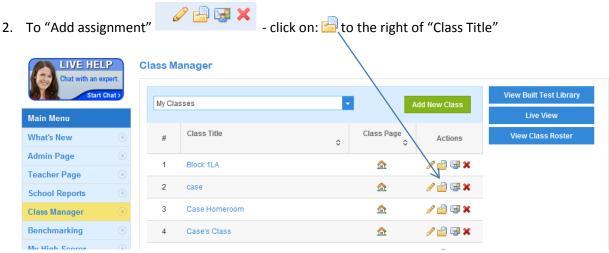
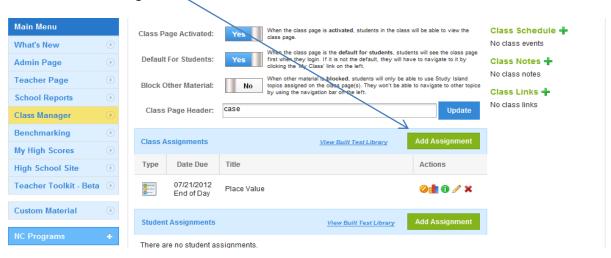
## **Creating Daily or Weekly Homework**

## \*Test Builder and Writing Assignments follow the same steps

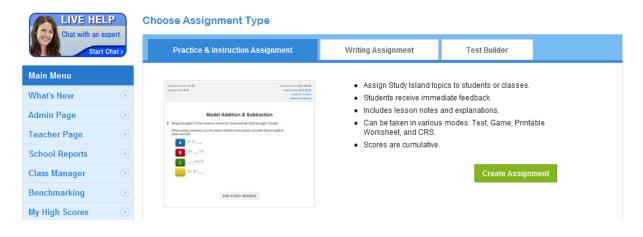
Log in as teacher
Go to CLASS MANAGER \*\* (Under "Class Page" a house picture means the page is activated)



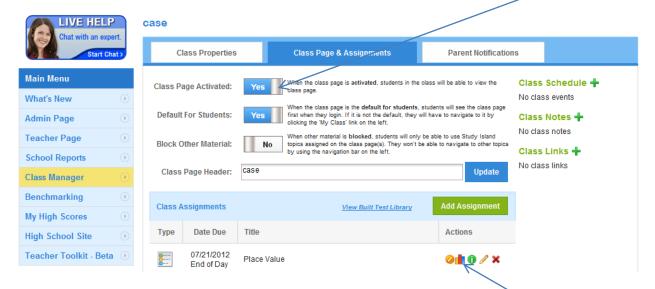
3. Click on "Add Assignment"



4. Click on "Create Assignment" \*(or "Create Writing Assignment" or "Test Builder")



- 5. Work from the top down filling out the following information
  - Give the assignment a title
  - Give the assignment a due date
  - Choose to "Activate" or wait until later
  - Offer instructions
  - Optional: If a calculator is needed simply choose Standard or Scientific
- 6. Click "Next"
  - Select a Program
  - Select a Subject
  - Click on the specific standards (objectives)
- 7. Click "Save & Exit"
- \*\*When the first assignment or assessment is given you have to activate your group. Simply click "Yes" where it says: Class Page Activated. *This is only done once.*



As students work through the assignment you can check their progress by clicking on 4 "Assignment Results Icon.

**Send reports to your EMAIL** by opening the Assignment Result Page click on tab. This way, you can monitor completion just by checking your email!

