

Creating Assignments in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

In this video, I'm going to walk you through how to create a new assignment in WIN Career Readiness Systems Assignment Manager.

As a teacher or administrator, you'll access Assignment Manager by selecting Assignments in your header menu. That will bring you to the Assignment Library.

To create a new assignment, select Create Assignment from the dropdown. The Assignment Wizard will load, showing four steps to creating a new assignment: add tasks, add instructions, establish a schedule, and select your learners.

Let's start at the beginning. First, I'll name my assignment.

You can expand the solutions to see the various modules, levels, and lessons. I can also see an approximate duration for each to help me determine how much to include in one assignment.

In this assignment, I'll target about eight hours of instruction.

You can assign tasks by group or by individual lesson by clicking the plus. You can also include lessons from different solutions and modules if you want. For example, I could include soft skills in my lesson with math level one.

You can see when I add these selections, it groups them by module or solution. I also can move my lessons around by grabbing the little grabber, these six dots, and just dragging the lessons where I want them to be.

In addition, if I want to remove any lessons from the assigned tasks, I simply click the trash.

Once you have the desired tasks in the assignment, click Next to continue. There are a wide range of formatting tools available, and you can use images, hyperlinks, tables, etc. to add instructions to your assignment.

I'll go ahead and add some instructions for this assignment. When you're happy with your instructions, click Next to set the assignment schedule.

Here, you'll set the date the assignment will be available to the students, the date the assignment is due, and if desired, the date the assignment will no longer be available to students.

When you have set your assignment schedule, click Next to move on.

Here, we'll add students to the assignment. You can assign by individual learner or by class.

We'll start with learners. I can sort and filter the learner list by first name, last name, or username. I can also add organization from the column selector if that's helpful.

To add students to the assigned learners grid, click the plus next to their name. Each learner in the grid will inherit the default schedule you established in the previous step, but you can change it on an individual basis if necessary.

For example, if a student has an accommodation that allows them more time to complete assignments. To do that, you'll click the calendar next to their name and set their dates.

To remove a student from the list, click the trash icon. You can also bulk remove or bulk assign alternate dates by multi selecting users in the grid and using the bulk action icons at the top.

To assign a class, click the class radio button and then the class next to the class name. That will add all of the students in that class to the assignment grid. Then you can set their individual schedule if different from the default, or you can remove learners as desired by clicking the trash icon.

When the desired list of students is in the assigned learners grid and all of their schedules are set, select Submit to finalize the assignment.

The assignment will appear in your assignment library. You can edit it at any time by clicking the assignment name.

In the library, you can see a summary view of each assignment's makeup and status. You can see how many tasks are in each assignment, the approximate time it should take to complete each assignment, how many learners have been assigned the assignment, the overall status of each assignment, whether it's not started, in progress, completed, or past due.

To see more details about an assignment in your library, select the View icon, which allows you to see what tasks are in the assignment, which students have been assigned, and a high level view of each student's progress.

The Archive icon archives the assignment to remove it from your library. You might choose to archive an assignment at the end of a semester, for example. You can retrieve an archived assignment by selecting Archived from the filter and then Restore.

The last icon here means save as template. This will save all of the tasks and instructions in the assignment as a template to share with teachers or use later with a different group of students. Save as template does not save the schedule or students in the assignment.

To learn more about how to create and share templates, view the how to video for Assignment Manager Templates.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.