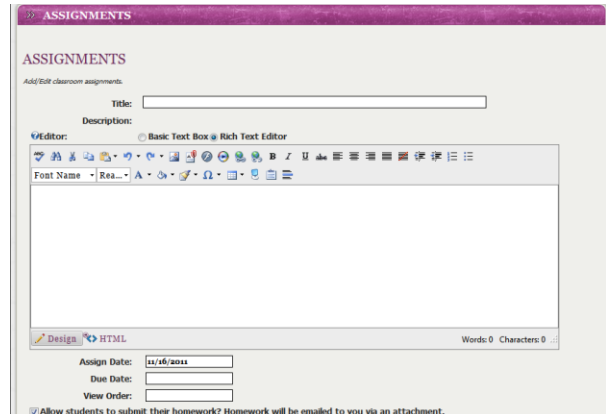


How to add information to Assignments Module

Click 

Fill in the information

- Title:** Title of the assignment
- Description:** Enter details of the assignment
- Assign Date:** Date defaults to current date
- Due Date:** Required field
- View Order:** Numerical field




The screenshot shows the 'ASSIGNMENTS' form in a web application. It includes a 'Title' text field, a 'Description' field with a rich text editor (Basic Text Box @ Rich Text Editor), and a 'Font Name' dropdown. Below the editor are fields for 'Assign Date' (set to 11/16/2011), 'Due Date', and 'View Order'. A checkbox at the bottom is labeled 'Allow students to submit their homework? Homework will be emailed to you via an attachment.'

Check or UnCheck the ALLOW Students to **SUBMIT via EMAIL**

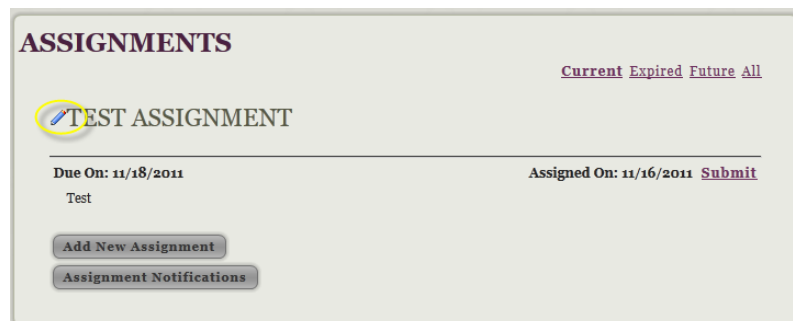
Click 

Repeat steps to add additional assignments.

How to edit information to an Assignment

Click  on the assignment you wish to change - make changes

Click 



The screenshot shows the 'ASSIGNMENTS' list in a web application. It features a table with columns for 'Current', 'Expired', 'Future', and 'All'. The first entry is 'TEST ASSIGNMENT', which has an edit icon (pencil) next to it. Below the entry, it shows 'Due On: 11/18/2011' and 'Assigned On: 11/16/2011' with a 'Submit' link. At the bottom of the list are buttons for 'Add New Assignment' and 'Assignment Notifications'.

How to delete Assignment

Click  on the assignment you wish to remove.

Change the Due Date to expire. Assignment will move over to the EXPIRED TAB

How Students and Parents sign up for Notification

Direct the Student / Parents to your website address the assignments page

>> ASSIGNMENTS SUBSCRIBE

Subscribe

Your Email Address:

Subscription Type: Email Text Message

Note: Standard charges will apply for text message notifications.

[Submit](#) [Close](#)

Unsubscribe

Your Email Address:

[Submit](#) [Close](#)

They can sign up for Email and or Text message by filling in the information.

Click Submit.

A reminder will go out a day before the assignment is due.

Parents/Students/Staff can also UNSCRIBE by filling in the email information they enrolled with