

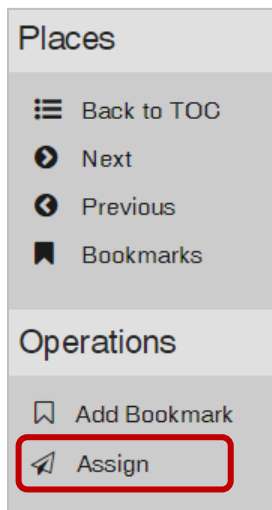


## ***Hands-On Maintenance and Light Repair*** **Instructor Support Documentation**

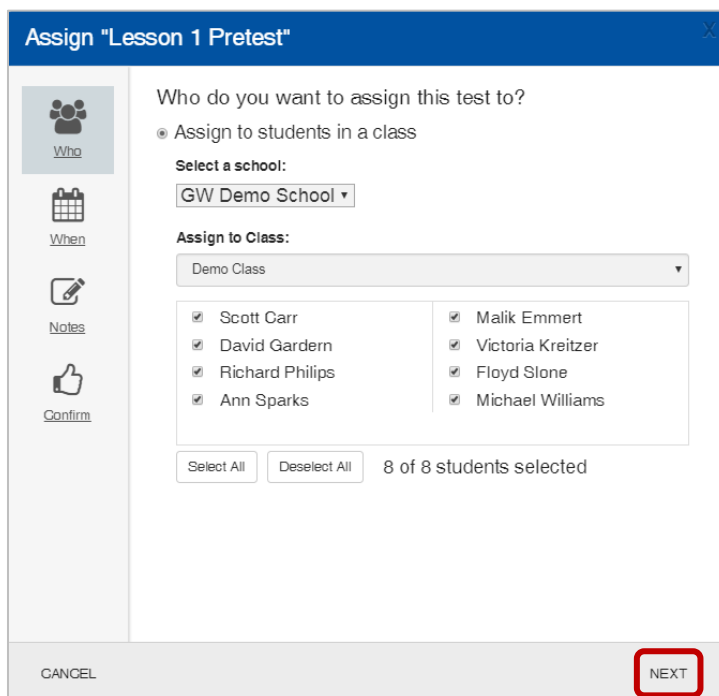
### **How do I create an assignment while previewing content?**

For more information about previewing content, see [“How do I preview content?”](#)

While previewing content, select *Assign* in the left-hand navigation panel.



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.

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", a notepad labeled "Notes", and a thumbs-up labeled "Confirm". The "When" icon is highlighted. The main content area has two sections. The first section is titled "When do you want the assignment to become available?" and contains a date input field with "Friday September-22-2017". Below it are two radio buttons: "Make available immediately on selected date" (selected) and "Make available at selected time on selected date". Under the second radio button is a time picker showing "09 : 00 AM" with up/down arrows. The second section is titled "When do you want the assignment to become unavailable?" and contains two radio buttons: "The assignment will never become unavailable" (selected) and "Make unavailable at selected time on selected date". Below the second radio button is an empty date input field and a time picker showing "09 : 00 AM" with up/down arrows. At the bottom of the dialog are three buttons: "CANCEL", "BACK", and "NEXT". The "NEXT" button 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 "Assign 'Lesson 1 Pretest'" but now on the "Notes" page. The "Notes" icon in the sidebar is highlighted. The main content area has two text input fields. The first is titled "Enter a title for this assignment (optional)" and is empty. The second is titled "Enter notes or instructions about the assignment (optional)" and is a larger text area, also empty. At the bottom of the dialog are three buttons: "CANCEL", "BACK", and "NEXT". The "NEXT" button 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 go to and edit the settings on a previous page.

Assign "Lesson 1 Pretest"

Are you ready to make the following assignment?

**Who** Assign: Lesson 1 Pretest

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

Available Time: Immediately on available date

**Notes** Unavailable Date: Never becomes unavailable

Unavailable Time: N/A

Class: Demo Class

Students: All students

Confirm

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