

Savvas Realize™: Managing Assignments

Welcome



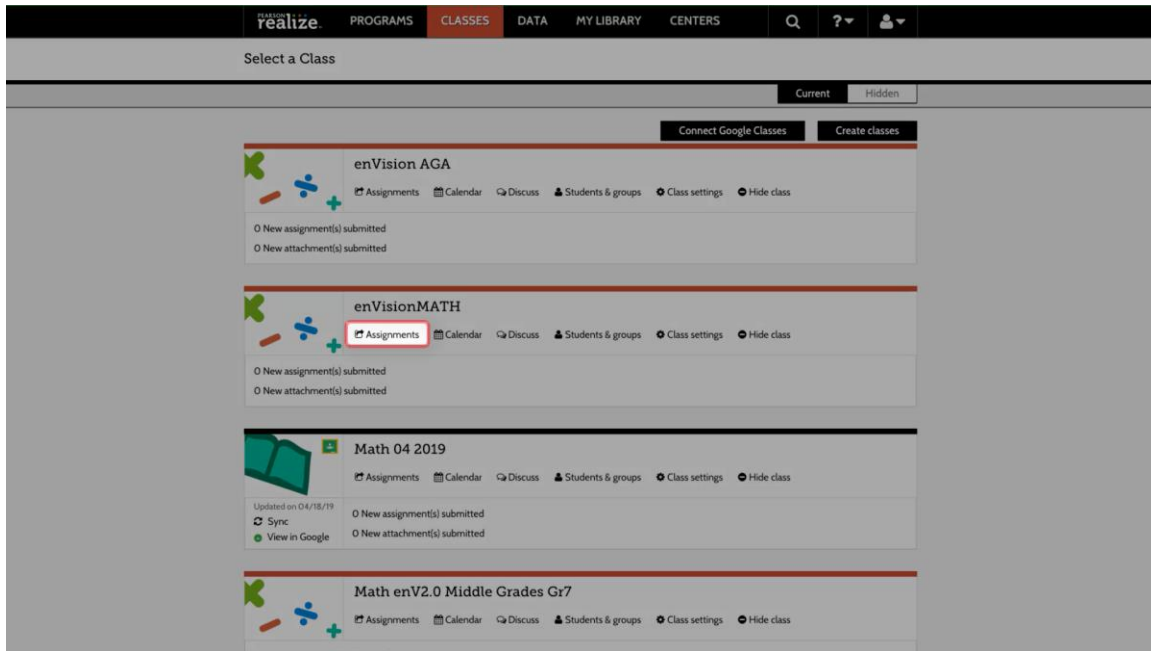
Hi, I'm Jason, and for the next few minutes I'll go over the ins and outs of managing your assignments on Savvas Realize™.

With so much going on in your busy day, it's challenging to keep up with all of the assignments for your classes; when they're due, who's done what, and what scores your students have received. Let Savvas Realize help you manage your assignments so you have more time to focus on your teaching and your students.

With Savvas Realize, you can

- manage and edit your assignments;
- see what assignments your students have completed;
- manually enter student scores; and
- view all of your assignments on a calendar.

Select a Class



Let's start by navigating to a class.

On the Savvas Realize home page, select Classes. On the next screen, find the desired class. Then select Assignments under the class name to dig into the details.

View Your Assignments

The screenshot shows the 'enVisionMATH' interface with a navigation bar at the top containing 'realize', 'PROGRAMS', 'CLASSES', 'DATA', 'MY LIBRARY', and 'CENTERS'. Below the navigation bar, there are tabs for 'Assignments', 'Calendar', 'Discuss', 'Students & Groups', and 'Class Settings'. The 'Assignments' tab is active, showing a 'View:' dropdown menu with options: 'All my assignments', 'The class assignments', 'A group's assignments', and 'Hide assignments'. The 'When:' dropdown is set to 'Entire class duration', and the 'Show:' dropdown is set to 'Current'. A table of assignments is displayed with columns for 'Title', 'Student status', and 'Due Date'. A blue callout box titled 'Filter options:' provides details for the assignment types.

Title	Student status	Due Date
Ratios, Rates, and Percentages	6/6 Completed	12/30/16 9:59pm
Topic 14: Today's Challenge	0/7 Completed	03/14/17 8:59pm
How many pets do you have?	7/7 Completed	03/16/17 11:59pm
Rates, Ratios, and Percentages	7/7 Completed	03/20/17 8:59pm 74%
Quick Check	2/3 Completed	05/08/18 9:59pm 59%
Comparing Bits and Pieces - Unit Test	0/10 Completed	01/18/19 11:59pm -

Filter options:

- **All my assignments:** View all active assignments in this class.
- **The class assignments:** Only view assignments assigned to the entire class.
- **A group's assignments:** Only view assignments assigned to groups.

At the top of the page, you have a few filter options for assignments.

You can filter by

- Assignment type
- a specific date range; or
- current or hidden assignments.

Assignments by Class

The screenshot displays the 'Assignments by Class' tab in the Savvas Realize interface. At the top, there are navigation tabs: PROGRAMS, CLASSES (selected), DATA, MY LIBRARY, and CENTERS. Below this, the user is logged in as 'enVisionMATH'. The main content area shows a list of assignments with a 'Hide assignments' toggle. The first assignment, 'Ratios, Rates, and Percentages', is selected, showing a status for 6 students: 6 Completed (green checkmarks), 0 In progress (blue circles), and 0 Not started (grey circles). A 'View student status' button is visible. Below the status, the average score is 76%. The 'Actions' section includes Edit, Hide, View discussion, and Score. The 'Start date' is 10/25/16 9:00pm and the 'Due date' is 12/30/16 9:59pm. The assignment is assigned to 'enVisionMATH'.

The Assignments by Class tab allows you to view all of your assignments for a specific class.

You can see how many students have completed each assignment, assignment due dates, and average scores on assignments.

Select the assignment to bring up more details such as

- completion status,
- available actions, and
- who has received the assignment.

To see how individual students have performed on this assignment, click the View Student Status button.

Assignments by Student

Adams, Deborah		All Assignments (7)		
1 - 7 of 7 assignments				Due date ▼
↓		Ratios, Rates, and Percentages	Completed 80%	12/30/16 9:59pm
↓		Topic 14: Today's Challenge	Not Started Past Due	03/14/17 8:59pm
↓		How many pets do you have?	Completed	03/16/17 11:59pm
↓		Rates, Ratios, and Percentages	Completed 75%	03/20/17 8:59pm
↓		Comparing Bits and Pieces - Unit Test	Not Started Past Due	01/18/19 11:59pm
↓		Discussion 10	Completed	02/23/19 11:59pm

Want to view more details for a specific student? Select the Assignments by Student tab.

You'll see a list of all of the students in the class. Select the desired student to view his or her details.

You'll see all of the student's assignments, and the status, score, and due date for each assignment.

Use the drop-down menu to filter the assignment list by

- All Assignments,
- Not Started,
- In Progress, and
- Completed.

Enter Assignment Scores

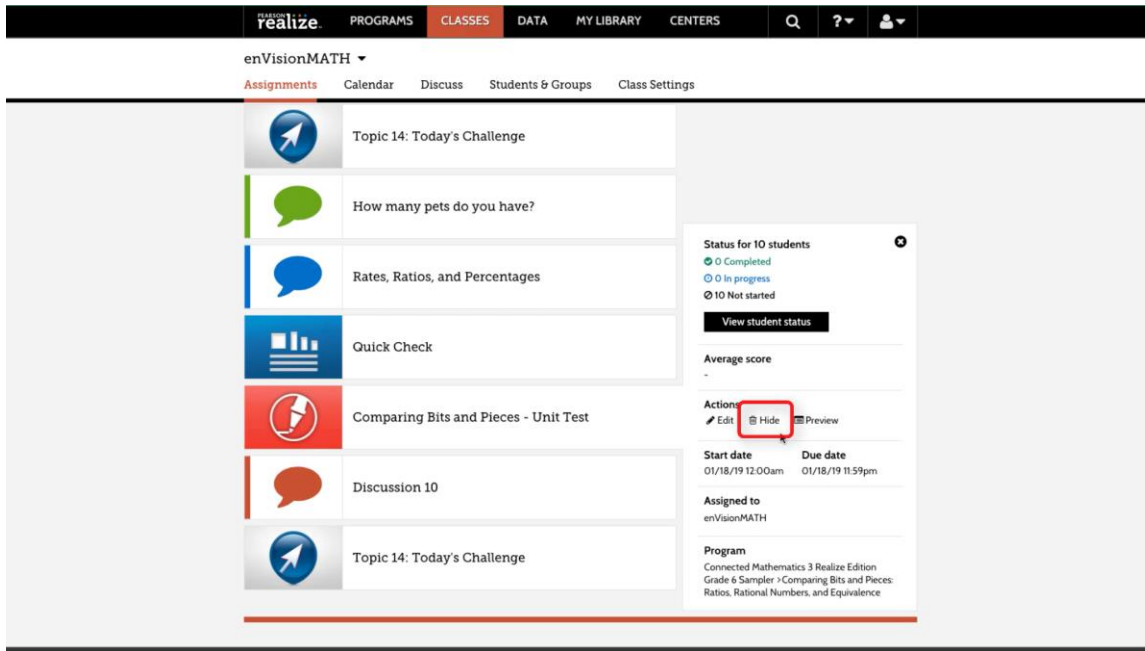
The screenshot displays the Savvas Realize interface for managing assignments. At the top, the navigation bar includes 'realize', 'PROGRAMS', 'CLASSES', 'DATA', 'MY LIBRARY', and 'CENTERS'. Below this, the 'enVisionMATH' class is selected, and the 'Assignments' tab is active. A list of assignments is shown, including 'Topic 14: Today's Challenge', 'How many pets do you have?', 'Rates, Ratios, and Percentages', 'Quick Check', 'Comparing Bits and Pieces - Unit Test', and 'Discussion 10'. A detailed view for 'Comparing Bits and Pieces - Unit Test' is open, showing student status (2 Completed, 0 In progress, 1 Not started), average score (59%), and assigned students (math, mark; Math, Michelle; Math, Molly). A blue callout box in the top right corner contains the steps: '1. Select the assignment' and '2. Select Score'.

One of the best features of Savvas Realize is that it automatically grades most of your assignments, but there are some instances where you'll need to manually enter a score for a student's assignment. Let me show you how.

On the Assignments by Class tab, first select the assignment. Then select Score under Actions in the assignment details.

Find the desired student, and enter the score for the assignment in the box next to the student's name. Then click Save.

Hide Assignments



You can also hide an assignment to prevent students from accessing it until a later date. For example, you may want to hide a test until students have finished the material first. To hide an assignment, click Hide under Actions in the assignment details.

Or you can hide multiple assignments at once by selecting Hide Assignments under the Assignments by Class tab. Check all of the assignments you want to hide, and then click Save.

Show Hidden Assignments

The screenshot shows the 'enVisionMATH' interface with the 'Assignments' tab selected. A 'Show: Hidden' button is visible, indicating that hidden assignments are being displayed. The 'Assignments' table is as follows:

Title	Student status	Due Date	Average
Test Prompt Unhide	6/6 Completed	11/02/16 8:57pm	-
Topic 01: Online Topic Test Unhide	1/7 Completed	01/07/17 12:59am	10%
Topic 01: Online Topic Test Unhide	3/3 Completed	05/08/18 9:59pm	85%
Comparing Bits and Pieces - Unit Test Unhide	0/10 Completed	01/18/19 11:59pm	-
Topic 14: Today's Challenge Unhide	0/10 Completed	02/25/19 9:59pm	-

To view hidden assignments and unhide them, click the Hidden button under the Show filter. Then select Unhide under the assignment name or select Show Assignments under the Assignments tab to unhide multiple assignments at once.

View Assignments on a Calendar

The screenshot shows the Savvas Realize interface for a class. The top navigation bar includes 'realize', 'PROGRAMS', 'CLASSES', 'DATA', 'MY LIBRARY', and 'CENTERS'. Below this, the user is logged in as 'enVisionMATH'. The main navigation menu includes 'Assignments', 'Calendar', 'Discuss', 'Students & Groups', and 'Class Settings'. The 'Calendar' view is active, showing a calendar for March 2017. The calendar grid displays days from Monday to Friday. Assignments are shown as red bars: 'Topic 14: Today's Challen...' on Tuesday (March 14th), 'How many pets do you have...' on Thursday (March 16th), and 'Rates, Ratios, and Percen...' on Monday (March 20th). An event, 'Pop Quiz', is shown as a blue bar on Friday (March 10th). The interface includes controls for 'Show weekends' and 'Create event'.

You may be thinking, “What’s a good way to keep track of all of my assignments?” My suggestion is to view them on the class calendar.

On the Classes page, select Calendar under the desired class.

Here you can view all of the assignments for the class displayed by due date.

Wrap Up



Are you ready to try it out for yourself? See how Savvas Realize makes it easy for you to manage your assignments and track your students' progress.

Thanks for joining me and remember to check My Savvas Training for other Savvas Realize tutorials and resources.