



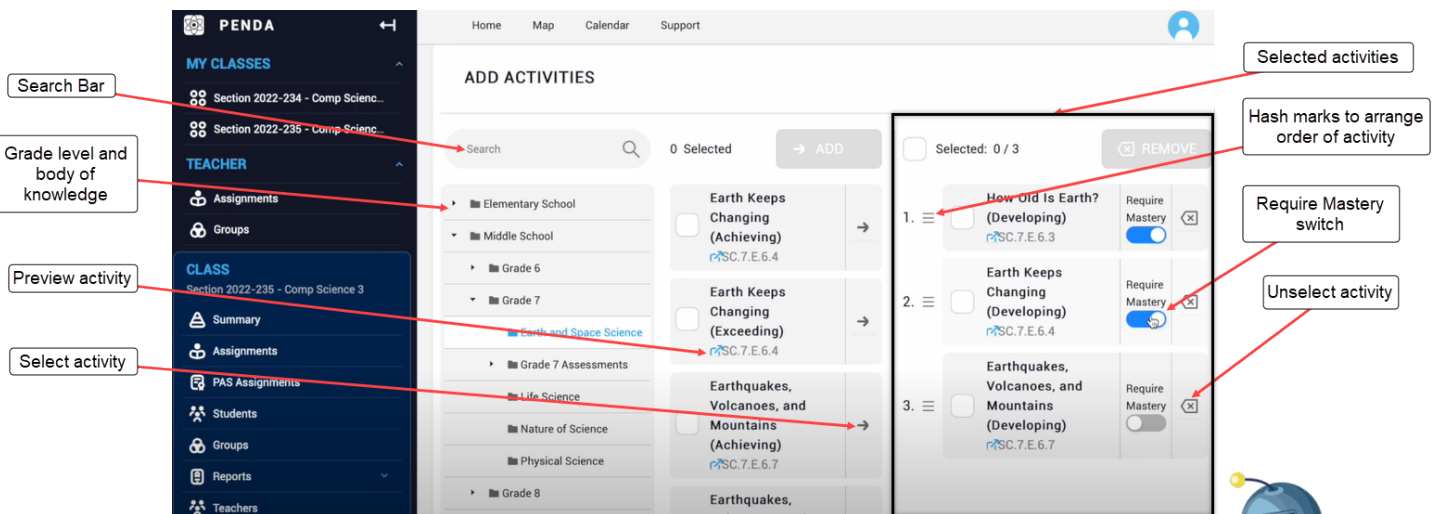
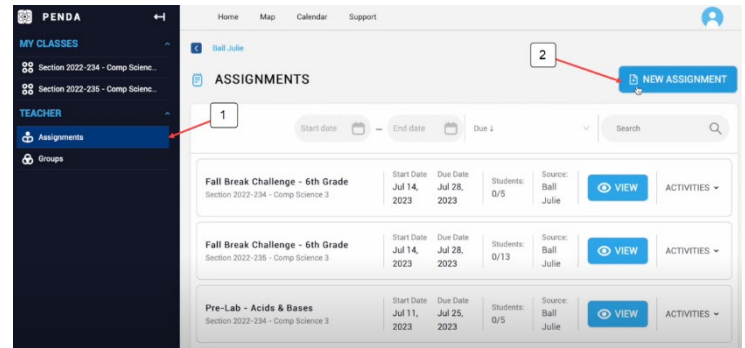
CLICK SHEET

How to Search for, Preview, and Assign Activities to a Class



On the left navigation bar, under Teacher, click **Assignments**.

1. **Name** - Give your assignment a **name** and **Set Date**, (Schedule now or select dates) click **Continue**.
2. **Students** – Select the class or classes that should receive the assignment, then click **Continue**.
3. **Activities** – Select the activity or activities to assign.
 - a. **Search for Activities**
 - Use the **grade level and body of knowledge folders**, then find the correct standard in the list of activities to the right.
 - Enter the **state standard in the search bar**, and all activities for that standard will appear.
 - b. **Preview Activities**
 - Click the blue **Preview Activity** icon, and the activity will open for you to review screen by screen.
 - Click the X in the upper right corner to close the preview window.
 - c. **Assign the activity or activities** and click **Continue**
 - Click the arrow next to the activity or activities to **select the activity** for the assignment or the arrow to **remove the activity** from Selected activities.
 - **Change the order** of the activities within the assignment by dragging them using the hash marks .
 - Use **Require Mastery** switch to require that students master an activity with an 80% or better before they can move on to the next activity.
4. **Confirmation** – Click **Finish** to create the assignment or use the back button to make modifications.



LEARN MORE! Watch this self-help “How to” video: <https://vimeo.com/846289657/685f3cc81e>

