



Explorer® Class: Assignments

The Assignments page is where teachers can assign activities and view assignment details. Items can also be assigned on the Learning Materials, Explorer® Content, or FlexText® pages using the Actions dropdown menu or links.

Teacher Overview

Assignments

Filters

List view Calendar view

EXPORT ARCHIVE REMOVE ADD ASSIGNMENT

Due on July 25, 2025 Overdue Review Due soon ☐ Show archived (2)

Unidad 4: La comida es cultura > Comunica (pág. 201-231) > Observa 1: ¿Qué quieren ustedes? (pág. 210-213)
 Actividad 10: En el mercado (pág. 211) Delayed • Due at 11:30 pm 0 / 5

Due on July 15, 2025 — Today

Unidad 4: La comida es cultura > Comunica (pág. 201-231) > Así se dice 2: ¿Qué quieres comer? (pág. 214-221)
 Actividad 17: ¿Quién come qué? (pág. 215) 5 / 5

Due on July 03, 2025

Unidad 1: ¿Quiénes somos? Identidades > Comunica > Observa 2: El verbo gustar
 Observa 2: ¿Qué te gusta hacer? (pág. 52) Overdue Review 2 / 5

Assigned items are sorted by due date and time, with the most recent or upcoming appearing at the top. Items with no due date appear at the bottom of the Assignments page for both students and teachers.

Status indicators, submission counts, and delayed posting information is available at a glance on both the list and calendar views.

Page Tools

- **Filters** – Select a filter to narrow your view. Filter options include All, Overdue, Review, and Due Soon.
- **List view / Calendar view** – Select your viewing preference. Your selection will remain your preferred view and can be changed at any time.
- **Export** – Download a detailed copy of your active and archived assignments.
- **Archive** – Remove an assigned item from the active list view. Archived items can be unarchived and edited.
- **Remove** – Select an assigned item to permanently remove it from your active or archived list.
- **Add Assignment** – Create an assignment by selecting individual or multiple instructional content items, resources, or Can-Do statements and setting your preferences.



Can-Do statements can also be assigned from the Portfolio page.



Assignment Details

The Assignment details window opens when an individual item is selected from either the list or calendar view.

It provides the following information:

- Activity type, title, and location
- Visibility status
- Assigned date
- Due date
- Gradebook exclusion or inclusion
- Hidden task submission result preferences
- Student submission statuses

Select the **Edit** button at any time to adjust assignment settings and preferences.

In addition to the Grades page, student task submissions can be accessed from the Assignment details window under the Students section.

Assignment details ×

Students cannot access hidden items until made visible. You can adjust visibility in your class settings.

Task

Florida EntreCulturas 1 ©2026 > UNIDAD 3:
Mi familia es tu familia > Comunicación
1 > Así se dice 1: Esta es mi familia > 12
Nuevos modelos de familia
[12.2 Indica la familia](#)

Assigned on 04/07/2025 3:07 pm Due on 04/18/2025 3:30 pm

Excluded from final grade calculation
No

Hide student task submissions
Do not hide

EDIT

Students 1 Submitted / 2 assigned

Campbell, Catherine **Submitted**
On time

Fisher, Kevin Not submitted
Overdue

Assignment Status Indicators

Unidad 3: Mi familia es tu familia > Comunica (pág. 141-177) > Video blog: Soy Marina
Actividad 2 Paso 1: Preparación (pág. 142) Due at 11:30 pm 1 / 2

Unidad 3: Mi familia es tu familia > Vive entre culturas (pág. 60-61)
 Vive entre culturas: Una conversación con Yael (pág. 61) **Overdue** **Review** 3 / 4

Due on August 29, 2025

Unidad 4: La comida es cultura > Comunica (pág. 201-231) > Observa 2: ¿Qué comidas te gustan? (pág. 216-221)
 Actividad 20: ¿Dónde comemos hoy? (pág. 217) 4 / 4

Status indicators and submission counts will be displayed on each assigned item, allowing you to get quick information before opening the Assignment Details window.

Statuses

- **Overdue** – A due date has passed and one or more students have not yet submitted or viewed an assigned item.
- **Review** – A student task attempt requires manual evaluation.
- **Due Soon** – A due date is within one day and not all students have submitted or viewed the item.



Creating an Assignment

From the Assignments page, you can assign individual or multiple activities, resources, and Can-Do statements at one time. Individual items can be assigned using the Actions menu or link.

Add Assignment

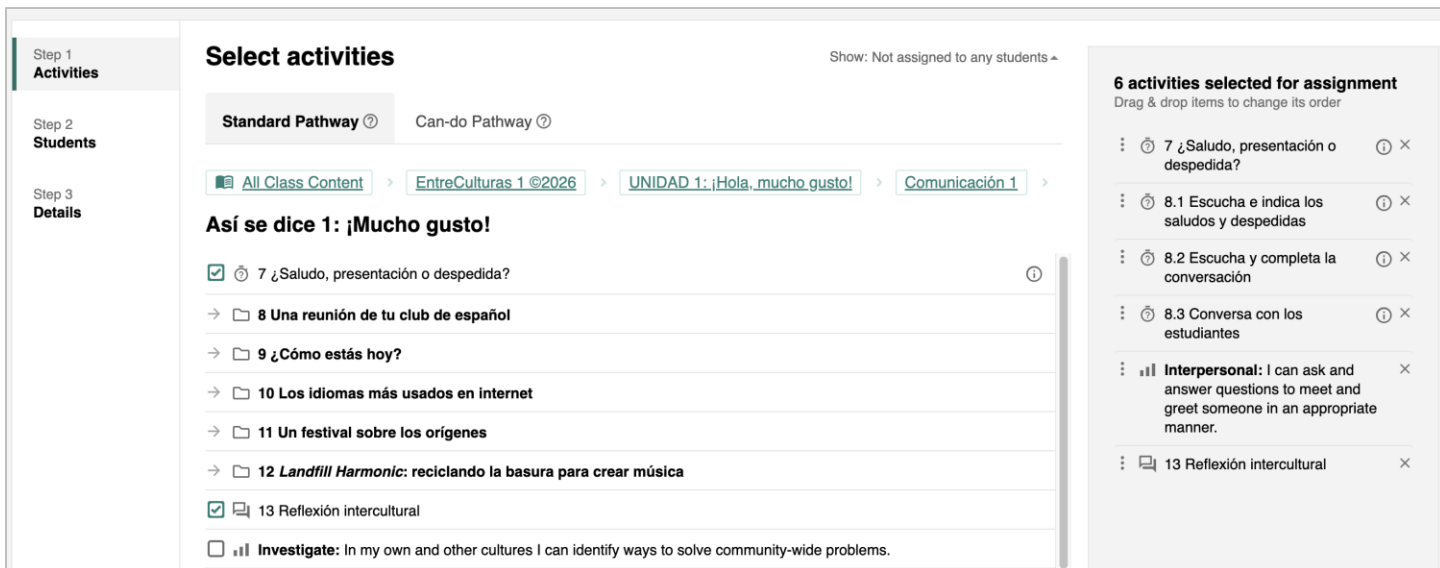
To get started, select **Add Assignment**.

ADD ASSIGNMENT

If your Explorer® class contains more than one title, you will be prompted to select one from which you would like to assign content. You can include content from other textbooks within the same assignment by using the **All Class Content** hyperlink to return to the selection screen.

 [All Class Content](#)

Selecting Activities




The next step is to select the items you would like to assign. Content folders are expanded by selecting them. Use the breadcrumb navigation to return to a previous section or content folder.

Selected items will populate in the list pane and can be rearranged or removed.

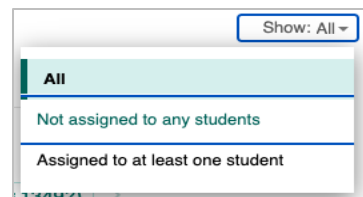


The information icon on a task activity will tell you its type and provide access to preview it.

Activity Type:
Multi-choice
Click  to preview



You may want to apply the “Show” filter to narrow your view.





Assign to Students

In Step 2 you can select which students and classes will receive the assignment.

Assign to an entire class by selecting the checkbox next to the class name.

If you would like to assign to individual students, select or deselect the checkbox next to a student's name.

Setting Assignment Details: All Activity Types

The last step in the assigning process allows you to set preferences and details.

Assignment Post Date

Assignments can post immediately or be delayed to a specific date and time. If assigning to multiple classes, deselect the checkbox indicating you would like all classes to have the same post date and then set your date and time preferences.

Description

Use the description text field to add additional information or a message to your students related to the assignment. Any item included in the assignment will have this message attached.

Due Date

Assignments can have a specific due date and time or no due date.

Each Explorer® class included in the assignment can have a unique due date selection.



Setting Assignment Details: Task Activity Types

Only task activities appear on the Learning Site® Grades page. For this reason, there are additional settings for these types of activities at the time of assigning.



Exclude From Final Grade

Exclude from final grade calculation
Use the settings below to exclude a task from the final grade calculation in the Learning Site® gradebook.

<input checked="" type="radio"/> 7 ¿Saludo, presentación o despedida? EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto!	<input checked="" type="checkbox"/> Excluded
<input type="radio"/> 8.1 Escucha e indica los saludos y despedidas EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto! / 8 Una reunión de tu club de español	<input type="checkbox"/> Included
<input type="radio"/> 8.2 Escucha y completa la conversación EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto! / 8 Una reunión de tu club de español	<input type="checkbox"/> Included
<input type="radio"/> 8.3 Conversa con los estudiantes EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto! / 8 Una reunión de tu club de español	<input type="checkbox"/> Included

Changes above may not be reflected in final grade calculations for LMS integrations.

You have the option to include or exclude a task and its evaluation from your Learning Site® gradebook.

By default, all tasks are included. Use the toggle to change your preferences.

Hide Task Submission Results

Hide student task submission results
Use the settings below to hide the task submission results screen from students. The task submission results screen displays evaluated responses and feedback.

☐ All tasks have the same submission visibility

<input checked="" type="radio"/> 7 ¿Saludo, presentación o despedida? EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto!	<input checked="" type="radio"/> Do not hide <input type="radio"/> Hide <input type="radio"/> Hide until date specified
<input type="radio"/> 8.1 Escucha e indica los saludos y despedidas EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto! / 8 Una reunión de tu club de español	<input type="radio"/> Do not hide <input checked="" type="radio"/> Hide <input type="radio"/> Hide until date specified
<input type="radio"/> 8.2 Escucha y completa la conversación EntreCulturas 1 ©2026 / UNIDAD 1: ¡Hola, mucho gusto! / Comunicación 1 / Así se dice 1: ¡Mucho gusto! / 8 Una reunión de tu club de español	<input type="radio"/> Do not hide <input type="radio"/> Hide <input checked="" type="radio"/> Hide until date specified <input type="text" value="08/11/2025"/> <input type="text" value="11:30 AM"/>

The task submission results screen can be hidden from students until manually changed or a specific date and time.

When hidden, students will not see their evaluated responses or feedback. They will be able to see the numeric grade (point or percent) and performance rating on the Grades page if added.

By default, task submission results will not be hidden. Deselect the checkbox to adjust hidden task submission result preferences.



Student Overview

The student Assignments page is similar to the teacher experience, with a few differences.

View Options

Students can select between a calendar or list view. The default for students is calendar view.

Calendar view

Filters

List viewCalendar view

< August 2025 >

Overdue Review Due soon Show archived (4)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6 36.1 Escribe sobre tus comidas habituales 15.3 Escribe sobre tu familia	7	8 36 Las figuras célebres	9

List view

Filters

List viewCalendar view

Due on August 08, 2025 — Tomorrow

Overdue Review Due soon Show archived (0)

EntreCulturas 1 ©2026 > UNIDAD 2: La escuela de la vida > Vive entre culturas > Aprendemos en la comunidad
Interpersonal Assessment: Conversa con Tomás Review

Due on August 07, 2025 — Today

Los quince de Raquel > Capítulo 1: Una sorpresa Audio & Activities
Actividad 1 ¿Comprendes el capítulo? (p. 29) Overdue

Due on July 04, 2025

EntreCulturas 1 ©2026 > UNIDAD 1: ¡Hola, mucho gusto! > Comunicación 1 > Observa 1: Greeting Others Appropriately
16 Saludos diferentes

EntreCulturas 1 ©2026 > UNIDAD 1: ¡Hola, mucho gusto! > Comunicación 1 > Así se dice 1: ¡Mucho gusto! > 8 Una reunión de tu club de español
Los números del 1 a 100

- Assigned items are sorted by due date and time, with the most recent or upcoming appearing at the top.
- Items with no due date appear at the bottom of the Assignments page for students.
- Status and submission indicators will appear on both the list view and calendar view.



Filters

Students can narrow their view by applying the all, not submitted, submitted on time, submitted late, overdue, review, or due soon filter.

Assignment Statuses and Submission Indicators

- **Not submitted** – Not yet submitted or viewed.
- **Submitted on time** – Submitted or viewed on time.
- **Submitted late** – Submitted past the due date.
- **Overdue** – The due date has passed and the activity has not yet been submitted or viewed.
- **Review** – A task attempt has been graded by the teacher or there is feedback to view.
- **Due Soon** – An assigned item is due today or tomorrow.

The screenshot shows a 'Filters' dropdown menu. At the top, it says 'Show'. Below this, there are seven filter options, each with a circular icon and a label: 'All' (selected, with a blue target icon), 'Not submitted' (calendar icon), 'Submitted on time' (green checkmark icon), 'Submitted late' (orange clock icon), 'Overdue' (red X icon), 'Review' (blue dot icon), and 'Due Soon' (bell icon).

Assignment Details

Students can access the item assigned to them and view additional information in the Assignment Details window.

Students are provided with the following information:

- Activity type, title, and location
- Assigned date
- Due date
- Description
- Number of attempts completed (task activity type)
- Max grade (task activity type)
- Submission statuses



Students do not see if task submission results have been hidden or excluded from their final grade in the Assignment details window.

Completing an Assignment

To complete an assignment, students select **Attempt** or **View** depending on the activity type from within the Assignment Details window.

Grades

In addition to the Grades page, students can access their task submissions from the Assignment details window using the **Grades** button.

The Grades button is disabled if there are no grades available or the task submission results are hidden.

The screenshot shows the 'Assignment details' window. At the top, it says 'Task'. Below this, the title is 'Los quince de Raquel > Capítulo 1: Una sorpresa Audio & Activities'. The description is 'Actividad 1 ¿Comprendes el capítulo? (p. 29)'. The 'Assigned on' date is '07/08/2025 3:39 pm' and the 'Due on' date is '08/07/2025 4:00 pm'. The 'Description' section says 'Please complete independently'. The 'Attempts' section shows '3' and the 'Max grade' section shows '60%'. The 'Status' section shows 'Submitted late' with an orange clock icon. At the bottom, there are two buttons: 'ATTEMPT' and 'GRADES'.