

LearnerPal: Quick Start - Assigning Activities






Activities can be assigned in two ways:

- Assign a standalone activity
- Assign an activity (activities) from a course

I. Assign a Standalone Activity

Assign standalone activities to your students from the Activity Listing window

1. From the *Activities* page select **Manage Activities**
2. Choose the activity you want to assign from the listing and from the menu, select **Assign**

Activity ▾	Subjects ▾	Type ▾	Created On ▾	
 Napoleon By Joe Clarke	Global History and Geography	Question	11/12/2017	⋮
 Crusade pt2 By Joe Clarke	Global History and Geography	Question	11/12/2017	⋮
 Constitution Vocabulary By Joe Clarke	U.S. History and Government	Flashcards	10/8/2017	⋮
 test By Joe Clarke	U.S. History and Government	Question	10/9/2017	⋮
 13 Colonies By Joe Clarke	U.S. History and Government	Question	3/19/2018	⋮

- View
- Edit
- Duplicate
- Assign**
- Delete
- Print
- Print Answer Sheet

See **Appendix** for information on the Assignment window (final steps to assign).

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II. Assign activities within a course

Courses can be assigned, or teachers can assign units or activities within the course.

1. From the *Course* page, select the course you want to assign (this will allow you to assign the entire course, or just parts of the course)

The screenshot shows a course page for "U.S. History and Government Regents Review". At the top, there is a checkbox next to the course name, which is highlighted by a red box and labeled with a "1" in a box. Below the course name, there is a "Pre-Test" section with a checkbox and a "U.S. History Pre-Test" activity. The "The Thirteen Colonies" unit is highlighted by a red box and labeled with a "2" in a box. Under this unit, there are three activities: "The American Revolution", "Colonial Foundations to United States Government" (highlighted by a red box and labeled with a "3" in a box), "Thirteen Colonies Flash Cards", and "Thirteen Colonies Vocabulary Skill Builders". To the right of the screenshot is a legend box with three items: "1. Assign entire course", "2. Assign a Unit of activities", and "3. Assign specific activities".

2. From the course page, you can select the entire course (next to the course name), a Unit (which will select all activities in that unit) or just a single activity.
3. Click **Assign** in the lower right corner. The *Assignment* window will appear.

See Appendix for information on the Assignment window (final steps to assign).

Appendix: The Assignment Window

Assign ✕

Select your class to assign. The students will display in the window. You can deselect students if you would like. You can select multiple periods to assign. Select a Due Date and click assign

Question Activity Type: For *Question* activities, select if this is a *Practice* or *Assessment* activity

!

Period 4
0 student(s) selected

Period 1
0 student(s) selected

Student Names

Select your **class** that you want to assign to. Once you select a class, you can deselect students

You can assign to multiple classes by selecting the different classes.

Due Date:

Select a **Due Date** and click **Assign**