A Guide for Galileo® K-12 Online: Assignments via Benchmark Results

**PURPOSE**

An assignment within Galileo is defined a Dialog, or KHAN® Academy resource. As with assessments, assignments are standards-driven. Students are assigned assignments to complete within a given timeframe. Assignments can be done online by students or presented as whole class instruction.

Teachers generally access the benchmark test results from the Benchmark Results page or from the Instruction Performance Tracker report found on the Teacher Dashboard page.

### ACCESS ASSIGNMENTS FROM BENCHMARK RESULTS PAGE

Teachers can access assignments directly from the Benchmark Results page. This allows teachers to easily assign an assignment for a particular standard to a group of students (aka, an intervention group).

1. Click the Dashboard icon or tile.
2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.
3. In the Dashboard Group Filter widget, select either Class or Intervention Group filter mode.
   a. If selected the Class radio button filter mode:
   b. Intervention Group radio button filter mode, select the Intervention Group Library and the Intervention Group.
4. Select the Reports link.
5. Select either the:
   a. View Benchmark Results link under Recent Events.
   b. Select the View Benchmark Results for Student Risk Levels

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8. If necessary:
   a. and you are a District- or School-level user with access to more than one school, select School.
   b. select the Class.
   c. select the test Library and test Subject.

9. If desired, place or remove a checkmark by clicking or unclicking the test you wish to view/not view then click the Refresh button.

10. Click the Risk level group for which you’d like to schedule an assignment.

11. A new browser window opens to the Group Benchmark Profile page and displays the Intervention Planning tab. This tab displays steps for planning (e.g., Move from Moderate Risk to Low Risk) and lists the standards assessed, from least likely to be mastered to most likely to be mastered. At each step in the Intervention Plan, you have access to Assignments and Quiz Builder.

12. Click the Assignments... button and complete the Schedule Assignments page. Proceed to Schedule Assignments section for next steps.

ACCESS ASSIGNMENTS FROM THE INSTRUCTION PERFORMANCE TRACKER

The Instruction Performance Tracker widget provides a way for you to track students learning of the standards included on district-wide assessments and displays the mastery probabilities by risk level.

1. Click the Dashboard icon or tile.

2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.
   (Image on next page.)
3. In the **Dashboard Group Filter** widget, select either **Class** or **Intervention Group** filter mode.
   
   a. If selected the **Class** radio button filter mode:
      
      i. Use the **School** drop-down field to select the school if you are a District- or School-level user or a user with access to multiple schools,
      
      ii. Verify the **Class**.
   
   b. **Intervention Group** radio button filter mode, select the Intervention Group **Library** and the **Intervention Group**.

4. Select the **Reports** link.

5. In the **Risk Level Summary** widget, select the **Subject**.

6. The chart displays the breakdown of students in each risk level for the selected subject and links to two report. Click either the:

   a. **risk level graph bar** to view the Instruction Performance Tracker report for the selected risk level.

   b. **View Instruction Performance Tracker for All Risk Levels** link to view the report for all risk levels.

   *(Image in next column.)*

7. The **Instruction Performance Tracker** report opens.

8. Prior to selecting the **Assignments** or **Quiz Builder** buttons, you may:

   a. Click the radio button for the desired **Student Risk Level**.

   b. Uncheck the **standard** to exclude from the assignment/quiz.

9. Click the **Assignments**.. button and complete the **Schedule Assignments** page. Proceed to **Schedule Assignments** section for next steps.

**SCHEDULE ASSIGNMENTS**

1. Once access the **Schedule Assignments** page from any of the
methods described in this document, all Dialogs matching the selected objectives displays.

2. Click the Dialog Name link to preview the assignment.

3. Place a checkmark for the assignment that you want to administer.

**SCHEDULE OPTIONS**

4. Select this assignment for the **Schedule for class**, **Schedule for new intervention group**, or **Schedule for existing intervention group**.

5. If select:

   a. **Class** - Select the Class from the drop-down menu.

   b. **New Intervention group** - Select the desired Intervention Group **Library** and type the **Intervention Group Name**.

   c. **Existing intervention group** - Select the desired Intervention Group **Library** and **Intervention Group**.

**ASSIGNMENT DETAILS**

Some users are presented with **Library** drop-down boxes in which to save the dialog and the test associated with the dialog.

If you do not see any library boxes, then your content will be saved in your default libraries. If you are scheduling Dialogs for a teacher and you would like the teacher to see the results, be sure to save the Dialog and test in a library that the teacher has Read-Only or Write access to.

8. Use the **From** and **To** calendars to select when and for how many days you wish this assignment to be available to students.

9. **Use the Step 3: Assignment Details from and To calendars to select the available From** and **to times**.

**AVAILABILITY**

6. **(optional)** Place a checkmark in the **Post assignment scores** box.

7. **(optional)** Place a checkmark in the **Post Student Responses** box.

8. Click the **Save Schedule** button.

9. If scheduled for:

   a. A class the scheduled assignment (and associated test) now appears on the **Teacher Dashboard** and **Class Calendar**.

   b. An intervention group the scheduled assignment (and associated test) now appears on the **Teacher Dashboard** and **Class Calendar**.