

# 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

The screenshot shows the Hawkes Teach Instructor View interface. The main page, titled 'Manage Sections', lists several sections with columns for Owner, Name, Start Date, End Date, Meeting Times, and Visibility. A search bar at the top allows filtering by name, owner, or meeting times. An 'Actions' dropdown and a 'Add Section' button are located in the top right. A modal window titled 'Add Section' is open in the center, prompting for Owner (Kate Wise), Name, Start Date, End Date, Meeting Times (optional), and Visibility (Shown). Buttons for 'Save and Add Another' and 'Save' are at the bottom of the modal.

Owner	Name	Start Date	End Date	Meeting Times	Visibility
Victoria Nielsen	Section 2 (1)	mm/dd/yyyy	mm/dd/yyyy	(optional)	Shown
Thomas Torres	Section 2 (2)				Shown
Thaddeus Rogers	Section 2 (3)				Shown
Taylor Ireland	Section 2 (4)				Shown
Taylor Hoard	Section 2 (5)				Shown
Sydney Smith	Section 2 (6)				Shown
Steven Steinbacher	Section 2 (Steven Steinbacher)				Shown

## 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

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

## Assignment Groups

Section: MAT 101 - 1

Group / Subgroup / Assignment	Weight (%)	Weight Distribution	Number of Assignments	Grading Rule	Include in Grade	Bonus	Export Grade
Lessons	25.00	Even	8 (8)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tests	45.00	Even	1 (1)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Quizzes	30.00	Even	0 (0)	Keep All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Total Weight (%): 100.00

## 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**

Late Penalty Name: Grabert, Joanna -> 5 Day Late Penalty (rename)  
Penalty type: Graduated  
Define Penalties using: Percentage  
 Share: Allow other instructors to see and assign these settings

Penalty Values Number of graduations: 5  
1 10.00 % penalty for up to 1 day(s) late  
2 20.00 % penalty for up to 2 day(s) late  
3 30.00 % penalty for up to 3 day(s) late  
4 40.00 % penalty for up to 4 day(s) late  
5 50.00 % penalty for more than 4 day(s) late

Save Changes Undo Changes Copy To Another Section

## 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.*

MANAGE DUE DATES  
Edit Lesson Due Dates  
Name: Homework Due Date MWF  
Default point value for each lesson: 10.00 Points  
 Share: Allow other instructors to see and assign these settings  
 Lock: Prevent Instructors from changing due dates  
 Allow lessons to be marked as bonus  
Shift Multiple Due Dates Show Additional Options Set Prerequisites

Due Date	Lesson Name
06/17/2024	1.1 Thinking Like a Biologist
06/19/2024	1.2 Themes in Biology
June 2024	Chapter 1 Review
1	2.1 The Building Blocks: Atoms, Isotopes, Ions, and Molecules
2	2.2 Properties of Water
3	2.3 The Importance of Carbon
4	Chapter 2 Review
5	3.1 Synthesis of Macromolecules
6	3.2 Carbohydrates

Su Mo Tu We Th Fr Sa  
1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30

View Calendar Print Copy to Another Section Copy from Another Section Undo Save

- 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

MANAGE DUE DATES

Edit Lesson Due Dates

Name: Homework Due Date MWF

Default point value for each lesson: 10.00 Points

Share: Allow other instructors to see and assign these settings

Lock: Prevent instructors from changing due dates

Allow lessons to be marked as bonus

Shift Multiple Due Dates Hide Additional Options Set Prerequisites

Due Date	Assign	Visible On	Include in Grade	Points	Lesson Name
06/19/2024	<input checked="" type="checkbox"/>	06/17/2024 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	1.1 Thinking Like a Biologist
					1.2 Themes in Biology

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

Question Bank

Hawkes > College... > Chapter 2 > Lesson 2.1

Add Selected (2) Actions

1  Lesson 2.1 Serial no. 3 Difficulty: Medium MCQ  
Objective: Solve linear equations in one variable

Show Answer  New Values 2 Points per Step  Bonus  Add

Solve the following linear equation.

$-6(3w - 3) = 19(3 - w)$

2  Lesson 2.1 Serial no. 4 Difficulty: Low MCQ  
Objective: Solve linear equations in one variable

Show Answer  New Values 2 Points per Step  Bonus  Add

Solve the following linear equation.

$4y + 8 = 4(y + 4) - 8$

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

The screenshot shows the Assignment Builder interface. At the top, there is a navigation bar with 'Question Bank' and 'Left Pane' buttons. Below the navigation bar, the path 'Hawkes > College... > Chapter 2 > Lesson 2.1' is displayed. Two red arrows point to the right-pointing arrows between 'Chapter 2' and 'Lesson 2.1'. The 'Lesson 2.1' section is expanded, showing a list of topics: '2.1: Linear Equations in One Variable', '2.2: Linear Inequalities in One Variable' (which is highlighted with a red box), '2.3: Quadratic Equations in One Variable', '2.4: Polynomial and Polynomial-Like Equations in One Variable', '2.5: Rational Equations in One Variable', and '2.6: Radical Equations in One Variable'. Below this list, there are buttons for 'Show Answer', 'New Values', and a '2' icon. On the right side of the interface, there is a 'Filter' button.

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

## MANAGE CURRICULA

## Edit Curriculum

Name <input type="text" value="College Algebra"/>	Description <input type="text"/>
<input type="checkbox"/> Share with other instructors	Change order of questions to <input type="button" value="Random"/>
<input checked="" type="checkbox"/> Allow students to unsuccessfully attempt Certify <input type="text" value="1"/> times before requiring Practice	<input type="checkbox"/> Apply Question Level Order (and its related options "Practice
Require students to attempt <input type="text" value="80"/> % of Practice	<input type="checkbox"/> Change mastery for all lessons to: <input type="text" value="80"/> %
<input type="checkbox"/> Allow students to take Enhanced Practice sessions <small>1</small>	<input type="checkbox"/> Allow students to pause and resume Certify sessions
<input type="checkbox"/> Allow students to attempt any remaining questions after achieving mastery	<input type="radio"/> Unlimited attempts <input type="radio"/> Limit number of pauses per lesson to <input type="text"/>
<input checked="" type="checkbox"/> FlexMaster <sup>®</sup> Allow students to retry a missed question with new values instead of receiving a strike	<input type="checkbox"/> Allow students to review Certify attempts
<input type="radio"/> Limit additional attempts per question to <input type="text" value="1"/>	<input type="radio"/> All Attempts <input type="radio"/> Only last <input type="text" value="1"/> attempts
<input type="radio"/> Unlimited attempts	

Lesson Name	Questions	Steps	Strikes	Mastery	Question Level Order	Apply To Practice	Apply To Certify
1.1 Real Numbers	15	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The Arithmetic of Algebraic Expressions	15	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Properties of Exponents	15	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Properties of Radicals	15	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Polynomials	9	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Factoring Polynomials	15	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Rational Expressions	12	15	3	80	Random	<input type="checkbox"/>	<input type="checkbox"/>

Select Lesson name to modify the questions assigned to a lesson and customize Learn Screens

 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**.

**HAWKES TEACH**

Manage Sections						
Search sections by name, owner, meeting times, or LMS Links			Start Date Range	End Date Range	All Owners	<input type="button" value="Actions"/>
<input type="checkbox"/> Manage Section Templates	<input type="checkbox"/> <b>1</b>	<input checked="" type="checkbox"/> <b>2</b>	<input type="button" value="Copy Section"/>	<input type="button" value="Add Section"/>		
<input type="checkbox"/> Owner	Name	Start Date	End Date	Meeting times	Visibility	Facilitators
<input type="checkbox"/> Course Administrator	1100 MATH TEMPLATED SECTION	08/11/2025	12/29/2025		Inactive	+6
<input checked="" type="checkbox"/> Demo Instructor	Default Course Section	08/05/2025	12/22/2025		Inactive	Marissa's Demo Course
<input type="checkbox"/> Demo Instructor	MATH 100-01 Spring 2026	01/12/2026	05/18/2026	MWF 1-2:30	Shown	

Copy Section X

Name	Copy of Default Course Section
Start Date	01/12/2026 <span style="float: right;">Edit</span>
End Date	05/11/2026 <span style="float: right;">Edit</span>
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**