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.

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

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

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   SELECT

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

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Assignment & Title

Pick Assignment

Start typing   🔍   ↻

CANCEL   SAVE

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

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Templa...

Select Learners for the Assignment

Type to search   🔍   ✏

	First name	Last name	E-mail	Availability Date	Due Date	
☐	Marilyn	Mickey	mmickey@ecslearn.com	1969-12-31 18:00	1969-12-31 18:00	✏
☑	Hamish	Moir	sminteractive1@gmail.com	1969-12-31 18:00	1969-12-31 18:00	✏
☐	Manny	Vasquez	sminteractive2@gmail.com	1969-12-31 18:00	1969-12-31 18:00	✏
☐	Crystal	Hernandez	sminteractive@gmail.com	1969-12-31 18:00	1969-12-31 18:00	✏

1-4 of 4   ‹   ›

Classes Learner...

Assign... Title

Learners Selected: 1   CANCEL   **CONFIRM**

CANCEL   SAVE

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

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Templa...

Select Learners for the Assignment

Type to search 🔍

	First name	Last name	E-mail	Availability Date	Due Date	
☐	Marilyn	Mickey	mmickey@ecslearn.com	1969-12-31 18:00	1969-12-31 18:00	✎
☑	Hamish	Moir	sminteractive1@gmail.com	1969-12-31 18:00	1969-12-31 18:00	✎
☑	Manny	Vasquez	sminteractive2@gmail.com	1969-12-31 18:00	1969-12-31 18:00	✎
☐	Crystal	Hernandez	sminteractive@gmail.com	1969-12-31 18:00	1969-12-31 18:00	✎

1-4 of 4 ‹ ›

Classes
Learner...

Assignm...
Title

Learners Selected: 2   CANCEL   CONFIRM

CANCEL   SAVE

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
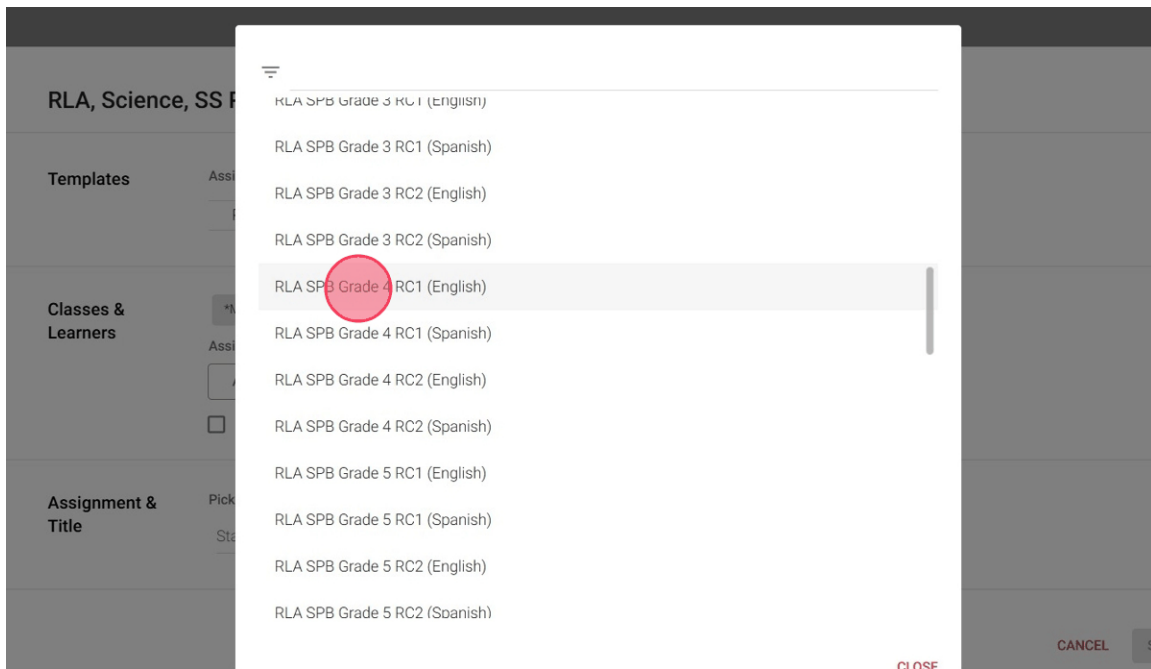
**Assignment &
Title**
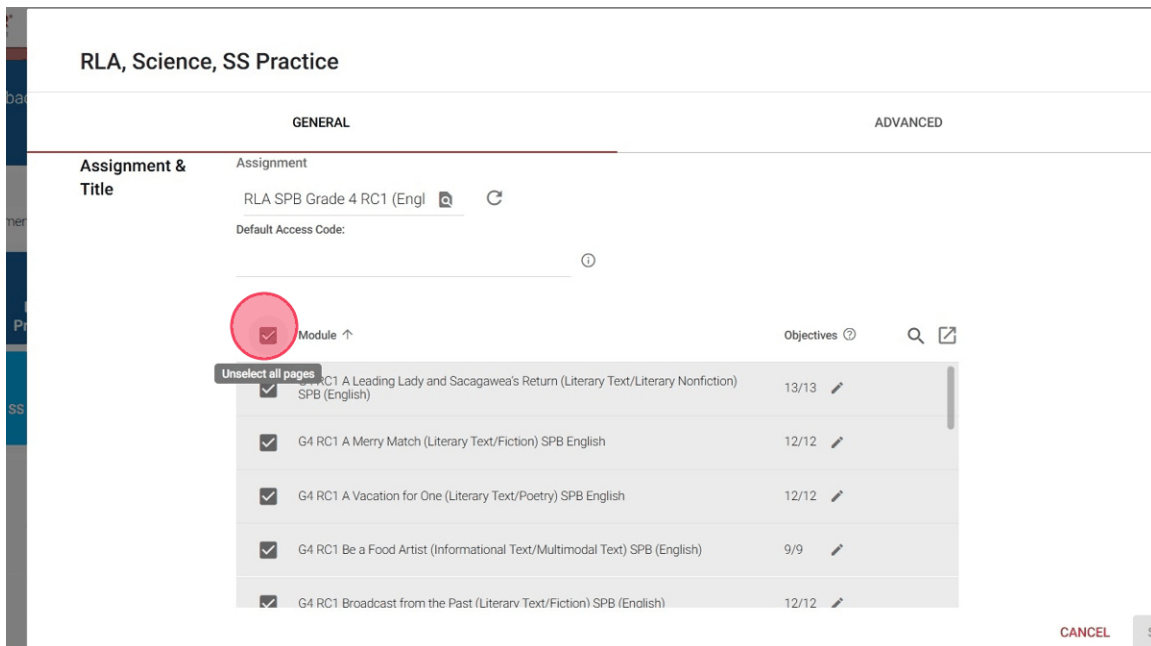
Pick Assignment

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.

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

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

G4 RC1 A Leading Lady and S...   ...lonfiction) SPB (English)

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—

A Leading Lady and Sacagawea's Re...		...DER	13/13 ☑
Introduction		SLIDESHOW	☑
4.3B (Vocabulary—Context) M		MCQ	☑
4.7C (Response—Text Evidence)	VIEW TEXT	INTERACTIVE	☑
4.6F (Comprehension—Inference	✕ attacked	ACTIVITY	☑
4.10A (Author's Purpose—Messa	✕ blocked	SEQUENCE	☑
4.10D (Author's Purpose—Descri	✕ drove	MCQ	☑
4.7D (Response—Paraphrase/Su	✓ pulled	MCQ	☑
4.3B (Vocabulary—Context) M		MCQ	☑
4.6E (Comprehension—Make Connections) H		MCQ	☑
4.6E (Comprehension—Make Connections) H		MCQ	☑

Select Learning Objectives Randomly   SELECT ⓘ   Learning objectives selected: 13

13. Alternatively, double-click on the item type tab to enter a "Demo Mode." Here you can interact with the question to experience what students will encounter when they open their assignment.

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.

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CLOSE

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	☑
4.6F (Comprehension—Inferences) H	ACTIVITY	☐
4.10A (Author's Purpose—Message) H	SEQUENCE	☐
4.10D (Author's Purpose—Describe Literary Devices) H	MCQ	☑
4.7D (Response—Paraphrase/Summarize) M	MCQ	☑
4.3B (Vocabulary—Context) M	MCQ	☑
4.6E (Comprehension—Make Connections) H	MCQ	☑
4.6E (Comprehension—Make Connections) H	MCQ	☑
4.6E (Comprehension—Make Connections) H	MCQ	☑
4.10C (Author's Purpose—Print and Graphic Features) H	MCQ	☑

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	☑
4.6F (Comprehension—Inferences) H	ACTIVITY	☐
4.10A (Author's Purpose—Message) H	SEQUENCE	☐
4.10D (Author's Purpose—Describe Literary Devices) H	MCQ	☑
4.7D (Response—Paraphrase/Summarize) M	MCQ	☑
4.3B (Vocabulary—Context) M	MCQ	☑
4.6E (Comprehension—Make Connections) H	MCQ	☑
4.6E (Comprehension—Make Connections) H	MCQ	☑
4.6E (Comprehension—Make Connections) H	MCQ	☑
4.10C (Author's Purpose—Print and Graphic Features) H	MCQ	☑

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.

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GENERAL		ADVANCED
☐ G4 RC1 Be a Food Artist (Informational Text/Multimodal Text) SPB (English)	9/9 ✏	
☐ 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.

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.

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.

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.

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.

To view in video format, click **HERE**.