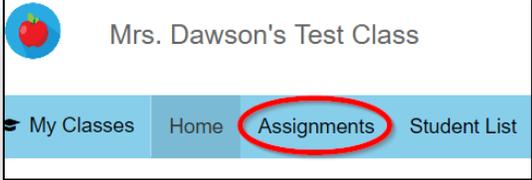
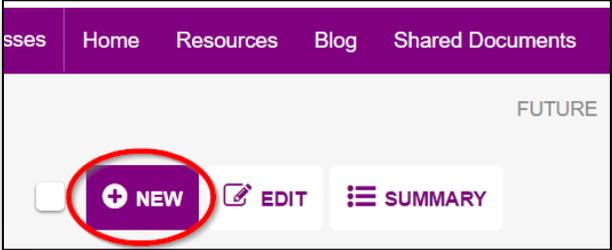
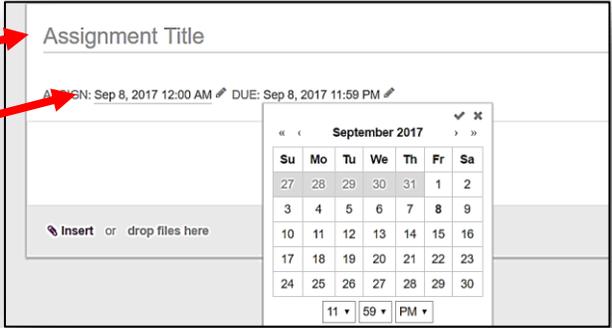


# Scholantis Assignments

## Creating a New Assignment

### Introduction

You can use your site to create assignments for students, distribute them, collect them and mark them online. This page will take you through creating an assignment.

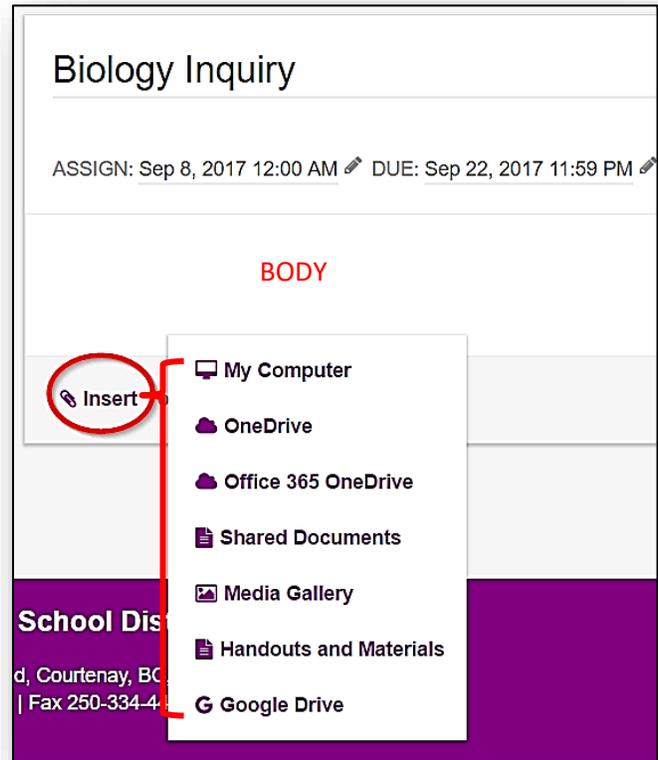
<p>1</p> <p>Open your <b>My Site</b> class and click on the <b>Assignments</b> tab on your navigation bar.</p>	 <p>A screenshot of a web interface for 'Mrs. Dawson's Test Class'. The navigation bar is light blue and contains four tabs: 'My Classes', 'Home', 'Assignments', and 'Student List'. The 'Assignments' tab is circled in red.</p>
<p>2</p> <p>If this is the first time you have used this function, click on "<b>I know what I'm doing, let's begin</b>".</p> <p>If you have used your assignments feature before, click on <b>New</b>.</p>	 <p>A screenshot of a purple navigation bar with 'Home', 'Resources', 'Blog', and 'Shared Documents' tabs. Below the bar are three buttons: 'NEW' (with a plus sign), 'EDIT' (with a pencil icon), and 'SUMMARY' (with a list icon). The 'NEW' button is circled in red.</p>
<p>3</p> <p>Now you can name your Assignment and click on the dates to change the date assigned and the due date. Click on the check mark when you are finished choosing the date.</p>	 <p>A screenshot of the assignment creation form. It has a text input field for 'Assignment Title'. Below it are two date pickers: 'ASSIGN: Sep 8, 2017 12:00 AM' and 'DUE: Sep 8, 2017 11:59 PM'. A calendar for 'September 2017' is open, showing dates from 27 to 30. A red arrow points from the 'Assignment Title' field to the calendar, and another red arrow points from the calendar to the 'DUE' date field. At the bottom of the calendar is a time selector showing '11:59 PM'.</p>

Now you can create your assignments typing in the body section.

Click Insert to add something you have already created and saved somewhere else.

You can also drag and drop files from your computer here.

When you click on the body section you will get another set of controls at the top of the screen. These work very similar to other word processors (MS Word). See box below.



Clicking on **Insert** at the top also allows you an easy way to add tables, videos and links to your assignments.



When you have finished creating your assignment, click on Not Copied on the bottom right. This will send a copy of the assignment out to all of your students for that class. They can open it and work on it by clicking on Assignments when they open your class page.



Click **Add Assignment** to finish.

