# Marshall Cavendish Education

## Holistic Educational Solutions

Curriculum

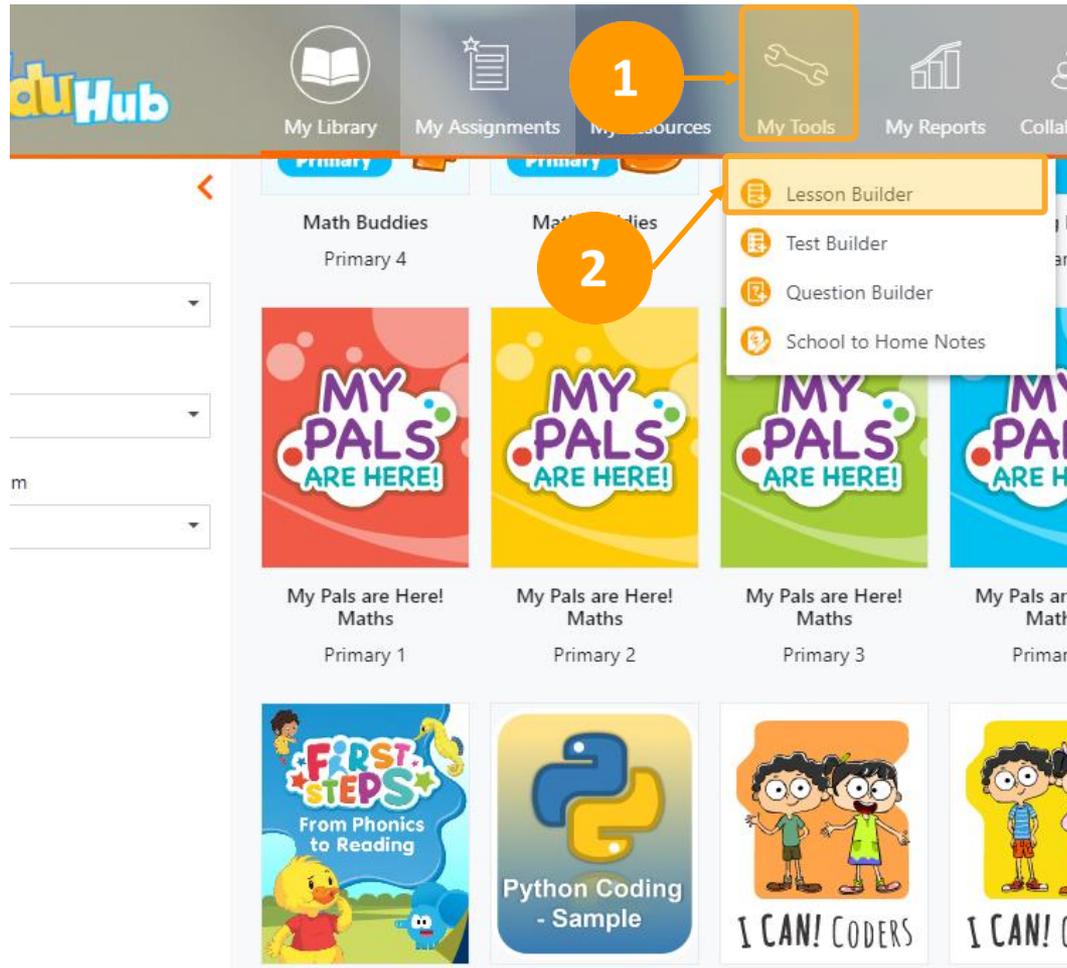Professional Development

Technology

# mc EduHub

# Creating & Assigning Lessons and Tests

# Contents

- How to create lesson

- How to assign lesson

- How to create test

- How to assign test

- How to track assigned lesson / test

- 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?

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

# How to create lesson?



Create Lesson

| | |
|---|---|
| Title | Fractions |
| Grade | Grade 3 |
| Subject | English |
| Language | English |
| Keywords | |
| Synopsis | |

Cancel    Create

4. Enter **Title**.

5. Select **Grade** & **Subject** from the drop-down list

6. Click **Create**

# How to create lesson?
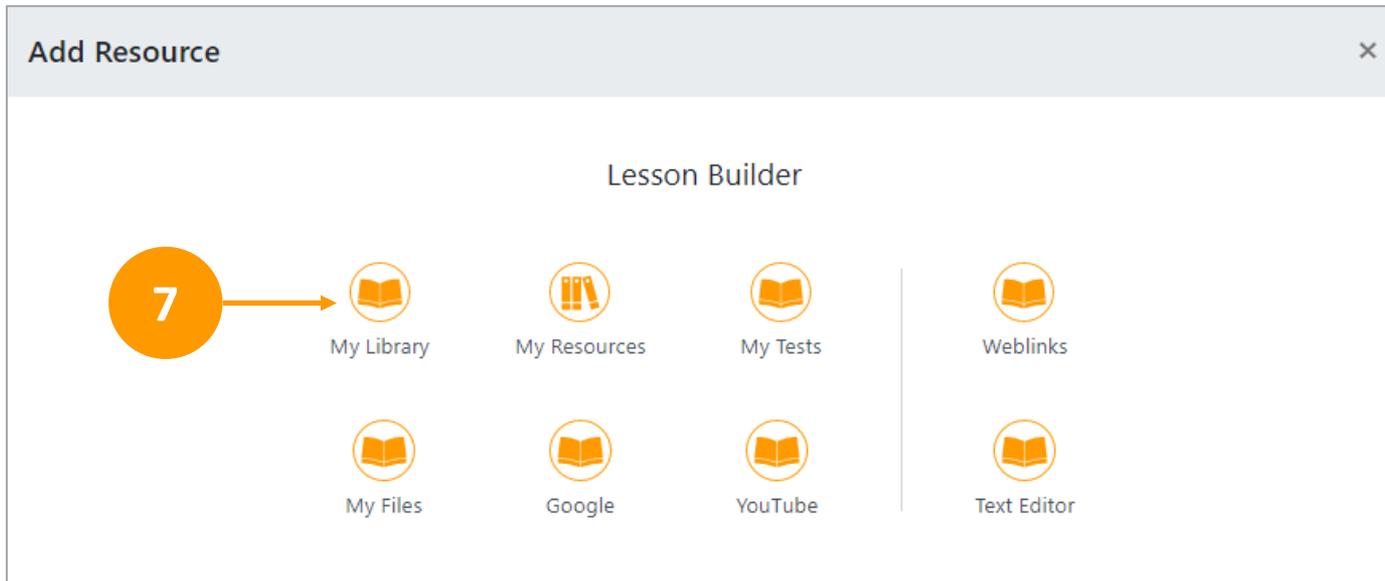


7. In the **Add Resource** screen, click on My Library to add resources from the content packages

# How to create lesson?



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?

**11**

**Create Lesson**                                                    **10**  👁  ✕

| Math Grade 1 ✏ | New Folder ✏ 🗑 | | | **+ Add Resource** |
|---|---|---|---|---|
| 📁 New Folder | ⬚ | Title | Type | |
| ➕ Add Folder | | | | |
| | ⬚ Counting To 10 In Numbers And Words | | Tutorial | Visible ▾ |
| | ⬚ Represent Numbers From 0 To 10 (VM) | | Tutorial | Visible ▾ |
| | ⬚ 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?



1. Tick in the checkbox next to the title that you want to share

2. Click on the **Assign** icon

# How to assign lesson?

Assignment Settings ✕

Math Grade 1
Mathematics, Grade 1

**3**   Assign

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

**4**   ☐ Notify via Announcements

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?

5.    Students may then access your lesson via My Assignments
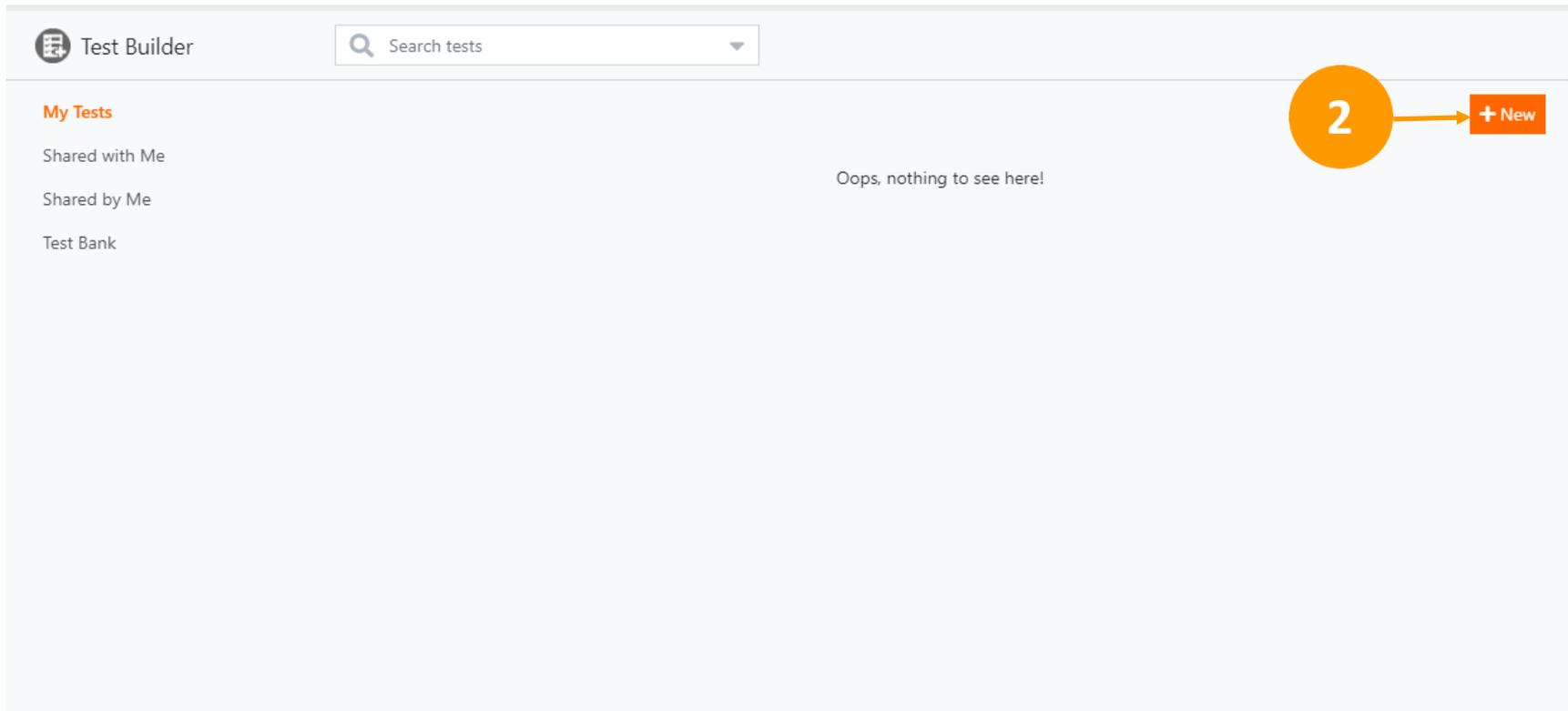
# HOW TO CREATE TEST?

# How to create test?
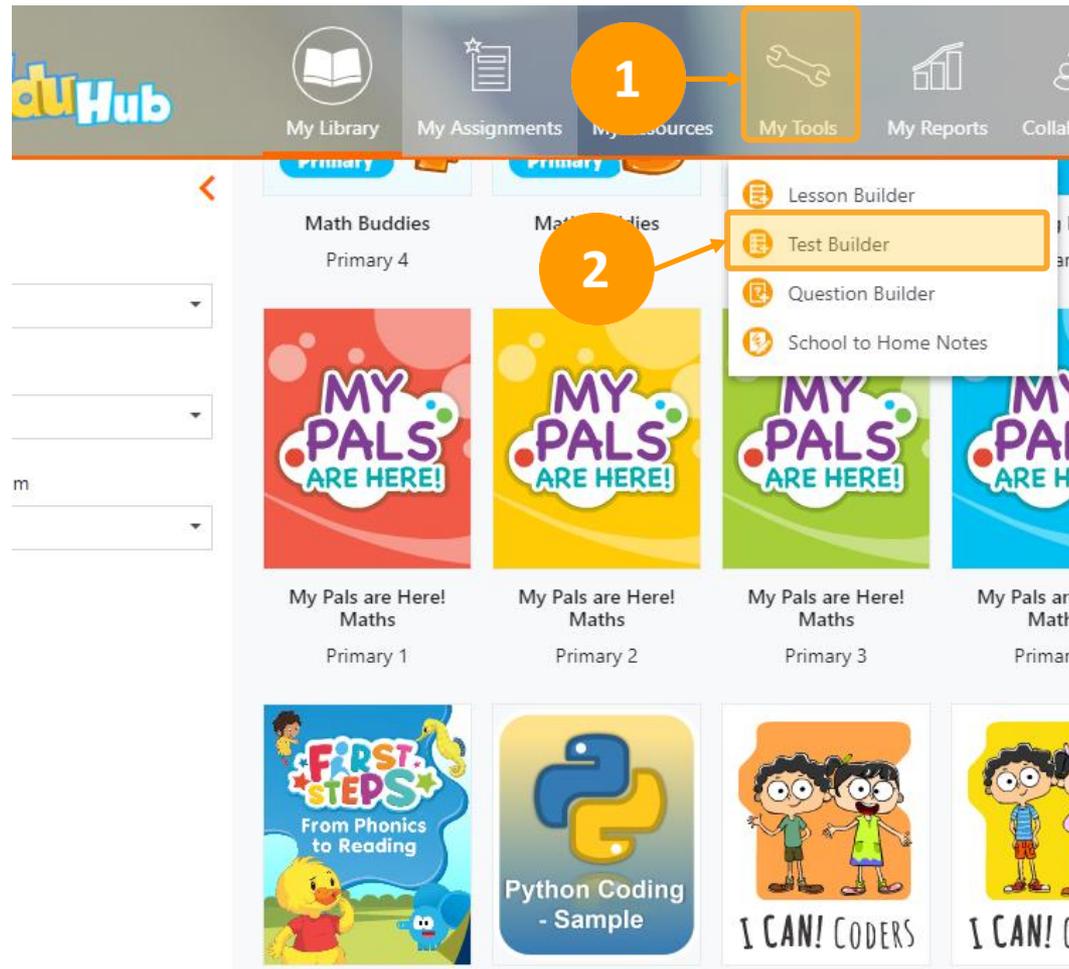


1. Click on **My Tools**

2. Select **Test Builder**

# How to create test?



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

# How to create test?

Create Test

| | |
|---|---|
| Title | |
| Grade | Grade 3 |
| Subject | Mathematics |
| Keywords | |
| Passing Criteria (%) | 50 |

**3**

Cancel  **Create**  **4**

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?



5. Key in the **Section Title & Description**

6. Click **Done**

7. Click **+Add Question** to input the questions

# How to create test?



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?



1. Tick in the checkbox next to the title that you want to share

2. Click on the **Assign** icon

# How to assign test?



3. Select the correct Class, Start & End Dates and click the **Assign** button

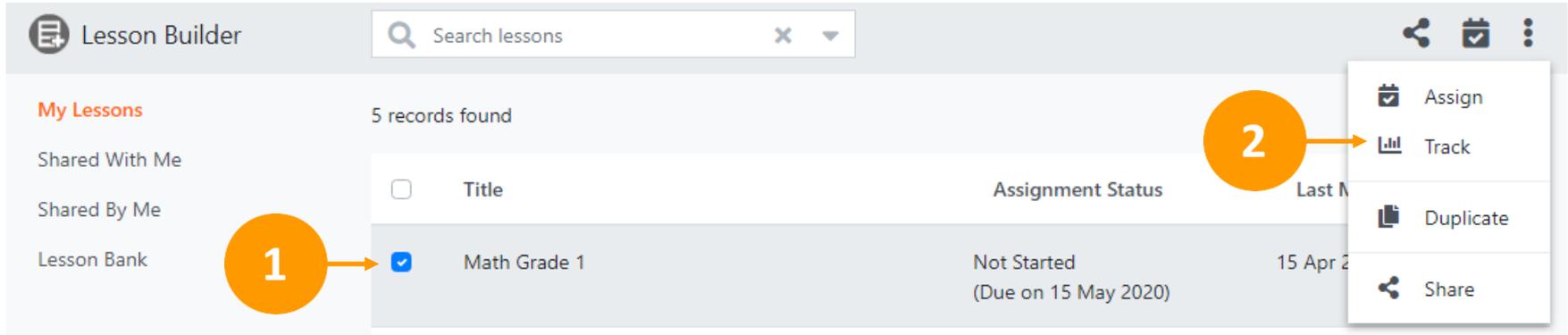4. You may also opt to Notify students via Announcements

# How to assign test?



5.    Students may then access your test via My Assignments

# HOW TO TRACK ASSIGNED LESSON / TEST?

# How to track assigned lesson / test?



1. In Lesson/Test Builder, select your assigned lesson/test

2. Click **Track** on the right menu

# How to track assigned lesson / test?



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?
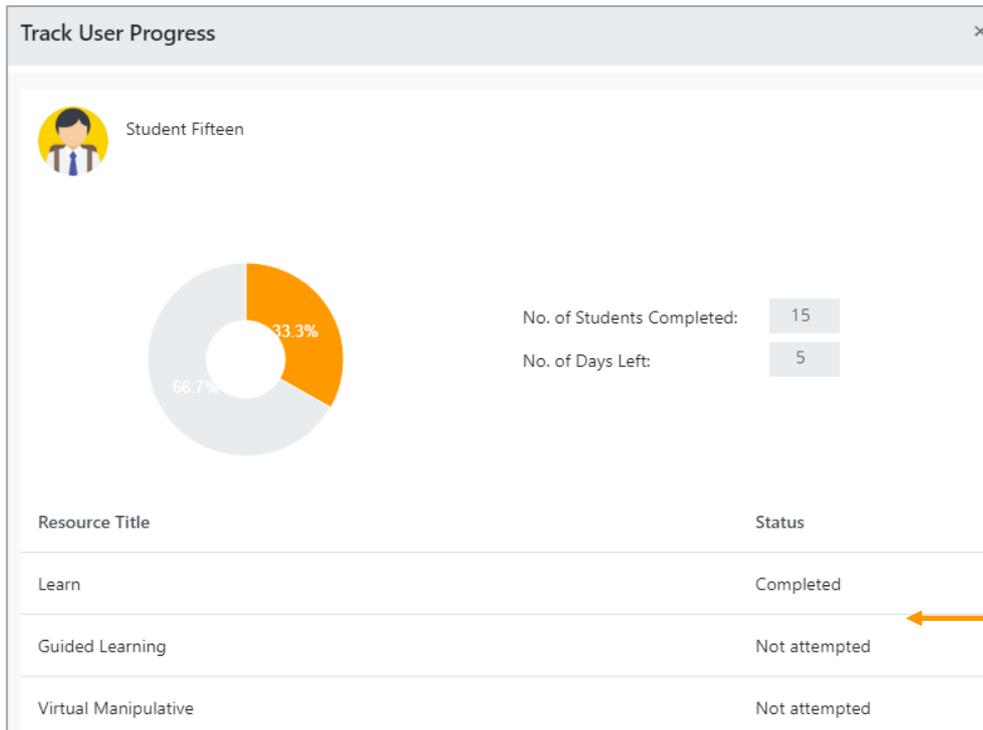


5. View the student's detailed lesson/test status in the Track User Progress screen

# HOW TO EDIT OR UN-ASSIGN AN ASSIGNMENT?

# How to edit or un-assign an assignment?

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    **3**    ⌄

☐ 1B    ⌄

☐ 1C    ⌄

**Settings**

Start Date & Time    **4**

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