

How To Adjust Class Assignment Settings

HOW-TO

By default, students' weekly assignment schedules are based on initial assessment results. Students within a class will have varied schedules with varied time requirements. Refer to the *Class Placement Report* to see students' weekly assignment schedules, based on the initial assessment.

You can set the same number of weekly assignments for all students in Class Settings.

To adjust class weekly assignments:

The screenshot shows the Reading Plus interface for Macon Gaines Middle School. The sidebar on the left has a 'Manage' button highlighted. The main area shows the 'Manage - Classes' page with a table of classes. The 'Classes' tab is selected. The table has columns for Name, Class/Group, Students, Site, Staff, and Selected. The first class, '6th Grade A', is selected, and its 'Overview | Settings' link is highlighted.

Name	Class/Group	Students	Site	Staff	Selected
6th Grade A	Class	23	Macon Gaines Middle School	Andrew Smith Darren Chambers	<input checked="" type="checkbox"/>
6th Grade B	Class	22	Macon Gaines Middle School	Ellen Martinez Darren Chambers	<input type="checkbox"/>
Mora Period 3	Class	6	Macon Gaines Middle School	Ana Mora	<input type="checkbox"/>
7th Grade A	Class	12	Macon Gaines Middle School	Ana Mora	<input type="checkbox"/>
7th Grade B	Class	14	Macon Gaines Middle School	Ellen Martinez Darren Chambers	<input type="checkbox"/>
8th Grade	Class	13	Macon Gaines Middle School	Ellen Martinez Darren Chambers	<input type="checkbox"/>
Extra	Class	2	Macon Gaines Middle School	Ellen Martinez Andrew Smith	<input type="checkbox"/>

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The screenshot shows the 'Class Settings' window for a Reading Plus class. The 'Assignments' tab is selected. The 'Assignments Schedule' section shows '24 Weeks of Instruction' and '24 Exception Weeks'. The 'Exception Weeks' section allows removing or modifying assignments by week. The 'Instructional Assignments' section has two radio buttons: 'Use Recommended Assignments' (selected) and 'Use Customized Class Assignments'. Below these are three icons: SR (Reading), RA (Vocabulary), and iB (Visual Skills). The SR icon has a value of 5, RA has 4, and iB has 0. Below these are approximate completion times per lesson: Reading ~15 minutes/lesson, Vocabulary ~10 minutes/lesson, and Visual Skills ~10 minutes/lesson. A callout points to the 'Assignments' tab with the text 'Click Assignments.' Another callout points to the 'Use Customized Class Assignments' radio button with the text 'Choose between using the Recommended Assignments and the Customized Class Assignments.' A third callout points to the input fields for SR, RA, and iB with the text 'Type in the fields to define weekly assignments in Reading (SR), Vocabulary (RA), and Visual Skills (iB).' A fourth callout points to the 'Save' button with the text 'Click Save.'

Class Settings
Close X

Class Information | Insight Assessment | **Assignments** | Tests | Missing | Programs

Assignments Schedule
24 Weeks of Instruction
(1 Exception Week)
Class start date: Aug 17, 2018
Class end date: Jun 23, 2019
The Class start and end dates are set to the school calendar by default.
Weeks begin on Monday.

Exception Weeks
Remove or modify assignments by week.
Class start date: Manage Exception Weeks
Weeks with No Assignments: Dec 24, 2018 - Dec 30, 2018 - Holiday Break

Instructional Assignments
☐ Use Recommended Assignments
☒ Use Customized Class Assignments

SR RA iB
5 4 0

Approximate Completion Times per Lesson:
Reading ~15 minutes/lesson
Vocabulary ~10 minutes/lesson
Visual Skills ~10 minutes/lesson

Cancel Save

Click Assignments.

Choose between using the Recommended Assignments and the Customized Class Assignments.

Type in the fields to define weekly assignments in Reading (SR), Vocabulary (RA), and Visual Skills (iB).

Click Save.

Note approximate time requirements as you set a weekly class schedule:

- 1 Reading (SeeReader) lesson = 15 minutes
- 1 Vocabulary (ReadAround) lesson = 10 minutes
- 1 Visual Skills (iBalance) lesson = 10 minutes

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