



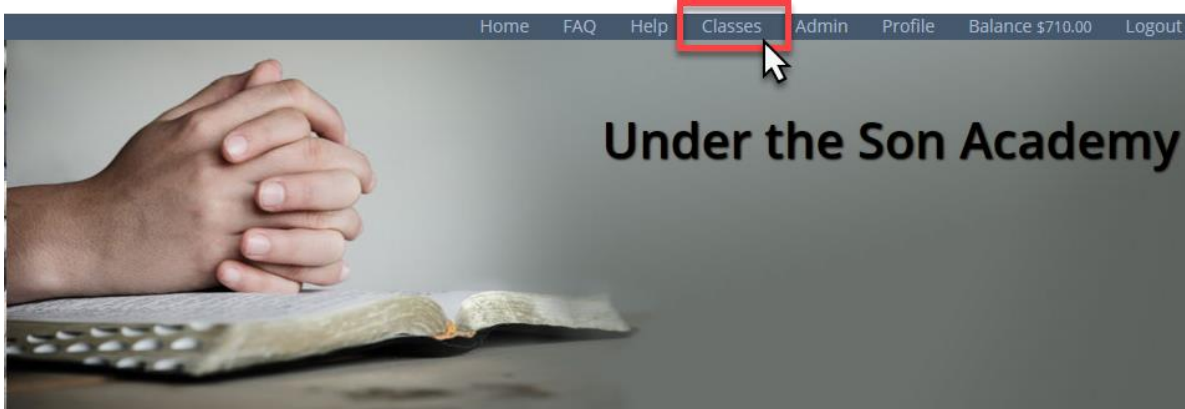
## Classroom Dashboard Assessments - Instructors

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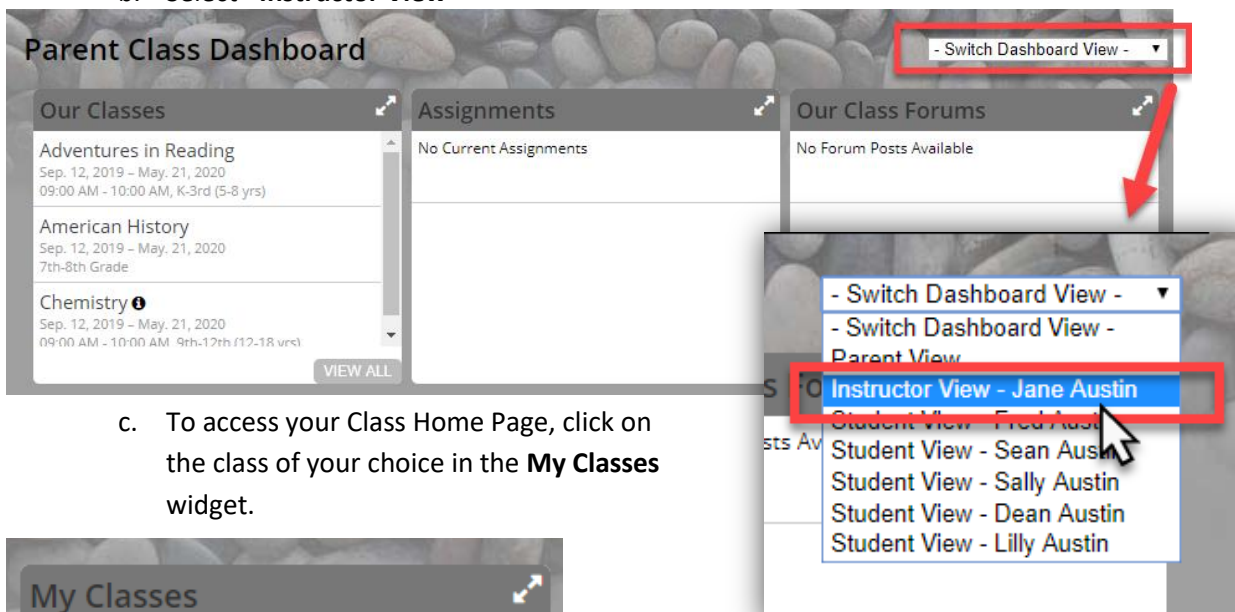
I. **Accessing Class Assessments**

A. Begin by logging onto your private home page. Select **>Classes** in the top navigation bar.

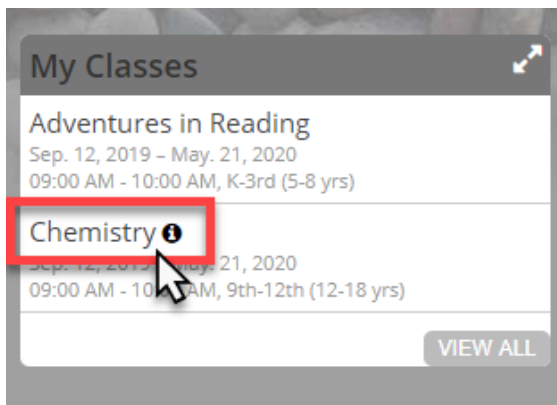


B. This will lead you to the **Classroom Dashboard**.

- a. Select the drop-down menu to switch to **Instructor View**.
- b. Select **>Instructor View**

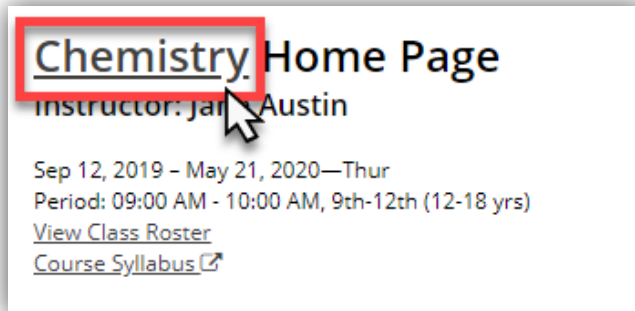


c. To access your Class Home Page, click on the class of your choice in the **My Classes** widget.

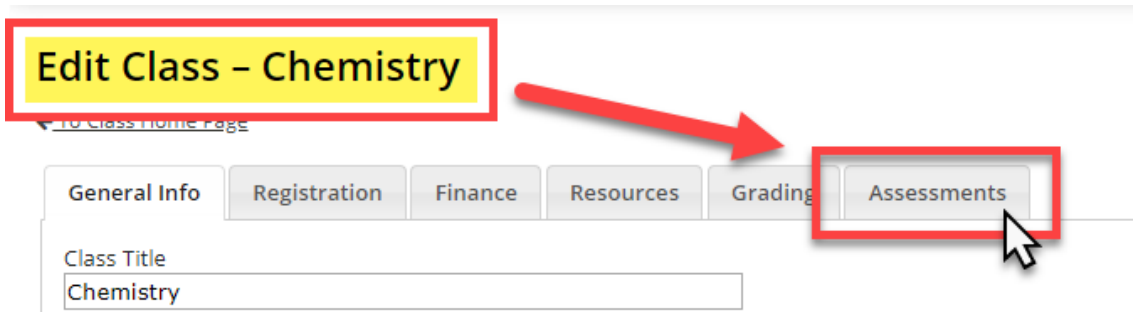


II. **Creating Student Assessment Categories & Ratings**

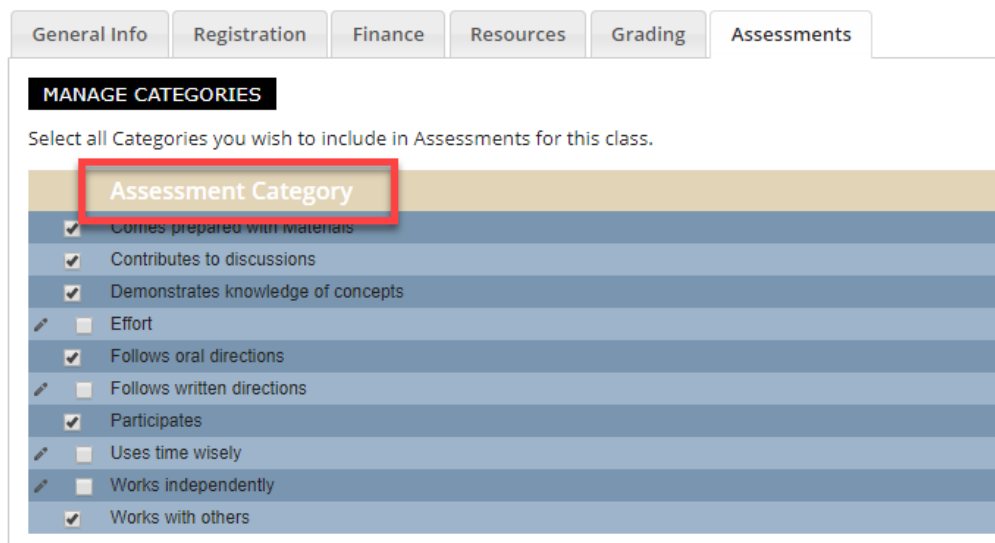
- A. Select Class title >**Chemistry Home Page**. This will take you to the **Edit Class Home Page**.



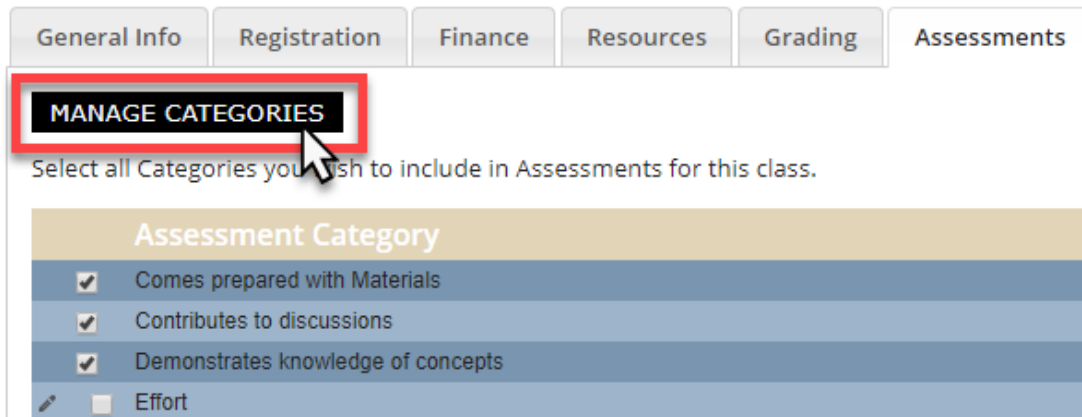
- a. Select the >**Assessments** tab



- b. Here you will see Assessment Categories available for this class. Check all assessments pertaining to your class then click >**Save Changes**. You will be redirected back to the **Class Home Page**.



- B. Adding additional assessment categories and ratings  
a. Select **>Manage Categories**



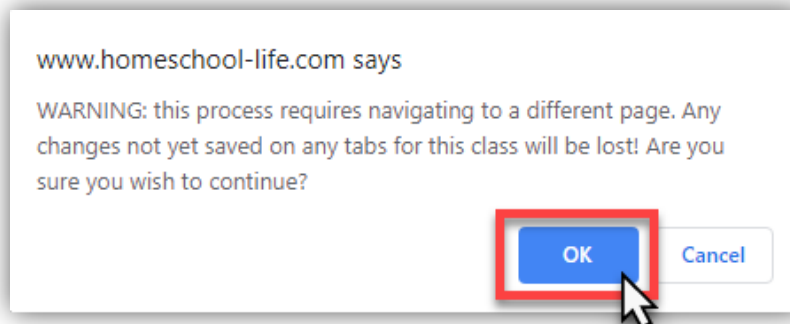
General Info Registration Finance Resources Grading Assessments

**MANAGE CATEGORIES**

Select all Categories you wish to include in Assessments for this class.

Assessment Category	
<input checked="" type="checkbox"/>	Comes prepared with Materials
<input checked="" type="checkbox"/>	Contributes to discussions
<input checked="" type="checkbox"/>	Demonstrates knowledge of concepts
<input type="checkbox"/>	Effort

- b. You will see a Pop-up Warning to make sure you have saved all changes you have made.  
c. Select **>Cancel** to save any changes before proceeding, or click **>Ok** if no changes have been made.

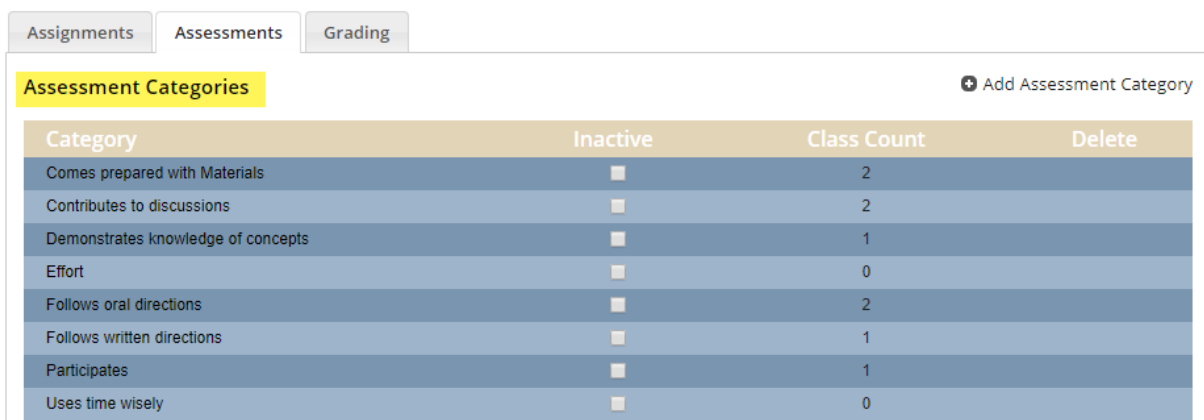


www.homeschool-life.com says

WARNING: this process requires navigating to a different page. Any changes not yet saved on any tabs for this class will be lost! Are you sure you wish to continue?

OK Cancel

- d. Clicking **Ok** will take you to the **Settings** for Assessments and Ratings.



Assignments Assessments Grading

**Assessment Categories** ➕ Add Assessment Category

Category	Inactive	Class Count	Delete
Comes prepared with Materials	<input type="checkbox"/>	2	
Contributes to discussions	<input type="checkbox"/>	2	
Demonstrates knowledge of concepts	<input type="checkbox"/>	1	
Effort	<input type="checkbox"/>	0	
Follows oral directions	<input type="checkbox"/>	2	
Follows written directions	<input type="checkbox"/>	1	
Participates	<input type="checkbox"/>	1	
Uses time wisely	<input type="checkbox"/>	0	

- e. As an Instructor, you may add Assessment Categories, **BUT** you cannot delete Assessment Categories or make them Inactive.
- f. In order to add an Assessment Category, you'll need to Select **>+Add Assessment Category**
- g. Type in your new category name then click on the save icon.

Category	Inactive	Class Count	Delete
Comes prepared with Materials	<input type="checkbox"/>	2	
Contributes to discussions	<input type="checkbox"/>	2	
Demonstrates knowledge of concepts	<input type="checkbox"/>	1	
Effort	<input type="checkbox"/>	0	
Follows oral directions	<input type="checkbox"/>	2	
Follows written directions	<input type="checkbox"/>	1	
Participates	<input type="checkbox"/>	1	
Uses time wisely	<input type="checkbox"/>	0	

- h. To add an Assessment Rating, Select **>+Add Assessment Rating**
- i. Create your rating name and click on the save icon.

Rating	Symbol	Inactive	Delete
Needs Improvement	N	<input type="checkbox"/>	
Outstanding	O	<input type="checkbox"/>	
Satisfactory	S	<input type="checkbox"/>	

### III. Creating Student Assessments & Ratings

- A. Back at the **Class Home Page** scroll down until you reach the tabs that include Assignments, Attendance, Assessments, and Grades.
  - a. Select **>Assessments**

Assignment	Resources	Due Date	Homework Submitted	Points
NO DUE DATE (3 ASSIGNMENTS)				
PAST (6 ASSIGNMENTS)				

- b. This will take you to the list of students that are in your classes.
- c. Select a student that you would like to assess. (Ex: Ricky Ball)

Student	Assessments	Most Recent Assessment
Lilly Austin	1	8/11/2019
Ricky Ball	0	N/A
Franklin Brown	0	N/A

- d. Once inside that student's profile, you can rank that student in the different categories that you created. **See 1 below.**
- e. You can include comments beside each category, as well. **See 2 below.**
- f. When your assessments are completed, Select **>Add Assessment**. **See 3 below.**

### Add Assessment – Ricky Ball

[← To Class Home Page](#)

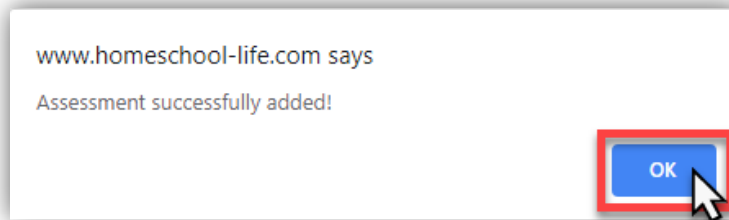
Assessment Date: 10/31/2019

*Note: after saving you will have the opportunity to edit this assessment through midnight tonight; afterward it will be read-only.*

Category	1 Rating	2 Comments
Comes prepared with Materials	- Select Rating -	
Contributes to discussions	- Select Rating -	
Demonstrates knowledge of concepts	- Select Rating -	
Follows oral directions	- Select Rating -	
Participates	- Select Rating -	
Works with others	- Select Rating -	

3 **ADD ASSESSMENT**

- g. When the pop-up box shows up, Select **>OK**



- h. This will bring you back to the list of students.
- i. Within each student assessment, you can view each date that the particular student has been assessed.

### Update Assessment – Ricky Ball

[← To Class Home Page](#)

Assessment Date:  
10/31/2019

*Note: you have the opportunity to edit this assessment through midnight tonight; afterward it will be read-only.*

Category	Rating	Comments
Comes prepared with Materials	Outstanding	
Contributes to discussions	Satisfactory	
Demonstrates knowledge of concepts	Outstanding	
Follows oral directions	Outstanding	
Participates	Satisfactory	
Works with others	Outstanding	

**Note:** You can add assessments and ratings once a day and can only edit/delete up until midnight before that assessment becomes a permanent record for that student.

- B. After this you can either continue adding assessments & ratings for all other students by selecting their name OR you can head back to the Class Home Page by Selecting **>To Class Home Page**
- C. When finished, select **To Class Home Page** to return to the class home page.

Class:

**Assessments**

Student	Assessments	Most Recent Assessment
<a href="#">Lilly Austin</a>	1	8/11/2019
<a href="#">Ricky Ball</a>	1	10/31/2019
<a href="#">Franklin Brown</a>	0	N/A

**OR**