

There are several pages from where you can send an assignment to your students:

- **Library**
- **Collections**
- **My Assignments**

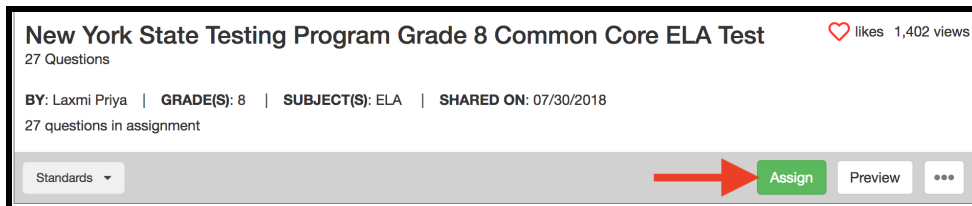
The following are step by step directions for sending assignments to students from each of these pages.

Sending from Library

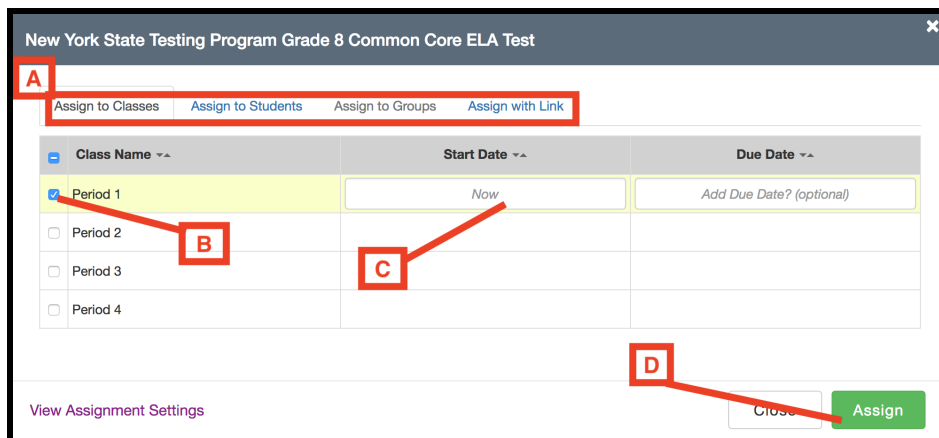
The Library is a collection of teacher-created assignments that have been shared by teachers with Edcite. You can send these assignments directly to your students, save them in your account, or modify them to align to individual student needs. To see how to search the Library for an assignment, click [here](#).

Follow these instructions to send assignments from the Library to your students.

1. Assign - Once you have found an assignment that you want to send to your students, click the Assign button.



2. Schedule - The Assignment Scheduler will open.



A. Choose from the following options:

- Assign to Classes - check the box beside the class or classes you want to send the assignment to.
- Assign to Students - check the box beside the student or students you want to send this to.
- Assign to Groups - check the box beside the group or groups you want to send the assignment to.
- Assign with Link - post the link in Google Classroom or write it on the board for your students to copy.

B. Check the box beside the class/student/group you are sending the assignment to.

C. Enter a start and end time if desired.

D. Click the Assign button.

3. A Confirmation Box shows that you have successfully sent the assignment. This will have three options:

- Close - returns to the Assignment Library where you can find another assignment to send to your students.
- Manage Assignment - you can add another class/student/group to the current assignment.
- View Live Progress - you can watch your students move through the assignment in Real Time.

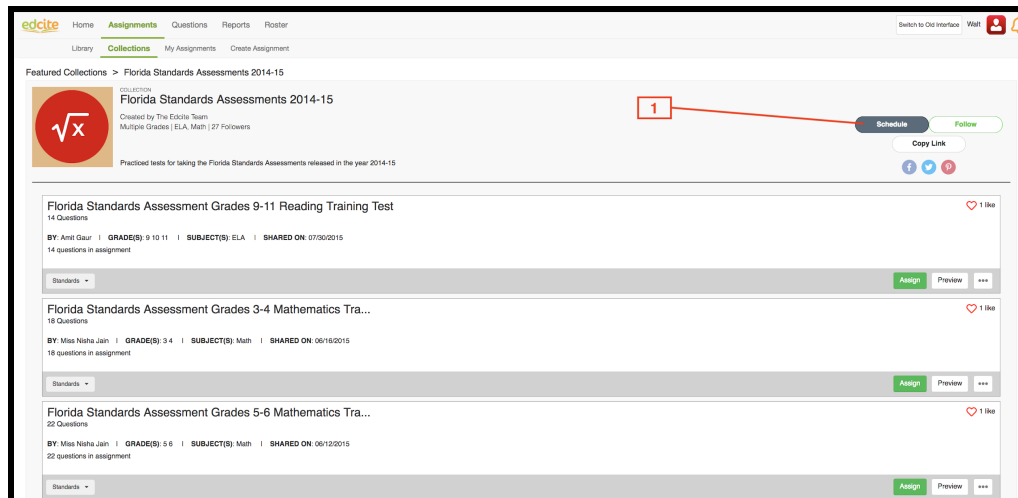
Sending from a Collection

Once you find a Collection you would like to send to your students, you can either send each individual assignment to your students or you can schedule the entire collection to be sent to your students.

To send an individual assignment to your students, click the Assign button and follow the instructions from the Library.

To send a collection of assignments to your students, follow these instructions.

1. Schedule - Click the Schedule button.



2. Classes - The Assignment Scheduler will open. Use the pull-down menu to select your classes.

3. Start Date - Select a date and time to send the first assignment.

4. Recurring Days - Click on the days of the week to send the assignment.

5. Close Dates - Choose the number of days after the Start Date to close the assignment.

6. Individual Assignments - If desired, select specific start and end dates and times. You can remove an assignment by clicking the Remove button.

7. Assign - Click the Assign button to send all of the assignments in this Collection.

Florida Standards Assessments 2014-15

Select Classes to Assign:

First Assignment will be sent on: 08/14/2018 7:56 AM

Assignments will be sent on these days: (S) (M) (T) (W) (T) (F) (S)

Assignment will be closed: 1 day after the Start Date

Assignment	Start Date	Due Date	
Florida Standards Assessment Grades 9-11 Reading Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove
Florida Standards Assessment Grades 3-4 Mathematics Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove
Florida Standards Assessment Grades 5-8 Mathematics Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove
Florida Standards Assessment Grades 7-8 Mathematics Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove
Florida Standards Assessment EOC Mathematics Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove
Florida Standards Assessment Grades 3-5 ELA Reading Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove
Florida Standards Assessment Grades 6-8 ELA Reading Training Test	Add Start Date? (optional)	Add Due Date? (optional)	Remove

Sending from My Assignments

The My Assignments page contains assignments saved from the Library, assignments saved from Collections, assignments you created, or assignments shared with you by another educator.

You can send assignments to their students directly from the My Assignments page. To do this, follow these instructions.

1. **Action** - Click the Actions button beside the assignment you would like to send to your students.
2. **Assign** - Click the Assign button.

Home | **Assignments** | Questions | Reports | Roster

Library | Collections | **My Assignments** | Create Assignment

My Assignments

Create New | Share | Delete | Archive | To Folder

Show Subfolder Content

All

My Folders

Archived

Trash

Name	Tags	Status	Modified
Performance Task - Adding Fractions - Grade 4		Active	8/9/2018
Performance Task - Adding Fractions - Grade 4 - Numbers and Operations Fractions		Active	8/9/2018
Basic Number Sentences Practice to Prepare Dinner		Active	8/2/2018
Basic parts of an Ecosystem part 1		Active	7/31/2018

Details

Performance Task - Adding Fractions - Grade 4 - Numbers and Operations Fractions

5 questions in assignment

View | Edit | **Assign** | Grade | Report | Live Progress | Manage | Print | Answer Key | Copy | Invite

3. **Schedule** - The Assignment Scheduler will open.

New York State Testing Program Grade 8 Common Core ELA Test

Assign to Classes Assign to Students Assign to Groups Assign with Link

Class Name	Start Date	Due Date
☒ Period 1	Now	Add Due Date? (optional)
☐ Period 2		
☐ Period 3		
☐ Period 4		

View Assignment Settings

Close Assign

A. Choose from the following options:

- Assign to Classes - check the box beside the class or classes you want to send the assignment to.
- Assign to Students - check the box beside the student or students you want to send this to.
- Assign to Groups - check the box beside the group or groups you want to send the assignment to.
- Assign with Link - post the link in Google Classroom or write it on the board for your students to copy.

B. Check the box beside the class/student/group you are sending the assignment to.

C. Enter a start and end time if desired.

D. Click the Assign button.

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For more help with this or any other topic on Edcite, please email hello@edcite.com.

The following is the link to the Google document with this solution:

https://docs.google.com/document/d/1xk3QtYerMFeb0M_pxwCkWTkTY353ZelZgGndxheVZXk/edit?usp=sharing

ENG03-001

Updated 14 Aug 2018