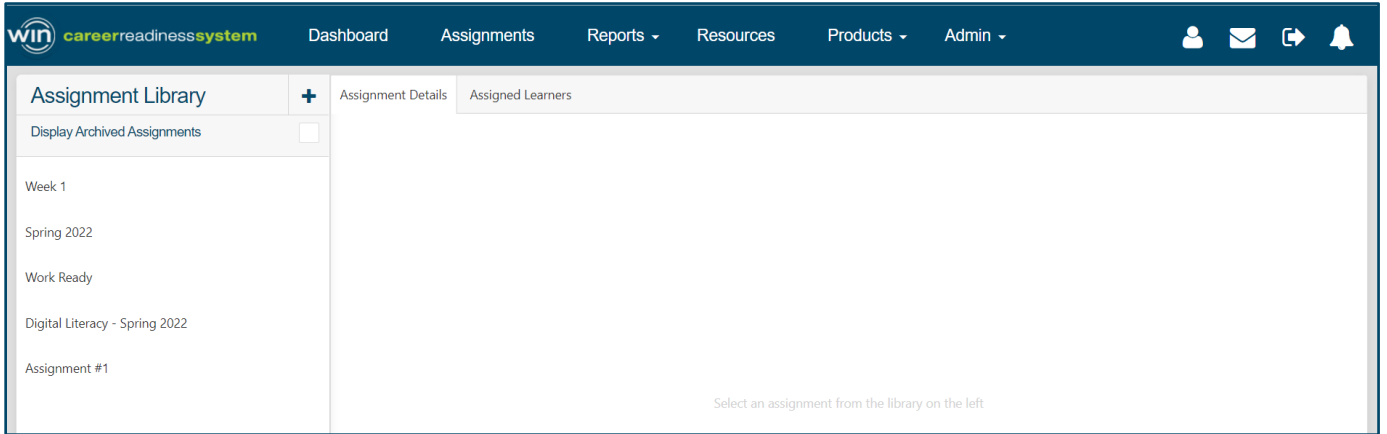


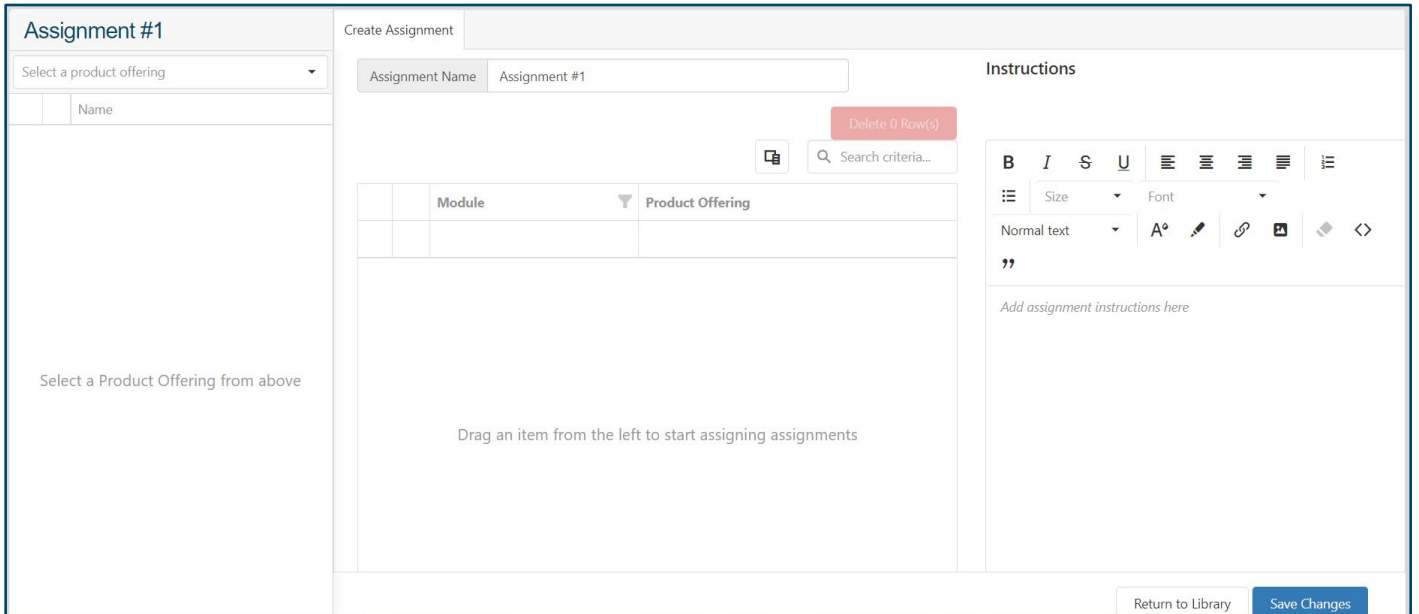


Assignment Manager Instructions

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.





Assignment #1

Select a product offering

- myStrategic Compass
- Essential Soft Skills Courseware
- Essential Soft Skills Credential
- Digital Literacy Courseware
- Digital Literacy Credential
- Work Ready Basics
- Work Ready Courseware
- Work Ready Credential
- Supplemental Skills

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.

Assignment #1

Essential Soft Skills Courseware

Assignment Name: Assignment #1

Module	Product Offering

Drag an item from the left to start assigning assignments

Instructions

Normal text

Add assignment instructions here

Return to Library Save Changes

Assignment #1

Essential Soft Skills Courseware

Name

- Essential Soft Skills Courseware
 - Promoting Teamwork and Collaboration
 - Thinking Critically and Solving Problems

Create Assignment

Assignment Name: Assignment #1

Delete 0 Row(s)

Search criteria...

	Module	Product Offering
<input type="checkbox"/>	Communicating Effectively	Essential Soft Skills Courseware
<input type="checkbox"/>	Conveying Professionalism	Essential Soft Skills Courseware

Instructions

Normal text

Add assignment instructions here

Return to Library Save Changes

Assignment Manager Feedback

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.

Assignment Library

Display Archived Assignments

Week 1

Spring 2022

Work Ready

Digital Literacy - Spring 2022

Assignment #1

Assignment Details Assigned Learners

Assignment Name: Assignment #1

Search criteria...

Product Offering	Module
Essential Soft Skills Courseware	Communicating Effectively
Essential Soft Skills Courseware	Conveying Professionalism

Instructions



Assignment Details | Assigned Learners

Search criteria...

First Name	Last Name	Username	Available From	Available To	Due	Status	Progress
			🔍	📅	🔍	📅	

👤+ Click to add users to this 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).”

Assign By: Class(es) Learner(s)

First Name	Last Name	Email	School
🔍	🔍	🔍	🔍
<input type="checkbox"/>	Steve	Student	stevestudent@winsto...
<input type="checkbox"/>	Roland	Deschain	roland@winston.org
<input checked="" type="checkbox"/>	Student	One	student1@okwin.org
<input checked="" type="checkbox"/>	Student	Two	student2@okwin.org
<input checked="" type="checkbox"/>	Student	Three	student3@okwin.org
<input checked="" type="checkbox"/>	Student	Four	student4@okwin.org
<input checked="" type="checkbox"/>	Student	Five	student5@okwin.org
<input type="checkbox"/>	Student	Six	student6@okwin.org
<input type="checkbox"/>	Student	Seven	student7@okwin.org
<input type="checkbox"/>	Student	Eight	student8@okwin.org
<input type="checkbox"/>	Student	Nine	student9@okwin.org
<input type="checkbox"/>	Student	Ten	student10@okwin.org

(280 items)

Assign Learner(s)

First Name	Last Name	Email	Available ...	Available ...	Due Date
			🔍	📅	🔍

(0 items)

Remove Learner(s)

Select a date: 6/13/20... 📅

Apply to Selected Row(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)

<input checked="" type="checkbox"/>	First Name ▾	Last Name ▾	Email ▾	Available ... ▾	Available ... ▾	Due Date ▾
<input checked="" type="checkbox"/>	Student	One	student1@ok...	6/13/2022		
<input checked="" type="checkbox"/>	Student	Two	student2@ok...	6/13/2022		
<input checked="" type="checkbox"/>	Student	Three	student3@ok...	6/13/2022		
<input checked="" type="checkbox"/>	Student	Four	student4@ok...	6/13/2022		
<input checked="" type="checkbox"/>	Student	Five	student5@ok...	6/13/2022		

All
Available From
Available To
Due

Select a date ▾ 6/13/20... 📅 [Apply to Selected Row\(s\)](#)

[Return to Library](#) [Save Changes](#)



Assigned Learner(s)						
<input checked="" type="checkbox"/>	First Name	Last Name	Email	Available ...	Available ...	Due Date
<input checked="" type="checkbox"/>	Student	One	student1@ok...	6/13/2022		7/1/2022
<input checked="" type="checkbox"/>	Student	Two	student2@ok...	6/13/2022		7/1/2022
<input checked="" type="checkbox"/>	Student	Three	student3@ok...	6/13/2022		7/1/2022
<input checked="" type="checkbox"/>	Student	Four	student4@ok...	6/13/2022		7/1/2022
<input checked="" type="checkbox"/>	Student	Five	student5@ok...	6/13/2022		7/1/2022

[Remove Learner\(s\)](#) (5 items)

Due: [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.

Assignment Library

Display Archived Assignments

Week 1

Spring 2022

Work Ready

Digital Literacy - Spring 2022

Assignment #1 