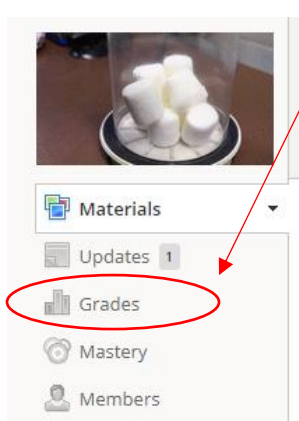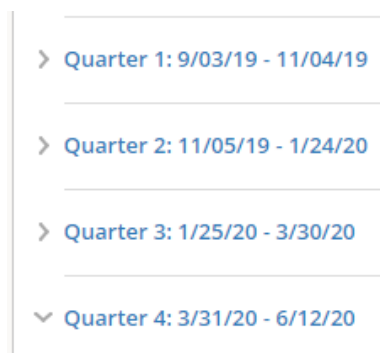# How to Check for Missing Assignments in Schoology

While PowerSchool will show your grades, it will not open a missing assignment. You must use Schoology to access missing assignments.   All assignments are posted to the appropriate classwork, homework, lab, test review, or assessments folder for each unit in Schoology. However, there is a faster way to find a missing assignment, and it goes like this…
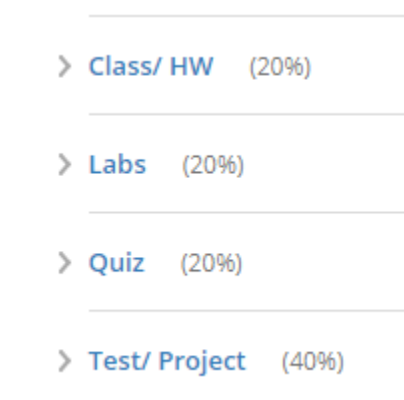
Step 1: Click on the **Grades** menu link on the left side below the profile image.

Step 2:   Click on whichever **Quarter** you want to search for assignments.

> Quarter 1: 9/03/19 - 11/04/19

> Quarter 2: 11/05/19 - 1/24/20

> Quarter 3: 1/25/20 - 3/30/20

> Quarter 4: 3/31/20 - 6/12/20

Step 3:   Click on the assignment category that you want to search.

> **Class/ HW**   (20%)

> **Labs**   (20%)

> **Quiz**   (20%)

> **Test/ Project**   (40%)

Step 4:   Look for **orange hexagons** to find missing assignments.

When you see an orange hexagon indicating you have a missing assignment, the name of the assignment is a hyperlink that will open the assignment.   Click on the name of the assignment and follow the instructions given.

Intro to Empirical and Molecular Formulas	30/1/20	0 ⬡ Missing

Sometimes, assignments can be done through Schoology. Examples are Nomenclature Reviews, Test Reviews, Quizzes, and Tests, etc. If students submit work before I have a chance to remove the missing code, it looks like this:

Nomenclature Review #1	27/2/20 11:59pm	0 ⬡ Missing 🧩

If this happens, it is because I am busy and haven't realized a new submission was entered. You may email me in order to let me know to update the grade. Don't bother redoing the assignment, because it will continue to tell you that your grade is a zero until I remove the missing code. Once I remove the missing code, it will look like this…

Nomenclature Review #1	27/2/20 11:59pm	A+ 100 / 100 🧩

For Science Article Summaries and assignments that require document submissions you will see something like this… Notice the paper icon is missing from the graded section.

Unit 8 Science Article	13/3/20 11:59pm	0 ⬡ Missing

Once you submit your document, it will look like this on my end…

Unit 8 Science Article	13/3/20 11:59pm	0 ⬡ Missing 📄

And after I remove the missing code, you will see this…

Unit 8 Science Article	13/3/20 11:59pm	A+ 100 / 100 📄

As always, email me if you have any questions.   Hope this helps.