## **Adding Assignments**

To add a homework assignment:

1. Go to the Content section of the admin portal, open the Add Course menu and select Assignment.

Content List			Search	٩ 9-
List of courses in your account			📄 New Folder	Add Course 🔻
□ Title ↓	Comments	Permissions	Views	Ac Link
C 🗁 Assessments	-	-	-	D∈ Assignment
🗌 🗁 Audio	-	assigned	-	Dec 22, 20 Assignment
🗌 🚞 Courses	-	assigned	-	Feb 03, 2017

2. In the New Assignment window, add the assignment title and the description and set the passing score. Click the Create and Manage button.

	New Assignment	×
* Title:	Inroduce Yourself	
* Description:	Make a short story about yourself as if you were preparing for a job interview.	
* Passing Score:	80 1 - 100%	
	Create and Manage 🕁 Cancel	

3. On the assignment page, you can add files, change its settings, manage the access permissions, assign it to users, and run reports. To apply the changes, click the **Save** button.

2	🗲 iSpring	← Mana	age course							A 🚯 -
ŧ	Dashboard									
ß	Learning Paths	Inroduce Yourself					O View as User			
貿	Content		V	Assignment						
	Discussions	Details	Settings	Notifications	Permissions	Invite	Reports	Comments	Users	
<u>600</u>	Reports									
15	Events	On this page, you can edit the Information about your course.								
•	People									
\$	Settings	Main Pro	operties							
	Messages		* Title:	Inrodu	ce Yourself					

4. After that, the assignment will appear in the **Content** section of the admin portal.

🔆 iSpring	Content List			Search	۹. ا
A Dashboard	Title	Comments	Permissions	Views	Added ↑
🞓 Learning Paths	U Quizzes	-	-	-	Feb 03, 2017
Content	iSpring Partners		assigned	-	Apr 06, 2016
	Fresentations	-	assigned	-	Apr 05, 2016
	🗌 🚞 Videos	-	public	-	Aug 28, 2015
15 Events	Inroduce Yourself	0	-	0	Oct 02, 2018
_	How to Createdt "Inroduce Yourself" hpaign	0	-	0	Sep 29, 2018
_ ·	Best Free Social Media Management Tools	0	-	0	Sep 29, 2018
🛱 Settings	The Beginners Guide to Social Media	0		0	Sep 29, 2018
Messages Messages	English Literature Essay	0	assigned	3	Sep 12, 2018