

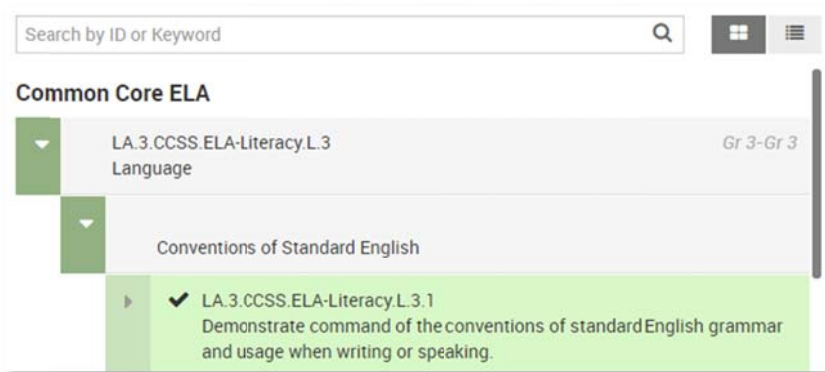
Assigning Resources to Students

This document is intended for teachers who want to learn how to create a student resource, search for student resources, assign materials to students, and access assignment information.

Creating a Resource for Students

To create a resource for students:

1. Roll your cursor over the Classrooms header and click **Instructional Materials**
2. From the Create menu at the top right, select **Resource**
3. Click **Go**
4. Select a subject and grade range, and then click **Select Standard Alignment**
5. Select one or more standards sets
6. Search by ID, keyword or browse to locate one or more standards to align; selected standard appear in the right column



7. Click **Save and Close**
8. Add a title and description

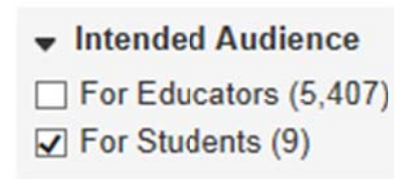
9. For Duration, indicate the approximate time it will take students to complete this assignment
10. Indicate the format of the resource
11. On the Define Properties tab, complete the required (*) fields
12. Under For Students, select **Yes**
13. Under Content add to any of the following:
 - Text-based Content – click a section from the pre-defined one(s) listed or click Add your own custom section
 - Attachments – browse for and attach one or more files
 - Website Link – Point to the URL of an existing resource
14. Under Organizers, check all that apply
15. Click **Save**

Searching for Student Resources

Your district may make resources for students available to you.

To locate resources for students:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Click **Search**
3. To limit the results to resources for students, under Intended Audience, select **For Students**



Assigning Resources to Students

On some sites, materials will be organized by source, as shown by the tabs below. Each tab indicates how many materials match the current filters.



- To assign the resource, click **Assign**

Assigning Resources to Students

Resources you create or save from the materials bank are located in My Materials, where you can assign resources to students in one or more of the sections you teach.

To assign a resource:

- Roll your cursor over Classrooms and select **Instructional Materials**
- Click **Go to My Materials**
- Next to the resource name, click **Assign**
- Enter a due date for the assignment

R Vocabulary List for To Kill a Mockingbird

Due Date *
03/28/2013

Make visible to students on:
Start Date * End Date *
03/28/2013 04/04/2013

Instructions/Comments
Please review this list of vocabulary words as you read chapters 1-10 of "To Kill a Mockingbird"

- Enter a start and end date

The assignment is visible on the home page of the students you select between those dates.

- If applicable, enter instructions or comments for your students (up to 250 characters) in the Instructions/Comments field
- Assign the content to one or more of your sections

Assign to *

- My Sections
- ENGLISH LIT & COMP 7 - Sec-09 Per-1
- ENGLISH LIT & COMP 7 - Sec-10 Per-5
- RICA 7-@ERR - Sec-09 Per-3
- SOCIAL STUDIES 7 - Sec-09 Per-2

- Click **Assign**

Accessing Assignment Information

- [Edit](#)
- [Assign](#)
- [Assigned By Me \(1\)](#)

When you assign a resource to students, the Assigned By Me link appears on your material details page. The number next to it shows how many times you have assigned the material. Click the title of the lesson and then click **Assigned By Me** to see a history of the assignments.

My Assignments of this Material

Name	Due Date	Edit	Delete
"The Tell-Tale Heart" Vocabulary Scavenger Hunt 8 Sections assigned	4/3/2013		

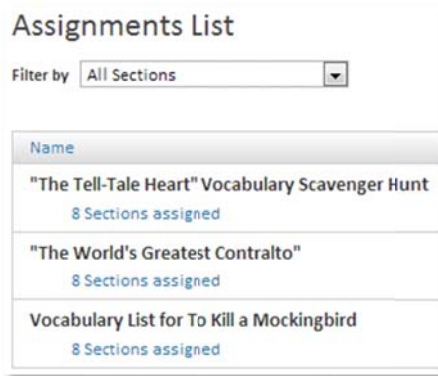
Assigning Resources to Students

To see a list of all your assignments, follow these steps:

1. Roll your cursor over Classrooms and select **Assignments**
2. Filter by section to search for the assignment

If you assigned a resource to multiple sections, click **Sections assigned** to see the list of sections.

If you assigned the resource to one section, you will see the section name.



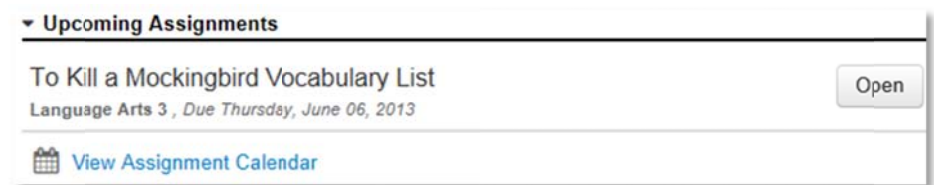
3. To update an assignment, click **Edit** next to the material name
Keep in mind that clicking Delete removes the assignment, but not the resource.



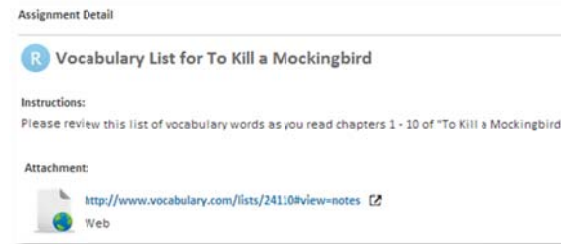
How Students Access Assignments

When a student signs in to his Schoolnet home page, he or she sees a section labeled Upcoming Assignments.

The home page can display up to five assignments.



Students will click **Open** to view a link to the resource and any instructions from the teacher.



To view all of their assignments by week or day, students click **View Assignment Calendar**. Students can filter by class, navigate to another week, or use the calendar to jump to a specific date. Dates with assignments due are highlighted in bold on the calendar.

