

Holistic Educational Solutions



mc
EduHub

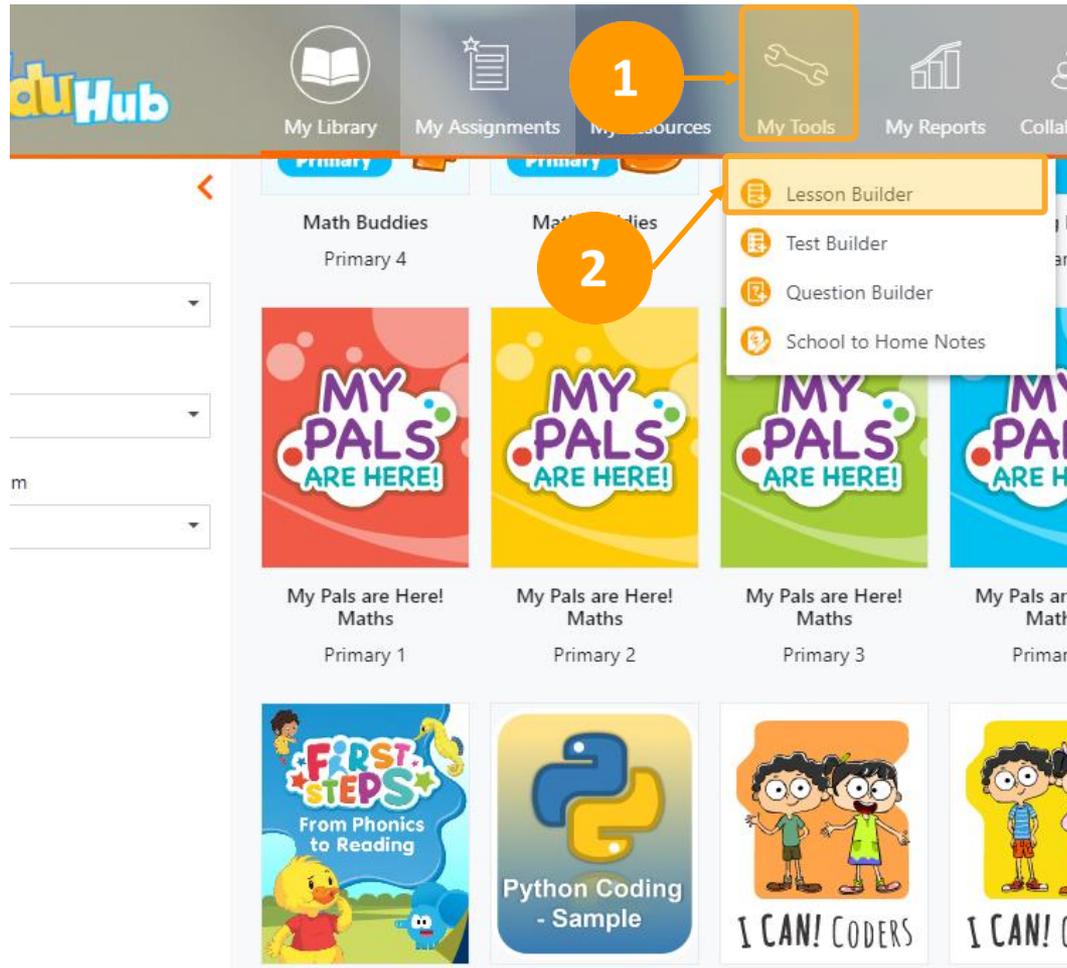
Creating & Assigning Lessons and Tests

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- How to assign lesson
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- How to edit or un-assign an assignment

HOW TO CREATE LESSON?

How to create lesson?



1. Click on **My Tools**
2. Select **Lesson Builder**

How to create lesson?

The screenshot shows the Marshall Cavendish EduHub interface. The top navigation bar includes 'My Library', 'My Assignments', 'My Resources', 'My Tools', 'Administration', and 'More'. The main content area shows a search bar for lessons and a list of filters: 'My Lessons', 'Shared With Me', 'Shared By Me', and 'Lesson Bank'. A red circle with the number '3' highlights the '+ New' button in the top right corner of the main content area.

3. In the Lesson Builder page, click on **+ New** button

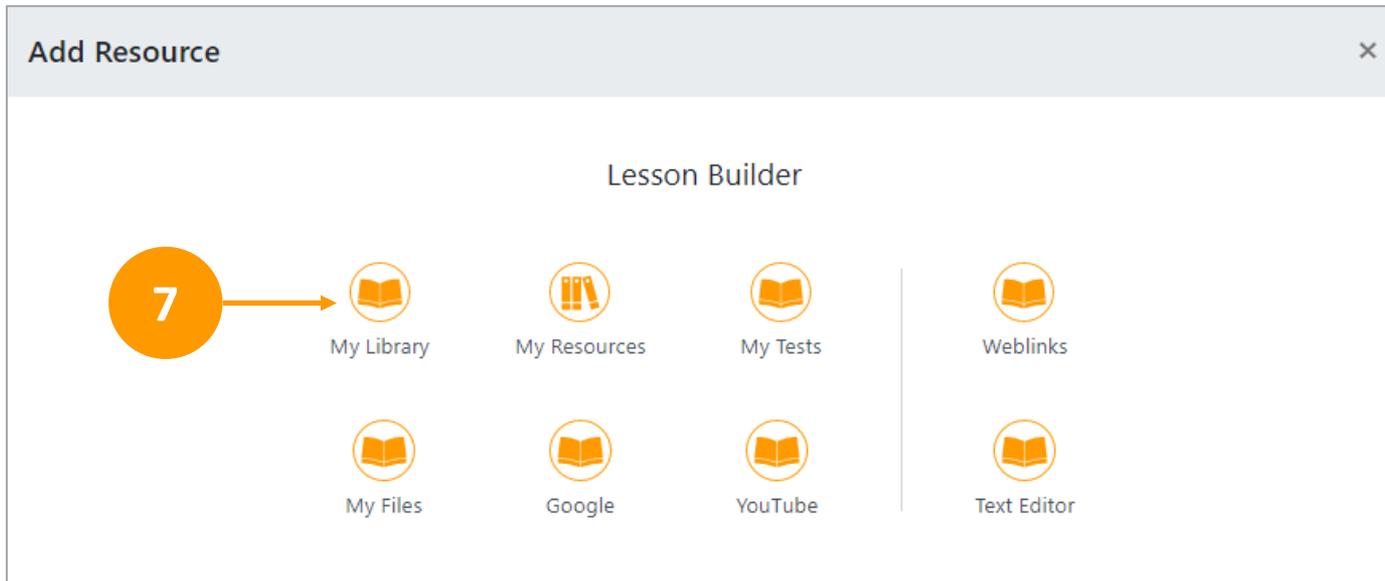
How to create lesson?

The screenshot shows a 'Create Lesson' form with the following fields and callouts:

- Title:** A text input field containing 'Fractions', highlighted with a yellow border and callout 4.
- Grade:** A dropdown menu showing 'Grade 3', highlighted with a yellow border and callout 5.
- Subject:** A dropdown menu showing 'English', highlighted with a yellow border and callout 5.
- Language:** A dropdown menu showing 'English'.
- Keywords:** An empty text input field.
- Synopsis:** An empty text area.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right, with 'Create' highlighted in orange and callout 6.

4. Enter **Title**.
5. Select **Grade & Subject** from the drop-down list
6. Click **Create**

How to create lesson?



7. In the **Add Resource** screen, click on My Library to add resources from the content packages

How to create lesson?

Math Grade 1 | Add Resource

My Library

Search library

Math Buddies - Prim... > Numbers To 10 > Counting To 10

Add to New Folder Add

<input type="checkbox"/>	Title	Subject	Grade	Type
<input checked="" type="checkbox"/>	Counting To 10 In Numbers And Words	Mathematics	Grade 1	tutorial
<input type="checkbox"/>	Represent Numbers From 0 To 10 (VM)	Mathematics	Grade 1	tutorial

8. Navigate the various content packages, select the required resources and then click the **Add** button to add them to your lesson
9. Click on the **X** at the top right-hand corner when completed

How to create lesson?

Create Lesson

Math Grade 1

New Folder

Add Resource

<input type="checkbox"/>	Title	Type	
<input type="checkbox"/>	Counting To 10 In Numbers And Words	Tutorial	Visible ▾
<input type="checkbox"/>	Represent Numbers From 0 To 10 (VM)	Tutorial	Visible ▾
<input type="checkbox"/>	Counting From 10 To 0	Tutorial	Visible ▾

10. Click on the **Eye** icon to preview your lesson as a student

11. Click on the **X** at the top right-hand corner when completed

HOW TO ASSIGN LESSON?

How to assign lesson?

Lesson Builder

Search lessons

My Lessons 5 records found + New

Shared With Me

Shared By Me

Lesson Bank

<input type="checkbox"/>	Title	Assignment Status	Last Modified ↑
<input checked="" type="checkbox"/>	Math Grade 1		3 minutes ago i

1. Tick in the checkbox next to the title that you want to share
2. Click on the **Assign** icon

How to assign lesson?

The screenshot shows the 'Assignment Settings' window for 'Math Grade 1' (Mathematics, Grade 1). It features a 'Form Groups' list on the left with 'Grade 1', '1A', '1B', and '1C'. 'Grade 1' and '1A' are selected. On the right, a 'Settings' panel includes 'Start Date & Time' (15 Apr 2020 8:00 AM), 'End Date & Time' (15 May 2020 8:00 AM), and 'Monitoring Teachers' (with an 'Add' button and a 'Select from list' button). Below the settings is an 'Options' section with a checkbox for 'Notify via Announcements'. An orange circle with the number '3' has arrows pointing to the 'Assign' button and the 'Start Date & Time' field. Another orange circle with the number '4' has an arrow pointing to the 'Notify via Announcements' checkbox.

3. Select the correct Class, Start & End Dates and click the **Assign** button
4. You may also opt to Notify students via Announcements

How to assign lesson?

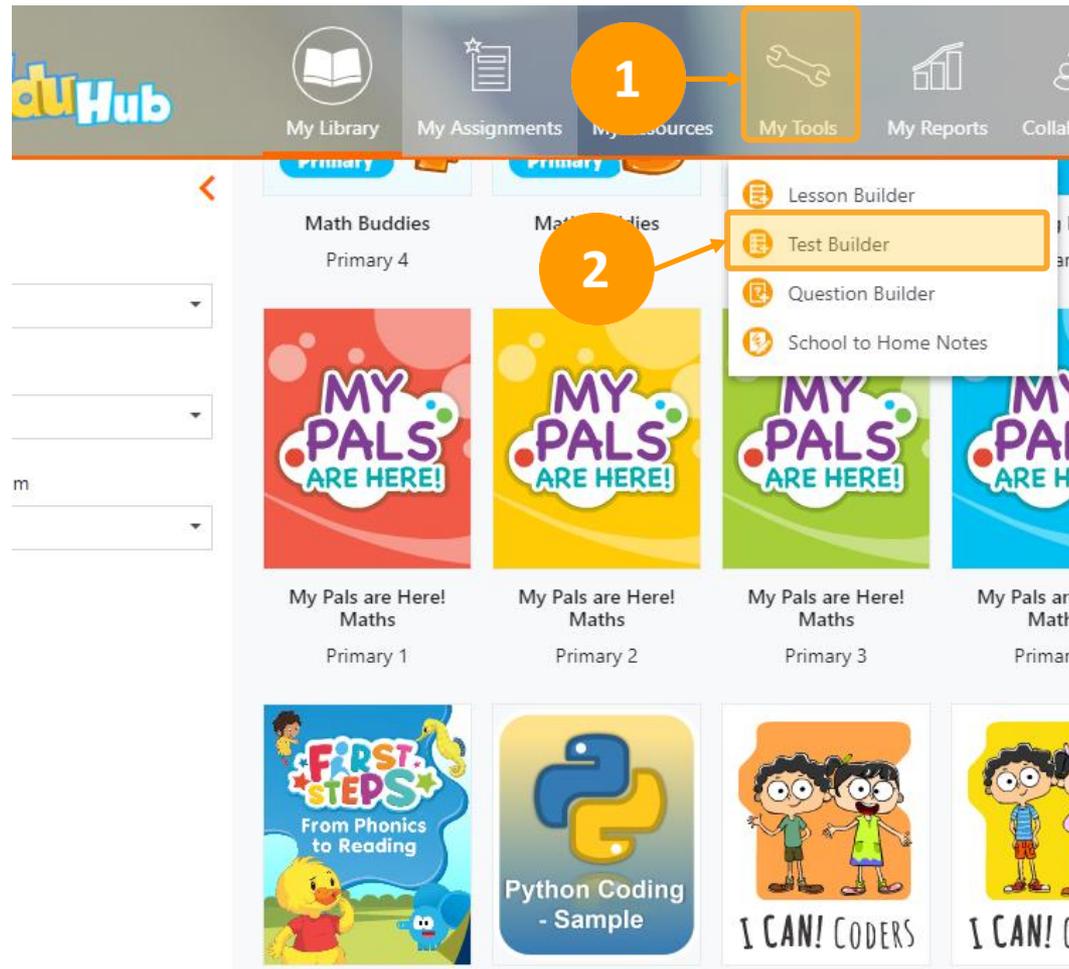
The screenshot displays the 'My Assignments' page in the EduHub interface. At the top, there is a navigation bar with three icons: a book for 'My Library', a document with a star for 'My Assignments', and a bar chart for 'My Reports'. Below this, a secondary bar shows 'My Assignments' with a list icon. A red circle with the number '5' and an upward-pointing arrow highlights the 'My Assignments' tab. The main content area shows 'All Assignments' with '9 records found.' On the left, there are filter options: 'Started', 'Closed', and 'Not Started'. Three assignment cards are visible:

- Math Grade 1**: 16 Apr 2020 - 15 May 2020, Not Started
- Counting to 10**: 31 Mar 2020 - 30 Apr 2020, 0% completed
- Week 1 Quiz**: 26 Mar 2020 - 26 Apr 2020, Not submitted

5. Students may then access your lesson via My Assignments

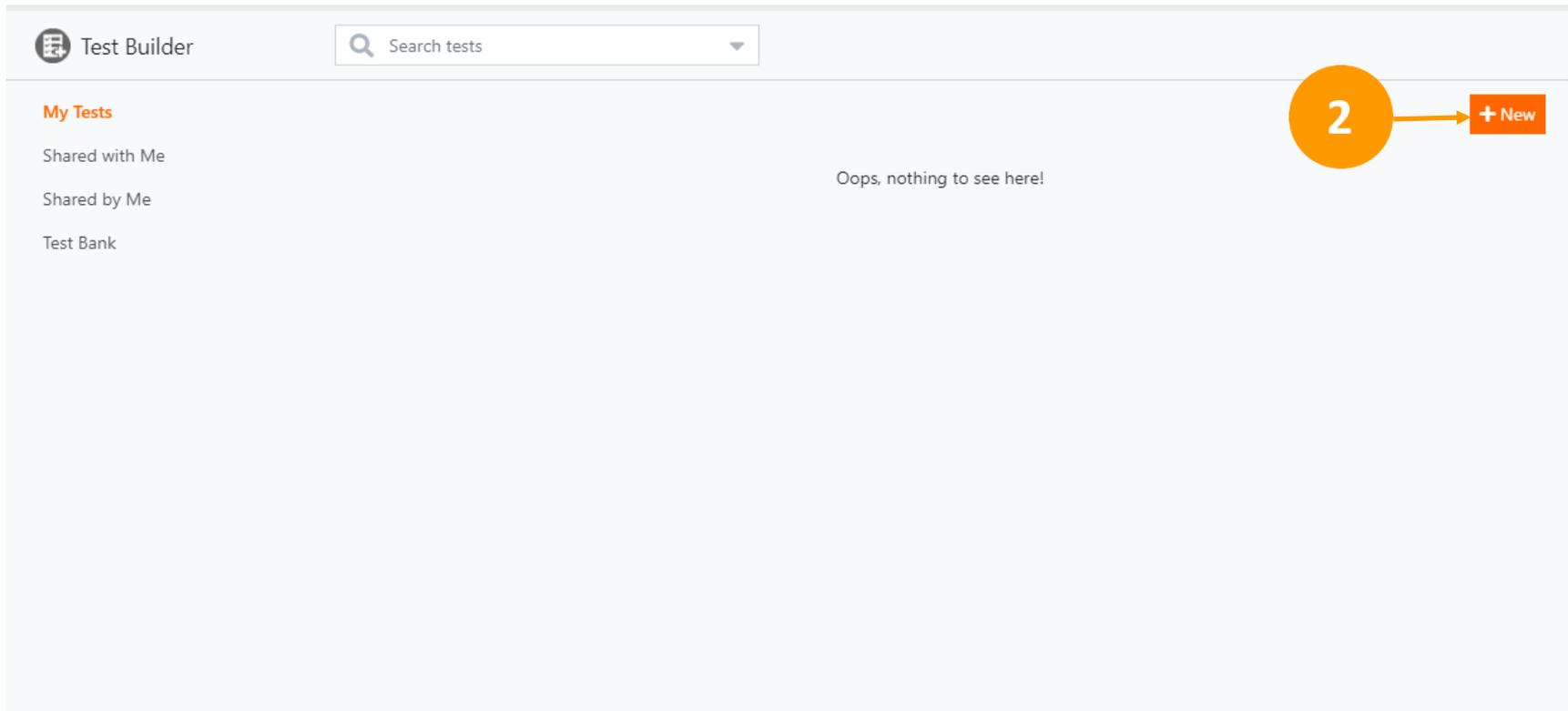
HOW TO CREATE TEST?

How to create test?



1. Click on **My Tools**
2. Select **Test Builder**

How to create test?



2. In the **Test Builder** page, click on **+ New** button

How to create test?

The screenshot shows a 'Create Test' form with the following fields and callouts:

- Title:** A text input field.
- Grade:** A dropdown menu with 'Grade 3' selected. Callout 3 points to this field.
- Subject:** A dropdown menu with 'Mathematics' selected. Callout 3 points to this field.
- Keywords:** A text input field.
- Passing Criteria (%):** A text input field with '50' entered.
- Buttons:** 'Cancel' and 'Create' buttons. Callout 4 points to the 'Create' button.

3. Type in the **Title** and then choose the **Grade & Subject** from the dropdown list.
4. Click **Create** to create the test

How to create test?

The screenshot shows the 'Create Test' interface. At the top, it says 'Create Test' with a close button (X). Below that, the subject is 'Fractions' with an edit icon. The current status is '0 questions, 0 points'. The main form has two text input fields: 'Section Title' containing 'MCQs' and 'Description' containing 'Choose one correct answer from the choices provided.'. Below these fields is a 'Done' button. At the bottom of the interface are two buttons: '+ Add Question' and 'Add Section'. Three orange callout circles with arrows point to these elements: circle 5 points to the 'Section Title' field, circle 6 points to the 'Done' button, and circle 7 points to the '+ Add Question' button.

5. Key in the **Section Title & Description**
6. Click **Done**
7. Click **+Add Question** to input the questions

How to create test?

Create Test

Fractions 

Section Title

Description

8

+ Add Question

- Single Response MCQ
- Multiple Response MCQ
- True/False Qn
- Short-Ans Qn
- Short-Ans Qn (Swappable)
- Open-Ended Qn
- From Question Bank **9**

8. Click on **+ Add Question** and select the desired question type from the list
9. Alternatively, you can also import existing questions from the **Question Bank**

HOW TO ASSIGN TEST?

How to assign test?

The screenshot shows the 'Test Builder' interface. On the left, there is a sidebar with 'My Tests', 'Shared with Me', 'Shared by Me', and 'Test Bank'. The main area displays a table with 1 record found. The table has columns for 'Title', 'Assignment Status', and 'Last Modified'. The 'Fractions' test is selected, indicated by a blue checkbox and a circled '1' with an arrow. In the top right corner, there is a toolbar with icons for edit, share, assign, and more options. The 'Assign' icon (a calendar with a checkmark) is circled with a '2' and an arrow pointing to it.

<input checked="" type="checkbox"/>	Title	Assignment Status	Last Modified ↑
<input checked="" type="checkbox"/>	Fractions	-	8 hours ago

Records per page: 10 | 1 - 1 of 1

1. Tick in the checkbox next to the title that you want to share
2. Click on the **Assign** icon

How to assign test?

Assignment Settings

Math Grade 1
Mathematics, Grade 1

Form Groups

- Grade 1
- 1A
- 1B
- 1C

Settings

Start Date & Time
15 Apr 2020 8:00 AM

End Date & Time
15 May 2020 8:00 AM

Monitoring Teachers
Enter teacher name...
Add Select from list

Options
 Notify via Announcements

Assign

3. Select the correct Class, Start & End Dates and click the **Assign** button
4. You may also opt to Notify students via Announcements

How to assign test?

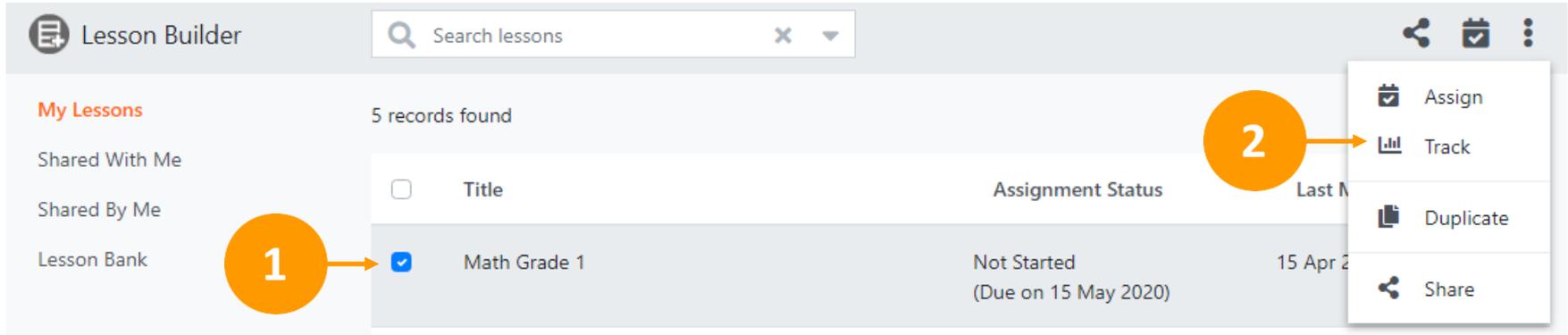
The screenshot shows the Marshall Cavendish EduHub interface. At the top, there is a navigation bar with three tabs: 'My Library', 'My Assignments', and 'My Reports'. Below this, there is a section titled 'My Assignments' with a list of assignments. A red circle with the number '5' and an arrow points to the 'My Assignments' tab. The list includes three assignments:

- Math Grade 1**: 16 Apr 2020 - 15 May 2020, Not Started
- Counting to 10**: 31 Mar 2020 - 30 Apr 2020, 0% completed
- Week 1 Quiz**: 26 Mar 2020 - 26 Apr 2020, Not submitted

5. Students may then access your test via My Assignments

HOW TO TRACK ASSIGNED LESSON / TEST?

How to track assigned lesson / test?



The screenshot shows the Lesson Builder interface. On the left, there is a sidebar with navigation options: My Lessons, Shared With Me, Shared By Me, and Lesson Bank. A red circle with the number '1' points to the 'Lesson Bank' option. The main area displays a search bar and a table of lessons. The table has columns for 'Title', 'Assignment Status', and 'Last Modified'. One lesson is selected, 'Math Grade 1', with a blue checkmark in the 'Title' column. A red circle with the number '2' points to the 'Track' option in the right-click menu that appears over the selected lesson. The menu also includes 'Assign', 'Duplicate', and 'Share' options.

Title	Assignment Status	Last Modified
<input type="checkbox"/> Title		
<input checked="" type="checkbox"/> Math Grade 1	Not Started (Due on 15 May 2020)	15 Apr 2020

1. In Lesson/Test Builder, select your assigned lesson/test
2. Click **Track** on the right menu

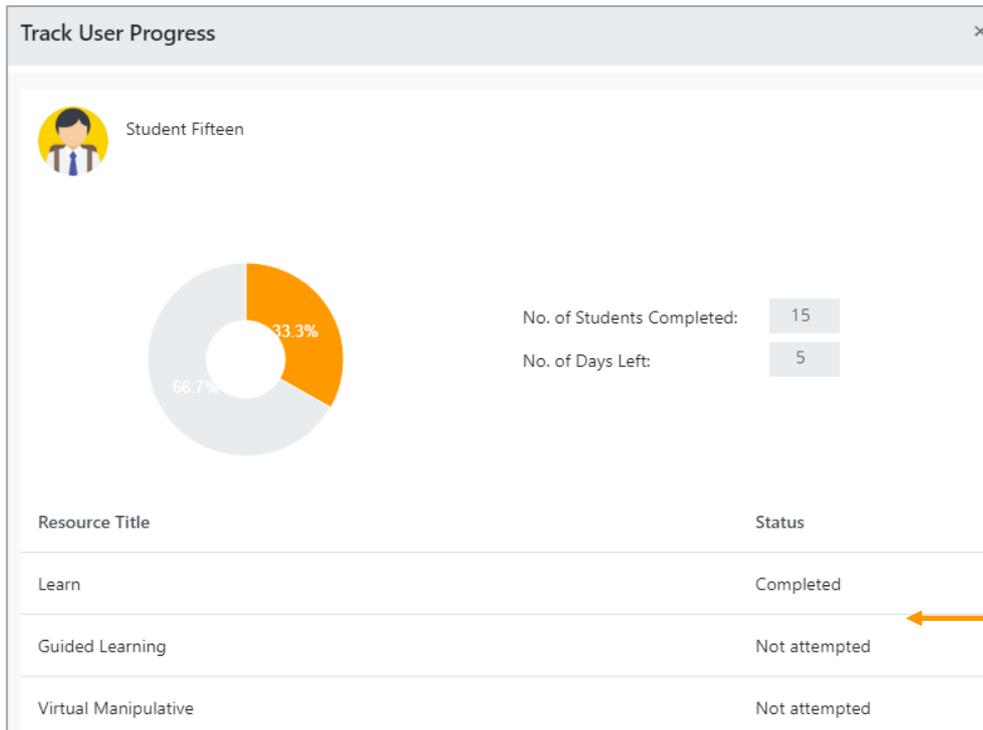
How to track assigned lesson / test?

The screenshot shows a 'Track Lesson' window for 'Math Grade 1' and 'Grade 1, Mathematics'. It has two tabs: 'Overview' and 'Class/Group'. A dropdown menu shows '1A'. Below are three rows of student data. An orange circle with the number '3' points to the first row, and another orange circle with the number '4' points to the '30%' completion status in the third row.

No.	Name	Class/Group	Completed
1	Student 1	1A	0%
2	Student 2	1A	0%
3	Student 3	1A	30%

3. In Track Lesson/Test, view the student list and their respective completion status or scores
4. Click on the student's completion status or scores to see further details

How to track assigned lesson / test?



5. View the student's detailed lesson/test status in the Track User Progress screen

HOW TO EDIT OR UN-ASSIGN AN ASSIGNMENT?

How to edit or un-assign an assignment?

Test Builder

Search tests

My Tests

1 record found

+ New

Shared with Me

Shared by Me

Test Bank

<input type="checkbox"/>	Title	Subject	Grade	Assignment Period	Status	Modified ↑
<input type="checkbox"/>	Fractions	Mathematics	Grade 3	20 Apr 2020 - 20 May 2020	Started (Due on 20 May 2020)	15 Apr 2020

1. In Lesson/Test Builder, under **Assignment Status**, click on **Started**
2. Click **Edit Assignment**

How to edit or un-assign an assignment?

Assignment Settings

Fractions
Mathematics, Grade 3

UnAssign All Groups Assign

Form Groups

Grade 1

1A

1B

1C

Settings

Start Date & Time
20 Apr 2020 8:00 AM

End Date & Time
20 May 2020 8:00 AM

Monitoring Teachers

Enter teacher name...

Add Select from list

3. In Assignment Settings, you may add or remove classes from the assignment

4. Or update the assignment start & end dates and times and click **Assign**

How to edit or un-assign an assignment?

Assignment Settings ✕

Fractions
Mathematics, Grade 3

5 → UnAssign All Groups **Assign**

Form Groups

- Grade 1
- 1A
- 1B
- 1C

Settings

Start Date & Time
20 Apr 2020 8:00 AM

End Date & Time
20 May 2020 8:00 AM

Monitoring Teachers
Enter teacher name...
Add Select from list

5. To un-assign the assignment, click on the **Un-Assign All Groups** button

THE END