



Nine Easy Steps to make a CASTLE LEARNING Assignment

Step #	Description
1	Click Assignments from the Teacher Home Page
2	Select desired <u>COURSE</u> at top left of page <i>(use drop-down arrow)</i>
3	Click the box in the middle of the page and enter an assignment or test name: New Assignment Name <i>(You can always change the assignment name later!)</i>
4	Click <u>Create New Short Answer Assignment</u> <i>(below box)</i>
5	Click: (either) Add Questions to enter the Castle Learning Filter Page Import Questions to choose personal questions sets, public or past assignment(s) Add Reading Sets in English, Spanish & French
6	FILTER PAGE: <ol style="list-style-type: none"> 1. Click a single unit on left side by checking the white box 2. Change <u>all sections</u> on right hand side to a single section <i>(use drop-down arrow)</i> 3. Scroll down and select a desired "difficulty level" 4. Scroll to bottom and click: <u>Browse and Select Questions Individually</u>
7	Choose desired questions: <ol style="list-style-type: none"> 1. Click the white box on the left, next to the ID number to select question for the assignment or test 2. Once all desired questions have been selected, go to the bottom or top of the page and click the blue word DONE on the right side
8	After completing the assignment or test: <ol style="list-style-type: none"> 1. Select from the options on the right to edit or 2. Go to bottom left of the page and click Assign to Students
9	<ol style="list-style-type: none"> 1. To Assign to Students click Students Names 2. To Assign to Yourself click Self Assign (in Pink) Then on the left click Assign to Myself (so it disappears). 3. Go to Home Page/Scroll down/ Click Student Home Page