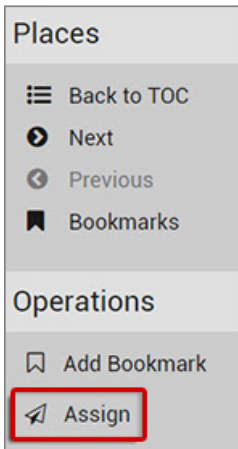


Hands-On Maintenance and Light Repair

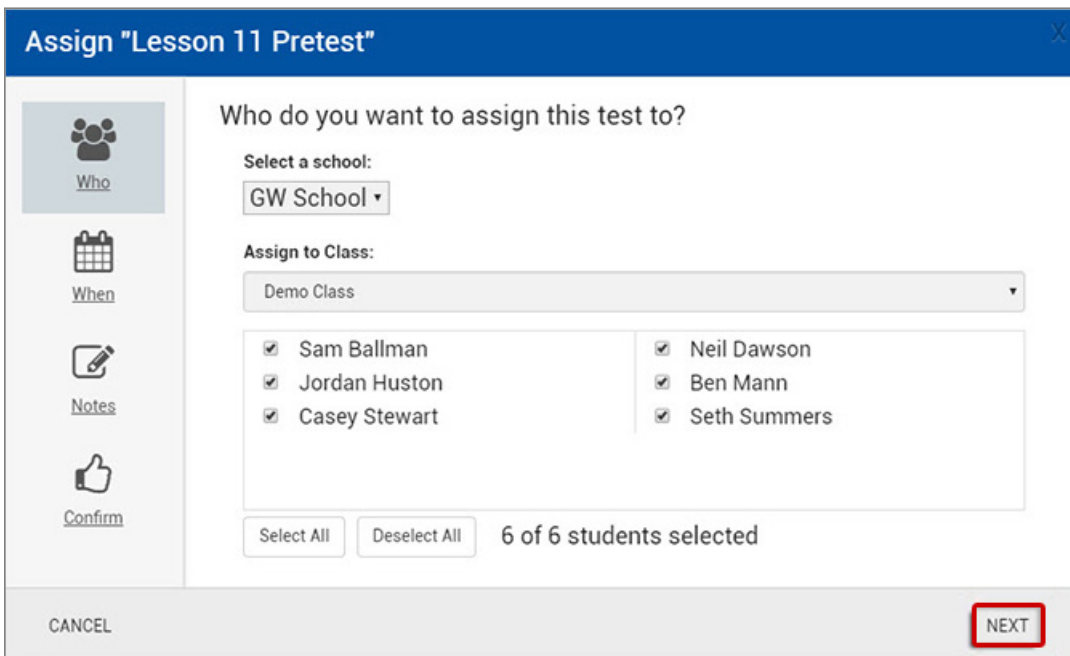
How do I create an assignment from the Table of Contents?

For more information about previewing content, see [“How do I preview content?”](#)

While previewing content, select *Assign* in the left-hand navigation panel.



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.



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 a dialog box titled "Assign 'Lesson 11 Pretest'" with a close button (X) in the top right corner. On the left is a vertical sidebar with four icons: a group of people labeled "Who", a calendar labeled "When" (which is highlighted), a notepad labeled "Notes", and a thumbs-up labeled "Confirm". The main area contains two sections. The first section is titled "When do you want the assignment to become available?" and includes a date input field with "Friday July-20-2018" and two radio buttons: "Make available immediately on selected date" (selected) and "Make available at selected time on selected date". Below the radio buttons is a time picker showing "09 : 00 AM" with up and down arrows. The second section is titled "When do you want the assignment to become unavailable?" and includes two radio buttons: "The assignment will never become unavailable" (selected) and "Make unavailable at selected time on selected date". Below the radio buttons is an empty date input field and a time picker showing "09 : 00 AM" with up and down arrows. At the bottom of the dialog are three buttons: "CANCEL", "BACK", and "NEXT" (which is highlighted with 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.

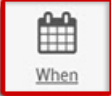
The screenshot shows the same dialog box titled "Assign 'Lesson 11 Pretest'" with a close button (X) in the top right corner. The "Notes" option in the sidebar is now highlighted. The main area contains two sections. The first section is titled "Enter a title for this assignment (optional)" and has an empty text input field. The second section is titled "Enter notes or instructions about the assignment (optional)" and has a large empty text area. At the bottom of the dialog are three buttons: "CANCEL", "BACK", and "NEXT" (which 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.


Assign "Lesson 11 Pretest" X




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: All students

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

CANCELBACKASSIGN

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

CANCELBACKASSIGN