

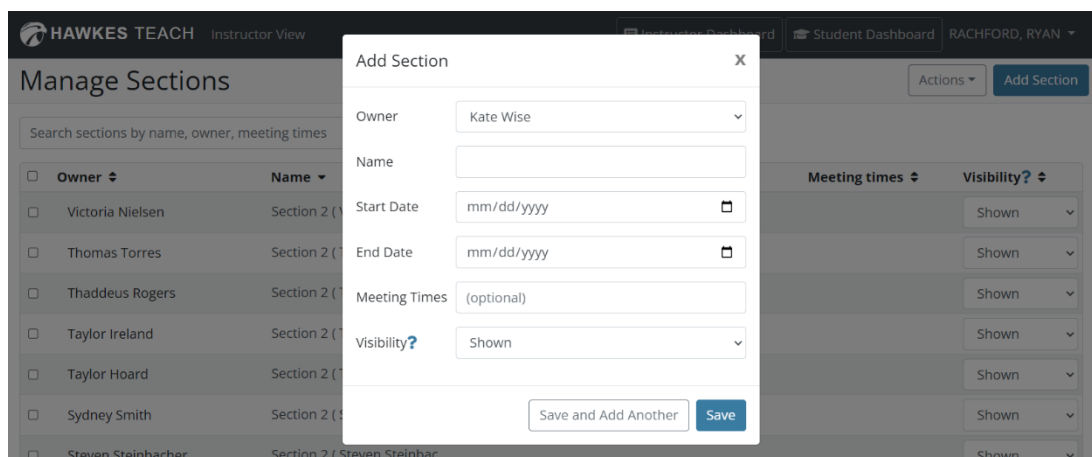
Section Setup Checklist – New Users

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)

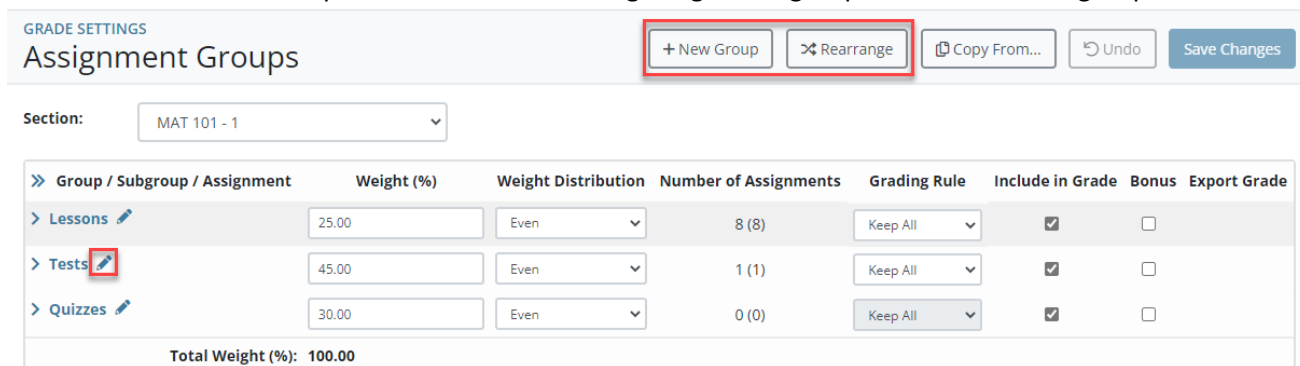
1. Click **Add Section**
2. Add the section name, start date, end date, and meeting times (optional)
 - If you are a Course Admin, you will be able to select the section owner from the dropdown
3. Click **Save** to return to the list or click **Save and Add Another** to add additional sections



☐ 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



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**

The screenshot shows the 'Lesson Late Penalty' configuration interface. At the top, there is a 'Late Penalty Name' dropdown menu with the text '(rename)' to its right. Below this are two dropdowns: 'Penalty type' set to 'Graduated' and 'Define Penalties using' set to 'Percentage'. A checkbox labeled 'Share: Allow other instructors to see and assign these settings' is checked. The main section is titled 'Penalty Values' and contains a table with 5 rows. Each row has three columns: a percentage value, a description of the penalty, and a number of days. The values are: 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. At the bottom of the form are three buttons: 'Save Changes', 'Undo Changes', and 'Copy To Another Section'.

Penalty Values	Number of graduations	
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

□ 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.*

The screenshot shows the 'MANAGE DUE DATES' interface. At the top, there are buttons for 'View Calendar', 'Print', 'Copy to Another Section', 'Copy from Another Section', 'Undo', and 'Save'. Below these is the 'Edit Lesson Due Dates' section. It includes a 'Name' field with the text 'Homework Due Date MWF', a 'Default point value for each lesson' field set to '10.00', and a 'Points' dropdown. There are also checkboxes for 'Share: Allow other instructors to see and assign these settings' (checked), 'Lock: Prevent instructors from changing due dates', and 'Allow lessons to be marked as bonus'. Below these are three buttons: 'Shift Multiple Due Dates', 'Show Additional Options', and 'Set Prerequisites'. The main area is a table with two columns: 'Due Date' and 'Lesson Name'. The 'Due Date' column shows a calendar for June 2024. The 'Lesson Name' column lists various lessons. A red circle with the number '1' is placed over the 'Points' dropdown, and a red circle with the number '2' is placed over the 'Chapter 1 Review' lesson entry.

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

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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.

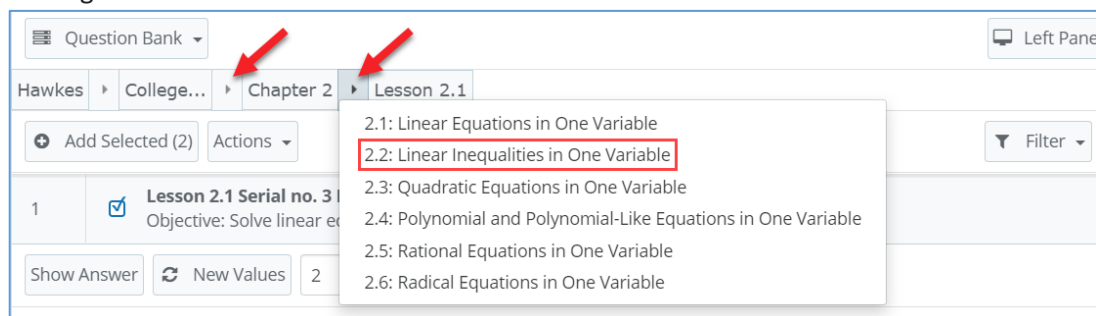
□ Create WebTests (Assignments Tab → WebTests)

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

MANAGE CURRICULA

Edit Curriculum

Name: Description:

☐ Share with other instructors

☒ Allow students to unsuccessfully attempt Certify times before requiring Practice
Require students to attempt % of Practice

☐ **Beta** Allow students to take Enhanced Practice sessions

☐ Allow students to attempt any remaining questions after achieving mastery

☒ **FlexMastery** Allow students to retry a missed question with new values instead of receiving a strike
☒ Limit additional attempts per question to
☐ Unlimited attempts

Change order of questions to:

☐ Apply Question Level Order (and its related options "Practice")

☐ Change mastery for all lessons to: %

☒ Allow students to pause and resume Certify sessions
☐ Unlimited attempts ☒ Limit number of pauses per lesson to

☒ Allow students to review Certify attempts
☒ All Attempts ☐ Only last attempts

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

☐ Manage Section Templates

<input type="checkbox"/> Owner	Name	Start Date	End Date	Meeting times	Visibility?	Facilitators	LMS Links
<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		

Actions

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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

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