

# View and Manage Assignment Sheets

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

You can create assignment sheets for students, and teachers can share assignment sheets.

## Step-by-Step

Assignment sheets you created...

### View

Click **Assignments**. Your assignments appear under *My Assignment Sheets*.

Sample Organization

LEARNING RESOURCES TEACHING RESOURCES **ASSIGNMENTS** SHARED ASSIGNMENT SHEETS

Welcome, Sample Teacher

My Assignment Sheets My Favorites My Resources


My Assignment Sheets

Assignment Sheet Code	Title	Created Date	Edit	Share	Copy	Delete
AS1528	Sample Assignment Sheet (4 Resources)	May 19, 2020				

### Share

1. Click the **Share** icon  in the assignment's row.

2. Enter email address(es), and then click **Share**.


Share Assignment Sheet 

Email address(es) to share the Assignment Sheet


Separate multiple addresses with colons(:)

- When you share an assignment with other teacher(s), the shared assignment appears when they click **SHARED ASSIGNMENT SHEETS** from their primary navigation.

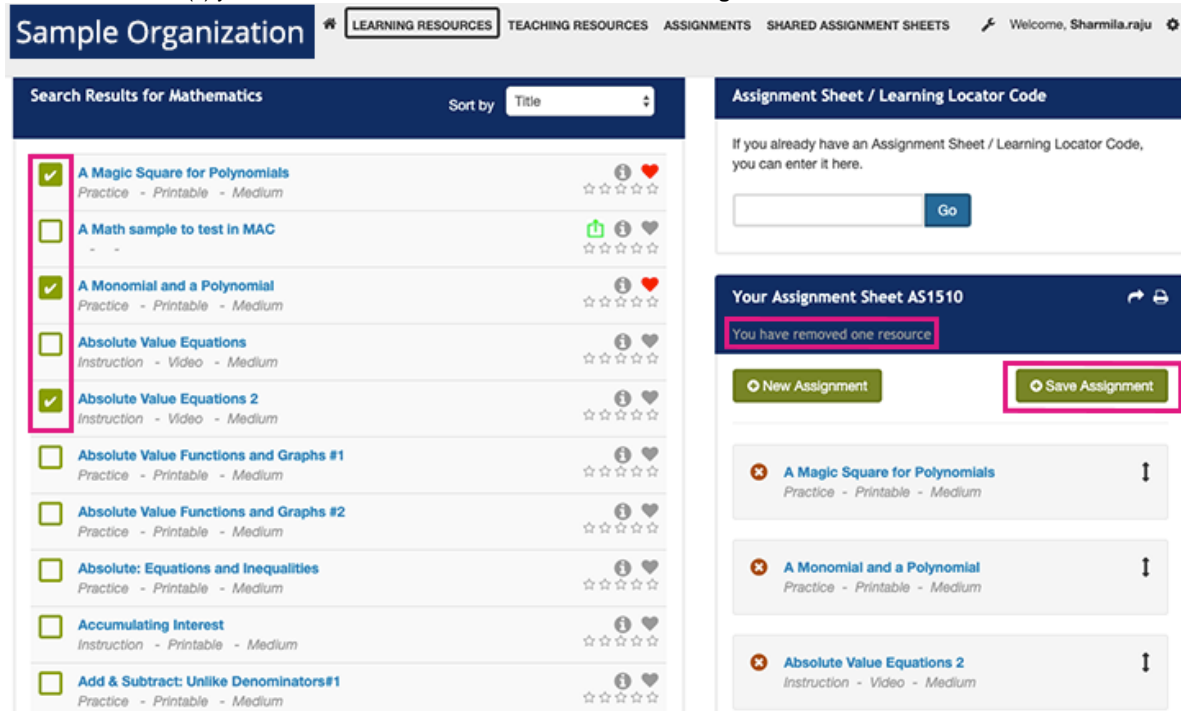
## Copy

- Click the **Copy**  icon next to the assignment.
- Enter a new assignment sheet name, and click **Copy**. *The system creates a new **Assignment Sheet Code** for the copied sheet.*

## Edit

- Click the **Edit** icon  in the assignment sheet's row.

- Select the resource(s) you want to add or remove, and then click **Save Assignment**.



The screenshot displays the 'Sample Organization' interface. At the top, there are navigation tabs: 'LEARNING RESOURCES' (selected), 'TEACHING RESOURCES', 'ASSIGNMENTS', and 'SHARED ASSIGNMENT SHEETS'. A user profile 'Welcome, Sharmila.raju' is visible in the top right.

The main content area is divided into two columns:

- Search Results for Mathematics:** A list of resources with checkboxes for selection. The first three items are checked: 'A Magic Square for Polynomials', 'A Monomial and a Polynomial', and 'Absolute Value Equations 2'. Other items include 'A Math sample to test in MAC', 'Absolute Value Equations', 'Absolute Value Functions and Graphs #1', 'Absolute Value Functions and Graphs #2', 'Absolute: Equations and Inequalities', 'Accumulating Interest', and 'Add & Subtract: Unlike Denominators#1'.
- Assignment Sheet / Learning Locator Code:** A section for entering a code, with a 'Go' button.
- Your Assignment Sheet AS1510:** A section showing the current assignment sheet. A message states 'You have removed one resource'. Below this are two buttons: 'New Assignment' and 'Save Assignment' (highlighted with a pink box). The list of resources in this section includes 'A Magic Square for Polynomials', 'A Monomial and a Polynomial', and 'Absolute Value Equations 2'.

3. Add details, and then click **Update Assignment Sheet**.

## Editing Assignment Sheet AS1510

### Heading for Assignment Sheet

Test Math 2

### Note to Students



 **Update Assignment Sheet**

## Delete


Click the Delete icon  next to an assignment, and then, click **Delete**.

Assignment sheets others created...

## View and Edit

1. Click **Shared Assignment Sheets**. *Your shared assignments appear under **Shared Assignment Sheets**.*
2. Click the **Copy** icon  in the shared assignment sheet's row.
3. Rename it, and then click **Copy**.
4. Click **Assignments** from the primary navigation, and the copied sheet appears under **My Assignment Sheets**.
5. Click the **Edit** icon  to edit the assignment sheet.

## Delete

Click the Delete icon  at the end of the assignment's row, and then, click **Delete**.