Getting Started with Hawkes

Best Practices: Tips for Success

This collection of best practices has been shared by schools nationwide who have seen a positive impact on overall student success in their courses.

Getting Started

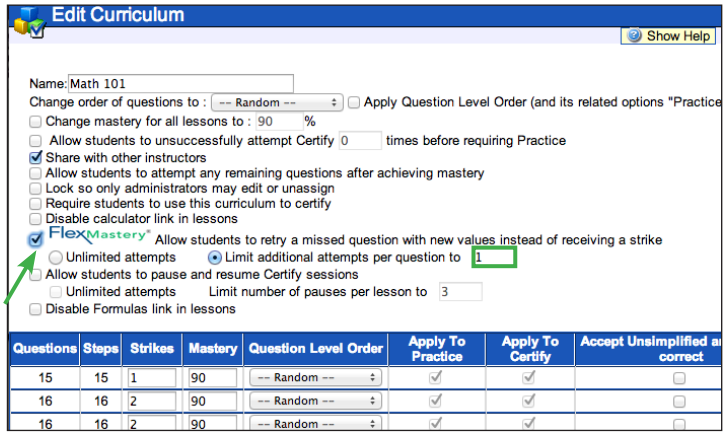
Print out our **Student Directions** or post them to Course Materials by opening the Grade Book and navigating to Assignments → Course Materials.

Help your students register with Hawkes on the first day of class.

Assignments

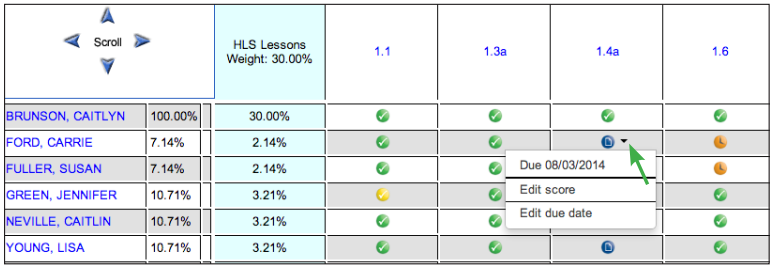
Stagger homework due dates to correspond with what was covered in class. This will keep the material fresh in your students' minds and help them stay on track.

Enable FlexMastery to give your students an additional attempt at a question type instead of receiving a strike when completing their homework in Certify mode. Providing wiggle room for typos and easy mistakes keeps students motivated! (We recommend only allowing 1 additional attempt per question.)



To enable FlexMastery, go to the Grade Book and open Assignments → Curriculum. Select a section. Check the box next to FlexMastery and save your changes.

Adjust or extend individual student due dates if necessary using the All Student Scores report.



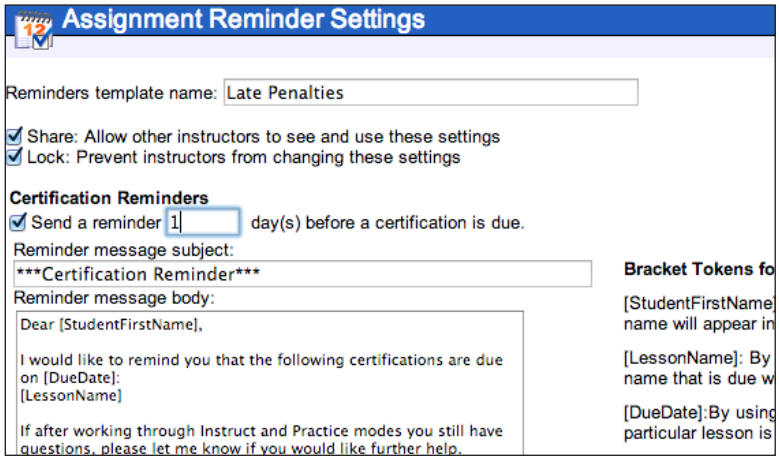
To adjust an individual student's due date, go to the Grade Book and open Reports → All Student Scores. Select the section you want to view; then, click on the icon that corresponds to the student and homework lesson. A drop-down menu will allow you to edit the student's score or due date.

Set up a graduated late penalty to keep students motivated. This can be found in the Grade Book under Grade Settings → HLS Lesson Late Penalty. We recommend a 5-day penalty, which deducts 10% for each day the assignment is late, up to 5 days. Giving students the opportunity to receive at least partial credit keeps students motivated to complete the assignment.

Designate a significant portion of the course grade (20-30%) to the Hawkes lessons in the Grade Book under Grade Settings → Assignment Groups. The #1 way to motivate students is through their grades!

Communication

Set up reminders! These messages are automatically sent to students when their homework lessons or tests are due or late.

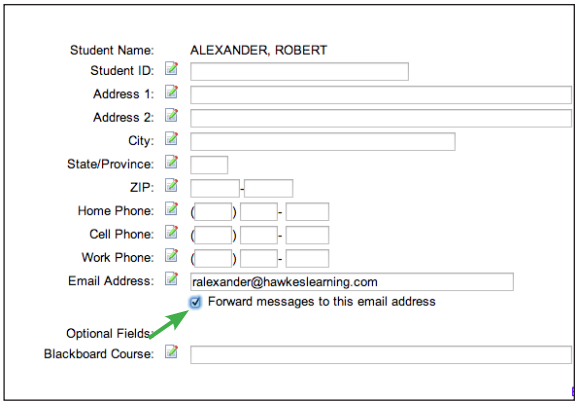


To set up a reminder, go to the Grade Book and open Tools → Communications → Reminders. Select a section. You will be asked to give your reminders template a name—this will allow you to reuse this same template for your other sections. Select the type of reminder you want to set and personalize it using your own message and the bracket tokens.

Enable Instructor Connect in the Grade Book under Tools → Display → Options Messaging. This allows your students to capture screenshots while working in Practice and send them along with questions to your designated email address for additional assistance.

Forward messages to your personal or school email address to receive your students' messages in the most convenient location. In your Grade Book under Tools → Manage Sections, add your email address and check the box to forward incoming messages.

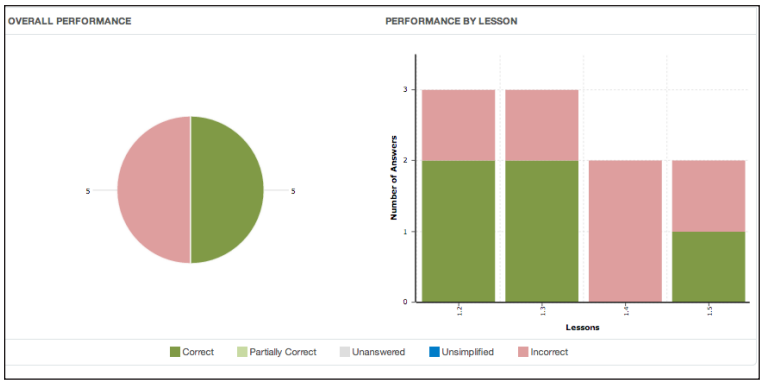
Forward messages to your students' personal or school email addresses as well.



In the Grade Book, open Tools → Manage Students. Click on a student's name. On the Student Details page, check the box to forward messages.

Practice Tests

Encourage your students to use practice tests. This individualized study tool pinpoints specific lessons the students are struggling with and provides the same error-specific feedback that is available in Practice mode. Practice tests can also alleviate test anxiety, since they give students the opportunity to familiarize themselves with the test interface.



The graphical results display will help your students determine which lessons need extra study time.

Reporting Tools

Use the reporting tools in the Grade Book to better understand your students' performance and track their progress.

Time Per Lesson and *Time Per Student*: See how much time your students

are spending in each mode of Hawkes. You can quickly pinpoint red flags or lessons that are more challenging than others.

Last Assignment Completed: Keep track of student progress and recently completed student lessons. This can help you identify students who are falling behind and intervene as soon as possible.

All Student Scores: Get up to date grade information for the class as a whole, color-coded for easy overview.

Summarized Time Per Test Question: Pinpoint exactly how your class performed on individual test questions to better assess course objective mastery.

Other Tips

Pull up Hawkes with your students in the classroom and work through problems as a class. This helps students become more comfortable using Learn and Practice on their own.

Work through several lessons on your own to get a better feel for the student experience.

Contact us whenever questions or concerns arise. Supporting you and your students is our TOP priority!

Phone	1.800.426.9538
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