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

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 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

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.
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.
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

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.
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.