

Add an Optional Assignment

Common Buttons & Icons



Plus icon

Add an Optional Assignment

From the Home screen:

1. Click **Curriculum list**.
2. Click the number in the Assignments column to choose the curricula you'd like to add a course to.
3. Click the **Plus** icon next to curricula you'd like to add.
4. Click the **Type** drop-down arrow to select the appropriate assignment type.
5. Click the **Title** drop-down arrow to select the assignment title.
6. Click the **Optional for users created** drop-down arrow; then select your criterion.

Note: You can add the optional assignment based on when the users were added to PromisePoint. You can add the class assignment to users either before or after they were added to a course.

7. Click the **Date** field to select the appropriate date from the calendar.
8. Click anywhere to exit the calendar.
9. Click **Save**.

Note: To return to the previous screen, click Cancel.