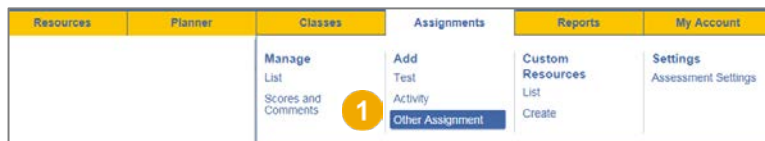
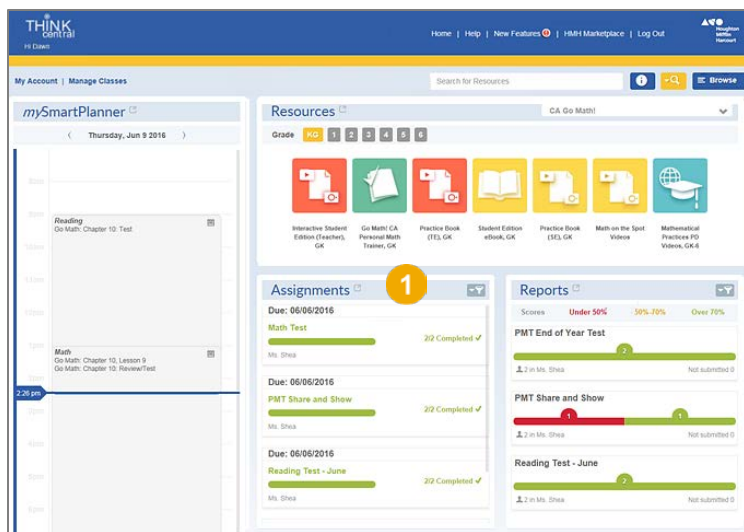


## Open Assignment List and Add Student Information



1 Click the header bar in the **Assignments** gadget.

Or

Click the **Assignments** tab, move to the **Add** area, and then click **Other Assignment**.

The **Assignment List** page appears.

2 Click the **Add Assignment** button.  
The **Add Assignment** page appears.

**Assignment List**

Find assignments

Due Date: ~Select a Range~

From: 10/20/16 To: 10/28/16

Class: All Subject: All Student: Entire Class

☐ Show only Automated Prescription capable tests ☐ Show only tests

Find Clear

**Assignments**

Soar to Success Administrator's Assignment(s)

Add Test Add Activity Add Assignment

Subject	Assignment	Due Date	Student Count	Status	Actions	Show Answers
No matches were found for your search. Try adjusting your search criteria.						

Add Test Add Activity Add Assignment

**Add Assignment**

Student information

Assignment name: Assignment 8

Student instructions: Complete by end of day Tuesday

Add: Select a Resource Type

Go

3 Type a name and instructions for the assignment; in the **Add** list, select **Searchable Resource**, and then click **Go**. The search box appears.

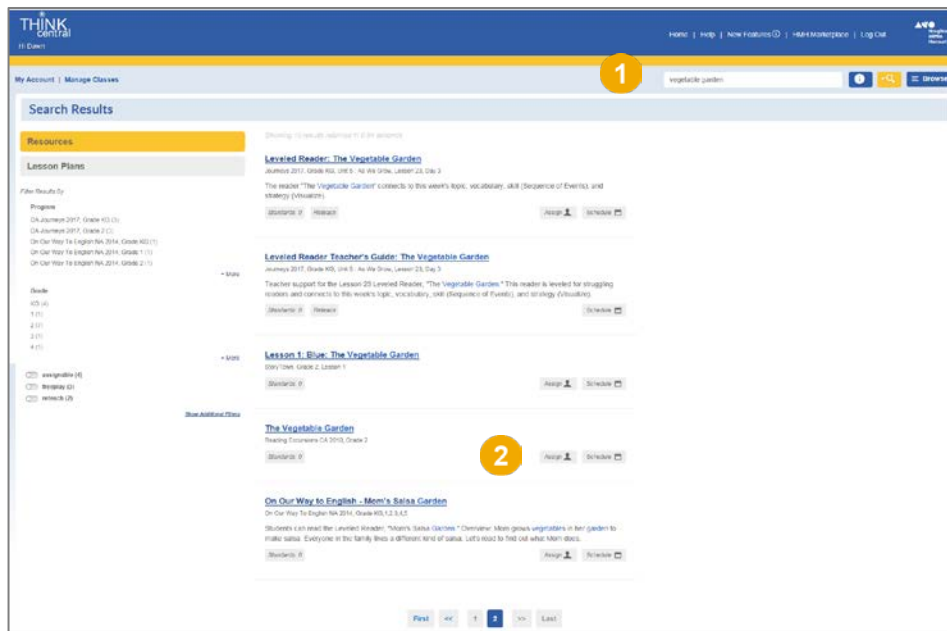
The **Resource Type** list also allows you to select **Text Only** or **URL**.

- The **Text Only** option allows you to type instructions or notes for the assignment.
- The **URL** option allows you to include a clickable link to an online resource for the assignment.

## Locate Lesson and Add Assignment Information

- 1 Type keywords in the search box to locate the resource to be assigned.  
(See [Search Resources and Lesson Plans](#) for details.)
- 2 When you have located the resource, click **Assign**. The **Add Assignment** page appears again.

The newly added resource displays in blue at the bottom of the **Student information** area.



- 3 Select the **Class**, **Subject**, and, if needed **Group** from the lists.
- 4 Assign to all the **Available Students** by clicking the **Add All >>** button.  
Or select assign to individual students by selecting each student in the **Available Students** box, and then click the **Add >** button. The selected students are displayed in the **Students in Assignment** box.

Use the **< Remove** or **<< Remove All** buttons to remove students from the class roster.

- 5 Set the **Available date**, **Due date**, and **Times Available**.
- 6 Click **Save**. The assignment is activated.

### Add Assignment

**Student information**

Assignment name:

Student instructions:

Add:

[Lesson 1: Blue: The Vegetable Garden](#)

**Assignment information**

Class:  3

Subject:

Group:

**Available Students**

4

**Students in Assignment**

Carder, Claire  
Fox, James  
Jackson, Taylor  
Jones, Andrea  
Lynch, Eleanor  
Ortega, Sophia  
Vestal, Michael

Available date:

Due date:

Times Available:

From:  To:

6

By clicking **Preview**, you can view the assignment as your students see it.

## Saved Assignment Listed on Assignment List Page

The saved assignment appears on your **Assignment List** page and on your students' **Things to Do** list when the **Available Date** allows it.

### Assignment List

#### Find assignments

Due

--Select a Range--

Date:

From:

10/20/16

To:

10/28/16

Class:

All

Subject:

All

Student:

Entire Class

☐ Show only Automated Prescription capable tests

☐ Show only tests

Find

Clear

#### Assignments

Soar to Success  
Assignment(s)

Administrator's  
Assignment(s)

Add Test

Add Activity

Add Assignment

1 - 1 of 1 Records

Subject	Assignment	Due Date	Student Count	Status	Actions	Show Answers
Reading	Assignment 8	10/28/16	N/A	Not started	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a> <a href="#">View Progress</a>	

1 - 1 of 1 Records

Add Test

Add Activity

Add Assignment