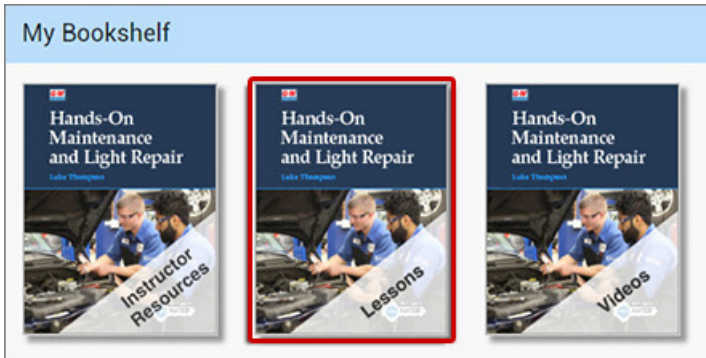


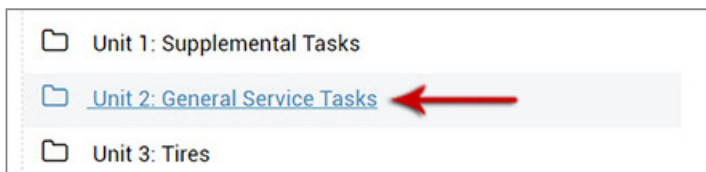
Hands-On Maintenance and Light Repair

How do I create an assignment from the Table of Contents?

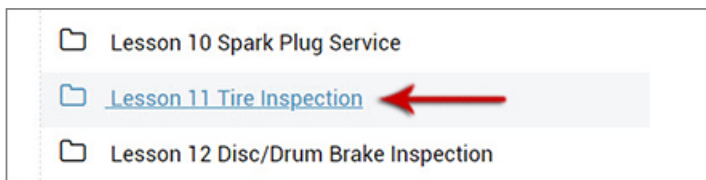
Select the *Hands-On Maintenance and Light Repair, Lessons* cover from the *My Bookshelf* section of the home page.



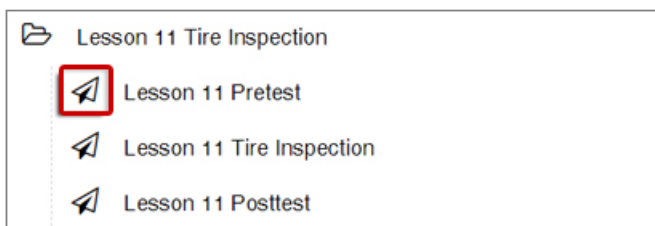
Select a *Unit* to expand it and view its contents.



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



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



Adjust the settings on the *Who* page to determine to which class and students the activity is assigned. Select *Next* to continue to the next page.

The screenshot shows a dialog box titled "Assign 'Lesson 11 Pretest'" with a close button (X) in the top right corner. On the left is a sidebar with four icons: a group of people (labeled "Who"), a calendar (labeled "When"), a notepad (labeled "Notes"), and a thumbs up (labeled "Confirm"). The main area is titled "Who do you want to assign this test to?". It contains a "Select a school:" dropdown menu with "GW School" selected. Below that is an "Assign to Class:" dropdown menu with "Demo Class" selected. A list of six students is shown, each with a checked checkbox: Sam Ballman, Jordan Huston, Casey Stewart, Neil Dawson, Ben Mann, and Seth Summers. At the bottom of the 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 the "NEXT" button highlighted by a red rectangle.

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 with the "When" tab selected in the sidebar. 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 first option are two sets of time selection controls, each with up/down arrows and a time display showing "09 : 00 AM". Below these is a second section titled "When do you want the assignment to become unavailable?". It has two radio button options: "The assignment will never become unavailable" (selected) and "Make unavailable at selected time on selected date". Below the second option is an empty date input field and another set of time selection controls showing "09 : 00 AM". At the bottom of the dialog box are "CANCEL", "BACK", and "NEXT" buttons, with the "NEXT" button highlighted by a red rectangle.

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.

The screenshot shows a dialog box titled "Assign 'Lesson 11 Pretest'". On the left is a vertical sidebar with four icons: "Who" (people icon), "When" (calendar icon), "Notes" (notepad icon), and "Confirm" (thumbs up icon). The "Notes" icon is highlighted. The main area contains two text input fields: "Enter a title for this assignment (optional)" and "Enter notes or instructions about the assignment (optional)". At the bottom, there are three buttons: "CANCEL", "BACK", and "NEXT". The "NEXT" button is highlighted with a red box.

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

The screenshot shows the "Confirm" page of the "Assign 'Lesson 11 Pretest'" dialog box. The sidebar on the left has four icons: "Who", "When", "Notes", and "Confirm". The "Who", "When", and "Notes" icons are highlighted with red boxes. The main area displays the question "Are you ready to make the following assignment?" followed by several assignment details: "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", and "Students: All students". A note at the bottom states: "If you want to change the assignment settings, click 'Back' to return to previous screens." At the bottom of the dialog, there are three buttons: "CANCEL", "BACK", and "ASSIGN". The "BACK" button is highlighted with a red box.

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

This screenshot shows the bottom portion of the dialog box, featuring three buttons: "CANCEL", "BACK", and "ASSIGN". The "ASSIGN" button is highlighted with a red box.