

Inserting 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.