How to Insert an Assignment Template

1. Click the assignment link that corresponds with the assignment.

2. Within the "**Assignment Details**" tab, click on the "**Edit**" button on the top left corner of the page.

3. Click the "**Show More**" link under the "**Resources & Settings**" section. Scroll down to the "**Templates**" Area.

4. Click on the "**Attach**" button. Across from the "**View Label**" select "**All**" from the drop down list

5. Scroll down (if necessary) and select the box located to the left of the assignment template to be added. ***NOTE:*** *See additional pages if assignment template can't be located. See upper right corner for additional pages.*

6. Click the "**Attach**" button.

7. Click the **Save Assignment** button to confirm.