

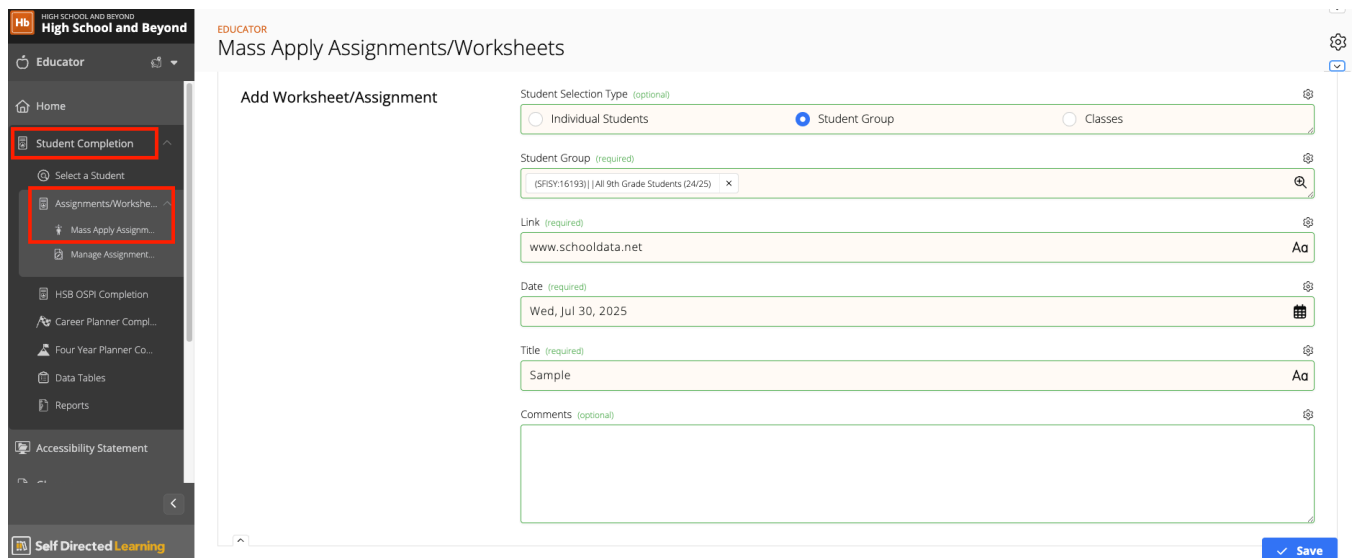
## Manage Assignments and Worksheets CONNECT

Here, you will learn how to configure and manage assignments or worksheets for a student group or individual students.

### Mass Apply Assignments and Worksheets

Here, you will learn how to add an assignment or worksheet.

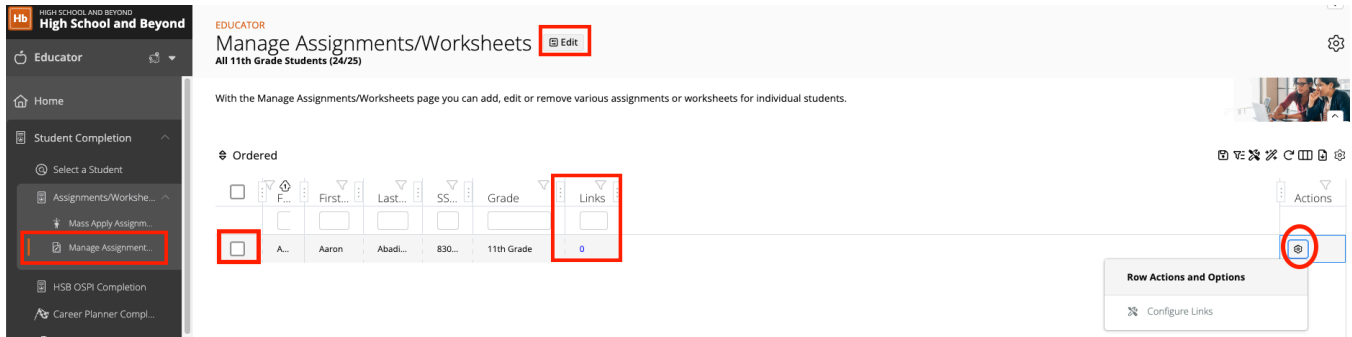
1. Start under **Student Completion** in the left navigation menu, choose **Assignments/Worksheets**, and then **Mass Apply Assignments/Worksheets**.
2. You will see a form to add an assignment or worksheet.
3. First, select the **Student Selection Type: Individual Students, Student Group**, or **Classes** by clicking the radio button.
4. Click the **magnifying glass** in the field below, then select the individual students, student group, or classes by clicking the checkbox to the left, and finally click **Accept**.
  - o **Note: Student Groups** and **Classes** may first be filtered by **School Year** and/or **Student Group Type** in the Data Table Data Settings.
5. Fill in the **Link, Date, Title, and Comments**.
6. Click **Save**.



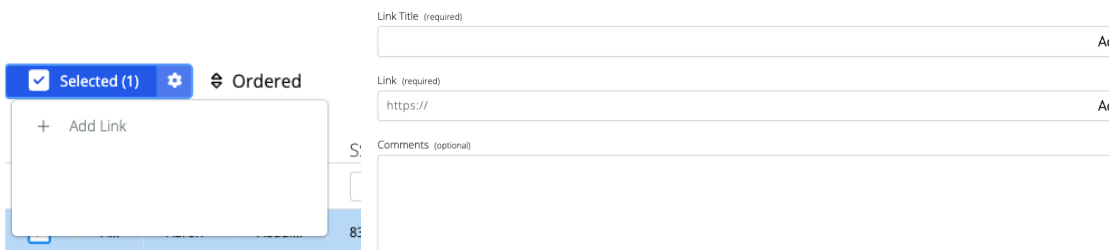
### Manage Individual Student Assignments/Worksheets

Here, you will learn how to manage various assignments or worksheets for an individual student.

1. Start under **Student Completion** in the left navigation menu, choose **Assignments/Worksheets**, then **Manage Assignments/Worksheets**.
2. Click the cell in the Links column to view the **Manage Portfolio Assessment/Worksheet Links**.



3. To add an assignment or worksheet link to the student(s), click one or more checkbox(s) to the far left or click the top checkbox to select all.
  - o Click the **Selected Gear** in the top right of the table and choose **Add Link**.
    - Fill in the **Link Title**, **Link (URL)**, and **Comments**, then click **Save**.



4. Click the **Row Actions Gear** to the far left and choose **Configure Links**.
  - o Click **Add Portfolio Links**.

Manage Portfolio Assessment/Worksheet Links

[+ Add Portfolio Links](#)

The Student has not added any links. [Click here to add a link](#)

- Fill in the **Title**, **Link (URL)**, and **Comments**, then click **Save**.
- o Click the **Assessment/Worksheet name** to the left to open the link in a new tab.
- o Click the **pencil icon** to the right to **edit the Link**.
- o Click the **arrow icon** to the right to **Assign Link to Section**.
  - Select the section from the **Section** dropdown menu and click **Save**.
- o Click the **trash can icon** to the right to **delete the Link**.

Manage Portfolio Assessment/Worksheet Links

[+ Add Portfolio Links](#)

• [sample](#)

