



Hands-On Maintenance and Light Repair **Instructor Support Documentation**

How do I change assignment settings?

You may change the settings of an assignment after it is made from the Assignments page. From the top of the page, select *Assignments*.



By default, the *Most Recent* assignments will display.

← My Assignments	Assignments
Most Recent	Title: Lesson 25 Pretest Available Date: Monday, September 25, 2017
Find by Class ▾	Title: Lesson 25 Posttest Available Date: Monday, September 25, 2017
Find by Date ▾	Title: Lesson 26 Pretest Available Date: Monday, September 25, 2017
Search Tools ▾	

If you teach multiple classes, you may locate assignments by class by selecting *Find by Class*. Then select the name of your school and the name of your class.

← My Assignments	Assignments
Most Recent	Title: Lesson 40 Available Date: Monday, September 25, 2017
Find by Class ▲	Title: Lesson 55 Available Date: Monday, September 25, 2017
GW Demo School ▲	Title: Lesson 25 Pretest Available Date: Monday, September 25, 2017
Demo Class	Title: Lesson 25 Posttest Available Date: Monday, September 25, 2017
Demo Class 2	
Find by Date ▾	
Search Tools ▾	

Select *Find by Date* and then the desired year and month to view only the assignments from a particular month.

← My Assignments	Assignments
Most Recent	Title: Lesson 5 Posttest Available Date: Thursday, August 31, 2017
Find by Class ▾	Title: Lesson 4 Available Date: Thursday, August 31, 2017
Find by Date ▲	Title: Lesson 5 Available Date: Thursday, August 31, 2017
2017 ▲	Title: Lesson 4 Pretest Available Date: Thursday, August 31, 2017
September (64)	
August (6)	
Search Tools ▾	

To locate assignments containing a specific word, select *Search for Assignment* and then enter the keyword in the search field.

← My Assignments	Assignments
Most Recent	Assignment Title to Search For: pretest ←
Find by Class ▾	Title: Lesson 26 Pretest Available Date: Monday, September 25, 2017
Find by Date ▲	Title: Lesson 25 Pretest Available Date: Monday, September 25, 2017
2017 ▲	Title: Lesson 8 Pretest Available Date: Tuesday, September 19, 2017
September (64)	Title: Lesson 6 Pretest Available Date: Monday, September 18, 2017
August (6)	
Search Tools ▲	
Search for Assignment	