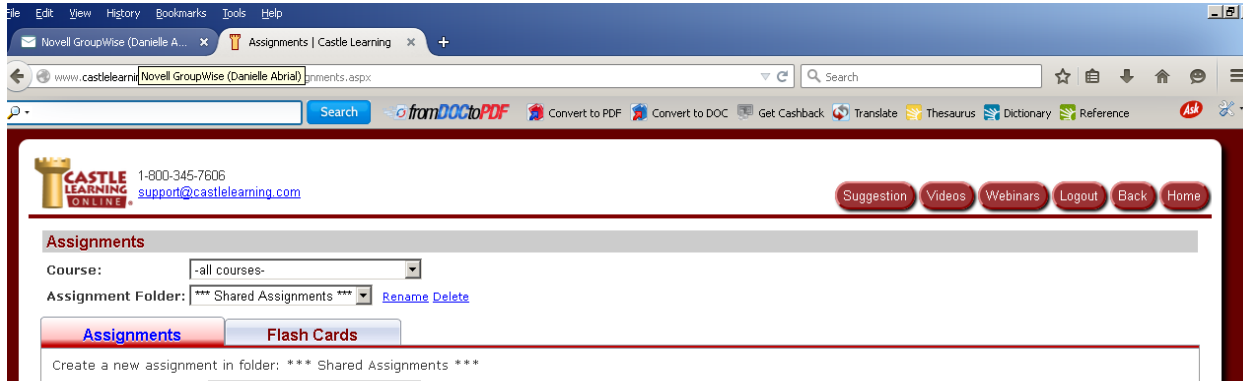


If you go into castle, choose **teacher center**, then choose **assignments**

The screen should look like this



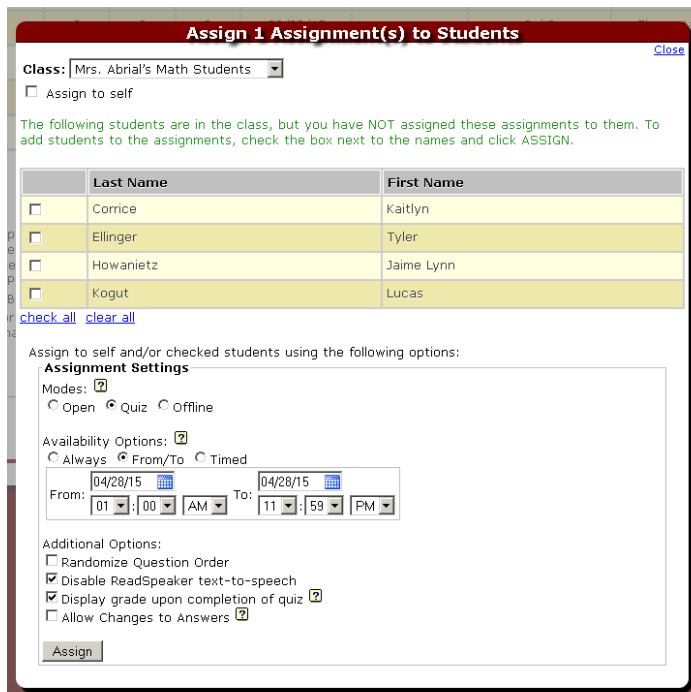
The course must say **all courses**

Assignment folder must say **\*\*\*Shared Assignments\*\*\***

Then underneath you should see the assignment called **\*SL- Gr 5 Math Assessment #3** (or something similar) that goes along with your subject and grade.

**Check the box** next to it, scroll down to the bottom and choose **assign**

A screen looking similar to this will pop up



Choose the students you want to assign it to (YOU CAN SELECT CHECK ALL AT THE BOTTOM)

For **MATH** Choose **Quiz** Mode

For **ELA** Choose **Open** Mode

Choose **FROM/TO** (pick the dates you plan to give it to them)

You may want to **Disable ReadSpeaker text-to-speech** (it is up to the discretion of the teacher)

The others are up to you; random question order, display grade upon completion (if you choose this, you CAN NOT choose allow changes to Answers)