

Home Base IIS: Assigning Resources to Students

Quick Reference Card

Assigning Resources to Students

This document is intended for teachers who want to learn how to create a student resource, search for student resources, assign materials to students, and access assignment information.

Creating a Resource for Students

To create a resource for students:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. From the Create menu at the top right, select **Resource**
3. Click **Go**
4. On the Define Properties tab, complete the required (*) fields
5. Next to For Students, select **Yes**
6. Click the Align Standards tab and then check the applicable standards
7. Click the Create Content tab and select one of the following options:
 - District template – Type or paste content into the rich text fields
 - File – Attach an existing file
 - URL – Point to the URL of an existing resource
8. Click the Identify Organizers tab and check applicable characteristics of the resource
9. Click **Save**
10. To view the resource, click **View Material**

Searching for Student Resources

Your district may make student resources available to you.

To locate these resources:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Click **Search**
3. To limit the results to resources for students, under Intended Audience, select **For Students**

On some sites, materials will be organized by source, as shown by the tabs below. Each tab indicates how many materials match the current filters.

Keep in mind that you can only assign resources that contain content.

4. To assign the resource, click **Assign**

To put the resource in My Materials to use later, click **Save**.

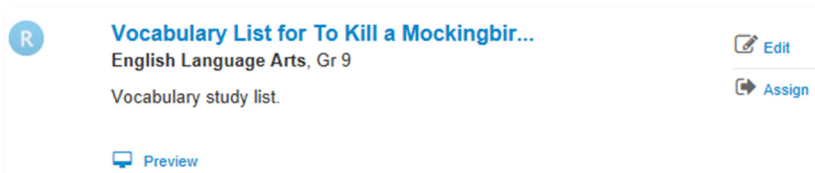
Assigning Resources to Students

Resources you create or save from the materials bank are located in My Materials, where you can assign resources to students in one or more of the sections you teach.

Home Base IIS: Assigning Resources to Students

To assign a resource:

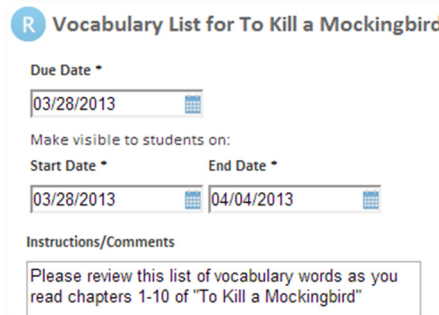
1. Roll your cursor over Classrooms and select **Instructional Materials**
2. Click **Go to My Materials**
3. Filter the list to locate the resource you want to assign
4. Next to the material name, click **Assign**



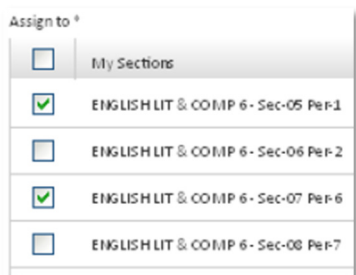
5. Enter a start and end date

The assignment is visible on the home page of the students you select between those dates.

6. If applicable, enter instructions or comments for your students (up to 250 characters) in the Instructions/Comments field



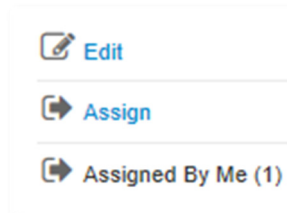
7. Assign the content to one or more of your sections



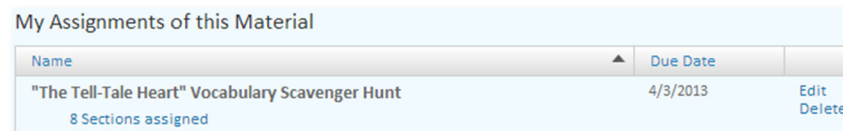
8. Click **Assign**

Accessing Assignment Information

When you assign a resource to students, the Assigned By Me link appears on your material details page. The number next to it shows how many times you have assigned the material.



Click the title of the lesson and then click **Assigned By Me** to see a history of the assignments.

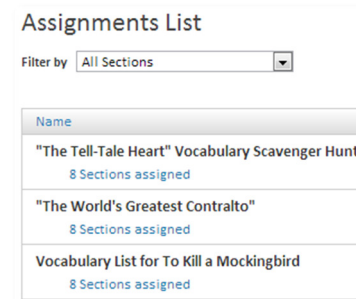


To see a list of all your assignments, follow these steps:

1. Roll your cursor over Classrooms and select **Assignments**
2. Filter by section to search for the assignment

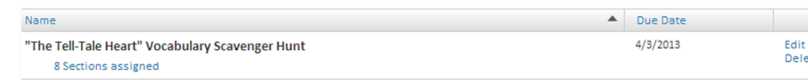
If you assigned a resource to multiple sections, click **Sections assigned** to see the list of sections.

If you assigned the resource to one section, you will see the section name.



3. To update an assignment, click **Edit** next to the material name

Keep in mind that clicking Delete removes the assignment, but not the resource.



Home Base IIS: Assigning Resources to Students

How Students Access Assignments

When a student signs in to his Home Base IIS home page, he sees a section labeled Upcoming Assignments.

The home page can display up to five assignments.

▼ Upcoming Assignments

To Kill a Mockingbird Vocabulary List
Language Arts 3 , Due Thursday, June 06, 2013

Open

View Assignment Calendar

Students will click **Open** to view a link to the resource and any instructions from the teacher.

Assignment Detail

R Vocabulary List for To Kill a Mockingbird

Instructions:
Please review this list of vocabulary words as you read chapters 1 - 10 of "To Kill a Mockingbird."

Attachment:
<http://www.vocabulary.com/lists/24110#view=notes>

To view all of their assignments by week or day, students click **View Assignment Calendar**. Students can filter by class, navigate to another week, or use the calendar to jump to a specific date. Dates with assignments due are highlighted in bold on the calendar.

Assignments: Week of June 9

Current

Jun 10 - Monday

What's in a Name? Open

Language Arts 3 | Due Mon, June 10
Reading 3 | Due Mon, June 10
Mathematics 3 | Due Mon, June 10
Homeroom-Na | Due Mon, June 10

All Courses
 Art 3
 Homeroom-Na
 Language Arts 3
 Mathematics 3
 Music 3
 Physical Education 3
 Reading 3