14. Assigning Resources from Lesson Plans

This guide provides the steps for assigning resources to students directly from the lesson plans.

1. Click the Lesson Plans tab.

2. Click on the desired chapter to view McGraw-Hill Recommended Lesson Plans and any Teacher Customized Lesson Plans.

3. Within the lesson plan, the resources are viewed on the right side. To the bottom right of the resources click on Tools and Click Assign this Resource.
4. This action takes the teacher to the Create an Assignment Page. 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 – **this will be the resource already chosen.**
   f. Click Assign

5. The window that appears confirms the assignment has been assigned to the correct student and/or class.

   Your assignment **Assignment 101** 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