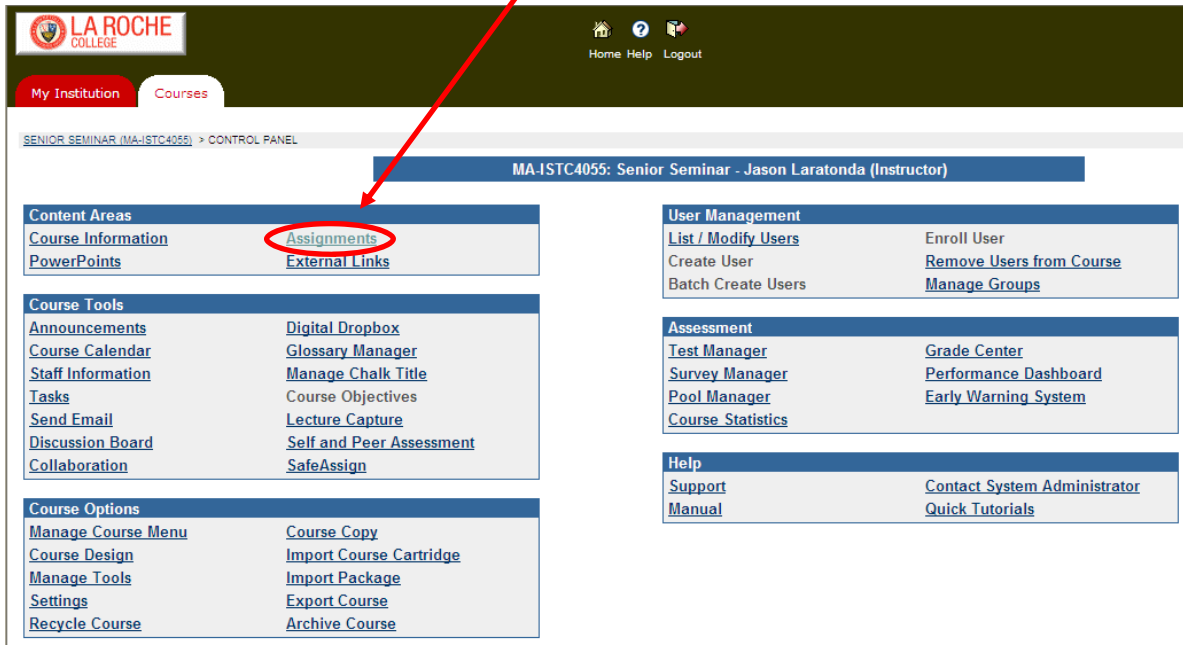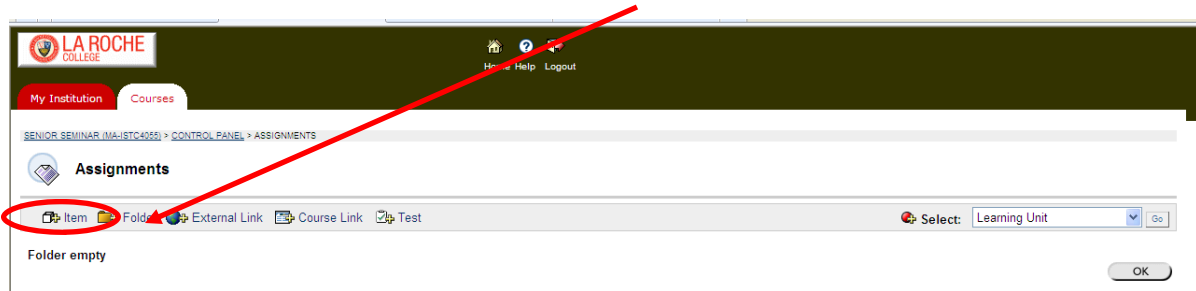**POSTING AN ASSIGNMENT**

1. From the Control Panel, Click Assignments.

2. On the Assignments page, click the +Item button

3. On the Add Item page, enter the information and make the selections for the assignment

Select a name for the assignment

Enter text regarding the assignment

Select/Enter content options

Select the additional options

Click Submit