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.

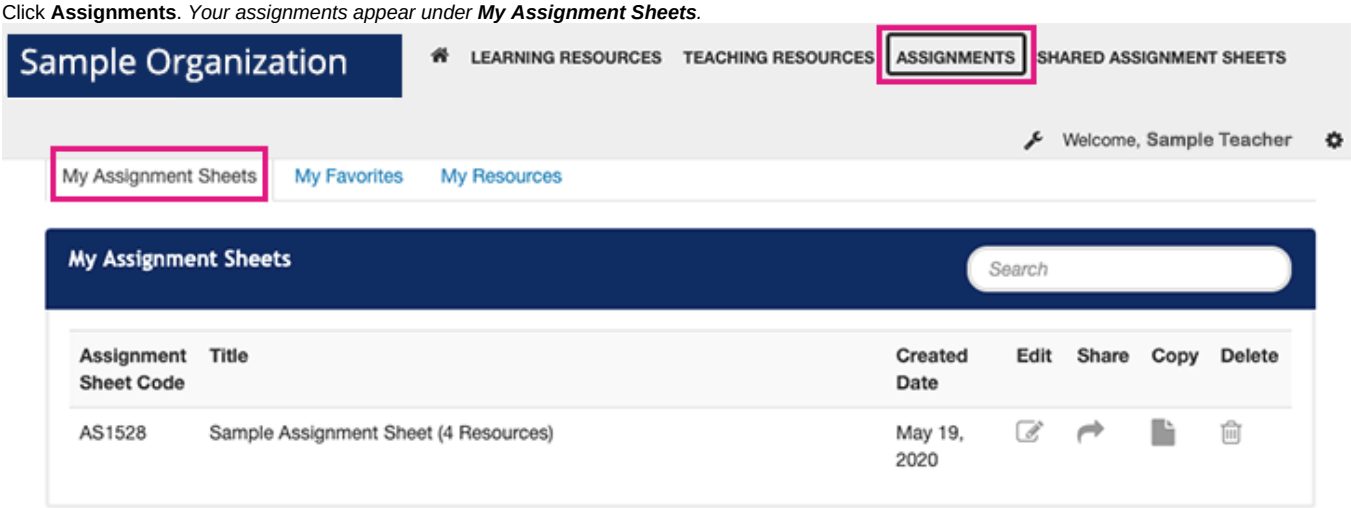
You can create assignment sheets for students, and teachers can share assignment sheets.

Step-by-Step

Assignment sheets you created...

View

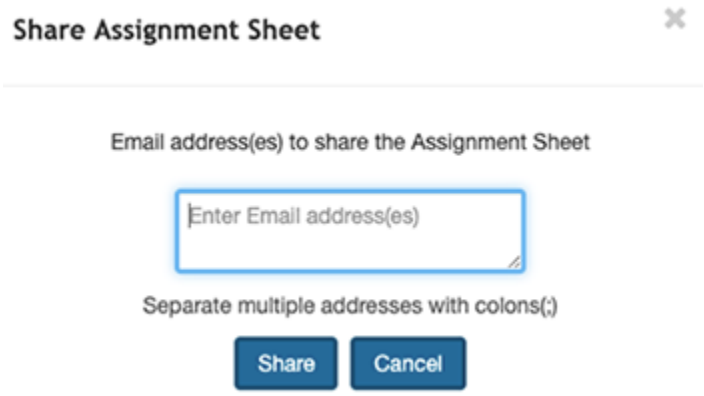
Click **Assignments**. *Your assignments appear under* ***My Assignment Sheets***.



Share

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

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



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

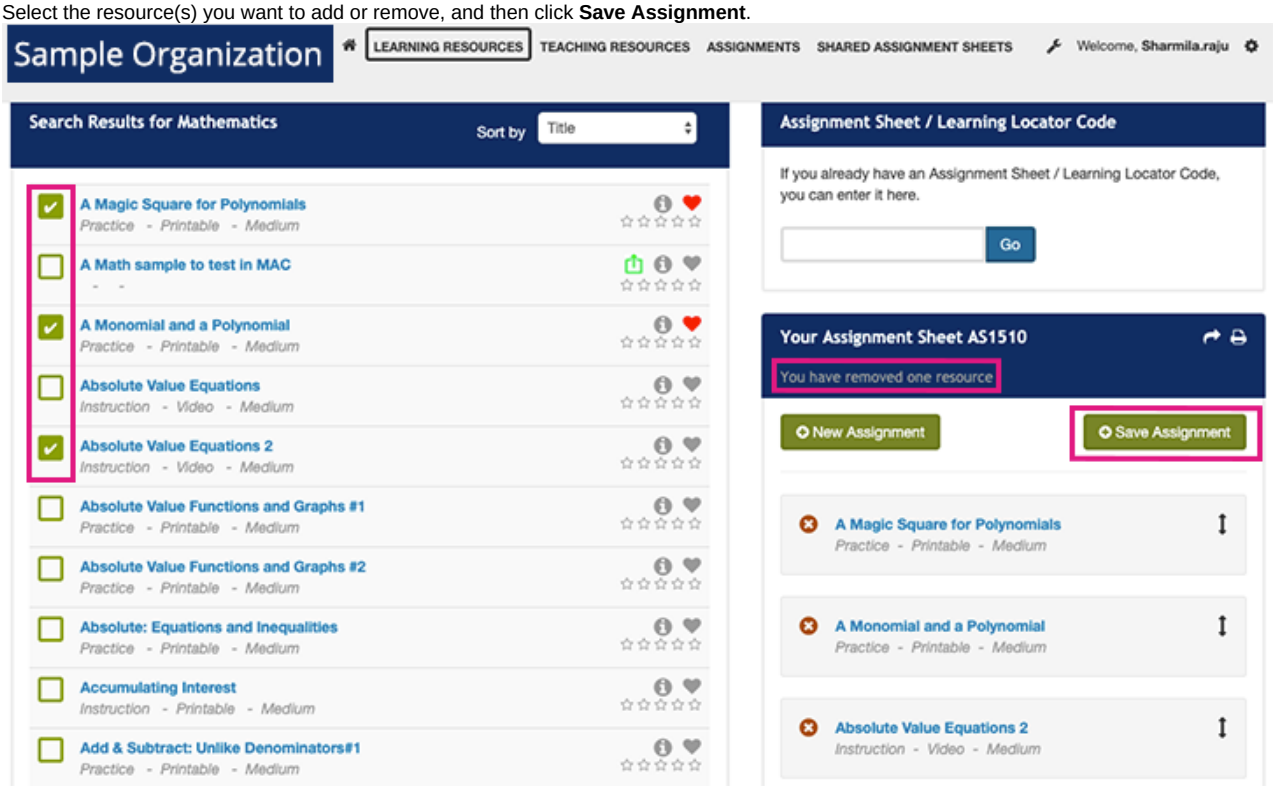
Copy

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.*

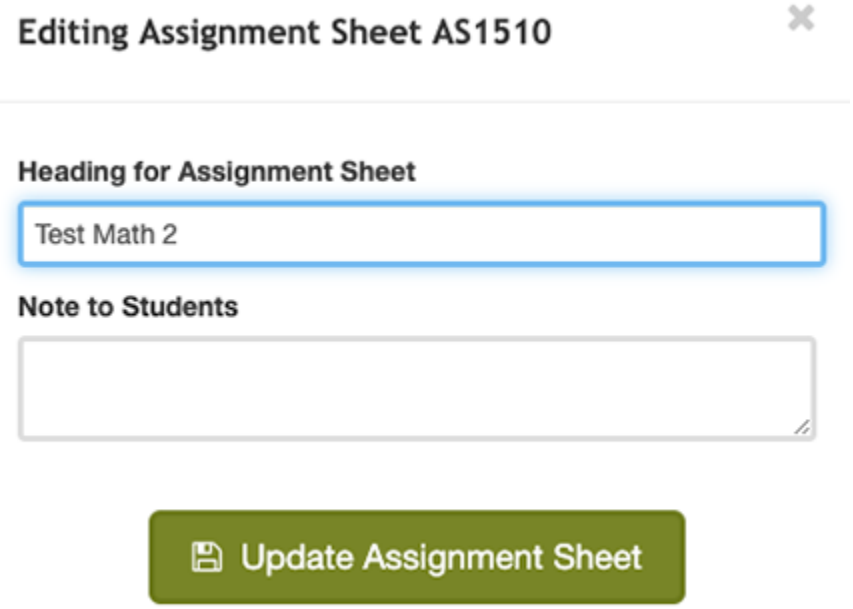
Edit

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**.



3. Add details, and then click **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**.