Creating a Course Assignment
(If not available on your dashboard through a course tab)

1. From the **Dashboard**, click on the “**Documents**” tab at the top of screen.

2. Click the **“New”** button to create a new assignment.
3. On the “Create a Document” page
   - Choose the appropriate folder for your course. For the Field Experience Record, select the “OEDCP Documents” folder.
   - After you choose the correct folder, locate the appropriate template. Select the “Teacher Preparation Field Experience Record
   - Title your document and click the “Save as New Document” button.

   ![Create a Document]

4. Your document will be created and saved under the “Documents” tab in your account. You can now begin editing.