Managing Assignment Invitations

1. Select the ‘Invitations’ tab at the top of the screen, to further manage assignment invitations.

2. The pie chart at the top of the screen is broken into three sections: Link Not Clicked, Started, and Completed. Click on a section of the pie chart to view a list of students that fit into the category.

3. Use the icons to the right of each student assignment to manage invitations.

Click this icon to edit the expiration date for an individual student’s assignment.

Click here to resend an invitation to an individual student.

Click here to delete a student’s assignment invitation.