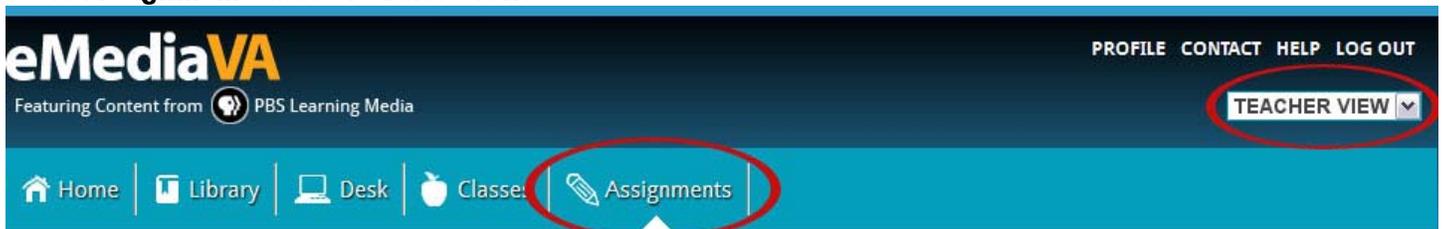


HOW TO CREATE AND MANAGE ASSIGNMENTS

Assignments are created from existing **Playlists**, and require students to go through all of the learning objects in that playlist in order to complete the assignment. Playlists linked to assignments are **locked** and may not be modified in any way. Confirm that a playlist is finalized before creating an assignment from it.

STEP ONE

Go to **Assignments** under **Teacher View**.



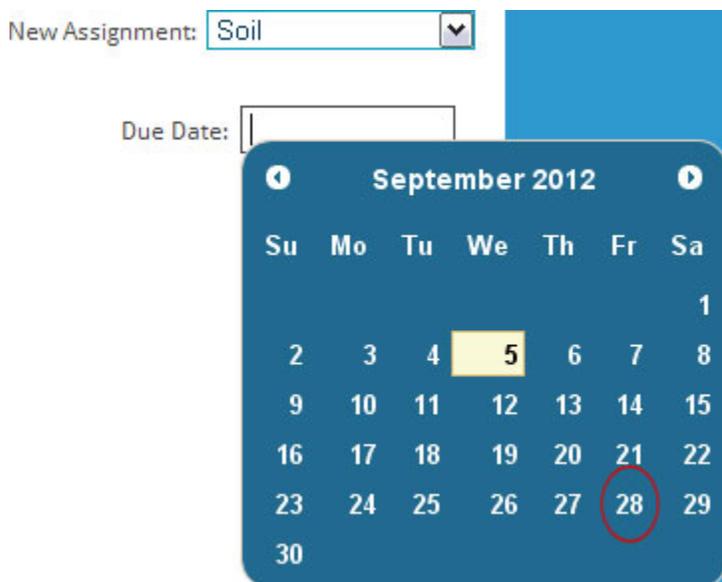
STEP TWO

Choose the playlist from which to create the new assignment using the **New Assignment** dropdown menu. All of your current playlists appear in this dropdown.



STEP THREE

Provide a due date for the new assignment when prompted by eMediaVA. Simply click on a date in the calendar to do so.



STEP FOUR

Add entire classes, individual students, or both to the assignment by dragging and dropping them from the left column into the blue box in the right column. Click **Close** when all students have been added.

Classes: 3rd Grade Science

New Assignment: Soil

Due Date: 09/28/2012

Students: Search Users... Sort: Last Name

<input type="checkbox"/>	Demo, Joe	joed
<input type="checkbox"/>	Demo, Jane	janedemo
<input type="checkbox"/>	Demo, Alex	alexdemo
<input type="checkbox"/>	Demo, Bob	bobdemo86
<input type="checkbox"/>	Demo, Mike	mikedemo
<input type="checkbox"/>	Example, Joe	joexample

Drop students or classes to add to Assignment

Close

The assignment appears immediately in the **Assignments** section.

Click the **arrow** to the left of the assignment title to see a list of students to which the assignment has been given.

The assignment box also shows which students have completed interacting with each individual learning object in the assignment playlist. Each column corresponds to a learning object in the playlist.

A checkbox appears beside each student's name for each learning object viewed.

Notice the **lock** icon next to the playlist name.

Soil (Due: Sep 28)

Soil

Taking Soil Apart

Chuck Rice: "Dirt Beneath Our Feet Can Slow Climate Change"

The Forest & The Soil Cycle

Saving Worms and Making Dirt

Name				
Demo, Bob	<input type="checkbox"/>			
Demo, Joe	<input type="checkbox"/>			
Demo, Alex	<input type="checkbox"/>			
Demo, Mike	<input type="checkbox"/>			
Demo, Jane	<input type="checkbox"/>			

STEP FIVE

Assignments can be edited or deleted from the **Assignments** section at any time.

Edit assignments using the **pencil** to:

- Change the playlist associated with the assignment
- Add or remove students from the assignment
- Change the assignment due date

Delete assignments using the **trashcan**.

