

Assign a Unit

Last Modified on 10/23/2024 12:07 pm EDT

There are two ways to assign a Unit to a learner: from the Employability tab and from +New Assignment on the Dashboard.

Employability Tab

1. From the **Employability** drop-down menu, select **Courses**.

The screenshot shows the Pathful dashboard with the 'Employability' tab selected in the top navigation menu. The dashboard is divided into several sections: a welcome message for 'Susan', 'Your Assessments', 'Your Goals', and 'Postsecondary Plan' on the left; and 'Videos', 'Lessons', 'Courses', 'Resume builder', 'Cover letter builder', and 'Opportunity board' on the right. The 'Courses' option in the 'Lessons' section is highlighted with a red box.

2. Select **More Details** on the card for the desired Course.

The screenshot shows the 'Employability' page with a search bar and a list of courses. The 'Courses' tab is selected in the navigation menu. The list of courses includes: 'Explore Demo Course' (2 Units), 'First Aid 101 Course' (2 Units), and 'Pathful Testing Card Course' (3 Units). The 'More Details' button for the 'First Aid 101 Course' is highlighted with a red box.

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.



This is a test course for Flex Curriculum.



2 Units
9 Activities

First Aid Unit 1

Activities: 6

Details

Assign

First Aid Unit 2

Activities: 3

Details

Assign

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**.

Assignment Details

Create Assignment

Displayed Assignment Title (Created from Unit - First Aid Unit 1)

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.

Lessons

Set start and end date for completing this unit

Set these dates to apply to all lessons. You can adjust individual lesson dates below.

Edit start and end dates by lesson

If not edited, the unit start and end dates will apply to all lessons

Lesson Name	Activity count	Start Date - End Date
First Aid Unit 1 Lesson A	3	<input type="text" value="Start date"/> <input type="text" value="End date"/>
First- Aid - Unit 1 Lesson 2	3	<input type="text" value="Start date"/> <input type="text" value="End date"/>

Assignment settings

- Require users to complete activities in order?
- Allow late submissions?
- Enable grading?
- Exclude students who have completed this lesson?
- Exclude students with an open assignment for this lesson?

Choose Licenses

QC License 1 - Full

Groups Users Staff/Admin

Search for groups

Shared Groups

<input type="checkbox"/>	Group Name	User Count	Type
<input type="checkbox"/>	Common App Users	2	My Group
<input checked="" type="checkbox"/>	Susan Group C	4	My Group

Showing 2 of 2 Results

Selected Users (4)

CLEAR ALL

Users Staff/Admin

- Cameron Carter | SusanStudent13
- Dominique Daylen | SusanStudent14
- Eden Elliot | SusanStudent15
- Finley Fritz | SusanStudent16

Create Assignment

Dashboard

- From the Dashboard, select **+New Assignment** in the FlexLessons Assignment section.

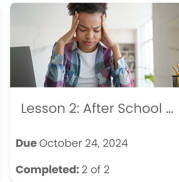
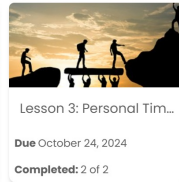
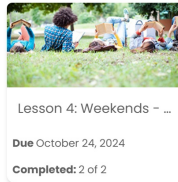
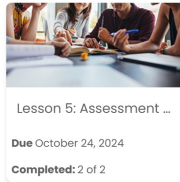
Welcome back, Tobie

My Dashboard Favorites My Sessions Manage Users Manage Groups

FlexLesson Assignments

+ CREATE CUSTOM LESSON

View All →



2. Filter the table by Units.
3. Select Assign next to the desired Unit.

Create new assignment

Lessons

Choose a unit

COLUMNS

Actions	Unit Name	Course Name	Activities
Assign	Unit A	Explore Demo Course	3
Assign	Unit B- Quiz	Explore Demo Course	3
Assign	First Aid Unit 1	First Aid 101 Course	6
Assign	First Aid Unit 2	First Aid 101 Course	3
Assign	Pathful Testing Unit 1	Pathful Testing Card Course	0
Assign	Pathful Unit Testing 2	Pathful Testing Card Course	10
Assign	Unit 1: Time Management at School	Time Management	8
Assign	Unit 2: Time Management at Home	Time Management	8
Assign	Unit 3: Course Assessment	Time Management	3

4. Follow the steps shown above to create the assignment.

