

Assign a Unit

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1. From the **Employability** drop-down menu, select **Courses**.
2. Select **More Details** on the card for the desired Course.
3. Select **Assign** next to the Unit you wish to assign.
 - a. Select **Details** to see the lessons within the Unit or to assign the lessons individually.
4. Complete the **Assignment Details**:
 - a. Assignment Title
 - b. Staff Name
5. Complete the **Lessons** section:
 - a. Assignment Dates
 - i. You can create a single start and due date for *all* unit lessons. You can also create separate dates for each lesson within the unit.
 - b. Choose the appropriate checkboxes for your assignment:
 - i. Require users to complete the activities in order
 - ii. Allow late submissions
 - iii. Enable grading?
 - iv. Exclude students who have completed this lesson?
 - v. Exclude students with an open assignment for this lesson?
6. Choose your **Licenses** (if you have access to more than one).
7. Select **Users**.
8. Select **Create Assignment**.