

Mid-Year Launchpad Management

TEACHERS



Assessments to Unlock:

1. Assessments that need to be unlocked.
 - a. Click on Quick Review.
2. After analyzing the student assignment and/or Test Review, simply click on the blue lock icon.
 - a. This will unlock that individual's assessment.
3. To unlock in bulk, click on the very top blue lock icon and this will unlock every student listed at one time.

Notes:

- Ensure you have the proper permissions to complete tasks at hand.
- Be aware of roles and permissions for each task.

Out of Retakes:

1. Assessments that have met their maximum number of attempts.
 - a. Click on Quick Review.
2. Before adding a retake ask yourself:
 - a. Does the student have notes?
 - b. Is the student ESE?
 - i. Did I meet the requirements of the IEP?
 - c. Is the student ESOL?
 - i. Did the student need first language support during the assessment?
 - d. How many times has the student taken the assessment?
3. Choose whether to give the student an additional attempt with support OR to Pass with score, making the student accountable of their choices.
 - a. To add an attempt, simple click on the blue + icon for that individual student.
 - i. To add an attempt in bulk, click on the very top blue + icon, adding an attempt for every student.
 - b. To Pass with score, click on the student's name. This will bring you to the student's course.
 - i. Click on the activity that you wish to Pass with Score.
 - ii. Click on the 100 tab to manage score.
 - iii. Choose to use student's highest score or give the student a manual score.
 1. ALWAYS leave a reason on why you are changing the student's score.
 - iv. Click Submit

Work to Grade:

1. Assignments that need to be manually graded.
 - a. Courses can NOT be marked complete without ALL assignments graded.
2. Click on Quick Review.
3. Click on the row of the student that you wish to grade their assignment.
 - a. This will take you directly to the assignment that needs to be graded.
4. Review the time spent on the assignment.
5. Scroll down to review student's submission or click on the 4 arrows to increase the size of the response.
 - a. If available Check for Academic Integrity.
 - i. If Academic Integrity was found, grade assignment accordingly and reset assignment.
 - ii. Have a Student / Teacher conference providing support.
6. Submit grade based on the suggestions given or the rubric provided.
 - a. Provide feedback for students in the comment box.

*** NOTE: All assignments need to be graded in a timely manner. These should not be left until the course is complete. ***