



Schoolnet: Assigning Resources to Students


Quick Reference Card

Assigning Resources to Students

This document is intended for teachers who want to learn how to create a student resource, search for student resources, assign materials to students, and access assignment information.

Creating a Resource for Students

To create a resource for students:

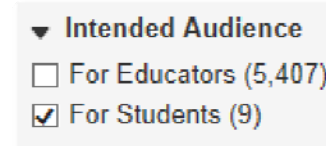
1. Roll your cursor over Classrooms and click **Instructional Materials**
2. From the Create menu at the top right, select **Resource**
3. Click **Go**
4. On the Section 1 (Define Properties) tab, complete the required (*) fields
5. Next to For Students, select **Yes** 
6. On the Section 2 (Align Standards) tab, align the resource with a standard
7. On the Section 3 (Create Content) tab, add content in one of three ways:
 - District template – type or paste content into the rich text fields
 - File – attach an existing resource file
 - URL – point to the URL of an existing resource
8. On the Section 4 (Identify Organizers) tab, choose organizers as needed
9. Click **Save**
10. To view the resource, click **View Material**

Searching for Student Resources

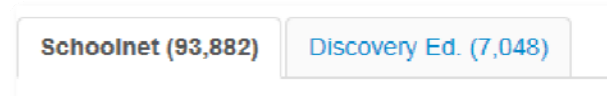
Your district may make student resources available to you.

To locate these resources:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Click **Search**
3. To limit the results to resources for students, under Intended Audience, select **For Students**

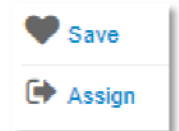


On some sites, materials will be organized by source, as shown by the tabs below. Each tab indicates how many materials match the current filters.



Keep in mind that you can only assign resources that contain content.

4. To assign the resource, click **Assign**



To put the resource in My Materials to use later, click **Save**.

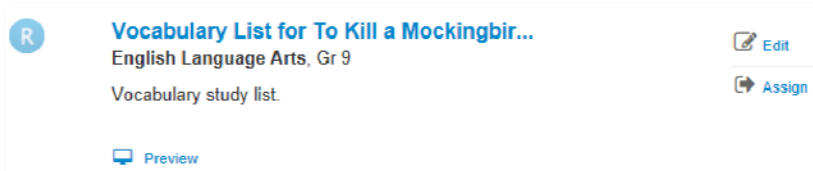
Assigning Resources to Students

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Resources you create or save from the materials bank are located in My Materials, where you can assign resources to students in one or more of the sections you teach.

To assign a resource:

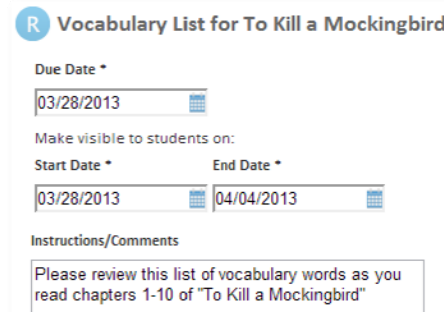
1. Roll your cursor over Classrooms and select **Instructional Materials**
2. Click **Go to My Materials**
3. Filter the list to locate the resource you want to assign
4. Next to the material name, click **Assign**



5. Enter a start and end date

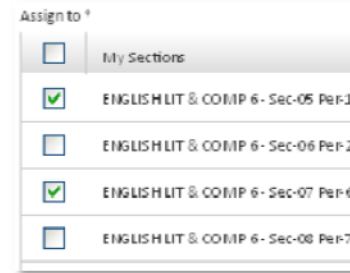
The assignment is visible on the home page of the students you select between those dates.

6. If applicable, enter instructions or comments for your students (up to 250 characters) in the Instructions/Comments field



A screenshot of the assignment configuration form. The title is 'Vocabulary List for To Kill a Mockingbird...'. There is a 'Due Date' field with a calendar icon and the date '03/28/2013'. Below that, it says 'Make visible to students on:' followed by 'Start Date' and 'End Date' fields, both with calendar icons. The start date is '03/28/2013' and the end date is '04/04/2013'. There is an 'Instructions/Comments' field with a text area containing the text: 'Please review this list of vocabulary words as you read chapters 1-10 of "To Kill a Mockingbird"'. There are 'Edit' and 'Assign' buttons on the right side of the form.

7. Assign the content to one or more of your sections

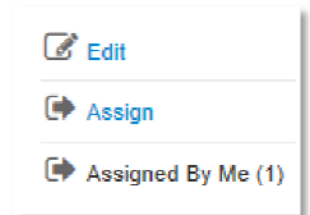


8. Click **Assign**

Accessing Assignment Information

When you assign a resource to students, the **Assigned By Me** link appears on your material details page. The number next to it shows how many times you have assigned the material.

Click the title of the lesson and then click **Assigned By Me** to see a history of the assignments.



My Assignments of this Material

Name	Due Date	Edit	Delete
"The Tell-Tale Heart" Vocabulary Scavenger Hunt 8 Sections assigned	4/3/2013	Edit	Delete

Assigning Resources to Students

To see a list of all your assignments, follow these steps:

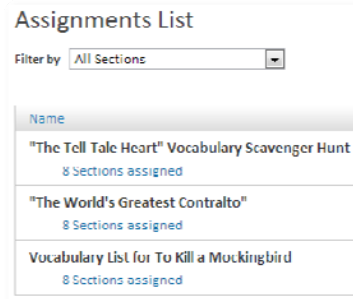
1. Roll your cursor over Classrooms and select **Assignments**
2. Filter by section to search for the assignment

If you assigned a resource to multiple sections, click **Sections assigned** to see the list of sections.

If you assigned the resource to one section, you will see the section name.

3. To update an assignment, click **Edit** next to the material name

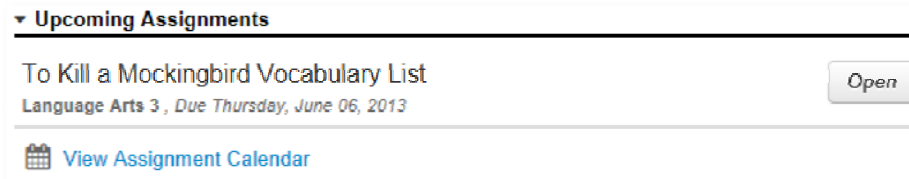
Keep in mind that clicking Delete removes the assignment, but not the resource.



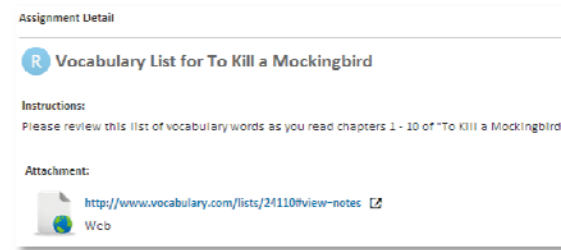
How Students Access Assignments

When a student signs in to his Schoolnet home page, he sees a section labeled **Upcoming Assignments**.

The home page can display up to five assignments.



Students will click **Open** to view a link to the resource and any instructions from the teacher.



To view all of their assignments by week or day, students click **View Assignment Calendar**. Students can filter by class, navigate to another week, or use the calendar to jump to a specific date. Dates with assignments due are highlighted in bold on the calendar.

