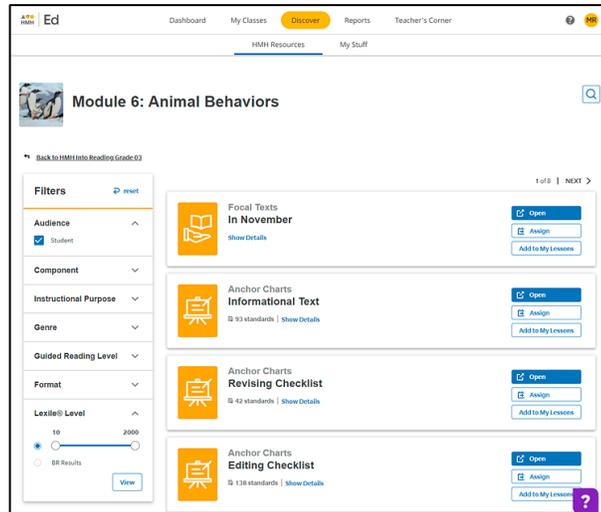


HMH Ed™ allows you to locate resources and create assignments on the **HMH Resources** page.

## Create Assignments

- On the **HMH Resources** page, find the resource you need to assign.  
See [About Resources](#) for details about various ways to locate resources and filter the resources list.



- Click the **Assign** button. The **Create Assignment** page appears.

- Complete the assignment fields as follows.

### Field

### Action

#### Assignment Name

- Note that the assignment name defaults to the name of the module or lesson.
- Type a different name for the assignment, if needed.

#### Directions (optional)

- Type specific directions and descriptions for the students to follow while completing the assignment.

**3** Complete the assignment fields. *(continued)*

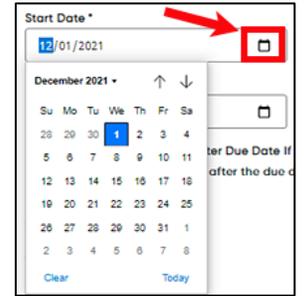
**Field**

**Action**

**Start Date**

This is the date that the assignment will be available to the selected students. For most assignments, the start date defaults to the current date.

- Click the calendar icon and select a different start date, if needed.



**Start Time (optional)**

This is the time that the assignment will be available to the selected students.

If no start time is set, the assignment becomes available to the selected students at the beginning of the day (midnight) on the start date.

- In the lists provided, click the down arrow and select the hour, minute, and AM/PM to specify the start time.

**Due Date**

This is the date that the assignment is due to be completed.

If the due date is being enforced (**No Data Submission after Due Date/End Time** check box is selected), this is the date that the selected students will no longer be able to access or submit this assignment. If the due date is *not* being enforced, then this is the recommended date that the assignment is due to be completed.

For most assignments, the due date defaults to seven days (1 week) from the current date.

- Click the calendar icon and select a different due date, if needed.

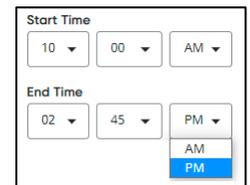
**End Time (optional)**

This is the end time that the assignment is due to be completed.

If the due date is being enforced, this is the time (on the due date) that the selected students will no longer be able to access or submit this assignment. If the due date is *not* being enforced, then this is the recommended end time for the assignment.

If the due date is enforced and *no end time is specified*, then students will lose the ability to access or submit the assignment at the end of the day (midnight) of the due date.

- In the lists provided, click the down arrow and select the hour, minute, and AM/PM to specify the end time.

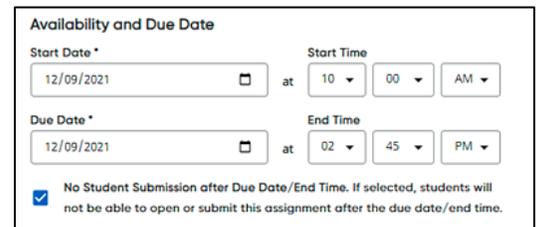


**No Data Submission after Due Date/End Time (optional)**

This check box allows you to enforce the due date and end time, preventing students from accessing or submitting the assignment after the due date and end time.

- Select this check box to enforce the due date and (if specified) end time.

For students actively working in the assignment (assignment is open) when the due date/end time passes, they are allowed to complete and submit the assignment, even if this submission occurs after the due date/end time. However, if they close the assignment without submitting it, they will not be able to reopen the assignment.



### 3 Complete the assignment fields. *(continued)*

#### Field

#### Allow Students to Review Assessment Answers

*(appears only for specific assignment-types; see note for details)*

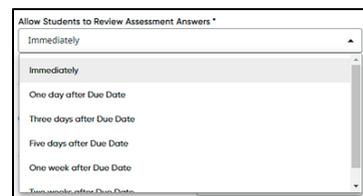
#### Action

**Note:** This field appears for all program assessments and custom assessments and also for document-based investigation writing activities in the Social Studies programs.

This allows you to specify when students can review the answers to a completed and scored assessment or assignment. The default is set to **Immediately**, which allows students to review answers as soon as the assignment is scored.

- Click in the field and then select a date period option from the list.

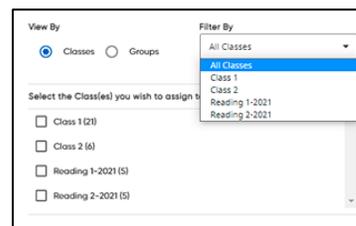
When the assignment is completed and scored, students see a note on the **Done** tab of their **Assignments** page and on their **Scores** page, stating the date that the assignment will be available for review.



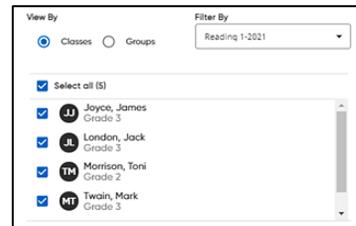
#### View By / Filter By

- In the **View By** list, select **Classes** to assign to a class (or classes) or select **Groups** to assign to a group (or groups).

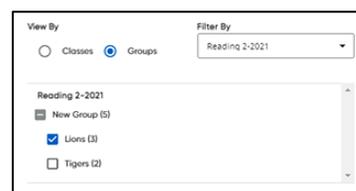
- If you want to view the list of students in a class or the groups created for a particular class, click the down arrow in the **Filter By** list and select a class



If you select a class, the check boxes for all the students in the selected class are checked by default, indicating that all students in the class are selected to receive the assignment.

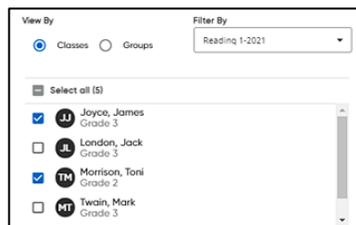


If you select a group, all of the students within that group are selected to receive the assignment.



- If you prefer to create the assignment for only some of the students in a selected class, clear the check box beside any student that is not to receive this assignment.

In the example below, the teacher chose not to create this assignment for two students Jack London and Mark Twain.



- 4 Click [Assign](#). The assignment is created and will be available to the selected students, class(es), or group(s) on the designated start date. You can monitor assignment status and manage assignments on the **Assignments** page. See [Manage Assignments](#) for details.