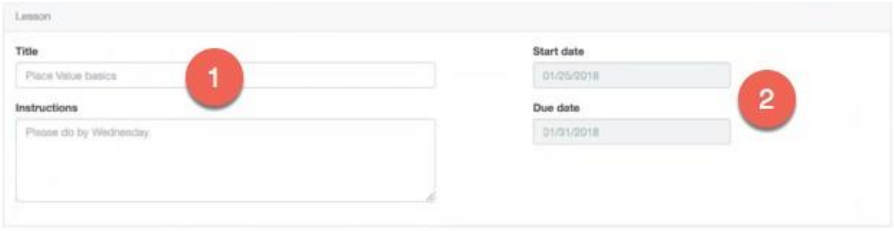
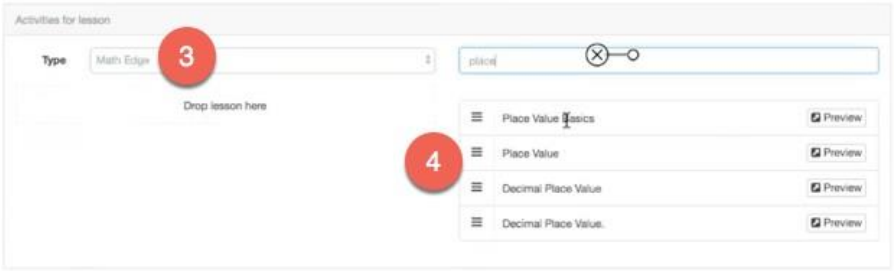
Using the Assignment Tool to Assign Custom Lessons to One or More Students in Your Class

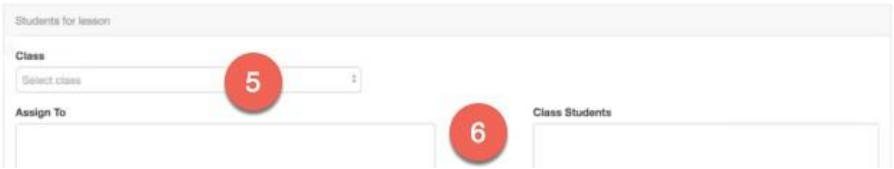
Overview: The assignment tool provides a means for teachers to easily make custom assignments for any individual student or group of students. Teachers might use the assignment tool to target specific skills gaps or to provide scaffolded lessons to build up students' skills prior to a classroom lesson.

Step One: Click on the <Instruction> tab and choose "Assignments."

Step Two: Click on <Add Assignment> to start creating a new assignment.







1. Give your assignment a title with an introduction. For instance, you could create the title "Place Value Ones and Tens," and then in the introduction, state for the student, "Please complete by Friday during independent work period."
2. Enter in a due date for the assignment that will be visible to each student.
3. Choose from Khan Academy, *LGL ELA*, *Math Edge* (if available), or any customer URL. Thus, if you know a 4th-grade student needs to work on "Place Value Ones and Tens," which is a first-grade-level skill, you could find a favorite lesson on the Internet, search for a Khan Academy video, or search for one of our *LGL Math Edge* lessons.

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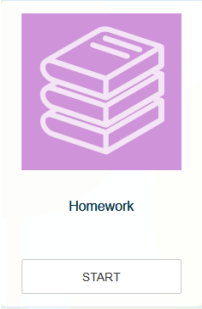
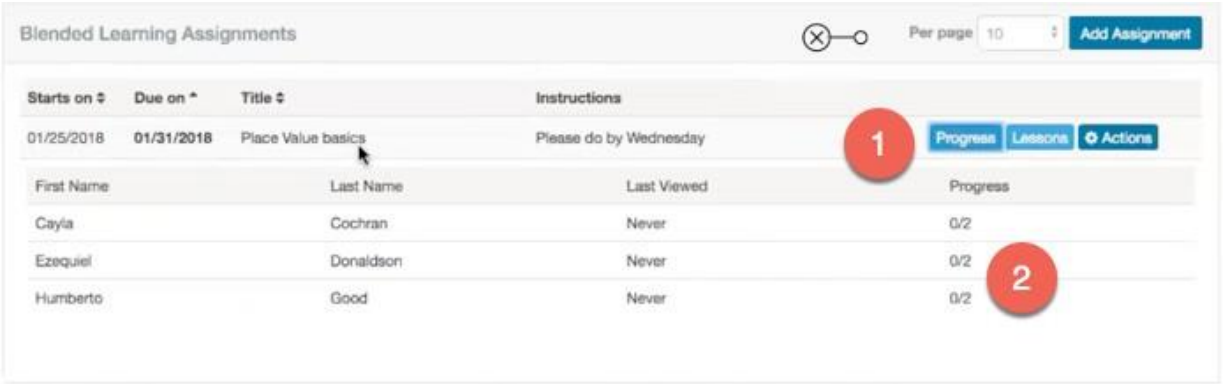
4. When selecting either Khan Academy or *LGL Edge* lessons, you can search and preview lessons.
    a. Multiple lessons may be added in the same assignment.
    b. To add lessons, hover over "≡" and then left-click on your mouse to drag it to the left, directly under "Type."
5. Choose students by first selecting one of your classes.
6. Your students will show up on the right, and you can select them individually by highlighting a student's name and clicking on ‹, or you may add all students by clicking on «.
7. Click the blue "Save" button to save the lesson.

Step Three: When students log in, instruct them to click on the "START" button under the Homework icon.



Step Four: Monitor the progress of your students.



1. Next to any assignment listed, click the <Progress> button and the list of students will appear below.
2. Within the list of students, a fraction will appear. In this case, 0/2 indicates that two lessons were assigned for each student and none of these three students have completed any of the lessons. Thus, 0/2 indicates 0 out of 2 completed.

Notes:

- Exact time-on-task may be hard to measure for some lessons. While time-on-task is tracked for Khan Academy and *LGL Edge*, custom URLs are only registered as having been "clicked on" by the student.
- To see a summary of *LGL Edge* lessons completed for each student, go to the main <Instruction> tab and choose <Edge>. Then go to the "All Usage" tabbed page.

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