

## How to View Class Assignments

The Assignments page allows the parent to view all of the student's assignments for all courses or for a specific course. He can view all assignments, only assignments that have been graded, or only pending assignments (assigned but not yet graded).

### How to View Assignments

Click **Assignments** on the menu at the top of any page. The Assignments page is displayed for the student currently selected.

1. In the **Course** field, the parent selects a specific course. They can select *All* to view assignments for all courses.
1. In the **Cycle** field, the parent selects the cycle. They can select *All* to view assignments for all cycles.
2. For **View**, the parent selects the assignments they want to view.
  - a. **All Assignments** displays all assignments.
  - b. **Only Graded Assignments** displays only assignments that have been graded.
  - c. **Only Pending Assignments** displays only assignments that have been assigned but not yet graded.
3. In the **View only assignments due before** field, the parent enters a date if they want to view only assignments that were due before that date. For example, they can enter today's date to see all assignments that were due up to today. Or, if they click *in* the date field, a calendar opens allowing you to select a date from the calendar. This field is optional. If a date is not entered, all assignments are included in the search.
  - a. **Note:** If a date is entered in the field and the instructor has not entered a due date for an assignment, the assignment is not displayed in the search results.
4. Click **Find Assignments**. All assignments that match the criteria entered are displayed in the table at the bottom of the page.
  - a. If an assignment grade has been dropped, the message "dropped" is displayed next to the grade.
  - b. If an assignment grade has been excluded, the message "excluded" is displayed in place of the grade.
  - c. If an assignment is missing, the message "missing" is displayed in place of the grade.
  - d. If an assignment is incomplete, the message "incomplete" is displayed in place of the grade.

5. For a standards-based/skills-referenced course, the **Standard/Skill Scores** heading is displayed instead of the **Category** heading. For each assignment, all standards/skills and their scores are listed.
6. In the Assignments table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.