



This tutorial provides step-by-step instructions for teachers on managing student assignments, including force submitting, unsubmitting, and deleting assignments.

### **Important Reminders:**

- In the platform, videos are also referred to as “Books”.
- When a Textbook, Workbook, or Video is added to a class, all students in that class roster will automatically receive access to that resource in their Library.
- Tests are not available in the student Library. Students may only access Tests as assignments.
- Teacher Guides are teacher-only resources and cannot be accessed by students or parents.

### **Assessing the Assignments**

1. Log in to your Singapore Math Hub account at <https://hub.singaporemath.com>.
  - If your account has multiple roles, select the Teacher role. *You must enter through the Teacher role to add a Book to a class.*
2. Once logged in, click the “Assignments” tab.
3. Find the assignment you want to manage and click “Details.”

### **Force Submitting Assignments**

#### **Option A: Individual Student Submission**

1. Locate the student with an unsubmitted assignment (indicated by a “Submit” button in their row).
2. Click the “Submit” button in the row with the student’s name.

#### **Option B: Bulk Submission**

1. Select students by clicking the checkbox to the left of their names. To select all students, click the checkbox next to “Assignment” at the top of the list.
2. Click the “Edit” button on the right side of the screen (under “Export”).
3. In the “Edit Assignment” window, click “Submit/Unsubmit Assignment(s).”
4. Click “Save” to confirm your action.

### **Unsubmitting Assignments**

1. Follow steps 1-3 from the “Bulk Submission” instructions above.
2. In the “Edit Assignment” window, click “Submit/Unsubmit Assignment(s).” This action will unsubmit previously submitted assignments for the selected students.
3. Click “Save” to confirm your action.

### **Deleting Assignments**

1. Select the student(s) whose assignment(s) you want to delete using the checkboxes.
2. Click the “Edit” button on the right side of the screen.



3. In the "Edit Assignment" window, select the "Delete Assignment(s)" option.
4. Click the "Delete" button.
5. A pop-up will appear asking you to confirm the deletion. Click "Yes, Delete" to confirm the deletion.

### **Important Notes**

- The "Edit Assignment" window can be resized by dragging the arrow button on the bottom right corner.
- You can move the "Edit Assignment" window by dragging the blue bar at the top.
- Deleting an assignment cannot be undone, so use this option with caution.
- Always double-check your selections before confirming any bulk actions.