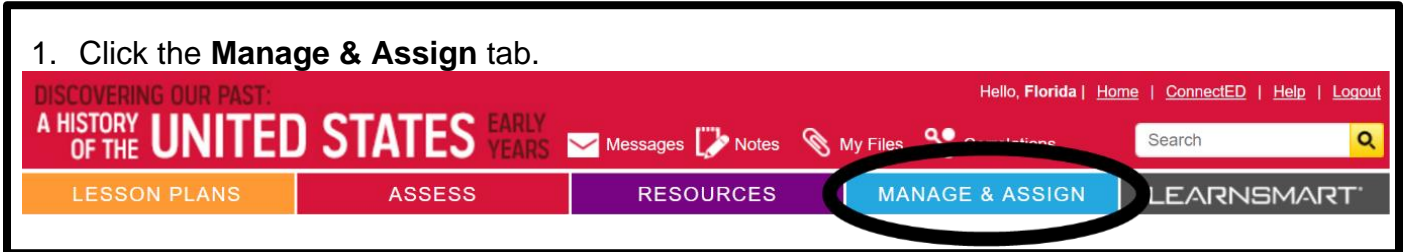


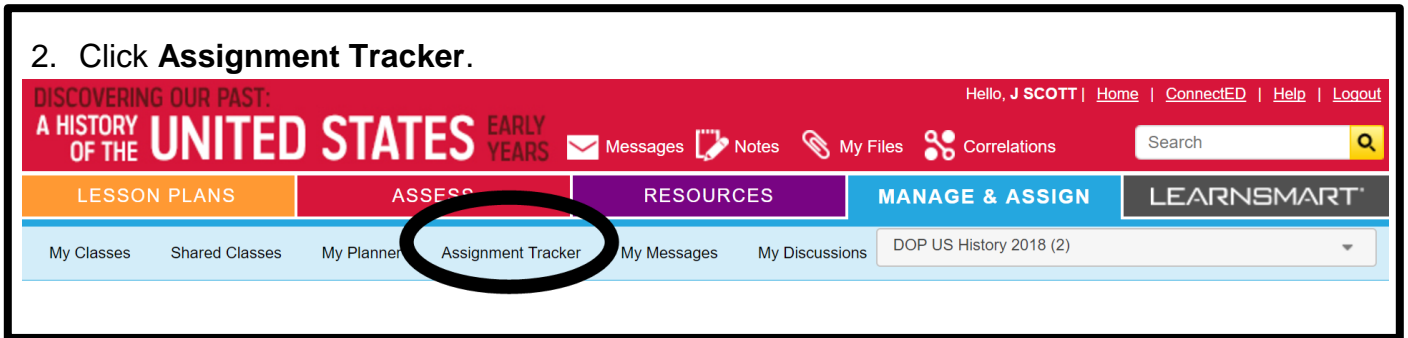
9. Creating Digital Assignments

This guide provides the steps to creating digital assignments and assigning to multiple classes.

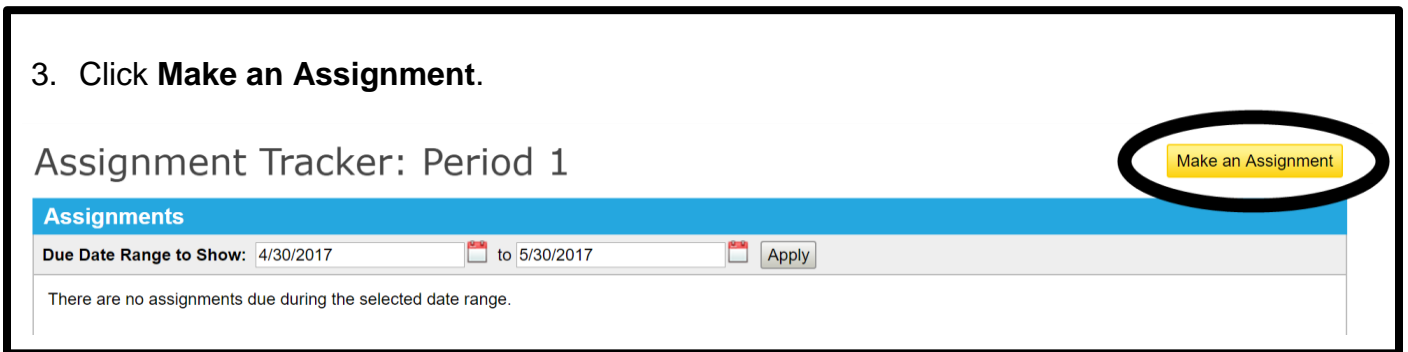
1. Click the **Manage & Assign** tab.



2. Click **Assignment Tracker**.



3. Click **Make an Assignment**.



4. Fill in the necessary fields:

- a. Assignment Name – This is the name the students will see in their assignment log.
- b. Instructions (optional) – Teachers can write instructions that will be seen by students.
- c. Select Students – Teachers can choose individual students by clicking their name or an entire class by clicking next to the word Student.
- d. Select Dates – Teachers can choose Start Date (when the student actually sees the assignment, Due Date (students will see the due date and teachers will see the date it is submitted to the teacher), and Expiration Date (when the assignment is removed from the student’s assignment log). All options have a drop-down calendar.
- e. Attach Resources and Content – the actual assignment.

Make an Assignment

Assign Cancel

The screenshot shows the 'Make an Assignment' interface. It is divided into several sections:

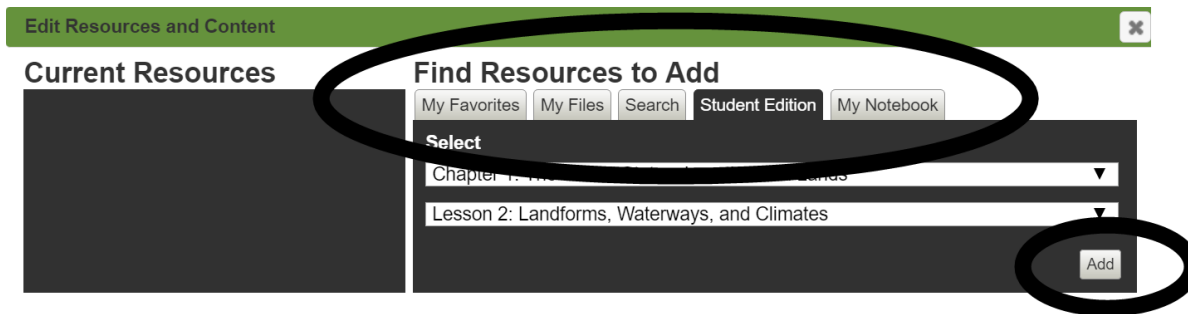
- Assignment Name and Instructions:** Contains a text input field for the 'Assignment Name' (callout A) and a rich text editor for 'Instructions' (callout B) with a toolbar including bold, italic, underline, list, and font size options.
- Select Dates:** Contains three date pickers for 'Start Date' (5/3/2017), 'Due Date' (5/3/2017), and 'Expiration Date' (5/4/2017) (callout D).
- Select Students:** Contains a dropdown for 'Class' (DOP US History 2018) and a table of students (callout C):

<input type="checkbox"/>	Student	Username
<input type="checkbox"/>	Frank Kaminski	FRANKK86
<input type="checkbox"/>	Maria Brown	MARIAB713
- Attach Resources and Content:** A large empty text area for attaching resources (callout E).

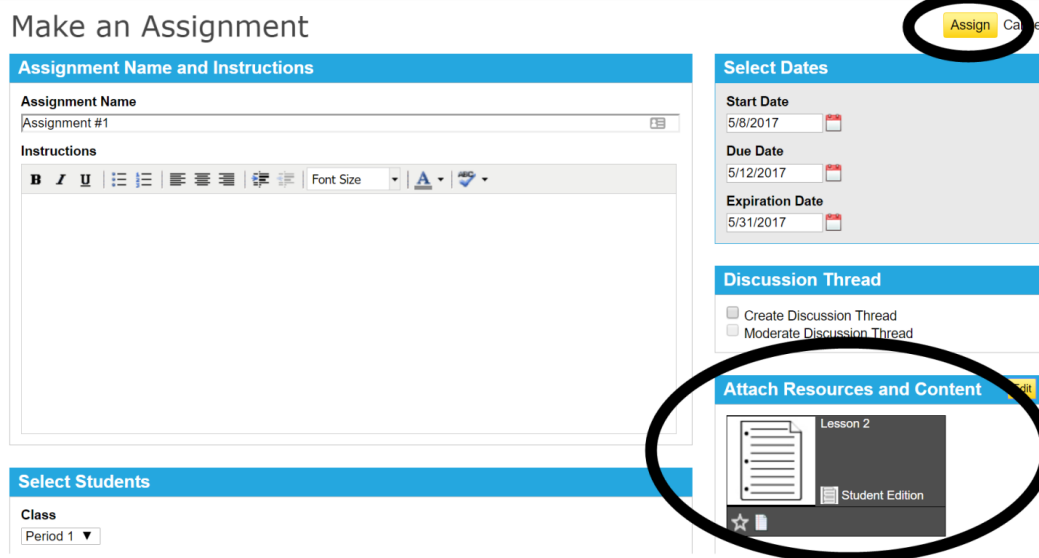
Buttons for 'Assign' and 'Cancel' are at the top right, and an 'Edit' button is next to the 'Attach Resources and Content' section.

5. After clicking **Edit** next to **Attach Resources and Content**, the window that appears shows five options for the teacher to choose from in making an assignment:
 - a. My Favorites – Any resource the teacher has made as a favorite is listed.
 - b. My Files – Any resources the teacher has added to My Files is listed.
 - c. Search – Allows the teacher to search by keyword resources in the Resource Library.
 - d. Student Edition – Allows the teacher to assign any part of an online chapter. In a lesson, this includes not just Lesson Review Questions, but also Progress Check Questions, Resource Questions and Special Feature Questions.
 - e. My Notebook – Allows the teacher to see the student’s Guided Notes on any lesson

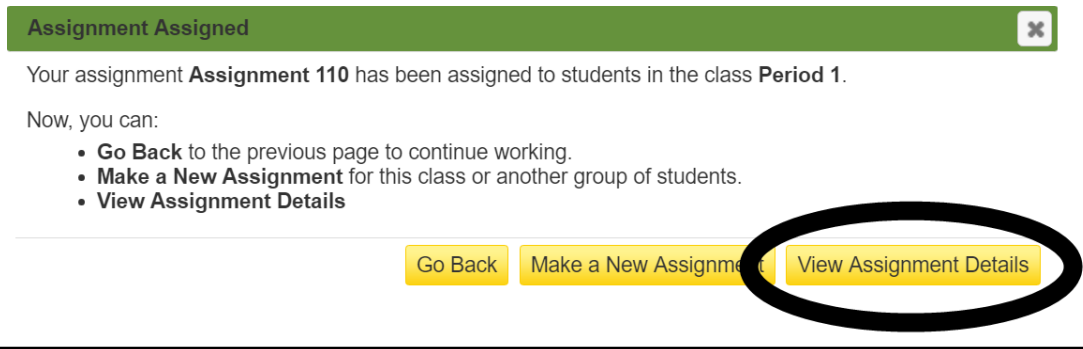
After choosing the resources to add to an assignment, click **Add** and then **Done**.



6. All added resources will appear under **Attached Resources and Content**. Click **Assign** to complete the process.



7. The window that appears confirms the assignment has been assigned to the correct student/ class. To make a copy of the assignment and assign it to another class, click **View Assignment Details**.



Assignment Assigned [Close]

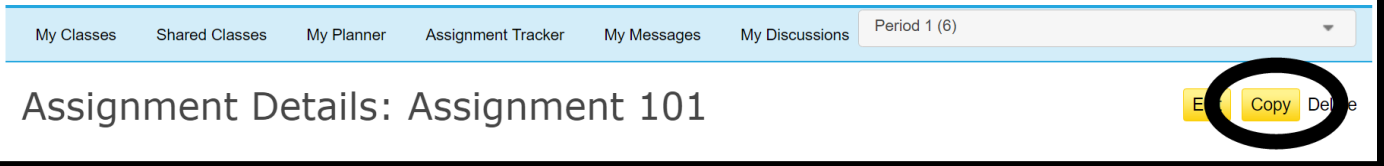
Your assignment **Assignment 110** has been assigned to students in the class **Period 1**.

Now, you can:

- **Go Back** to the previous page to continue working.
- **Make a New Assignment** for this class or another group of students.
- **View Assignment Details**

[Go Back] [Make a New Assignment] [View Assignment Details]

8. Click **Copy**.



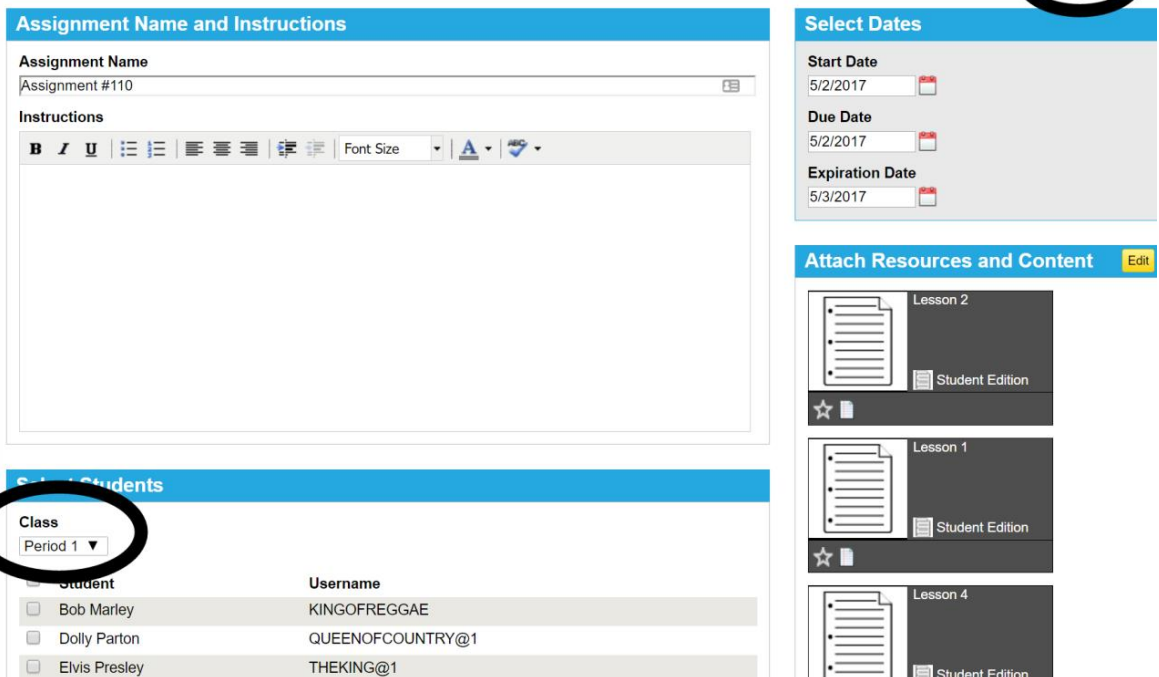
My Classes Shared Classes My Planner Assignment Tracker My Messages My Discussions Period 1 (6)

Assignment Details: Assignment 101

[Edit] [Copy] [Delete]

9. From the **Select Students** field, click the drop-down menu to choose another class. Choose the students to be given the assignment. Teachers can also edit the other fields if desired. Click **Assign**. Repeat as necessary to continue assigning to other classes.

Make an Assignment



[Assign] [Cancel]

Assignment Name and Instructions

Assignment Name: Assignment #110

Instructions: [Rich text editor]

Select Dates

Start Date: 5/2/2017

Due Date: 5/2/2017

Expiration Date: 5/3/2017

Attach Resources and Content [Edit]

Lesson 2 [Student Edition]

Lesson 1 [Student Edition]

Lesson 4 [Student Edition]

Select Students

Class: Period 1

Student	Username
<input type="checkbox"/> Bob Marley	KINGOFREGGAE
<input type="checkbox"/> Dolly Parton	QUEENOF COUNTRY@1
<input type="checkbox"/> Elvis Presley	THEKING@1