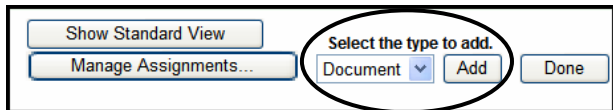
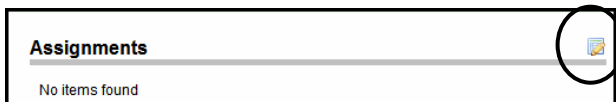
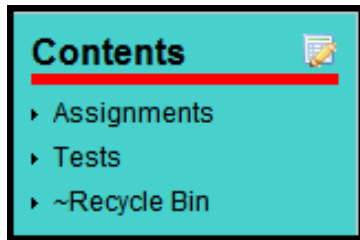


## ABC Unified School District Technology Professional Development Program

### Create an Assignment



**Create Document**

Save & Return   Save & Add Another   Cancel

**Summary Information**

This document is in Assignments  
Last Modified: 06/16/09

Document Title:

Document Summary:   
(This is displayed when the mouse is placed over the item.)

Calendar Date:  Enter date if you want to also display this on the calendar (recommended)

Event Recurrence...

**Add Content**

Click one of the options below to add content:

- [Enter Text By Hand](#) (with optional link and image)
- [Import an existing file](#) (e.g. MS Word, PDF, Excel)
- [Upload a web document](#) (a zip file containing web pages)

**Document Visibility**

Everyone (including guest users) can see this document.

- In the My Classes shortcut box, click on the class where you want to add the homework assignment.
- Click on the **Assignments** item found in the **Contents** section.
- If there are any existing assignments, they appear in the Assignments window. To add an assignment, click the **Edit** button.
- From the dropdown, choose what you would like to add (in this case, a **Document**).
- Click **“Add”**
- Enter your **Summary Information**. (Document Title, Document Summary). Edline recommends you use a 3-4 letter subject identifier before the document title so students and parents can easily identify the item on the calendar.
- **Enter a date** in the Calendar Date field. This could be the due date.
- In the **Add Content** section, enter the main text of the document.
  - You can enter text by hand or copy and paste from Word, then format your text.
  - If you already have an assignment document prepared (Word, PPT, Excel, etc.), you can import it using the **Import an Existing File** option.

**Multiple Posting**

Select one or more groups and use the "Add" and "Remove" buttons.

**Available Groups:**

- ABC Unified School District
- Ceritos High School (33)
- Haskell Middle School (27)
- Juarez Elementary School (12)
- Niemes Elementary School (1)
- Nixon Elementary School (17)
- Ross Middle School (26)
- Wittmann Elementary School

**Additional Posted Groups:**

Buttons: Add >> << Remove

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**Document Visibility**

Everyone (including guest users) can see this document.

Change Visibility

This document can be directly accessed by the following URL:  
[https://www.edline.net/pages/Artesia\\_High\\_School/News/New\\_Edline\\_news\\_\\_White](https://www.edline.net/pages/Artesia_High_School/News/New_Edline_news__White)

Buttons: Save & Return, Save & Add Another, Cancel

- **Multiple Posting (Secondary Only)** If you want to post this assignment item to several classes, select the classes in the **"Available Groups"** box and click the **"Add"** button. (To select multiple classes all at once hold down the CTRL key as you select).
- **Document Visibility (Optional)** By default, this assignment will be visible to everyone, including guests to the site. If you want to limit who should be able to see the item, click **"Change Visibility"**
- Click **"Save & Return"**
- **(Optional)** If you wish to add another document to this class, click **Save & Add Another**. Repeat the steps above.
- Click **"Done"** to return to your class home page.

Assignments (1-1 of 1 items)

Show Standard View Manage Assignments...

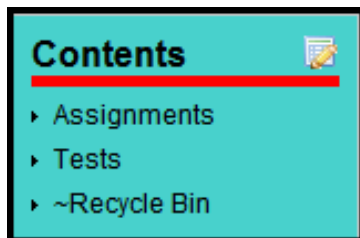
Select the type to add. Document Add Done

Select All Unselect All Details Show 50

Appears On Calendar	Name	Modified
06/25/09 Thu	Project #1	Today

Select All Unselect All Details Show 50

## Delete/Edit an Assignment



**Assignments**

No items found

Assignments (1-1 of 1 items)

Show Standard View Manage Assignments...

Select the type to add. Document Add Done

Select All Unselect All Details Show 50

Appears On Calendar	Name	Modified
06/25/09 Thu	Project #1	Today

Select All Unselect All Details Show 50

**Manage Selected Items**

Buttons: Move To..., Approve, Reject, Delete

Change Visibility...

- In the My Classes shortcut box, click on the class you wish to update
- Click on the **Assignments** item found in the Contents section.
- If you have existing assignments they will appear in a list.
- Check one or more assignments you wish to delete.
- Click the **"Delete"** button.
- **To Edit** an existing assignment click the **"Edit"** button next to the item you wish to edit. This displays the Summary Information page.
- Make desired changes and click **"Save"**
- Click **"Done"**