

# Directions for How to Create Template-Like Assignments for Your Students Using Various Applications

- **Office products** - when you save, use the dropdown menu in the 'Save as type' to choose Template; a template will allow multiple uses to open, edit, and save the document, plus their additions, but leaves your template as it was when students opened it
- **Publisher** – template and right click – properties, and “read only”
- **KidPix** –
  - o Login to Kidpix – create user for yourself if you have not already done so
  - o Navigate to the document in Assignment folder – File open, My computer, Student drive, tmitchell, assignments
  - o Once opened, immediately save as to your student folder
- **Neighborhood MapMachine and Timeliner**
  - o Has stationary
  - o Must launch app then navigate to stationary in Assignments folder
- **Secondary way to place assignment docs for student access**
  - o Create doc (not template) and place in Assignments
  - o Right click and copy this doc
  - o Open each student folder and right click Paste
  - o Graph Club is one app that requires this method