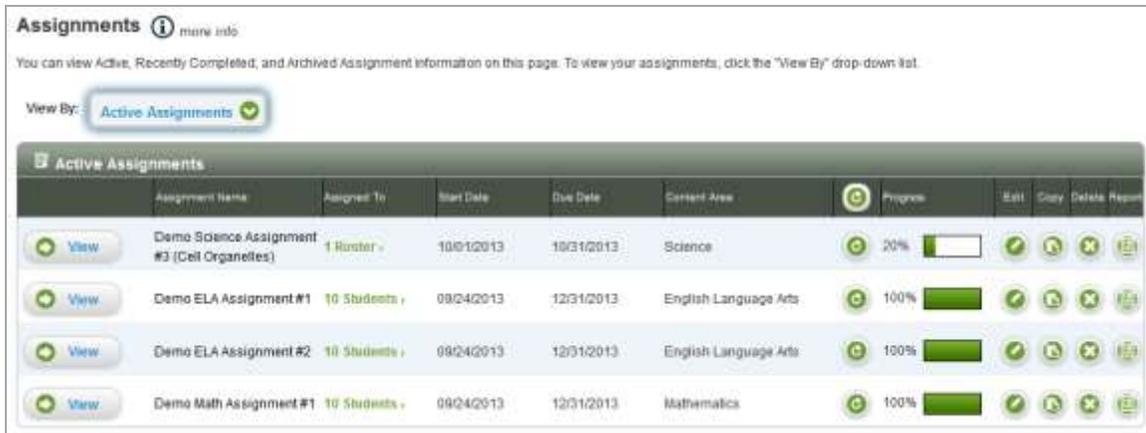


View Assignments

The View Assignments page lists all the assignments you have created and assigned to your students. The assignments are divided into three categories:

- **Active Assignments**—Assignments that have not yet passed the due date. This list also includes assignments that have been created but not yet assigned to any students.
- **Recently Completed Assignments**—Assignments that have recently passed the due date (up to 14 days).
- **Archived Assignments**—All assignments that are more than 14 days past their due date.

Figure 16. View Assignments Page



The screenshot shows the 'View Assignments' page. At the top, there is a header 'Assignments' with a 'more info' link. Below it, a message states: 'You can view Active, Recently Completed, and Archived Assignment information on this page. To view your assignments, click the "View By" drop-down list.' A 'View By:' dropdown menu is set to 'Active Assignments'. Below this is a table titled 'Active Assignments' with columns: Assignment Name, Assigned To, Start Date, Due Date, Content Area, Progress, Edit, Copy, Delete, and Report. The table contains four rows of assignments:

	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress	Edit	Copy	Delete	Report
View	Demo Science Assignment #3 (Cell Organelles)	1 Roster	10/01/2013	10/31/2013	Science	20%				
View	Demo ELA Assignment #1	10 Students	09/24/2013	12/31/2013	English Language Arts	100%				
View	Demo ELA Assignment #2	10 Students	09/24/2013	12/31/2013	English Language Arts	100%				
View	Demo Math Assignment #1	10 Students	09/24/2013	12/31/2013	Mathematics	100%				

- To view one of these assignment types, select the appropriate type of assignment from the “View By” drop-down list. (By default, this page displays active assignments.)



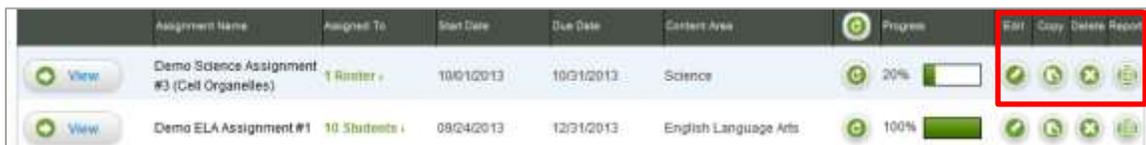
If you have not yet created any assignments or all your assignments have been moved to the Recently Completed Assignments or Archived Assignments tables, this table will not display any assignments.

You can only view assignments you have given to your students. You cannot view assignments that students may have received from other educators. Assignments that your students have created for themselves can be accessed via the View Classes & Students page.

Managing Assignments

You can manage assignments using the action buttons in the assignments table. These buttons allow you to edit, copy, and delete the assignment, and view the reports for the assignment.

Figure 17. Assignment Actions



This screenshot is similar to Figure 16, but a red box highlights the action buttons for the first assignment row: Edit, Copy, Delete, and Report.

	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress	Edit	Copy	Delete	Report
View	Demo Science Assignment #3 (Cell Organelles)	1 Roster	10/01/2013	10/31/2013	Science	20%				
View	Demo ELA Assignment #1	10 Students	09/24/2013	12/31/2013	English Language Arts	100%				

More information about these features is available later in this section.

Active Assignments

The Active Assignments table displays the list of all active assignments you have created for your students. Active assignments are those that have not yet reached their due dates.

Figure 18. Active Assignments View

The Active Assignments table displays the assignment’s name, the number of students/rosters assigned to it, the start and due dates, the content area of the assignment, and the average progress students have made in completing the assignment. Assignments can be sorted by title, start date, end date, and content area. Table 4 provides a description of each column in the Active Assignments table.

By default, the Active Assignments table sorts by Due Date and then by Assignment Name in ascending order. You can also sort this table by a different column or in descending order.

- To sort by one of the columns in this table, click the column header. You can click once for ascending order (A–Z, 1–99) or twice for descending order (Z–A, 99–1). The following columns are sortable:
 - Assignment Name (secondary default), Start Date, Due Date (default), Content Area



Assignments that have a start date in the future will appear in the Active Assignments list with a progress status of “0%.” When these assignments become active, the progress bar will be enabled.

Table 4. Active Assignments Column Descriptions

Column	Column Description
Assignment Title	The name given to the assignment when you created it. Click the [View] button next to the assignment title to view the assignment’s resources and activities.
Assigned To	The number of rosters or students the assignment is assigned to. Clicking on the number displayed in this column will show the names of the rosters/students the assignment was given to.
Start Date	The date students can begin working on the assignment.
Due Date	The scheduled due date for the assignment (students must complete the assignment by this date).
Content Area	The content area(s) with which the assignment resources are associated.
Refresh 	Click this button to refresh the information in this row. The progress bar will update if students were working on the assignment at the time.

Column	Column Description
Progress	The progress the students have made in completing the assignment. (The percentage is calculated based on the total number of activities completed so far by students. For example, Assignment A has ten activities and is assigned to ten students. If three students have completed all the activities, and one student has completed five activities, then this would reflect 35% (35 out of 100 total activities)).
Edit 	Click this button to open the assignment information and add/remove resources or students, change the due date, edit directions, etc.
Copy 	Click this button to create a copy of the assignment.
Delete 	Click this button to delete the assignment. (Note: This action cannot be undone!)
Report 	Click this button to access the Assignment Summary report for the assignment.

Recently Completed Assignments

The Recently Completed Assignments table displays a list of those assignments that have passed the due date within the last 14 days.

Figure 19. Recently Completed Assignments View



View By: Recently Completed Assignments		Recently Completed Assignments							
	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Edit	Copy	Delete	Report
	Demo Completed Assignment #1	1 Roster	08/21/2013	10/05/2013					
	Demo Completed Assignment #2	1 Roster	08/21/2013	10/07/2013					
	Demo Completed Assignment #3	1 Roster	08/21/2013	10/10/2013					

The information in the Recently Completed Assignments table is similar to that of the Active Assignments table, including the name of the assignment, the number of students or rosters to which it was assigned, the start and due dates, and the assignment's content area. You can also edit the assignment, copy it, delete it, and view the assignment report.

- **To view assignment details:** Click the **[View]** button for that assignment. A pop-up window will appear, displaying the resources in the assignment and any directions provided to the student(s).
- **To edit the assignment:** Click the **Edit**  button. For information on how to edit assignments, see the [Editing an Assignment](#) section.
- **To copy an assignment:** Click the **Copy**  button. The Copy Assignment page will load, allowing you to edit and save the assignment copy.
- **To delete an assignment:** Click the **Delete**  button in the assignment's row. A window will pop up asking you to confirm the deletion. If you click **[OK]**, **this action cannot be undone**, whether the assignment was active, completed, or archived.
- **To view an assignment report:** Click the **Report**  button for the assignment. The Report widget will load. See the [View Reports](#) section for additional information.

Archived Assignments

The Archived Assignment section displays all assignments that are more than 14 days past their due date. These assignments cannot be edited, but they can be copied.

Figure 20. Archived Assignments



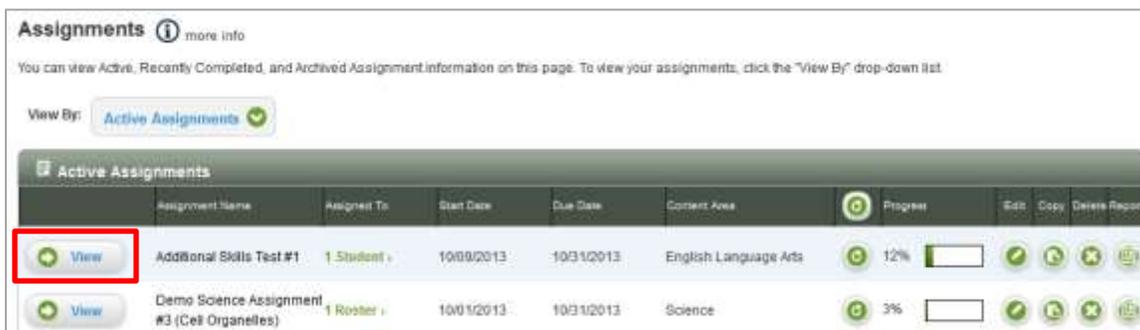
	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Copy	Delete	Report
View	Demo Archived Assignment #1	1 Roster	09/21/2013	09/30/2013	English Language Arts			
View	Demo Archived Assignment #2	1 Roster	09/21/2013	09/30/2013	Mathematics			
View	Demo Archived Assignment #3	1 Roster	09/21/2013	09/30/2013	Science			

- **To view assignment details:** Click the **[View]** button for that assignment. A pop-up window will appear, displaying the resources in the assignment and any directions provided to the student(s).
- **To copy an assignment:** Click the **Copy** [] button. The Copy Assignment page will load, allowing you to edit and save the assignment copy.
- **To delete an assignment:** Click the **Delete** [] button in the assignment's row. A window will pop up asking you to confirm the deletion. If you click **[OK]**, **this action cannot be undone**, whether the assignment was active, completed, or archived.
- **To view an assignment report:** Click the **Report** [] button for the assignment. The Assignment Summary report for the selected assignment will load. (For more information about reports, refer to the [View Reports](#) section.)

Viewing Assignment Details

You can preview the assignments you created, including resources and any directions you provided.

Figure 21. Assignments Table: Viewing Assignments

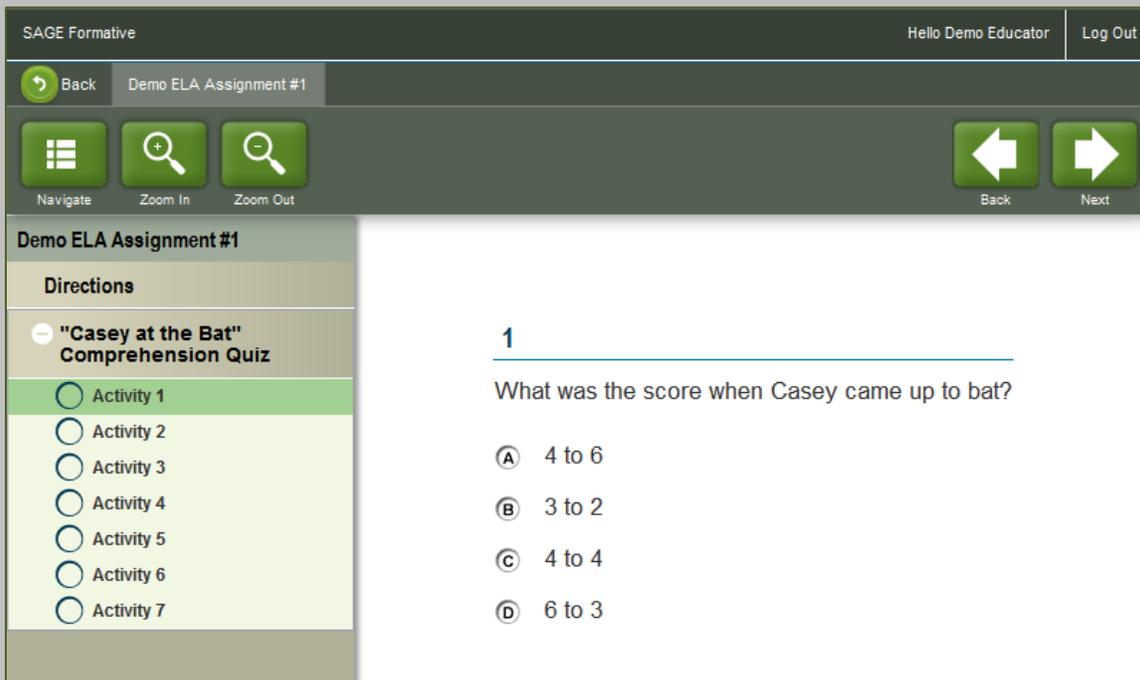


The screenshot shows the 'Assignments' page with a table of active assignments. The 'View' button for the first assignment is highlighted with a red box.

View	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress	Edit	Copy	Delete	Report
View	Additional Skills Test #1	1 Student	10/09/2013	10/31/2013	English Language Arts	12%				
View	Demo Science Assignment #3 (Cell Organelles)	1 Roster	10/01/2013	10/31/2013	Science	3%				

- To open the assignment preview, click the **[View]** button next to an assignment name. This preview will display the resource(s) and activities as they appear to your students.

Figure 22. Assignment Preview



The screenshot shows the 'Assignment Preview' interface for 'Demo ELA Assignment #1'. It includes a navigation pane on the left with a 'Directions' section and a list of activities. The main content area displays a question and four multiple-choice options.

Navigation: Back, Demo ELA Assignment #1, Navigate, Zoom In, Zoom Out, Back, Next

Directions:

- Casey at the Bat" Comprehension Quiz
- Activity 1
- Activity 2
- Activity 3
- Activity 4
- Activity 5
- Activity 6
- Activity 7

Question: 1
What was the score when Casey came up to bat?

Options:

- (A) 4 to 6
- (B) 3 to 2
- (C) 4 to 4
- (D) 6 to 3

- You can open the navigation pane to browse through the assignment activities by clicking **[Navigate]**.
- You can enlarge the text and images with the **[Zoom In]** button and return to the normal view with the **[Zoom Out]** button.

Editing an Assignment

You have the option of editing an active or recently completed assignment. You cannot edit an archived assignment.

Figure 23. Edit Assignment Page

Edit Assignment

Assignment Name: Demo ELA Assignment #1

Start Date: 2013-09-24

Due Date: 2013-12-31

Directions: Directions for the Assignment

Proficiency Level: 50% 75%

Select a Calculator (Optional): None

Upload Files (Optional): Select File...

Uploaded Files: No files have been uploaded for this assignment.

View: Manage Resources Manage Assigned Students

Save Cancel

1. To edit an assignment, click the **Edit**  button in that assignment's row. The Edit Assignment page will load. *Note: This page is similar to the Add to Assignment page, except you do not have the option of creating a new assignment here.*
2. On the Edit Assignment page, you can edit any of the fields, including Assignment Name, Start Date, Due Date, Directions, and Proficiency Level.
3. You can also add a calculator, upload a file, and manage resources and students.
4. When you are finished editing, click the [**Save**] button to submit your changes. Click the [**Cancel**] button to undo your changes without saving.

Copying Assignments

You can copy any assignment and then edit its details. To create a copy of an assignment:

1. Click the **Copy** [] button in the row of the assignment you want to copy. The Copy Assignment page will load.
2. Enter a new name for the assignment copy.
3. Edit any assignment details, including the name, start and due dates, directions, proficiency level ranges, resources, and assigned students.
4. You can also edit the files or calculators that may be included in the assignment.
5. To create the new assignment, click [**Save**]. To exit this page without creating the new assignment, click [**Cancel**].



Any changes you make to the assignment copy will not affect the original assignment. Student scores and performance on the assignment copy will be reported separately from the original assignment.

Deleting Assignments

Assignments can also be permanently deleted. Deleted assignments will be removed from SAGE Formative entirely, and no data will be saved.

- To delete an assignment, click the **Delete** [] button in the assignment's row.



If you delete an assignment, whether the assignment was active, completed, or archived, this action cannot be undone. The assignment will no longer be available.



Deleting an assignment will not remove the resources or students that were associated with this assignment. However, you will no longer be able to access the assignment. You will not be able to edit, copy, or view a report for the deleted assignment.

If you delete an active assignment, any students who have started but not finished it at the time of deletion will still be able to view the assignment and their scores for answered questions. Students who have not started the assignment at the time you delete it will not be able to view it at all.

If you delete a completed or archived assignment, it will be removed from the students' completed assignments list.

Assignment Reports

You can view a summary of your students' performance on an assignment by clicking the **Report** [] button in the assignment row. The Assignment Summary report will load. For information about this report and other available reports, see the [View Reports](#) section.