

Website View

Let the Assignments App be your coursework and homework manager. Create and apply Assignment Categories to index assignments. Enter detailed assignment descriptions, when assigned and when due. Students will have a clear picture of what work is required to complete your course. So will their parents!

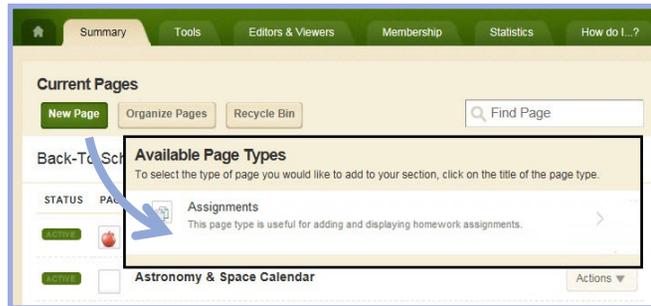
The Assignments App offers these features.

- Filters to display assignments by individual categories, month and year
- A logical display of current and past due assignments
- Titles that are links to display complete assignment details
- Option to display assignments by due date on a Calendar App with a hot link to assignment details

Site Manager View

Here's how you add and populate an Assignments App in your workspace. Create a page with a one-column layout.

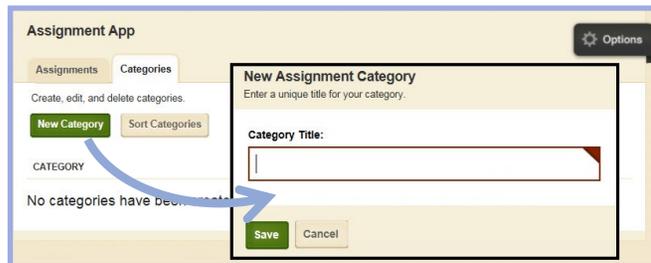
1. Click New Page and select the Assignments Page Type.
2. Name and save the page.



3. Click Actions and Edit Page.

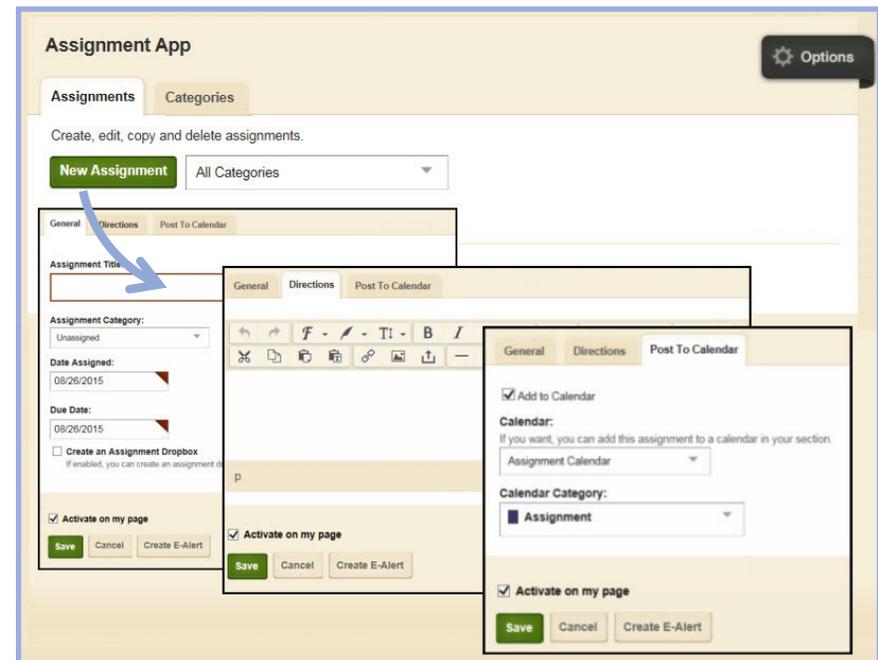


4. Click the Categories tab.
5. Click New Category and add the categories you'll use to index your assignments.



6. Click the Assignments tab. Click New Assignment. Click each tab, add content and click Save.

- General—Add administrative assignment details.
- Directions—Add assignment instructions. Use tools to create rich content.
- Attachments—You must save a new record before this tab displays. You can then [add a video attachment](#).
- Post To Calendar—Check *Add to Calendar* and choose a Calendar App in your current workspace. Apply an event category, which is defined in the Calendar App you select. The assignment displays on the calendar.



7. Click Details for quick date and category reference.

