

How to Create and Deliver an Assignment in ClassFlow

Create and deliver assignments in ClassFlow for student-generated classes to enable personalized learning, support a flipped classroom, and more. To create an assignment, start on the **Resources** tab and click the blue **New** button, then **Assignment**. Assignment Builder opens.

Complete the fields to the right. Only title and assignment type are required. The assignment type you choose will not change anything about the assignment itself and is meant only as a designation for your records. Be sure to **Save**.

Next, click **Instructions**. Input information to help students complete the assignment. Select **Add Resources** to provide supporting materials. You may add as many resources as you wish, such as ClassFlow lessons or assessments. Click **Select** to add resources. They populate on the left. Expand the **My Resources** dropdown menu to search for additional materials or click **Upload New Resource** to pull resources from your device. **Save** your changes.

When your assignment is complete, click **Exit** to return to Resources or **Assign**. Upon clicking Assign, select your intended class from the dropdown menu.

By default, the whole class will receive the assignment, though you may select specific students or groups. Determine your scoring preferences and whether you would like the assignment to be collaborative. Finally, set the assignment's date range and click **Deliver**.

To deliver assignments from the Resources tab, select the **assignment** and click **Assign**. This will take you to the same panel as before. Follow the steps and click **Deliver**. Monitor assignments from the **Classes** tab.

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