

## Home Tab



How to assign to entire class In Basic – IM2 View 1) Click- Assessments tab 2) Click- Add Assessment Button



3) Select- Comprehensive Assessment 4) Check- To be Taken at School Only 5) Check- Prevent automatic assessment – drop down arrow- same day or up to 7 days 6) Select- Assign to entire Class *(see below if assigned to specific student)* 

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ACCND Instructor Module Good	Afternoon, Inst. Kellermann		
My Course: Basic Algebra    Math 10022 – S 2011 / Beginning Algebra 🗾 👻 Edit this Course   Add a Course   Administrator Cer	ter   My Account Settings		
Home Reports Gradebook Homework Quizzes Tests Assessme	ents Worksheets		
New Assessment Wizard	April 5, 2011		
STEP 1: Name & Date	No event due in the future		
Assessment Name: Requested Assessment 1			
Status: Enabled - 🕐			
Assessment Type:  Progress Assessment Comprehensive Assessment	Course Calendar		
Assessment Dates:	<b>e</b> Book		=
Month Day Year Time: Start Date: Apr = 25 = 2011 =	Miller O'Neill- Hyde		
Month Day Year Time:			
End Date: Apr   29   2011			
✓ Publish this Assessment to the student calendar.	Assessed in		
STEP 2: Advanced Options	Alaebra		
Provent automatic assessment the same day	Beginning Algebra, 3rd		
	Ed. by Miller, Julie; O'Neill, Molly; Hyde,		
<ul> <li>Assign to entire class</li> <li>Assign to specific student(s)</li> </ul>	Nancy		
STEP 3: Grading Scale			
To change the grading scale, drag the green bars to the desired percentages. Type in new grading terms to replace the letter grades,			
as needed. (As the Assessment is completed, results are tallied using blue bars.)			
NOTE: To view student arades once this Assessment is completed, select the Assessment from the aradebook, click on the "view			
assignment gradebook" link, and view the Student Scores report.			
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6) If assigned to specific student: Select student

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	End Date: Apr • 29 • 2011 • 📰 10 • 45 • am • 🗋 No end date 🕐	
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## 7) Select- Do not show letter grades on reports 8) Click on Next



## 9) Click on Save



There are other ways to do this in the Used Advance IM - 2 View.