



# INSTRUCTOR RESOURCES

# Instructor Grade Book

Use your Grade Book to assign lessons and WebTests, view student reports, and customize the student experience to fit your course needs.

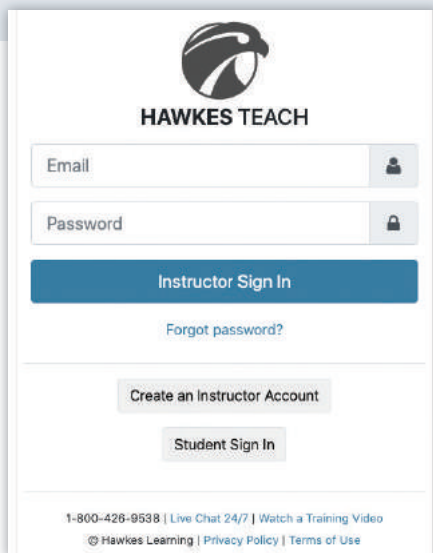
## Account Creation/Log In

Create a Hawkes Teach account to access your Grade Books and student account from a single login:

Go to [teach.hawkeslearning.com](https://teach.hawkeslearning.com)

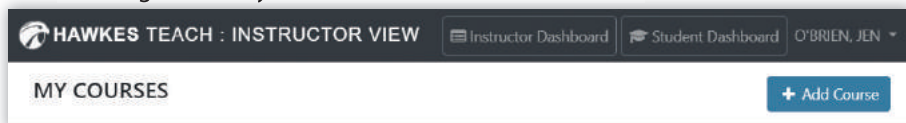
### Create a New Account

If you are new to Hawkes, select  
**Create an Instructor Account**

The screenshot shows the Hawkes Teach login interface. At the top is the Hawkes Teach logo, which consists of a stylized hawk head icon and the text "HAWKES TEACH". Below the logo are two input fields: "Email" and "Password". To the right of each field is a small icon (a person for email, a lock for password). Below these fields is a large blue button labeled "Instructor Sign In". Underneath this button is a link that says "Forgot password?". Below a horizontal line, there are two buttons: "Create an Instructor Account" and "Student Sign In". At the very bottom, there is a footer with contact information: "1-800-426-9538 | Live Chat 24/7 | Watch a Training Video" and a row of links: "© Hawkes Learning | Privacy Policy | Terms of Use".

## Add Courses to Instructor Dashboard

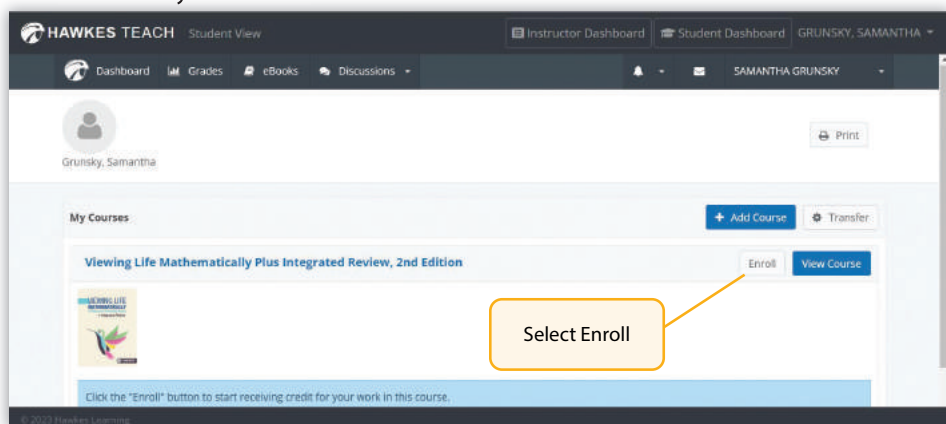
1. Once signed in to your Hawkes Teach account, select **+Add Course**

The screenshot shows the "HAWKES TEACH : INSTRUCTOR VIEW" dashboard. At the top, there is a navigation bar with the Hawkes Teach logo, the text "HAWKES TEACH : INSTRUCTOR VIEW", and two tabs: "Instructor Dashboard" (which is active) and "Student Dashboard". To the right of the tabs is the user's name "O'BRIEN, JEN" with a dropdown arrow. Below the navigation bar, there is a section titled "MY COURSES". To the right of this section is a blue button with a plus sign and the text "+ Add Course".

2. If you recently received a Course Invitation email, **enter the Course Link Code** provided to link your Instructor Grade Book. If you did not receive this email, please reach out to your Course Admin or the Hawkes Customer Success Team to request one.
3. Repeat steps 1 & 2 for any additional titles you use with Hawkes.

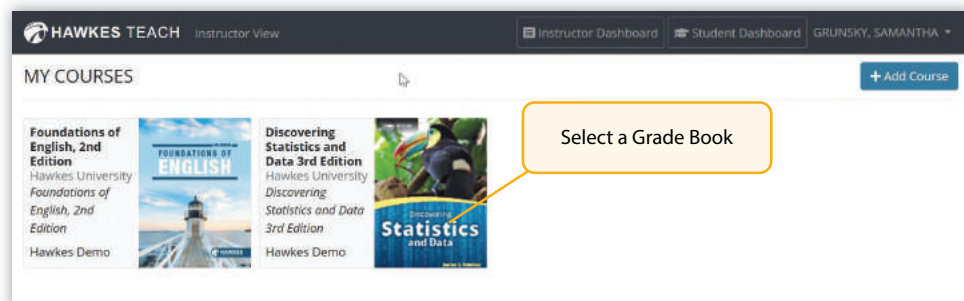
## Student Dashboard Set Up

1. Select **Student Dashboard** in top right corner.
2. Select **Enroll** beside your access code to select your name and section and enroll into your course.

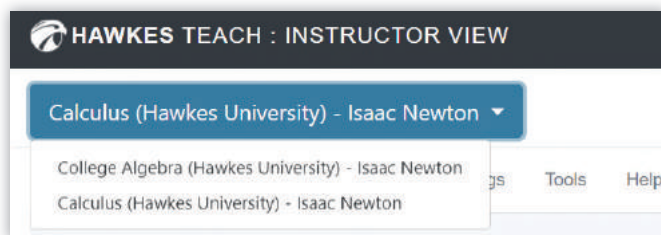


## Accessing a Grade Book

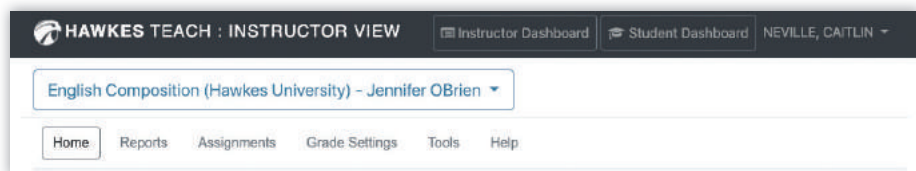
Select a tile from the Instructor Dashboard to open the corresponding Grade Book.



Easily switch between your Grade Books without returning to the dashboard using the drop-down menu.



## Navigating the Grade Book



**Instructor Dashboard** - Return to your instructor dashboard to view all linked Grade Books.

**Student Dashboard** - Access your student account.

**Reports** - Review student grades and check out assignment statistics.

**Assignments** - Create and assign lesson due dates, WebTests, and curricula.

**Grade Settings** - Assign grade weights and homework late penalties.

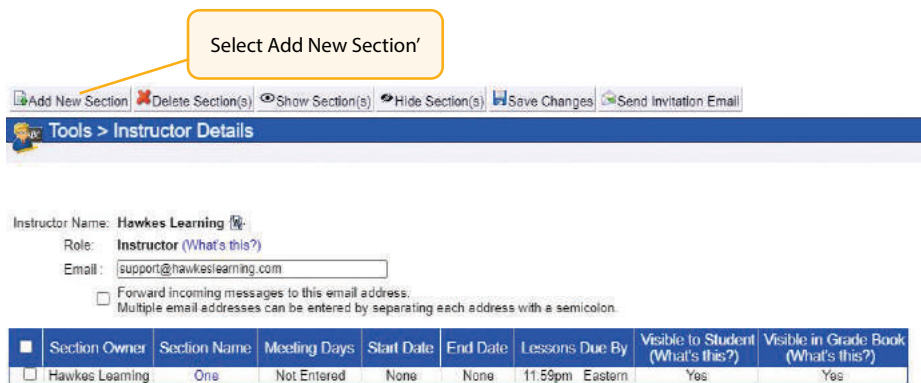
**Tools** - Create new class sections, enable temporary access, and set communication preferences.

**Help** - Access additional instructor resources, student setup information, and the Hawkes Support Center.

## The Tools Tab

### Creating and Editing a Section

To create a section, navigate to **Tools > Manage Sections**.



Select Add New Section'

Tools > Instructor Details

Instructor Name: **Hawkes Learning**

Role: **Instructor** [\(What's this?\)](#)

Email:

☐ Forward incoming messages to this email address.  
Multiple email addresses can be entered by separating each address with a semicolon.

<input type="checkbox"/>	Section Owner	Section Name	Meeting Days	Start Date	End Date	Lessons Due By	Visible to Student (What's this?)	Visible in Grade Book (What's this?)
<input type="checkbox"/>	Hawkes Learning	One	Not Entered	None	None	11:59pm Eastern	Yes	Yes

Setting course start/end dates and selecting the checkboxes below each date will ensure work is only submitted within a certain date range and students are able to request Temporary Access at the beginning of the term.

Save ChangesUndo Changes

Tools > Add Section

show

Section Name

Define the section name and meeting times to assist students in selecting the correct section during enrollment into your grade book.

Section Meeting Times

(ex: MWF 10 - 11:30am)

Section Start Date

For additional options, please input a section start date.

None

☒ Do not accept lessons completed before this date

☒ Students cannot take WebTests before this date

☐ Accept work completed before this date, but no credit in grade (Only applies to LMS Sync Grades)

Section End Date

For additional options, please input a section end date.

None

☒ Lessons will not be accepted after this date.

☒ Students cannot take WebTests after this date.

☒ Assignments that have not been completed will have grade set to zero after this date.

Time of Day Lessons are Due

By default each lesson must be completed by midnight on the due date. Some instructors prefer to have lessons due

Apply the following section's assignments and settings to this section.

Section: 

-Select A Section-

The following assignments and settings will be copied to this section:

All Assigned WebTests

HLS Lesson Due Date Template

Other Assignment Template

Curriculum

Course Materials Template

Basic Section Settings

HLS Lesson Late Penalties Template

Quick Tip:

Use the Course Copy tool to copy settings to/from previously created sections.

## Viewing Your Student Roster

You can view your class roster, transfer, and remove students from **Tools > Manage Students**.

Manage Students

Instructor:

Hawkes Demo

Sections:

All Sections

Search students by name

Export

#	Student	Email	Section	Access Code	LMS Course
1	BROWN-KAWALSKI, LORRAINE	cbrown@hawkeslearning.com	Math - Fall 2017	DBK3R77PGR9D6X4D87XFMXDCMF3WG	
2	CRAWFORD, MERRITT	mcaitlin7@hotmail.com	Math 152-008	6A8QC76WD9G3Q4KNPWCYCEJXGKTM	
3	MCCRARY, TIFFANY	tmccrary@hawkeslearning.edu	Math 152-008	CF4Q8G87E4HDDGKB89KX7C9P47J	
4	PATRICE, CARLIE	cpatrice@hawkeslearning.edu	Example Fall Section	8J8QAT799G07H4JB3JNBKTKUD8BT	
5	PHILLIPS, DEE DEE	dphillips@hawkeslearning.com	Math - Fall 2017	9TF3EFW74G9R2Y4QDQTCMCTYFFXQFEX	
6	RIEGER, ALEX	arierson@hawkeslearning.edu	Math 152-008	XP83Q4QFEAG4CDPWNH9GCG938BACQ	
7	ROSE, MICHAEL	mrose@hawkeslearning.com	Math - Fall 2017	YGCN848GR48NQK4H9QKEPIRFRQKX	
8	SHAW, JAMES	jshaw@hawkeslearning.com	Math - Fall 2017	YHJC4ED3KGQ54RW9B87HYECB8BKX	
9	Silver, Michael	msilver@hawkeslearning.com	Math 152-008	YPA8P938AH7DEJ8CQMB8CMK8BDHN	
10	Training Hawkes	training@hawkeslearning.com	40000 Module 12-15	Y4ANN7W7GPTJ6EKAACH86NCHTDEJ	Hawkes Training

Add Student

Delete Students

Transfer Students

Select a student name to view profile details.

Select a student to transfer to another one of your sections. (Course administrators can transfer between instructors.)

## Creating Assignment Reminders

Keep students on task by using assignment reminders. They are automatically sent to students when their homework lessons or tests are due or late.

In your Grade Book, open **Tools > Communications > Reminders**. Select a section. You will be asked to give your Reminders template a name. You can reuse this template for your other sections.

Select which reminders you would like to set. Then, either use the default message provided or customize it using your own message and auto-populating bracket tokens.

## The Grade Settings Tab

### Modifying Assignment Groups

Assignment groups can be edited to reflect your course and syllabus under **Grade Settings > Assignment Groups**. We recommend weighting the Hawkes lessons between 20-30%. This will help motivate your students to complete their homework.

## Setting a Late Penalty

Implement a late homework policy across multiple sections by creating a **Late Penalty Template**. To set up a late penalty, navigate to **Grade Settings > Late Penalties**.

A fixed penalty deducts a fixed amount, regardless of how late a student submits work. A graduated penalty deducts an increasing amount over a period of time as defined by the instructor.

**Quick Tip:**  
All Grade Book templates—including late penalties, due dates, and Other Assignments—can be shared with other instructors, locked, or copied to other sections.

## The Assignments Tab

### Lesson Due Dates

Assign homework lessons by going to **Assignments > Lesson Due Dates**.

Use the calendar icon to assign due dates to any lessons students need to complete for credit. By default, lessons without due dates are not assigned.

**New Term Quick Tip:**  
Use **Shift Multiple Due Dates** to adjust several due dates at once.

Set a date when assigned lessons appear on a student's to do list by utilizing the Visible On feature.

## Curriculum

Under **Assignments** -> **Curriculum**, select your section name. If you're editing the curriculum for the first time, rename and save the template before editing any lessons. If you have customized your curriculum before, you will simply select the lesson name from the list.

College Algebra  
TIFFANY MCCRARY - HAWKES UNIVERSITY

Home Reports **Assignments** Grade Settings Tools Help

MANAGE CURRICULA

### Edit Curriculum

Name: Meth 101 Master Curriculum

- ☒ Share with other instructors
- ☐ Lock so only administrators may edit or unassign
- ☒ Allow students to unsuccessfully attempt Certify | 1 times before requiring Practice
- Require students to attempt: 80 % of Practice
- ☐ Allow students to take Adaptive Practice sessions
- ☒ Allow students to attempt any remaining questions after achieving mastery
- ☒ **FlexMastery** Allow students to retry a missed question with new values instead of receiving a strike

Change order of questions:  
☐ Apply Question Level  
☐ Change mastery for all  
☒ Allow students to pause  
☐ Unlimited attempts  
☒ Allow students to review  
☒ All Attempts ☐ Do Not

Lesson Name	Questions	Steps	Strikes	Mastery	Question Level Order
1.1 The Real Number System	15	15	3	80	Random
1.2 The Arithmetic of Algebraic Expressions			3	81	Random
1.3a Properties of Exponents			4	75	Random
1.3b Scientific Notation and Geometric Problems Using Exponents	12	12	2	82	Random

## Curriculum - Lesson Editor

Within each lesson you can preview question types included in the default curriculum, remove questions, or add additional questions to the assignment from the question bank.

HAWKES TEACH

### Lesson Builder

1.3a Properties of Exponents (16 Questions, 16 Steps)

Mastery: 75% (4 Strikes) Practice & Certify

Sort: Random

Question Bank

Search Question Bank

Question # Obj. # Diff. # Occ. #

1.3a Serial #1 Apply the rules of exponents Low 1

Show Answer Hide Value

Simplify the following expression. Assume that  $x$  is not equal to zero.

$$7x^8$$

1.3a Serial #5 Apply the rules of exponents Low 0

Show Answer Hide Value

Simplify the following expression, writing your answer with only positive exponents.

$$-8x^{-2}$$

1.3a Serial #2 Simplify expressions with exponents Low 1

Show Answer Hide Value

Simplify the following expression.

$$(-3)^2$$

Assignment

Search Assignment

Question # Obj. # Diff. #

1.3a Serial #1 Apply the rules of exponents Low

Show Answer Hide Value

Simplify the following expression. Assume that  $x$  is not equal to zero.

$$-9x^8$$

Correct Answer:  $-9$

1.3a Serial #2 Simplify expressions with exponents Low

Show Answer Hide Value

Simplify the following expression.

$$(-3)^2$$



## WebTests - Creating a New WebTest

Create, edit, and assign tests or quizzes in **Assignment Builder**.

The Question Bank is a comprehensive list of all question types in the courseware.

Create a new test by opening **Assignments > WebTests**. To get started, select **Create New**. If you have customized your curriculum, choose your curriculum for the question bank to ensure you are selecting only question types students will have seen on lessons.

Add questions to tests in two ways:

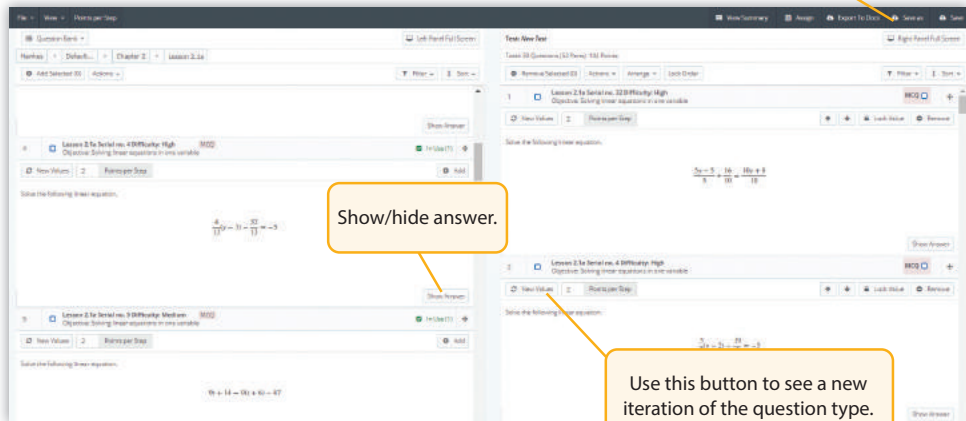
1. Drag and drop individual questions from the question bank pane on the left into the test pane on the right.
2. Select several questions at once and choose to **Add Selected**.
3. Click the + Add button on the question in the left-hand side you'd like added to your assignment & it will appear on the right-hand side

After saving, select **Assign** to make the test available online.

The top right corner allows you to save your test and assign it to your students.

Show/hide answer.

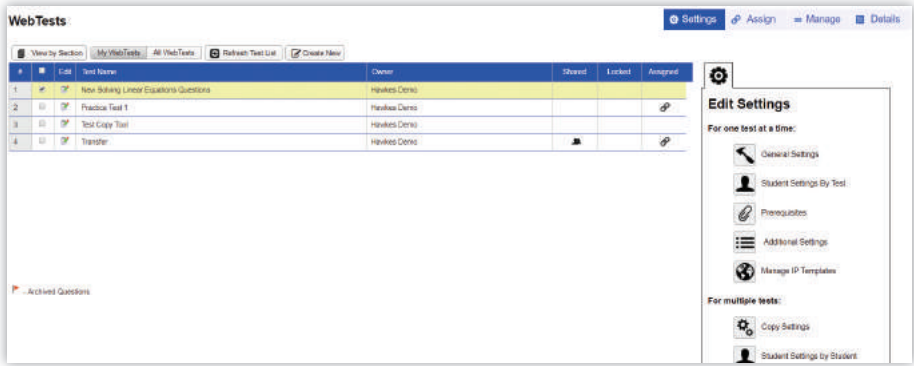
Use this button to see a new iteration of the question type.



### WebTests - Assigning a WebTest

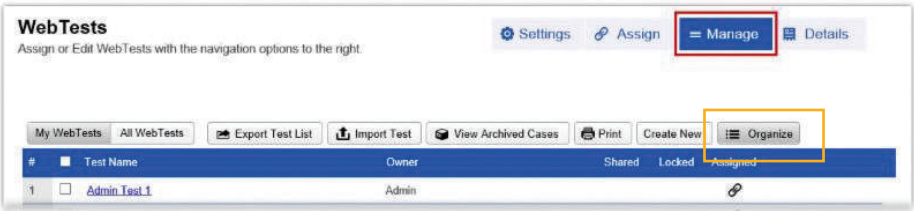
WebTests can be assigned under **Assignments > WebTests**. After creating a WebTest, select the test name and go to **Assign** in the top right. Choose which sections will be assigned the test. Once finished, return to **Settings** using the navigation bar in the top right.

Under **Settings**, you can determine test availability, security, student settings, prerequisites, and additional options.

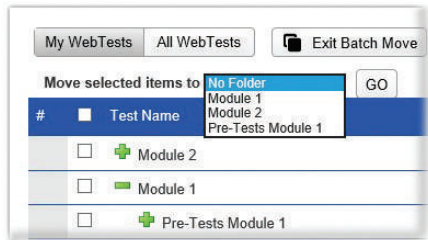


### WebTest - Creating WebTest Folders

Organize your WebTests by selecting **Manage** from the toolbar in the upper right-hand corner and selecting the **Organize** button.



Select **Create New Folder** and enter a title. Add as many folders as you need. Create subfolders by selecting the checkbox next to the parent folder and selecting **Create New Folder**. Folders are unique to individual instructors and will not affect other instructors' folders or WebTest lists.



Use **Batch Move** to move several WebTests into a folder at once. Select the checkboxes next to the tests you want to move. Choose the folder they belong in from the drop-down menu at the top of the screen. Select **GO**. Choose **Exit Batch Move** when you are done.

## Other Assignments

Assign paper and pencil assignments under **Assignments > Other Assignments**. Give your Other Assignment template a name, then select **Add Other Assignment(s)** to enter the assignment details.

When you're finished adding Other Assignments, be sure to save your work. You just need to create one template to house all offline assignments for your course.

The dialog box is titled 'Create New Other Assignment' and 'Add to Template'. It contains two main sections. The left section, 'Create a new Other Assignment by completing the fields below:', includes fields for Name, Attendance, Description, Total Points, End Date, and Default Assignment Group. It also has checkboxes for 'Visible to Students', 'Share', 'Lock', 'Include in Grade', and 'Bonus'. The right section, 'Check the assignments to be added to the template and click Finish.', shows a table of assignments to be added.

<input type="checkbox"/>	Name	Owner
<input type="checkbox"/>	Chapter 1 Practice	HLS Demo
<input type="checkbox"/>	Chapter 2 Practice	HLS Demo
<input type="checkbox"/>	Paper Quiz	HLS Demo

Buttons at the bottom include 'Create and Add to Library', 'Finish', and 'Cancel'.

To edit Other Assignment grades, go to **Edit Scores by Assignment** or **Edit Scores by Student**.

## Student To-Do List

Decide the order of the assignments displayed to your students in the courseware. Move items without due dates in between those that have due dates and create headers specific to modular/unit names. You can copy the to-do list to other sections.

**\*\*Note that when copying a to-do list to another section, any assignment not assigned to the new section will not be assigned to the student.**

The interface shows the 'Assignments > Student To-Do List' page. It includes a 'Copy to other sections' button, a 'Print' button, and dropdown menus for 'Assignment list for' (Hawkes Demo) and 'Example Fall Section'. A message states: 'Changes to your Student To-Do List will automatically be saved.' Below this are 'Sorting Options' (up, down, left, right arrows) and a 'Lock To-Do List Order' checkbox. There are buttons for 'Header: Add Header', 'Rename Header', and 'Delete Header'. A 'Move assignments to:' dropdown is set to 'Assigned (not categorized)' with a 'GO' button. A 'Collapse All' link is present. The main table lists assignments with columns for 'Name' and 'Due Date'.

Name	Due Date
<b>Module 1 (4)</b>	
Chapter 1 Test	08/18/2017
1.1 The Real Number System	09/18/2018
1.3a Properties of Exponents	09/19/2018
1.3b Scientific Notation and Geometric Problems Using Exponents	09/20/2018

### Edit Scores by Assignment/Student

From the **Assignments** tab, the **Edit Column** gives you the option to edit scores by assignment or edit scores by student. This is primarily used for entering scores for offline Other Assignments.

Assignments > Edit Scores by Assignment

show help

Back to Assignments Menu

Instructor: 

Instructor Name

Section: 

Section Name

Assignment Type: 

Lesson

WebTest

Other Assignment

Assignment Name: 

1.6 Factoring Polynomials

View Settings: 

Display Individual Test Attempts

After choosing the above options, update Assignment Score(s) by populating the column, **Enter a New Score**, with any new value(s) (Date or Score). To quickly move between scores, use **Tab** or **Enter**. Please remember to **Save Changes**.

Note:

Unsubmitting a WebTest allows a Student to resume the same WebTest Attempt and see identical question values.

Editing a WebTest score will override any Late Penalty applied.

Actions for Selected Student(s): Set To 

full credit

reset current value

1.6 Factoring Polynomials

Assignment Value: Section Name: Assigned

#	Student Name	Overall Grade in %	Certification Code	Date Completed	Enter a New Date	Action
<input type="checkbox"/>	1 NAME, STUDENT	94.05	3Z734	5/5/2022 12:00 AM	<div></div>	<div>full credit</div> <div>reset current value</div>

Another way to edit scores—or to change an individual student’s due date for an assignment—is from the **All Student Scores** report. You can choose to filter by student or assignment type. Once the report has loaded, select the green plus sign to expand the group and view lessons. Select an individual student’s assignment grade or icon, and a drop-down menu will appear with the options to edit the score or edit the due date. *Changing a due date for one student will not affect the due dates for the overall class.*

#	Student	Final Grade	Letter Grade	Lessons Weight: 40.00%	1.8	9.1	17.7	1.2	4.4	Quizzes Weight: 20.00%
1	BURRILL, JENNIFER	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%
2	CORALLI, ELIZABETH	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%
3	GADEKEN, CHERYL	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%
4	NIELSEN, VICTORIA	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%
5	PATRICE, CARLIE	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%
6	SHAH, MANU	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%
7	STORY, JESSICA	100.00%	A	100.00%	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	0.00%

Date Completed: 05/29/2019 12:45 PM (On Time - 100.00%)

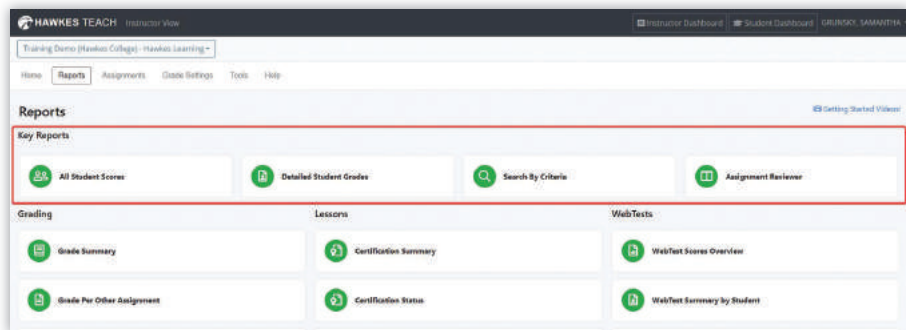
Edit score

Edit due date

Review Assignment

# The Reports Tab

Review student grades and overall performance through the Reports tab. The four key reports at the top are our most popular reports and include the most comprehensive data.



## Viewing All Student Scores Report

See all students and grades at one time through the **All Student Scores** report. Select the section from the drop-down menu and choose **Display Student Scores**. The filter option lets you narrow down how many students and assignments you review at one time.

Filter to narrow down how many students and assignments you see at once.

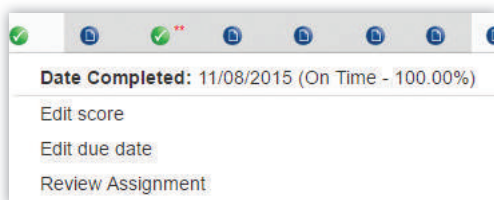
A screenshot of the 'All Student Scores' report interface. It shows a table with columns for Student, Final Grade, Letter Grade, Lessons Weight, and Tests Weight. The table lists seven students with their respective scores. A callout box points to the 'Students' filter dropdown, and another callout box points to the plus signs next to the 'Lessons Weight' and 'Tests Weight' columns.

#	Student	Final Grade <sup>1st</sup>	Letter Grade	Lessons Weight: 25.00%	Tests Weight: 45.00%
1	Barnes, June	0.00%	F	0.00%	0.00%
2	Gardner, Paul	90.36%	A	100.00%	85.00%
3	Odorn, Isaac	99.52%	A	116.67%	90.00%
4	Peck, Renee	102.74%	A	116.67%	95.00%
5	Peterson, Tracy	100.81%	A	116.67%	92.00%
6	Prieto, Eric	92.29%	A	100.00%	88.00%
7	Walker, Angela	91.00%	A		

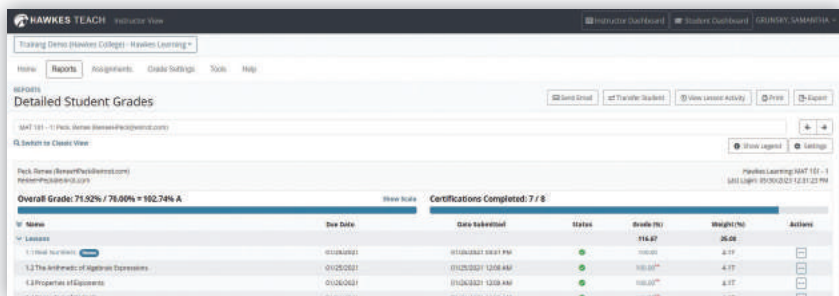
Click the plus sign to expand each Assignment Group, to review each individual grade.

Select a student's score to reveal a drop-down menu. Choose **Review Assignment** to review the student's lesson or test.

You can also edit an individual student's due date or grade.



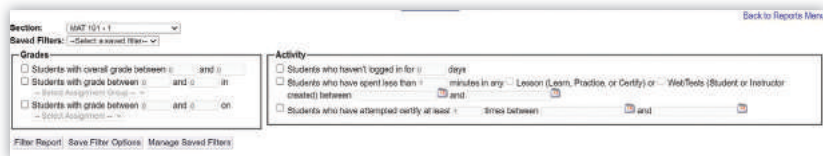
See assignment completion details for a specific student with the ability to print or export.



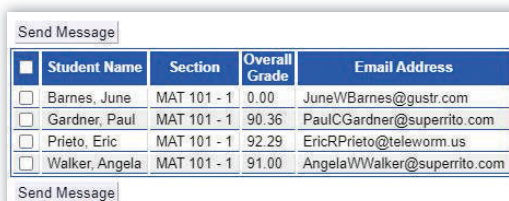
Identify students who fall into a certain category, such as students struggling or students doing well, and reach out to all of them from one screen.

Choose the instructor and section, then use the filters to find students. You are able to apply multiple filters at once.

Selecting **Filter Report** will provide a list of students matching your designated criteria.



Send specific students messages directly from this report by selecting the check boxes next to their names or select all to message all students at once. Note that students will be blind-copied on any group messages.



# Assignment Reviewer

Utilize **Assignment Reviewer** to access student attempts at Lessons and WebTests and review assignment data and analytics.

### Assignment Reviewer

Instructor: Hawkes Training

Section: --All Sections--

LESSONS

WEBTESTS

Done

Done Late

Overdue

View graphical display of lesson completion.

Review the average amount of time spent in Learn, Practice, and Certify per Lesson.

Search Assignments

#	Assignment Name	Certified	Avg Learn (Min)
1	1.1 The Real Number System	7 of 8	3
2	1.2 The Arithmetic of Algebraic Expressions	8 of 8	0

Click a Lesson or WebTest to review individual student performance. This view will display students' scores, number of attempts, as well as time spent in the assignment.

### Assignment Results

Instructor: Hawkes Training

Section: Math 101

Assignment: 1.1 The Real Number System

STUDENTS

ANALYTICS

Search Students

#	Student	Score	Due	# Attempts	Completed	Learn (Min)	Practice (Min)	Certify (Min)	Total (Min)
1	OSCARCATE, RENE	100%	1/18/18 11:09 PM	1	1/18/18 12:00 AM	--	--	4	4
2	LOPES, WILLIAM	100%	1/18/18 11:09 PM	1	1/18/18 12:00 AM	--	--	3	3
3	HERNANDEZ, ARIAN	100%	1/18/18 11:09 PM	1	1/18/18 12:00 AM	--	--	2	2
4	NEWTON, ISAAC	100%	1/18/18 11:09 PM	2	1/18/18 12:00 AM	--	--	6	6
5	PEREZ, JAYME	100%	1/18/18 11:09 PM	1	1/18/18 12:00 AM	--	--	1	1

Click on a student to review their assignment question by question.

Select the Analytics tab to see commonly missed questions and average time spent on questions.

### Assignment Results

Section: MATH 101 - I

Assignment: 1.1 Real Numbers

STUDENTS

ANALYTICS

Correct

Incorrect

Click on a question number to view a version of the question.

# LMS Synchronization

Hawkes currently offers grade and roster synchronization, as well as single sign-on for students using Blackboard, Moodle, Canvas, and Brightspace/D2L.

The synchronization tool will be enabled by your campus LMS administrator after connecting with Hawkes Learning.

Below is detailed information on using the synchronization tool in any of the learning management systems listed above. The interface and user experience is the same for each platform. For more information about setting up this tool for your school, please contact your Customer Success specialist directly or email [instructorsupport@hawkeslearning.com](mailto:instructorsupport@hawkeslearning.com).

## Using the Sync Tool

There are four tabs available within the sync tool. Alerts are provided for unsynced items.

The **Students Tab** syncs your Hawkes course with your LMS roster. This is not enabled by default as you DO NOT need to access the Students tab if you are using Single Sign On as students will sync themselves. You can choose to show the Students tab during the section linking process if you are using integration for grade sync only.

If you plan to use Single Sign On, you can automatically move to the **Assignments Tab**.

The screenshot displays the Hawkes Learning Synchronization Tool interface. At the top, there is a navigation bar with tabs: Students (102), Assignments, Assignment Grades, Final Grades, Schedule Sync, Setup, and Help. Below the navigation bar is a progress bar with four stages: Students, Conflicts, Confirm, and Complete. The Students tab is currently selected. The main content area is titled "Students" and contains the instruction "Choose which students you would like to link to your Hawkes account." A red alert box states "You have 102 student(s) that need to be linked." Below this, a summary shows "Showing 1 - 100 of 108" and "Last Update: 12/16/2022 4:39:00 PM". A table lists the first 100 students, with columns for LMS Name, Hawkes Name, Section, and Change Selected. The table shows that all listed students are currently "Unlinked" and have "None (Atlascombo)" as their section.

<input type="checkbox"/>	LMS Name	Hawkes Name	Section	Change Selected
<input type="checkbox"/>	d2mail, No	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Hammes, Drayton	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Student, Eighteen	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Student, Eighty	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Student, Eighty7	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Student, Eighty8	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Student, Eighty9	Unlinked	None (Atlascombo)	
<input type="checkbox"/>	Student, Eleven	Unlinked	None (Atlascombo)	



If any LMS students are missing from Hawkes, you are given the option to link the student and create a temporary Access Code. The temporary code is sent to the students at the time you link. We recommend waiting to do this until 1 week into the term.

Conflict(s)			
	LMS Student	Recommended Hawkes Student	
1	Gupta, Ak akakar@hawkeslearning.com	Shi, Ak (AT: Admin) akakar@hawkeslearning.com	Other Matches ( 1 ) - Browse
2	Gupta, Akshab msilver@hawkeslearning.com	SILVER, MICHAEL (AT: Admin) msilver@hawkeslearning.com	Other Matches ( 1 ) - Browse
3	Kakar, Akshi akakar@hawkeslearning.com	KAKAR, AKSHI (AT: Admin) dcumbe@hawkeslearning.com	Other Matches ( 2 ) - Browse
4	Kakar, Akshi usersearch@hawkeslearning.com	No Matches (Create & Send Codes)	Other Matches ( 1 ) - Browse
			Back to Students Continue

The **Assignments Tab** syncs individual assignments or assignment groups. We recommend you select the individual assignments (light green rows). You can create new columns for these items or replace existing columns. If you already have these assignment columns created in your LMS, you should select the corresponding lesson from the 'Action to Perform' column for each Hawkes Grade Item. This will prevent duplicate columns in your LMS grade book.

Showing 1 - 13 of 13			Results: 40
<input type="checkbox"/> Hawkes Grade Item	LMS Grade Item	Section	Action to Perform
<input type="checkbox"/> Lessons	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> 1.4a Properties of Radicals	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> 1.2 The Arithmetic of Algebraic Expressions	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> 1.1 The Real Number System	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> 1.3a Properties of Exponents	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> 1.3b Scientific Notation and Geometric Problems Using Exponents	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input type="checkbox"/> Quizzes	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> Quiz - Chapter 1	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input type="checkbox"/> Tests	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> Test 1	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> Test 2	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> Test 3	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column
<input checked="" type="checkbox"/> Test 4	Unmapped	NAT 101 - 1 (Kelsey West)	Create LMS Column

The **Assignment Grades Tab** syncs the grades for the assignments and/or assignment groups selected under **Sync Assignments**.

**Assignment Grade Sync**  
Choose which assignment grades you would like to sync with the LMS gradebook.

**Hawkes Section Selection**  
You can hide assignment grade tables for specific Hawkes sections by unchecking boxes below.

- ☒ All Sections
- ☒ SSO ( Atlas ) (Atlas)

**SSO ( Atlas ) (Atlas)**  
Showing 1 - 6 of 6

Student Name/Assignment Name	1.1a The Real Number Line and Inequalities	1.1b Intro to Abs Values	1.2 Addition with Real Numbers	1.3
<input checked="" type="checkbox"/> Test10, Peer	0.00 / 10.00	0.00 / 10.00	0.00 / 10.00	
<input checked="" type="checkbox"/> Test15, Peer	0.00 / 10.00	0.00 / 10.00	0.00 / 10.00	
<input checked="" type="checkbox"/> Test27, Peer	0.00 / 10.00	0.00 / 10.00	0.00 / 10.00	
<input checked="" type="checkbox"/> Test04, Peer	0.00 / 10.00	0.00 / 10.00	0.00 / 10.00	
<input checked="" type="checkbox"/> Test37, Peer	0.00 / 10.00	0.00 / 10.00	0.00 / 10.00	

**Sync**

The **Final Grades Tab** syncs the students' final Hawkes grades. You can create a new **Final Grade** column or replace an existing **Final Grade** column in your LMS. Most instructors choose to have their LMS calculate their final grades and do not use this option.

**Grades**  
Choose which grades you would like to sync with your Hawkes Account.

You have 6 student(s) that need their final grades to be synced.

**Showing 1 - 6 of 6**

LMS Name	Hawkes Name	Section	Hawkes Grade	LMS Grade	Sync Status
<input type="checkbox"/> Instructor, Hawkes4	Instructor, Hawkes4	Tro (Alascombo)	100.00%	Not Entered	Not synced
<input type="checkbox"/> Student, Fobit	Verid, Jennifer	EMD-106/01 (Technical Support)	100.00%	100.00%	Synced

**Sync**

## Grading Details

- By default, all items are added into non-calculated columns.
- You can change any of these settings within the grading columns.

## Additional Notes

- Hawkes Grade Book administrators do not have any additional privileges, such as syncing grades for other instructors. You can only sync information for your own courses.
- If your Hawkes Grade Book information is deleted, it will not be automatically removed from your LMS. Grades can be manually removed, if needed.

## NOTES:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Live support at

**1-800-426-9538**

from 8:00 am ET–9:00 pm ET, M–F

For more training materials, visit

**<https://www.hawkeslearning.com/Instructors.htm>**

email support

**[instructorsupport@hawkeslearning.com](mailto:instructorsupport@hawkeslearning.com)**

24/7 live chat support at

**[chat.hawkeslearning.com](https://chat.hawkeslearning.com)**

