



### **To Add Assignments:**

1. Go to File / Open. Make sure Class /Private are checked off. Your name should be listed. Click Open.
2. Go to Class / Add Column. Click on Public / Assignment, click OK.
3. Choose the sequence you are assigning and click OK. The assignment column will appear in your class list.
4. In the assignment column, highlight the students who are to receive the assignment.
5. Go to File / Open again and choose Sequence / Public. Select the sequence that matches your assignment column and click Open.
6. Click on the middle button on top to minimize the sequence window. You should now see both your class list and sequence windows displayed. Or you can click on Window/Tile to display your windows.
7. Click and drag your assignment to the corresponding students' name. Save your work!

### **General Reminders**

#### **How to log on**

**Teachers:** Use your first initial, period, space, last name. (Example: m. jones).

See Lab Assistant for password

**Students:** First name, space, last name. No password is required for students.

FYI: Compass is not case sensitive.

*If you have any questions, or need additional help, feel free to stop by the computer lab.*