

# Steps to Creating a Class Assignment in CH-PWLN

**Step #1:** Log into PLATO

**Step #2:** Click on Class Tools

**Step #3:** Click on your Class

**Step #4:** Click on Edit Class Assignment

**Note:** Class assignments will be given to all students currently enrolled in the class

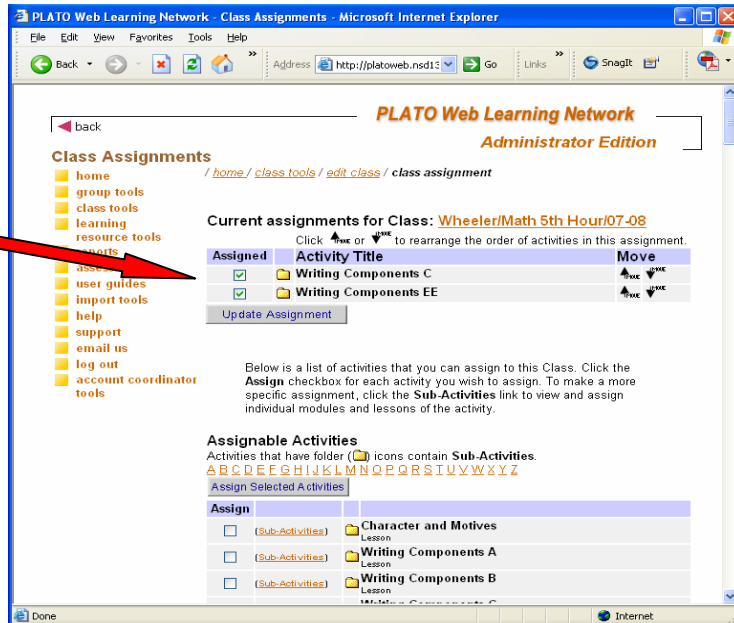
**Step #5:** Check the assignment you want to assign to the whole class

**Step #6:** Click on Assign Selected Activity at the top or bottom of the assignments

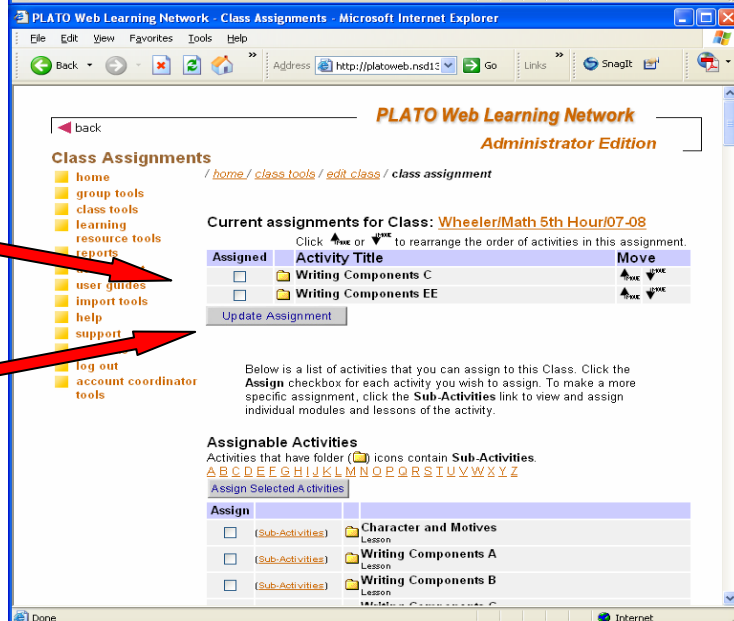
The screenshots show the PLATO Web Learning Network Administrator Edition interface. The first screenshot displays the 'Class Tools' menu with 'class tools' selected. The second screenshot shows the 'Edit Class' page for 'Wheeler/Math 5th Hour/07-08' with 'Edit Class Assignment' selected. The third screenshot shows the 'Class Assignments' page with a table of assignable activities, including 'Writing Components A' through 'HS', and the 'Assign Selected Activities' button highlighted.

Assign	Activity
<input type="checkbox"/>	(Sub-Activities) Character and Motives Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components A Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components B Lesson
<input checked="" type="checkbox"/>	(Sub-Activities) Writing Components C Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components DE Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components DS Lesson
<input checked="" type="checkbox"/>	(Sub-Activities) Writing Components EE Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components ES Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components FE Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components FS Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components GE Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components GS Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components HE Lesson
<input type="checkbox"/>	(Sub-Activities) Writing Components HS Lesson

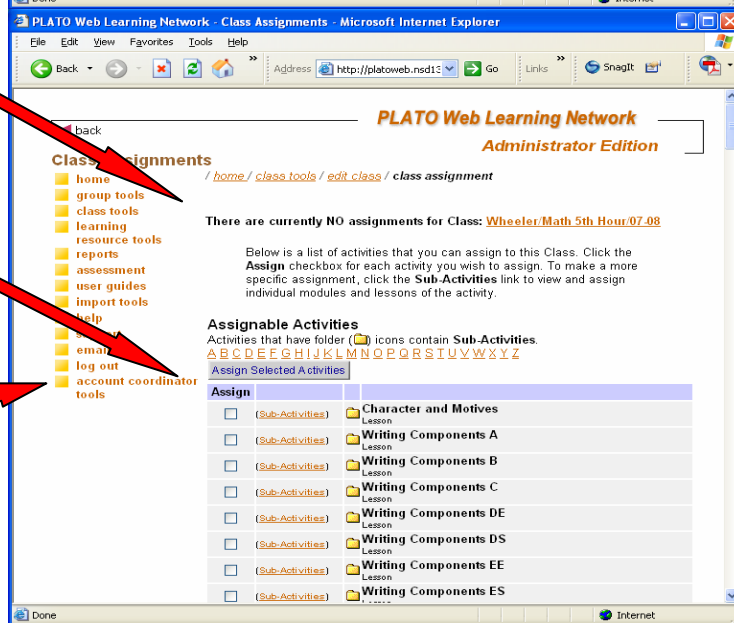
**Step # 7:** Your new assignments will appear at the top of the screen



**Step # 8:** Un-Check the assignment if you do not want the students to complete it



**Step # 9:** Click on Update Assignment



**Step # 10:** You will now have no assignments for the students to work on

**Step # 11:** You can choose another assignment if you are ready

**Step # 12:** If finished-log out of the program correctly