

Schoolnet: Assigning Resources/Assignments to Students

Audience Roles: Student, Teacher

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:

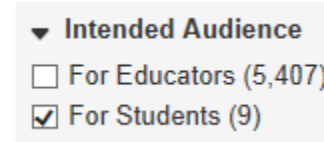
1. Roll your cursor over **Classrooms** and click **Instructional Materials**
2. From the **Create** menu at the top right, select **Resource**
3. Click **Go**
4. On the **Define Properties** tab, complete the required (*) fields
5. Next to For Students, select **Yes**
6. Click the **Align Standards** tab (or **Save and Continue**) and then check the applicable standards
7. Click the **Create Content** tab and select one of the options:
 - **District template** – Type or paste content into the field
 - **File** – Attach an existing file
 - **URL** – Point to the URL of an existing resource
8. Optional: Click the **Identify Organizers** tab and check applicable characteristics of the resource
9. Click **Save**
10. To view the resource, click **View Material** (bottom left)

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**



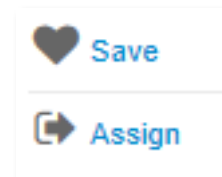
On some sites, materials will be organized by source, as shown by the tabs below. Each tab indicates how many materials match the current filters.



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

Assigning Resources to Students

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:

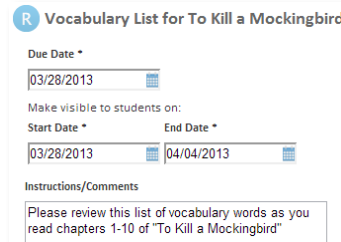
1. Roll your cursor over **Classrooms** and select **Instructional Materials**
2. Click **Go to My Materials**
3. Filter the list to locate the resource you want to assign
4. Next to the material name, click **Assign**



5. Enter a **Start Date** and **End Date**

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

6. If applicable, enter **Instructions/Comments** for your students (up to 250 characters)



7. Assign the content to one or more of your sections by putting a check next to the sections you want to assign it to

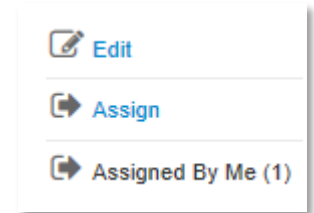


8. Click **Assign**

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

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

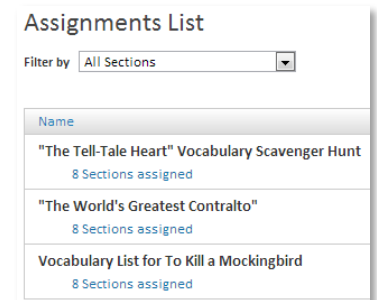
1. Roll your cursor over **Classrooms** and select **Assignments**
2. Filter by section to search for the assignment

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.



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

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.

▼ **Upcoming Assignments**

To Kill a Mockingbird Vocabulary List
Language Arts 3 , Due Thursday, June 06, 2013

Open

View Assignment Calendar

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

Assignment Detail

R Vocabulary List for To Kill a Mockingbird

Instructions:
Please review this list of vocabulary words as you read chapters 1 - 10 of "To Kill a Mockingbird."

Attachment:
<http://www.vocabulary.com/lists/24110#view=notes>

Web

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.

Assignments: Week of June 9

Current

All Courses

Art 3

Homeroom-Na

Language Arts 3

Mathematics 3

Music 3

Physical Education 3

Reading 3

Jun 10 - Monday

What's in a Name? Open

Language Arts 3 | Due Mon, June 10

Reading 3 | Due Mon, June 10

Mathematics 3 | Due Mon, June 10

Homeroom-Na | Due Mon, June 10