

## 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.

Calendar

**Previously Assigned** All Activities even if we haven't previously assigned them [edit >](#)

**Location** Activities from **Lección 5 | Las vacaciones** [edit >](#)

**Properties** All Activities [edit >](#)

Select all Assign selected

**Lección 5 | Contextos**

- Categorías
- Analogías
- Las cuatro estaciones
- Grabar
- Preguntas personales
- 1 - Viajes
- 2 - De vacaciones
- 3 - Los meses
- 4 - Las estaciones
- 5 - El tiempo
- 1 - Identificar
- 2 - Describir
- 3 - En la agencia de viajes
- 4 - Escoger
- Lección 5 | Fotonovela**
- El informe del tiempo
- Ahora dílo tú
- 1 - ¿Qué hacen?

Showing activities 1-100 of 110 [Show more](#)

0 activities, 0m Assign selected

November 2019  
*The course schedule varies by section. Select a section to view its schedule.*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 6h 10m 37	14 3h 20m 20	15 1h 10m 7	16
17	18 6h 50m 41	19	20 3h 10m 19	21	22 1h 10m 7	23
24 5h 50m 36	25 17m 3	26	27 1h 50m 11	28	29 1h 30m 9	30

November Totals: 190 activities, 31h 17m

## 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.

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

Previously Assigned Previous Section REVIEW COURSE - SECTION1  
Category ALL CATEGORIES  
Week WEEK 2 cancel apply

Location Activities from Leçon 1A edit >

Properties All Activities edit >

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 assignments 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](#).

