

To add class assignments:

1. Click "Add Assignments"
2. Type in assignment name
3. Due date, if preferred
4. Type brief description if preferred.
5. Click "Save Assignment"

To link assignment:

1. Follow steps 1-4 in "To add class assignments" (above)
2. Highlight the text you wish to link.
3. Click the button that looks like a world with a chain. If you mouse over it, it says "Insert/Edit Link"
4. Click the Upload tab
5. Click Browse and find the file you wish to link.
6. Click "Save it to the Server"
7. Click "OK"
8. Click "Save Assignment"

To allow students to submit assignments online:

1. Follow steps 1-4 in "To add class assignments" (above)
2. Make sure there is a check mark in the box labeled "Allow Students to Submit Assignment Online"
3. Under the Classroom assignment section of your classroom page you will see a link that says "View Submitted Assignments"

To add class files & links:

(This can be used for the class syllabus, powerpoints, website links, etc.)

To add folder:

1. If you didn't set up a classroom for each class you can set up folders for each class here.
2. Click "Add Folder"
3. Type in folder name
4. Click "Save Folder"

To add file/download:

1. Click "Add File/Download"
2. If you set up folders, then you can select the folder here
3. Type in title
4. Click "Browse" to select the file you want to attach.
5. NOTE: All files must be in pdf format!!!!
6. Typed brief description if preferred.
7. Click "Save File"