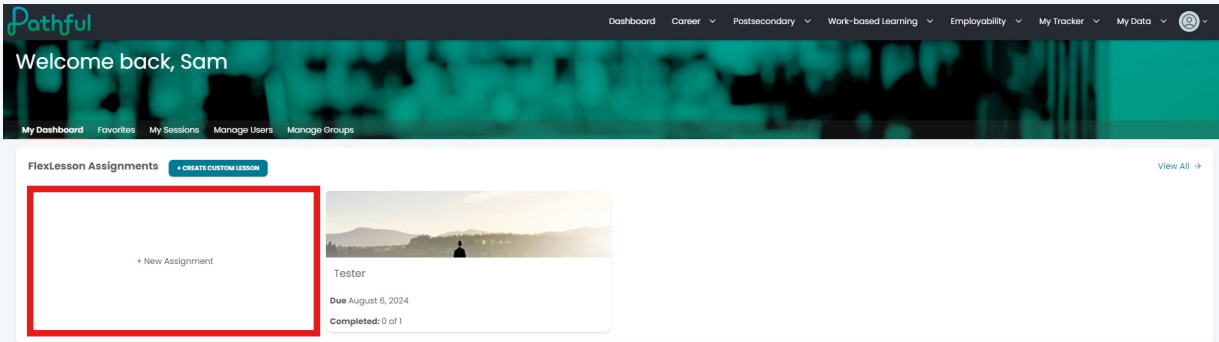


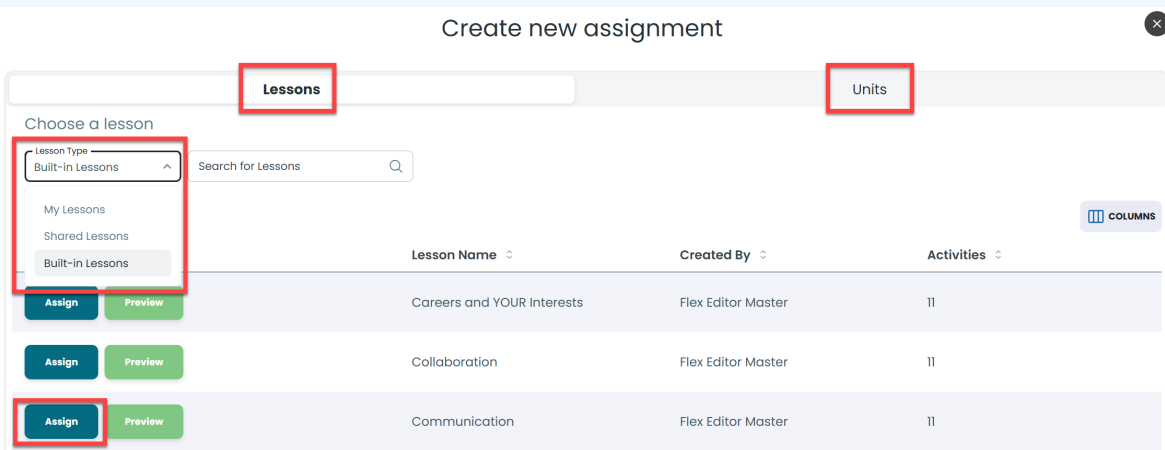
# Create an Assignment

Last Modified on 12/02/2024 12:02 pm EST

1. From your dashboard, select **+New Assignment**.



2. Select a **Lesson Type** filter or **Unit**:
  - a. **My Lessons**- custom lessons you created
  - b. **Shared Lessons**- custom lessons created by someone on your license
  - c. **Built-in Lessons**- lessons created by Pathful.
3. Select **Assign** to create the assignment for your learners.



4. Complete all of the assignment details.

## Assignment Details

### Displayed Assignment Title (Created from lesson – Communication)

This is the title that users will see. It should be similar to the lesson's title but with information about who this assignment is for.

### Displayed Staff/Administrator Name

Below is the name that users will see when they access this assignment. You can edit this.

### Assignment Start/End Date\*

The date the assignment will become available for users. It provides the ability to create an assignment now, but have it show up for users at a later date.

Require users to complete activities in order? ⓘ

Allow late submissions? ⓘ

Enable grading? ⓘ

5. Select your license(s). If you have multiple licenses, you can choose the **Select All** button.
6. Use the **Groups**, **Users**, and **Staff/Admin** tabs to locate the desired individuals or groups. Select Shared Groups if desired.

#### Choose Licenses

QC License 1 - Full x

Select All

**Groups** Users Staff/Admin

Search for groups

Showing 1 to 24 of 24 Results

Shared Groups

<input type="checkbox"/>	Group Name	User Count	Type
<input type="checkbox"/>	QC Shared Group- Susan	3	Shared Group
<input type="checkbox"/>	QC Shared Group - Donna	5	Shared Group
<input type="checkbox"/>	Group for QC1,QC2,QC3-DistrictAdmin2	16	Shared Group
<input type="checkbox"/>	District Admin DH Group 8.29.24-Edit	14	Shared Group
<input type="checkbox"/>	New group-New owner	2	Shared Group

7. Select the desired Group or Users. A list will be displayed on the right.

The screenshot displays the 'Choose Licenses' interface. On the left, a table lists groups with columns for Group Name, User Count, and Type. The second row, 'QC Shared Group - Donna', is highlighted with a red box around its 'Create Assignment' icon. On the right, a 'Selected Users (7)' panel lists seven users, each with a red 'X' icon for removal.

Group Name	User Count	Type
QC Shared Group- Susan	3	Shared Group
QC Shared Group - Donna	5	Shared Group
Group for QCLQC2,QC3-DistrictAdmin2	16	Shared Group
District Admin DH Group 8:29:24-Edit	14	Shared Group

Users
Donna Student   DonnaStudent10
Frederika Karlsen   SusanStudent10
Frodo Baggins   EricStudent10
Eleanor Black   DonnaStudent11
Omar Tyree   SusanStudent11

8. Select **Create Assignment** at the top or bottom of the page.