

To view in video format, click [HERE](#).

Creating Assignments with Content Buttons

1. For this tutorial, we will cover how to create assignments using the content buttons. To create an RLA assignment, I will select the light blue "RLA, Science and Social Studies Practice" button.

If you are uncertain which products are available to you or your team, please contact your administrator for guidance.


The screenshot displays the STAAR Master web application interface. At the top, a red banner reads "Welcome to Version 3.0!". Below this, a blue sidebar on the left contains a "Welcome back, Marilyn!" message and a search bar. The main content area shows a "PRACTICE" section with a blue button labeled "RLA, Science, SS Practice" circled in red. Other buttons visible include "Companion Work Text" and "Math Practice". The right sidebar shows an "Agenda" for *Mrs. Mickey - Grade 4, listing a "View Tutorial: Then Assign Your 1st Activit..." task.

2. In the Assignment Pop up Editor, first decide which class or classes to assign to.


RLA, Science, SS Practice


Templates


Assignment Template

Practice (RLA Practice Test & RLA/Science/Social Studies Student Practice Book) 

Classes & Learners

*Mrs. Mickey - Grade 4 

*Mrs. Mickey - Grade 5 

Assign To 

All Learners in the Class



Selected Learners

Elective

☐ Notify Learners when assignment is added ☐ Notify Learners when assignment is deleted

Assignment & Title

Pick Assignment

Start typing  

CANCEL


SAVE

3. Next, select your learners. The platform is defaulted for all learners. However, to assign to specific students, click "Selected Learners"


RLA, Science, SS Practice


Templates


Assignment Template

Practice (RLA Practice Test & RLA/Science/Social Studies Student Practice Book) 

Classes & Learners

*Mrs. Mickey - Grade 4 

*Mrs. Mickey - Grade 5 

Assign To 

All Learners in the Class



Selected Learners

Elective

☐ Notify Learners when assignment is added ☐ Notify Learners when assignment is deleted

Assignment & Title

Pick Assignment

Start typing  

CANCEL

SAVE

4. Then click the red "SELECT" banner to access your roster.

RLA, Science, SS Practice

Templates

Assignment Template

Practice (RLA Practice Test & RLA/Science/Social Studies Student Practice Book)

Classes & Learners

*Mrs. Mickey - Grade 4

*Mrs. Mickey - Grade 5

Assign To

All Learners in the Class

Selected Learners

Elective

Learners: 0

☐ Notify Learners when assignment is added ☐ Notify Learners when assignment is deleted

Assignment & Title

Pick Assignment

Start typing

CANCEL

SAVE

5. Click the box next to the students you want to include in your assignment.

RLA, Science, SS Practice

Template

Select Learners for the Assignment

Type to search

<input type="checkbox"/>	First name	Last name	E-mail	Availability Date	Due Date	
<input type="checkbox"/>	Marilyn	Mickey	mmickey@ecslearn.com	1969-12-31 18:00	1969-12-31 18:00	
<input checked="" type="checkbox"/>	Hamish	Moir	sminteractive1@gmail.com	1969-12-31 18:00	1969-12-31 18:00	
<input type="checkbox"/>	Manny	Vasquez	sminteractive2@gmail.com	1969-12-31 18:00	1969-12-31 18:00	
<input type="checkbox"/>	Crystal	Hernandez	sminteractive@gmail.com	1969-12-31 18:00	1969-12-31 18:00	

1-4 of 4

Learners Selected: 1

CANCEL

CONFIRM

Classes & Learners

Assignment Title

CANCEL

SAVE

6. When finished selecting your students, click "CONFIRM."

RLA, Science, SS Practice

Templa

Select Learners for the Assignment

Type to search

<input type="checkbox"/>	First name	Last name	E-mail	Availability Date	Due Date	
<input type="checkbox"/>	Marilyn	Mickey	mmickey@ecsearn.com	1969-12-31 18:00	1969-12-31 18:00	
<input checked="" type="checkbox"/>	Hamish	Moir	sminteractive1@gmail.com	1969-12-31 18:00	1969-12-31 18:00	
<input checked="" type="checkbox"/>	Manny	Vasquez	sminteractive2@gmail.com	1969-12-31 18:00	1969-12-31 18:00	
<input type="checkbox"/>	Crystal	Hernandez	sminteractive@gmail.com	1969-12-31 18:00	1969-12-31 18:00	

1-4 of 4

Learners Selected: 2

CANCEL CONFIRM

7. Next, choose the package you want to assign from. Depending on your institution, you may see light blue package cards to choose from, or for others, you may see an icon to browse assignments as shown.

Templates

Assignment Template

Practice (RLA Practice Test & RLA/Science/Social Studies Student Practice Book)

Classes & Learners

*Mrs. Mickey - Grade 4 *Mrs. Mickey - Grade 5

Assign To

All Learners in the Class Selected Learners Elective

Learners: 2 SELECT

Notify Learners when assignment is added Notify Learners when assignment is deleted

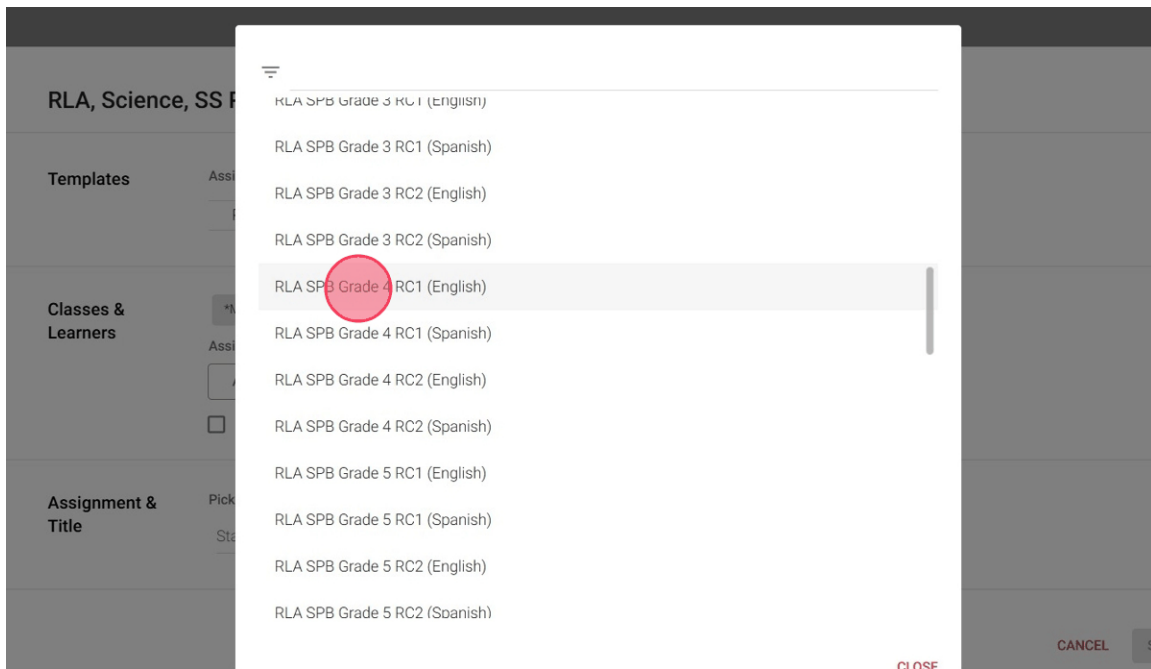
Assignment & Title

Pick Assignment

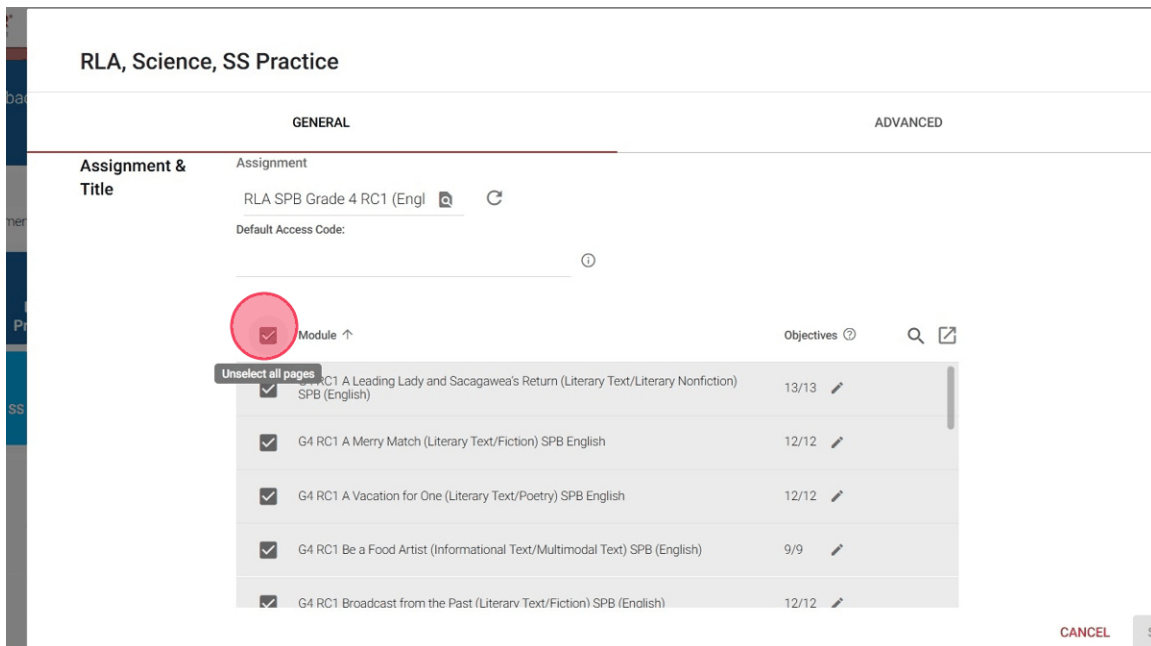
Start typing

Browse Assignment

8. Packages are determined by subject, product type, grade level and reporting category. For this example, I will select "RLA Student Practice Book Grade 4 Reporting Category 1."



9. Many reporting categories will have more than one module listed. If you do not wish to assign all of the modules to your students, click the top button next to the label "MODULE" to deselect all the boxes.



10. Then scroll and select the module or modules you wish to assign by clicking the box next to the title or targeted standard.



RLA, Science, SS Practice

GENERAL


ADVANCED

Assignment & Title


Assignment




RLA SPB Grade 4 RC1 (Engl)  





Default Access Code:



Please select at least one module

☐ Module 

Objectives   

<input type="checkbox"/> G4 RC1 A Leading Lady and Sacagawea's Return (Literary Text/Literary Nonfiction) SPB (English)	13/13 
<input type="checkbox"/> G4 RC1 A Merry Match (Literary Text/Fiction) SPB English	12/12 
<input type="checkbox"/> G4 RC1 A Vacation for One (Literary Text/Poetry) SPB English	12/12 
<input type="checkbox"/> G4 RC1 Be a Food Artist (Informational Text/Multimodal Text) SPB (English)	9/9 



CANCEL

SAVE


11. To view questions and customize the assignment, click the pencil icon located on the right.


Assignment & Title




Assignment






RLA SPB Grade 4 RC1 (Engl)  

Default Access Code:



☐ Module 

Objectives   

<input checked="" type="checkbox"/> G4 RC1 A Leading Lady and Sacagawea's Return (Literary Text/Literary Nonfiction) SPB (English)	13/13 
<input type="checkbox"/> G4 RC1 A Merry Match (Literary Text/Fiction) SPB English	12/12 
<input type="checkbox"/> G4 RC1 A Vacation for One (Literary Text/Poetry) SPB English	12/12 
<input type="checkbox"/> G4 RC1 Be a Food Artist (Informational Text/Multimodal Text) SPB (English)	9/9 
<input type="checkbox"/> G4 RC1 Broadcast from the Past (Literary Text/Fiction) SPB (English)	12/12 

12. Each module is split into three columns. To the left are the standards addressed, in the middle is the item type, and on the right illustrates whether the question is assigned. To view a question, you can hover your mouse over the item type for a quick pop-up preview

The screenshot displays a curriculum management interface with three main columns: standards, item types, and assignment status. A pop-up window is shown over the 'Vocabulary-Context' item type for the standard 4.3B.

Standards Column (Left):

- G4 RC1 A Leading Lady and S
- A Leading Lady and Sacagawea's Re
- Introduction
- 4.3B (Vocabulary-Context) M
- 4.7C (Response-Text Evidence)
- 4.6F (Comprehension-Inference)
- 4.10A (Author's Purpose-Messa
- 4.10D (Author's Purpose-Descri
- 4.7D (Response-Paraphrase/Su
- 4.3B (Vocabulary-Context) M
- 4.6E (Comprehension-Make Connections) H
- 4.6E (Comprehension-Make Connections) H

Item Type Column (Middle):

- DER
- SHOW
- MCQ
- INTERACTIVE
- ACTIVITY
- SEQUENCE
- MCQ
- MCQ
- MCQ
- MCQ
- MCQ

Assignment Status Column (Right):

- 13/13
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Pop-up Preview (Center):

Use "A Leading Lady" to answer the question.

Read the sentences from paragraph 3 of the passage.

Sacagawea tried to escape across the river. Before she made it halfway, a warrior plucked her from the water and carried her off.

The word plucked means—

VIEW TEXT

- ✗ attacked
- ✗ blocked
- ✗ drove
- ✓ pulled

Footer:

Select Learning Objectives Randomly _____ SELECT ⓘ Learning objectives selected: 13

- You are in Demo mode. Results are not saved.

A Leading Lady

1 Sacagawea was with explorers Lewis and Clark on their famous journey from the Missouri River all the way to the Pacific Ocean. In fact, Sacagawea was an important part of the team and earned a place in history. And she did it all while she was still a teenager.

2 Sacagawea, a Shoshone Indian, was born around 1789. She grew up on the slopes of the great Rocky Mountains. The Shoshone moved often, so Sacagawea came to know the mountains, valleys, and rivers that were her home.

3 Once, when she was about 11 years old, the Shoshone camped at a place where three rivers came together. Men from the Hidatsa tribe came and attacked the Shoshone. Sacagawea tried to escape across the river. Before she made it halfway, a warrior plucked her from the water and carried her off.

4 Sacagawea was taken 500 miles away. Her old life in the mountains was gone. Now, she lived in a Hidatsa village. She learned to speak the Hidatsa language, but she never forgot her mountain home or her Shoshone language.

5 Sometimes, people from other tribes came to the village. White men came, too. These were the first white men that Sacagawea had ever seen. One was a fur trapper who lived in the village from time to time. His name was Toussaint Charbonneau. When Sacagawea was

Use "A Leading Lady" to answer the question.
Read the sentences from paragraph 3 of the passage.

Sacagawea *tried to escape across the river. Before she made it halfway, a warrior plucked her from the water and carried her off.*

The word plucked means—

CHOOSE THE CORRECT ANSWER

attacked


drove

blocked

pulled

CLOSE

14. To exit the demo-mode, click the CLOSE button.

 You are in Demo mode. Results are not saved.

A Leading Lady

- 1 Sacagawea was with explorers Lewis and Clark on their famous journey from the Missouri River all the way to the Pacific Ocean. In fact, Sacagawea was an important part of the team and earned a place in history. And she did it all while she was still a teenager.
- 2 Sacagawea, a Shoshone Indian, was born around 1789. She grew up on the slopes of the great Rocky Mountains. The Shoshone moved often, so Sacagawea came to know the mountains, valleys, and rivers that were her home.
- 3 Once, when she was about 11 years old, the Shoshone camped at a place where three rivers came together. Men from the Hidatsa tribe came and attacked the Shoshone. Sacagawea tried to escape across the river. Before she made it halfway, a warrior plucked her from the water and carried her off.
- 4 Sacagawea was taken 500 miles away. Her old life in the mountains was gone. Now, she lived in a Hidatsa village. She learned to speak the Hidatsa language, but she never forgot her mountain home or her Shoshone language.
- 5 Sometimes, people from other tribes came to the village. White men came, too. These were the first white men that Sacagawea had ever seen. One was a fur trapper who lived in the village from time to time. His name was Toussaint Charbonneau. When Sacagawea was

Use "A Leading Lady" to answer the question.


Read the sentences from paragraph 3 of the passage.

Sacagawea *tried to escape across the river. Before she made it halfway, a warrior plucked her from the water and carried her off.*

The word plucked means—

CHOOSE THE CORRECT ANSWER

attacked	drove
blocked	pulled



15. Deselect the questions you do not want to include in your assignment by clicking the check mark in the right column.
Notice the item tab turned from green to grey. This illustrates that the question will not appear on the students' dashboards.

G4 RC1 A Leading Lady and Sacagawea's Return (Literary Text/Literary Nonfiction) SPB (English)

4.7C (Response—Text Evidence) M	INTERACTIVE	<input checked="" type="checkbox"/>
4.6F (Comprehension—Inferences) H	ACTIVITY	<input type="checkbox"/>
4.10A (Author's Purpose—Message) H	SEQUENCE	<input type="checkbox"/>
4.10D (Author's Purpose—Describe Literary Devices) H	MCQ	<input checked="" type="checkbox"/>
4.7D (Response—Paraphrase/Summarize) M	MCQ	<input checked="" type="checkbox"/>
4.3B (Vocabulary—Context) M	MCQ	<input checked="" type="checkbox"/>
4.6E (Comprehension—Make Connections) H	MCQ	<input checked="" type="checkbox"/>
4.6E (Comprehension—Make Connections) H	MCQ	<input checked="" type="checkbox"/>
4.6E (Comprehension—Make Connections) H	MCQ	<input checked="" type="checkbox"/>
4.10C (Author's Purpose—Print and Graphic Features) H	MCQ	<input checked="" type="checkbox"/>

Select Learning Objectives Randomly

SELECT ⓘ

Learning objectives selected: 11

CANCEL

CONFIRM

16. When you are finished finalizing your choices, click "CONFIRM" to exit and return to the Assignment Pop-up Editor.

G4 RC1 A Leading Lady and Sacagawea's Return (Literary Text/Literary Nonfiction) SPB (English)

4.7C (Response—Text Evidence) M	INTERACTIVE	<input checked="" type="checkbox"/>
4.6F (Comprehension—Inferences) H	ACTIVITY	<input type="checkbox"/>
4.10A (Author's Purpose—Message) H	SEQUENCE	<input type="checkbox"/>
4.10D (Author's Purpose—Describe Literary Devices) H	MCQ	<input checked="" type="checkbox"/>
4.7D (Response—Paraphrase/Summarize) M	MCQ	<input checked="" type="checkbox"/>
4.3B (Vocabulary—Context) M	MCQ	<input checked="" type="checkbox"/>
4.6E (Comprehension—Make Connections) H	MCQ	<input checked="" type="checkbox"/>
4.6E (Comprehension—Make Connections) H	MCQ	<input checked="" type="checkbox"/>
4.6E (Comprehension—Make Connections) H	MCQ	<input checked="" type="checkbox"/>
4.10C (Author's Purpose—Print and Graphic Features) H	MCQ	<input checked="" type="checkbox"/>

Select Learning Objectives Randomly _____ SELECT ⓘ

Learning objectives selected: 11

CANCEL CONFIRM

17. If you prefer, you can provide a more "student-friendly" title by deleting the current Assignment Name and entering your own personal one.

RLA, Science, SS Practice

GENERAL	ADVANCED
<input type="checkbox"/> G4 RC1 Be a Food Artist (Informational Text/Multimodal Text) SPB (English)	9/9 ✎
<input type="checkbox"/> G4 RC1 Broadcast from the Past (Literary Text/Fiction) SPB (English)	12/12 ✎

Learning objectives selected: 11

Assignment Name
G4 RC1 A Leading Lady and Sacagawea's Return (Literary Text/Literary

Due Date & Availability

Due Date ⓘ

Fixed Date	Duration	No Due Date
------------	----------	-------------

SETUP 31 December 1969 18:00 GMT-6 (UTC-05:00)

18. Choose your due date by selecting the SETUP button.

RLA, Science, SS Practice

GENERAL ADVANCED

Assignment Name
"Leading Lady" and Sacagawea's Return

Due Date & Availability

Due Date ⓘ

Fixed Date	Duration	No Due Date
------------	----------	-------------

SETUP 31 December 1969 18:00 GMT-6 (UTC-05:00)

Availability Date ⓘ

Immediately	Fixed Date
-------------	------------

SETUP 31 December 1969 18:00 GMT-6 (UTC-05:00)
Assignment Card might finish unexpectedly for learner

CANCEL SAVE

19. In the pop-up, select your time zone, choose the calendar date, and the time. You can allow for late submissions as well.

Please note, assignments will no longer be available on the students' dashboard if there is a due date and late submissions are not allowed.

SS Practice

GENERAL ADVANCED

Assignment Name
"Leading Lady" and Sacagawea's Return

Due Date & Availability

SETUP

Availability Date ⓘ

Immediately	Fixed Date
-------------	------------

SETUP 31 December 1969 18:00 GMT-6 (UTC-05:00)

Timezone
(UTC-05:00) Central Time (US & Canada) ▼

Date
2025-07-18 📅

Time
14:35

☐ Allow Late Submission ⓘ

CANCEL SAVE

20. If you would like to pre-plan your assignments, use the "SETUP" button in the "Availability Date" section.

By selecting the "Immediately" button, assignments will be posted on student dashboards once the assignment is saved to your dashboard.

RLA, Science, SS Practice

GENERAL

ADVANCED

Assignment Name
"Leading Lady" and Sacagawea's Return

Due Date & Availability

Due Date ⓘ

Fixed Date

Duration

No Due Date

SETUP 18 July 2025 15:30 GMT-5 (UTC-05:00)

Availability Date ⓘ

Immediately

Fixed Date

SETUP 31 December 1969 18:00 GMT-6 (UTC-05:00)

CANCEL

SAVE

21. To turn off the Text-to-Speech option, known as Coach, click the "ADVANCED" tab on the upper right side of the pop-up.

RLA, Science, SS Practice

GENERAL

ADVANCED

Assignment Name
"Leading Lady" and Sacagawea's Return

Due Date & Availability

Due Date ⓘ

Fixed Date

Duration

No Due Date

SETUP 18 July 2025 15:30 GMT-5 (UTC-05:00)

Availability Date ⓘ

Immediately

Fixed Date

CANCEL

SAVE

22. Scroll down and select "Hide Coach Panel" to turn off the text-to-speech option.

RLA, Science, SS Practice

GENERAL

ADVANCED


Previous Progress ⓘ

Copy from Previous Period

Ignore Previous Periods

☐ ASAP ⓘ

Assignment Picture



Interface

☐ Hide Coach Panel

CANCEL

SAVE

23. Once you've made all the changes to the assignment you wanted to, click the "SAVE" banner in the lower right to return to your dashboard.

RLA, Science, SS Practice

GENERAL

ADVANCED


Previous Progress ⓘ

Copy from Previous Period

Ignore Previous Periods

☐ ASAP ⓘ

Assignment Picture



Interface

☒ Hide Coach Panel

CANCEL

SAVE

24. You will now be able to view your assignment on your dashboard.

If you need to make any adjustments before students have begun working on their assignment, simply click the assignment card and make your revisions.

The screenshot shows the STAAR MASTER dashboard for a user named Marilyn Mickey. The interface includes a top navigation bar with a welcome message, a search bar, and filters for agenda items. The main content area displays two assignment cards: "Leading Lady" and "Sacagawea's Return" for Grade 4, and "View Tutorial: Then Assign Your 1st Activit..." for Grade 4. The left sidebar contains links to Companion Work Text, Math Practice, PIA Science, SS Practice, Feedback, Analytics, Library, and Tutorial Support. The right sidebar shows a list of classes for Mrs. Mickey, including Grade 4 and Grade 5.

To view in video format, click [HERE](#).