

8/29/2023

HOW – Habits of Work

Guide for entering HOW assignments for Terms H1, H2, H3, and H4

- Enter information as seen below, choose all classes that apply.
- Select Save and Duplicate
- Keep everything the same except for the name of this assignment.
- Use a unique **naming sequence** like the one below for the Assignment Name. The assignments will average within the Term for each quarter.
- Category is set to HOW
- Score type should be points, and score entry points is 100.
- Repeat this process for each quarter.
- When scoring the assignment, you will give them a score in the 0 through 4 range.

Assignment Panel

Enter HOW grades by the following dates each quarter. Be sure to use the same HOW Due Date for each of the three HOW assignments created within a quarter.

Q1/H1 Due Date: 11/4/23

9/15/23
10/6/23
10/27/23

Q2/H2 Due Date: 1/20/24

11/17/23
12/15/23
1/19/24

Q3/H3 Due Date 3/30/24

2/9/24
3/8/24
3/29/24

Q4/H4 Due Date: 6/14/24

4/26/24
5/17/24
6/13/24

The screenshot shows the 'Assignment' panel in a learning management system. The 'Assignment' tab is selected. The 'Classes' section shows '1 Class: 1(D1-D1A) US History Part I'. The 'Assignment Name' is 'How-1-Q1', the 'Category' is 'HOW', and the 'Due Date' is 'Saturday 10/30/2021'. Under 'Traditional Grade Options', the 'Score Type' is 'Points', 'Score Entry Points' is '100', and 'Count in Traditional Final Grade' is checked. The 'Description' field is empty with a rich text editor toolbar.

Publish Panel

In the Publish Panel be sure to Publish the assignment

The screenshot shows the 'Edit: HOW-1-Q2' panel with the 'Publish' tab selected. The 'Publish Assignment' dropdown is set to 'Immediately'. The 'Publish Scores' checkbox is checked.