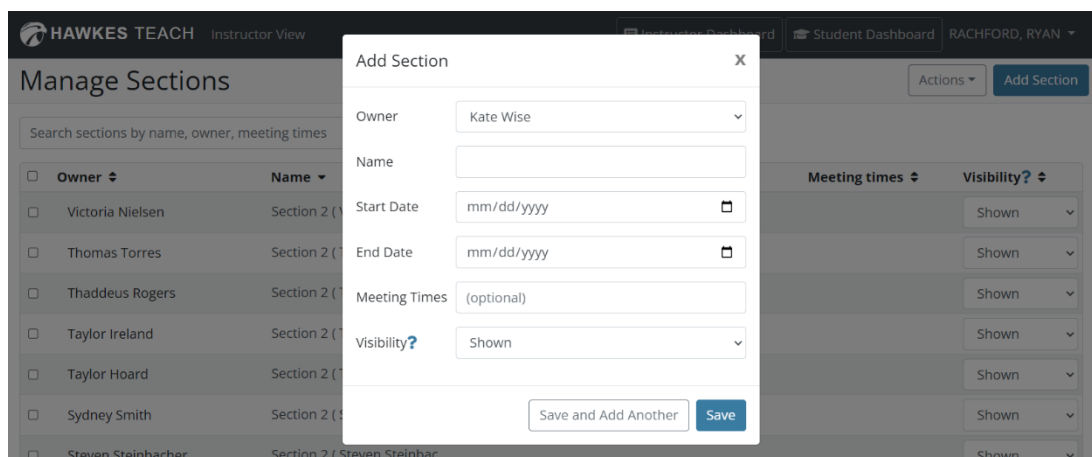# HAWKES LEARNING

Section Setup Checklist – New Users

Follow this step-by-step guide to ensure your Hawkes courses are set up and ready to go prior to the start of the term. Note that several of these items are optional. If you are teaching multiple sections and want to use the same settings and assignments for them, you can use the **Configure Sections Tool** to copy from one section to another.

Recommended Steps:

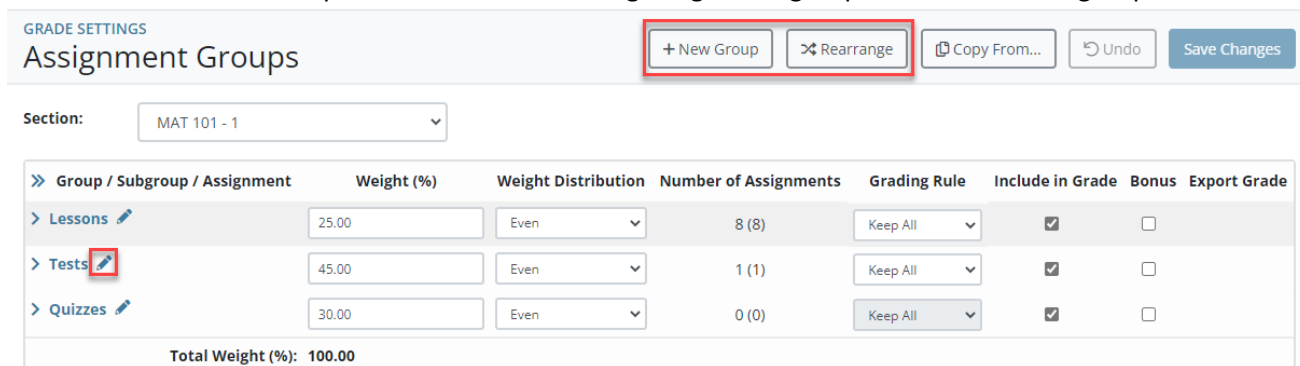☐ **Create Your Sections** (Tools Tab → Manage Sections)

1. Click **Add Section**
2. Add the section name, start date, end date, and meeting times (optional)
   - 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

☐ **Set up Assignment Groups** (Grade Settings Tab → Assignment Groups)

We recommend assigning a 20-30% weight to the Lessons so that students see homework completion as a required component for success in the course.

- Enter the desired weight for each assignment group 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

☐ **Create Lesson Late Penalty** (Grade Settings Tab → Lesson Late Penalty)

We recommend assigning a graduated late penalty with a maximum deduction of 50%. If students can still receive some credit for lessons completed late, it helps motivate them to continue to master the course content even if they fall behind.

*Note: Students will receive full credit for late work on Lessons that are not assigned a Late Penalty.

1. Select a section to create and name a new template
2. Use the dropdowns to select a penalty type and assign a percentage or point-based penalty
3. Select the number of graduations if needed
4. Enter your desired penalty values and **Save Changes**

☐ **Set up Lesson Due Dates** (Assignments Tab → Lesson Due Dates)

We recommend staggering your due dates so that no more than a couple lessons are due per day. This will help encourage students to stay on track.

1. Select a section to create and name a new template
   - *We recommend including the term and days of the week your lessons will be due in the template name so that if you reuse it in a future term, you'll be able to easily determine which to assign to your new sections.*
2. Use the **Calendar** icon to select a due date for each lesson you want to assign

   *Note: Lessons without a due date will not appear on your students' to-do lists.

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- Select **Show Additional Options** if you would like to:
  - Assign Lessons without due dates
  - Assign **Visible On Dates** that control when Lessons are released to the Students' To-Do Lists

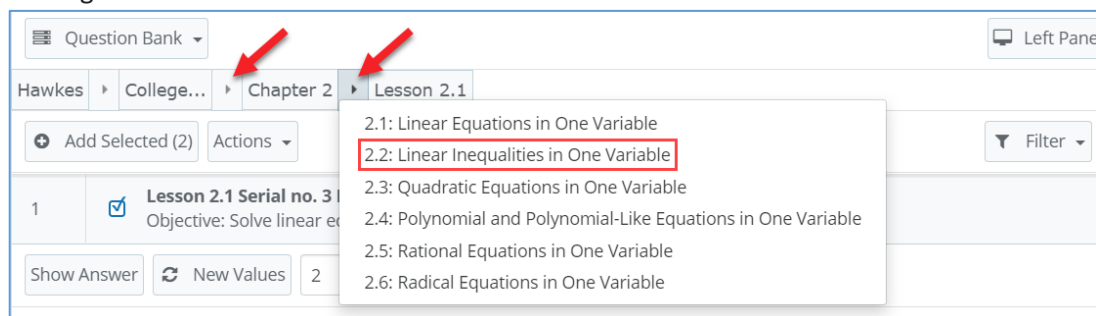3. Once you have finished selecting due dates, click **Save** in the top right corner.

☐ Create WebTests (Assignments Tab → WebTests)
Use our WebTest Assignment Builder to create tests or quizzes from our question bank.

1. Select **Create New** to launch the Assignment Builder tool
2. Select the Curriculum you would like to use
   - *If you select your custom curriculum, the question bank will only include the questions you selected to include within the course. This helps to ensure your selections are consistent with what students see in their Certify Lessons. **Default Curriculum** includes all question types available to assign in your course.*
3. Select a **Chapter**
   - To auto-generate an assignment, select the checkboxes for the lessons you would like to pull questions from, enter the total number of questions you would like in the box above, and click **+Add**
   - To hand-select questions, click on a lesson name and use the checkboxes to select multiple questions or the **+Add Selected** button to add questions individually to your assignment

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- If you would like to switch between Chapters and Lessons to add additional Questions, use the arrows at the top left of Assignment Builder.

4. Once finished, select **Save As** and give your test a name.
5. Select **Assign** to administer the test virtually or select **Export to doc.x** for paper/pencil assigning.

Additional Options

☐ Set up Assignment Reminders (Tools Tab → Communications → Reminders)

Assignment Reminders automatically sends a personalized message to students when Lessons or WebTests are upcoming or overdue. Templates are ready to use with pre-created messages that you can further customize for your students.

1. Select a section to create and name a new template
2. *Make any desired customizations (ie. some instructors like to change the signature to Dr/Professor instead of their full name)*
3. **Save Changes**

☐ Manage Curriculum (Assignments Tab → Curriculum)

Creating a custom curriculum allows you to modify the question types assigned and Learn Screens to ensure the Lessons align with your course objectives. It also allows you to modify global settings for the Lessons, such as Requiring Practice and enabling FlexMastery.

1. Select a section to create and name a new template
2. Customize Global Settings at the top of the page
    We recommend:
    - Enabling "Require Practice" after 1-2 unsuccessful Certify attempts
    - Allowing students to attempt any remaining questions after achieving mastery
    - Enabling "FlexMastery" with 1-2 additional attempts with new values
3. **Save Changes** *(You'll notice the lessons are now hyperlinked and available for editing)*
4. 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 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

☐ **Set up Other Assignments** (Assignments Tab → Other Assignments)

Other Assignments let you add grade placeholders for assignments completed outside of the Hawkes platform. You can use these for anything from a participation grade to in-class work.

☐ **Set up Course Materials** (Assignments Tab → Course Materials)

Use Course Materials to post or share additional documents, videos, website links, and resources with your students. You can also use it as a storage location for additional instructor resources you use in addition to Hawkes.

☐ **Copy Section Tool** (Tools Tab → Manage Sections → Copy Section)

Use the Copy Section tool after fully setting up a single section to copy all settings, assignments, and templates to any other sections you're teaching.

1. Select the section you want to copy, then click **Copy Section**.

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Copy Section

Name	Copy of Default Course Section
Start Date	01/12/2026
End Date	05/11/2026
Meeting Times	MWF 1-2:30pm

Copying the section will apply all settings and assignments from the section you chose. You can edit the new section after it is created. Are you sure?

Cancel without Copy   Yes, Copy Section

4. Adjust the section name, start date, end date, and meeting times (optional)
5. Click **Yes, Copy Section**