

WORKFLOW

1. Answer all **messages**.
2. **Manual Grade** all questions/assignments. Reassign blanks and follow up with discipline. Once you click a link such as this, you must either score the question or click on the button to remind yourself later, otherwise the item will be automatically marked as read no matter what and it will no longer be in the Actions box (though it is retrievable on the Actions Required page “read” items).
3. Attend to any **blocked quiz/test** alerts by either marking them as “read” on the Actions Required page to clear them, or by using them on quiz/test day. Don’t forget to immediately re-block tests once students begin them to prevent access after they finish.
4. **Unlock** (quiz or test).
 - a. Simply click the link in the Actions box on the home page. This gives the student access to complete the assessment where they left off, without viewing current scoring.
 - b. This may need to be followed up with discipline in case of abuse/intentional misuse.
 - c. Tests should not be unlocked (which includes re-un-blocking, too) until making sure the student is taking it right then and there.
5. **Help Requested**.
 - a. You must type something in the reply box and save it.
 - b. Use the “archive” link to clear the message on the Messages page.
6. **Blocked Failed Attempts**.
 - a. First use the manual grading link(s) on the Actions Required page or Actions box on home page to open the lesson and complete all manual grading.
 - b. Re-assign all questions that are wrong (or blank). If the student is present, you can have them at your computer while doing this to discuss why they missed it. You can also go to their desk after you do this and help them on these questions. If they are not present, include a help request notes that provides guidance for each question missed
 - c. There is also an assignment after the one in question that is blocked. You can unblock it now via the gradebook (and also change it back to “not started”) or you can wait until the student passes the lesson in question. If you unblock it now, but they fail the lesson in question again, it will re-block the following assignment.
7. **Blank Essay Submitted**.
 - a. The question(s) that were left blank are to be reassigned and followed up with discipline