

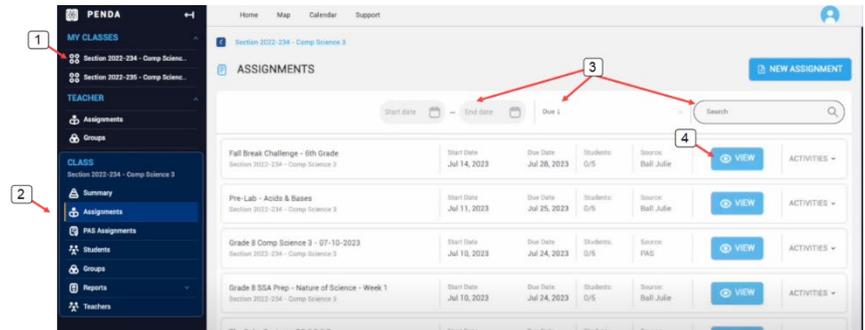


CLICK SHEET

How to View Assignment Reports



1. Under **My Classes**, click on the class period you want to view.
2. Under **Class**, click **Assignments**.
3. **Search** for the assignment by
 - a. sorting by date range
 - b. due date or past due date
 - c. use the search bar to find the assignment by name
 - d. scroll down to the assignment.
4. Click **View** to open the **Assignment Report**



Information you will find on the Assignment Report

- a. **Assignment Summary** at the top of the page shows:
 - i. Start Date
 - ii. Due Date
 - iii. Expiration Date (students will no longer see the assignment on their assignments page)
 - iv. Students Completed (# of students who have completed the assignment)
 - v. Average Score of the class
- b. **Student Summary**
 - i. Activities Attempted
 - ii. Activities Completed
 - iii. Mastery (Average of 80% or higher) – levels are color-coded:
 - Green is for mastery with an 80% or above
 - Yellow is for partial mastery with a 60-79%
 - Red is for not yet mastered, with a score below 60%
 - iv. Score (Average)
 - v. Completed
 - vi. **Review** – Provides the individual student's Assignment Report
 1. Score - Average score for the entire assignment
 2. Attempts - How many times the student attempted the activity
 3. Average Mastery
 4. First, Last and Best Scores
 5. Click the View Answers to review the student's answers on the activity screen by screen.

LEARN MORE! Watch this self-help "How to" video: <https://vimeo.com/846289718/4fff473667>

