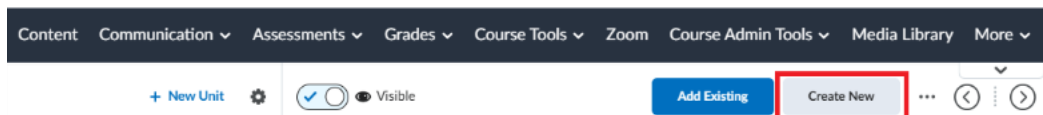


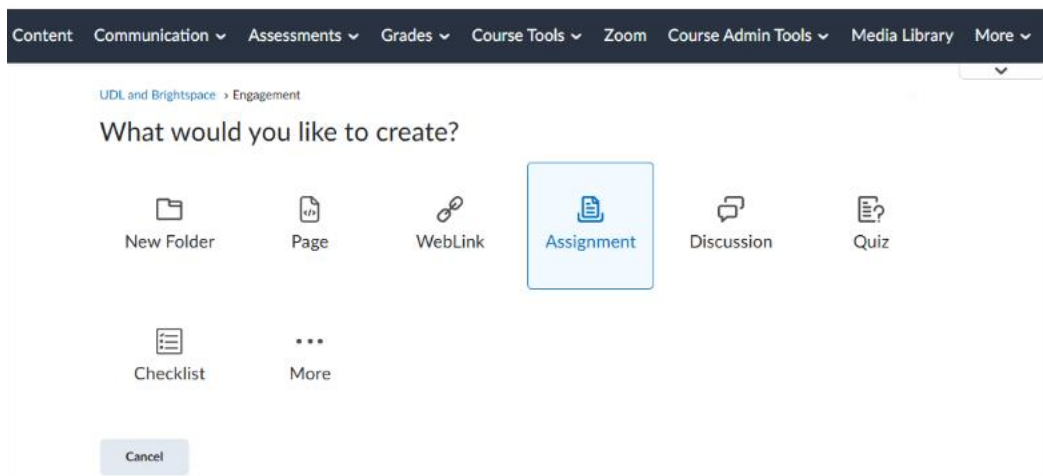
How do I add assignments and activities in my content folders?

To create a new assignment or activity

1. Select the folder in your table of contents column to which you want to add a new assignment or activity.
2. Select the Create New button at the top right corner of the page.



3. From the 'What Would You Like to Create' page, select Assignment or other activity.



4. Fill the necessary information and setting to create the Assignment or activity.
5. Select Save and Close.
6. View the assignment details in Content (also available in Assessments).

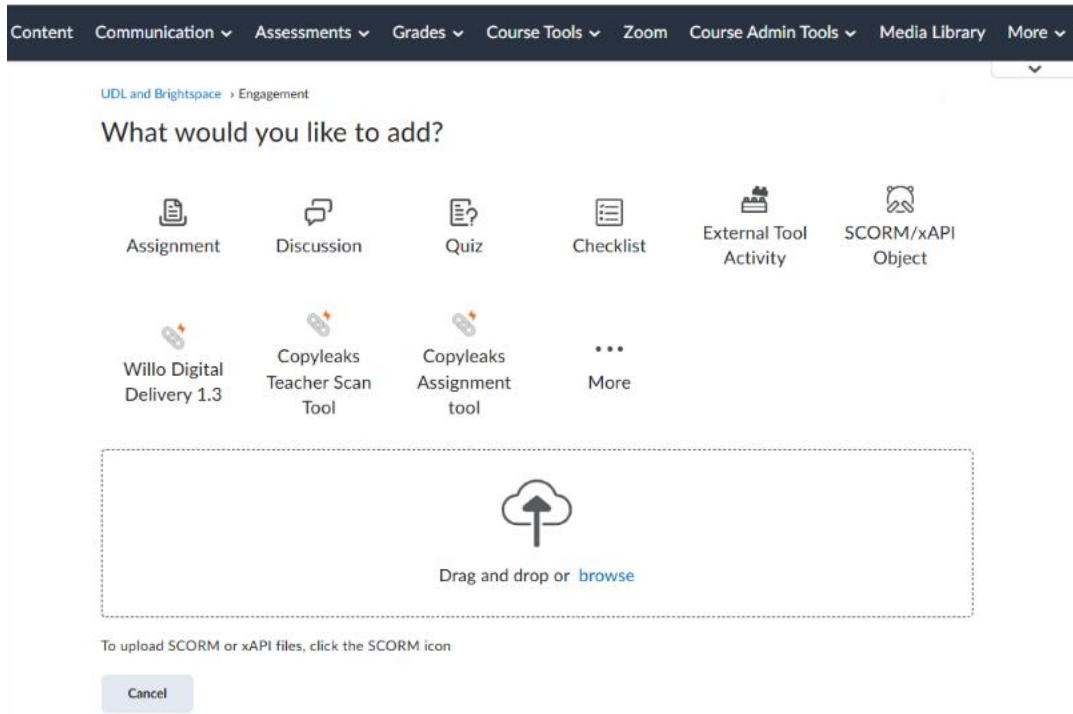
The screenshot displays a course management interface. At the top, a dark navigation bar contains menu items: Content, Communication, Assessments, Grades, Course Tools, Zoom, Course Admin Tools, Media Library, and More. Below this, a toolbar includes a '+ New Unit' button, a 'Visible' toggle, and 'Add Existing' and 'Create New' buttons. A search bar on the left is labeled 'Search titles, descriptions'. A sidebar on the left lists various content categories, with 'New Assignment created through...' highlighted in a red box. The main content area shows a 'New Assignment created through Content' card with an 'Edit Activity' button. Below the card, the 'Activity Content' section is visible, containing 'Instructions', 'Evaluation Criteria' (Out of: 10 points), and 'Submission Details' (Submission type: File submission, Files allowed per submission: Unlimited, Allowed files: No Restrictions, Number of submissions: All submissions are kept).

To add an existing activity or assignment

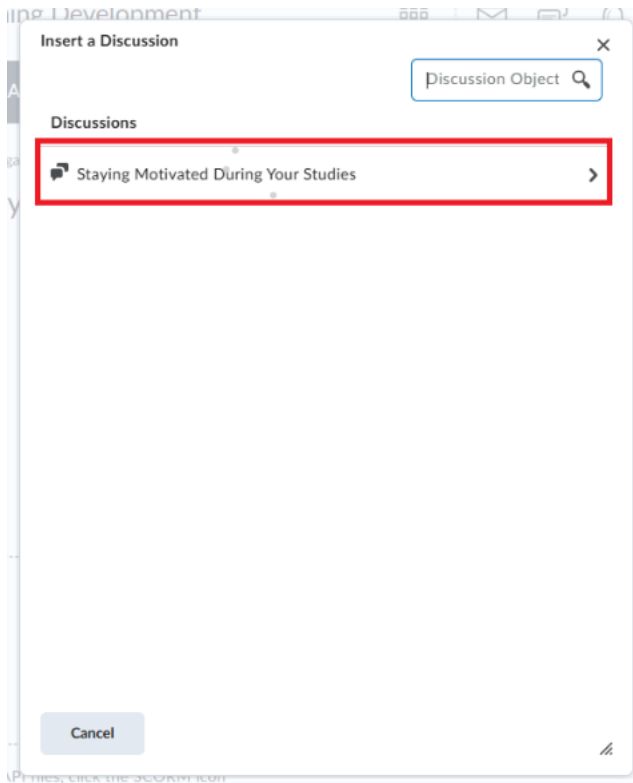
1. Select the folder in your table of contents to which you want to add an existing assignment or activity.
2. Select the Add Existing button.

This screenshot shows the same course management interface as above, but with the 'Add Existing' button in the toolbar highlighted with a red box. The rest of the interface, including the navigation bar and sidebar, remains the same.

3. From the 'What Would You Like to Add?' page, select an existing activity, e.g. discussion or assignment.



4. From the Insert pop-up window, select your activity (e.g. discussion) or assignment.



5. View the discussion activity details in Content (also available in Discussions).

The screenshot displays a course management interface. At the top, a dark navigation bar contains menu items: Content, Communication, Assessments, Grades, Course Tools, Zoom, Course Admin Tools, Media Library, and More. Below this, a secondary bar includes a '+ New Unit' button, a 'Visible' toggle, and buttons for 'Add Existing' and 'Create New'. A search bar on the left is labeled 'Search titles, descriptions'. A sidebar menu on the left lists navigation options: Overview, UDL and Brightspace, Engagement, Engagement in online classes, Class Progress tool for learners, and 'Staying Motivated During Your Studies' (highlighted with a red box). Below this is 'New Assignment created through...' with a due date of 'Sep 6, 2025'. The main content area shows a discussion activity titled 'Staying Motivated During Your Studies' with a 'Listen' button and 'Edit Activity' and 'Go to Topic' buttons. The activity is marked as 'Discussion' and 'Required'. Under the 'Activity Content' section, the 'Description' contains two numbered questions: 1. 'What strategies or habits have you found most helpful for maintaining motivation when your coursework feels overwhelming or repetitive? (Examples might include goal setting, study groups, rewards, mindfulness, or adjusting your study environment.)' and 2. 'Can you recall a time when you felt unmotivated or discouraged with your studies? What helped you move forward, and what would you do differently next time?'