



# HAWKES

LEARNING

# QUICK

# REFERENCE

# GUIDE

Make the most of your time  
and talent with this helpful guide!



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# Checklist for Success

To get things started, refer to this checklist to set up and maintain your course settings in your Grade Book. Feel free to make changes throughout the semester.

## INITIAL SETUP

- ☐ Create your account on our instructor platform:  
[teach.hawkeslearning.com](https://teach.hawkeslearning.com)
- ☐ Start exploring the student side of Hawkes by accessing your student dashboard in the upper right-hand corner of your Teach account.
- ☐ Meet with Customer Success for a comprehensive training.
- ☐ When you meet, you will discuss your plans for implementation and get an overview of Hawkes from both a student and instructor perspective.

## BEFORE THE BEGINNING OF THE SEMESTER

- ☐ Consider meeting online with the Hawkes Customer Success team for a training refresher or Q&A session.
- ☐ Set up your sections in Hawkes following the steps outlined in this Quick Reference Guide.

## THE WEEK BEFORE CLASS

- ☐ Use our Syllabus Suggestions, under **Help > Instructor Resources > Instructor Sample Documents**, to make sure your syllabus includes information for your students on how to use Hawkes.
- ☐ Experience Hawkes as a student by accessing your student dashboard in the upper right-hand corner of your Teach account.
- ☐ Watch the Student Training Video, under **Help > Instructor Resources**, to prepare for first-day questions.
- ☐ Print out the Student Directions, under **Help > Instructor Resources**, post them to Course Materials under **Assignments > Course Materials** or consider posting in your LMS.

## THE FIRST DAY OF CLASS

- ☐ Hand out your syllabus and the Student Quick Start Guide.
- ☐ Show the Student Dashboard & Beyond Training Video located under **Help > Instructor Resources**.
- ☐ If you are in a lab setting, help your students log in and enroll in your course.

## THE FIRST WEEK OF CLASS

- ❑ Contact Hawkes if you or your students have any questions. We offer extended support phone hours at the start of each term, as well as 24/7 chat support through our website.

## MIDWAY THROUGH THE TERM

- ❑ See how other schools are improving student success by checking out our webinar series, found on our blog (**[blog.hawkeslearning.com](https://blog.hawkeslearning.com)**).
- ❑ Take advantage of the Grade Book **reports** to monitor student progress and to evaluate student performance on individual learning outcomes.
- ❑ Have you talked with the Hawkes Customer Success team lately? Connect to discuss how your term is progressing.

## AT THE END OF THE TERM

- ☐ Meet with the Hawkes Customer Success team for any assistance needed, discuss any feedback, or address any questions from the term.
- ☐ Be on the lookout for end of semester wrap-up tips from Hawkes via email.
- ☐ Discuss compiling any data on your student success.

NOTES:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Checklist for a New Term

Prior to the start of a new term, follow this step-by-step guide to ensure your Grade Book is ready to go.

## SUGGESTED STEPS

- ☐ Create your new sections  
**Tools > Manage Sections**  
Create a new section  
Use Configure Sections tool to copy over all course templates to new section (*optional*)
- ☐ Adjust or confirm your weights and Assignment Groups  
**Grade Settings > Assignment Groups**
- ☐ Enter or adjust your Lesson Due Dates  
**Assignments > Lesson Due Dates**
- ☐ Assign or edit your course curriculum  
**Assignments > Curriculum**
- ☐ Update or create new WebTests and test settings  
**Assignments > WebTests**

## ADDITIONAL OPTIONS

- ☐ Set up or adjust your Assignment Reminders  
**Tools > Communications > Assignment Reminders**
- ☐ Update or confirm your late homework policy  
**Grade Settings > Late Penalty**
- ☐ Add or edit Other Assignments  
**Assignments > Other Assignments**
- ☐ Add to or modify your course materials  
**Assignments > Course Materials**



# INSTRUCTOR RESOURCES





# Instructor Grade Book

Use your Grade Book to assign lessons and WebTests, view student reports, and customize the student experience to fit your course needs.

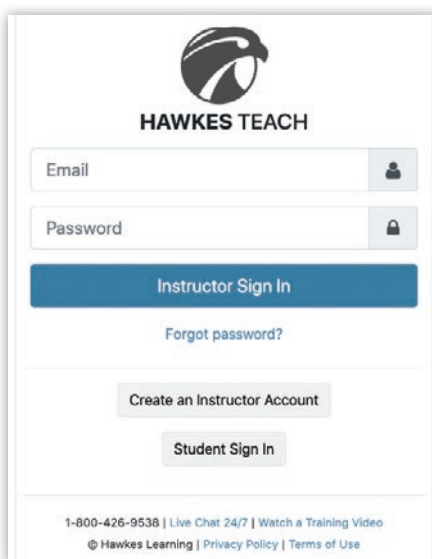
## Account Creation/Log In

Create a Hawkes Teach account to access your Grade Books and student account from a single login:

Go to [teach.hawkeslearning.com](https://teach.hawkeslearning.com)

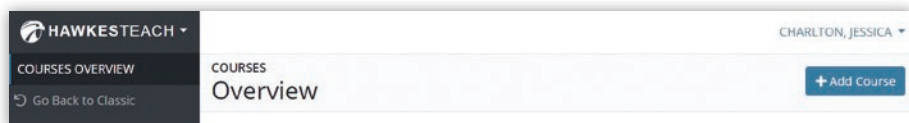
### Create a New Account

If you are new to Hawkes, select  
**Create an Instructor Account**

The screenshot shows the Hawkes Teach login interface. At the top is the Hawkes Teach logo, which consists of a stylized bird icon above the text "HAWKES TEACH". Below the logo are two input fields: "Email" with a person icon on the right, and "Password" with a lock icon on the right. A blue button labeled "Instructor Sign In" is positioned below the password field. Below this button is a link that says "Forgot password?". Further down, there are two buttons: "Create an Instructor Account" and "Student Sign In". At the very bottom, there is a footer with contact information: "1-800-426-9538 | Live Chat 24/7 | Watch a Training Video" and "© Hawkes Learning | Privacy Policy | Terms of Use".

## Add Courses to Instructor Dashboard

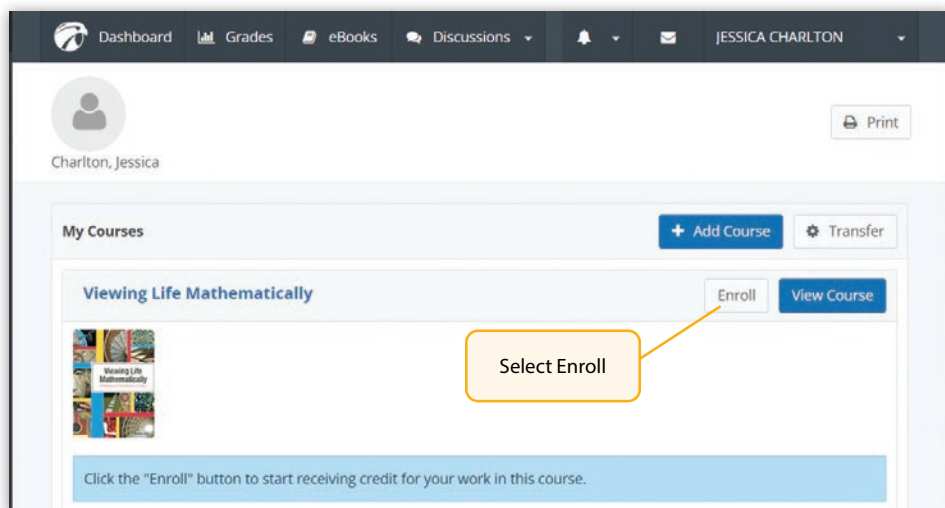
1. Once signed in to your Hawkes Teach account, select **+Add Course**



2. If you recently received a Course Invitation email, **enter the Course Link Code** provided to link your Instructor Grade Book. If you did not receive this email, please reach out to your Course Admin or the Hawkes Customer Success Team to request one.
3. Repeat steps 1 & 2 for any additional titles you use with Hawkes.

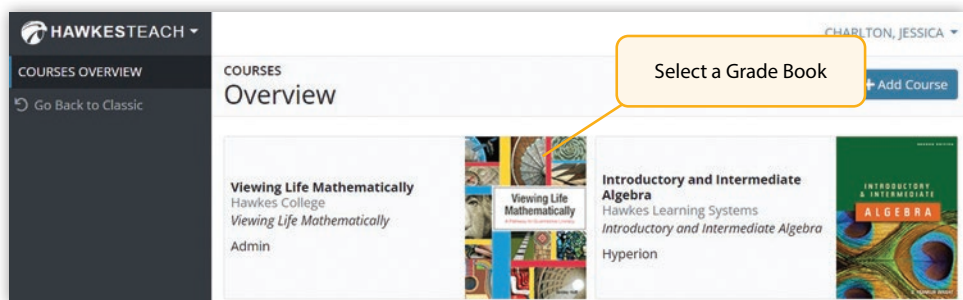
## Student Dashboard Set Up

1. Select **Student View** in top right corner.
2. Select **Enroll** beside your access code to select your name and section and enroll into your course.

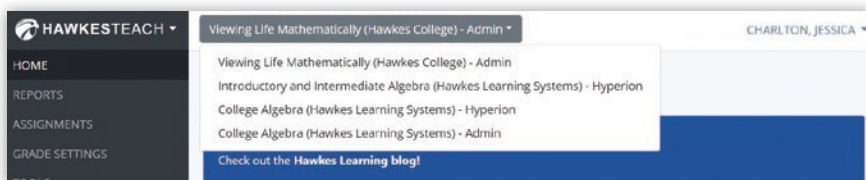


## Accessing a Grade Book

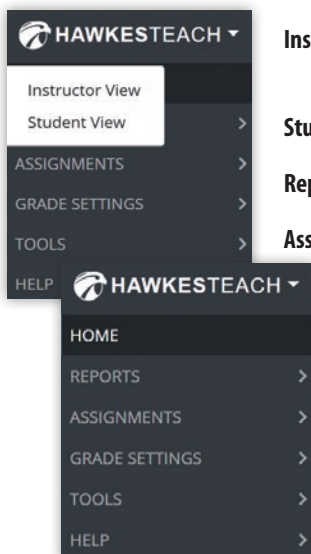
Select a tile from the Instructor Dashboard to open the corresponding Grade Book.



Easily switch between your Grade Books without returning to the dashboard using the drop-down menu.



## Navigating the Grade Book



**Instructor View** - Return to your instructor dashboard to view all linked Grade Books.

**Student View** - Access your student account.

**Reports** - Review student grades and check out assignment statistics.

**Assignments** - Create and assign lesson due dates, WebTests, and curricula.

**Grade Settings** - Assign grade weights and homework late penalties.

**Tools** - Create new class sections, enable temporary access, and set communication preferences.

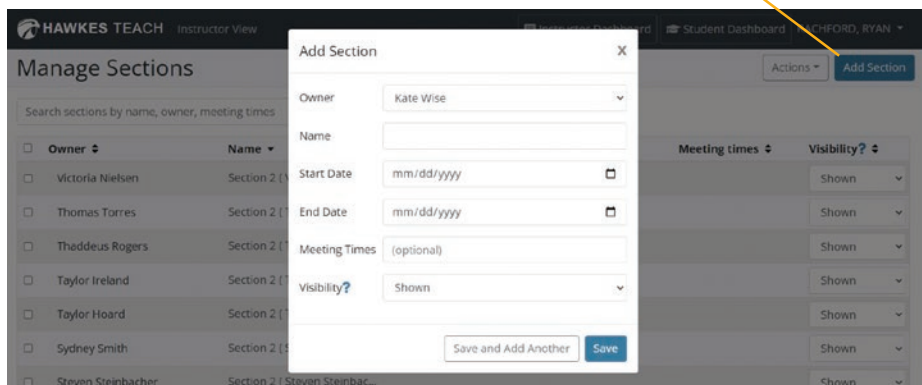
**Help** - Access additional instructor resources, student setup information, and the Hawkes Support Center.

## The Tools Tab

### Creating and Editing a Section

To create a section, navigate to **Tools > Manage Sections**.

Select Add Section'



Once you have created a section, you can use the Configure Sections tool to copy templates and settings from another section.

Select Actions > Configure Sections

**Manage Sections**

Search sections by name, owner, meeting times, or LMS Links

Owner	Name	Start Date	End Date	Meeting times	Visibility	LMS Links
Sharon Acres	Intro to Biology 101	06/01/2024	09/01/2024	MWF 1 PM	Shown	Canvas Math 2
Sharon Acres	Intro to Biology 102	02/01/2019	03/01/2019	TTR 2PM	Shown	Canvas Math 2
Admin	MASTER	03/01/2019	04/01/2019		Shown	Canvas Math 2
Rosalind Albright	Human Biology 103	05/01/2019	06/01/2019		Shown	Canvas Math 2

**Configure Sections**

Apply From: MASTER (Admin)

Apply To: Intro to Biology 101 (Sharon Acres)

Basic (check to override existing settings)

- ☐ Section start & end date Personalize
- ☐ Section meeting times Personalize

Advanced (check to override existing settings)

Content

Policies

Apply Settings

## Viewing Your Student Roster

You can view your class roster, transfer, and remove students from **Tools > Manage Students**.

Select a student name to view profile details.

**Manage Students**

Instructor: Hawkes Demo

Section: All Sections

Search students by name

#	Student	Email	Section	Access Code	LMS Course
1	BROWN, KAWALSKI, LORRAINE	cbrown@hawkeslearning.com	Math - Fall 2017	DBK3R77PGR9D6X4D87R0FMXDCMF3WG	
2	CRAWFORD, MERRITT	mcaitin7@hotmail.com	Math 152-008	6A6QC76WD63QOMNPNFWICEKXGKTM	
3	MCCRARY, TIFFANY	tmccrary@hawkeslearning.edu	Math 152-008	C74Q8G87E4RDDGK3E6QKX7C9P47J	
4	PATRICE, CARLIE	cpatrice@hawkeslearning.edu	Example Fall Section	BJRQAT7P9G67H4BDJ3NBXFKJQDB8T	
5	PHILLIPS, DEE DEE	dphillips@hawkeslearning.com	Math - Fall 2017	97F3EFWT4GGRQV4QDC7TMCYPTPTXQEX	
6	RIERSON, ALEX	arierson@hawkeslearning.edu	Math 152-008	XPB3Q4QFEAGACDPWNRHGC6J938BACQ	
7	ROSE, MICHAEL	mrose@hawkeslearning.com	Math - Fall 2017	YGCNB66G4BQK6KHUSQEXEPFRFRQ6X	
8	SHAW, JAMES	jshaw@hawkeslearning.com	Math - Fall 2017	YHJIC4ED3KGQ54RW8Q8THYECBA886C	
9	Silver, Michael	msilver@hawkeslearning.com	Math 152-008	YPAE9P38AWRDSJ8CQM86CMK88DHEN	
10	Training, Hawkes	training@hawkeslearning.com	40000 Modules 12-15	Y4ANYT7WGPTEJ8BKACH8R8EHCTD83	

**Tools**

- View Profile
- Transfer Students
- Delete Students

**Transfer Students**

Select a student to transfer

Select a section to transfer to

Select a student to transfer to another one of your sections. (Course administrators can transfer between instructors.)

## Creating Assignment Reminders

Keep students on task by using assignment reminders. They are automatically sent to students when their homework lessons or tests are due or late.

In your Grade Book, open **Tools > Communications > Reminders**.

Select a section. You will be asked to give your Reminders template a name. You can reuse this template for your other sections.

Select which reminders you would like to set. Then, either use the default message provided or customize it using your own message and auto populating bracket tokens.

Tools > Create Assignment Reminder Settings

Reminders template name:

☒ Share. Allow other instructors to see and use these settings  
☒ Lock. Prevent instructors from changing these settings

**Certification Reminders**

☒ Send a reminder  day(s) before a certification is due.

Reminder message subject:

Reminder message body: 

Dear {StudentFirstName},

I would like to remind you that the following certifications are due on {DueDate}:  
{LessonName}

If after working through Learn and Practice modes you still have questions, please let me know if you would like further help.

☐ Send a final reminder once a certification is  day(s) past due.

**WebTest Reminders**

☐ Send a reminder  day(s) before a WebTest ends.

**Other Assignments Reminders**

☐ Send a reminder  day(s) before an other assignment is due.

☐ Send a final reminder once an other assignment is  day(s) past

## The Grade Settings Tab

### Modifying Assignment Groups

Assignment groups can be edited to reflect your course and syllabus under **Grade Settings > Assignment Groups**. We recommend weighting the Hawkes lessons between 20-30%. This will help motivate your students to complete their homework.

Toggle between multiple sections.

Select **New Group** to create additional assignment groups.

**Quick Tip:**  
By default, all sections share the same assignment groups. Change this under **Grade Settings > Grading Options**.

Use the pencil icon to edit or delete an existing assignment group.

GRADE SETTINGS  
Assignment Groups

Instructor:   
Section:

+ New Group Rearrange Copy From... Undo Save Changes

Group / Subgroup / Assignment	Weight (%)	Weight Distribution	Number of Assignments	Grading Rule	Include in Grade	Bonus
Lessons	20.00	Even	13 (13)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quizzes	15.00	Even	5 (5)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tests	35.00	Even	4 (4)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Final Exam	25.00	Even	1 (1)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Weight (%): 100.00

## Setting a Late Penalty

Implement a late homework policy across multiple sections by creating a **Late Penalty Template**. To set up a late penalty, navigate to **Grade Settings > Late Penalties**.

A fixed penalty deducts a fixed amount, regardless of how late a student submits work. A graduated penalty deducts an increasing amount over a period of time as defined by the instructor.

**Quick Tip:**  
All Grade Book templates—including late penalties, due dates, and Other Assignments—can be shared with other instructors, locked, or copied to other sections.

## The Assignments Tab

### Lesson Due Dates

Assign homework lessons by going to **Assignments > Lesson Due Dates**.

Use the calendar icon to assign due dates to any lessons students need to complete for credit. By default, lessons without due dates are not assigned.

**Set a date when assigned lessons appear on a student's to do list by utilizing the Visible On feature.**

**New Term Quick Tip:**  
Use **Shift Multiple Due Dates** to adjust several due dates at once.

## Curriculum

Under **Assignments** -> **Curriculum**, select your section name. If you're editing the curriculum for the first time, rename and save the template before editing any lessons. If you have customized your curriculum before, you will simply select the lesson name from the list.

The screenshot shows the 'Edit Curriculum' page for 'Math 101 Master Curriculum'. It includes various settings for sharing, locking, and allowing students to attempt questions. Two callouts are present:

- A callout pointing to the 'FlexMastery' checkbox with the text: "Ensure students are spending adequate time in Practice before attempting Certify."
- A callout pointing to the 'Allow students to attempt any remaining questions after achieving mastery' checkbox with the text: "Instructor favorite/recommended setting"

Lesson Name	Questions	Steps	Strikes	Mastery	Question Level Order
1.1 The Real Number System	15	15	3	80	Random
1.2 The Arithmetic of Algebraic Expressions	5	5	3	81	Random
1.3a Properties of Exponents	5	5	4	75	Random
1.3b Scientific Notation and Geometric Problems Using Exponents	12	12	2	83	Random

## Curriculum - Lesson Editor

Within each lesson you can preview question types included in the default curriculum, remove questions, or add additional questions to the assignment from the question bank.

The screenshot shows the 'Lesson Builder' interface for '1.3a Properties of Exponents' (16 Questions, 16 Steps). It is divided into two main sections: 'Question Bank' and 'Assignment'.

**Question Bank:** Lists questions from the curriculum. The first question is '1.3a Serial #1: Apply the rules of exponents' with a difficulty of 'Low' and an occurrence of '1'. The question text is 'Simplify the following expression. Assume that  $x$  is not equal to zero.' followed by the expression  $7x^8$ . Below it is '1.3a Serial #5: Apply the rules of exponents' with a difficulty of 'Low' and an occurrence of '0'. The question text is 'Simplify the following expression, writing your answer with only positive exponents.' followed by the expression  $-8x^{-3}$ . Below that is '1.3a Serial #2: Simplify expressions with exponents' with a difficulty of 'Low' and an occurrence of '1'. The question text is 'Simplify the following expression.' followed by the expression  $(-3)^2$ .

**Assignment:** Shows the selected question '1.3a Serial #1' with the same text and expression as in the question bank. It also shows the 'Correct Answer: -9' and the question '1.3a Serial #2' with the same text and expression.



## WebTests - Creating a New WebTest

Create, edit, and assign tests or quizzes in **Assignment Builder**.

The Question Bank is a comprehensive list of all question types in the courseware.

Create a new test by opening **Assignments > WebTests**. To get started, select **Create New**. If you have customized your curriculum, choose your curriculum for the question bank to ensure you are selecting only question types students will have seen on lessons.

Add questions to tests in several ways:

1. Drag and drop individual questions from the question bank pane on the left into the test pane on the right.
2. Select several questions at once and choose to **Add Selected**.
3. Click the + Add button on the question in the left-hand side you'd like added to your assignment & it will appear on the right-hand side

After saving, select **Assign** to make the test available online.

The top right corner allows you to save your test and assign it to your students.

The screenshot displays the 'Assignment Builder' interface. On the left is the 'Question Bank' pane, and on the right is the 'Test: New Test' pane. The top navigation bar includes 'File', 'View', 'Points per Step', 'View Summary', 'Assign', 'Export To Docx', 'Save as', and 'Save'. The 'Question Bank' pane shows a list of questions, with question 7 selected. The 'Test' pane shows the selected question added to the test. Two callout boxes highlight specific features: one points to the 'Save' button in the top right corner, and another points to the 'Show Answer' button in the question details.

File View Points per Step View Summary Assign Export To Docx Save as Save

Question Bank Left Panel Full Screen

Hawkes Default... Chapter 1 Lesson 1.2

Add Selected (0) Actions Filter Sort

7 Lesson 1.2 Serial no. 7 Difficulty: Medium MCQ Objective: Complete geometric summation figures

Show Answer New Values 2 Points per Step Bonus Add

Place the numbers 0 to 8, inclusive, in the magic square so that the sum of the numbers in each row, column, and diagonal is the same number, 12.

8 Lesson 1.2 Serial no. 8 Difficulty: Medium MCQ Objective: Calculate the sum of a given finite sequence

Show Answer New Values 2 Points per Step Bonus Add

Find the sum of the whole numbers from 1 to 820.

Test: New Test Right Panel Full Screen

Total: 2 Questions (2 Points) 4 Points

Remove Selected (0) Actions Arrange Lock Order Filter Sort

1 Lesson 1.2 Serial no. 1 Difficulty: Medium MCQ Objective: Solve quantity applications

Show Answer New Values 2 Points per Step Bonus Value Enable Show Work

While walking in the country, you count 36 heads and 96 feet in a field of horses and ducks. How many of each animal are there?

2 Lesson 1.2 Serial no. 8 Difficulty: Medium MCQ Objective: Calculate the sum of a given finite sequence

Show Answer New Values 2 Points per Step Bonus Value Enable Show Work

ASSIGNMENT BUILDER TEST EDITOR V1.0

Show/hide answer.

Use this button to see a new iteration of the question type.



## WebTests - Assigning a WebTest

WebTests can be assigned under **Assignments > WebTests**.

After creating a WebTest, select the test name and go to **Assign** in the top right. Choose which sections will be assigned the test. Once finished, return to **Settings** using the navigation bar in the top right.

Under **Settings**, you can determine test availability, security, student settings, prerequisites, and additional options.

The screenshot shows the 'WebTests' interface. At the top, there are tabs for 'My WebTests', 'All WebTests', 'Refresh Test List', and 'Create New'. Below this is a table with columns: #, Edit, Test Name, Owner, Shared, Locked, and Assigned. The table lists four tests: 'New Solving Linear Equations Questions', 'Practice Test 1', 'Test Copy Tool', and 'Transfer'. To the right of the table is a sidebar titled 'Edit Settings' with options for 'For one test at a time' (General Settings, Student Settings By Test, Prerequisites, Additional Settings, Manage IP Templates) and 'For multiple tests' (Copy Settings, Student Settings by Student).

## WebTest - Creating WebTest Folders

Organize your WebTests by selecting **Manage** from the toolbar in the upper right-hand corner and selecting the **Organize** button.

The screenshot shows the 'WebTests' interface with the 'Manage' button highlighted in a red box in the top right toolbar. Below the toolbar, the 'Organize' button is highlighted in a yellow box. The main table shows a single test named 'Admin Test 1' owned by 'Admin'.

Select **Create New Folder** and enter a title. Add as many folders as you need. Create subfolders by selecting the checkbox next to the parent folder and selecting **Create New Folder**. Folders are unique to individual instructors and will not affect other instructors' folders or WebTest lists.

The screenshot shows the 'Batch Move' dialog box. At the top, there are tabs for 'My WebTests', 'All WebTests', and 'Exit Batch Move'. Below this is a dropdown menu labeled 'Move selected items to' with options: 'No Folder', 'Module 1', 'Module 2', and 'Pre-Tests Module 1'. Below the dropdown is a table with columns: #, Test Name, and a checkbox. The table lists three items: 'Module 2', 'Module 1', and 'Pre-Tests Module 1'. At the bottom right is a 'GO' button.

Use **Batch Move** to move several WebTests into a folder at once. Select the checkboxes next to the tests you want to move. Choose the folder they belong in from the drop-down menu at the top of the screen. Select **GO**. Choose **Exit Batch Move** when you are done.

## Other Assignments

Create placeholders for grades from paper and pencil assignments under **Assignments > Other Assignments**. Give your Other Assignment template a name, then select **Add Other Assignment(s)** to enter the assignment details.

When you're finished adding Other Assignments, be sure to save your work. You just need to create one template to house all offline assignments for your course.

**Create New Other Assignment** **Add to Template**

Create a new Other Assignment by completing the fields below.

Name:

Attendance:

Description:

Total Points:

End Date:

Default Assignment Group:

☒ Visible to Students

☐ Share: Allow other instructors to see this assignment and include it in their templates

☐ Lock: Prevent other instructors from making local copies of this assignment

☒ Include in Grade

☐ Bonus

\* denotes required field

Check the assignments to be added to the template and click Finish.

	Name	Owner
<input type="checkbox"/>	Chapter 1 Practice	HLS Demo
<input type="checkbox"/>	Chapter 2 Practice	HLS Demo
<input type="checkbox"/>	Paper Quiz	HLS Demo

To edit Other Assignment grades, go to **Edit Scores by Assignment** or **Edit Scores by Student**.

## Student To-Do List

Decide the order of the assignments displayed to your students in the courseware. Move items without due dates in between those that have due dates and create headers specific to module/unit names. You can copy the to-do list to other sections.

\*\*Note that when copying a to-do list to another section, any assignment not assigned to the new section will not be assigned to the student.

**Assignments > Student To-Do List**

Assignment list for:

Changes to your Student To-Do List will automatically be saved.

Sorting Options:     Lock To-Do List Order ☐

Header:    Move assignments to:

	Name	Due Date
<input checked="" type="checkbox"/>	<b>Module 1 (4)</b>	
<input type="checkbox"/>	Chapter 1 Test	08/18/2017
<input type="checkbox"/>	1.1 The Real Number System	09/18/2018
<input type="checkbox"/>	1.3a Properties of Exponents	09/19/2018
<input type="checkbox"/>	1.3b Scientific Notation and Geometric Problems Using Exponents	09/20/2018

## Edit Scores by Assignment/Student

From the **Assignments** tab, the **Edit Column** gives you the option to edit scores by assignment or edit scores by student. This is primarily used for entering scores for offline Other Assignments.

College Algebra (Hawkes Learning Systems) - Admin

FEENY, LAUREN

### Edit Scores by Student

Lauren Feeny

Math 101 01

Charles Clementine

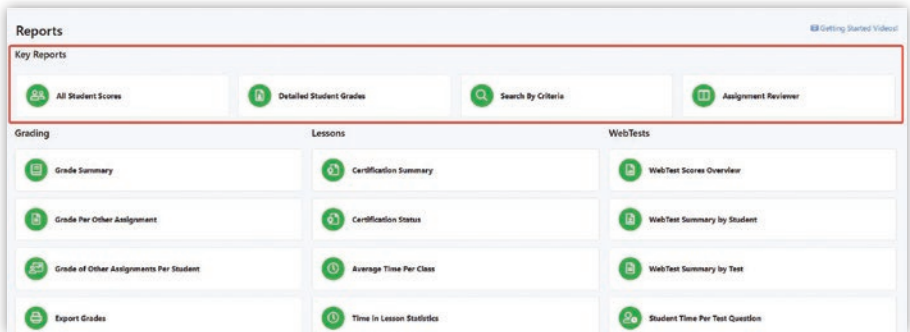
**Charles Clementine**  
c.clementine@newschool.edu  
Last Login: 04/21/2023, 09:35 PM

**Math 101 01**  
Lauren Feeny  
Access Code: imanaccesscodeexample

Type	Due Date	Assignment Name	Submitted Date	Score (%)
Lesson	04/30/2025	1.1 The Real Number System	04/17/2025 04:03 PM	100%

# The Reports Tab

Review student grades and overall performance through the Reports tab. The four key reports at the top are our most popular reports and include the most comprehensive data.



## All Student Scores Report

See all students and grades at one time through the **All Student Scores** report. Select a section from the drop-down menu and choose **Display Student Scores**.

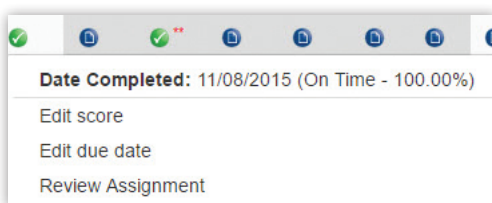
Filter to focus on specific students or assignment types.

The 'All Student Scores' report interface includes a 'Section:' dropdown set to 'MAT 101 - 1', a 'Students:' dropdown, and an 'Assignment Types:' dropdown. A 'Display Student Scores' button is visible. The main table displays student performance across various assignment groups.

#	Student	Last Login	Final Grade	Letter Grade	Lessons Weight: 25.00%	1.1	1.2	1.3	1.4	2.1	3.1	3.2	Tests Weight: 45.00%	Quizzes Weight: 30.00%
1	Gardner, Paul	05/30/2023 12:31 PM	71.43%	C	71.43%	100%	100%	100%	100%	100%	100%	100%	0.00%	0.00%
2	Odoms, Isaac	05/30/2023 12:31 PM	100.00%	A	100.00%	100%	100%	100%	100%	100%	100%	100%	0.00%	0.00%
3	Peck, Renee	05/30/2023 12:31 PM	85.71%	B	85.71%	100%	100%	100%	100%	100%	100%	100%	0.00%	0.00%
4	Peterson, Tracy	05/30/2023 12:31 PM	100.00%	A	100.00%	100%	100%	100%	100%	100%	100%	100%	0.00%	0.00%

Click the plus sign to expand each Assignment Group, to review each individual grade.

Select a student's score to reveal a drop-down menu. Here you can edit an individual student's score or due date without impacting other students. Select 'Review Assignment' to review assignment attempts and provide partial credit on Webtests.



## Detailed Student Grades

See assignment completion details for a specific student with the ability to print or export.

A screenshot of the 'Detailed Student Grades' report. The report shows a table of student grades for the section 'MAT 101 - 1'. The table has columns for 'Name', 'Due Date', 'Date Submitted', 'Status', 'Grade (%)', 'Weight (%)', and 'Actions'. The overall grade is 71.92% / 70.00% = 102.74% A. The table lists four students: June Barnes, Paul Gardner, Eric Prieto, and Angela Walker. Each student has a row of data showing their grade and weight.

Name	Due Date	Date Submitted	Status	Grade (%)	Weight (%)	Actions
June Barnes	01/05/2015	01/05/2015 02:31 PM	Completed	100.00	4.17	[Edit] [Print] [Export]
Paul Gardner	01/05/2015	01/05/2015 12:09 AM	Completed	100.00	4.17	[Edit] [Print] [Export]
Eric Prieto	01/05/2015	01/05/2015 12:09 AM	Completed	100.00	4.17	[Edit] [Print] [Export]
Angela Walker	01/05/2015	01/05/2015 12:09 AM	Completed	100.00	4.17	[Edit] [Print] [Export]

## Search by Criteria

Identify students who fall into a certain category, such as students struggling or students doing well, and reach out to all of them from one screen.

Choose a section, then use the filters to find students. You are able to apply multiple filters at once.

Selecting **Filter Report** will provide a list of students matching your designated criteria.

A screenshot of the 'Filter Report' form. The form has a 'Section' dropdown set to 'MAT 101 - 1'. Below it are 'Saved Filters' and 'Grades' sections. The 'Grades' section has checkboxes for 'Students with overall grade between' and 'Students with grade between'. The 'Activity' section has checkboxes for 'Students who haven't logged in for' and 'Students who have attempted certify at least'. The 'Filter Report' button is highlighted.

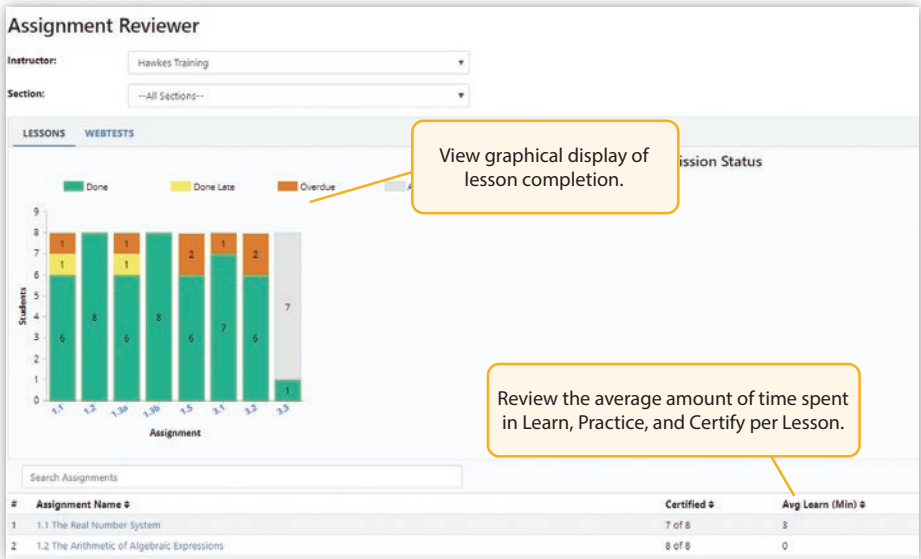
Send specific students messages directly from this report by selecting the check boxes next to their names or select all to message all students at once. Note that students will be blind-copied on any group messages.

A screenshot of the 'Send Message' form. The form has a table with columns: 'Student Name', 'Section', 'Overall Grade', and 'Email Address'. The table lists four students: June Barnes, Paul Gardner, Eric Prieto, and Angela Walker. Each student has a checkbox next to their name. Below the table is a 'Send Message' button.

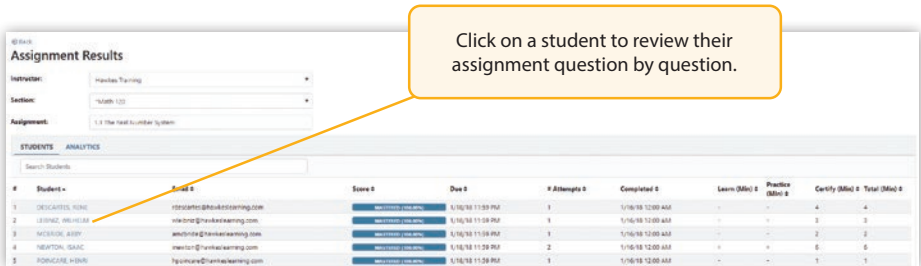
Student Name	Section	Overall Grade	Email Address
<input type="checkbox"/> Barnes, June	MAT 101 - 1	0.00	JuneWBarnes@gustr.com
<input type="checkbox"/> Gardner, Paul	MAT 101 - 1	90.36	PaulCGardner@superrito.com
<input type="checkbox"/> Prieto, Eric	MAT 101 - 1	92.29	EricRPrieto@teleworm.us
<input type="checkbox"/> Walker, Angela	MAT 101 - 1	91.00	AngelaWWalker@superrito.com

# Assignment Reviewer

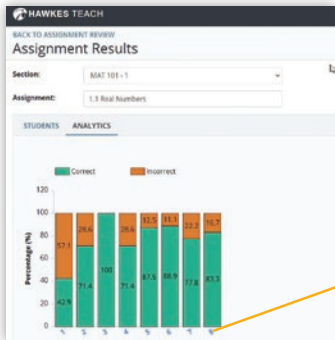
Utilize **Assignment Reviewer** to access student attempts at Lessons and WebTests and review assignment data and analytics.



Click a Lesson or WebTest to review individual student performance. This view will display students' scores, number of attempts, as well as time spent in the assignment.



Select the Analytics tab to see commonly missed questions and average time spent on questions.



# LMS Synchronization

Hawkes currently offers grade and roster synchronization, as well as single sign-on for students using Blackboard, Moodle, Canvas, and Brightspace/D2L. The Hawkes interface and user experience is the same for each platform.

The synchronization tool will be enabled by your campus LMS administrator after connecting with Hawkes Learning. For more information on using the synchronization tool in any of the learning management systems listed above, please visit our **Help & Support** site.

For more information about setting up this tool for your school, please contact your Customer Success Specialist directly or email [instructorsupport@hawkeslearning.com](mailto:instructorsupport@hawkeslearning.com).



<https://support.hawkeslearning.com/supportcenter/index.php?/article/AA-00671>







# FAQ & QUICK REFERENCE

# Frequently Asked Questions

## INSTRUCTOR:

**Q:** I forgot my password. How can I reset it?

**A:** Go to **teach.hawkeslearning.com** and click forgot password. If you're still experiencing issues please contact support. Once logged in you can change your password by selecting your name in the top right corner, then **Settings**.

**Q:** How do I enroll students in my Grade Book?

**A:** You don't! Students will enroll in your course themselves, and their information will automatically populate in your Grade Book.

**Q:** Can I see the student side of the courseware?

**A:** Yes. You can view the student courseware by logging in to teach.hawkeslearning.com and selecting 'Student Dashboard'.

**Q:** Can I change a due date for an individual student without affecting the whole class?

**A:** Yes. You can edit an individual student's due date on a lesson or WebTest under **Reports>All Student Scores**. Click the lesson indicator for the individual student and select **Edit due date**. To edit a student's availability on an online test, select the **WebTest score**, or '**Not Entered**', then select '**Update Student Settings**'.

**Q:** How can I allow students who have received an incomplete grade to continue working in my course?

**A:** You can create an incomplete section and transfer any incomplete students into this new section.

**Q:** Is Hawkes compatible with learning management systems?

**A:** Yes. We have a synchronization tool that can be used with Blackboard, Canvas, Moodle, and Brightspace/D2L. We also offer single sign-on tools for students.

## STUDENT:

**Q:** Can I access Hawkes before purchasing access?

**A:** Yes, you can request temporary access for 14 days following the start of your course. For a full semester course, you will receive 20 days of temporary access from the day you request it. For courses less than a full term, you will receive 10 days of temporary access.

**Q:** How do I transfer to another instructor/section if I'm repeating the course?

**A:** On your dashboard, select **Transfer**. On the new screen, find the section you are moving from and select **Transfer** in the right corner. You can then choose a different section. Select **Transfer**.

**Q:** I initially used Temporary Access to create my account, but now I have a new Access Code. How do I enter it?

**A:** You will need to sign into the courseware and select the button that says **Activate**. Enter your License Number or Access Code. Your account will then be permanently registered.

**Q:** I bought a used book from a friend/online website/other bookstore/etc. How do I get an Access Code?

**A:** To purchase an access code create a Hawkes account, select 'Add Course', enter your course information, and select the option to purchase. Note that it may be more cost effective to purchase a textbook and software bundle through your campus bookstore than purchasing the materials separately.

**Q:** Will my iPad or other tablet work with Hawkes?


**A:** Yes. Hawkes is available on all modern web browsers and accessible on desktops and tablets.


# Reference Terms


<b>Assignment Builder - Lesson Editor</b>	Feature in Grade Book under <b>Assignments &gt; Curriculum</b> that allows you to edit and customize the default questions assigned within each lesson.
<b>Assignment Builder - Test Builder</b>	Grade Book tool under <b>Assignments &gt; WebTest</b> that allows you to build brand-new tests and make changes to existing tests.
<b>Assignment Groups</b>	Option in Grade Book to categorize different components of your course and assign weighted averages for complete course management. Ex: homework, quizzes, and tests.
<b>Assignment Reminders</b>	Automated messages sent to students to remind them of upcoming or overdue lessons, WebTests, and Other Assignments. Message templates can be customized by instructor.
<b>Certify</b>	The credit-bearing component of each lesson. Mastery-based.
<b>Configure Sections tool</b>	Feature in Grade Book under <b>Tools &gt; Manage Sections &gt; Actions</b> that lets you copy all settings from one section to another for easy course creation. Course administrators can set up a master course and assign it to all instructors in Grade Book as well.
<b>Dashboard</b>	Default homepage for the student courseware. Provides a mini To-Do list and access to grades, eBooks, discussion board, messaging, notifications, and account settings.
<b>Display Options</b>	Options for how grades are displayed for both you and students, as well as messaging and other custom display features for your course. Found under <b>Tools</b> tab in Grade Book.
<b>FlexMastery</b>	Recommended Curriculum setting which allows students to attempt a similar question rather than immediately receive a strike when they answer a question incorrectly in Certify.
<b>Instructor Resources</b>	Website hosted for instructors that includes training videos, documents, and PowerPoint teaching slides to accompany each lesson of the courseware.


## Legend for All Student Scores Report


Legend


 Due


 Past Due


 Completed


 Completed Late


 Completed (but not assigned)


 Credit From Diagnostic Test


 Not Assigned

 Assignment Group

 This student's due date has been edited

 Assignment is not included in the grade calculation

 This student's score has been manually edited

 This student's grade has been set to 0 because the section end date has passed

OK

<b>Lesson Due Dates</b>	Template in the Grade Book where you determine which lessons are assigned to your class and when they are due. Found under <b>Assignments &gt; Lesson Due Dates</b> .
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<b>Lesson Late Penalty</b>	Automatic penalty for late homework that deducts from student's grade. Can be a fixed or graduated penalty. Found under <b>Grade Settings</b> tab in Grade Book.
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<b>Lesson Prerequisites</b>	Feature that allows you to set lessons or WebTests as prerequisites for other lessons or WebTests. Most commonly used in a self-paced or modular course structure. Found in the <b>Lesson Due Date</b> template and in <b>WebTest</b> settings.
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<b>LMS Integration</b>	Synchronization between Hawkes Learning Grade Book and external course management systems. Used to sync rosters, assignments, and grades. Currently available for Canvas, Blackboard, Moodle, and Brightspace/D2L.
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<b>Mastery</b>	Learning approach that requires students to demonstrate a certain level of proficiency on topics before receiving credit. Full credit is given upon demonstration of this deeper understanding of the curriculum.
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<b>Other Assignment</b>	Any item not automatically graded by Hawkes Learning that can be added to Grade Book. Grades manually entered by instructor.
<b>Require Practice</b>	Feature enabled through <b>Assignments &gt; Curriculum</b> that allows you to require students to work through a set percentage of Practice problems before attempting Certify or after a certain number of unsuccessful Certify attempts.
<b>Temporary Access</b>	Access to Hawkes Learning courseware for the first 20 days of a full term or first 10 days of an abbreviated term for students awaiting financial aid or other funds to purchase their permanent access.
<b>To-Do list</b>	Complete list of items assigned to a student by instructor in the student courseware.
<b>Customer Success Specialist</b>	Hawkes Learning representative who serves as primary point of contact for instructors using the Hawkes Learning courseware in their classrooms. Provides implementation assistance, advanced training, solutions, and continuous support.
<b>Search By Criteria</b>	Grade Book report that allows you to pull several criteria on student performance into one report and directly send students messages. For example: Pull all students who have not logged into Hawkes for five days and have grades below 70%.
<b>Strikes</b>	The number of questions a student can answer incorrectly within the Certify mode while still achieving mastery and receiving full credit for the assignment.



SUPPORT





# Service is the Difference

We are committed to providing exceptional service to both you and your students. We work hard so you can depend on us, and we do not take that responsibility lightly. We are available to you and your students when you have questions or concerns.

## Customer Success Team

We believe in driving student success through service and innovation. Each school is assigned a dedicated Customer Success Specialist who specializes in course implementation. This knowledgeable team has worked with hundreds of schools all over the country to provide top-notch support.

## Customer Support

Hawkes is known for our superior, family-style support. We strive to offer the absolute best service to both instructors and students.

**Phone Support** – Live support at 1-800-426-9538  
from 8:00 am ET–9:00 pm ET, Monday–Friday

**Chat Support** – 24/7 live chat support at [chat.hawkeslearning.com](https://chat.hawkeslearning.com)

**Email Support** – [instructorsupport@hawkeslearning.com](mailto:instructorsupport@hawkeslearning.com)

Live support at  
**1-800-426-9538**  
from 8:00 am ET–9:00 pm ET, M–F

For more training materials, visit  
<https://www.hawkeslearning.com/Instructors.htm>

email support  
**[instructorsupport@hawkeslearning.com](mailto:instructorsupport@hawkeslearning.com)**

24/7 live chat support at  
**[chat.hawkeslearning.com](https://chat.hawkeslearning.com)**

