

## Teacher 1 Pager - High School Summer Assessments

If you need more help, please reach out to:

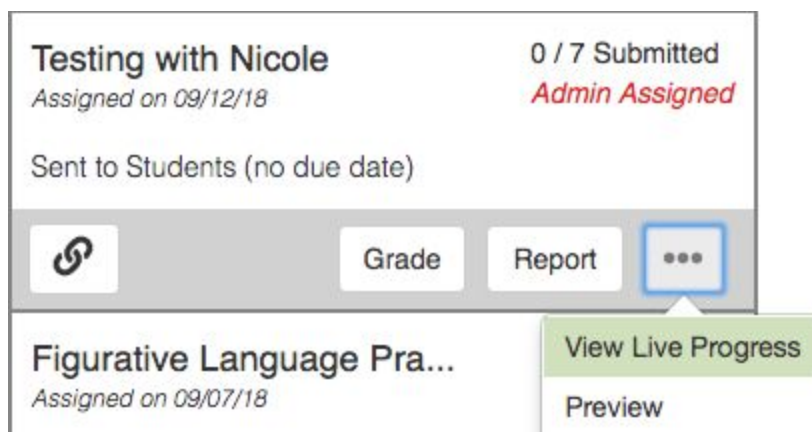
At School: HHS email: rpiccapietra@hoboken.k12.nj.us phone: 201-356-3701

At Edcite: email: support@edcite.com phone: 408.753.0825

### Reference information

Assignment Name	Code	Grade
Grade 9 Summer Assignment	MMQHJ6	9
Grade 10 Summer Assignment	47YX7B	10
Grade 11 Summer Assignment	DVEKPA	11

**Track Live Progress** - On your home page, click on the ... and choose “View Live Progress” to see what question students are working on.



The screenshot shows a card for an assignment titled "Testing with Nicole" assigned on 09/12/18. It indicates "0 / 7 Submitted" and "Admin Assigned". Below the title, it says "Sent to Students (no due date)". At the bottom of the card are three buttons: a link icon, "Grade", and "Report". To the right of these buttons is a blue box containing three dots (a menu icon). A dropdown menu is open from this icon, showing two options: "View Live Progress" (highlighted in green) and "Preview". Below the main card, another assignment titled "Figurative Language Pra..." is partially visible, assigned on 09/07/18.

### **Students Accessing Assignment:**

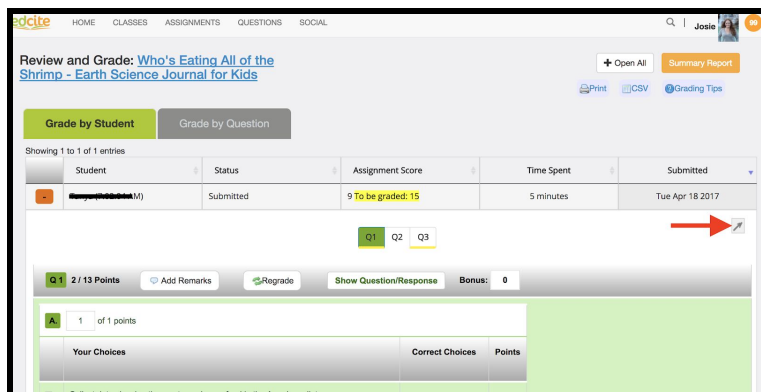
If your students receive an error message after entering the code, see below:

- **“Access window closed: You are not allowed to open the assessment at this time.”**  
Check with an administrator to ensure your students are trying to access the assignment during the open access window.
- **“You have not been assigned to do this assessment.”**  
Ensure your students are in the correct class on your Roster page within your account. If they are, check with your administrator to make sure they have assigned your class. If you see the student is in the proper class, ask them to pull up their userid on their account (upper right corner).

### **Accessing Work Backups:**

In case of bandwidth issues, please note that Edcite saves student work every few seconds. Saved student work can always be accessed by following these steps:

1. Navigate back to the Common Assessments tab in your Teacher Account and find the assessment under the District Distributed tab.
2. Click the Grade button. Your Grade Report for this assignment will open.
3. Find the student's name. Click the (+) and find an arrow to the right of their name.
4. Click the arrow on the right to open the Student Report in a new tab.



5. Click the Saved Answer History button.
6. Click the History button.
7. Click on a question to see the student's saved work at a particular point in time. If you want to set that response as the answer for the question, click the Set as Answer button.