



KBA: How to Assign a Lesson or Assessment in Content2Classroom

This guide will walk you through the process of assigning a lesson or assessment to your students in Content2Classroom (C2C).

Steps to Assign a Lesson or Assessment

1. Log in to your C2C teacher account.
2. Navigate to the course where you want to assign content.
3. Find the lesson or assessment you want to assign.
4. Click the "Assign" button next to the lesson or assessment title.
5. In the assignment window that appears:
 - a. Choose who to assign to:
 - i. "Entire Class" (default)
 - ii. Specific student groups (if you've created them)
 - iii. Individual students
 - b. Set the start date and time.
 - c. Set the due date and time.
 - d. Configure additional options:
 - i. Allow late submissions
 - ii. Release to reports
 - iii. Release grades to students
 - iv. Allow students to review work
 - e. Add any specific instructions for students in the "Student Instructions" field (optional).
6. Click "Assign" to finalize your selections.
7. Choose whether to assign to other students, classes, or groups:
 - a. Click "Yes" to continue assigning to others.
 - b. Click "No" to complete the assignment process.

Best Practices

1. Consider your settings for late submissions and grade visibility based on your teaching goals.
2. Review your assignment settings before finalizing to ensure accuracy.
3. Use student groups for differentiated instruction if needed.



Modifying Assignments

To change an assignment after it's been created:

1. Go to your Assignments tab.
2. Find the assignment you want to modify.
3. Click on the "Gradebook" button.
4. Click on the "Edit" button at the top right of the screen.
5. Make your changes and save.

Remember, you can also choose to make these changes for specific students or groups of students by clicking on the box next to their names and then following the instructions above.

Troubleshooting

- If you don't see the "Assign" button, check that you have the necessary permissions.
- If students report they can't access an assignment, verify the start date and time.
- For any persistent issues, contact your school's C2C administrator or IT support.