

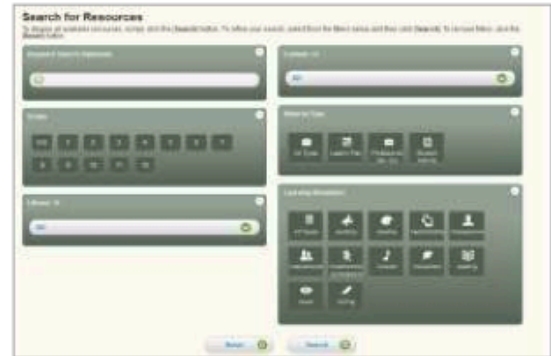
# SAGE: Quick Guide to Creating Assignments

SAGE Formative allows authorized school-level users who are associated with rosters to create and manage assignments for students. In SAGE Formative, school-level users are called “educators.”

## Selecting Resources

1. **Navigate to the Browse Resources page.**
  - Click the **[Search]** button to display all resources **OR**
  - Narrow search parameters by selecting one or more grade levels, a content area, or material type(s).
  - Once you have selected filters, click **[Search]**. The resources listed in the search results will update based on the selected parameters.

*SAGE Formative Browse Resources Page*



## Creating Assignments

2. On the **Browse Resources** page, click the **[Assign to Students]** button for any resource displayed in the search results. The **Add to Assignment** page will load. You have the option of adding the resource to an existing assignment or creating a new assignment (default).
  - To create a new assignment, verify the “Select Assignment” drop-down menu is set to “Create a New Assignment” and move on to step 3.
  - To add the resource to an existing assignment, click the drop-down button for “Select Assignment” and select the assignment. If you have no changes to make, skip to Step 8.

*Add to Assignment Page*



3. Enter a title, start date, and due date for the assignment in the appropriate fields.
4. Click the **[Manage Students]** button. The Currently Assigned Students window will open.
5. In the “Roster” drop-down list, select a roster.
6. Click either the checkbox for “All Students in this Roster” **OR** the checkboxes for individual students.
7. When you are done, click **[Back]**.
8. Click **[Save]**. The assignment is now saved, and students can access it after the assigned start date.

*Add Students to Assignment Window*

