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.
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**.

8. Click **Copy**.

Assignment Details: Assignment 101

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.