



## The Division of Information Technology

### Section 8: Homework and Assignments

This web part can be used to post daily or weekly homework assignments.

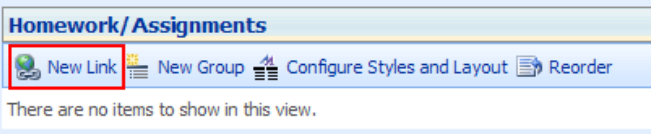
## Homework and Assignments

### Add An Assignment



To add or edit a homework or assignment entry:

1. Click on the Site Actions tab
2. Click Edit Page



To add a new entry click New Link

### Link to a website

Specify the information for this summary link. The title is the link text displayed for the link URL. The information that the summary link displays depends on the style you choose.

Create a link to an item  
 Create a link to a person

Title:

Description:

Link URL: (Test link)

Open link in new window

Tooltip:

Image URL: (Test link)

Image description:

Used as alternative text for the image

Group:

Style:

OK Cancel

Adding an entry to link to a website:

1. Title of the homework or assignment
2. Brief description: the text will appear on your homepage
3. Link: in this example, we copied and pasted an URL from an external website
4. Select Open link in new window if your link will be sending the viewer away from your website, such as external links.
5. Click OK

## Link to a document

- Create a link to an item
- Create a link to a person

Title:

Space Study Guide

Description:

Please use this study guide for the test on Friday

Check Spelling

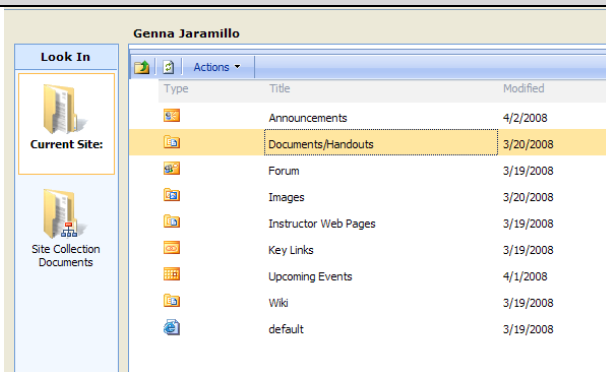
Link URL: (Test link)

Browse...

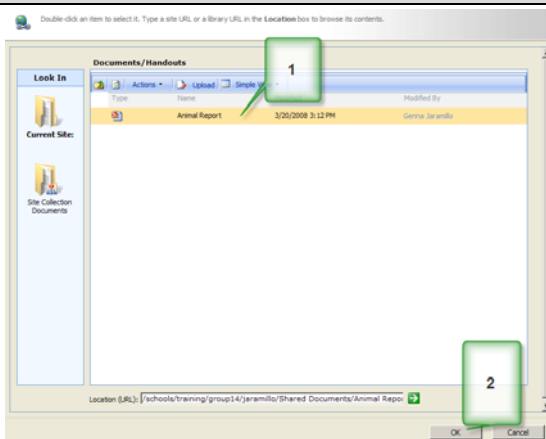
Open link in new window

Adding an entry to link to a document on your website:

1. Title of the homework or assignment
2. Brief description: the text will appear on your homepage
3. Link: in this example, we will link to a document within our website. Click Browse



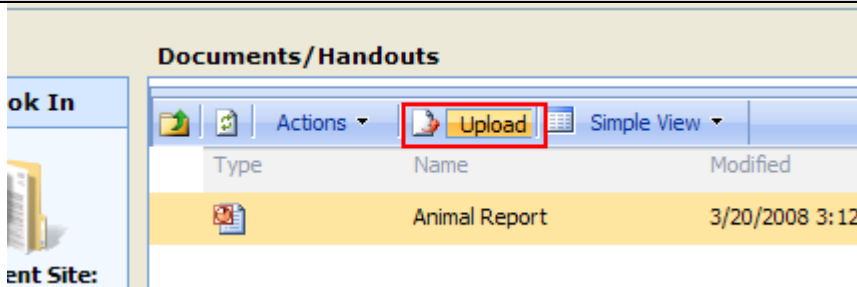
Double Click on Documents/Handouts folder



1. Select your document from your list. (if you have folders within your document library, double click the folders to open and view documents within the folders)
2. Click OK

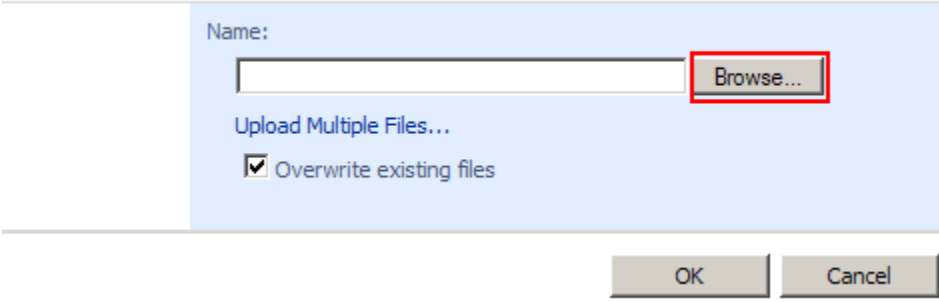
If you need to upload a new document, continue with the following steps:

## Upload a Document

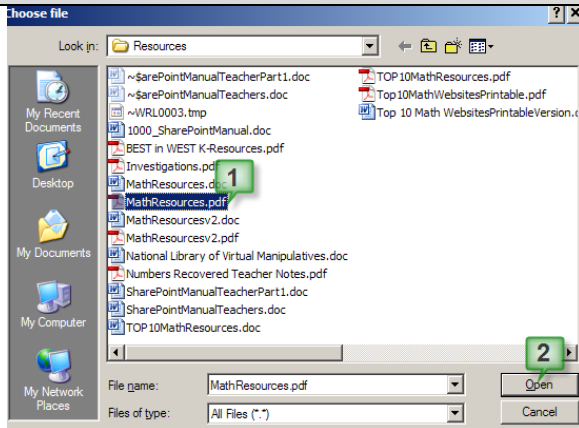


If you need to upload a document, go to the folder where you want to upload your document.

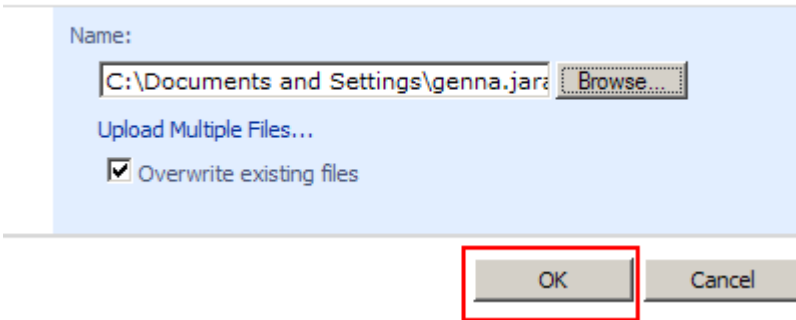
- Click Upload from the menu



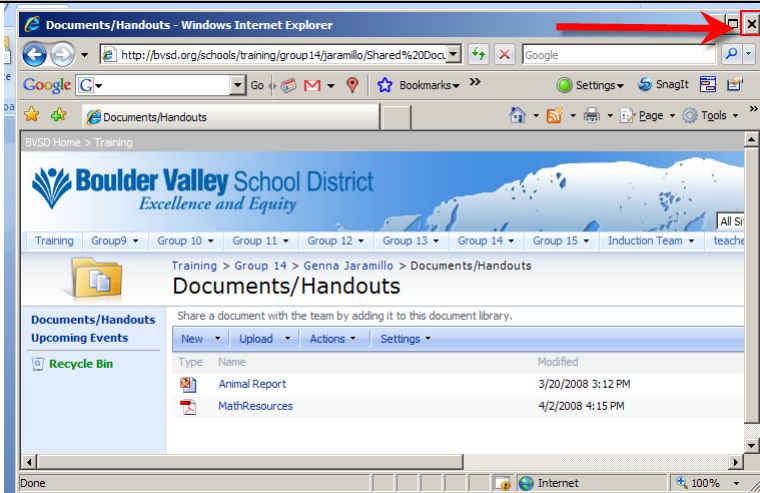
A new window appeared, click Browse to locate your file on your computer



1. Click on the desired file to upload
2. Click Open

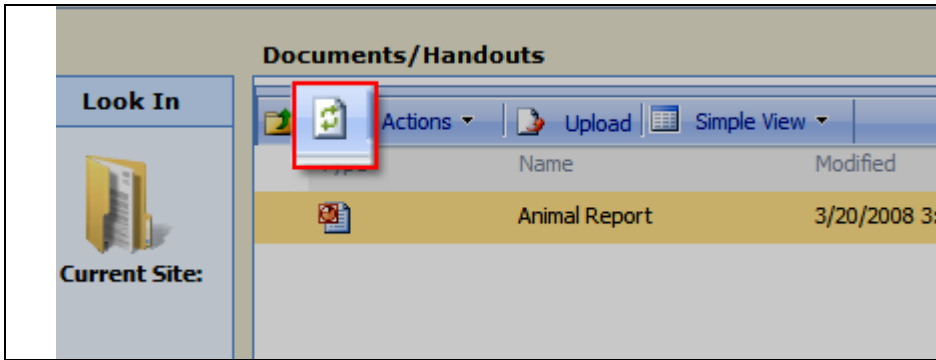


Click OK



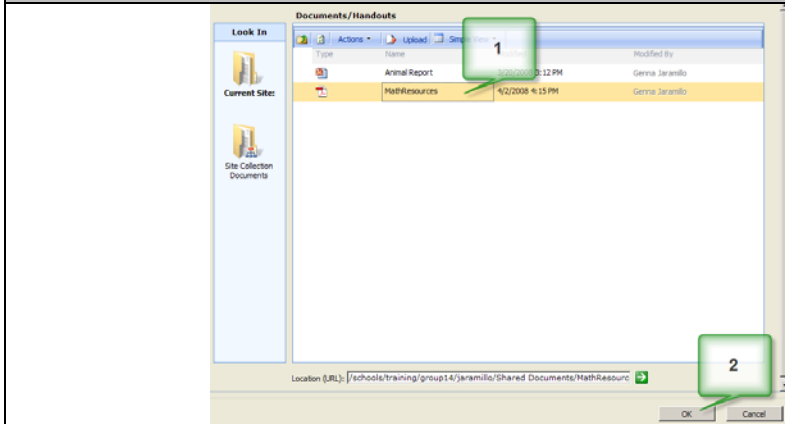
A menu appears showing you all files in your document library, including the file that you just uploaded.

You need to close this menu in order to return to adding a new entry in your homework webpart (this is a confusing part, I know.) Click on the X on the top right.



You should have returned to the Document /Handouts menu.

Click on the refresh icon to see the new file that was just uploaded.



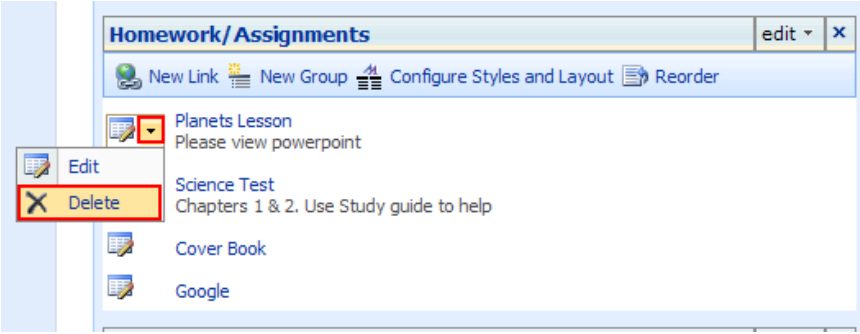
1. Select the new file that was just uploaded
2. Click OK



We are now back to the menu on the details of our new homework / assignment entry

- Click OK to save changes return to your homepage

**To Delete or Edit an Entry**



To Delete:

- In Edit Mode, the edit icon appears
- Click on the drop down arrow
- Select Delete

To Edit:

- In Edit Mode, the edit icon appears
- Click on the drop down arrow
- Select Edit to get the edit menu