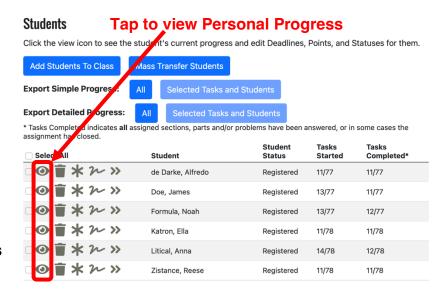
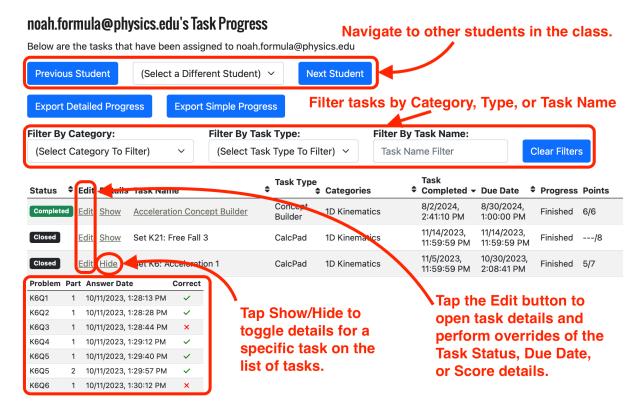
## **Customizing A Student Score, Due Date, or Assignment Status**

Every student in your class has their own Personal Progress page. You can access the Personal Progress page by navigating to the Class page and scrolling to the Student Roster at the bottom of the page. Tapping on the View button (eyeball) to the left of a student's name will open the Personal Progress page for that student.

A student's **Personal Progress** page shows scores and other details for every Task Tracker



assignment. The assignments can be filtered by Category (topic), Task Type, and Task Name. Navigation buttons at the top of the **Personal Progress** page allow you to navigate to the previous and next student or to any student in the class using the pull-down menu. Each assignment displays a **Show/Hide** button to the left of the Task Name. Tapping this button will display details for that particular assignment. There is also an **Edit** button located to the left of the Task Name. Tapping the **Edit** button for an assignment will open details about that assignment in a pop-up window.



With the assignment opened in Edit mode, teachers can edit or customize certain details about the student's assignment. Those edits are specific to the student whose Personal Progress is being viewed. Edits can include a customized extension to the due date. Simply type the modified date into the field. The **Status** of the assignment can be changed as well. First tap the **Status is Custom** box; then change the **Status** using the pull-down menu. Finally, the score on the assignment can be edited. Tap on the **Points Awarded is Custom** and type in a new score for the assignment. When you are done performing edits, be sure to tap the **Save** button at the bottom of the window.

Customizing the due dates, status, and scores is easy to do. And in instances in which a student has accommodations for extended time on assignments or shortened assignments, the ability to customize such details of a student's personal progress is essential. Granting a SpEd case manager co-teacher access would allow the case manager to manage the student's accommodations using that student's Personal Progress page.

