

## Step 3 - Assigning GCA Activities

This guide will show you how to assign GCA Activities to classes or individual students. After choosing the GCA activity you want to assign, complete the following steps.

### Assign GCA Activities

- 1 On the left-hand menu, select GCA Activities.
- 2 Open the GCA Activity you wish to assign.

The screenshot shows the 'Learning Activities' page. On the left, a navigation menu has 'GCA Activities' selected, indicated by a red arrow and the number '1'. The main area displays a list of activities. The first activity, '3 ELA Informational/Explanatory Genre - Active', is highlighted with a red arrow and the number '2'. The details for this activity are as follows:

Author:	GCA	Grade:	3rd
Access:	Activity With Scoring	Subject:	Language Arts
Due Date:		Layout:	Answer Key With Uploaded Document
Status:	Active		

The second activity, '6 ELA Assesslet Argumentative Genre - Active', has the following details:

Author:	GCA	Grade:	6th
Access:	Activity With Scoring	Subject:	Language Arts
Due Date:		Layout:	Answer Key With Uploaded Document
Status:	Active		

- 3 Select **Assign This Activity**

The screenshot shows the 'Details' view for the selected activity. The details are as follows:

- Title:** 3 ELA Informational/Explanatory Genre
- Author:** GCA
- Access:** Read only, Activity With Scoring
- Grade/Subject:** 3rd/Language Arts
- Activity Type:** (Not specified)
- Score Option:** Exclude Overall Score
- Description:** New activity.
- Layout:** Answer Key With Uploaded Document
- View Document:** (Button)
- Due Date:** Optional
- Status:**
  - Active - Available to students now
  - Inactive - Not visible to students
  - Scheduled - Set active date range
- Answer Key:** (Dropdown menu)
- Student Actions:** 5
- Assignments:** (Section header)
- Assign This Activity:** (Button, highlighted with a red arrow and the number '3')

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- 4 Select the **Class** that will be assigned the GCA Activity.
- 5 Select the **Selected Students** button to assign to individual students or the **All Students** button to assign all students in the class.

**Assign Classes**

**3 ELA Informational/Explanatory Genre**  
Due Date:  
Students: 0  
Active

Available Classes

<b>1st period</b>	Selected Students	All Students
<b>2nd Period</b>	Selected Students	All Students
<b>3rd Period</b>	Selected Students	All Students
<b>4th Period</b>	Selected Students	All Students
<b>5th Period</b>	Selected Students	All Students