End of Semester Recommendations

☐ Review Student Data

Use the Assignment Reviewer tool to view your student's overall course performance and a detailed breakdown of performance per assignment. You can view **commonly missed questions** on your Tests and Lessons and **time spent per question/overall** on each assignment. If you'd like any assistance pulling data on student performance, please let us know!

- **Reports tab > Assignment Reviewer**

☐ Save Student Data

We recommend saving student grades each term for future reference. You can also export course grades to Excel through the All Student Scores Report or the Export Grades tool.

- **Reports tab > All Student Scores Report**

- Adjust the filters and settings to display the information you need.
- Click "Export" and a CSV file will automatically download.

OR
- **Reports tab > Export Grades**
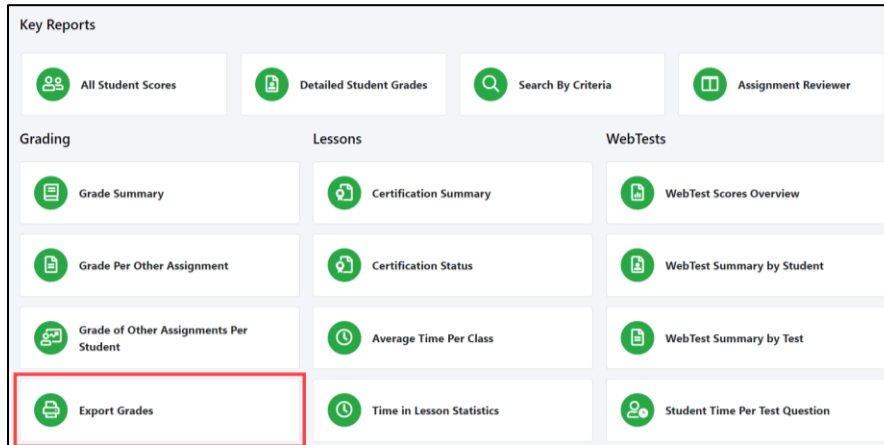
Note: If you need deactivated student data, check the "Include Deactivated Students" button under Settings before exporting.
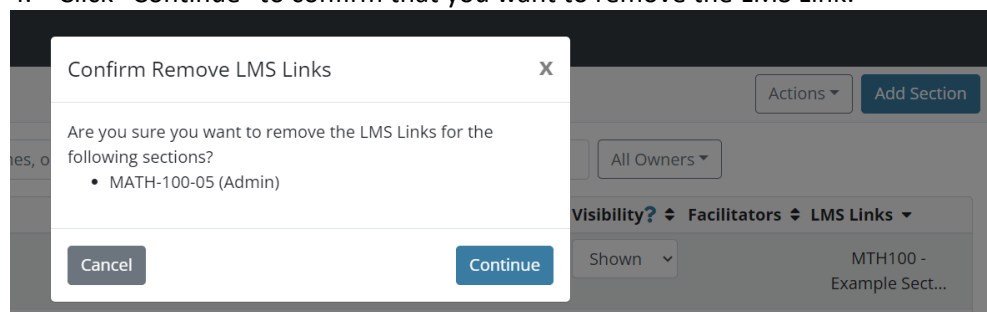
☐ Remove LMS Association

If you integrate Hawkes into your LMS, removing the LMS link stops grades from automatically updating in your LMS.

- **Tools tab > Manage Sections**
  1. Select the section from the Sections list.
  2. Click the "Actions" button.
  3. Select "Remove LMS Links" from the dropdown menu.
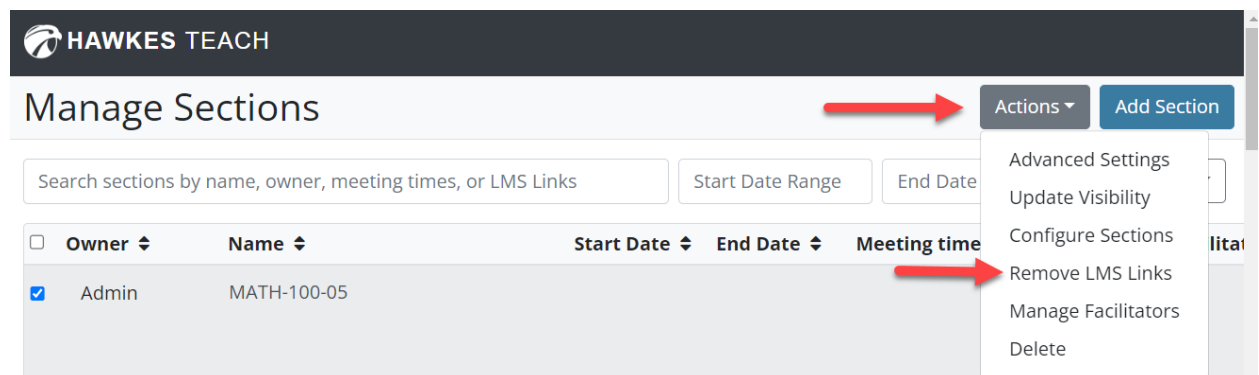
4. Click "Continue" to confirm that you want to remove the LMS Link.

☐ Mark Sections Inactive

Making sections Inactive removes them from all pages in the platform, allowing easier access to active sections and students.
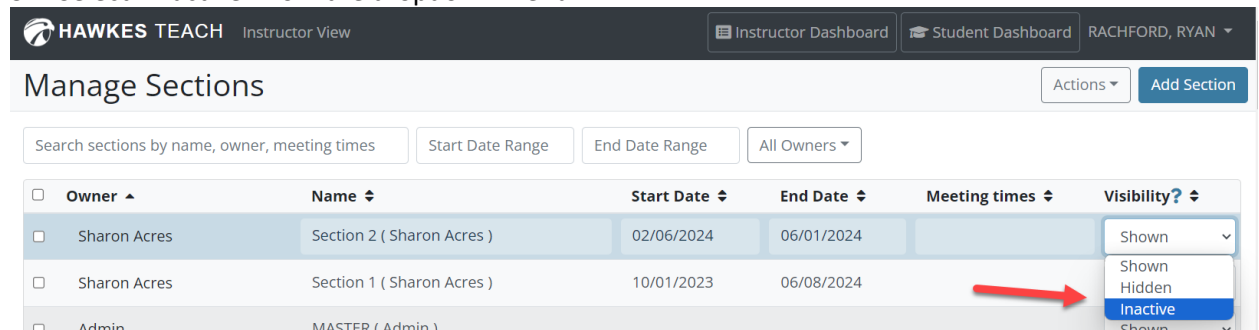
- **Tools tab > Manage Sections**

Update In Bulk:
1. Select the sections you want to mark inactive.
2. Click the "Actions" button.
3. Select "Inactive" from the dropdown menu.
4. Click "Submit".
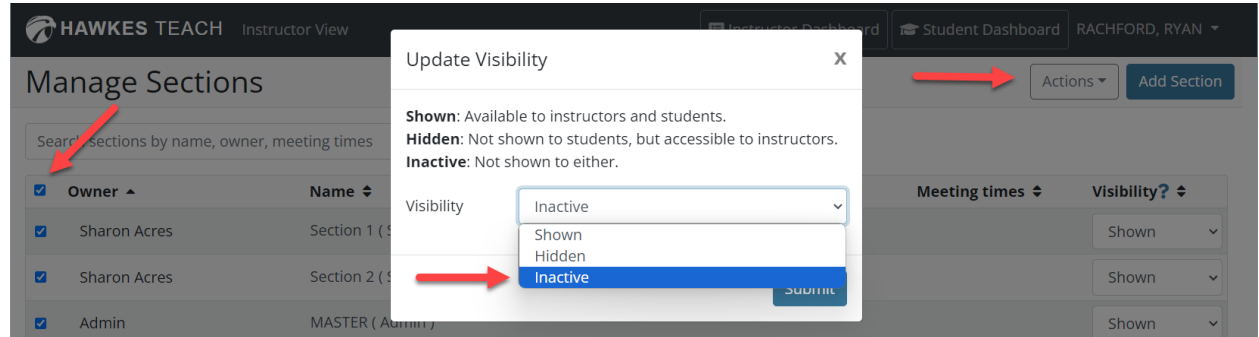
Update One at a Time:
1. Hover over the row of the section you want to update.
2. Click the "Visibility" dropdown.
3. Select "Inactive" from the dropdown menu.

End of Semester FAQs
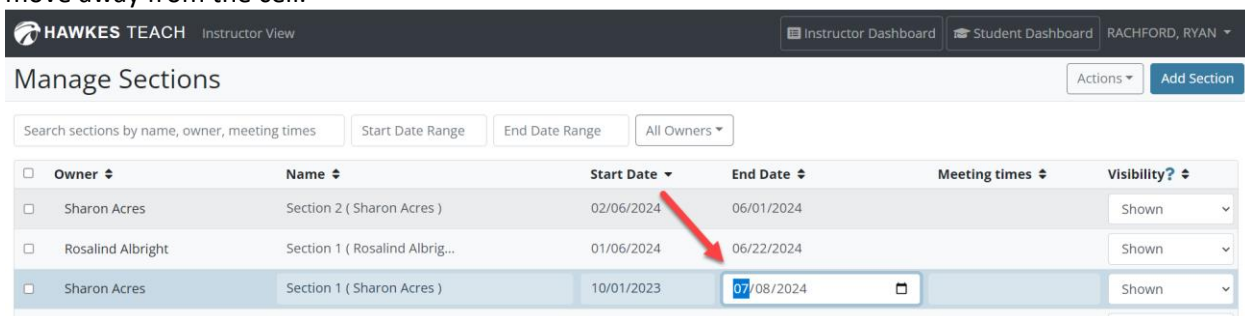
How do I create an Incompletes Section?

If you have a student or students in need of an extension beyond the course end date, you can create an incomplete section to give them more time to finish the course.

1. Go to the **Tools tab** > **Manage Sections** > **Add a new section.**
2. Name the section – we recommend using 'Incompletes – TERM'.
3. Check/adjust the new section start and end dates to reflect the extra time you're giving incomplete students.
4. Using the "Configure Sections" tool, select an existing section from which to copy over all assignments and settings.
5. Adjust any necessary date specific information.
   (Assignments tab > Lesson Due Dates or Assignments tab > WebTests)
6. Go to the **Tools tab > Manage Students** to transfer students into the new section.

How do I allow students to take a final exam after the section end date?

If you need to extend the end date of any of your sections:

1. Go to the **Tools tab** > **Manage Sections.**
2. Hover over the row of the section you want to extend.
3. Type the new date in the "End Date" cell. The new date will be saved automatically when you move away from the cell.

You can also prevent students from continuing to work on homework lessons after the section end date, but still allow them to take their Final Exam after the end date of the section by checking the first box, and unchecking the second box under Section End Date:

1. Select the name of the section.
2. Click "Actions".
3. Select "Advanced Settings" from the dropdown.
4. Under "Do not accept work completed after the section end date" make sure "Test" is not selected.

Advanced Section Settings   X

Section 1 (Sharon Acres)
☑ Do not accept work completed before the start date
   ☑ Lessons
   ☑ Tests

   ☐ Do not accept work completed after the section end date
   ☑ Lessons
   ☐ Tests ←

☑ Zero-out scores after the section end date

☐ Hide section details from students

Lessons Due | 11:59 PM   🕐 |

Time Zone | UTC -5 Eastern   ⌄ |

Submit

How do I edit the score or due date for a single student?

If you need to edit a due date or assignment score for an individual student, the easiest place to do this is the "All Student Scores Report".

1. Go to the **Reports tab > All Student Scores**
2. Select your section.
3. Select "Display Student Scores".
4. Expand the group where the assignment is located by selecting the + sign.
5. Find the student and assignment and then select the graphic to either edit the score, edit the due date, or review their assignment if the student has already attempted it.


How do I group/cluster a set of questions on a WebTest to add more variety to a test?

If you are interested in creating more variety for your tests, clustering questions allows you to put questions together in a group where students will only receive one of the questions in that group/cluster on their test. The question selected from the group/cluster is random for each student.

1. Add over all questions you want included on the assignment.
2. Select the questions you would like to cluster by placing a checkmark in the boxes next to those questions.
3. Select the "Actions" drop-down and then choose "Cluster" to group the questions together.
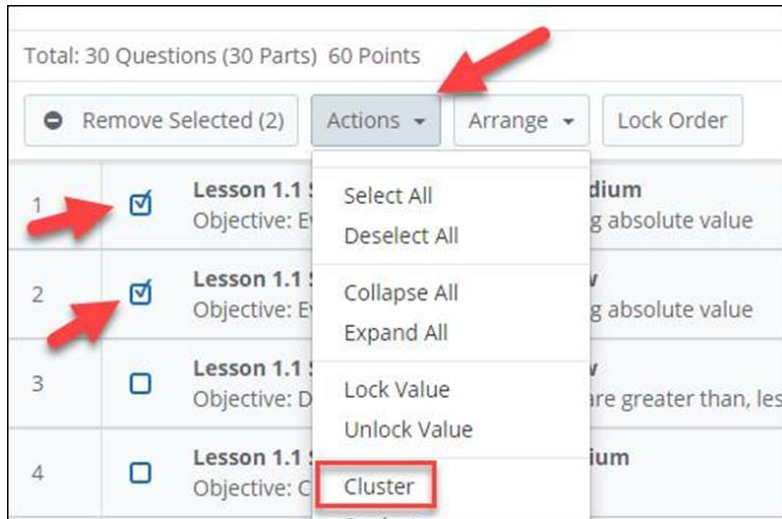
You will then see all the questions within the cluster listed with .1, .2, etc. to denote that they are the options that will be selected from for that single question.
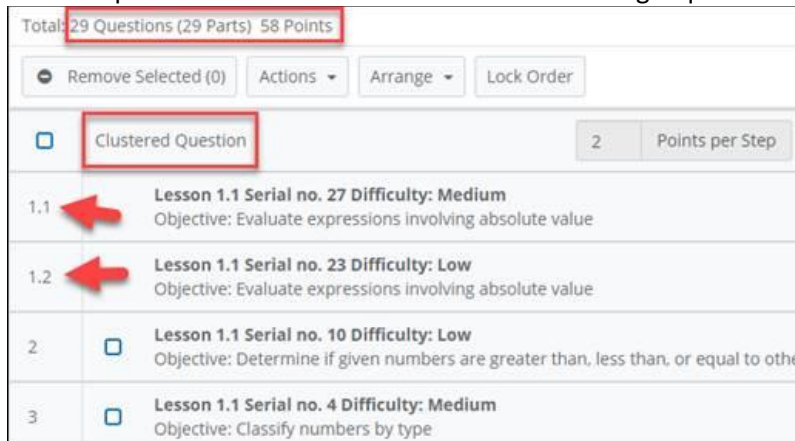

What are some helpful tips to clean out old templates and assignments from my course?

Review your existing templates and delete those you are no longer using.

- **Curriculum template:** *Assignments tab > Curriculum*
  - Select "Manage by Curriculum"
  - Check the box next to the template you would like to delete
  - Select "Delete"
- **Lesson Due Date template:** *Assignments tab > Lesson Due Dates*
  - Select "Manage by Template"
  - Check the box next to the template you would like to delete
  - Select "Delete"
- **Reminders template:** *Tools tab > Communications > Reminders*
  - Select "Manage by Template"
  - Check the box next to the template you would like to delete
  - Select "Delete"
- **Late Penalty template:** *Grade Settings tab > Late Penalty*
  - Select "Manage by Template"

- o Check the box next to the template you would like to delete
- o Select "Delete"
- **Create folders for old WebTests**: *Assignment tab > WebTests*
  - o Select the "Manage" tab
  - o Select "Organize"
  - o Select "Create New Folder"
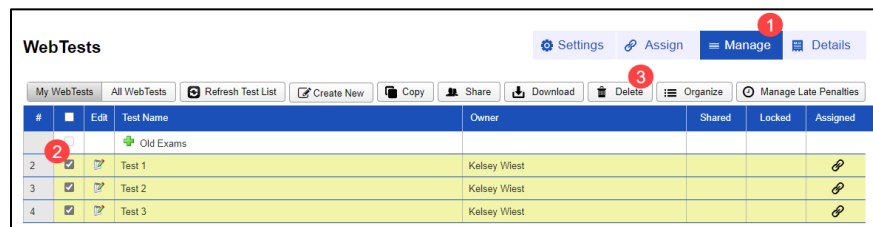 - o Name the folder and select "Save"
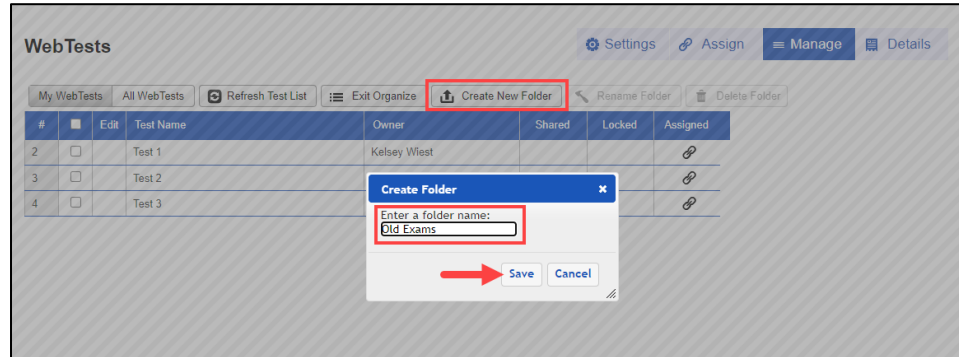
- o Check the boxes next to the tests you would like to move
- o Select "Batch Move," pick the correct folder name from the drop-down menu, then select "Go"
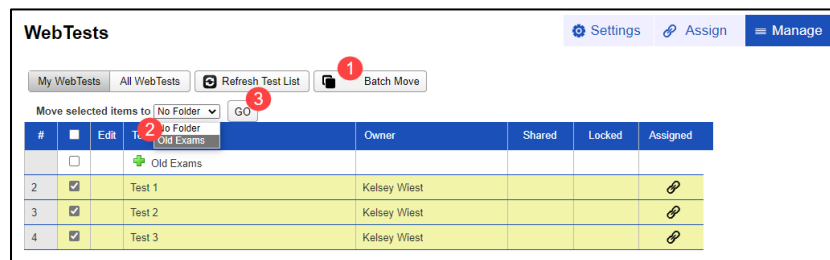
- **Delete old WebTests**: *Assignment tab > WebTests*
  - o Select the "Manage" tab
  - o Check the boxes next to the tests you would like to delete
  - o Select "Delete"

Have questions? Contact Customer Success at:
1-800-426-9538 | instructorsupport@hawkeslearning.com