

Frequently Asked Questions about the updated Schoolwork interface

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1. What's new in the Schoolwork interface?

The user interface for the Schoolwork page has changed for teachers and students.

Teacher interface:

Name	Group	Submissions	Start	End
Write a story.	Creative Writing	1	08/30/2011 08:00 AM	08/30/2011 12:11 PM
Use collections in your flipped classroom!	The Science Corner	30 2 new	09/29/2011 08:00 AM	09/29/2011 11:50 AM
Grammar and punctuation	Creative Writing	0	10/03/2011 11:18 AM	09/29/2011 11:50 AM

- You'll see some tabs: **Needs Grading** (submitted assignments), **Assigned by You**, and **Templates**.
- Assignments and quizzes are combined in a single list, which you can sort by group, due date, and status.
- You can now create **Templates**: re-usable assignments and quizzes. You can also convert existing assignments and quizzes to templates for re-use.
- Quiz editor now has a **Save and Continue** button to save work in progress before publishing the quiz.

Student interface:

Name	Group	Type	Due
Google Week	Official - Intro to Computers	Assignment	03/02/2012 10:33 AM
Major PowerPoint Assignment	Official - Intro to Computers	Assignment	03/02/2012 09:55 AM
Week 4 & 5 - Major Academic Report	Official - Intro to Computers	Assignment	01/27/2012 10:06 AM

- **Assignment** and **Quiz** tabs replaced with **Assigned to You** and **Your Submissions**.
- Assignments and quizzes are combined in a single list, which you can sort by group, due date, and status.
- On the **Assigned to You** tab, the Show Upcoming, All, and Past Due options are replaced by Need to Submit and Missed.
- On the **Your Submissions** tab, you can now view Graded and Not Graded assignments.

2. Where are my assignments? Where are my quizzes? Where are my groups?

The screenshot shows the 'Schoolwork' interface with several filter buttons: 'Needs Grading', 'Assigned by You', 'Templates', 'Assigned to You', and 'Your Submissions'. Below these are three dropdown menus for 'Show', 'History', and 'All Groups'. The 'Show' dropdown is set to 'All', 'History' to 'Current', and 'All Groups' to 'All Groups'. A table of assignments is displayed below, with columns for Name, Group, Grade, Start, and End. The 'Due date' column is highlighted in blue.

Name	Group	Grade	Start	End
Write a story.			08/30/2011 08:00 AM	08/30/2011 12:11 PM
Use collections in your flipped classroom!	The Science Corner	30 2 new	09/29/2011 08:00 AM	09/29/2011 11:50 AM
Grammar and punctuation	Creative Writing	0	10/03/2011 11:18 AM	09/29/2011 11:50 AM

Use the dropdown lists to refine your view by

- Type: All, Assignments, Quizzes
- History: Current, Past, Pending
- Groups: All groups, or a specific group

3. How do I sort my assignments?

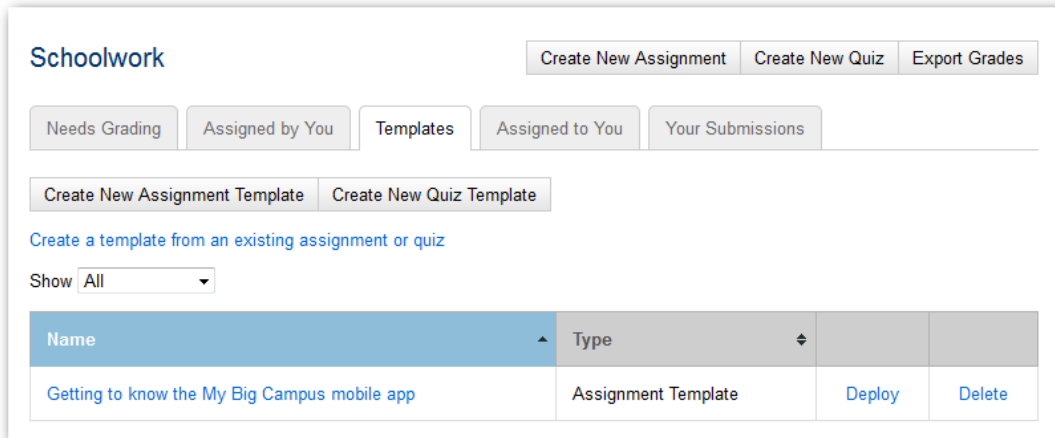
All lists are now sortable: click any column heading to sort from first to last. Click again to sort from last to first.

The screenshot shows the 'Schoolwork' interface with filters set to 'Graded' and 'All Groups'. A table with columns 'Name', 'Group', 'Grade', and 'Due date' is shown. The 'Due date' column header is highlighted in blue, and a hand cursor is pointing to it, indicating it is the current sort order.

Name	Group	Grade	Due date
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The blue column indicates the current sort order.

4. How do I use templates?

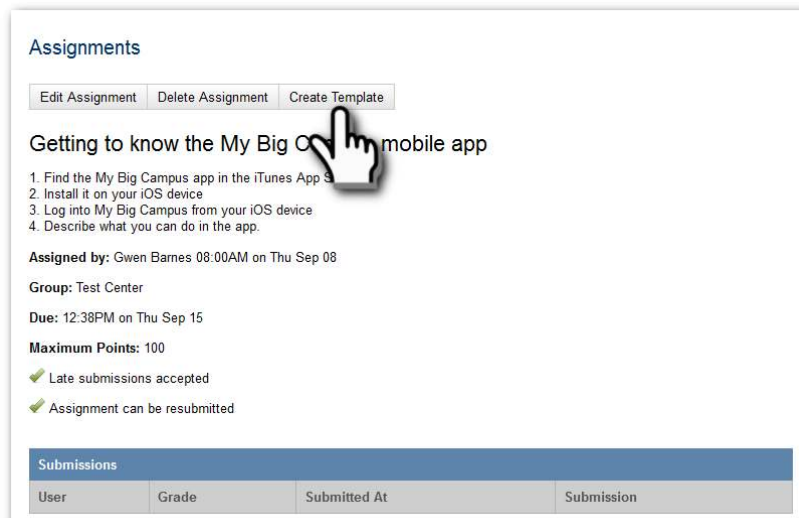


Templates are quizzes and assignments that you can create and save, then deploy and re-use as many times as you like. Templates differ from regular assignments and quizzes in the following ways:

- Templates contain questions only, not start/end dates, groups, or people.
- Templates can be edited or reused as many times as you like.
- Any existing quiz or assignment can become a template: select the assignment, then click **Create Template**.

5. Can I convert my existing assignments or quizzes into templates?

Yes: select the assignment, then click **Create Template**.



6. I want to create templates from past assignments / quizzes, but I can't find them. Where did they go?

Go to the **Assigned by You** tab, then open the **Current** dropdown list and select **Past**. All your previous quizzes and assignments should now be visible.

7. What's the difference between an assignment / quiz and a template?

Templates store only the essential part of the quiz or assignment: the name, description, attachments, submission options, and, for quizzes, the questions. Assignments and quizzes contain the same information, plus start and end dates and groups / members.

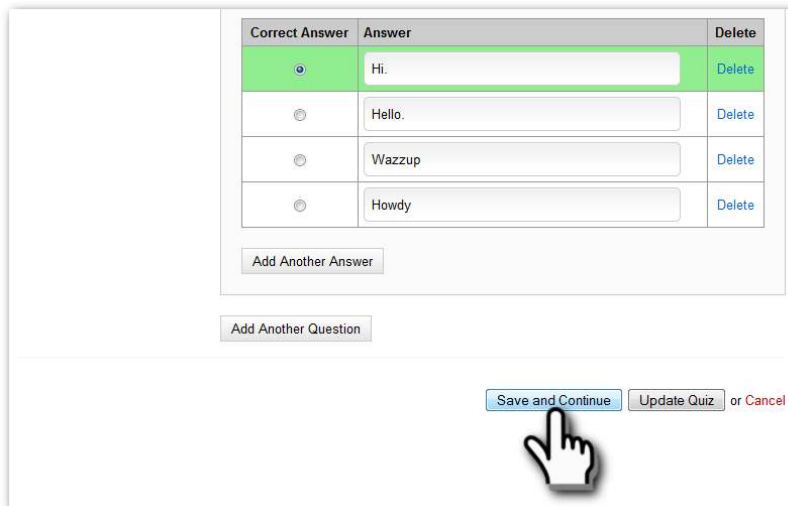
8. What happens to my assignments if I edit a template? What happens to the template if I edit an assignment?

When you use a template to create an assignment or quiz, the template itself does not change – the resulting schoolwork is a *copy* of the original template.

- If you edit the template, changes apply only to the template, and do not update any assignments or quizzes based on the template. Only new schoolwork based on the template will contain the changes.
- If you edit the assignment or quiz, these changes apply only to the assignment or quiz you edit, not to the template, or any other schoolwork based on the template.
- If you delete a template, only the template is removed. Schoolwork based on the template is unaffected. Note: Take care when deleting a template, a quiz, or an assignment, as deleted items are permanently removed and cannot be recovered.

9. Can I save a quiz while I'm working on it?

Yes. Click **Save and Continue** to keep working.



The screenshot shows a quiz editing interface. At the top, there is a table with three columns: 'Correct Answer', 'Answer', and 'Delete'. The first row is highlighted in green and contains a radio button, the text 'Hi.', and a 'Delete' button. The second row contains a radio button, the text 'Hello.', and a 'Delete' button. The third row contains a radio button, the text 'Wazzup', and a 'Delete' button. The fourth row contains a radio button, the text 'Howdy', and a 'Delete' button. Below the table is a button labeled 'Add Another Answer'. Below that is a button labeled 'Add Another Question'. At the bottom right, there are three buttons: 'Save and Continue' (highlighted with a mouse cursor), 'Update Quiz', and 'Cancel'.

Correct Answer	Answer	Delete
<input checked="" type="radio"/>	Hi.	Delete
<input type="radio"/>	Hello.	Delete
<input type="radio"/>	Wazzup	Delete
<input type="radio"/>	Howdy	Delete

Add Another Answer

Add Another Question

Save and Continue Update Quiz or Cancel

10. I've finished working on the quiz. How do I save it?

First, make sure the **Publish On** and **Needs to be Submitted by** dates and times are correct, then click **Update Quiz**.

Type multiple_choice

Correct Answer	Answer	Delete
<input checked="" type="radio"/>	Hi.	Delete
<input type="radio"/>	Hello.	Delete
<input type="radio"/>	Wazzup	Delete
<input type="radio"/>	Howdy	Delete

Add Another Answer

Add Another Question

Save and Continue Update Quiz or Cancel

Important: Once a quiz is published, you can't make any more changes.