

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

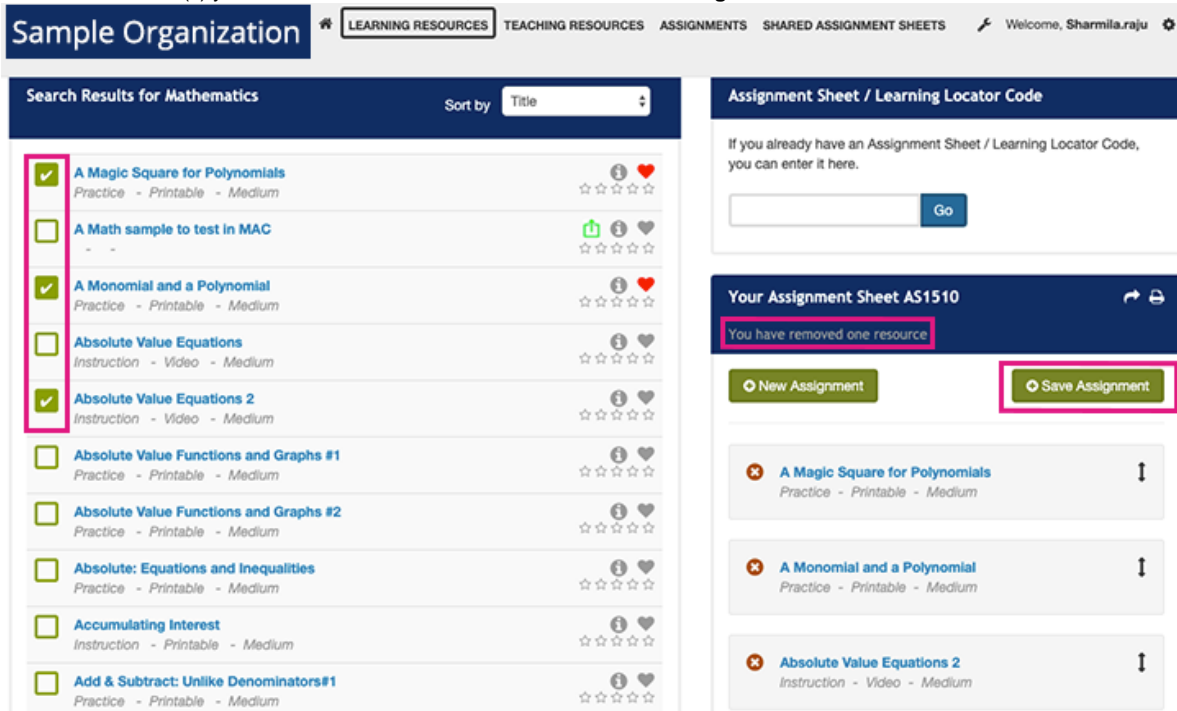
- Click the **Copy**  icon next to the assignment.

- 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 is a navigation bar with 'LEARNING RESOURCES' selected. Below this is a search bar for 'Mathematics' with a 'Sort by' dropdown set to 'Title'. The search results list several resources, with three items highlighted by a pink box: 'A Magic Square for Polynomials', 'A Monomial and a Polynomial', and 'Absolute Value Equations 2'. To the right, the 'Assignment Sheet / Learning Locator Code' panel shows a 'Go' button. Below that, the 'Your Assignment Sheet AS1510' panel displays a message 'You have removed one resource' and two buttons: 'New Assignment' and 'Save Assignment', with the latter highlighted by a pink box. The assignment sheet currently contains three resources: '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**.