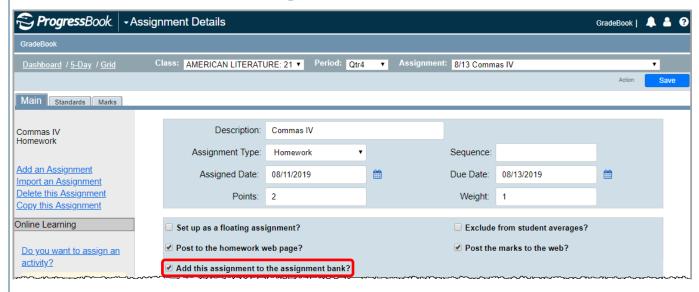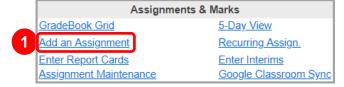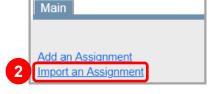# Assignment Banks

Add Assignments to the Bank

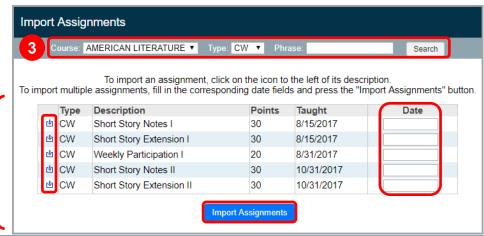## Import Assignments From the Bank

1 On the **Class Dashboard**, below **Assignments & Marks**, click **Add an Assignment**.

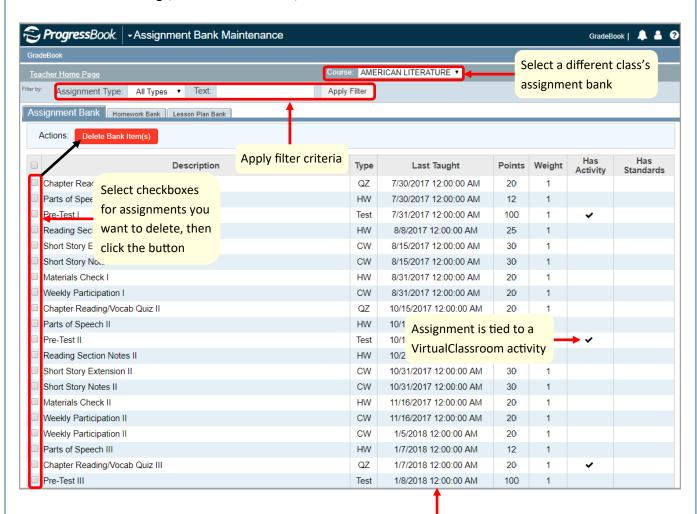**2** On the **Assignment Details** screen, in the left column, click **Import an Assignment**.

3 On the **Import Assignments** window, use the **Course** & **Type** drop-down lists and/or the **Phrase** field to **Search** for the desired assignment(s) to import.

4 To import one assignment, click 📥 in the row of the assignment. To import multiple assignments, enter the **Date** for each assignment, and then click **Import Assignments**.

Assignment Bank Maintenance

On the **Teacher Home Page**, below **Administration**, click **Bank Maintenance**.

Select a different class's assignment bank

Apply filter criteria

Select checkboxes for assignments you want to delete, then click the button

Assignment is tied to a VirtualClassroom activity

Date the assignment was last assigned to students