

# Steps for Adapting Assignments

1. Be sure that student has the correct information on the assignment (page numbers, date due, etc.).
2. Review the assignment and check for questions.
3. The assignment should be geared for the level of each student.
4. Structure each assignment so all students can experience success.
5. Provide immediate feedback on all assignments.
6. If the assignment requires students to look up answers to questions, use an asterisk to distinguish implied fact from literal questions requiring a stated fact.
7. If the assignment is lengthy, provide class time to partially complete it or divide assignment time into two or more days.
8. Identify an “assignment buddy” for each student. The buddy may be another student within the class, in another class, or a friend or parent outside of class. This provides a support system for the student who may not know how to complete the assignment.
9. Assignments may be given to two or more students. It is suggested that class time be given for shared assignments, and that split grading be used.
10. Teach students the concept of grade averaging with and without zeros. Many students do not realize the difficulty of trying to raise an average after just one zero on an assignment.
11. Allow students the option of dropping one or more low assignment grades per grading period.
12. Establish assignment passes earned for good work and “cashed in” when a assignment is forgotten or a low grade is received.
13. Be consistent in placing the assignment for class and/or homework in the same place each day.
14. Provide written and oral directions for assignments.
15. If an assignment requires several steps or stages (i.e., projects), provide a checklist for the students.
16. Be sure that all assignment information is included in the assignment (points to be given, due date, format, components, etc.).
17. If the assignment is to be copied from the board, provide a carbon copy for the student who may have difficulty copying.
18. If the assignment is to be copied from the text, allow the student who has difficulty copying or who copies slowly, to copy only the answers.