

# Assignment Calendar



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## Assignment Calendar

The Assignment Calendar is a very helpful tool, which provides students a list of activities they need to complete each day in order to stay on track toward meeting their target completion date. The Assignment Calendar is available for students in the Reports section of the Organizer, which is part of their Virtual Classroom, and is also available for teachers in the Web Administrator.

The important thing to note when wanting to utilize the Assignment Calendar is that in order for it to function the teacher must assign an accurate Start Date and Target End Date for the student's course. That way the course's timeline can be evaluated and daily assignments can be made. If there are no Start or Target Dates or if the Start and Target Dates are the same date, the Assignment Calendar will not populate for the course.

**NOTE:** With the implementation of the District Calendar, the Course Completed and Target Completed percentages will automatically adjust based on the days that have been excluded from being "work days" for your students. For example, if your District Administrator excluded weekends, federal holidays and district holidays from the dates upon which students are expected to work, the Progress Report will not include those days in the calculation of the Course Completed and Target Completed percentages. Additionally, if you or a student notices that these figures have changed from one day to the next in an unexpected manner, it may be because a district administrator has updated the District Calendar. The percentages in the Progress Report may differ from those in the Assignment Calendar by a margin of approximately 1% due to the method in which they are each calculated.

1. Click on **Select Student** in the Manage Students section (Figure 1.01)

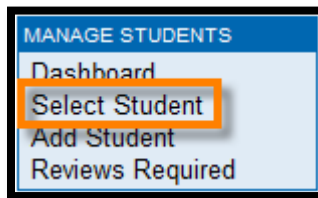


Figure 1.01

2. Click the desired **student's name** (Figure 1.02)

**STUDENT SELECTION**

Student Management User Groups Middle School One

•Add Student •Update •Courses •Disable •Progress •Email

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="radio"/>	1895263	midstude	<a href="#">StudentOne, MiddleSchool</a>	6th
<input type="radio"/>	1895274	midstude5	<a href="#">StudentSix, MiddleSchool</a>	8th
<input type="radio"/>	1895266	midstude2	<a href="#">StudentThree, MiddleSchool</a>	8th
<input type="radio"/>	1895264	midstude1	<a href="#">StudentTwo, MiddleSchool</a>	7th

[View Archived Students](#) | [Select My Account](#) | [Save To Excel](#) | [Search for Students](#)

Figure 1.02

3. Click the **edit** radio button next to the student's course for which you want to view the Assignment Calendar, and then click the **Assignment Calendar** link above the list of courses (Figure 1.03)

**COURSES FOR MIDDLESCHOOL STUDENTTHREE**

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#) | [Edit Options](#) | [Review Journals](#) | [Retakes](#)  
[Grades](#) | [Undo Bypass](#) | [View Scores](#) | [Insert Supplemental Activity](#) | [Review Online Content](#)  
[Additional Activities](#) | [View Course Standards](#) | [Assignment Calendar](#) | [Diagnostic Test](#) | [ENotes](#)

Edit	Course Name	Bypasses	Grade	Start Date	Status
<input type="radio"/>	<a href="#">Algebra I</a>		9th	4/11/2011	
<input checked="" type="radio"/>	<a href="#">Earth Science</a>		8th	4/11/2011	

Figure 1.03

The Assignment Calendar for the selected course will appear. If needed, users can switch to another course assigned to the student by selecting it in the Course drop-down menu, as well as look at a different week in the course by selecting it in the Week drop-down menu (Figure 1.04).

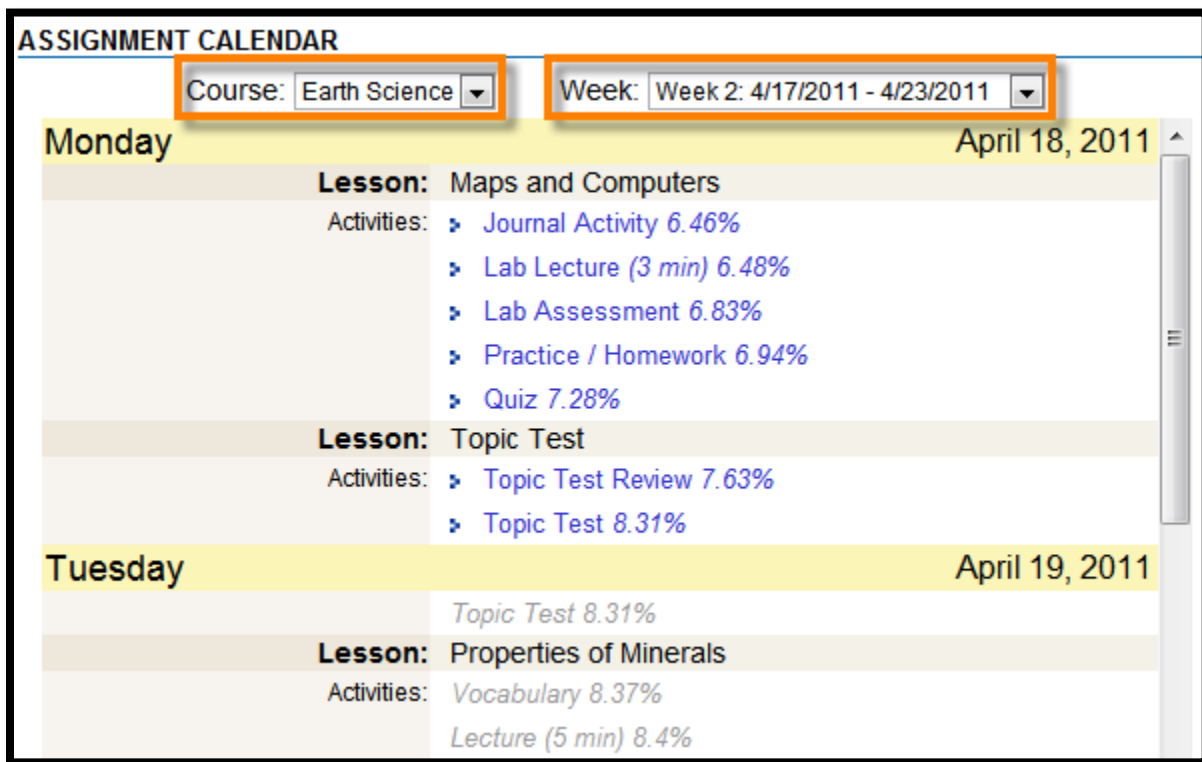


Figure 1.04

## Color Coding in the Assignment Calendar

The Assignment Calendar uses color-coded text to help teachers and students easily see the student's progress through their course.

- **Green text:** Activities the student has completed
- **Blue text:** Activities upon which the student should be working today
- **Gray text** (that appears on days prior to today's date): Activities that should have been completed but have not
- **Gray text** (that appears after today's date): Future activities