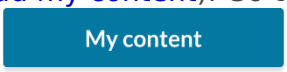
Activity assignment

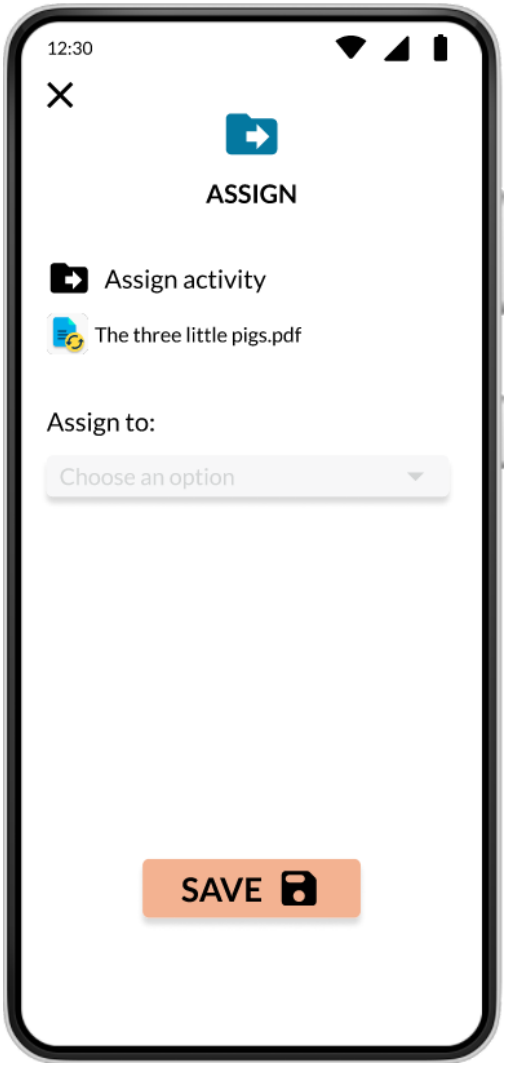
Assigning activities consists of letting the learner know what they are expected to do, providing instructions, and defining the type of content they need to deliver.

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1. Once you have uploaded the activity you want to assign (to upload your activity, see: Upload my content). Go to Activities 
2. Tap 

3. Once inside, select the folder that contains the activity you want to assign.
4. Tap the activity you want to assign
5. Two options appear 

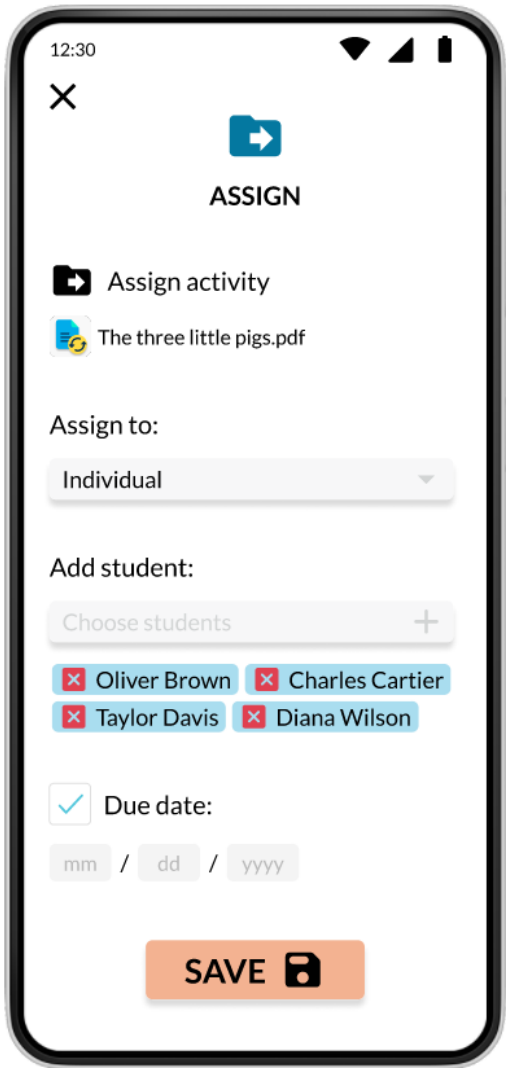
. Tap  icon.
6. On the pop-up screen, you will see the name of the activity you want to assign and the "Assign to" option.



7. Tap the options bar and select the type of assignment you want to make: individual, group or grade.

Individual

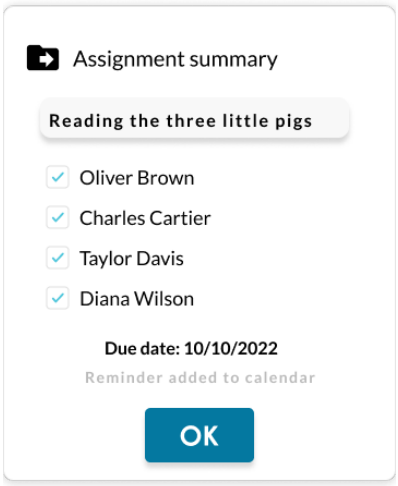
1. The screen will change and the "Add Student" option will be added, tap
   Add student:
   Choose students +
2. On the pop-up screen you will see a list of students available for assignment . Tap ✓ next to the student name to add them to the activity assignment.
3. When you have selected all the students you want, tap OK to add them.
4. You will see the students you have selected for the activity.



   (If you want to remove any of them, just tap ✕)
5. You will see the option to add a due date, if you want to activate it, tap
   ✓ Due date:
6. Enter the date assigned for the submission of the Activity mm / dd / yyyy (activities will have a due date time of 23:59).

7. Tap 

to send the assignment with the entered data.
8. A pop-up screen will open with a summary of the activity assignment, where you can see the name of the activity, the students who were assigned and sent the assignment notification and the deadline for submitting the activity.

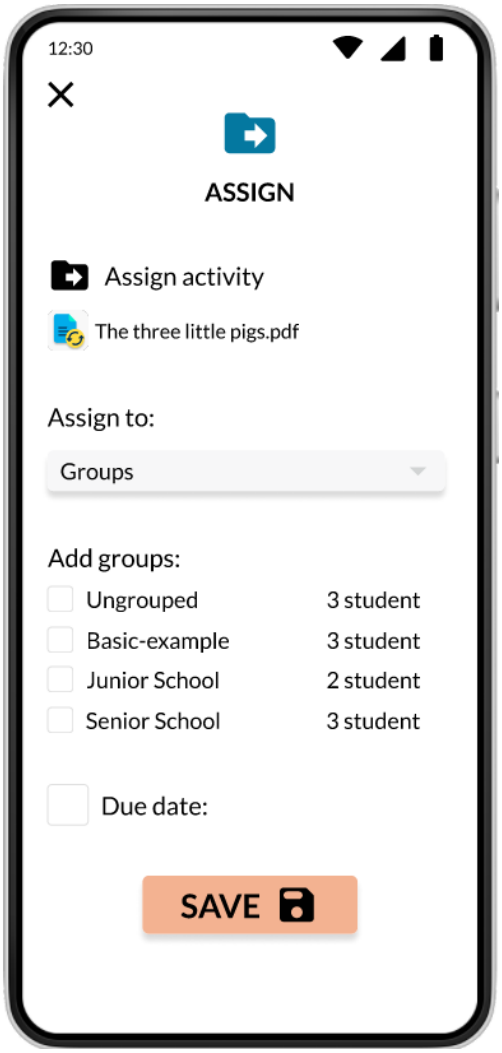


(A reminder of the activity deadline will be added automatically).
9. Tap 

to finish

Group

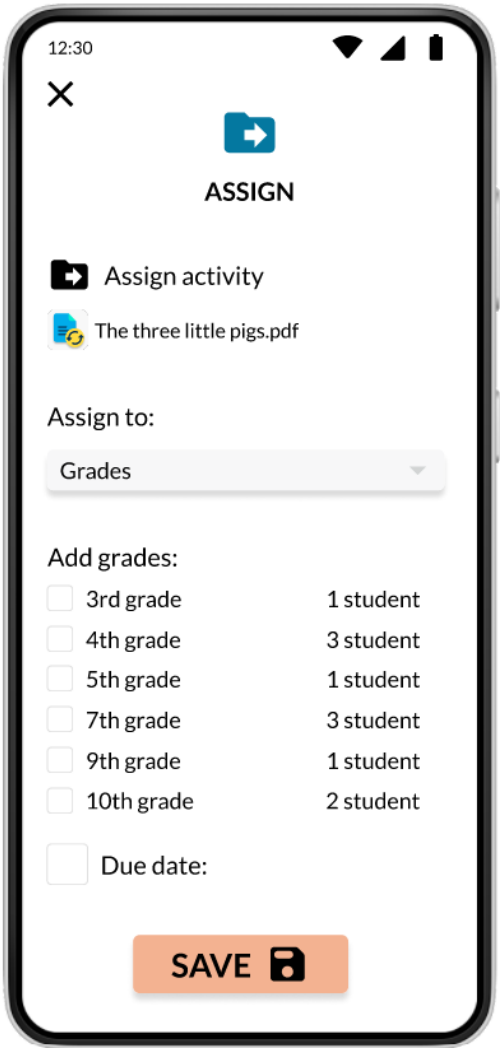
1. If you choose to assign by groups, the screen changes and adds the option to choose from the groups you created.



2. Tap ☐ to add a group to the assignment ☑ Junior School 2 student
3. You will see the option to add a due date, if you want to activate it, tap ☑ Due date:
4. Enter the date assigned for the submission of the Activity mm / dd / yyyy (activities will have a due date time of 23:59).
5. A pop-up screen will open with a summary of the activity assignment, where you can see the name of the activity, the group assigned and sent the assignment notification and the deadline for submitting the activity. (A reminder of the activity deadline will be added automatically).
6. Tap OK to finish

Grade

1. If you choose to assign by grade, the screen changes and adds the option to choose from the grades.



2. Tap ☐ to add a gradeto the assignment.
3. You will see the option to add a due date, if you want to activate it, tap ☑ Due date:
4. Enter the date assigned for the submission of the Activity mm / dd / yyyy (activities will have a due date time of 23:59).
5. A pop-up screen will open with a summary of the activity assignment, where you can see the name of the activity, the grade assigned and sent the assignment notification and the deadline for submitting the activity. (A reminder of the activity deadline will be added automatically).
6. Tap OK to finish

Revision #12
Created 5 April 2023 23:28:01 by Maria Valencia
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