

# How to Assign an Activity from the Shared Activities Folders DESTINATION MATH

The screenshot shows the Riverdeep LMS 4 interface. At the top, it says "Hi, CYNTHIA HIGGINS" and has navigation links for "ABOUT", "HELP", and "HOME". Below this is a blue bar with "MANAGE", "CREATE", and "ASSIGN" buttons. The "ASSIGN" button is highlighted. To the right is the "Activities" section with a briefcase icon. Below the blue bar are tabs for "SAVED ACTIVITIES", "ASSIGNED ACTIVITIES", and "ORGANIZE". The "SELECT ACTIVITY" section is active, showing a list of activities. The activity "10.1 Finding Perimeter" is selected, and an arrow points to it. To the right of the list is the "Activity information" section, which displays details for the selected activity: Creator Name: Holt MS Math Course 1 Ch 10-12, Date Saved: Tuesday, July 17, 2007, Date Edited: Tuesday, July 17, 2007, and Description: This activity contains 2 tutorials: Mastering Skills & Concepts, Course III: Intermediate Mathematics Module 5: Geometry Unit 1: Measurement Session 2: Rectangles and Squares Session 3: Triangles.

1. Log in to Destination Success. Select the **ACTIVITIES** icon.
2. Click the blue arrow button next to **Shared Activities**.
3. Click the blue arrow button next to **Shared Activities of (select content desired)**. (Example: Shared Activities of \*Holt MS Math Course 1 Ch 10-12) \*Remember that!!
4. Click the name of the Activity that you would like to assign. (Example: 10.1 Finding Perimeter).
5. Click the **Open** button, top right.
6. Click the **Next** button, top right.
7. Save this Activity to a Folder.
  - To create a New Folder, click the **New Folder** button. Name it **the same as the Shared Activities Folder you selected. (Example: Holt MS Math Course 1 Ch 10-12)**. (You will save all Activities for these chapters in this folder.)
  - To Save an Activity to an existing Folder, simply click the Drop Down Arrow and select Folder desired.
8. Click **Save**. It will take you back to the **Name and Save Activity** screen.
9. **Do not change the name of the activity.** Click **Save**. A confirmation screen appears, click **OK**. The activity is now saved under **your** Activities Folder.
10. A screen appears letting you know that the Activity has been saved to your folder, click **OK**.
11. A screen appears asking if you would like to assign the activity, click **YES or NO**.
12. **If YES:** Your classes/groups are listed on the right of the screen. Click the plus sign to open your class rosters. Click the checkbox to select a class or student. You can select more than one class/student.
13. Click the **Next** button to continue.
14. Select the **Start Date** and **Due Date**.
15. Click the **Assign** button to complete the task.
16. 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.