

# Assignment Setup and Controls

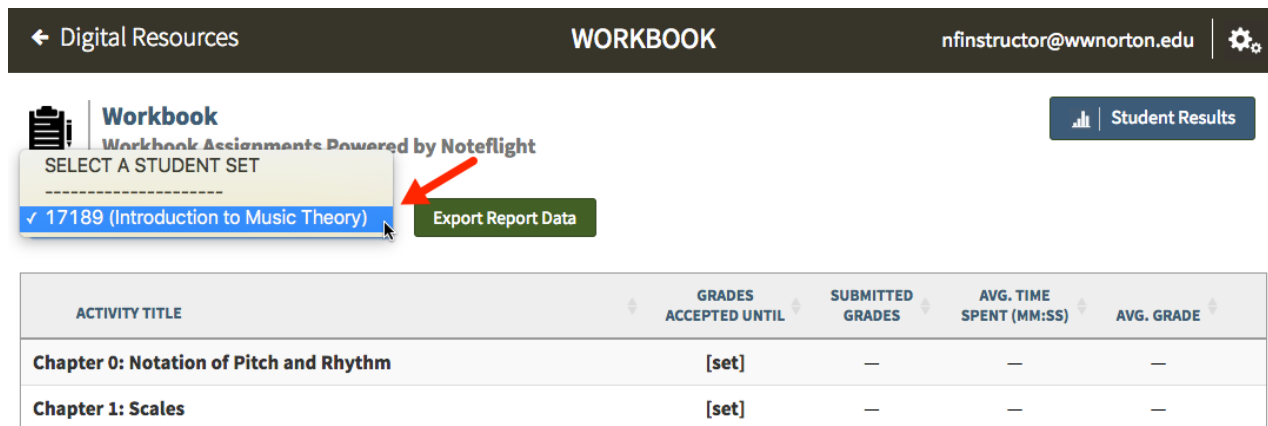
Last Modified on 01/16/2018 10:26 am EST

A guide to setting up and assigning worksheets in the Online Workbook powered by Noteflight.

Hide All Answers

## How do I assign worksheets to my students?

Choose a Student Set from the Select a Student Set dropdown menu.



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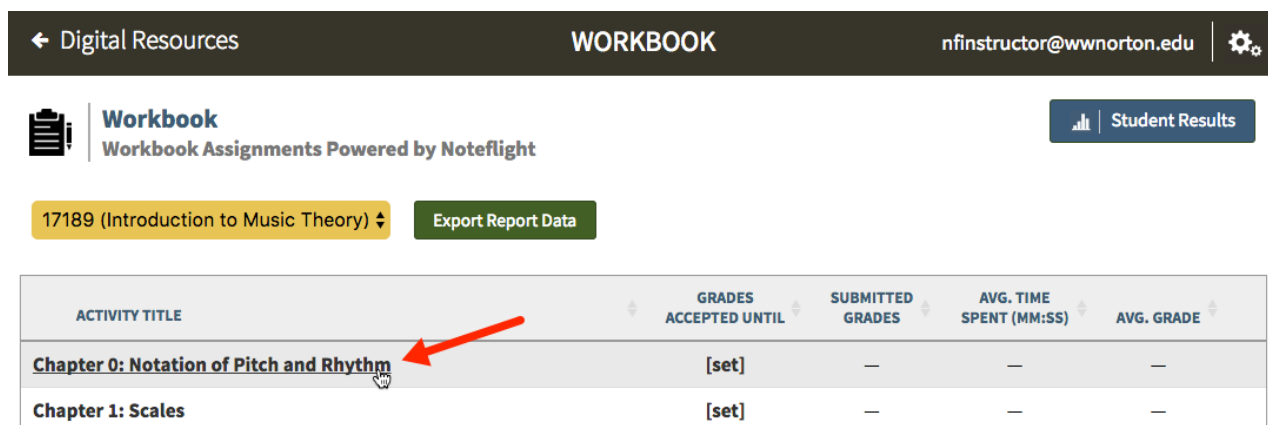
**Workbook**  
Workbook Assignments Powered by Noteflight

SELECT A STUDENT SET

✓ 17189 (Introduction to Music Theory) Export Report Data

ACTIVITY TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 0: Notation of Pitch and Rhythm	[set]	—	—	—
Chapter 1: Scales	[set]	—	—	—

Select a chapter from the workbook.



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ACTIVITY TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
<b>Chapter 0: Notation of Pitch and Rhythm</b>	[set]	—	—	—
Chapter 1: Scales	[set]	—	—	—

Click the Assign button to the right of the worksheet you'd like to assign to your students.



## Chapter 0: Notation of Pitch and Rhythm

**Welcome!** You have Instructor access.

To view assignments and/or results for one of your classes, choose a Student Set from the menu below.

**Show results for:** 17189 (Introduction to Music Theory) ▾

- 0 worksheets assigned
- Click the button on the right to specify a Grades Accepted Until date for your students.

[Update Grades Accepted Until Date](#)

**Show:** CLASS SUMMARY ▾

Worksheet	Actions	
0.B Identifying note names	<a href="#">Preview Worksheet</a>	<a href="#">Assign</a>
0.C Writing notes	<a href="#">Preview Worksheet</a>	<a href="#">Assign</a>
0.E Enharmonic notes	<a href="#">Preview Worksheet</a>	<a href="#">Assign</a>
0.H Beams	<a href="#">Preview Worksheet</a>	<a href="#">Assign</a>



To unassign a worksheet that you have previously assigned, click on the Unassign button that appears to the right of the assigned worksheet.

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## Chapter 0: Notation of Pitch and Rhythm

**Welcome!** You have Instructor access.

To view assignments and/or results for one of your classes, choose a Student Set from the menu below.

**Show results for:** 17189 (Introduction to Music Theory)

- 1 worksheet assigned
- Click the button on the right to specify a Grades Accepted Until date for your students. Update Grades Accepted Until Date

**Show:** CLASS SUMMARY

Hide Unassigned Worksheets

Worksheet	Actions	
<b>0.B Identifying note names</b>	Preview Worksheet	Unassign Show Report (0)
0.C Writing notes	Preview Worksheet	Assign
0.E Enharmonic notes	Preview Worksheet	Assign
0.H Beams	Preview Worksheet	Assign

## How do I set due dates?

Due dates are called Grades Accepted Until dates in the Online Workbook. Only one Grades Accepted Until date, or GAU, can be set for each chapter of the workbook.

Choose a Student Set from the Select a Student Set dropdown menu.

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Workbook Student Results

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SELECT A STUDENT SET

✓ 17189 (Introduction to Music Theory) Export Report Data

ACTIVITY TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 0: Notation of Pitch and Rhythm	[set]	—	—	—
Chapter 1: Scales	[set]	—	—	—

Click on the [set] link under the Grades Accepted Until column.

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**Workbook**  
Workbook Assignments Powered by Noteflight Student Results

17189 (Introduction to Music Theory) ▾ Export Report Data

ACTIVITY TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 0: Notation of Pitch and Rhythm	[set]	—	—	—
Chapter 1: Scales	[set]	—	—	—

Select a date, time, time zone, and click the Set Grades Accepted Until button. The first time you set a GAU, you'll be asked to choose your time zone. The next time you create a GAU, your time zone will be automatically selected.

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**Workbook**  
Workbook Assignments Powered by Noteflight Student Results

17189 (Introduction to Music Theory) ▾ Export Report Data

ACTIVITY TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 0: Notation of Pitch and Rhythm	[set]	—	—	—
Chapter 1: Scales	[set]	—	—	—
Chapter 2: Intervals	[set]	—	—	—
Chapter 3: Triads and Se	[set]	—	—	—
Chapter 3: Triads and Se	[set]	—	—	—
Chapter 4: Four-Part Ha	[set]	—	—	—
Chapter 5: Voice Leading	[set]	—	—	—
Chapter 6: Harmonic Pro	[set]	—	—	—

Grades Accepted Until date for **Chapter 0: Notation of Pitch and Rhythm** More Activity Settings

06/30/2016 11:59 PM (GMT-05:00) Eastern Time Clear

June 2016						
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		

Cancel Set Grades Accepted Until

GAUs will not stop your students from opening or submitting worksheets after the GAU date passes. The GAUs will be clearly displayed to your students on the workbook chapter list and on each chapter's worksheet table of contents page.

**Note:** If you are planning on assigning worksheets in a particular chapter, make sure you set a GAU for that chapter. As you can see below, any chapters without GAUs will be hidden from your students by default. Your students can view all chapters by clicking the Show Unassigned Items button. Setting a GAU in each chapter in which you plan to assign worksheets will help your students locate assigned work more efficiently.

**Workbook**  
Workbook Assignments Powered by Noteflight

ACTIVITY TITLE	GRADES ACCEPTED UNTIL	TIME SPENT (MM:SS)	GRADE
Chapter 0: Notation of Pitch and Rhythm	6/30/16 11:59 PM	—	—

Show Unassigned Items

The exact date each worksheet was submitted for grading will be documented in the workbook.

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**Chapter 0: Notation of Pitch and Rhythm**

**0.B Identifying note names**

Grade unsubmitted worksheets

Search:

Student	Submission Date	Grade	Comments
CONHARM Student <a href="#">Show Student Worksheet</a>	6/12/2016	-	Assigned and completed (needs grading)

OK

Worksheet	Actions
<b>0.B Identifying note names</b> <a href="#">Preview Worksheet</a>	<a href="#">Unassign</a> <a href="#">Show Report (1)</a>
<b>0.C Writing notes</b> <a href="#">Preview Worksheet</a>	<a href="#">Unassign</a> <a href="#">Show Report (0)</a>

**Modifying the GAU for an individual student:** Unfortunately, the ability to modify the GAU for individual students is not a feature that was built-in to the Online Workbook. Any adjustment made to the GAU for a specific chapter in the Online Workbook will be visible and applied to every student in the selected Student Set. However, the GAUs in the Online Workbook will not prevent your students from submitting worksheets after the passage of a GAU since some instructors like to ask their students to fix errors in their worksheet and resubmit it to receive an improved grade, which sometimes can occur after a GAU has already passed.

## Can I edit or customize the worksheets in the Online Workbook?

Unfortunately, no, instructors do not have the ability to change or customize the individual worksheets found in the Online Workbook; the worksheets are exact copies of the worksheets available in the printed version of the workbook for your textbook.

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