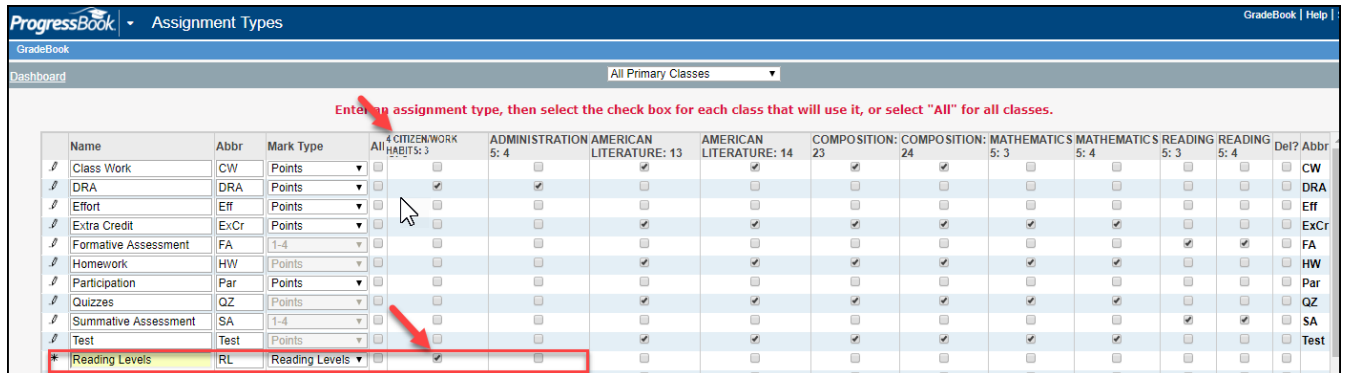


How to create a Reading Levels Assignment for DataMap - Teacher

Teacher

Step 1 – Initial Setup > Create Assignment Type

1. Create an Assignment Type for your **Citizen/Work Habits** class
 - a. Teacher Home Page select > **Set Up Assignment Types**
 - b. Create an Assignment Type > **Reading Levels**
 1. Assign Mark type > **Reading Levels**
 2. Assign only to your **Citizen/Work Habits** class



Name	Abbr	Mark Type	All	CITIZEN/WORK HABITS: 3	ADMINISTRATION 5: 4	AMERICAN LITERATURE: 13	AMERICAN LITERATURE: 14	COMPOSITION: 23	COMPOSITION: 24	MATHEMATICS: 5: 3	MATHEMATICS: 5: 4	READING: 5: 3	READING: 5: 4	Def?	Abbr	
Class Work	CW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CW
DRA	DRA	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRA
Effort	Eff	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eff
Extra Credit	ExCr	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ExCr
Formative Assessment	FA	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FA
Homework	HW	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HW
Participation	Par	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Par
Quizzes	QZ	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QZ
Summative Assessment	SA	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA
Test	Test	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test
Reading Levels	RL	Reading Levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step 2 – Create Assignment

2. Class Dashboard for your **Citizen/Work Habits** class
 - a. **Create Assignment**
 - b. One Assignment per Marking Period
 - c. Click **Add an Assignment**
 1. Description = **Reading Levels**
 2. Assignment Type = **Reading Levels**
 3. Assigned Date and Due Date = **Last day of Marking Period**
 4. Click **Save**

Description:

Assignment Type:

Assigned Date:

Points:

Sequence:

Due Date:

Weight:

Set up as a floating assignment?

Post to the homework web page?

Add this assignment to the assignment bank?

Exclude from student averages?

Post the marks to the web?

3. Click **Marks** tab

a. Select the Reading Level for each student

1. May either use the drop-down or type in the level

b. Comment

1. If a Comment is entered, this will become the Instructional Recommendation for the Reading Level

2. If the Comment is left empty it will not import in DataMap

c. Click **Save**

Student	Mark	Missing	Late	Exclude	Comments
Allen, Orby	<input type="text" value="G"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Above Grade Level"/>
Garcia, Ivar	<input type="text" value="C"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Hall, Joyce	<input type="text" value="E"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Hernandez, Timothy	<input type="text" value="D"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="At Grade Level"/>
King, Willa	<input type="text" value="E"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Lee, Bennett	<input type="text" value="F"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Lewis, Monica	<input type="text" value="H"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Martin, Seth	<input type="text" value="L"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Martinez, Addisyn	<input type="text" value="A"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Below Grade Level"/>
Robinson, Graham	<input type="text" value="C"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Rodriguez, Pace	<input type="text" value="G"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Smith, Farah	<input type="text" value="K"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Thompson, Demi	<input type="text" value="H"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Walker, Cecilia	<input type="text" value="I"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Young, Lyla	<input type="text" value="K"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Student	Mark	Missing	Late	Exclude	Comments

Optional