How do I add Teacher-Assigned Lessons?
1. Select Assess & Teach from the top navigation.
2. Select the Instruction category at left.
3. Select Reading or Math under Online Instruction. If you are assigned to more than one school, you will also need to select the appropriate school.
4. In the Create Assignments view, use the checkboxes to select lessons you would like to add. You may add up to 10 lessons at a time. You may also select a lesson name to view lesson details.
5. Select Assign Online Lesson. The corresponding pop-up will appear. *Make sure to click the arrow after each step to move forward!*
6. Choose Classes/Report Groups or Students.
7. Use the checkboxes to select your population.
8. Select an Available Date for the lesson(s). Make sure to assign the lesson at least a day in advance of when you want it to appear for students! **Make sure you add available dates for all the lessons you've selected to assign. You may need to scroll down to enter dates for all lessons.**
9. Enter a Due Date for the lesson(s) you are assigning.
   - If no Due Date is selected, the assignment will appear at the bottom of the student's queue below other assignments with Due Dates.
   - If none of the assignments have Due Dates, the assignment will be ordered by content order.
10. Select Assign Online Lessons.