

View Assignments (Teachers)

Teachers can add and edit assignments on the Calendar tab. However, assignments can only be deleted from the Assignments List.

After you add assignments to the program, they appear in the assignments area of the Calendar tab and are highlighted on the calendar.

1. On the Home screen, click the **Calendar** tab, located at the bottom of the screen.
2. Under **Assignments**, double-click the assignment you want to view or edit.
3. To close the assignment, click **OK**.