Adding documents or a URL to an assignment/test

1. From the Teacher Home Page go to “Personal Content Sets” – Click once
2. Enter a name for the Content Set – Called it “URLs” *(bottom left)*
3. Selected the specific “type” – DOCUMENTS *(bottom left)*
4. The window will refresh – go to the right and click – “Add A Document”
5. A pop-up “Document Editor” will appear *(if it doesn’t, the pop-up might be blocked)*
6. Once the “Document Editor” is up – go to the bottom and enter a description name --- Click the white box next to “Document test is a URL” and enter the address web address
7. Click --- “SAVE”
8. Once saved – Go back to the top of the window and click – HOME *(top right of the Castle Learning Teacher Home Page)*
9. Go to the left and click – “ASSIGNMENTS”
10. Select the course for the assignment/test at the top
11. Create a new assignment or click the pencil on an existing one
12. Middle of window—Click the “ATTACH DOCUMENT” link
13. Select the “Your Documents” Tab *(should be the default)*
14. Locate the document name and click the spy-glass to verify
15. Click the plus sign (+) to add the URL or Document to the assignment/test
16. To view the student version – Self Assign the assignment/test to yourself and go to the “Student Home Page” from your Teacher account.