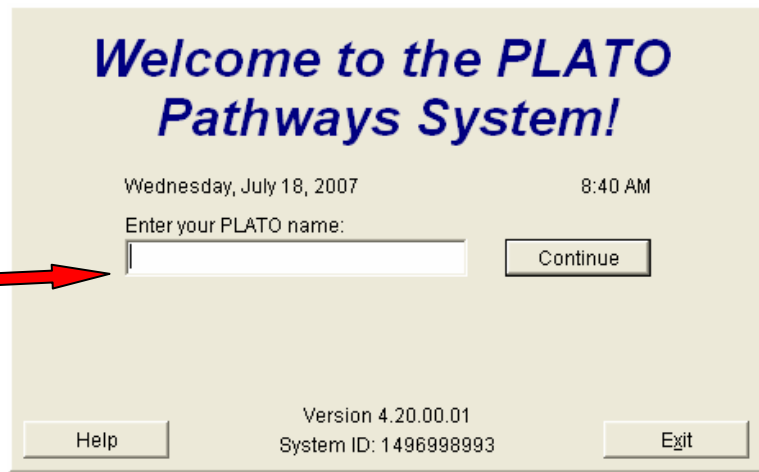
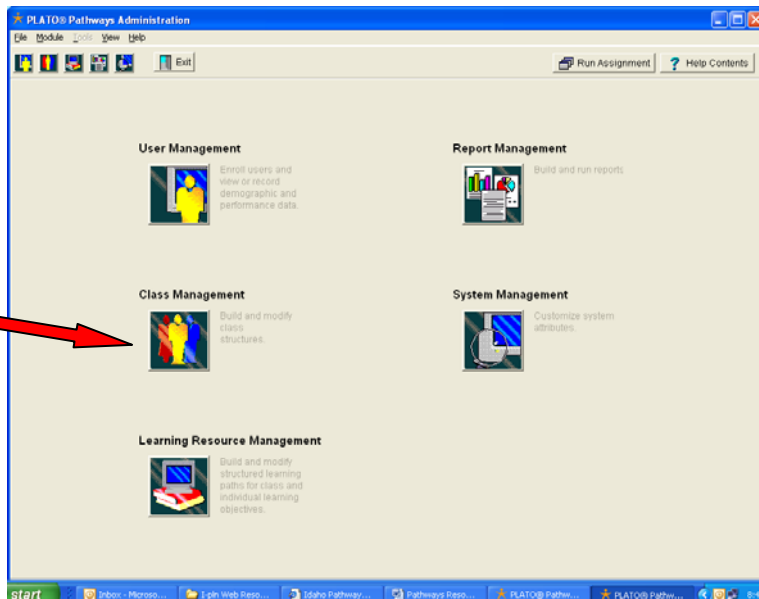


# Steps to Making a Class Assignment

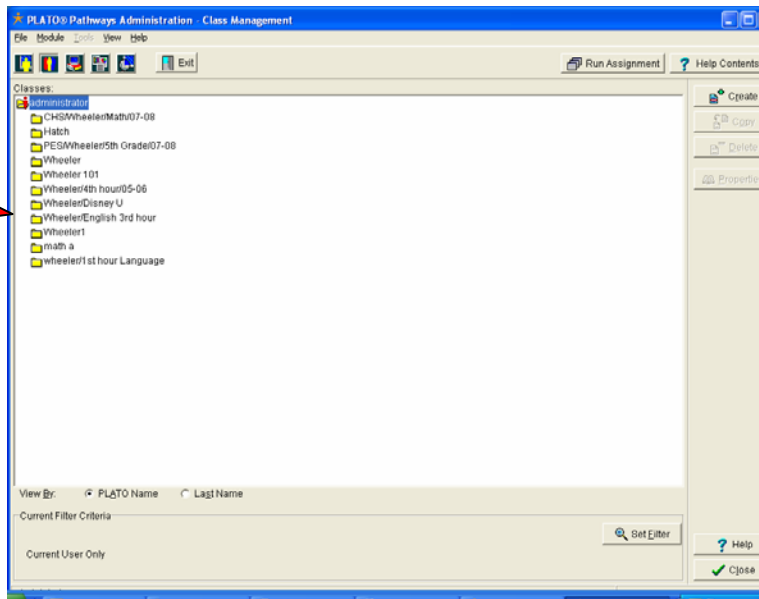
**Step #1:** Log into PLATO Pathways



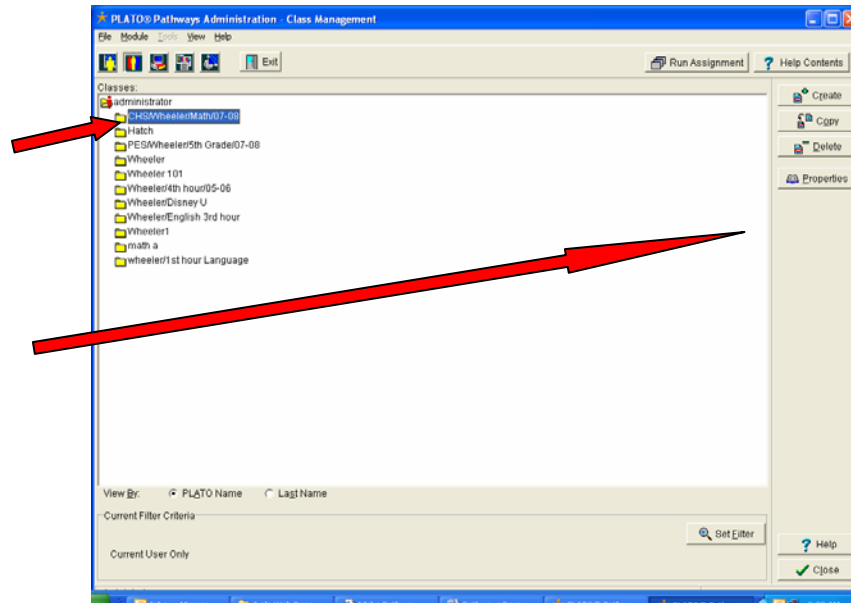
**Step #2:** Click on Class Management



**Step #3:** Choose your Class

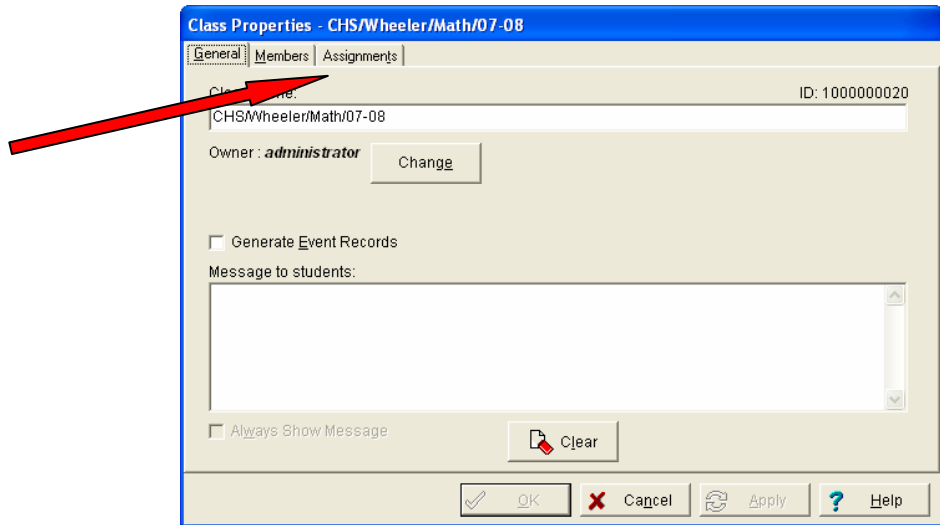


**Step #4:** Highlight your Class

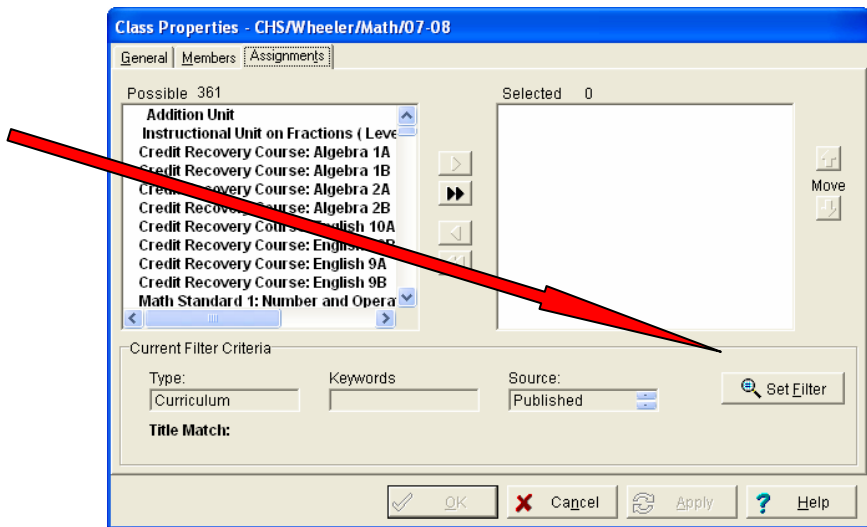


**Step #5:** Click on Properties

**Step #6:** Click on the Assignments Tab



**Step #7:** Click on Set Filter



**Step #8:** Click on the Source Tab

The screenshot shows the 'Filter Form' dialog box with the 'Source' tab selected. The 'Title Match' field is empty. Under 'Possible Choices 32', a list of source types is shown: Application, Assessment, Challenge, CLA Assessment Test, CLA Mastery Test, Course, Course Assessment Test, Curriculum Assessment Test, and Custom. The 'Selected 1' list contains 'Curriculum'. At the bottom, there are buttons for 'Show Members', 'Preview', 'OK', 'Cancel', and 'Help'.

**Step #9:** Check All

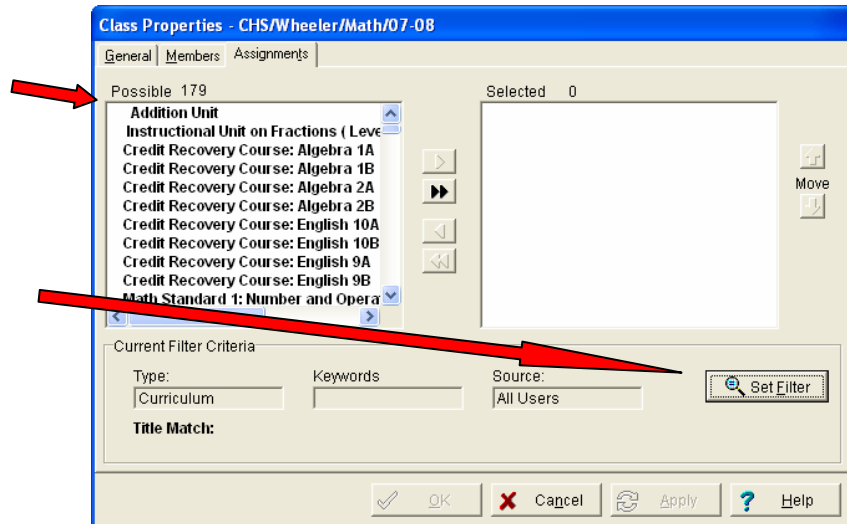
The screenshot shows the 'Filter Form' dialog box with the 'Source' tab selected. The 'Published' checkbox is checked. Under 'User Created', the 'All' radio button is selected. The 'Possible 0' list contains 'James Taylor', 'John Henry', and 'Sue Anthony'. The 'Selected 0' list contains 'administrator'. At the bottom, there are buttons for 'Show Members', 'Preview', 'OK', 'Cancel', and 'Help'.

**Step #10:** Make sure the Published box is Checked unless you want just the user created

The screenshot shows the 'Filter Form' dialog box with the 'Source' tab selected. The 'Published' checkbox is checked. Under 'User Created', the 'All' radio button is selected. The 'Possible 0' list contains 'James Taylor', 'John Henry', and 'Sue Anthony'. The 'Selected 0' list contains 'administrator'. At the bottom, there are buttons for 'Show Members', 'Preview', 'OK', 'Cancel', and 'Help'.

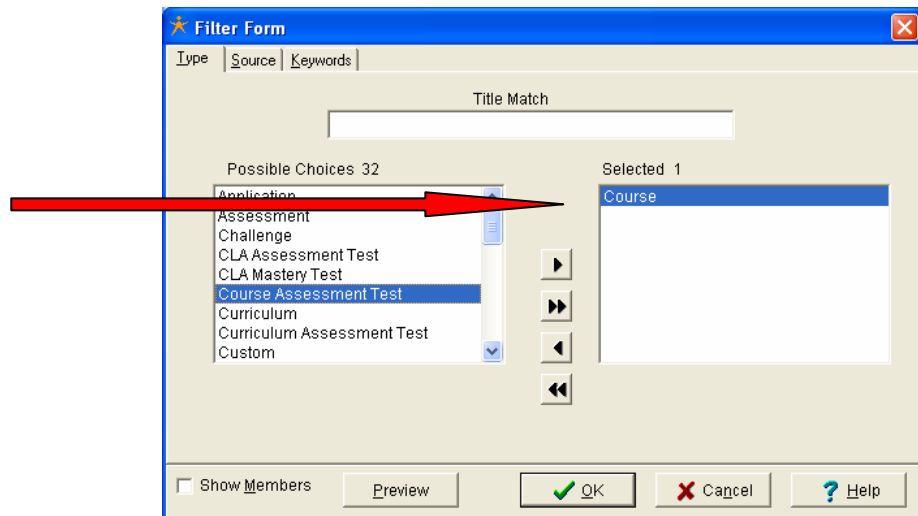
**Step #11:** Click on OK

**Step #12:** You will now see a list of Courses you can assign

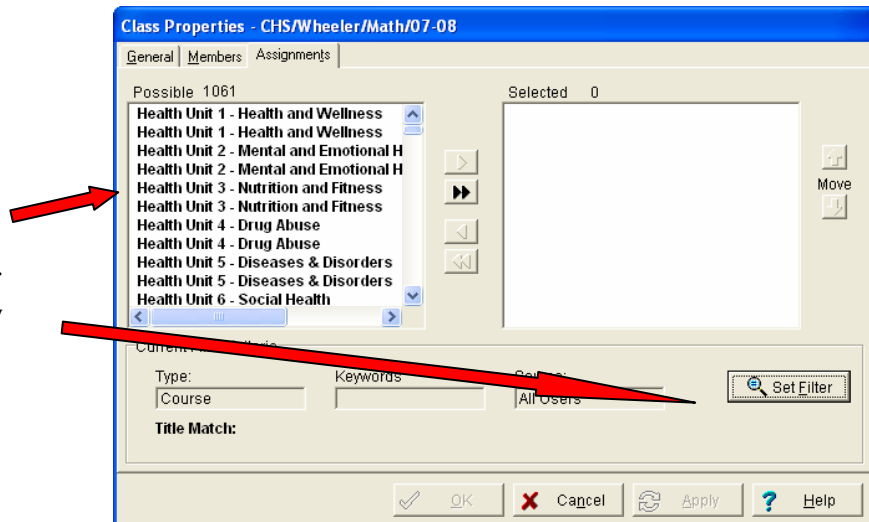


**Step #13:** Click on Set Filter

**Step #14:** Change the curriculum to Course or Module



**Step #15:** Choose your assignment or click Set Filter to do a Title Match to narrow down your options



**Step #16:** Type in a Title

Filter Form

Type | Source | Keywords

Title Match

addition

Possible Choices 32

Selected 1

Course

Application  
Assessment  
Challenge  
CLA Assessment Test  
CLA Mastery Test  
Course Assessment Test  
Curriculum  
Curriculum Assessment Test  
Custom

Show Members Preview OK Cancel Help

**Step #17:** Click OK

**Step #18:** Choose your assignment and move it to the Right Column

Class Properties - CHS/Wheeler/Math/07-08

General | Members | Assignments

Possible 5

Addition Skills  
Addition with Course Assessment  
TABE E Math: Addition of Whole Numbers  
TABE M Math: Addition of Whole Numbers  
Unit 1: Understanding Addition

Selected 0

Current Filter Criteria

Type: Course Keywords: Source: All Users Set Filter

Title Match: addition

OK Cancel Apply Help

**Step #19:** Click OK

Class Properties - CHS/Wheeler/Math/07-08

General | Members | Assignments

Possible 4

Addition with Course Assessment  
TABE E Math: Addition of Whole Numbers  
TABE M Math: Addition of Whole Numbers  
Unit 1: Understanding Addition

Selected 1

Addition Skills

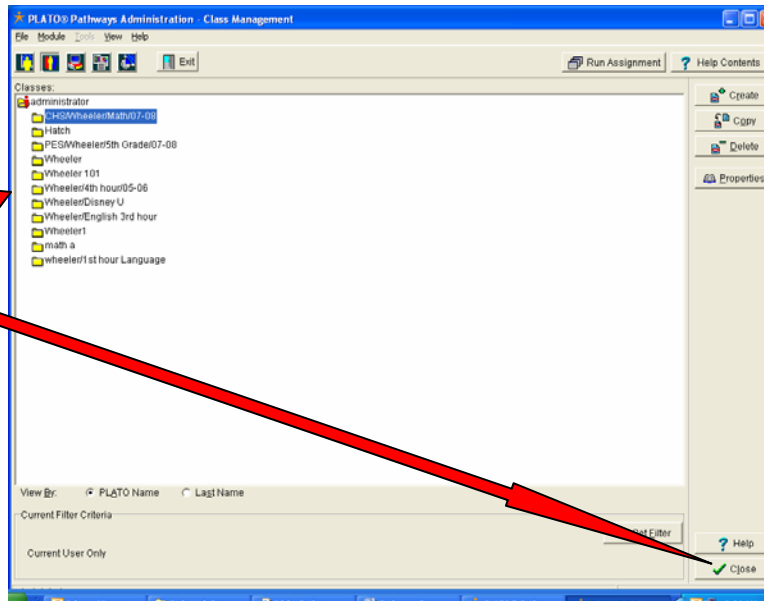
Current Filter Criteria

Type: Course Keywords: Source: All Users Set Filter

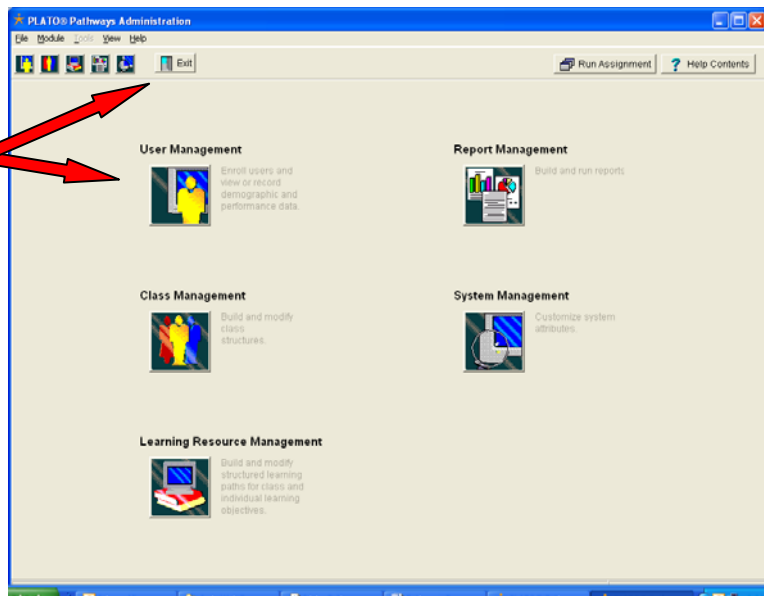
Title Match: addition

OK Cancel Apply Help

**Step #20:** You are now back on the Class Management Page-Repeat the process for another Class or Click Close for more Options



**Step #21:** You can choose another option or Click on the Aqua Door to Exit



**Step #22:** Click Exit if you are completely finished with your PLATO Session

