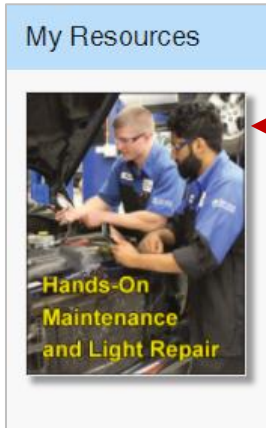


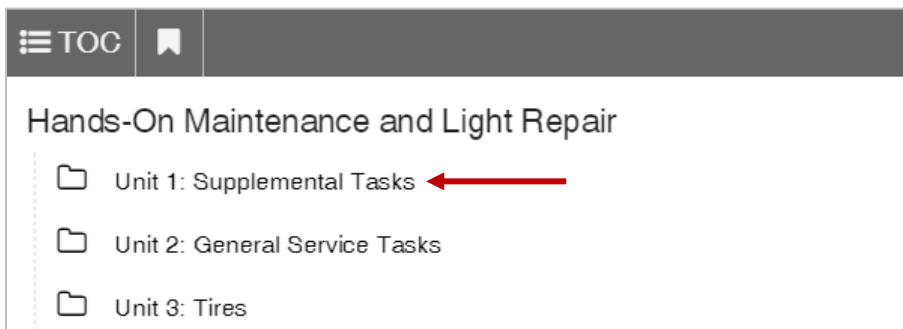
## ***Hands-On Maintenance and Light Repair*** **Instructor Support Documentation**

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

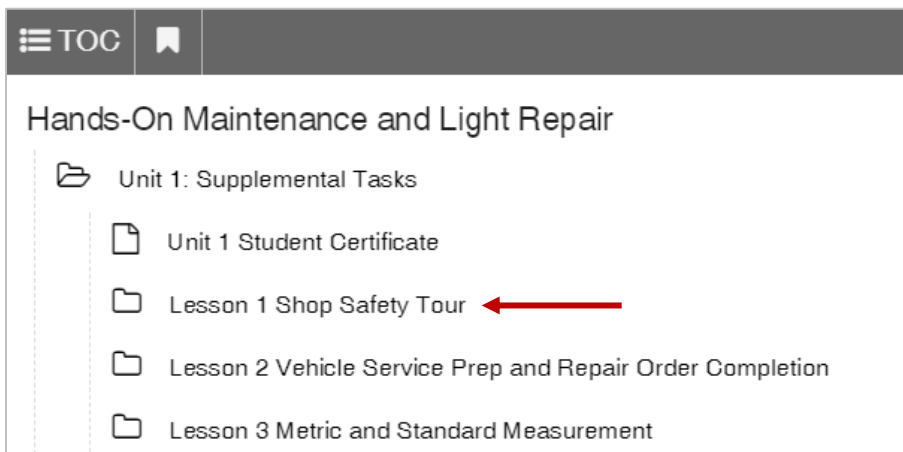
Select the *Hands-On Maintenance and Light Repair* cover from the *My Resources* section of the home page.



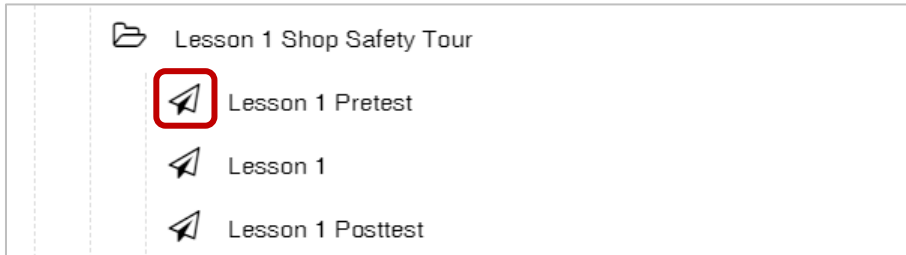
Select a Unit to expand it and view its contents.



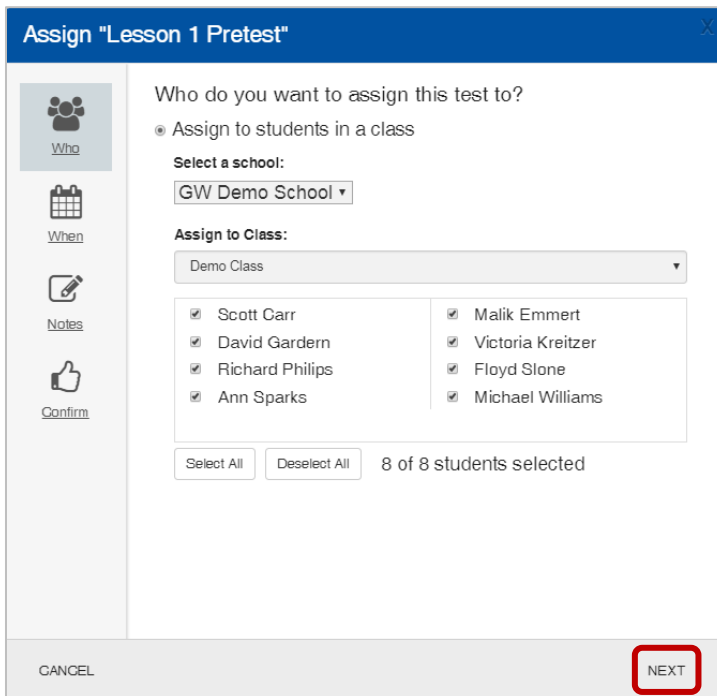
Select a Lesson to expand it and view its contents.



Select the *Assignment icon* that corresponds to activity that 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.



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.

**Assign "Lesson 1 Pretest"**

Who

When

Notes

Confirm

When do you want the assignment to become available?

Friday September-22-2017

- Make available immediately on selected date
- Make available at selected time on selected date

09 : 00 AM

When do you want the assignment to become unavailable?

- The assignment will never become unavailable
- Make unavailable at selected time on selected date

09 : 00 AM

CANCEL BACK **NEXT**

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. **Note:** If you adjusted the previous settings to make the assignment unavailable on particular date/time, please include that information in the *Notes* field so it will display to the students.

**Assign "Lesson 1 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 go to and edit the settings on a previous page.

### Assign "Lesson 1 Pretest" X

Are you ready to make the following assignment?

**Who** *Assign:* Lesson 1 Pretest

**When** *Available Date:* Friday September-22-2017

**Notes** *Available Time:* Immediately on available date

*Unavailable Date:* Never becomes unavailable

*Unavailable Time:* N/A

**Confirm** *Class:* Demo Class

*Students:* All students

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**