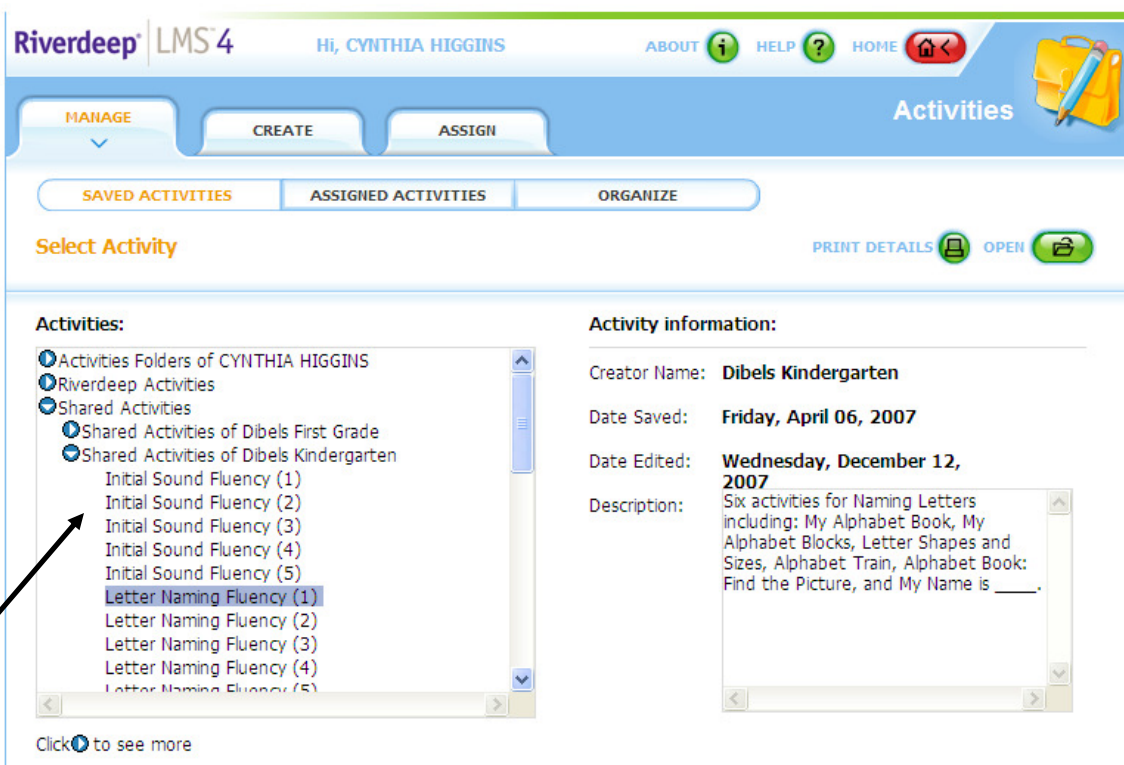


How to Assign an Activity from the Shared Activities Folders **DESTINATION READING**



The screenshot shows the Riverdeep LMS 4 interface. At the top, there's a navigation bar with 'MANAGE', 'CREATE', and 'ASSIGN' buttons. Below that, there are tabs for 'SAVED ACTIVITIES', 'ASSIGNED ACTIVITIES', and 'ORGANIZE'. The main content area is titled 'Select Activity' and features a tree view on the left and an 'Activity information' panel on the right. The tree view shows a hierarchy of folders: 'Activities Folders of CYNTHIA HIGGINS', 'Riverdeep Activities', 'Shared Activities', 'Shared Activities of Dibels First Grade', and 'Shared Activities of Dibels Kindergarten'. Under the last folder, several activities are listed, with 'Letter Naming Fluency (1)' selected. An arrow points to this selection. The 'Activity information' panel displays: Creator Name: Dibels Kindergarten; Date Saved: Friday, April 06, 2007; Date Edited: Wednesday, December 12, 2007; and Description: Six activities for Naming Letters including: My Alphabet Book, My Alphabet Blocks, Letter Shapes and Sizes, Alphabet Train, Alphabet Book: Find the Picture, and My Name is ____.

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 Dibels Kindergarten). *Remember that!!
4. Click the name of the Activity that you would like to assign. Example: Letter Naming Fluency (1).
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: Dibels Kindergarten)**. (You will save all Activities for Dibels Kindergarten 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.