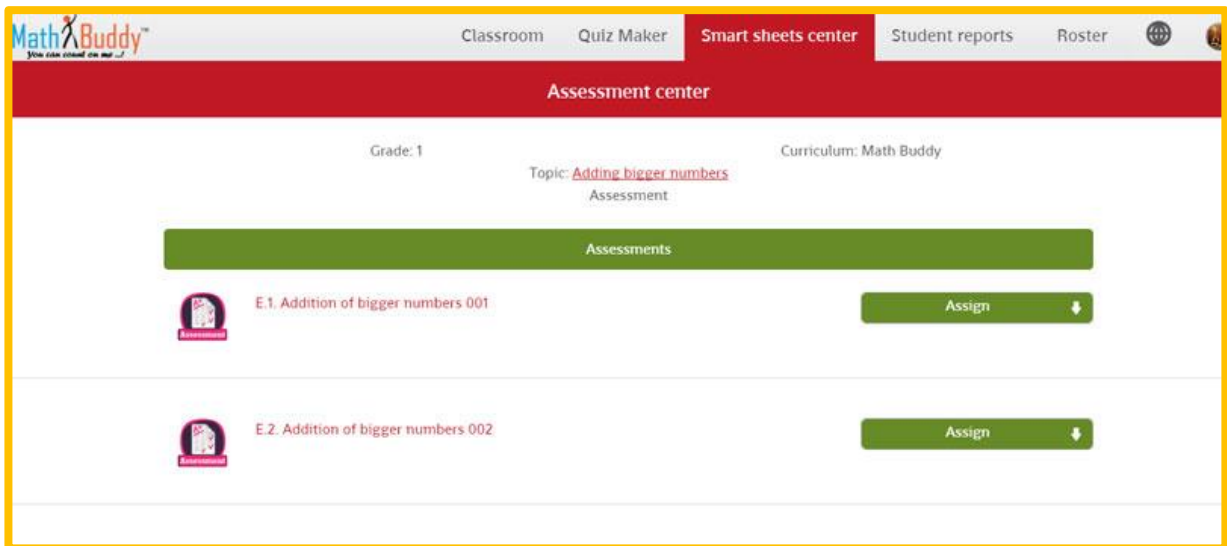


4. The Worksheet center also contains the Assessments for the various topics. You will see Assessments at the end of the sub-modules list under any topic.

Assigning Worksheets/Assessments to students

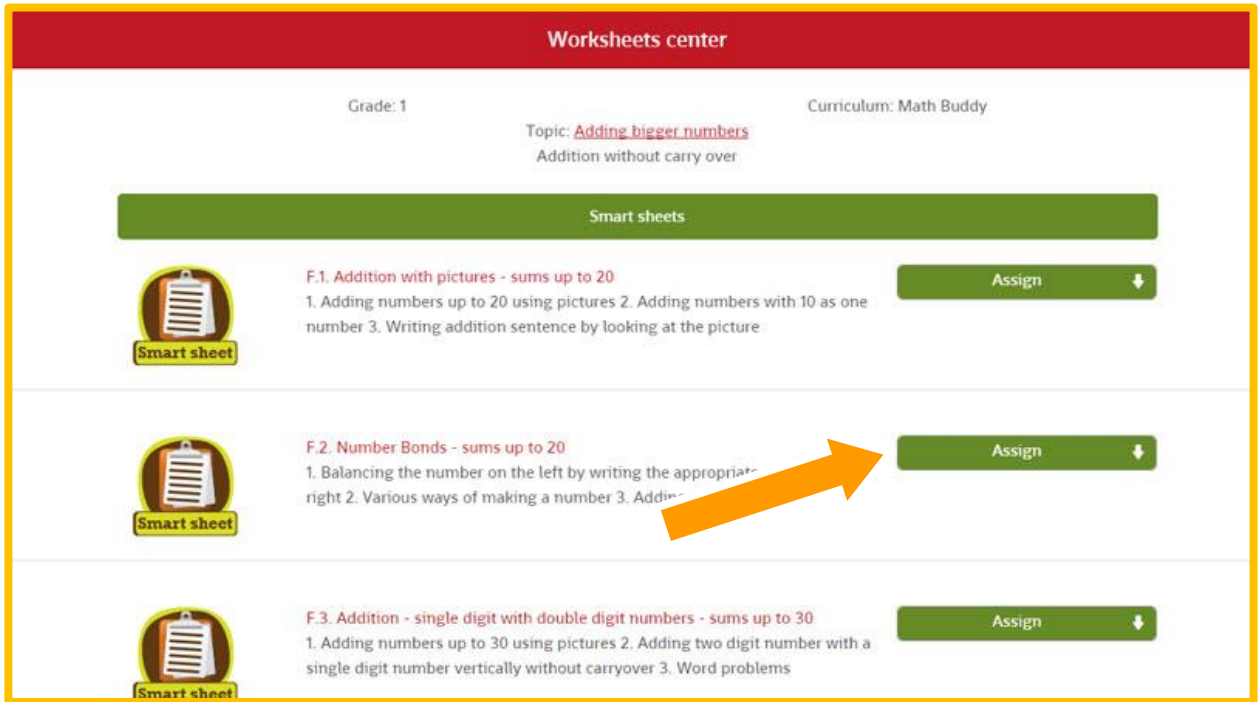


5. When you click on Assessments, you will see a list of pre-created assessments for that topic.

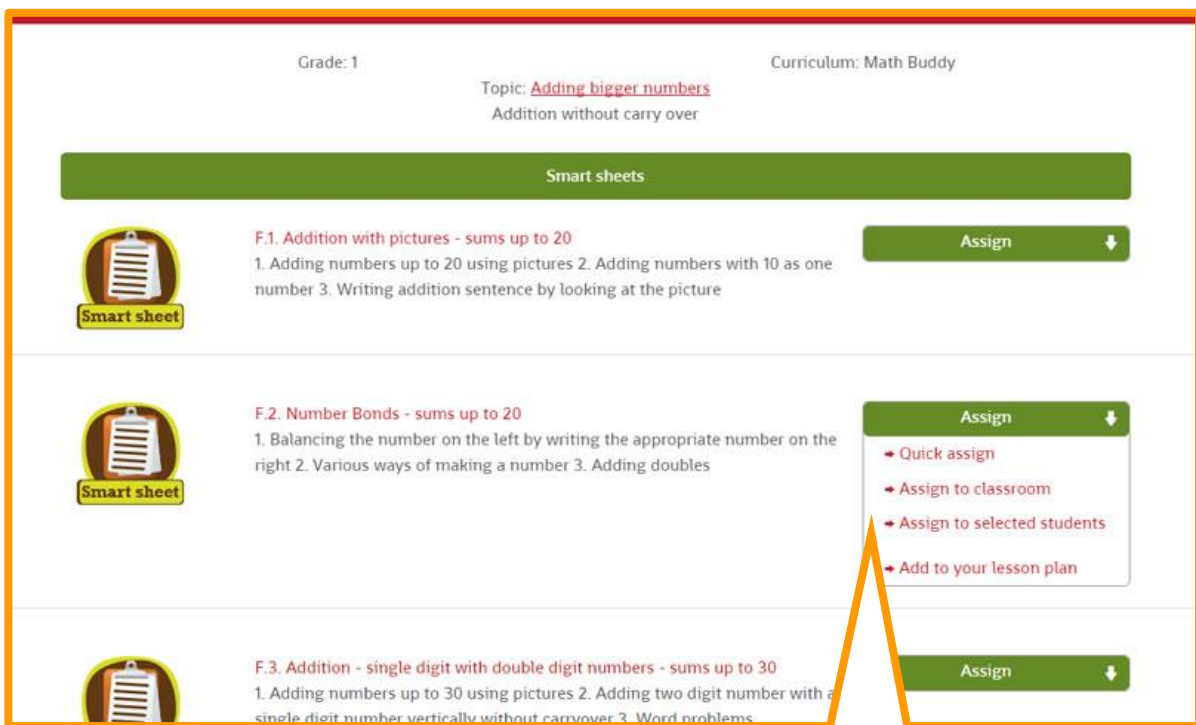


6. When you click on the subtopics, you will see the worksheets for that subtopic.

Assigning Worksheets/Assessments to students



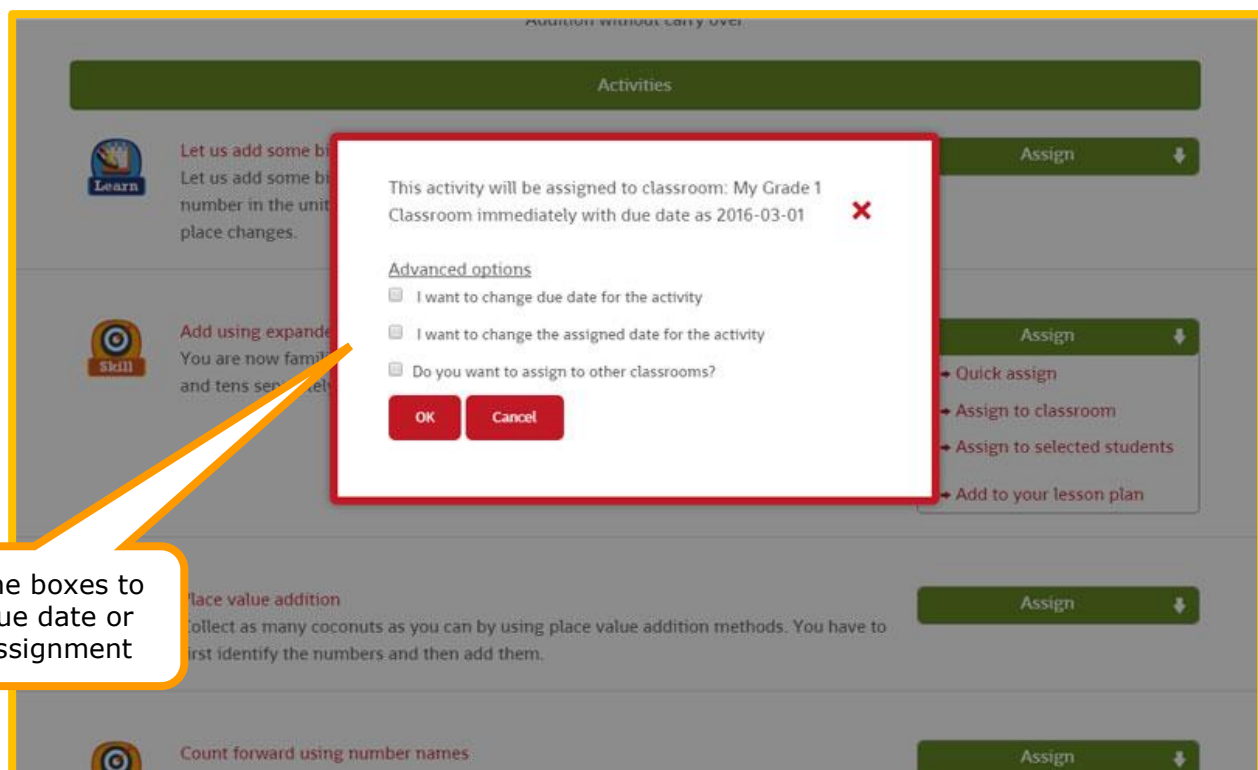
7. Against any of the worksheets in the Worksheet Center, there is an Assign button on the right side. Click on the Assign button and you will see a few options for assigning the worksheet to the students.



Options for assigning to students

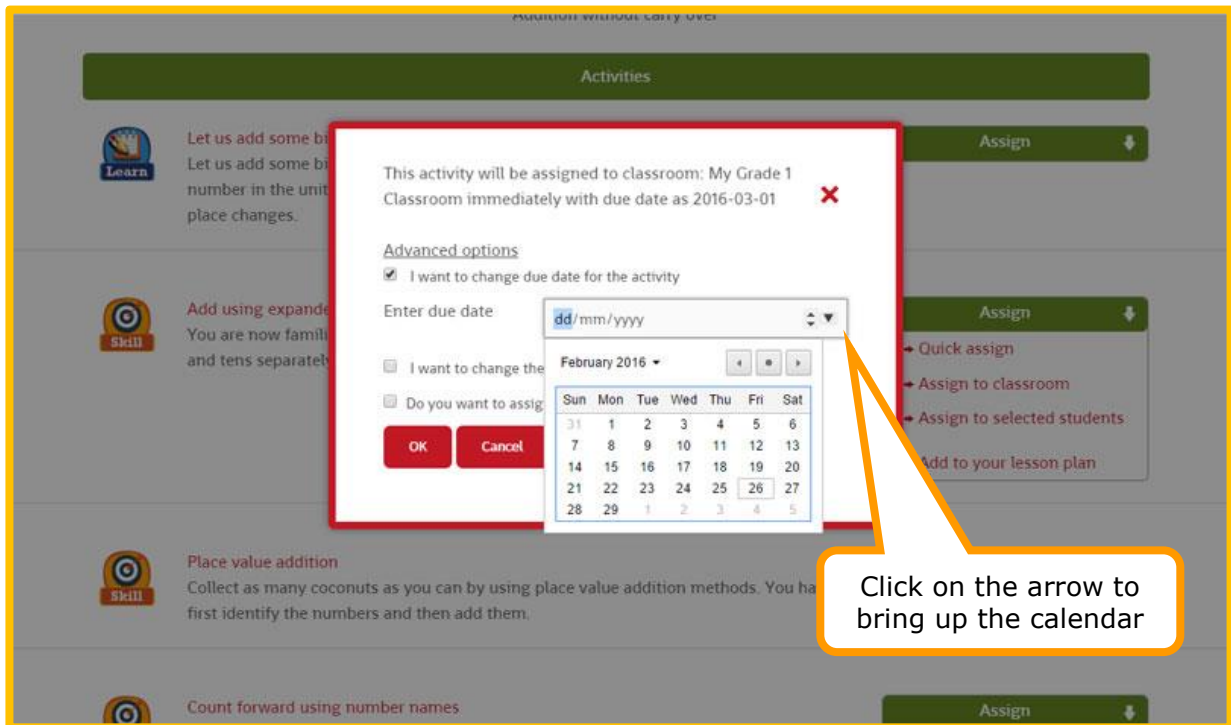
Assigning Worksheets/Assessments to students

8. Quick Assign: One click assigning to students where the worksheet will get assigned to the entire classroom with a due date 7 days from the date of assignment. (You can change the default number of days from 7 to any other number from your Preferences page)
9. Assign to classroom: This is the most common method for assigning a worksheet to the entire classroom. You can just click on the Ok button if you are happy with the due date shown.



10. You can change the due date or the date of assignment by clicking on the check boxes from the advanced options section.
11. Click on the arrow in the date box to bring up the calendar.

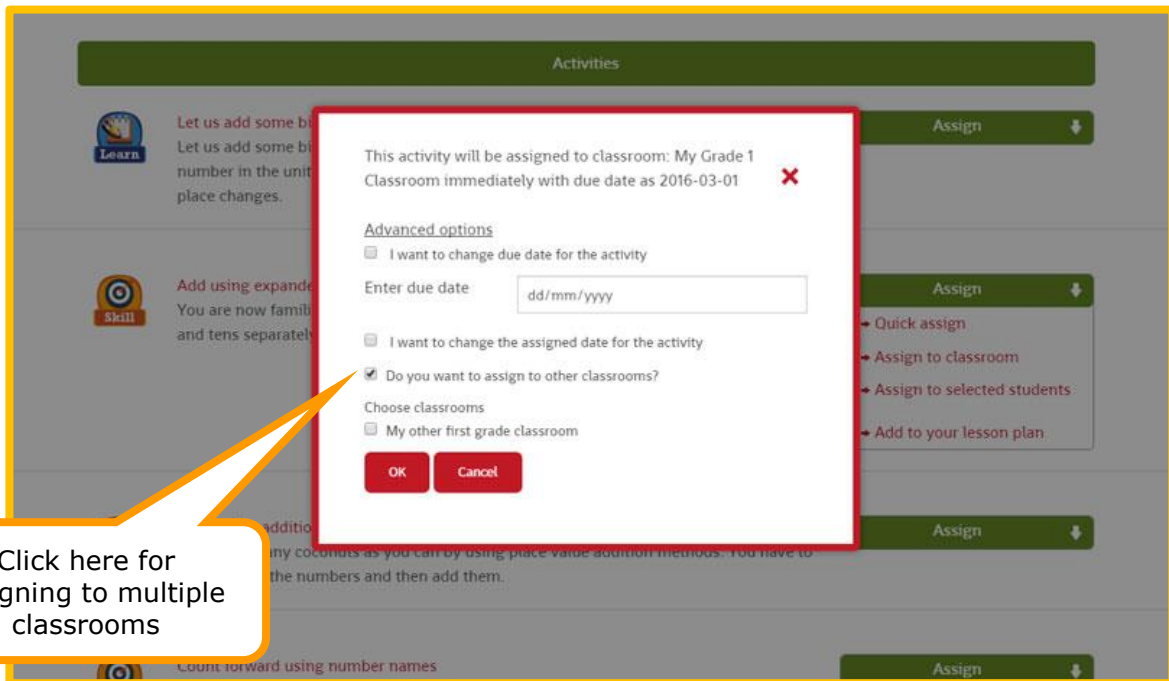
Assigning Worksheets/Assessments to students



12. Date of assignment – By default, the worksheet gets assigned immediately. However, you can select a future date of assignment if you do not want the worksheet to get assigned immediately. This is useful when you plan the schedule of assignments over a period of time.
13. Assigning to multiple classrooms – If you are teaching multiple classrooms of the same grade, you can assign worksheets to all or some of the classrooms by clicking on the box in front of “Do you want to assign to other classrooms”.

Note: You will see only those classrooms with which you are associated.

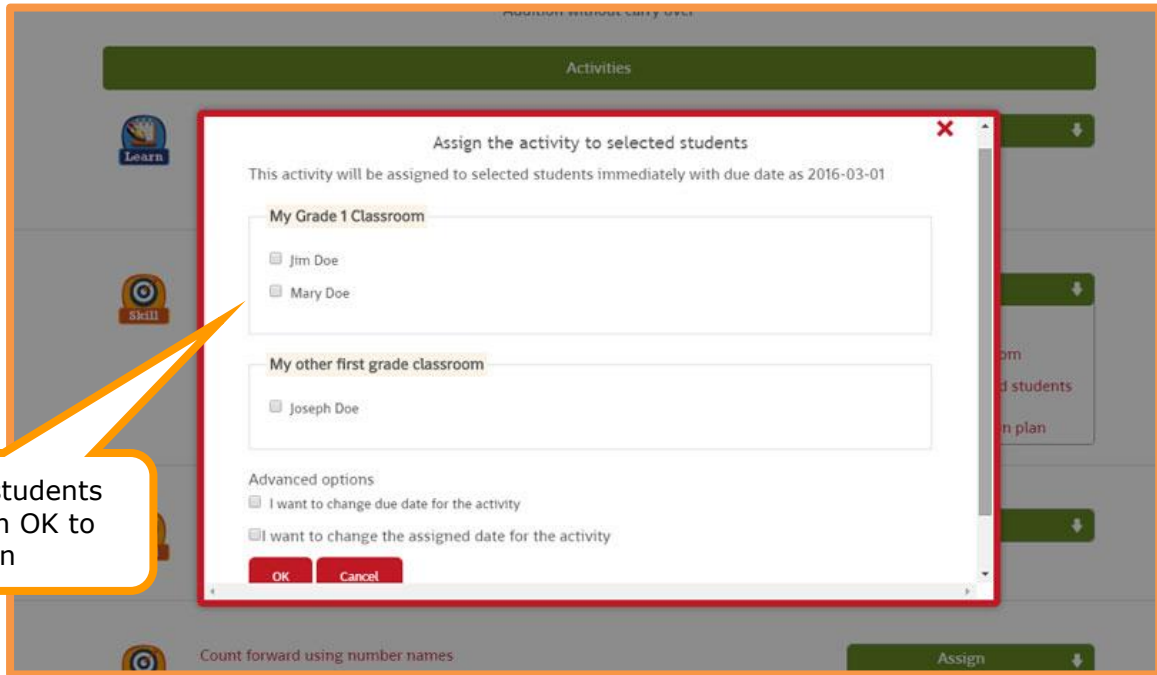
Assigning Worksheets/Assessments to students



Click here for assigning to multiple classrooms

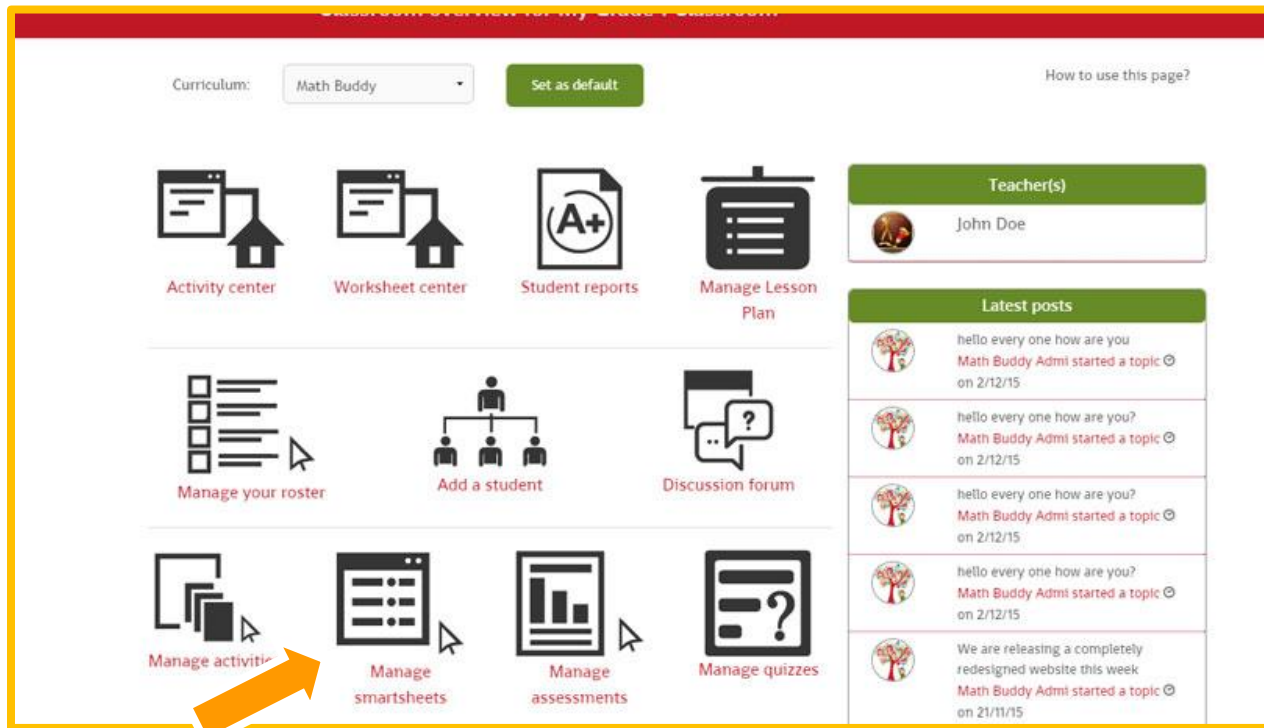
14. Assign to selected students: Choose this option to assign the worksheet to specific students in your classroom. This is very useful especially when you want to challenge some bright students with some advanced worksheets or when you want to assign some worksheets from a lower grade to weaker students to bring them up to the level of the rest of the classroom.

Assigning Worksheets/Assessments to students



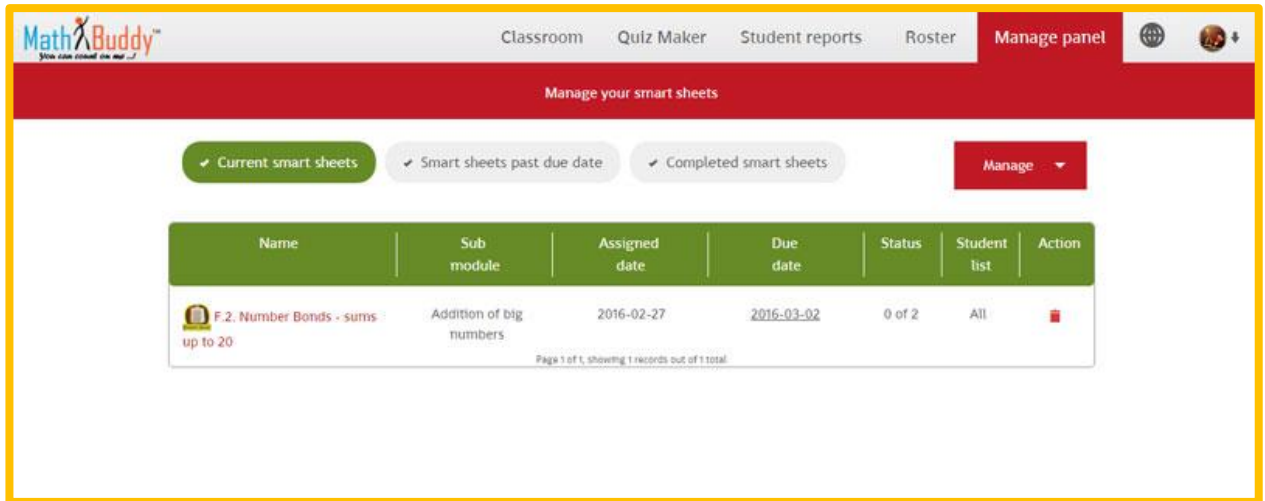
Select the students and click on OK to assign

- Once a worksheet or assessment is assigned to students, you can manage them using the Manage Worksheets or Manage Assessments link in the Classroom Overview page.



Assigning Worksheets/Assessments to students

16. You can change the due date, delete the assignment, see how many students have completed the assignment and much more..



Please note an assigned worksheet will not show up here once it crosses the due date that was set when the worksheet was assigned. You will need to click on Worksheets past due date to see this after it has crossed the due date.

Similarly, an assigned worksheet will not show up in this list once all the students complete the worksheet. You will be able to see it by clicking on the Completed Worksheets button.