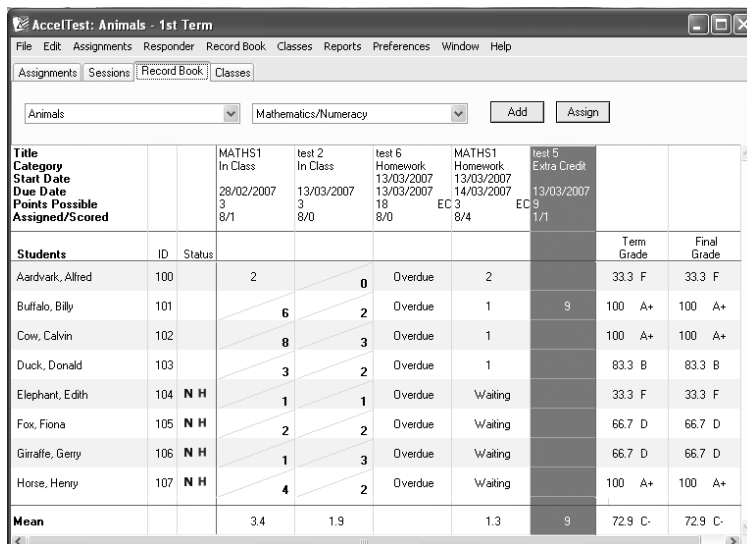


# Creating Homework

When you create assignments, you choose how each assignment will be presented to students and how it will be scored.

This information determines whether students will use the Responder, or simply an answer sheet to complete the assignment.

In Record book select the assignment that you wish to make into homework. You will need to highlight **all** the assignment cells.

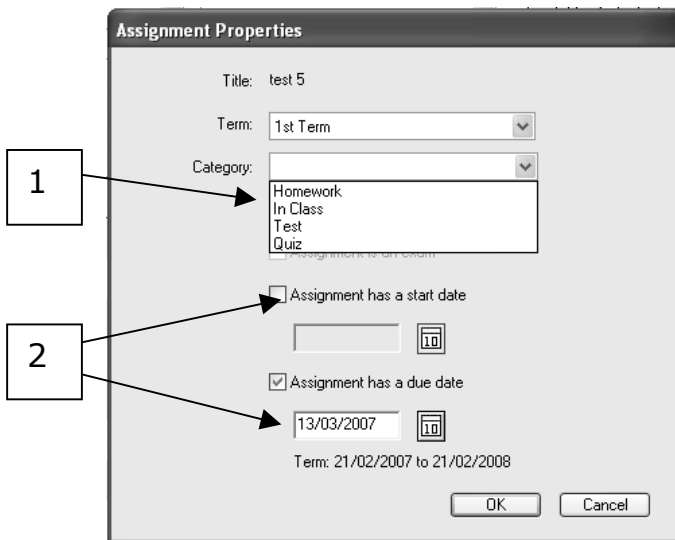


The screenshot shows the 'AccelTest: Animals - 1st Term' window. The 'Record Book' menu is selected, and the 'Assignments' tab is active. The table below shows the current state of the record book, with the 'test 5 Homework' column highlighted.

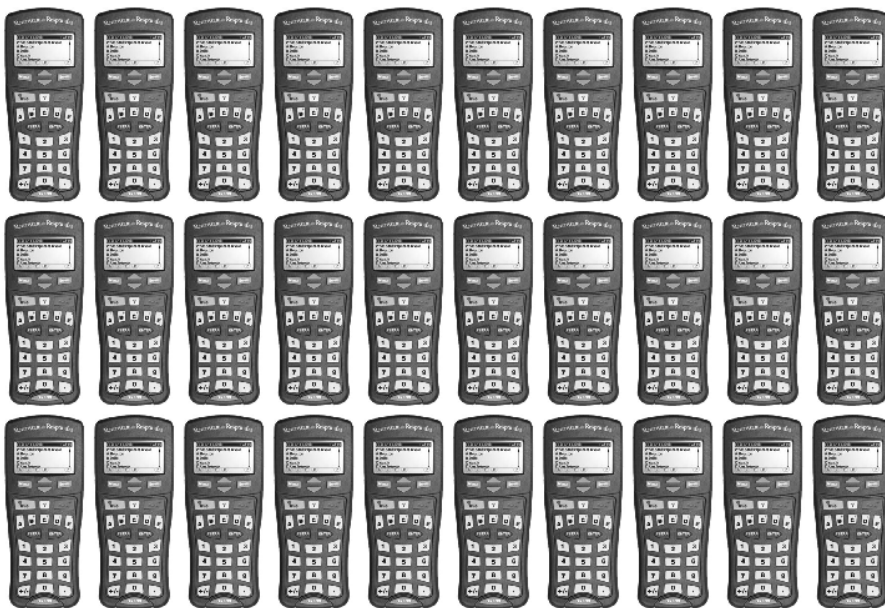
Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored	Term Grade	Final Grade		
MATHS1 In Class	test 2 In Class	test 6 Homework	MATHS1 Homework	test 5 Extra Credit					
28/02/2007	13/03/2007	13/03/2007	13/03/2007	13/03/2007					
3	3	18	EC 3	EC 9					
8/1	8/0	8/0	8/4	1/1					
Students	ID	Status							
Aardvark, Alfred	100		2	0	Overdue	2	33.3 F	33.3 F	
Buffalo, Billy	101		6	2	Overdue	1	9	100 A+	100 A+
Cow, Calvin	102		8	3	Overdue	1		100 A+	100 A+
Duck, Donald	103		3	2	Overdue	1		83.3 B	83.3 B
Elephant, Edith	104	N H	1	1	Overdue	Waiting		33.3 F	33.3 F
Fox, Fiona	105	N H	2	2	Overdue	Waiting		66.7 D	66.7 D
Giraffe, Gery	106	N H	1	3	Overdue	Waiting		66.7 D	66.7 D
Horse, Henry	107	N H	4	2	Overdue	Waiting		100 A+	100 A+
<b>Mean</b>			3.4	1.9		1.3	9	72.9 C-	72.9 C-

Once the assignment has been selected click on Record Book menu and select Assignment Properties.

1. Use the drop down menu from Category to select the type of test you wish to give, in this case '**Homework**'
2. Set the start and due by date for homework on Assignment Properties



Any homework in your Record Book that is set up to use the Responder as the scoring method is available to students on their Responders.



# Completing Homework Using the Responder

Any homework in your Record Book that is set up to use the Responder as the scoring method is available to students on their Responders.

Students can follow these steps to retrieve and complete homework on their Responders.



Students must own their Responders to follow these steps;

1. If the Responder isn't already on, press the **On/Off** button.
2. The student enters his/her Personal Identification Number (PIN) and presses ENTER or Select.
3. On the menu, the student must press here to scroll down to **Synchronise**; then, press **Select or ENTER**. When synchronisation is finished, the Responder will show how many new homework assignments and notes were downloaded and how many files were submitted from the Responder.
4. The student presses any key.
5. In the menu, the student presses here to scroll up to Homework; then the student presses **Select or ENTER**.
6. The Responder lists the homework assignments. The student uses the arrows to scroll to one assignment; then presses **Select**.
7. The student answers each item and presses **ENTER**

8. After the student answers the last question, the Responder asks the student if the homework is complete. If it is, the student presses **yes True**, then Select, and the Responder shows the main menu. If not, the student presses **no False**, then Select, and the Responder goes back to the first question so the student can enter or check his or her answers. The student can repeat steps 6-8 above to complete other homework assignments.
9. When the student has finished all homework, he/she must return to the menu, highlight Synchronise again, and press Select to send the completed homework back to the teacher's computer for automatic scoring. Any homework that is not completed will not be sent during the synchronisation.