

Work Habits Assignments

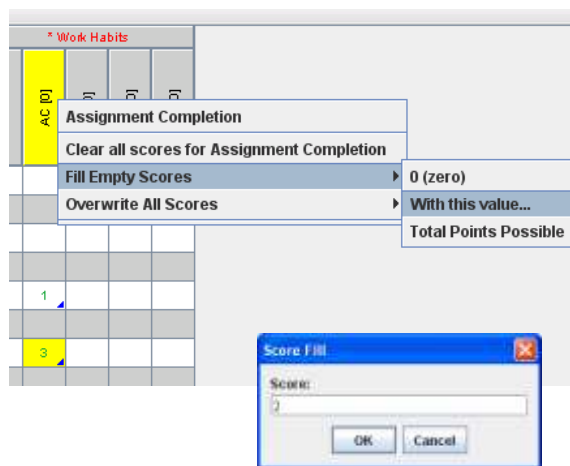
Determine which students in your section have poor (1) or excellent (3) scores, and fill those in.

To easily fill in the remainder of the grades with a 2, right-click on the name of the assignment at the top of the column. Choose **Fill Empty Scores > With this value...**

Enter a score of **2** and click **OK**.

If your scores do not appear green (meaning IC views them as extra credit), then you will need to make sure your Work Habits assignments settings are correct. (See the next section.)

Click **Save**.



Correct Work Habits Assignments Settings

You should have a total of four (4) Work Habits assignments per semester. Those assignments should be both Active and Hidden.

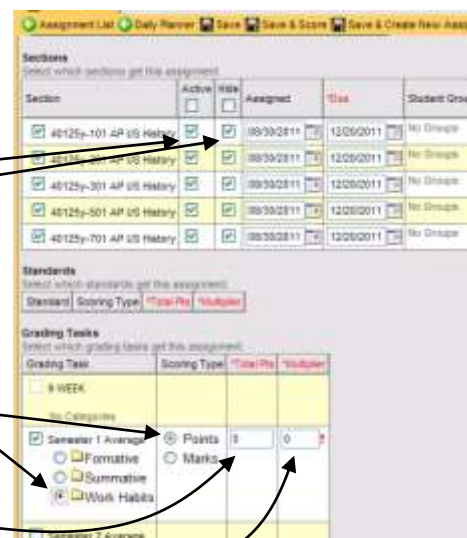
Click on the blue name of each assignment to view more settings.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	88782011	12002011	Assignment Completion	Semester 1 Average > Work Habits > S1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	88782011	12002011	Interpersonal Skills	Semester 1 Average > Work Habits > S1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	88782011	12002011	Participation	Semester 1 Average > Work Habits > S1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	88782011	12002011	Responsibility	Semester 1 Average > Work Habits > S1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	81652012	05252012	Assignment Completion	Semester 2 Average > Work Habits > S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	81652012	05252012	Interpersonal Skills	Semester 2 Average > Work Habits > S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	81652012	05252012	Participation	Semester 2 Average > Work Habits > S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	81652012	05252012	Responsibility	Semester 2 Average > Work Habits > S2

An assignment can be listed in multiple sections of **the same course number** (as seen in the screen shot to the right.)

Under Grading Tasks, all Work Habits assignments should be:

- Active;
- Hidden;
- in the Work Habits grading group (folder);
- Set as Points;
- Total Pts = 0;
- Multiplier = 0.



If you make any changes, click **Save** to register them.

Repeat for any additional course numbers.