Wunderlist

Start the Wunderlist App
Click the "g" for google
Continue
Click your email
Enter PW - Next
Click "Create Account"
Get Started

Create Classes
Click + next to Create List
Enter Class Name   Ex: ELA
Click "Create"
Click + and add another class

If learners want to **EDIT classes**
click … More at the bottom right / Edit List
Make changes and click DONE

To **MOVE classes** around
Simple hold and drag up or down

To edit **Settings,** click on learner's name in top left
Click "Smart Lists"
Click "Starred" to change to VISIBLE
Click "Today" to change to VISIBLE
Click "Week" to change to VISIBLE
Click "ALL" to change to VISIBLE
Click "Completed" to change to VISIBLE
Click LEFT ARROW at top
Click DONE

To change **BACKGROUND**
Click on learner's name again
Click "Background"
Click a background on the bottom
Left Arrow – DONE

To **ADD an Assignment**
Click on the class in the left column
Click + Add a to-do
Enter Assignment Name
Click ADD at top right

To **EDIT an Assignment**
Click on Assignment
Click on the word DONE in top right (it will change to Edit)
Click on the assignment
You may change the assignment or add due date, add a note, etc.
Click on "Edit" to go back

To **mark Assignment as COMPLETE**
Chick the box to the left of the assignment to place a check mark in it
To undo this in case you didn't mean to have it complete, Click "Completed" in the left column
Click the box on the assignment to uncheck it

Viewing Assignments
Click "Today" to see all assignments due today
Click "Week" to see all assignments due this week
Click "All" to see all assignments
Click "Starred" to see all assignments you clicked the "Star" to mark as priority

To SHARE a class assignment with Parents/Guardians
Click on the class
Click "Share" at the bottom
Click OK to allow to access contacts
Enter Parent's Email address – then click ADD
Note: there's a people icon to the left of that class name to showed that you shared it

Parents /Guardians –
You will receive an email to accept the invitation. If you have not already created a login to Wunderlist.com, you will be invited to first create a Wunderlist account. After you have registered your free Wunderlist account, you will be able to see the shared lists from your learner.