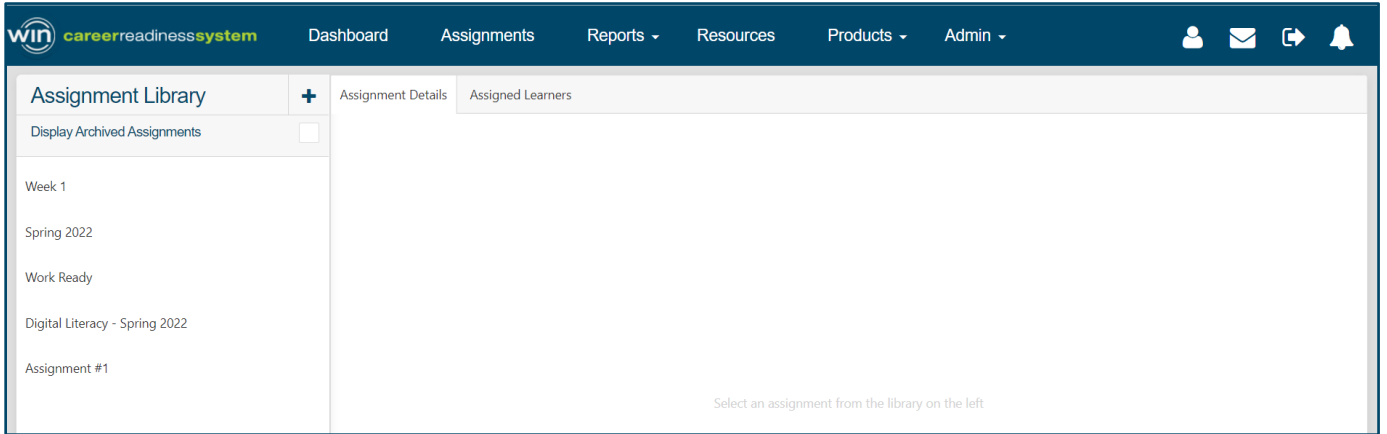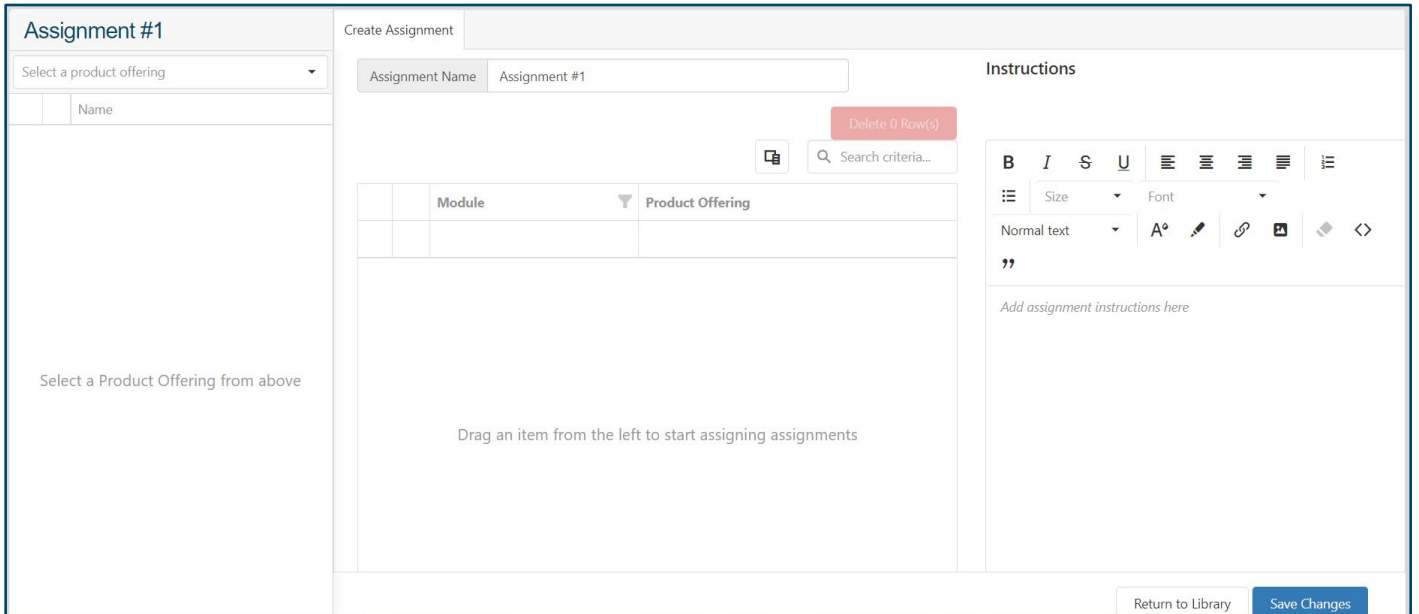# Assignment Manager Instructions

Select "Assignments" from the dashboard menu, which will bring you to the Assignment Library. To create a new assignment, click the + button.

When creating a new assignment, add an assignment name and select a product offering from the dropdown menu on the left side of the screen.

When you have selected the correct product, click and drag the modules you'd like to assign into the box at the right. You can also add specific instructions for the assignment.

When finished click "Save Changes," then "Return to Library."

To assign learners to a specific assignment, select the assignment from the list in the assignment library. Click "Assigned Learners" at the top of the assignment.

Click inside the box to assign learners. You can choose to assign by class or by learner. Select the necessary classes/learners, then click "Assign Learner(s)."

The assigned learners will appear in the box on the right side of the screen. To set a due date or a date range when the assignment will be available, first select the learners, then click the "Select a date" dropdown. When you have chosen the date(s), click "Apply to Selected Rows," then click "Save Changes."

Assigned Learner(s)

☑	First Name ▼	Last Name ▼	Email ▼	Available ... ▼	Available ... ▼	Due Date ▼
	🔍	🔍	🔍	🔍 📅	🔍 📅	🔍 📅
☑	Student	One	student1@ok...	6/13/2022		
☑	Student	Two	student2@ok...	6/13/2022		
☑	Student	Three	student3@ok...	6/13/2022		
☑	Student	Four	student4@ok...	6/13/2022		
☑	Student	Five	student5@ok...	6/13/2022		

All

Available From

Available To

Due

(5 items)

| Select a date ▾ | 6/13/20... 📅 | Apply to Selected Row(s) |

Return to Library   **Save Changes**

Click "Return to Library" to view the Assignment Library. You can edit your assignments at any time by highlighting the assignment name and clicking the pencil icon.