Section Setup Checklist — Returning Users

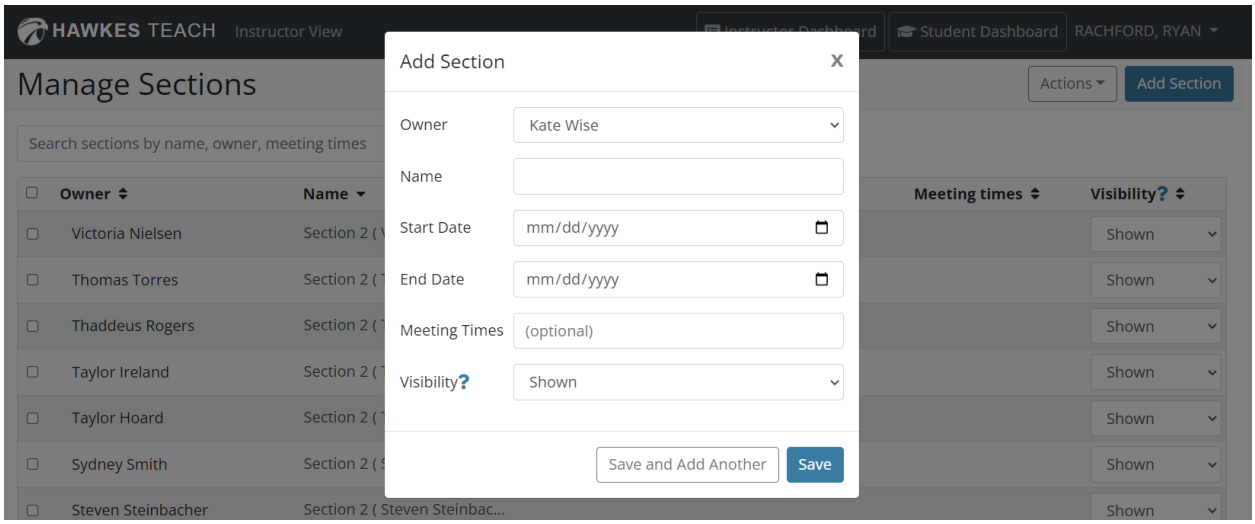
Follow this step-by-step guide to ensure your Hawkes courses are set up and ready to go prior to the start of a new term. Note that several of these items are optional.

Be sure to follow the End of the Semester Checklist before setting up your new sections!

Recommended Steps:

☐ Create Your Sections (Tools Tab → Manage Sections)

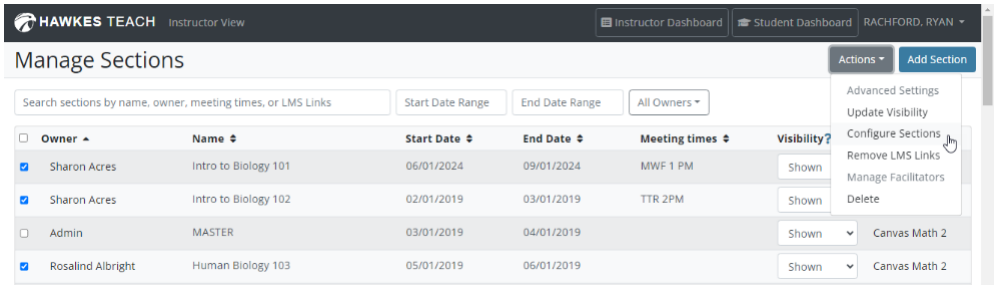
1. Click **Add Section**
2. Add the section name, start date, end date, and meeting times (optional)
    a. If you are a Course Admin, you will be able to select the section owner from the dropdown
3. Click **Save** to return to the list or click **Save and Add Another** to add additional sections



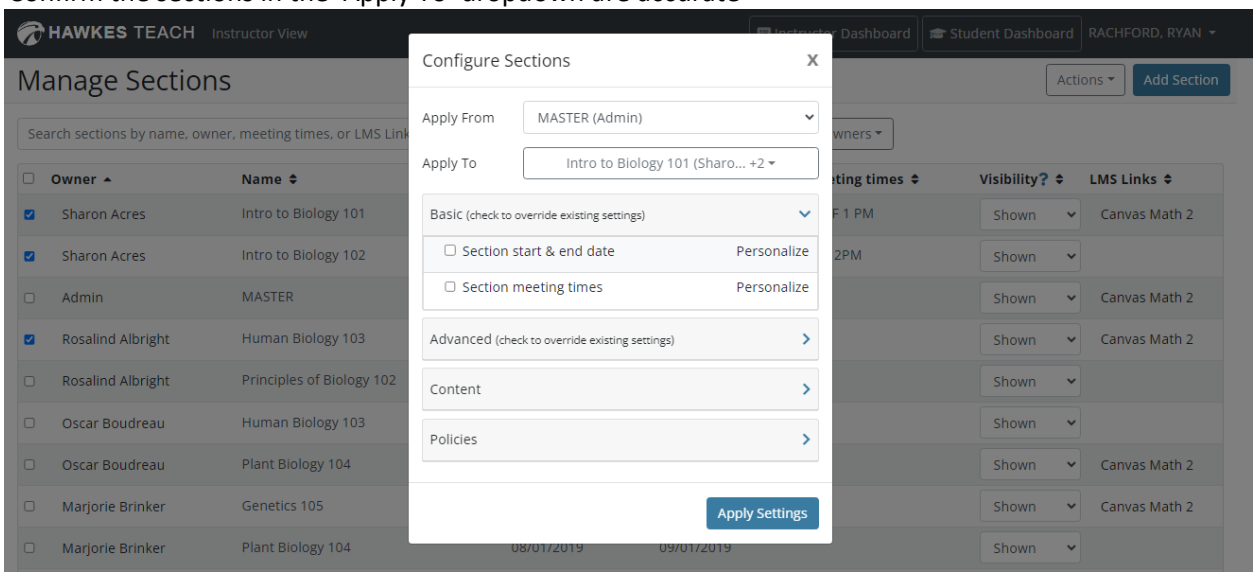
*Time Saving Tip: Use the 'Configure Sections' Tool

This tool allows you to copy all settings, assignments, and templates from a previous section to your new section(s). Course Admins can use this tool to push out 'master course' settings, assignments, and templates to other instructors' sections for increased consistency and time saving.

1. Select your new section(s) and click the **Actions** button
2. Select **Configure Sections**



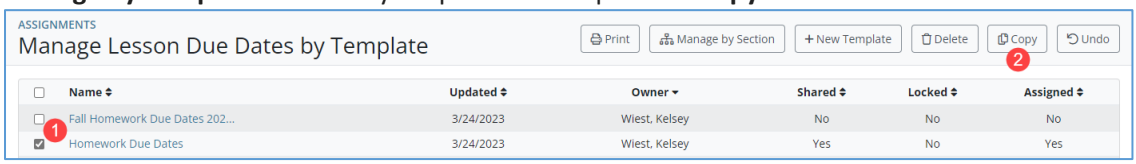
3. Select the previous section you would like to copy settings, assignments, and templates from in the 'Apply From' dropdown
4. Confirm the sections in the 'Apply To' dropdown are accurate



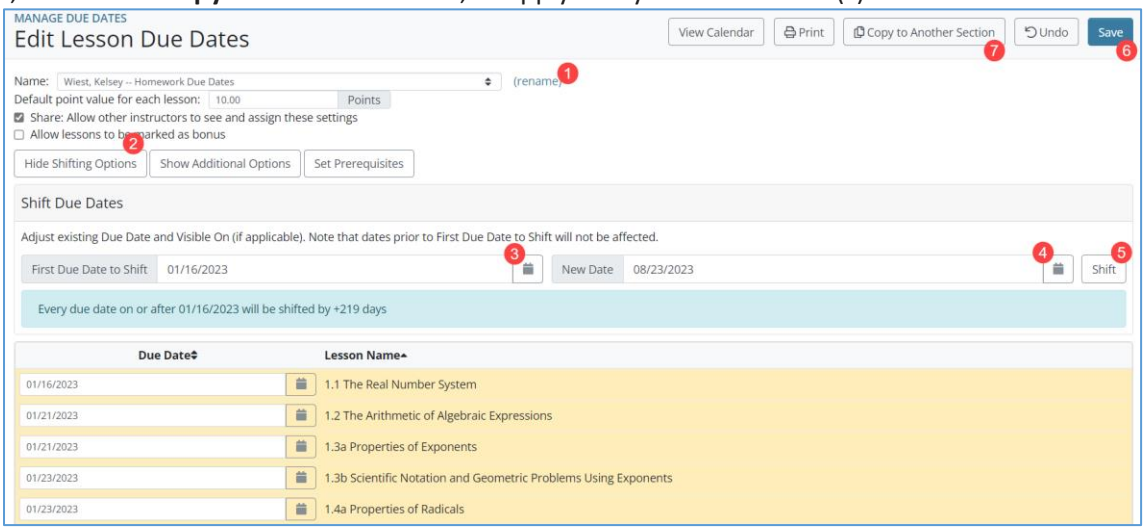
5. Click **Apply Settings**

☐ Modify your Lesson Due Dates (Assignments Tab → Lesson Due Dates)

1. Create a copy of your previous semester Lesson Due Dates template
   - **Manage by Template** → select your previous template → **Copy**

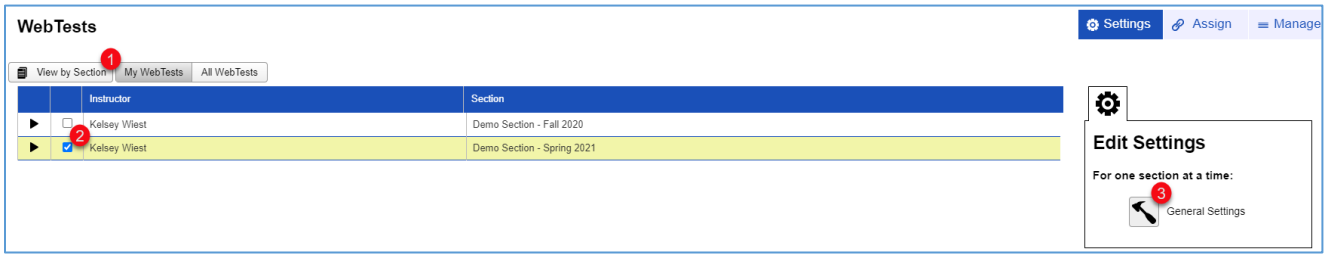


2. Select the copy to open and rename it
3. Use **Shift Multiple Due Dates** to shift all due dates to the new term, then make any individual adjustments necessary
4. **Save**, then select **Copy to Another Section**, to apply it to your new section(s)



☐ Modify the Start/End Dates of Your WebTests (Assignments Tab → WebTests)

1. Select **View by Section** → select a section → **General Settings**



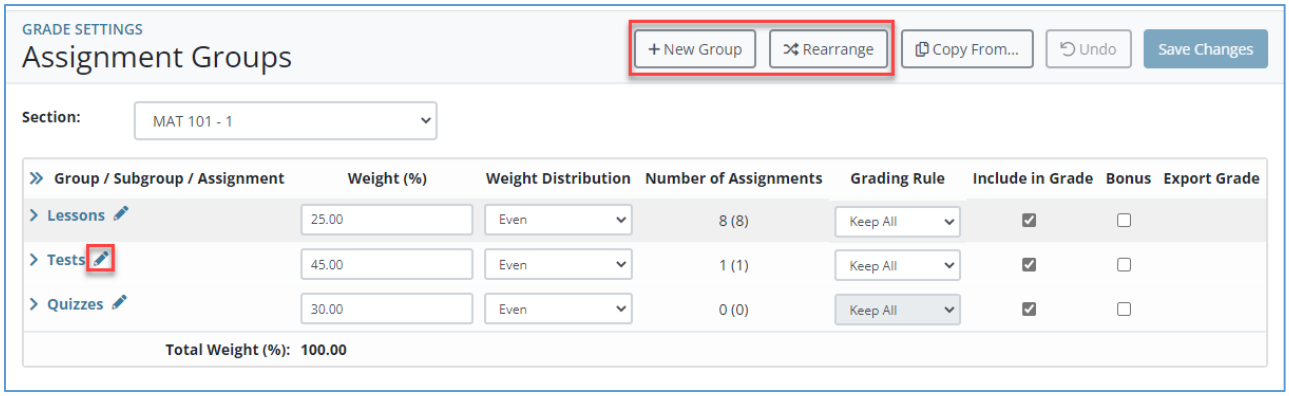
2. Adjust your start/end dates and settings
3. **Save Changes**

Note: Alternatively, you can choose to unassign your WebTests until you are ready to adjust the dates and settings. To do so: Select all WebTests → **Assign Tab → Select your new section(s) → **Unassign***

Additional Options

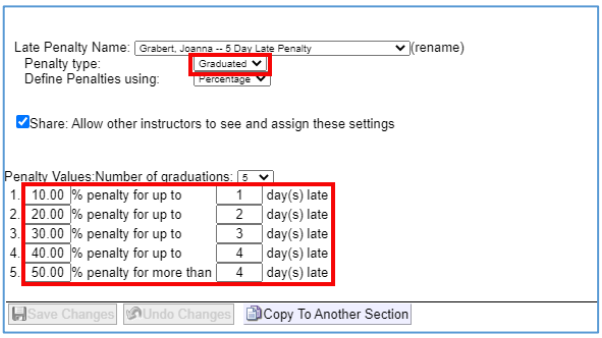
☐ Review/Adjust Assignment Groups (Grade Settings Tab → Assignment Groups)

- Adjust the weight for each assignment group if needed and **Save Changes**
  - Use the **+ New Group** button to add new assignment groups
  - Use the pencil icon next to existing assignment groups to delete or edit groups
  - Use the **Rearrange** button to move assignments between assignment groups



☐ Review/Adjust Lesson Late Penalties (Grade Settings Tab → Lesson Late Penalty)

1. Select a section to view the existing template
2. Make any necessary updates and **Save Changes**

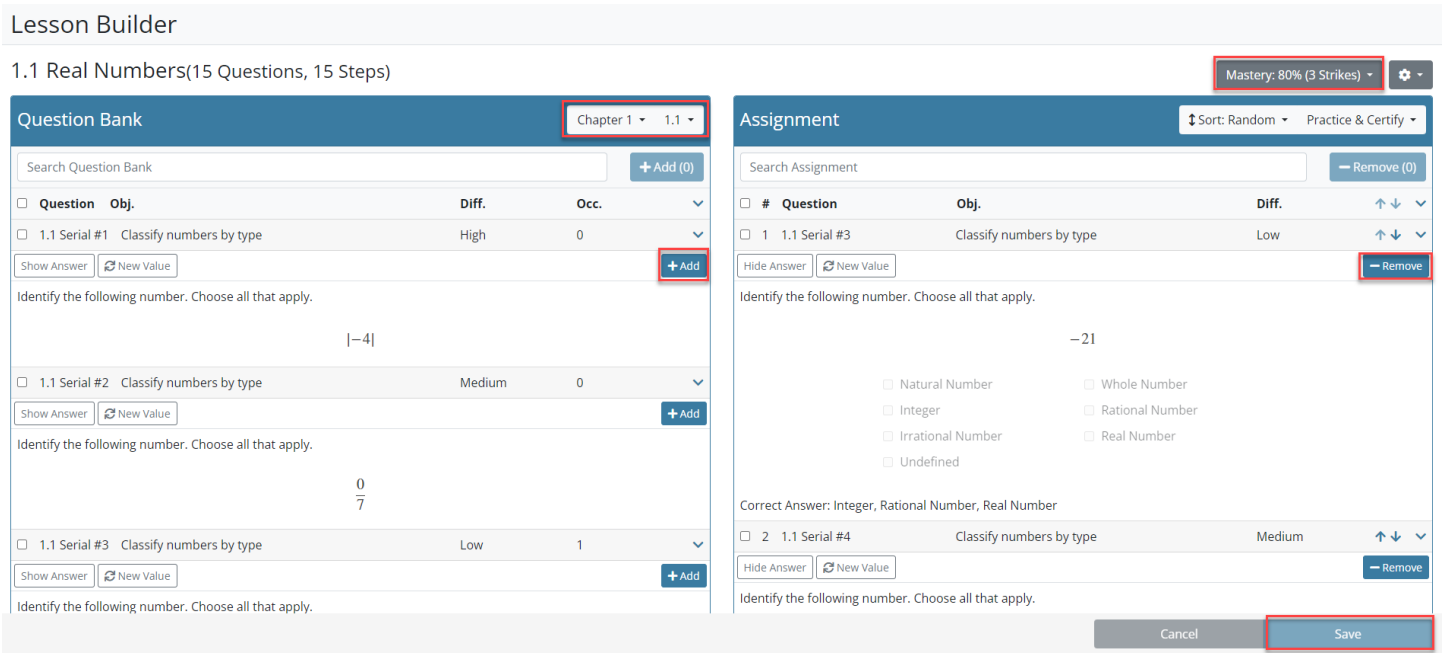


☐ Review/Adjust Assignment Reminders (Tools Tab → Communications → Reminders)

1. Select a section to view the existing template
2. Make any necessary updates and **Save Changes**

☐ Review/Update Your Curriculum (Assignments Tab → Curriculum)

1. Select a section to view the existing template
2. Make any necessary updates to your Global Settings and **Save Changes**
3. Click on a Lesson name to view/update its content
    a. Click **+Add** to add any questions from the question bank on the left
    b. Click -**Remove** to remove any questions for the question set on the right
    c. Click on the chapter/lesson dropdown on the left to choose a different chapter/lesson to pull questions from
    d. Adjust the mastery percentage in the top right if needed *(we recommend ~80%)*
    e. Click **Save** in the bottom right and close the tab
    f. **Click Save** in the top right



☐ Review/Update Other Assignments (Assignments Tab → Other Assignments)

1. Select a section to view the existing template
2. Make any necessary updates and **Save Changes**

☐ Review/Update Course Materials (Assignments Tab → Course Materials)

1. Select a section to view the existing template
2. Make any necessary updates and **Save Changes**

Have questions? Contact Customer Success at:

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