8/29/2023 HOW – Habits of Work

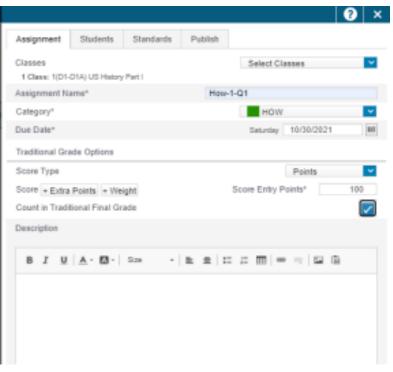
Guide for entering HOW assignments for Terms H1, H2, H3, and H4

- Enter information as seen below, choose all classes that apply.
- Select Save and Duplicate
- Keep everything the same except for the name of this assignment.
- Use a unique naming sequence like the one below for the Assignment Name. The assignments will average within the Term for each quarter.
- Category is set to HOW
- Score type should be points, and score entry points is 100.
- Repeat this process for each quarter.
- When scoring the assignment, you will give them a score in the 0 through 4 range.

Assignment Panel

Enter HOW grades by the following dates each quarter. Be sure to use the same HOW Due Date for each of the three HOW assignments created within a quarter.

Q1/H1 Due Date: 11/4/23	Q2/H2 Due Date: 1/20/24		
9/15/23	11/17/23		
10/6/23	12/15/23		
10/27/23	1/19/24		
	Q4/H4 Due Date: 6/14/24		
Q3/H3 Due Date 3/30/24	Q4/H4 Due Date: 6/14/24		
Q3/H3 Due Date 3/30/24 2/9/24	Q4/H4 Due Date: 6/14/24 4/26/24		
2/9/24	4/26/24		



Publish Panel

In the Publish Panel be sure to Publish the assignment

Edit: HOV	V-1-Q2		😯 ×		
Assignment	Students	Standards	Publish		
Publish Assign	ment			Immediately	~
Publish Scores	5				\checkmark