

NEW



WordFlyers

Assignments

Quick Guide



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A 3P Learning product

Contents

| | | |
|-----|-------------------------------|----|
| i | What is an Assignment? | 01 |
| ii | Manage Assignments | 04 |
| iii | My Students | 04 |
| iv | Create a New Assignment | 05 |
| v | My Assignments – Student View | 06 |

What is an Assignment?

An Assignment is a collection of WordFlyers lessons that you set students to complete in their own time or your classroom. The 'Assignments' tab on the menu is where you create assignments as well as manage and see students' results for current and past assigned activities.

Manage Assignments

Current assignments - This view shows all assignments that are currently active or those with a future start date.

Past assignments - This view shows all assignments that have past their set due date.

Assignment title - This displays the unique assignment name created by the teacher.

Assigned by - This shows which teacher has set the assignment.

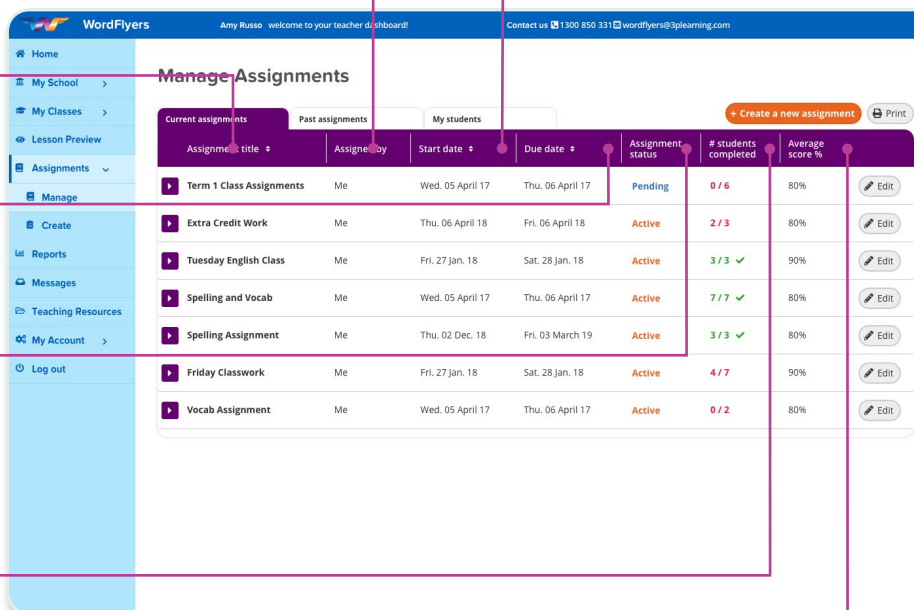
Start date - The date the assignment starts. This is set by the teacher who creates the assignment.

Due date - The expiry date of the assignment. When the assignment reaches this date, your students will no longer be able to complete it.

Assignment status - Here you can see if the assignment is active or the start date has not been reached (pending).

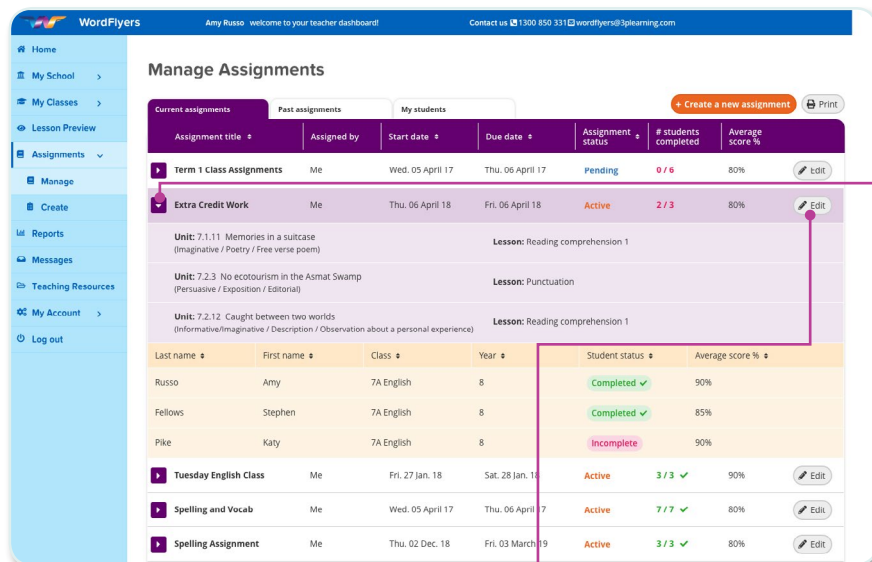
students completed - Shows you how many students have completed the assignment. This is useful for monitoring overall student engagement with the task.

Average score % - This shows the combined average score of the students assigned to the assignment. This is useful as a quick way of seeing the overall performance of your class.



| Assignment title | Assigned by | Start date | Due date | Assignment status | # students completed | Average score % | |
|--------------------------|-------------|------------------|------------------|-------------------|----------------------|-----------------|------|
| Term 1 Class Assignments | Me | Wed. 05 April 17 | Thu. 06 April 17 | Pending | 0 / 6 | 80% | Edit |
| Extra Credit Work | Me | Thu. 06 April 18 | Fri. 06 April 18 | Active | 2 / 3 | 80% | Edit |
| Tuesday English Class | Me | Fri. 27 Jan. 18 | Sat. 28 Jan. 18 | Active | 3 / 3 ✓ | 90% | Edit |
| Spelling and Vocab | Me | Wed. 05 April 17 | Thu. 06 April 17 | Active | 7 / 7 ✓ | 80% | Edit |
| Spelling Assignment | Me | Thu. 02 Dec. 18 | Fri. 03 March 19 | Active | 3 / 3 ✓ | 80% | Edit |
| Friday Classwork | Me | Fri. 27 Jan. 18 | Sat. 28 Jan. 18 | Active | 4 / 7 | 90% | Edit |
| Vocab Assignment | Me | Wed. 05 April 17 | Thu. 06 April 17 | Active | 0 / 2 | 80% | Edit |

Manage Assignments



The screenshot shows the 'Manage Assignments' page with tabs for 'Current assignments', 'Past assignments', and 'My students'. The 'Current assignments' tab is active, showing a list of assignments. A purple arrow points to the 'Edit' button for the 'Extra Credit Work' assignment.

| Assignment title | Assigned by | Start date | Due date | Assignment status | # students completed | Average score % | |
|--------------------------|-------------|------------------|------------------|-------------------|----------------------|-----------------|------|
| Term 1 Class Assignments | Me | Wed. 05 April 17 | Thu. 06 April 17 | Pending | 0 / 6 | 80% | |
| Extra Credit Work | Me | Thu. 06 April 18 | Fri. 06 April 18 | Active | 2 / 3 | 80% | Edit |

Below the assignments table, there is a detailed view for the 'Extra Credit Work' assignment, showing units and lessons.

| Last name | First name | Class | Year | Student status | Average score % |
|-----------|------------|------------|------|----------------|-----------------|
| Russo | Amy | 7A English | 8 | Completed | 90% |
| Fellows | Stephen | 7A English | 8 | Completed | 85% |
| Pike | Katy | 7A English | 8 | Incomplete | 90% |

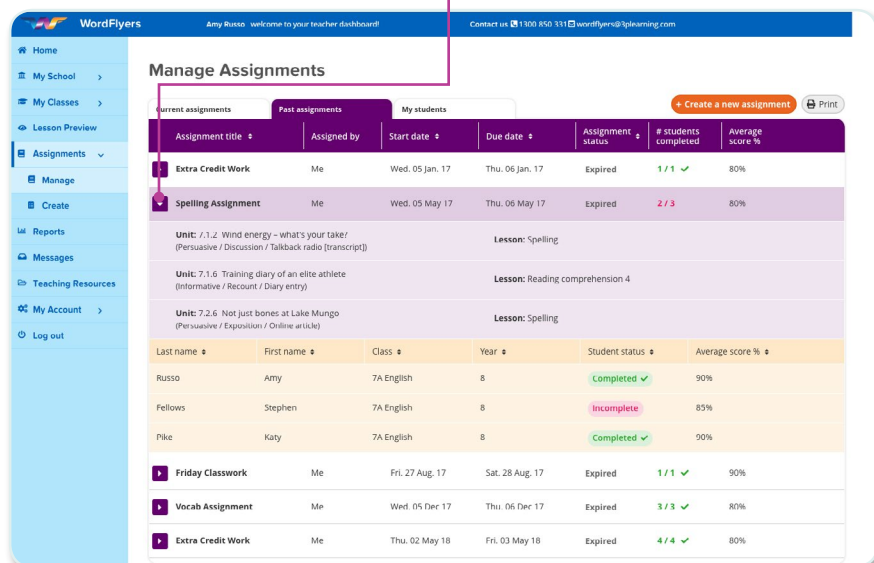
In **Current assignments** or **Past assignments** select the purple arrow to expand an assignment and view its details.

You will see:

- Each individual lesson topic in the assignment, its WordFlyers unit, content area, text category, type and form.
- The students assigned to the assignment, their class and year level, completion status and average assignment score (%).

Select **Edit** to amend the details of an assignment in **Current assignment**.

- If the assignment is pending you can amend both start and due dates.
- If the assignment is active you can only change the due date.
- Select **Expire assignment** to end the assignment instantly.

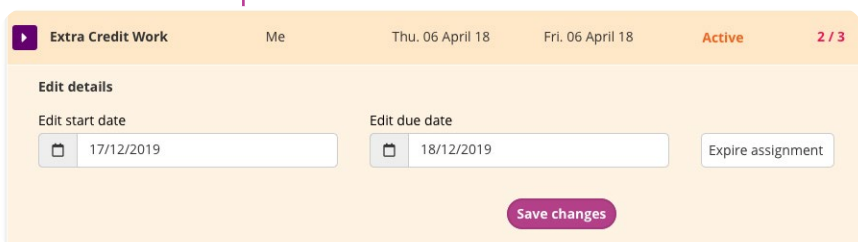


The screenshot shows the 'Manage Assignments' page with the 'Past assignments' tab active. It displays a list of past assignments, including 'Extra Credit Work' and 'Spelling Assignment'. A purple arrow points to the 'Edit' button for the 'Spelling Assignment'.

| Assignment title | Assigned by | Start date | Due date | Assignment status | # students completed | Average score % | |
|---------------------|-------------|-----------------|-----------------|-------------------|----------------------|-----------------|------|
| Extra Credit Work | Me | Wed. 05 Jan. 17 | Thu. 06 Jan. 17 | Expired | 1 / 1 | 80% | |
| Spelling Assignment | Me | Wed. 05 May 17 | Thu. 06 May 17 | Expired | 2 / 3 | 80% | Edit |

Below the assignments table, there is a detailed view for the 'Spelling Assignment', showing units and lessons.

| Last name | First name | Class | Year | Student status | Average score % |
|-----------|------------|------------|------|----------------|-----------------|
| Russo | Amy | 7A English | 8 | Completed | 90% |
| Fellows | Stephen | 7A English | 8 | Incomplete | 85% |
| Pike | Katy | 7A English | 8 | Completed | 90% |



The screenshot shows the 'Edit details' form for the 'Extra Credit Work' assignment. It includes fields for 'Edit start date' and 'Edit due date', and an 'Expire assignment' button.

Edit details

Edit start date: 17/12/2019

Edit due date: 18/12/2019

Expire assignment

Save changes

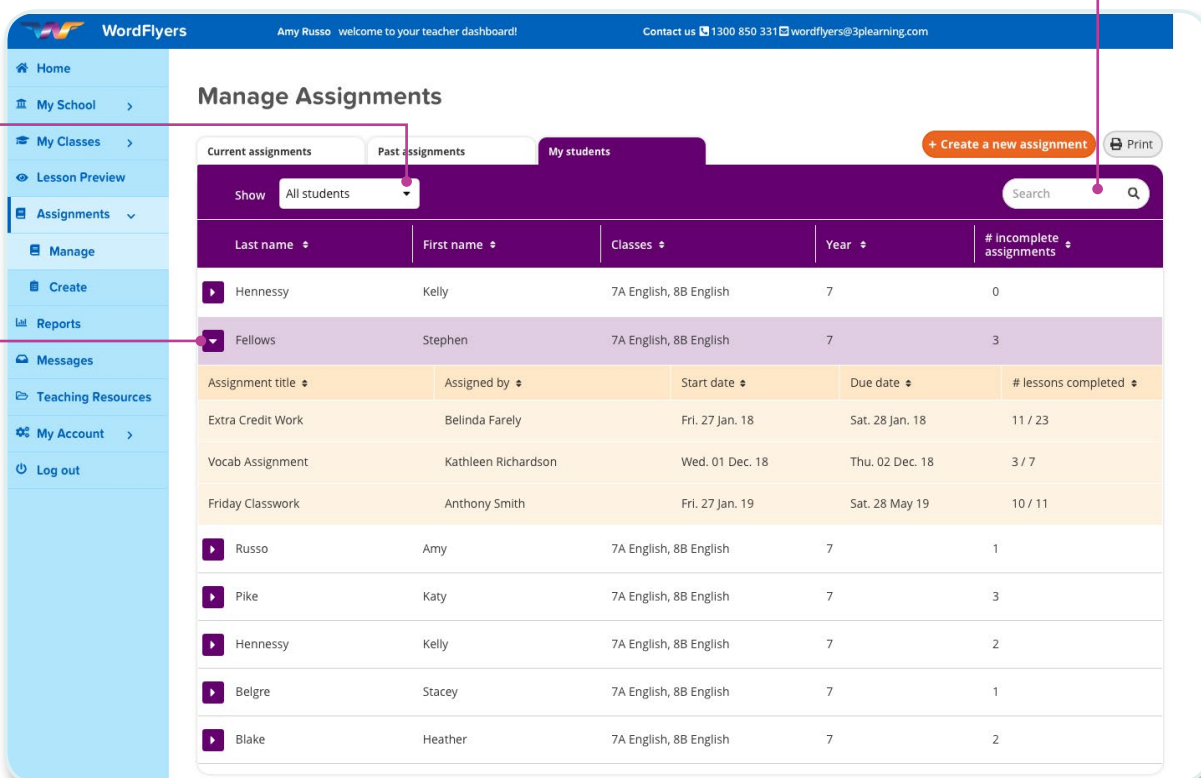
My Students

This feature allows a teacher or subscription coordinator to see the current and upcoming workload of students. Assignments assigned by any teacher to each student in your WordFlyers classes will be shown in this view.

Use the drop-down filter to select a specific class or All students.

Note: Only students from your classes will appear when you select All students.

Use the search bar to search for an individual student by typing in their first or last name.



| Last name | First name | Classes | Year | # incomplete assignments |
|-----------|------------|------------------------|------|--------------------------|
| Hennessy | Kelly | 7A English, 8B English | 7 | 0 |
| Fellows | Stephen | 7A English, 8B English | 7 | 3 |

| Assignment title | Assigned by | Start date | Due date | # lessons completed |
|-------------------|---------------------|-----------------|-----------------|---------------------|
| Extra Credit Work | Belinda Farely | Fri. 27 Jan. 18 | Sat. 28 Jan. 18 | 11 / 23 |
| Vocab Assignment | Kathleen Richardson | Wed. 01 Dec. 18 | Thu. 02 Dec. 18 | 3 / 7 |
| Friday Classwork | Anthony Smith | Fri. 27 Jan. 19 | Sat. 28 May 19 | 10 / 11 |

Select the purple arrow ▶ to see the current and upcoming assignments of an individual student.

- The list of assignments appear in order of due date. The assignment with the closest due date being at the top.
- For each assignment, you can see the assignment title, who assigned the assignment, start date, due date and # number of completed lessons.

Create a New Assignment

Easily create an assignment for individual or groups of students in **7 quick steps**.

1. Assignment name - Type in a name for your new Assignment.

2. Select a teacher - This option is only available to subscription coordinators. Assignments can be set on behalf of other WordFlyers colleagues in the same school.

3. Select students - Select the class or individual students that you want to complete this assignment.

- Use the drop-down options to filter through the student list.
- Tick Select all to add all students or tick the box next to a student's name to add them individually.

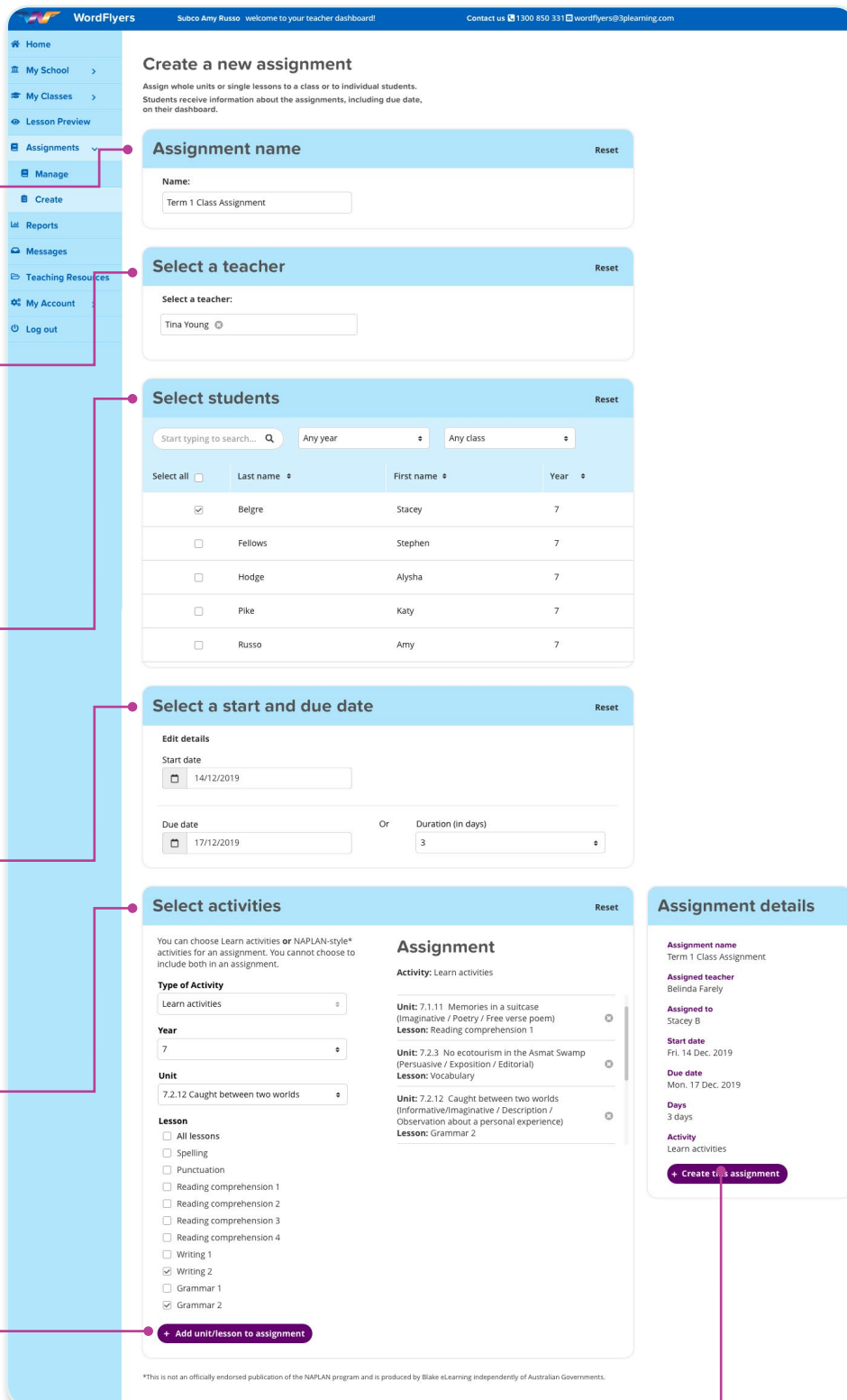
4. Select a start and due date - Set the start date and due date for your assignment.

5. Select activities Use the drop-down options to find the activities to assign your students. You can filter by Type of Activity, Year and Unit.

Note: You can choose Learn or NAPLAN*-style activities for an assignment. You cannot choose to include both in an assignment.

6. Select '+ Add unit/lesson to assignment' to add activities to the assignment.

7. Select '+ Create this assignment'



Create a new assignment

Assign whole units or single lessons to a class or to individual students. Students receive information about the assignments, including due date, on their dashboard.

Assignment name Reset

Name:

Select a teacher Reset

Select a teacher:

Select students Reset

Start typing to search... Any year Any class

| Select all | Last name | First name | Year |
|-------------------------------------|-----------|------------|------|
| <input checked="" type="checkbox"/> | Belgre | Stacey | 7 |
| <input type="checkbox"/> | Fellows | Stephen | 7 |
| <input type="checkbox"/> | Hodge | Alysha | 7 |
| <input type="checkbox"/> | Pike | Katy | 7 |
| <input type="checkbox"/> | Russo | Amy | 7 |

Select a start and due date Reset

Edit details

Start date:

Due date: Or Duration (in days):

Select activities Reset

You can choose Learn activities or NAPLAN*-style* activities for an assignment. You cannot choose to include both in an assignment.

Type of Activity

Year

Unit

Lesson

- ☐ All lessons
- ☐ Spelling
- ☐ Punctuation
- ☐ Reading comprehension 1
- ☐ Reading comprehension 2
- ☐ Reading comprehension 3
- ☐ Reading comprehension 4
- ☐ Writing 1
- ☒ Writing 2
- ☐ Grammar 1
- ☒ Grammar 2

+ Add unit/lesson to assignment

Assignment details

Assignment

Activity: Learn activities

Unit: 7.1.11 Memories in a suitcase (Imaginative / Poetry / Free verse poem)
Lesson: Reading comprehension 1

Unit: 7.2.3 No ecotourism in the Asmat Swamp (Persuasive / Exposition / Editorial)
Lesson: Vocabulary

Unit: 7.2.12 Caught between two worlds (Informative/Imaginative / Description / Observation about a personal experience)
Lesson: Grammar 2

Assignment name
Term 1 Class Assignment

Assigned teacher
Belinda Farely

Assigned to
Stacey B

Start date
Fri. 14 Dec. 2019

Due date
Mon. 17 Dec. 2019

Days
3 days

Activity
Learn activities

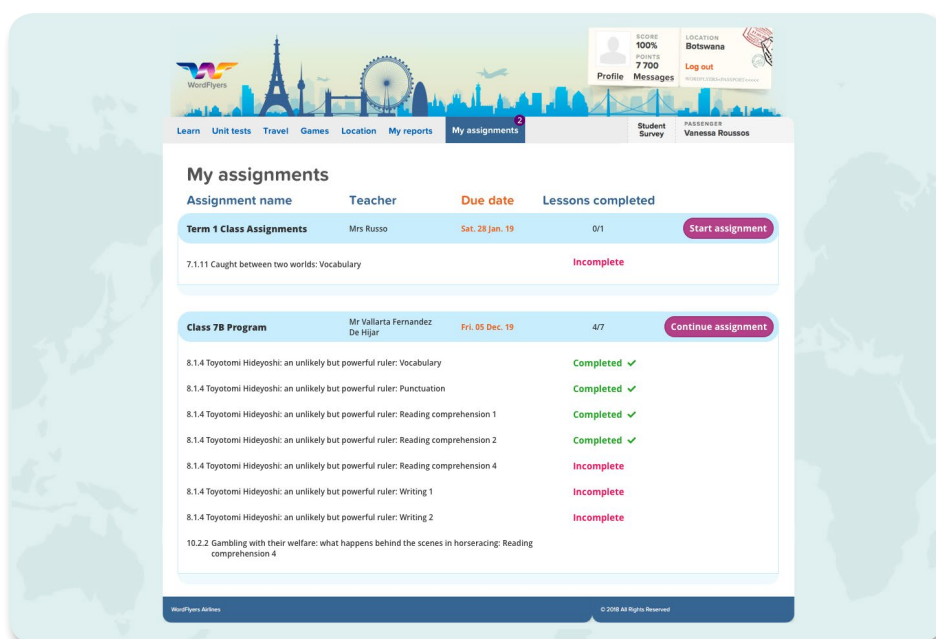
+ Create this assignment

*This is not an officially endorsed publication of the NAPLAN program and is produced by Blake eLearning independently of Australian Governments.

My Assignments – Student View

My assignments is the new assignments area in **Student View** and allows students to see all the WordFlyers activities that have been assigned to them. From here they can start or continue their assignments.

For each assignment, students see the assignment name, the teacher who set the assignment, due date, the individual activities in the assignment and if they have completed the assignment.



The assignments will appear in order of due date, with the assignment that is due first at the top.

Students will also receive a pop-up notification letting them know they have assignments to complete.

Assignment work to complete

Assignment name: Term 1 Class Assignment

Teacher name: Mrs Russo

Number of lessons: 7

Due: Fri. 05 Dec. 19

[Start assignment](#)

[Go to My assignments](#)



WordFlyers

For more information about Worldflyers,
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