1

SET-UP:

IDENTIFY & ASSIGN 2 STANDARDS

- **Use a recent assessment to identify 2 low-performing standards for each grade level.**
- **Click Assignments on the left navigation bar, then click New Assignment.**
  - **1 - Name: Give the assignment a name, such as "Grade 5 - Thanksgiving Break Challenge," and select a start date and time. Click Continue.**
  - **2 - Students: Select the class(es) to receive the assignment, then click Continue.**
  - **3 - Activities: Search for activities by standard number. Select the activities to assign and use the hash marks to drag activities to the proper scaffolded order. Turn off the Require Mastery option, then click Continue.**
  - **4 - Confirmation: Review your assignment selections. Click the Back button at the bottom to make changes. Confirm your choices, then click Finish.**
- **Repeat for each grade level.**

2

ANNOUNCE:

INCENTIVIZE & LAUNCH THE CHALLENGE

- **Use the following criteria to reward students:**
  - **Hours of overall usage to recognize effort.**
  - **Average mastery to recognize achievement.**
- **Plan your prizes or rewards such as a front-of-the-line pass, extra points on a quiz or test, Amazon gift cards, or even a Chromebook for a school-wide giveaway.**
- **Visit Penda's 24/7 Help Center --> Digital Resources tile --> Student Engagement. Download and modify one of the School Break Challenge Flyers to fit your needs.**
- **Print or electronically post the flyer to share challenge details, access information, and incentives with students.**
- **Announce the School Break Challenge before the break with a high-energy message!**

3

REWARD & CELEBRATE:

CREATE AND RUN A PENDA REPORT TO ANALYZE DATA

- **Create a custom report for each grade level using the Report Builder.**
- **Go to REPORTS --> Report Manager --> New Report**
  - **Give the report a title, such as "Grade 5 - Thanksgiving Break Challenge."**
  - **Select challenge Start and End dates (Academic Session stays blank), click Apply.**
  - **Under Students, select Class --> small triangle icon --> type keyword search, such as "Grade 5" or "Biology." Place check by classes to include. Click Apply.**
  - **Add data columns using the green "+" button at the top.**
    - **Total Usage: Choose Total, then Apply**
    - **Total Mastery: Choose Standards, search by standard and select, then Apply**
    - **Gradebook: Choose Activities, search by standard and select, then Apply**