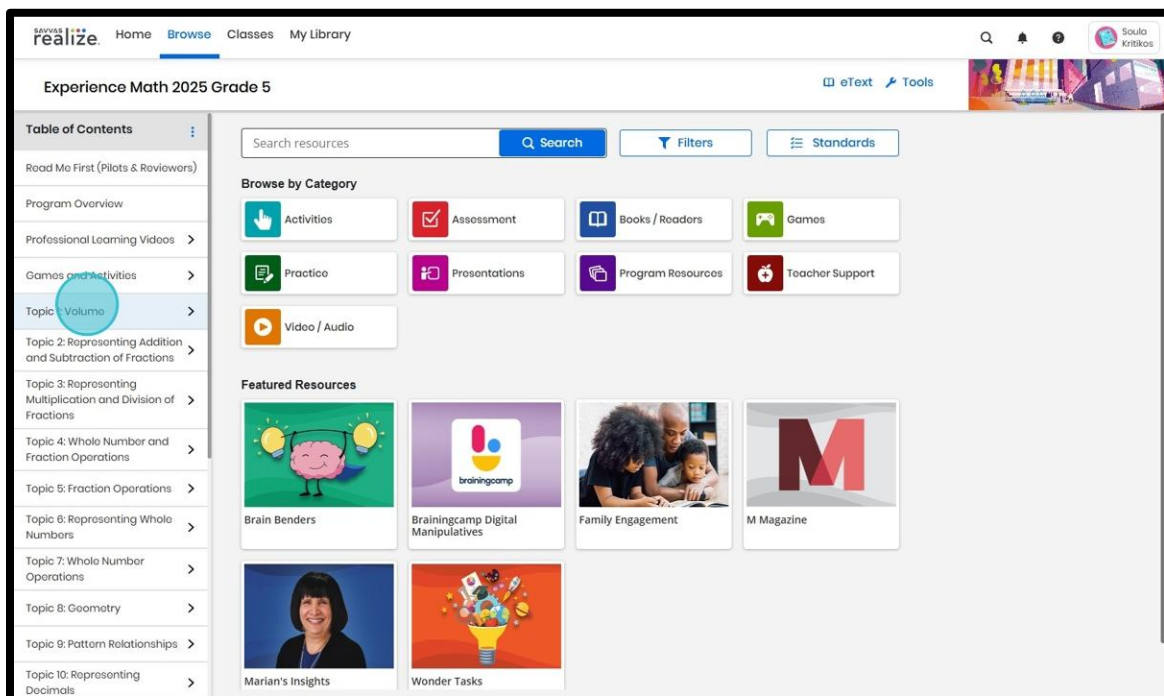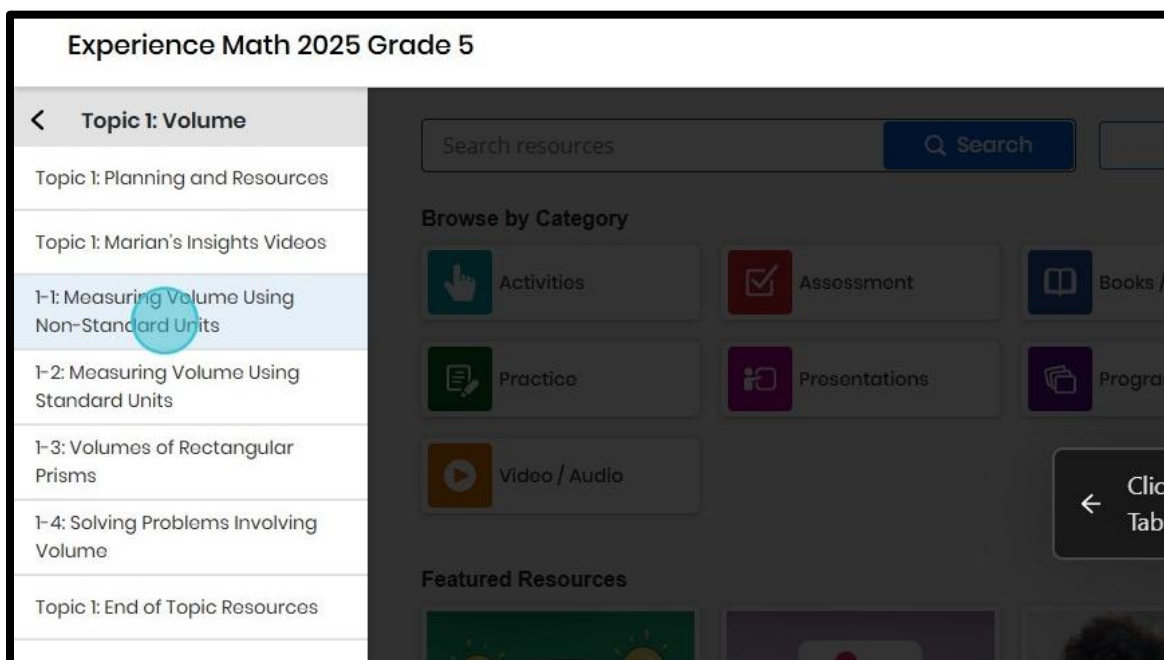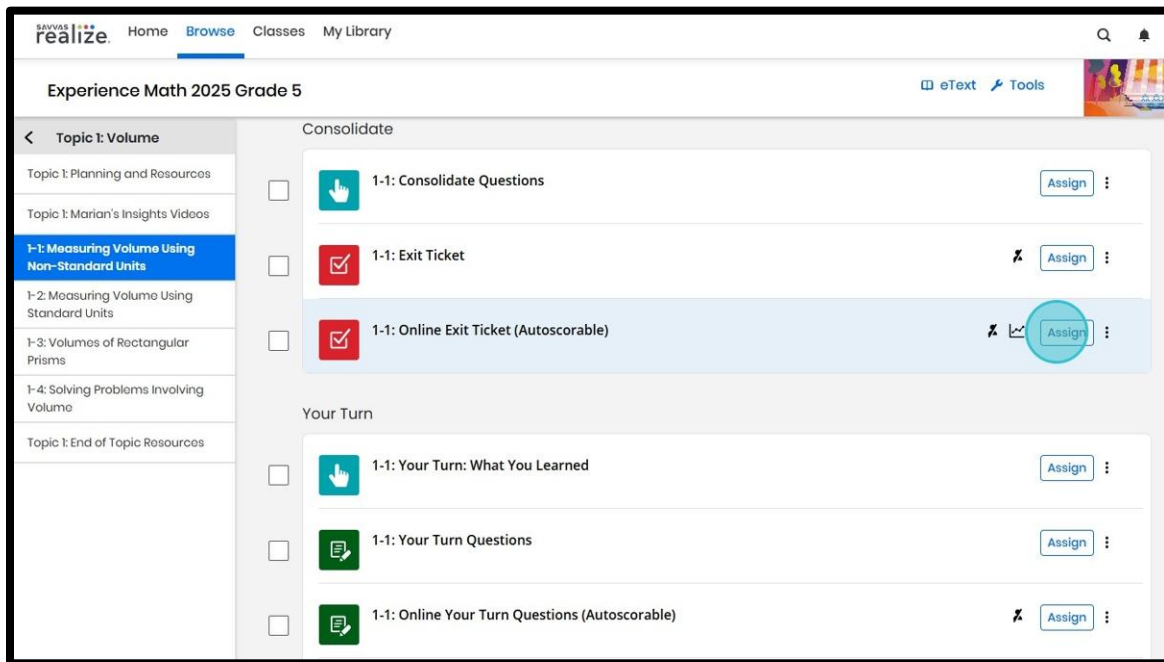# Assigning Tasks & Assessments

Steps to Success:

1. Navigate to your **Experience Math** dashboard. Click on your desired **Topic** in the Table of Contents.
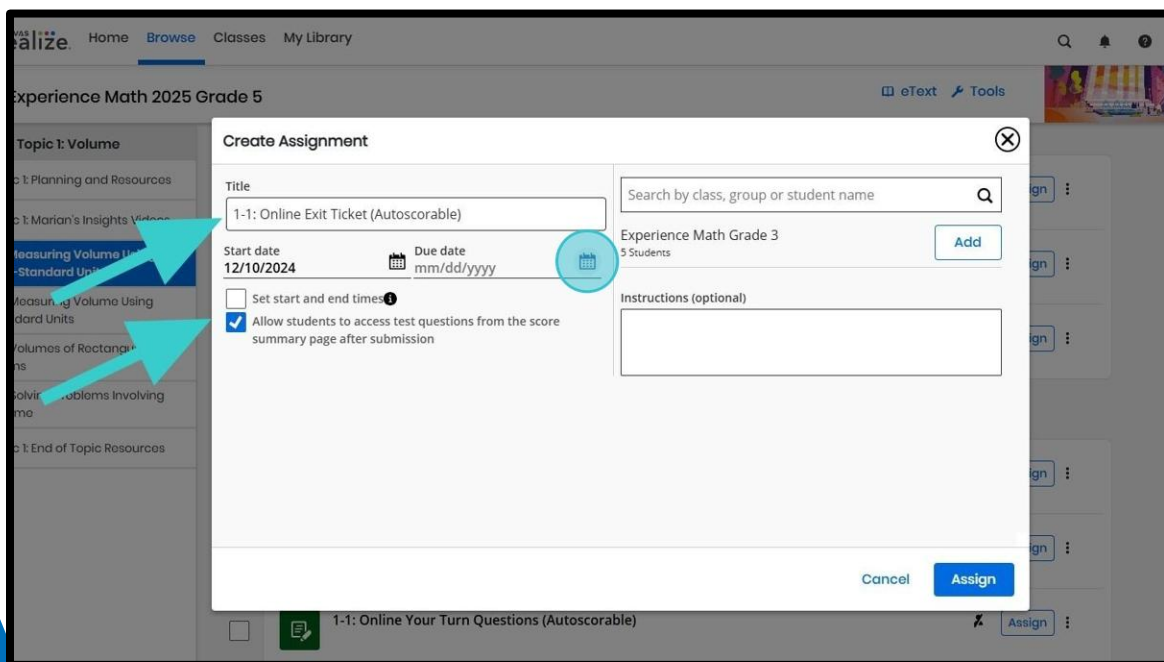

2. Click on your desired **Lesson**, or **End of Topic Resources**.

3. Scroll down to your desired **Assessment**. Click on **Assign**.

4. A pop-up will appear. In this pop-up you can choose to rename the **Assignment**, and set assignment parameters. Click on the **Calendar** to select the **Start Date** and **Due Date**. Note: this step is required.

5. Choose the **Start Date** and **Due Date** from the drop-down menu.

6. Click on the textbox to search for students and groups to **assign** the assessment to.

7. You can also add students and groups by clicking **Add** beside the desired group or class.

8. Click in the **Instructions** textbox to add instructions for your students. This step is optional.

9. When you are finished, click on **Assign**.

10. To check your assignment, hover over or click on **Classes**, to view your classes.

11. Click on your desired **Class**.
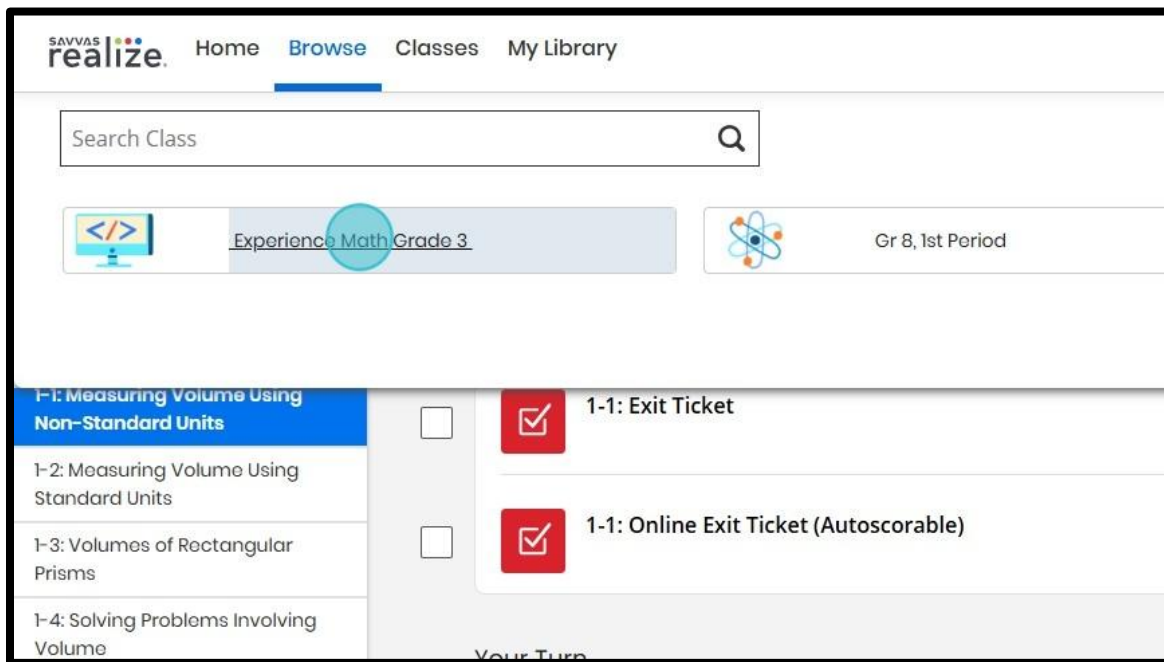
12. Your new assessment will be listed under **Assignments**.
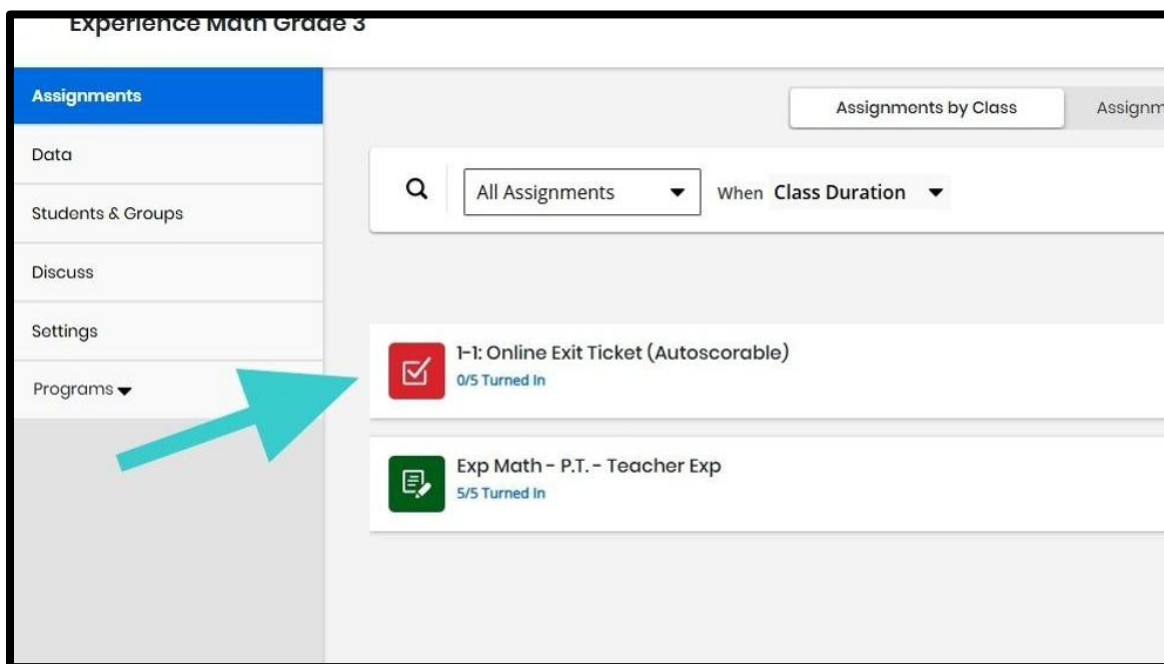
Thank you for viewing these Steps to Success! We hope you found this tutorial helpful. Be sure to check out My Savvas Training for more tutorials and tips.