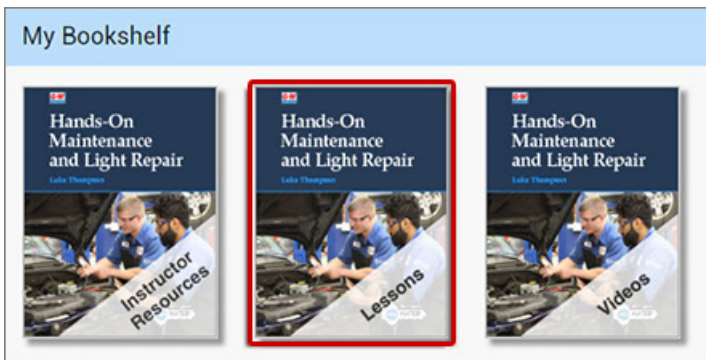


Hands-On Maintenance and Light Repair

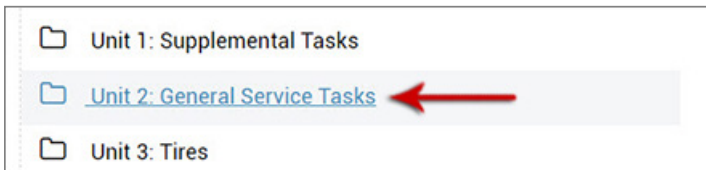
What is the best workflow for assigning content to students at different times?

Sometimes you may wish to assign content to your students at different times. In order to avoid multiple instances of an assignment in your Class Report (listed multiple times in the drop-down), follow the workflow described below.

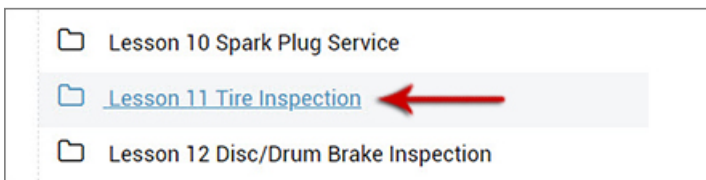
Select the *Hands-On Maintenance and Light Repair, Lessons* cover from the *My Bookshelf* area of the Home page.



Select a *Unit* to expand it and view its contents.



Select a *Lesson* to expand it and view its contents.



Select the *Assignment icon* that corresponds to activity that you would like to assign.



On the *Who* page, select the checkboxes of the students you would like to receive this assignment. Select *Next* to continue to the next page.

The screenshot shows a dialog box titled "Assign 'Lesson 11 Pretest'". On the left is a sidebar with icons for "Who", "When", "Notes", and "Confirm". The main area is titled "Who do you want to assign this test to?". It includes a "Select a school:" dropdown menu with "GW School" selected, and an "Assign to Class:" dropdown menu with "Demo Class" selected. Below these are two columns of student names with checkboxes. The first column has "Sam Ballman", "Jordan Huston", and "Casey Stewart", all of which have their checkboxes checked and are enclosed in a red box. The second column has "Neil Dawson", "Ben Mann", and "Seth Summers", all of which have their checkboxes unchecked. At the bottom of the student list are "Select All" and "Deselect All" buttons, and the text "6 of 6 students selected". At the bottom of the dialog box are "CANCEL" and "NEXT" buttons, with "NEXT" highlighted by a red box.

Adjust the settings on the *When* page to determine when the activity will be available to students. Select *Next* to continue to the next page.

The screenshot shows the same dialog box, but now on the "When" tab. The main area is titled "When do you want the assignment to become available?". It features a date input field with "Friday July-20-2018" entered. Below the date are two radio button options: "Make available immediately on selected date" (which is selected) and "Make available at selected time on selected date". Under the selected option is a time selection interface with "09", "00", and "AM" in separate boxes, and up/down arrows. Below this is another section titled "When do you want the assignment to become unavailable?". It has two radio button options: "The assignment will never become unavailable" (which is selected) and "Make unavailable at selected time on selected date". Under the selected option is an empty date input field and a time selection interface with "09", "00", and "AM" in separate boxes, and up/down arrows. At the bottom of the dialog box are "CANCEL", "BACK", and "NEXT" buttons, with "NEXT" highlighted by a red box.

On the *Notes* page, add any additional information that you would like students to know about this activity. Select *Next* to continue to the next page.

Assign "Lesson 11 Pretest"

Who

When

Notes

Confirm

Enter a title for this assignment (optional)

Enter notes or instructions about the assignment (optional)

CANCEL BACK NEXT

On the *Confirm* page, review your assignment settings. Select the *Back* button or any of the page names/ icons on the left to edit the settings on a previous page.

Assign "Lesson 11 Pretest"

Who

When

Notes

Confirm

Are you ready to make the following assignment?

Assign: Lesson 11 Pretest

Available Date: Friday July-20-2018

Available Time: Immediately on available date

Unavailable Date: Never becomes unavailable

Unavailable Time: N/A

Class: Demo Class

Students: Sam Ballman, Jordan Huston, Casey Stewart

If you want to change the assignment settings, click "Back" to return to previous screens.

CANCEL BACK ASSIGN

Select *Assign* to assign the activity to your students.

CANCEL BACK ASSIGN

When you would like to assign this content to additional students, you will need to edit the existing assignment to add those students. You may do so from the Assignments page. From the top of the page, select *Assignments*.



By default, the Most Recent assignments will display. See [“How do I change assignment settings?”](#) for more information about locating a specific assignment. Select the assignment to which you would like to add more students.



Select the group icon next to *Assigned To*.

Assignment Details

[Preview](#) [Delete](#)



Progress: 0 of 3 students have submitted, 0 scoring required




You created this assignment on Wednesday, August 1, 2018. You can edit the assignment settings.

Title: [Lesson 11 Pretest](#)

Available Date: 7/20/2018

Unavailable Date: Select date

Assigned To:  

Name	Status
 Casey Stewart	Not Started
 Jordan Huston	Not Started
 Sam Ballman	Not Started

Students who have not received this assignment will have empty checkboxes next to their names. Select the checkboxes of the students you would like to add to this assignment. Once you have selected all the desired students, select **Save**.

Student Assignments

Assigned to Class: Demo Class

Students Assigned To:

- Sam Ballman
- Neil Dawson
- Jordan Huston
- Ben Mann
- Casey Stewart
- Seth Summers

*Students already assigned to are checked and disabled.

CANCEL **SAVE**

The assignment details will show the names of all students you selected (both previously and now).

	Name	Status
	Casey Stewart	Not Started
	Jordan Huston	Not Started
	Sam Ballman	Not Started
	Neil Dawson	Not Started
	Ben Mann	Not Started
	Seth Summers	Not Started