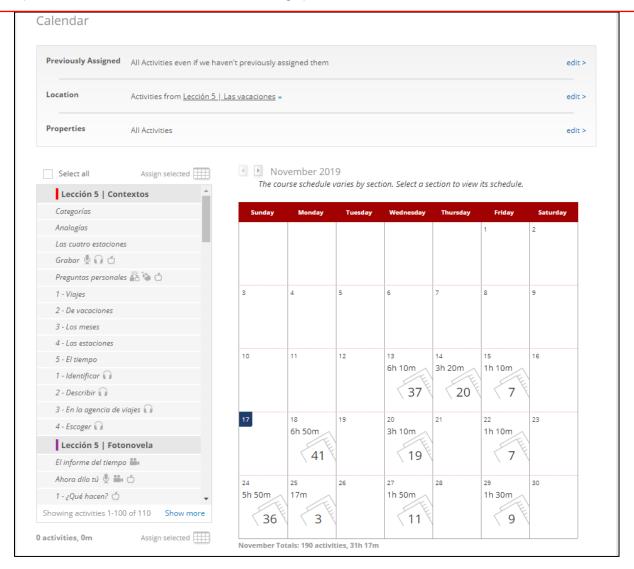## Start Assigning
Use the Start Assigning tool in the Calendar to save time locating the items you wish to assign; search for previously assigned items or filter for activities that offer a particular question type such as multiple choice, Internet search, or recording questions.
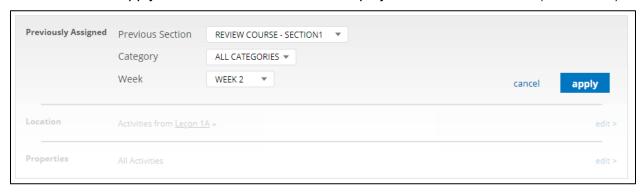

Start Assigning Filters

- **Previously Assigned**: choose activities from a previous section
- **Location**: choose activities from a certain lesson, section, or component
- **Properties**: choose activities of a certain type or by a certain grading method

Edit Filters

To find previously assigned activities:

1. Click on the Previously Assigned "edit" link and select parameters from one or more of the 4 options:
   - Previous Section: Choose a previous section's assignments.
   - Category: Choose assignments from all or a specific category.
   - Week: Choose all weeks or a specific week.
   - Day: Choose a specific day from the calendar to further narrow the focus.

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2. Click the apply button. Search results will display in the results window (bottom left).

To find assignments in a lesson:
1. Click on the Location "edit" link and select parameters from the 3 options.
   - **Lesson**: Choose assignments from all or a single lesson.
   - **Section**: Choose assginemtns from all or one section with the lesson(s).
   - **Component**: Choose assignments from all or one component.

2. Click the **apply** button. Search results will display in the results window (bottom left).

To find assignments containing certain question types:
1. Click on the Properties "edit" link and select parameters from the 3 options
   - **Content**: Choose a Content area from which to select assignments (e.g., Activities, Assessment, or both Activities and Assessment).
   - **Type**: Choose all or one activity type (e.g., multiple choice, fill-in-the-blank, gashcards, exams, etc.).
   - **Grading method**: Choose all or one activity grading type (e.g., instructor graded, auto graded, or a mix of both grading methods).

2. Click the apply button. Search results will display in the results window (bottom left).

Select Items to Assign

Results from the Previously Assigned, Location, and Properties filter options will appear in the results window. These activities will be all of the activities that match the description set out in the filters.

1. From the results list, select the check box for the activities you wish to assign. You may select all activities, a single activity, or an entire lesson section.

2. Click "Assign selected."

3. To set due dates for Activities, see steps 3-5 in Assign One or More Activities. To set due dates and release options for Assessments, see steps 3-8 in Assign an Assessment Item.