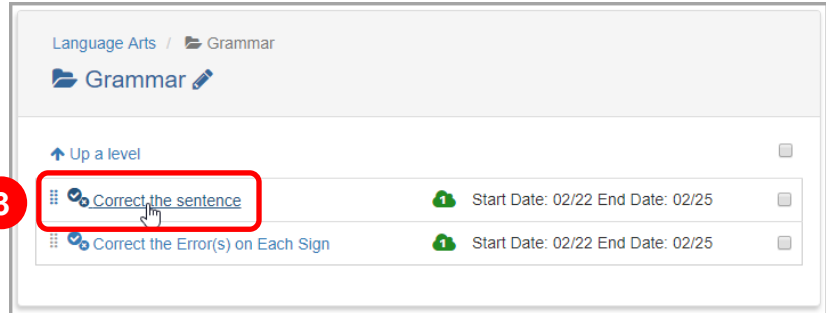


Assigning Activities

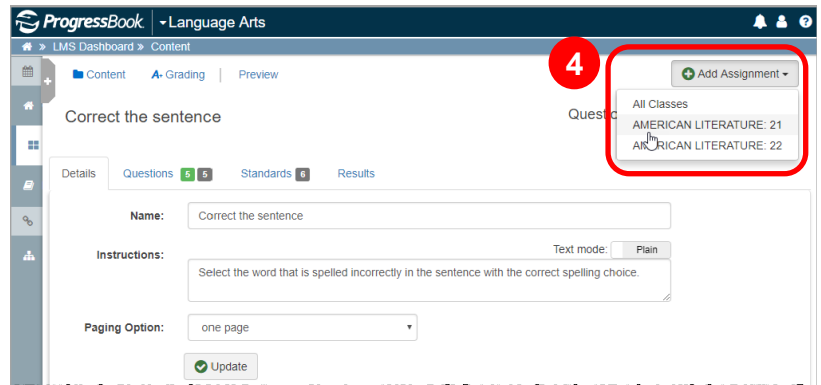
1 On the **Teacher Home Page**, below **Online Learning**, click **Dashboard**.

2 On the course containing the activity you want to assign, click **Content**.

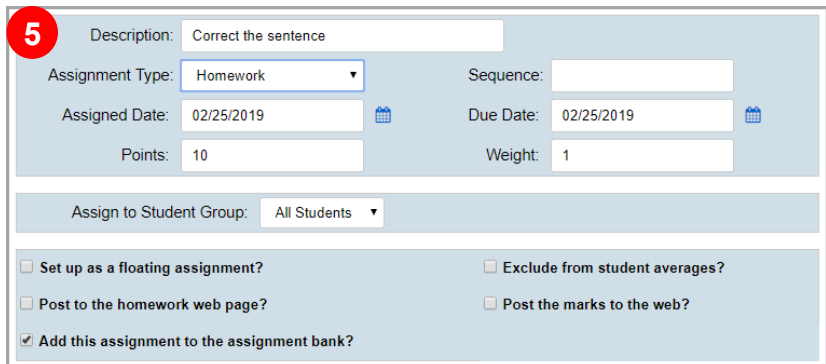
3 Click the name of the activity you want to assign.



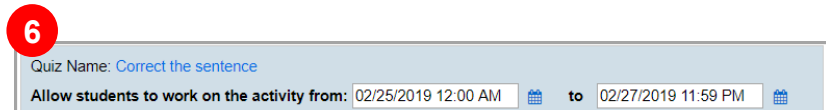
4 At the top right of the screen, click **Add Assignment**, and then click the name of the class to which you want to assign the activity. Or, click **All Classes** to assign the activity to all of the classes tied to the current virtual course.



5 On the **Assignment Details** screen, in the first three shaded sections of the screen, enter text, select drop-down items, and select checkbox options as you normally would for a GradeBook assignment.



6 In the activity section, in the **Allow students to work on the activity from: [...] to [...]** date fields, enter the range in which you want to let



7 Below **Options**, select any of the following checkboxes:

- **Preview before post?** – If you do not select this option, marks automatically post to GradeBook after autoscoring.
- **Allow students to view their answers?**
- **Let student see the correct answers?**
 - **Show correct answers from:** [...] to [...]
- **Third-party documents submitted as files?**
- **Publish immediately?** – If you do not select this option, you must click **Publish** on the activity's **Details** screen before students can take the quiz.

Options:

- Preview before post?**
Note: Selecting this option lets you review and change any auto-scored marks before they are posted to GradeBook. If you do not select this option, marks will automatically post to GradeBook after scoring.
- Allow students to view their answers?**
Note: Selecting this option lets students view the answers they submitted. Whether or not this option is selected, students can view a summary of questions with indicators for correct, incorrect, and partially correct answers.
- Let student see the correct answers?**
Show correct answers from: 02/27/2019 12:00 AM 📅 to 03/04/2019 11:59 PM 📅
- Scramble the questions?**
*Note: Selecting this option does not scramble questions within a section. To scramble within a section, when you add or edit a section on an activity, select the **Scramble Items** checkbox.*
- Third-party documents submitted as files?**
Note: Selecting this option designates all student Google Drive and Microsoft OneDrive submissions as live links to cloud storage account documents (for Google Drive submissions, this allows you to comment directly on a student's document). If you do not select this option, student Google Drive and Microsoft OneDrive submissions upload as Microsoft documents.
- Publish Immediately?**
*Note: Selecting this option allows students to participate in the activity as soon as the designated timeframe arrives. Otherwise, you must click **Publish** on the activity's **Details** screen in order to allow students to begin.*

8 Click **Save**.

If you did not select the **PUBLISH IMMEDIATELY** checkbox, return to the **CONTENT** screen **DETAILS** tab and click **PUBLISH**.