

Rename assignments before the upgrade to make them easier to find in your new interface.

Renaming Assignments

To make the process of locating classes and assignments easier after the upgrade, check to ensure that assignment titles are descriptive. The best practice is to rename assignments to include the purpose of the course (ex. Credit Recovery), the name of the instructor who is managing the course, and the school year in which it was created. Below is an example of assignment naming conventions. Users with an Administrator or Instructor role can rename assignments.

Ex. Credit Recovery - Class/Section Title: **Algebra 1 - Sem. A - Credit Recovery - Williams - 2015/2016**

How to Rename an Assignment

1. Select the **Assignments mini-app**.
2. Choose the **Location** on the left side.

Home :: Assignments

Assignments

Create Assignment My Assignments

To perform an operation on an assignment(s), first select a location in the Location Selector, then select a checkbox next to one or more available assignment(s) and then select a desired action from the "select an action" drop down menu.
 To manage the prescriptions that are associated with an assessment assignment, select the "Manage Assignment" option from the "select an action" drop down menu. Then, on the Manage Assignment page, select the Manage Prescriptions button.
 Some operations cannot be performed and are indicated by light gray colored text.
 Actions can be performed on your selection(s) from the Active Assignments tab, Inactive Assignments tab or the My Selected Items tab.

Active Assignments Inactive Assignments My Selected Items

enter search term

grade range selector

U K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A all

select an action apply a filter enter filter value

page size 200

Assignment Name	Class	Instructor	License Type	Grade
<input checked="" type="checkbox"/> Abbott Accucess Math	Abbott Al...	Abbott,Susan(sra...	Concurrent	9
<input type="checkbox"/> Abbott Alg 1 A 13-14	Abbott Al...	Abbott,Stephanie...	Concurrent	U
<input type="checkbox"/> Abbott Alg 1 A 13-14	Abbott Al...	Abbott,Stephanie...	Concurrent	9
<input type="checkbox"/> Abbott Alg 1 A 13-14	Abbott Al...	Abbott,Stephanie...	Concurrent	U

- Place a check in the box next to the **class** you would like to **edit**.
- Choose **Manage Assignment** from the **Select an Action** dropdown menu.

Active Assignments | Inactive Assignments | My Selected Items

enter search term [play] [x] grade range selector [checkbox]

U K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A all

Manage Assignment [dropdown] apply a filter [dropdown] enter filter value [play] [x] page size 200 [dropdown]

<input type="checkbox"/>	Assignment Name	Class	Instructor	License Type	Grade
<input type="checkbox"/>	Abbott Accucess Math	Abbott Al...	Abbott,Susan(sra...	Concurrent	9
<input checked="" type="checkbox"/>	Abbott Alg 1 A 13-14	Abbott Al...	Abbott,Stephanie...	Concurrent	U
<input type="checkbox"/>	Abbott Alg 1 A 13-14	Abbott Al...	Abbott,Stephanie...	Concurrent	9

- Change the **Assignment Title**. Ex. *Algebra 1 - Sem. A - Credit Recovery - Williams - 2015/2016*.
- Choose **Update**.

Manage Assignment

Assignment Module Mastery | Manage Activities

Make changes to Assignment Details (title, dates, etc.) or Learners (individually)

Assignment Details [Deactivate] [Delete]

Assigned Content: PLATO Course Algebra 1, Semester A v3.0

Class: Abbott Alg 1 A Sect 3 13-14

Resource Type: PLATO Courses

*Title: Abbott Alg 1 A 13-14

Instructions for Learners:

Start Date: 12/20/2013 [calendar] Due Date: 06/06/2014 [calendar]

Lock assignment if overdue

Number of tries tutorial completion can unlock mastery test: 2 [dropdown] [info]

Do you want learners who are added to this class to receive this assignment?

Yes No

[Update]