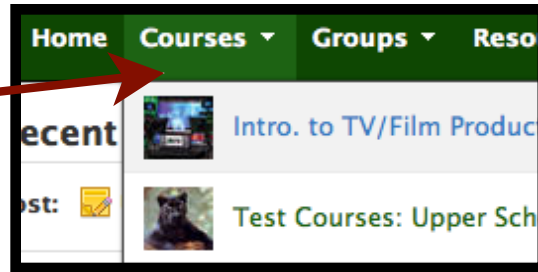
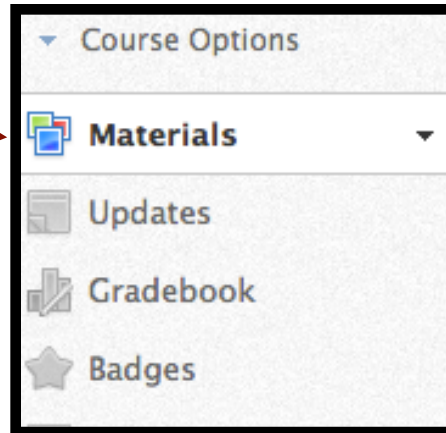


Adding Assignments with Due Dates in Schoology e-Learning

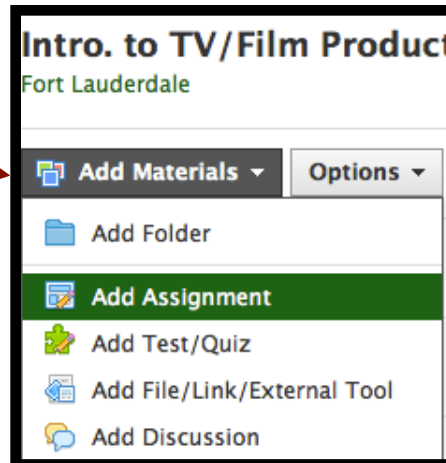
1. From the top bar, click the “Courses” drop down menu. Then, select the course.



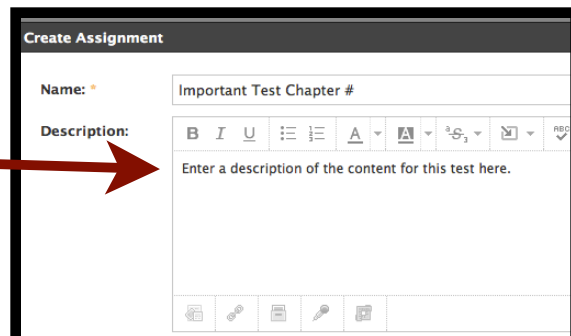
2. From the left column, make sure you are on the “Materials” page.



3. Click the “Add Materials” drop down menu and select “Add Assignment.”

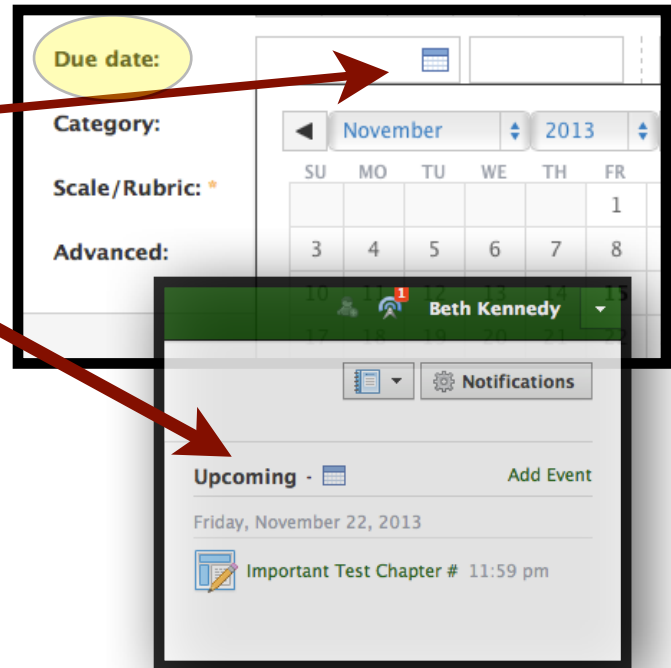


4. A dialogue box will open. Type in the name of the assignment, quiz, or test and a description.

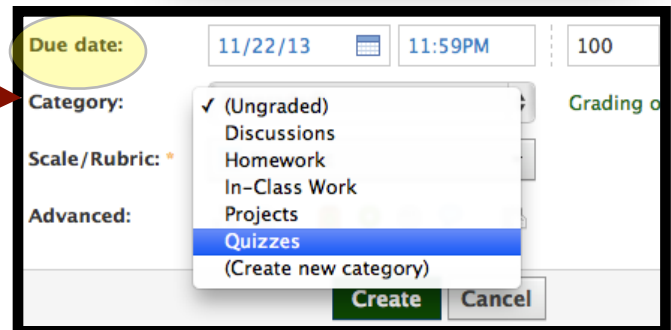


Adding Assignments with Due Dates in Schoology e-Learning

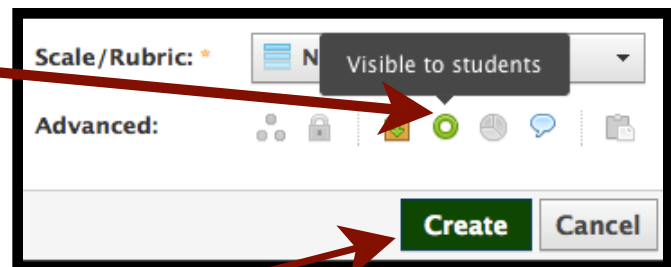
5. Type a due date by clicking on the calendar icon. Any assignment, quiz, or test associated with a date will show up in the Upcoming column on the right and the course calendar.



6. After entering a due date, select a category. If you have not created categories yet, select "Create new category."



7. Finally, next to the Advanced options, make sure that the circle is green for visibility to students.



8. Click "Create" to finalize your assignment, quiz, or test.

Any questions or concerns, please speak to Beth Kennedy or call ext 6642 or via email.