

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.

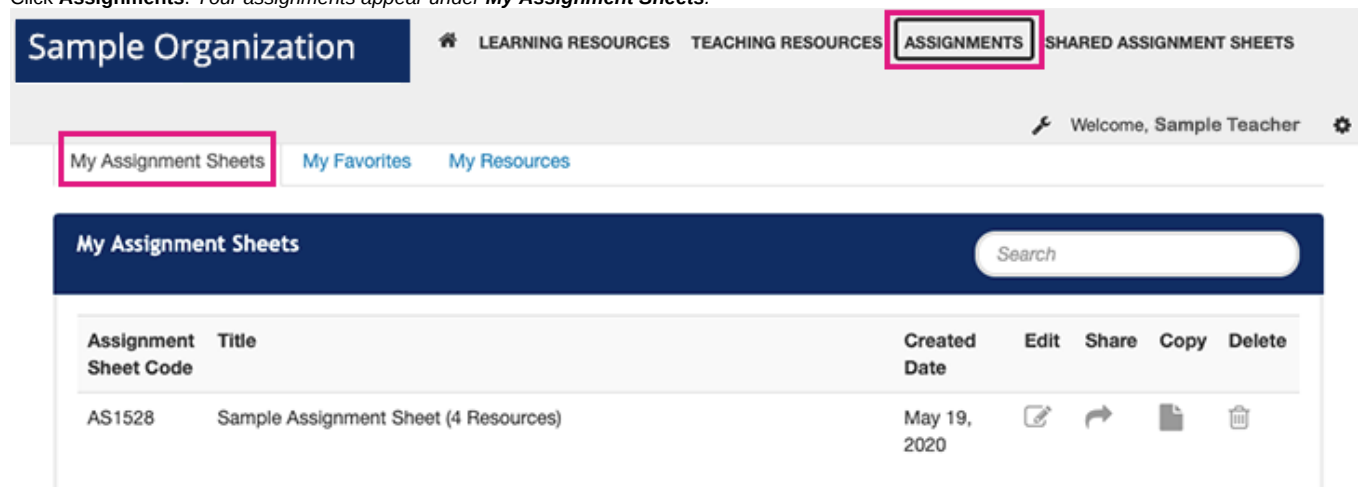
You can [create assignment sheets](#) for students, and teachers can share assignment sheets.

Step-by-Step

Assignment sheets you created...

View

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

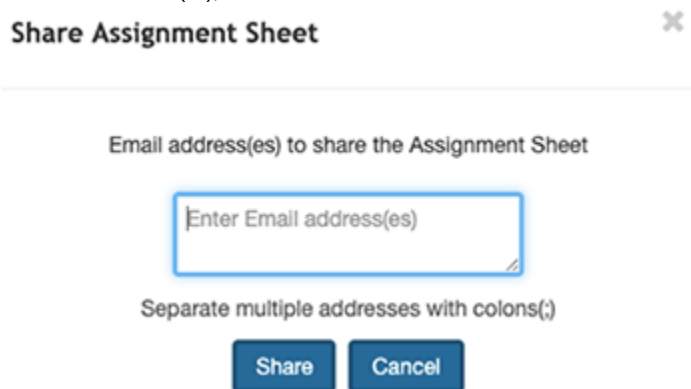


Assignment Sheet Code	Title	Created Date	Edit	Share	Copy	Delete
AS1528	Sample Assignment Sheet (4 Resources)	May 19, 2020				

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

Enter Email address(es)

Separate multiple addresses with colons(:)

Share Cancel

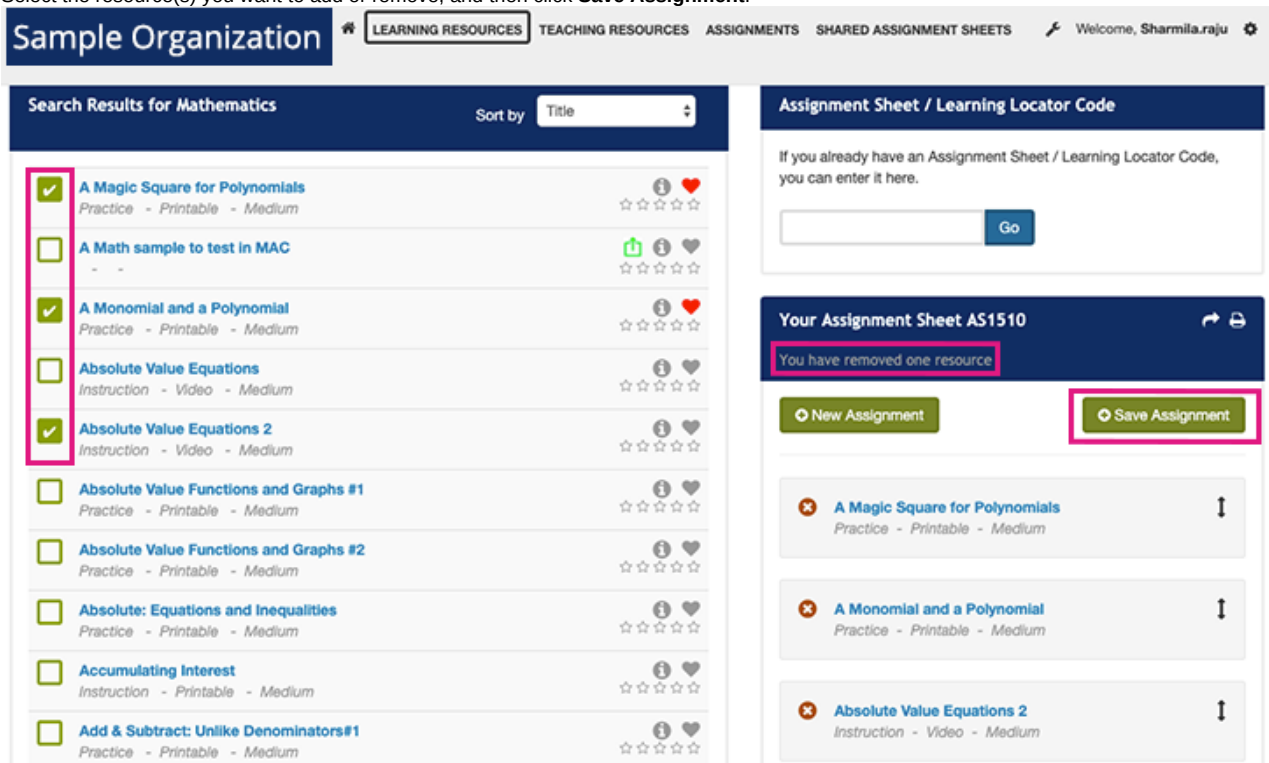
3. When you share an assignment with other teacher(s), the shared assignment appears when they click **SHARED ASSIGNMENT SHEETS** from their primary navigation.

Copy

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

Edit

1. Click the **Edit** icon  in the assignment sheet's row.
2. Select the resource(s) you want to add or remove, and then click **Save Assignment**.



The screenshot shows the 'Sample Organization' interface. At the top, there's a navigation bar with 'LEARNING RESOURCES', 'TEACHING RESOURCES', 'ASSIGNMENTS', and 'SHARED ASSIGNMENT SHEETS'. Below this, a search bar shows 'Search Results for Mathematics' with a 'Sort by Title' dropdown. A list of resources is displayed, including 'A Magic Square for Polynomials', 'A Math sample to test in MAC', 'A Monomial and a Polynomial', 'Absolute Value Equations', 'Absolute Value Equations 2', 'Absolute Value Functions and Graphs #1', 'Absolute Value Functions and Graphs #2', 'Absolute: Equations and Inequalities', 'Accumulating Interest', and 'Add & Subtract: Unlike Denominators#1'. Some resources are checked with green boxes. To the right, the 'Assignment Sheet / Learning Locator Code' section has a text input field and a 'Go' button. Below that, the 'Your Assignment Sheet AS1510' section shows a message 'You have removed one resource' and two buttons: 'New Assignment' and 'Save Assignment'. A list of resources is shown with red 'X' icons, indicating they are removed or in the process of being added.

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**.
