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## How To...

### Assign ExperTrack Assessments

- **Login** as Teacher
- Click on **Library**
- Click on **Books** (if not already selected)  
(You can type part of his or her name into the search box to narrow down the list.)
- Locate the assessment you wish to assign, and click **Assign to**
- **Enter** the assignment details to meet your needs:
  - **Assignment title** is ok as is
  - **Assignment description** is a place where you can add a comment for students (ex: complete by Friday)
  - Next is a series of **3 dates**:
    - **Start** = when students will first see and be able to begin the assignment  
Start date defaults to today's date which is usually ok as is, but if you are setting up assignments ahead you can click in the box to change the date.
    - **Due** = when the assignment is due and must be completed by  
The current default is 2 weeks, but we are considering changing this to 1-2 days. You can set the due date to anything you want by clicking in the date box and choosing the date you want as the due date. Note: a short due date is good to control the window of when students can access and complete the Checkpoint. You will need to edit the assignment sometimes (which is easy) to allow students who were absent to take the Checkpoint after the due date.
    - **Available until** = how long students can go back and see/review the assignment  
Currently the default is 3 months; you might want to set this as a date you want students to still be able to review as prep for end of year testing, but prior to when you might want them to take practice end of year tests. Perhaps March or April 1, but you can set it as anything you want by clicking on the box and choosing a date.

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- Next, choose an **assignment type**. The two choices are training and evaluation:
  - **Evaluation** is commonly used for assessments as the amount of time is limited. *We recommend you select Evaluation for ExperTrack assessments.*
  - **Training** is commonly used for large assignments, so students have the flexibility to work on the assignment over a longer period of time.
- When you select Evaluation, other customizations become available:
  - **Duration** = how long students have to complete the assignment once they start it. Duration only counts time actively spent logged into the assignment. The default is one hour, which is typically fine, but you can change the time if desired.
  - You have **3 buttons** that control some of the test functionality. You may want to experiment with them to determine what meets your needs best. You can easily edit an assignment and change your selection if desired. Our suggestion is start with yes, no, no, and go from there, but THE CHOICE IS YOURS.
    - **Choice 1:** Can students exit the assignment and then return to finish it later? The duration limit will still apply.
    - **Choice 2:** Can students review to see what they got correct and what they got wrong prior to the due date (immediately after submitting the test). You might want to choose no to avoid some students seeing the correct answers while other students are still taking the test. If you choose a due date of midnight, or the next day, students will then be able to see how they did. If you are not using the Checkpoint as a graded assessment, you might prefer to choose yes, and let students go ahead and review their results immediately.
    - **Choice 3:** Can students see their score prior to the due date. Usually you would make the same selection for this choice as for the previous choice.

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- The last step is to **select the class or classes** [or individual student(s)] who should receive this assignment. You will see all your classes (groups) and all your students (users) listed.
- **Click the box by a class** to assign the Checkpoint to all students in that class. You can click on multiple classes to assign the Checkpoint to multiple classes.
  - *As an alternative, you can click on the boxes by individual students if you wish to make the assignment just for some of the students, not the whole class. However, assignments to individual students do not appear in your Class Statistics, so we suggest making assignments to the full class in most cases.*
- Once all your selections have been made, click **Assign**  
*Your assignment has now been made.*

*We are very happy to have you as a Gallopade customer and are eager to serve you any way we can.  
Sincerely, The Gallopade Team*