

## How to Manage Assignments on the RTA's Website

### Login to the RTA Teacher Login Screen

1. Goto <http://www.rudlin.com> – a “Teacher Login” link is located at the bottom of the main page. Once you click on this “Teacher Login” link, you should bookmark the resulting page for future reference.
2. On the *Teacher Login* screen, enter your **User ID** (your first initial, last name – no spaces, all lowercase, one word)
3. Enter your **Password** (password is cAsE sEnSiTiVe)
4. Click the **Login** button

### Enter and Save the Assignment/Field Trip

1. Click (once) on the icon labeled **Edit** under the “Assignments” column next to your name – the **Assignment/Field Trip List** screen appears.
2. Click (once) on the button labeled **Click here to add an assignment** – the **Add Assignment/Field Trip** screen appears.
3. The **Teacher** field is already filled out for you – remember you are logged in!
4. Select the **Class** from the drop down list box
5. Select the **Type** (Assignment or Field Trip) from the drop down list box
6. Select a **Date** – click on the little circular button to the right of the data box and a calendar appears. From here you can scroll through the months and select a date. **DO NOT TYPE IN THE DATE MANUALLY, USE THE POP-UP CALENDAR!!!**
7. Enter a **Description** for the Assignment or Field Trip (this will be displayed in bold)
8. Enter a **Note** for the Assignment or Field Trip (this will be descriptive text below the description – not in bold)
9. Click the **Save** button
10. Repeat steps 2-9 as necessary

You can edit an assignment by clicking the **Edit** button on the Assignments/Field Trips List screen that is next to the Assignment/Field Trip that you wish to edit. A screen appears that will allow you to edit and save the changes.

You can delete an assignment by clicking the **Delete** button on the Assignments/Field Trips List screen that is next to the Assignment/Field Trip that you wish to edit. A screen appears that will confirm your wish to delete the assignment/field trip.

You can use the links at the top of the Assignment/Field Trip List to check your assignments.

An administrator can also manage your account. Administrators are determined by Rabbi Klestzick. Only YOU and a user setup as an *Administrator* can change your account.

**DO NOT (UNDER ANY CIRCUMSTANCES) REVEAL YOUR PASSWORD TO ANYONE!!!** Failure to follow this advice may result in the tampering with or corruption of your section of the assignments database.