

Attaching a Resource to Assignments under 'Special Instructions'

To make resources easily accessible to students, you can attach a document, link, or graphic to an assignment through *Special Instructions*.

Go to **Step 6** of the Prompt Setup. Scroll down to **Special Instructions**.

Special Instructions for your Students:

Note: Consider adding grading criteria, requirements, vocabulary terms, source links etc.

System Font 12pt Paragraph B I U A [color] [background color] [bulleted list] [numbered list] [image] [link] [table]

1. To attach a link, click the link icon:

System Font 12pt Paragraph B I U A [color] [background color] [bulleted list] [numbered list] [image] [link] [table]

Type the entire URL and text to be displayed. **Save**, when students click the link, the site will open in a new window

Upload Document

[upload icon]

Text to display

Title

Open link in...

New window [dropdown arrow]

2. To attach a document from your computer, click the Link icon:

System Font 12pt Paragraph B I U A [color] [background color] [bulleted list] [numbered list] [image] [link] [table]

Use the upload icon [upload icon] to navigate to the document you wish students to view. Click [Open button]

Fill in the text to be displayed

Upload Document

Text to display

Save, when the link is clicked, the document will open in a new window.

3. To attach a graphic on your computer, click the Graphic icon:

System Font 12pt Paragraph B I U A [color] [background color] [bulleted list] [numbered list] [image] [link] [table]

Use the upload icon [upload icon] to navigate to the graphic you wish to insert and click [Open button]

The graphic will be displayed directly in the Special Instructions.