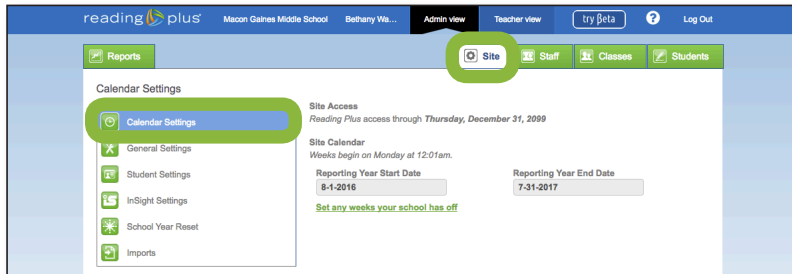


Setting School-Wide Weekly Assignment Exceptions

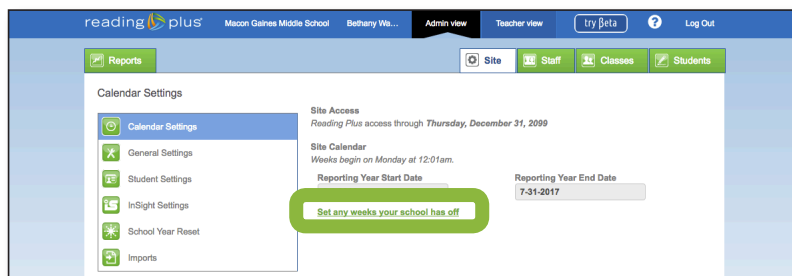
School-wide weekly assignment exceptions can be made for any weeks that all students within a school are not expected to complete any Reading Plus assignments. These are weeks such as vacation or testing. Students have access to all Reading Plus components during an exception week, but the system does not hold them accountable for completing lessons during that time.



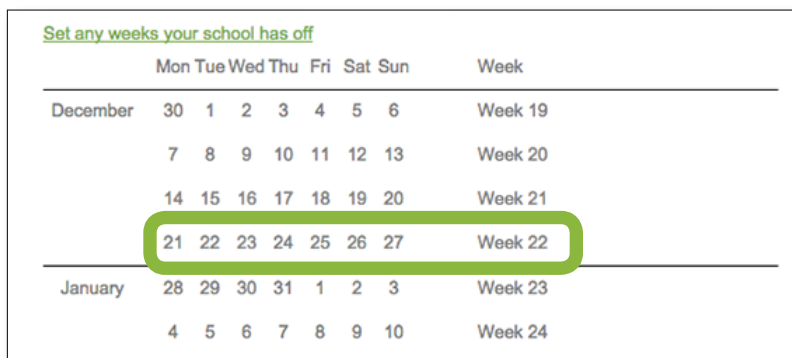
To set a school-wide weekly assignment exception, log into your *Administrator Dashboard*.

Click the *Site* tab.

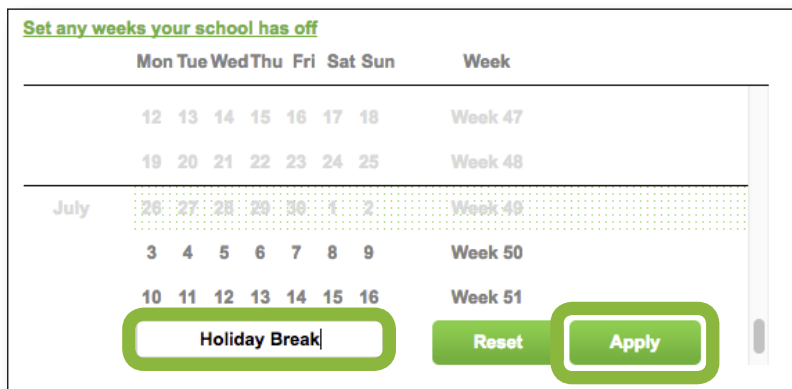
Click the *Calendar Settings* button on the top left.



Click the *Set any weeks your school has off* link to access the assignment exceptions calendar.



The current week appears at the top of the calendar. Scroll to find specific weeks in the calendar when students are not expected to complete their lessons. Select a week to make an assignment exception.



Add a description in the box provided to note the reason for the exception.

Click *Apply* to set the exception week.

Applying an exception week sets assignments for that week to zero for all students.

To remove an exception week, select that week and click *Reset*.

You can also view a Walk Me Through tutorial that demonstrates how to set site exception weeks [here](#).

