



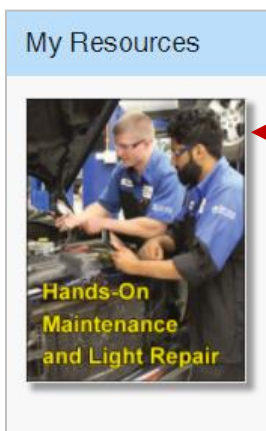
## ***Hands-On Maintenance and Light Repair*** **Instructor Support Documentation**

### Assignments

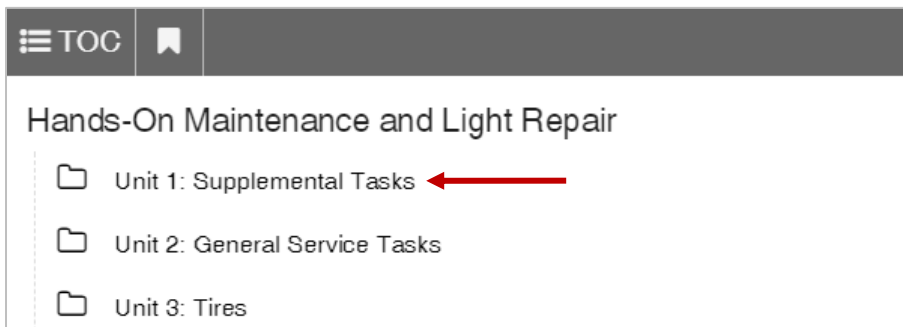
#### **What is the best workflow for assigning content to students at different times?**

Sometimes you may wish to assign content to your students at different times. In order to avoid multiple instances of an assignment (multiple drop-downs) in your Class Report, follow the workflow described below.

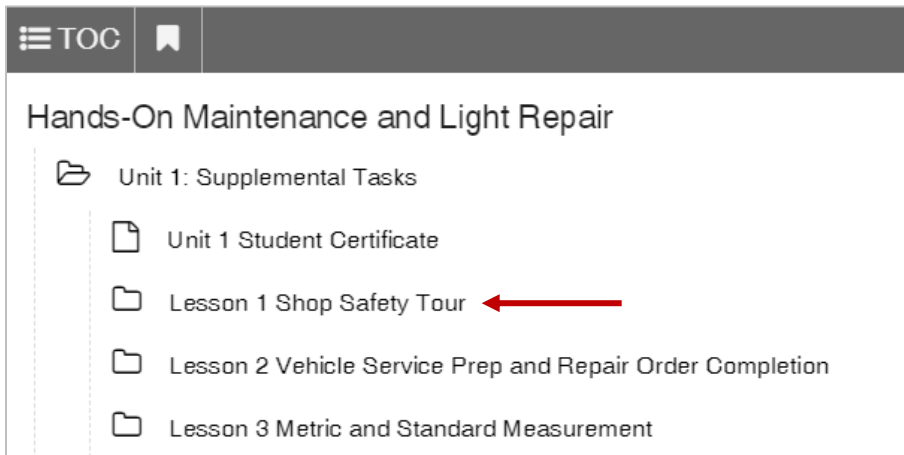
Select the *Hands-On Maintenance and Light Repair* cover from the *My Resources* section of the home page.



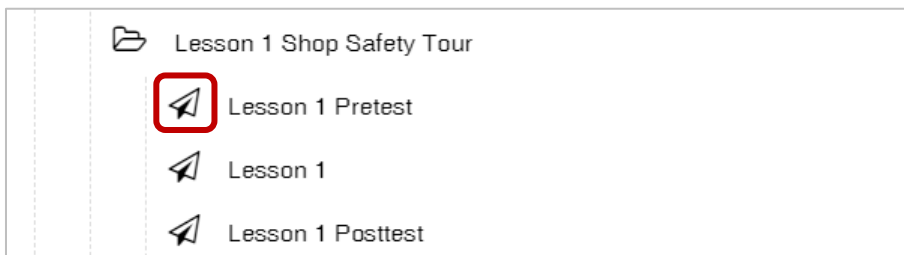
Select a Unit to expand it and view its contents.



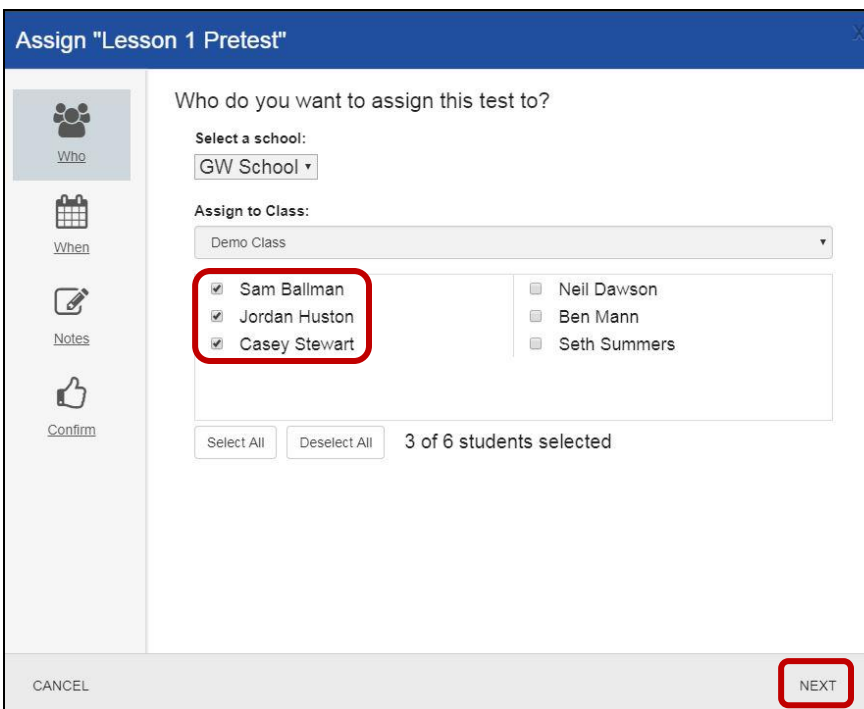
Select a Lesson to expand it and view its contents.



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 will be assigned initially. 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.

The screenshot shows a dialog box titled "Assign 'Lesson 1 Pretest'" with a close button (X) in the top right corner. On the left is a vertical sidebar with four icons: a group of people labeled "Who", a calendar labeled "When" (which is highlighted), a pencil labeled "Notes", and a thumbs-up labeled "Confirm". The main area contains two sections. The first section is titled "When do you want the assignment to become available?" and includes a date input field with "Friday September-22-2017" and two radio buttons: "Make available immediately on selected date" (selected) and "Make available at selected time on selected date". Below the radio buttons is a time selection interface with "09" in the hour field, "00" in the minute field, and "AM" in the period field, with up and down arrows for each. The second section is titled "When do you want the assignment to become unavailable?" and includes two radio buttons: "The assignment will never become unavailable" (selected) and "Make unavailable at selected time on selected date". Below the radio buttons is an empty date input field and a time selection interface identical to the one above. At the bottom of the dialog are three buttons: "CANCEL", "BACK", and "NEXT" (which is highlighted with a red square).

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.

The screenshot shows the same dialog box titled "Assign 'Lesson 1 Pretest'" with a close button (X) in the top right corner. The sidebar on the left now has the "Notes" icon highlighted. The main area contains two sections. The first section is titled "Enter a title for this assignment (optional)" and has an empty text input field. The second section is titled "Enter notes or instructions about the assignment (optional)" and has a large empty text area. At the bottom of the dialog are three buttons: "CANCEL", "BACK", and "NEXT" (which is highlighted with a red square).

On the *Confirm* page, review your assignment settings. Select the *Back* button or any of the page names/icons on the left to edit the settings on a previous page.

Assign "Lesson 1 Pretest"

Are you ready to make the following assignment?

Assign: Lesson 1 Pretest

Available Date: Thursday March-29-2018

Available Time:

Unavailable Date:

Unavailable Time:

Class: Demo Class

Students: Sam Ballman, Jordan Huston, Casey Stewart

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

When you would like to assign this content to a different set of students, you will need to edit the existing assignment to add those students. You may do so from the Assignments page. From the top of the page, select *Assignments*.



By default, the *Most Recent* assignments will display. Select the specific assignment to which you would like to add more students.

< My Assignments

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**Most Recent**

Find by Class v

Find by Date v

Search Tools v

**Assignments**

Title: Lesson 11 Tire Inspection

Available Date: Wednesday, March 7, 2018

Title: Lesson 1 Shop Safety Tour

Available Date: Monday, March 26, 2018

Title: Lesson 6 Pretest

Available Date: Tuesday, March 27, 2018

Title: Lesson 6 Vehicle Inspection Part A

Available Date: Tuesday, March 27, 2018

Title: Lesson 1 Pretest

Available Date: Thursday, March 29, 2018

Select the people/group icon next to *Assigned To*:

**Assignments**

Title: Lesson 11 Tire Inspection

Available Date: Wednesday, March 7, 2018

Title: Lesson 1 Shop Safety Tour

Available Date: Monday, March 26, 2018

Title: Lesson 6 Pretest

Available Date: Tuesday, March 27, 2018

Title: Lesson 6 Vehicle Inspection Part A

Available Date: Tuesday, March 27, 2018

Title: Lesson 1 Pretest

Available Date: Thursday, March 29, 2018

**Assignment Details**

Preview Delete

**Progress**

You created this assignment on Thursday, March 29, 2018. You can edit the assignment settings.

Title: [Lesson 1 Pretest](#)

Available Date: 📅 3/29/2018 v

Unavailable Date: 📅 Select date v

Assigned To: 👤 ←

0 of 3 students have submitted

0 scoring required

	Name	Status
<input type="checkbox"/>	Casey Stewart	Not Started
<input type="checkbox"/>	Jordan Huston	Not Started
<input type="checkbox"/>	Sam Ballman	Not Started

Students who have not been received this assignment will have empty checkboxes next to their names. Select the checkboxes of the students you would like to add to this assignment. Once you have selected all the students, select **Save**.

### Student Assignments

Assigned to Class: Demo Class

Students Assigned To:

- Sam Ballman
- Neil Dawson ←
- Jordan Huston
- Ben Mann ←
- Casey Stewart
- Seth Summers ←

\*Students already assigned to are checked and disabled.

CANCEL SAVE

The assignment details will show the names of all students you selected (both previously and now).

### Assignment Details

Preview Delete

You created this assignment on Thursday, March 29, 2018. You can edit the assignment settings.

**Progress**

0 of 3 students have submitted  
0 scoring required

Title: [Lesson 1 Pretest](#)

Available Date:  3/29/2018

Unavailable Date:  Select date

Assigned To:

Name	Status
Casey Stewart	Not Started
Jordan Huston	Not Started
Sam Ballman	Not Started
Neil Dawson	Not Started
Ben Mann	Not Started
Seth Summers	Not Started