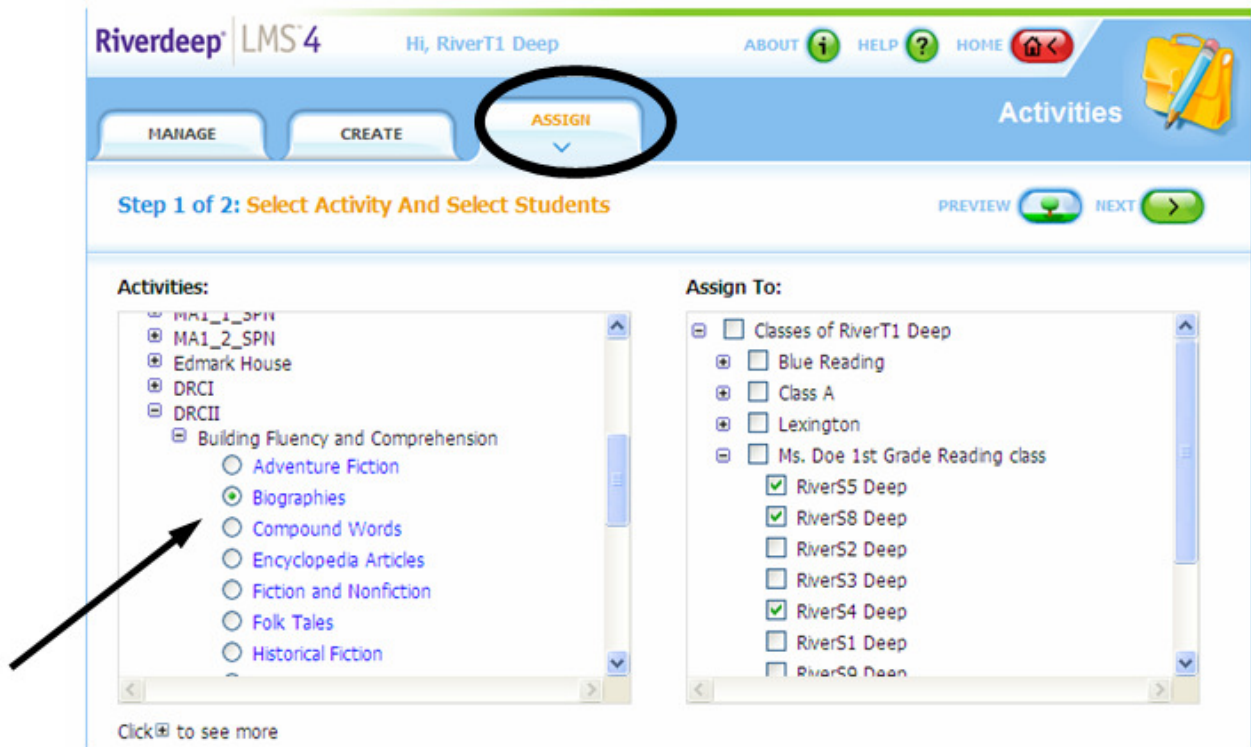


## How to Assign an Activity from the System Activities Folders **DESTINATION READING**

1. Login to Destination Success. Select the Activities Icon.
2. Click the **ASSIGN** tab.
3. On the left side of the screen, click the plus sign, (+), next to **System Activities**. This opens to show the course names. Click the plus sign, (+), next to the desired course. (Example: **DRC II**).



4. Choose the desired content by clicking in the radio button.
  - *Depending on the course you choose*, you may have to click a few more plus signs to find the desired content. As a general rule, content is either listed by genre, skill or strategy. (Example: **Biographies**).
5. On the right side of the screen, click the plus sign, (+), next to Classes of "Your Name." This opens to show all the classes your data processor has for you in TERMS, as well as any classes you have previously created and saved.
6. Click the checkbox to select a class or student. You can select more than one class or student.
7. Click the **Next** button to continue.
8. Select the **Start Date** and the **Due Date**.
9. **Instructions for the Students** is an optional field. If you add instructions, keep in mind the students' reading ability level(s).
10. Click the **Assign** button to complete the task
11. A confirmation screen appears asking if you would like to assign another activity. Select **YES** if you would like to assign another Activity now. Select **NO**, if you would not.