Compass Learning MT 4

Developing Courses and Assignments

Overview

An assignment is a collection of one or multiple learning activities, quizzes, and tests.

Creating and assigning activities is a key component of a teacher's work with Compass Learning. Tasks include:

- Becoming familiar with available curriculum
- Understanding how assessment works with the Pathblazer adaptive screener
- Assigning learning activities, quizzes, chapter tests, and objective-based tests
- Building, assigning, and maintaining assignments
- Monitoring class progress and assignment status

How are Courses Different From Assignments?

Courses have more features and flexibility than assignments. There is no simple way to get a grade result for either a single assignment or groups of assignments; however, you can collect grade results for assignments when they are grouped into courses. Courses are groupings of assignments that you track and grade together.

Courses act as an umbrella for one to several assignments. Each course has a **Gradebook** that allows a teacher to track student progress and generate student grades. Courses do not replace assignments, and assignments can be disassociated from courses. Assignments are collections of activities that comprise a learning task designed to teach students a specific lesson.

The Courses and Assignments page includes links to six sections:

- Class Progress allows you to view class and student progress.
- The Courses button opens the Course Manager, which provides access to courses that you created (as well as school-wide and district-wide courses).
- Assignment Status allows you to view status by assignment or by student with options to unassign assignments and students.
- In Assignment Builder you can build, edit, save, and delete assignments and assign them to your classes and students. You can also create Writer activities to add to your assignments.
- Assignment Archive contains all your assignments in addition to assignments for your school and for all schools.

- [Submitted Projects](#) launches the Grader module for the Writer tool. The in-tray icon on the button notifies you when student projects are ready for evaluation.

The Pathblazer Adaptive Screener

Screening for Math and Reading Proficiency

Pathblazer math and reading students take an initial "screener" test for proficiency level placement. The test opens the first time a student logs into the Pathblazer Reading or Math solutions. The test includes items modeled off of upcoming state and national assessments, to better assess student performance level.

To view the results of a student's screener test, click the **Reports** tab, then **Compass Learning Reports**, then **Pathblazer Reports**.

The Default Pathblazer Screener Results Report specifications will open in the center panel. Either configure the settings for the report and run it, or (if you have already configured settings) simply click **Run**. After analyzing the report results, you can decide which assessments to assign to students.

Student Screener & Diagnostic Preview K-2

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Student Screener & Diagnostic Preview 3+

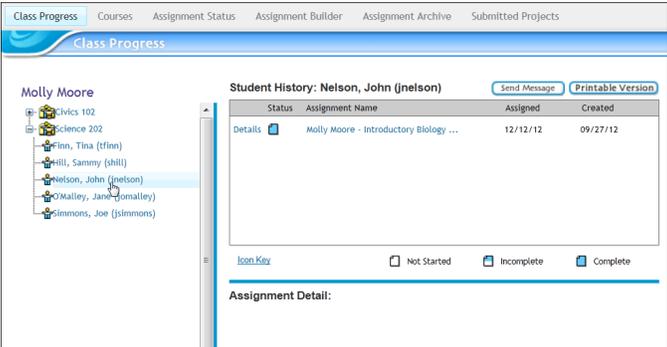> Media, iframe, embed and object tags are not supported inside of a PDF.

Class Progress

The Class Progress page contains an overview of the assignment status for a class. (Remember that a **Class** is a grouping of students - classes may be divided by building, grade level, or another method your school uses to assign students into groups.) You can view the status of all work assigned to students in one class, or view the status for an individual student. You can view scores and completion dates, preview learning activities, and open quizzes and tests to view specific responses.

Viewing Class Progress

To view progress for a student (or all students) in a class:

1. Click **Courses & Assignments > Class Progress**. The Class Progress page opens. Your classes are listed in the left navigation panel.

2. Click the name of a class to view progress for the whole class. To view the progress for a single student, click the "**+**" symbol next to the class that includes the student. The class list expands to show the names of single students. Click the name of the student whose progress you want to see. In this example, the student named John Nelson is selected. The center panel shows the assignments that John Nelson has been given.

The information in the center panel shows that John Nelson was given assignments for introductory biology. The "**Status**" icon in the center panel is blue, indicating that his work is complete.

3. For details on the lessons and tasks included in the assignment, and on how the student scored on each, click the **Details** link in the center panel. (This example shows details for John Nelson's biology assignment.)

4. To view the content of a task in the assignment (for example, "Scientific Processes 1") click the name of that task. The content of the task opens in a separate window. To view the student's answers to an activity quiz, lesson quiz, or chapter within the assignment, click the score next to the quiz or test. The questions and the student's answers open in a separate window.

Viewing Progress by Assignment

To view the progress of all students on a single assignment:

1. On the same Class Progress page, click the name of the class in the left navigation panel. A list of assignments for that class appears in the center panel. (Clicking the name of an assignment in this list will open the contents of the assignment in a separate window.)

2. To view the progress for the assignment (in this example, "Media and Politics"), click the **Details** link next to the assignment name. Assignment Detail information--for all students who were given the assignment--appears in the lower half of the center panel.

3. Use the scroll bar on the right side of the window to view information on all students who received the assignment.

Video: Class Progress

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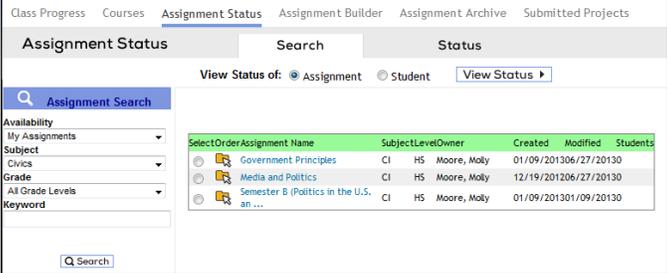
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Assignment Status

Under the **Courses & Assignment** tab in the main menu, click the **Assignment Status** tab to view a list of the status of all assignments, organized either by assignment or by student.

Note: Online Assignment Status presents a different status view than the Assignment Status report generated through the Reports module.

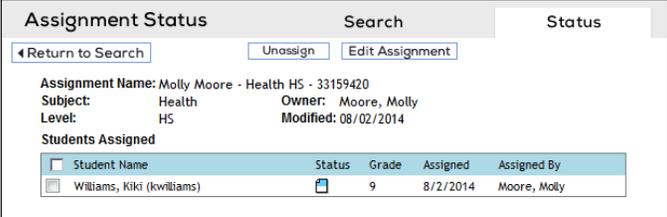# Viewing Status By Assignment or Student

On the Assignment Status tab, in the Search section, search for an assignment using the search criteria in the left navigation panel. You can search for assignments by **Availability**, **Subject**, **Grade**, or **Keyword**. Click **Search**. Your search results appear in the center panel.

To view the status of an assignment for all students who received it, ensure that the button next to the **Assignment** option is selected. Select the button next to your desired assignment and click **View Status**. The grid that appears indicates the status of the assignment for each student.

To view the status of all assignments for a particular student, ensure that the button next to the **Student** option is selected. Select the button next to the student whose information you wish to see, and click **View Status**. The grid that appears shows the status of all assignments for that student.

Unassigning Work by Assignment

To unassign work by searching for a specific assignment from the Assignment Status page:

1. On the Assignment Status page, next to **View Status of:**, select **Assignment**.

2. Search for the assignment(s) as described above, using your desired criteria on the Assignment Status page. When you click **Search**, assignments that fit your critera appear in a list in the center panel.

3. Select the desired assignment and click **View Status**.

4. Check the box next to the name of the student for whom you want to unassign the work. Then click **Unassign**.

5. When the confirmation message appears, click **OK**. The list is refreshed and no longer includes the name of student you selected.

Note: If a student has started work on an assignment that you later unassign, reports filtered by assignment will not show results for the student's progress on the assignment. To include those results, filter reports by type.

Unassigning Work by Student

To unassign work by searching for a specific student from the Assignment Status page:

1. On the Assignment Status page, next to **View Status of:**, select **Student**.

2. Search for the student(s) as described above, using your desired criteria on the Assignment Status page. When you click **Search**, students that fit your critera appear in a list in the center panel.

3. Select the desired student and click **View Status**.

4. Check the box next to the assignment you want to unassign. Then click **Unassign**.

5. When the confirmation message appears, click **OK**. The list is refreshed and no longer includes the assignment you selected.

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Note: If a student has started work on an assignment that you later unassign, reports filtered by assignment will not show results for the student's progress on the assignment. To include those results, filter reports by type.

Assignment Builder

Building assignments involves three steps:

1. Selecting curriculum and activities.
2. Refining the assignment.
3. Finalizing the assignment.

Some assignments include a learning path - a set of activities designed to cover the objectives a student has not mastered in an objective-based test or another exam. Learning paths are based on the same objectives targeted in an objective-based test. Learning paths based on customized objectives must be created manually.

Selecting Curriculum and Activities

To select curriculum for an assignment:

1. Launch Assignment Builder by selecting **Courses & Assignments** > **Assignment Builder**.
2. Search for curriculum by choosing one of the curriculum categories at the top of the page.

The **Curriculum** section displays all Compass Learning curricula for all subjects. After clicking this option, you can select curriculum by subject (and within subject, by grade level) or by keyword. The other curriculum types you see here are described in detail in the Curriculum Index section of this guide.

In this example, the teacher is building an assignment for sixth grade Language Arts. The teacher has chosen four tasks from those that are displayed for this subject at this level. Now the teacher clicks **Add Selected Tasks** to add these tasks to the assignment.

If you are ready to complete your assignment after adding these activities, click **Complete Assignment**. The window that opens prompts you to provide a name and description for the assignment, as well as subject and grade level. You can also specify other details, including:

- **Availability.** Defines who can access the assignment. To share the assignment across the school, select My School. To share the assignment across the district, select My District. Otherwise, select the default My Assignments folder. Note that you must be granted permission to save assignments to the My School and My District folders.

- **Assignment Order.**
  - Sequential presents tasks to students in the defined order, returning to the student's launch pad after each task.
  - Self-Select lets students perform task in any order they choose.
  - Auto-Launch presents activities to students in the defined order, without returning to the student's launch pad after each task.

- **Apply assignment order to all folders.** Enforces the Assignment Order for all of an assignment's folders.

- **Suppress Duplicate Activities.** Ensures that a student does not have to complete the same activity multiple times within an assignment.

- **Show Resources.** On the student's launch pad, displays a link to any student resources (or worksheets) associated with an activity. Activities that include student resources are denoted in the curriculum by a page icon with the letter S.

- **Draft Mode.** Specifies that the assignment is for review only. To administer the assignment, turn off Draft mode.

- **Show Writer.** Makes the Writer tool available from within the assignment.

- **Show Tool Kit.** Makes the toolkit available from within the assignment.

The other steps in creating an assignment are available via buttons at the bottom of the Assignment builder page.

| New Authentic Task (Upload Files) | New Odyssey Writer Activity | New Community Activity |

NOTE: Ensure that all folders include at least one activity. Assignments containing empty folders are not saved.

Refining Assignments

Within Assignment Builder, click the Assignment tab (next to the Curriculum tab) to refine the assignment. In this example, the teacher has added Language Arts curriculum items to her assignment. The curriculum items are displayed in the center panel.
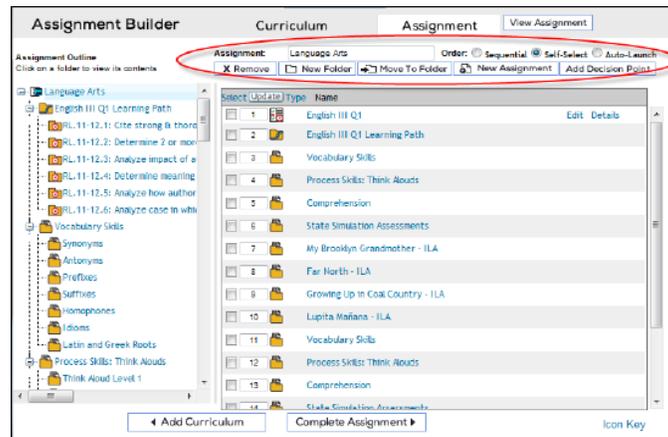
The top of the center panel, above the list of curriculum items, displays refinement options for your assignment. You can use these to:

- **Remove curriculum.** Select items you want to remove from the assignment and click **Remove**.

- **Create a New Folder.** If you wish to create a new folder (perhaps to create a sub-category for your curriculum, or to separate out tasks that will be classified as extra credit), click **New Folder**. A new untitled folder will appear at the bottom of your list of folders. Click the label **untitled folder** that appears next to the folder icon. In the window that opens, in the **Folder** field, enter a name for your new folder.

- **Move an Activity to a Folder.** Select the desired activity in the grid in the left navigation panel. To locate the activity, you may need to open one or more folders displayed in the tree. After you have selected the activity, click **Move To Folder**. From the Move to Folder dialog box, click the desired destination folder and then click **Move**.

- **Specify the Order of Activities in a Folder.** Select a folder in the tree in the left navigation panel. The activities in that folder appear in the center panel. You can overwrite the numbers next to each activity, which determine the sequence in which they appear. After you have re-ordered the activities, click **Update**. Your activities will be re-listed according to how you ordered them.

- **Add Decision Points to an Activity.** A decision point defines a custom set of activities for a student who does not meet the mastery level for a scored activity. You can add decision points to Sequential or Auto-Launch folders only. Because decision points depend on a defined order of activities, you cannot add a decision point to a Self-Select folder. (For details, see What are Decision Points?) To add a decision point to your assignment, click a folder in the left navigation panel containing the activities you want to focus on. Those activities appear in the center panel. Check the box next to the activity where you want to add the decision point and click **Add Decision Point**. A Decision Point Options window opens. Here, specify the master score for the task, how you want the system to behave if the student does or does not meet the mastery score, and whether to allow the student to continue working, to restart the folder, or to send out a Progress Alert (for details, see What are Progress Alerts?) informing you that the student needs assistance. When you have finished, click **Save Decision Point**. To cancel your changes, click **Cancel**.

Finalizing Assignments

Clicking **Complete Assignment** opens the Complete Assignment window. Depending on the type of assignment you are building, you may see different options in this window.

The Complete Assignment window includes the following settings:

- **Assignment Name.** Name of the assignment. A unique assignment name is required.

- **Description.** Description of the assignment. Include keywords that might be useful when searching for the assignment in the Assignment Archive.

- **Availability.** Defines who can access the assignment. To share the assignment across the school, select **My School**. To share the assignment across the district, select **My District**. Otherwise, select the default **My Assignments** folder.

    NOTE: You must be granted permission to save assignments to the **My School** and **My District** folders.

    Do not save tests that use school-specific standards to the **My District** folder. A user must have access to all of the curriculum in the assignment to in order access it from the **My District** folder; thus teachers from schools that don't have access to the same curriculum may not be able to use the assignment.

- **Subject.** Selecting Math, Mathematicas, or the High School curriculum enables student access to the toolkit.

- **Level.** Select the appropriate grade level.

- **Solution.** Check the box for the Compass Learning solution you are using to build this assignment.

- **Assignment Order.**

    ◦ Sequential presents tasks to students in the defined order, returning to the student's launch pad after each task.

    ◦ Self-Select lets students perform task in any order they choose.

    ◦ Auto-Launch presents activities to students in the defined order, without returning to the student's launch pad after each task.

- **Apply assignment order to all folders.** Enforces the Assignment Order for all of an assignment's folders.

- **Suppress Duplicate Activities.** Ensures that a student does not have to complete the same activity multiple times within an assignment.

- **Show Resources.** On the student's launchpad, displays a link to any student resources (or worksheets) associated with an activity. Activities that include student resources are denoted in the curriculum by a page icon with the letter S.

- **Draft Mode.** Specifies that the assignment is for review only. To administer the assignment, turn off draft mode.

- **Show Writer.** Makes the Writer tool available from within the assignment.

- **Show Tool Kit.** Makes the toolkit available from within the assignment.

- **Assign to Students Now?** Specify whether you want to assign the work to students now, or save the assignment and assign it later.

After you have made your specifications, click **Next**.

The next page prompts you to select a class or specific students (whose records you can show by expanding the **+** icon next to each class name) to whom you wish to assign the assignment. Make your selections and click **Finish**. To revise your assignment specifications, click **Go Back**. To cancel your work, click **Cancel**.

Video: Building Assignments in Pathblazer

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Course Manager

From the Course Manager page, you can select courses you want to use, edit existing courses, subscribe to shared courses, assign work to your students, and see details on student progress.

What are Courses?

Clicking **Courses & Assignments** in the main menu, and then **Courses** in the sub-menu, takes you to the **Course Manager**.
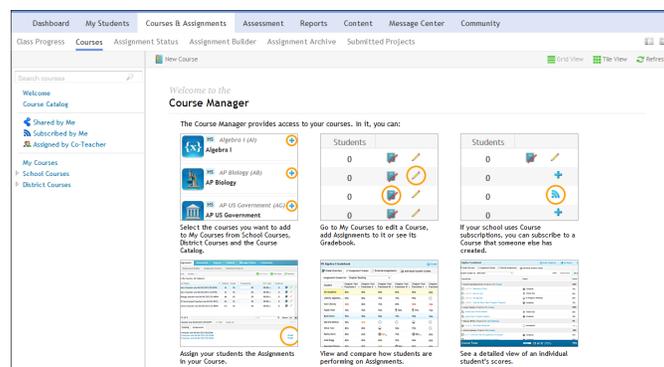

A course is any grouping of Assignments that you want to track and grade together. Courses give you the benefits of the Gradebook, score weighting by activity type, letter grades, CSV-formatted grade exports, and easy methods for tracking student progress. You can build a custom course out of existing assignments or start with pre-built courses. Pre-built courses are currently available for high school content only, but you can build your own custom course featuring any subject and designed for any grade. You can use the Gradebook feature to track student scores in any course. For details, follow these links:

- Building a New Course
- Editing an Existing Course
- Using the Gradebook

## Viewing the Course Catalog and Active Courses

To view the course catalog, click the Course Catalog link in the left navigation panel; the course catalog opens in the center panel. From here, you can view the pre-built courses that are available to you (depending on what content your school is licensed to use). To add one of the pre-built courses to your personal course list, select the check box next to the course and click **Add Selected to My Courses** at the top of the center panel. A pop-up message confirms that the course was added to your list of courses.

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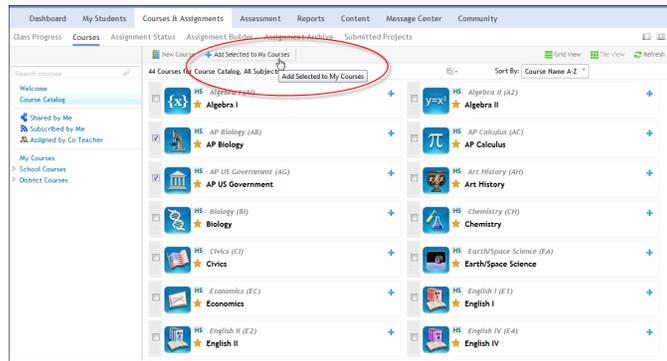
Shared and Subscription Courses

Subscription courses are usually used when a designated teacher is in charge of creating courses for other teachers in their school to use. This is a helpful management feature that allows the creator of the course to be the only user who can modify the assignments within it. First, the designated teacher needs to be given assignment permissions to create subscription courses.

If your school uses Course subscriptions, you can also subscribe to a course that someone else has created. When you subscribe to a course, you receive that course content in your **My Courses** list, and can assign work from the course to your students.
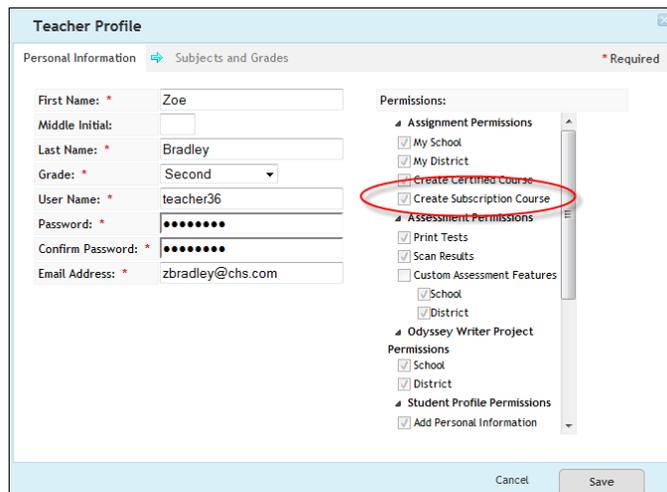
If you wish to create subscription courses and share them with other teachers, but the **Create Subscription Course** permission is not checked in your teacher profile, contact your school or district administrator.
To create a subscription course (assuming you have permission to do so):

1. On the course tab, click **Course Catalog**.
2. Put a check next to the course you want to work with and click **Add Selected to My Courses** at the top of the center panel. (In this example, the user checked the box for "Physical Science" and has added the course to their own list of courses.)

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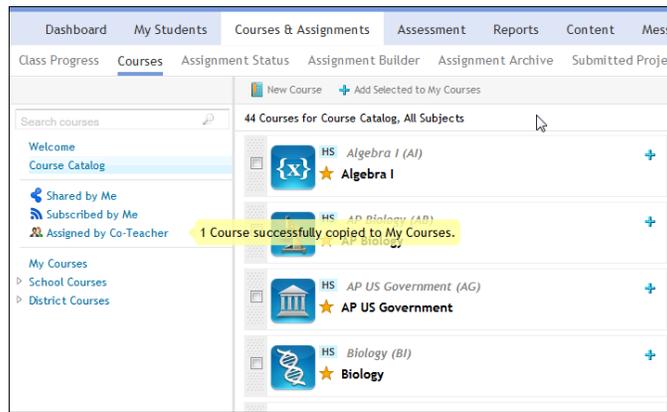
Physical Science has been added to your "My Courses" list. Now you can share this course with other teachers in your school and enable them to subscribe to the course by following these steps:

3. Click **My Courses** in the left navigation panel.
4. Put a check next to your course and choose **Share with School** or **Share with District** in the Actions menu (at the top of the center panel) so other teachers will be able to see it.
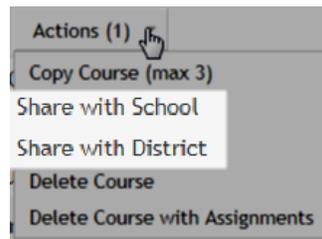
A pop-up message notifies you that your school is being shared with your school (or district).

5. Click **Yes** to proceed. (Click **No** to cancel.)
6. Next, click **School Courses** and click the pencil-shaped Edit icon in the row for your shared course.
7. In the course details window that opens, check the **Subscribe Only** box.

8. Click **Save**.

Unsubscribing from a Course

If you have subscribed to a course created by other teachers in your school or district, you have the option to unsubscribe from the course at any time. For example, if you wish to remove a course from your course list at the end of the year (for the purpose of clearing your roster of courses for the upcoming year), you can use the unsubscribe option to unsubscribe from the course.

<mark>**Note:**Unsubscribing from a course does NOT unassign your students' work in that course.</mark>

To unsubscribe from a course, go to Courses and Assignments > Courses, and select "Subscribed by Me" to show your list of subscription courses. Click the red X icon (next to the gradebook icon) for the course from which you want to unsubscribe.

Assignment Archive

Creating and assigning activities is a key component of a teacher's work. Tasks include becoming familiar with available curriculum; assigning activities, quizzes and tests; creating assignments; and monitoring the status of student work.

The **Assignment Archive** stores assignments for district and school administrators and teachers. Your access to Assignment Archive features depends on your user role. Users can access assignments depending upon their user roles and permissions:

- Administrators can edit assignment properties, delete assignments, and change ownership of assignments.

- Teachers' permissions may assign them access to only their own assignments, or also to school-wide or district-wide assignments. Teachers can edit and delete their own assignments and make copies of other assignments to which they have access. (For details on copying assignments, see Building an Assignment from a Copy.)

Follow these links for steps on how to use the Assignment Archive:

- Assigning Content from the Assignment Archive
- Finding Pathblazer "Fast Start" Assignments
- Editing Assignments
- Deleting Assignments