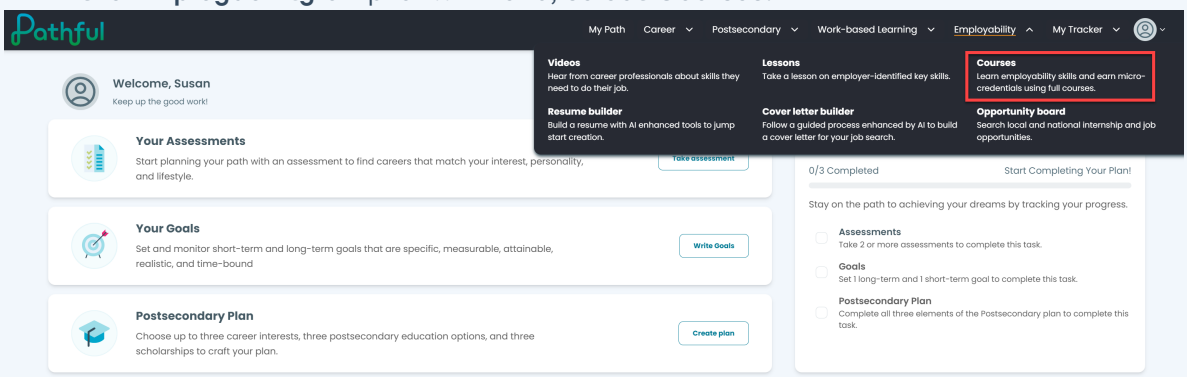
Assign a Unit

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

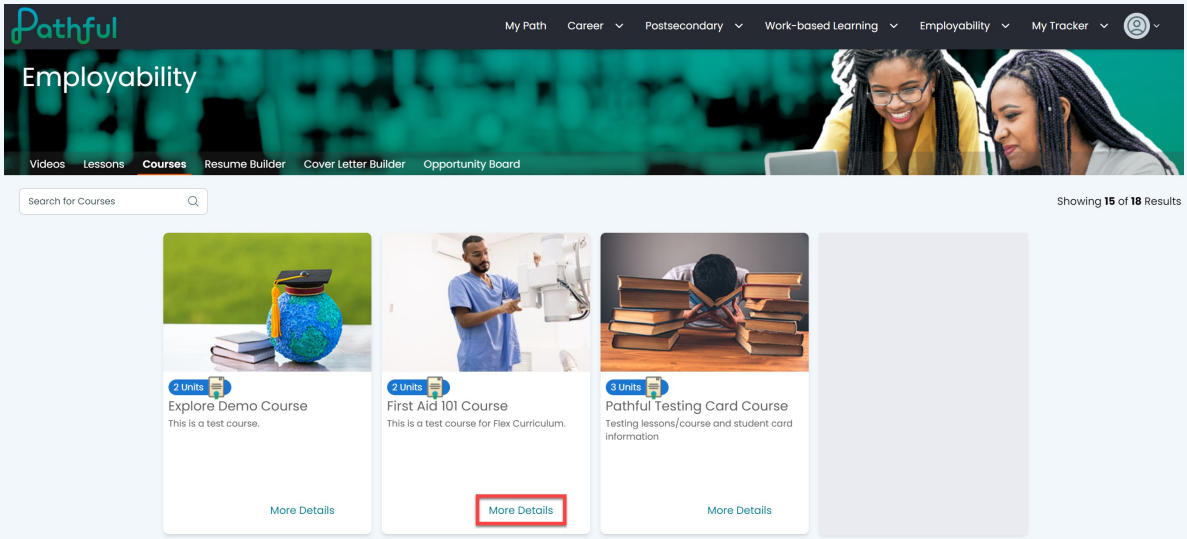
There are two ways to assign a Unit to a learner: from the Employability tab and from +New Assignment on the Dashboard.

Employability Tab

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



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.

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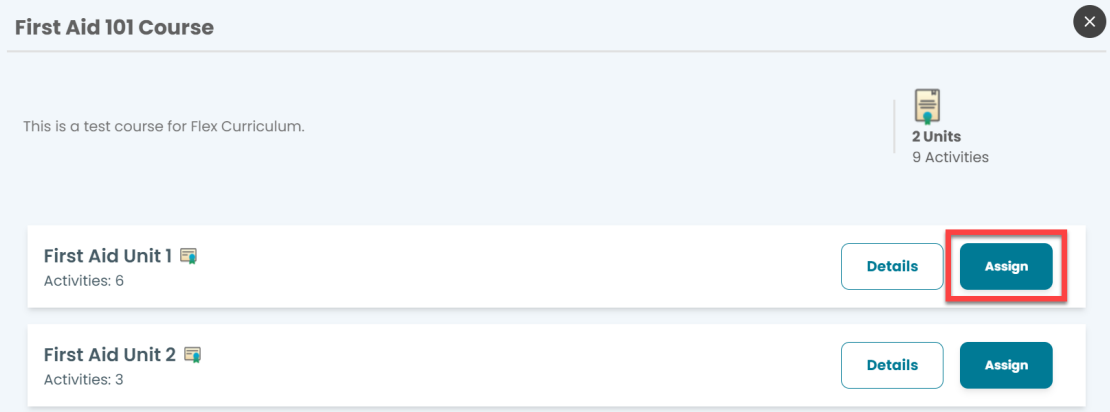

4. Complete the **Assignment Details**:
    a. Assignment Title
    b. Staff Name
5. Complete the **Lessons** section:
    a. Assignment Dates
        i. You can create a single start and due date for *all* unit lessons. You can also create separate dates for each lesson within the unit.
    b. Choose 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**.

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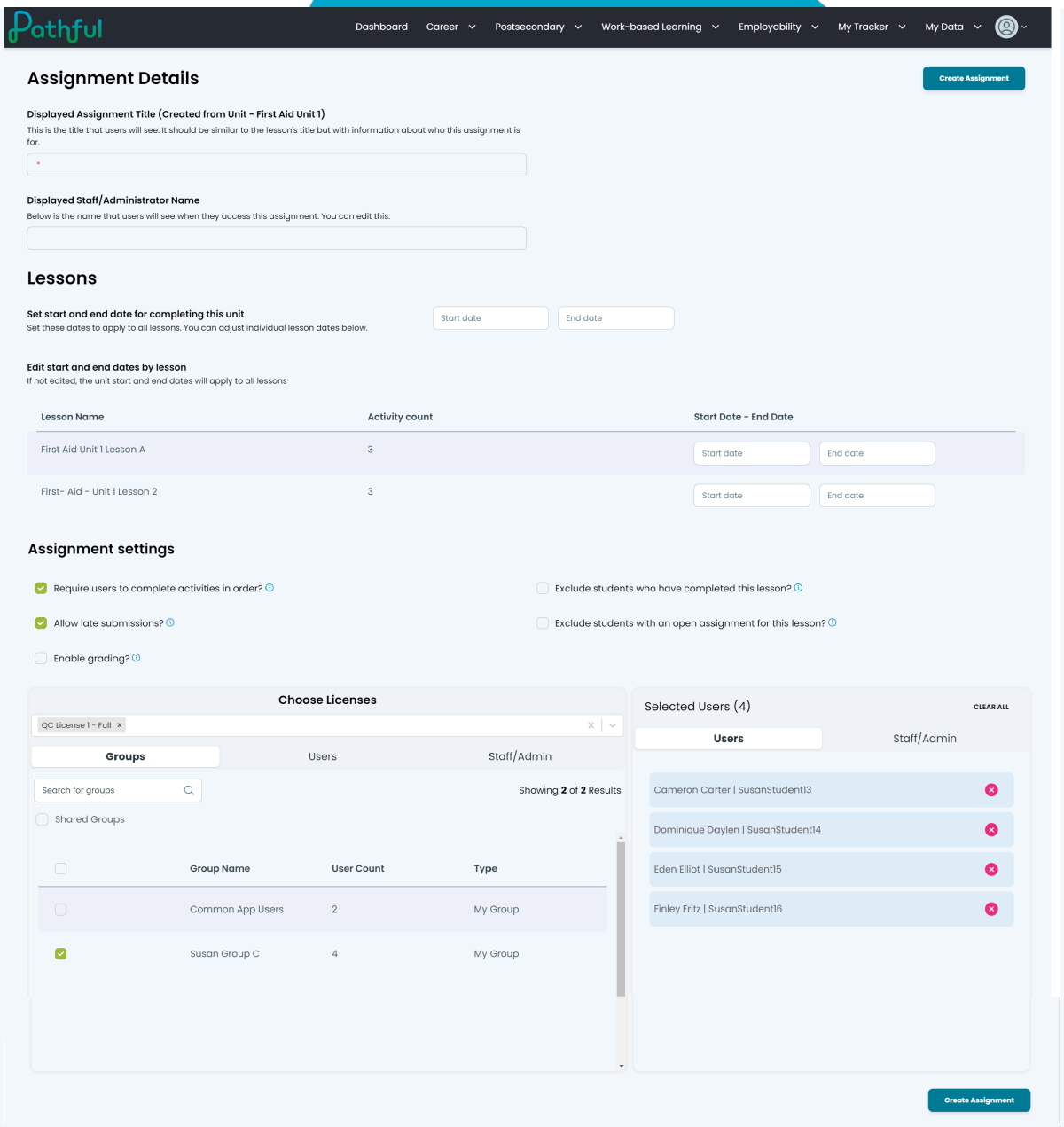

Dashboard

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

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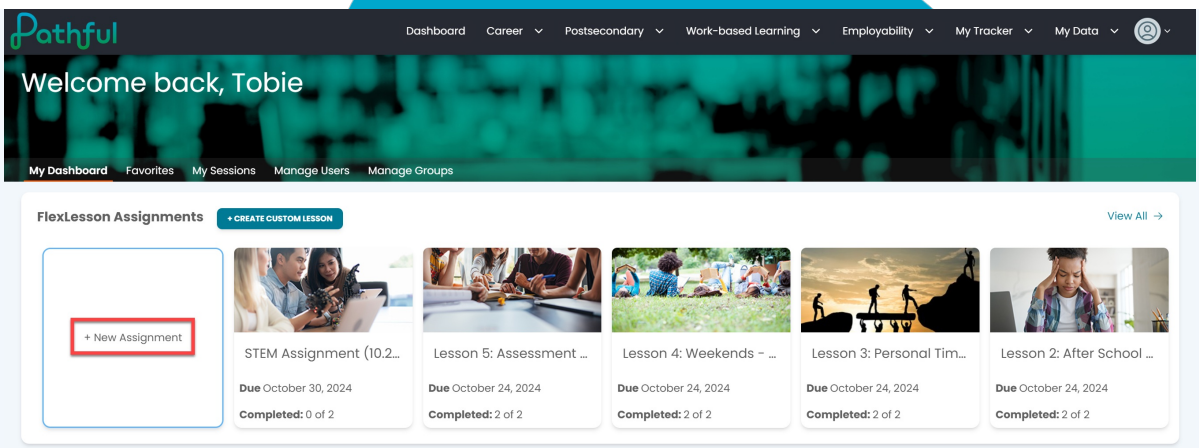
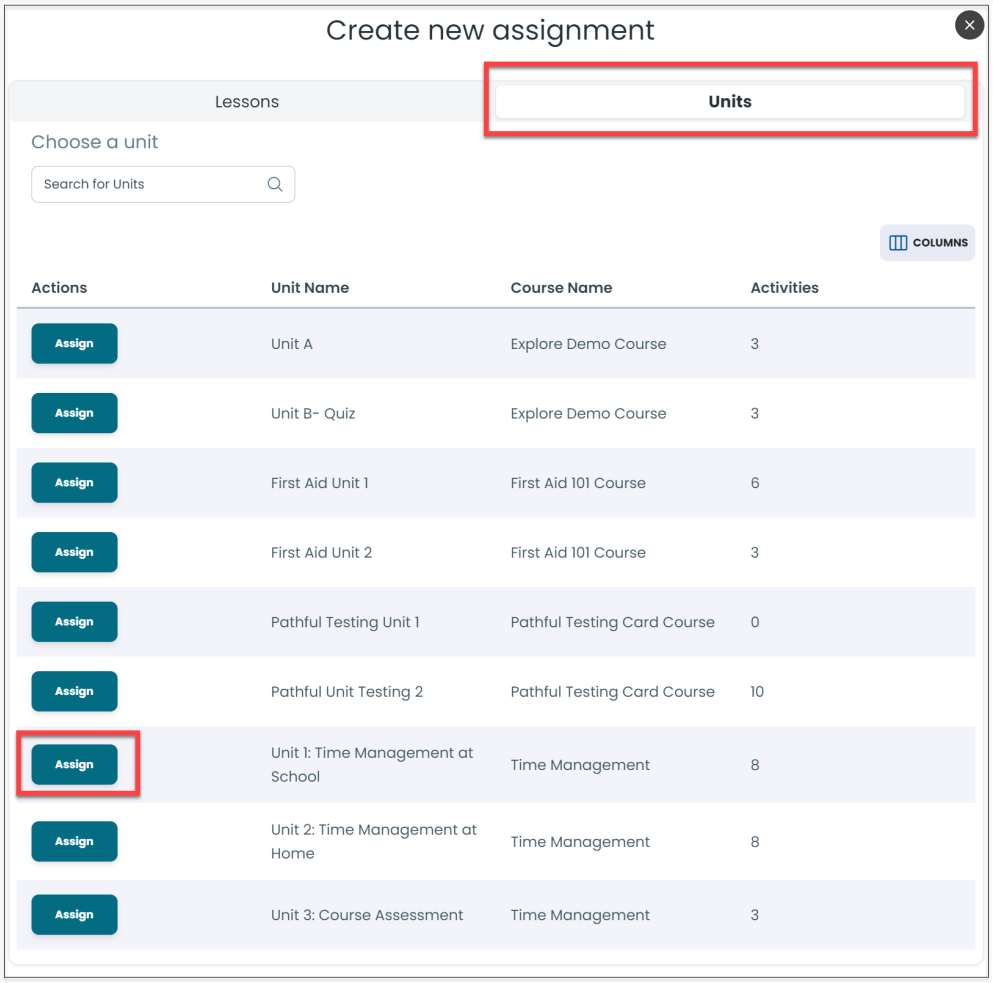


2. Filter the table by Units.
3. Select Assign next to the desired Unit.



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

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