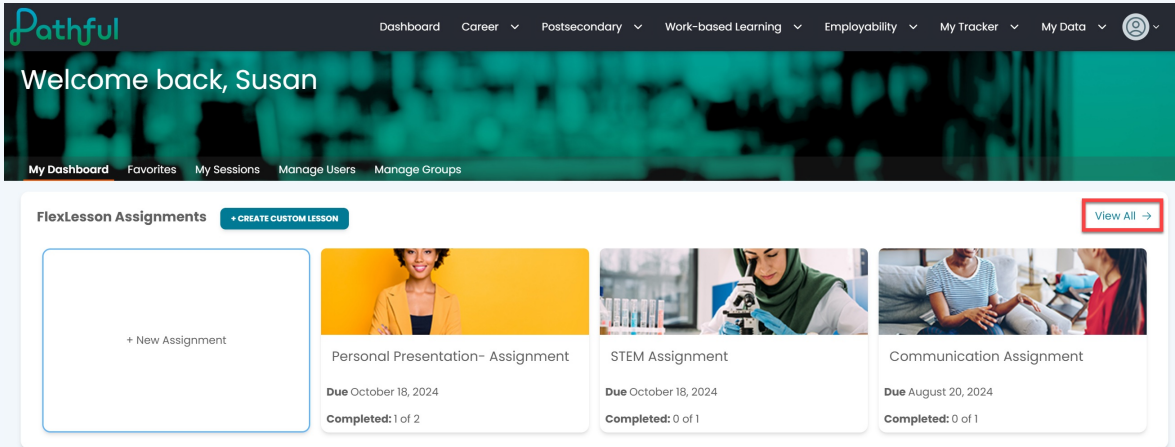


# Add or Remove Users on an Assignment

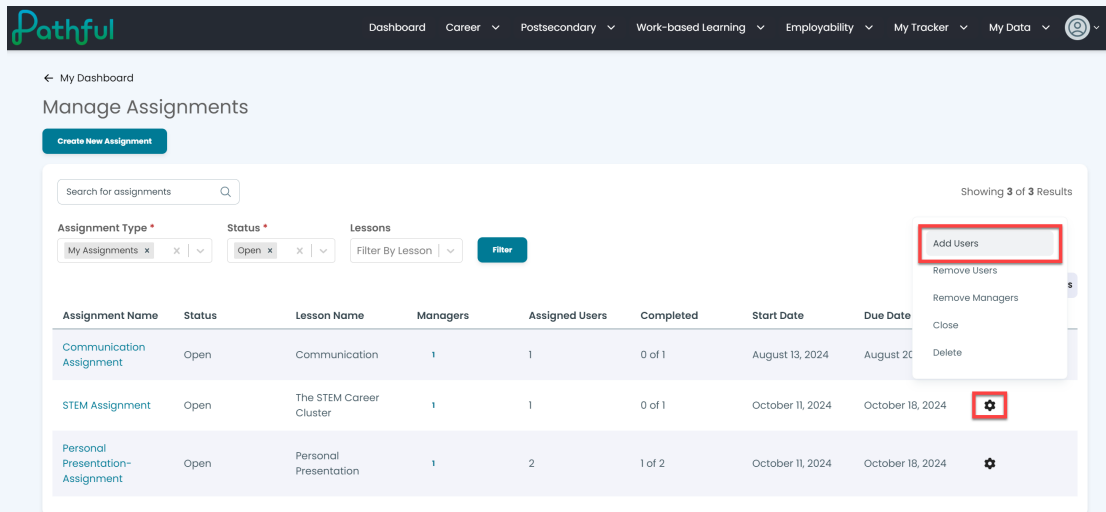
Last Modified on 10/23/2024 9:05 am EDT

1. From your dashboard, select **View All** from the FlexLesson Assignments box.



The screenshot shows the Pathful dashboard with a navigation bar at the top. Below the navigation bar, there is a welcome message for Susan. The main content area is titled 'FlexLesson Assignments' and features a '+ CREATE CUSTOM LESSON' button and a 'View All' button (highlighted with a red box). Below this, there are three assignment cards: 'Personal Presentation- Assignment', 'STEM Assignment', and 'Communication Assignment'. Each card displays the due date and completion status.

2. Select the cog icon under the Actions column.
3. To add users to the assignment:
  - a. Select **Add Users**.



The screenshot shows the 'Manage Assignments' page in Pathful. It includes a search bar, filters for Assignment Type, Status, and Lessons, and a table of assignments. The table has columns for Assignment Name, Status, Lesson Name, Managers, Assigned Users, Completed, Start Date, and Due Date. The 'Communication Assignment' row is highlighted. A context menu is open over the 'Communication Assignment' row, with the 'Add Users' option highlighted by a red box. The 'STEM Assignment' row also has a cog icon highlighted with a red box.

| Assignment Name                  | Status | Lesson Name             | Managers | Assigned Users | Completed | Start Date       | Due Date         | Actions   |
|----------------------------------|--------|-------------------------|----------|----------------|-----------|------------------|------------------|---|
| Communication Assignment         | Open   | Communication           | 1        | 1              | 0 of 1    | August 13, 2024  | August 20, 2024  | [Add Users] [Remove Users] [Remove Managers] [Close] [Delete] |
| STEM Assignment                  | Open   | The STEM Career Cluster | 1        | 1              | 0 of 1    | October 11, 2024 | October 18, 2024 | [Cog Icon]  |
| Personal Presentation-Assignment | Open   | Personal Presentation   | 1        | 2              | 1 of 2    | October 11, 2024 | October 18, 2024 | [Cog Icon]  |

- b. Locate the desired user(s) from the table.
- c. Select **Add and go back**.

Choose Licenses

Pathful Demo PE - Pathful x

Groups **Users** Staff/Admin

Search for staff Q Showing 25 of 95 Results

Shared Groups

| <input type="checkbox"/> | Last Name | First Name | Username               | Main License              | Grade |
|--------------------------|-----------|------------|------------------------|---------------------------|-------|
| <input type="checkbox"/> |           | Barry      | barryY-staff-Pathful   | Pathful Demo PE - Pathful | -     |
| <input type="checkbox"/> |           | Chasity    | chasityJ-staff-Pathful | Pathful Demo PE - Pathful | -     |
| <input type="checkbox"/> |           | Jennie     | jennieK-staff-Pathful  | Pathful Demo PE - Pathful | -     |
| <input type="checkbox"/> |           | Joe        | jhill                  | Pathful Demo PE - Pathful | -     |

Selected Users (0) CLEAR ALL

Users Staff/Admin

No users selected

Add and go back

4. To remove users from the assignment:
  - a. Select **Remove Users**.

Pathful Dashboard Career Postsecondary Work-based Learning Employability My Tracker My Data

← My Dashboard

Manage Assignments

Create New Assignment

Search for assignments Q Showing 3 of 3 Results

Assignment Type: My Assignments x Status: Open x Lessons: Filter By Lesson Filter

| Assignment Name                  | Status | Lesson Name             | Managers | Assigned Users | Completed | Start Date       | Due Date         |    |
|----------------------------------|--------|-------------------------|----------|----------------|-----------|------------------|------------------|----|
| Communication Assignment         | Open   | Communication           | 1        | 1              | 0 of 1    | August 13, 2024  | August 20, 2024  |    |
| STEM Assignment                  | Open   | The STEM Career Cluster | 1        | 1              | 0 of 1    | October 11, 2024 | October 18, 2024 | ⚙️ |
| Personal Presentation-Assignment | Open   | Personal Presentation   | 1        | 2              | 1 of 2    | October 11, 2024 | October 18, 2024 | ⚙️ |

Context Menu: Add Users, **Remove Users**, Remove Managers, Close, Delete

- b. Select the desired user(s) from the table.
  - c. Select **Remove User(s)**.

Search for users  Showing 1 of 1 Results

| <input checked="" type="checkbox"/> | Last Name            | First Name | License(s)                   | Grade | Progress (%) | Grade Status | Date Completed |
|-------------------------------------|----------------------|------------|------------------------------|-------|--------------|--------------|----------------|
| <input checked="" type="checkbox"/> | <input type="text"/> | Susan      | Pathful Demo PE<br>- Pathful |       | 45           | Not graded   |                |

[REMOVE USER\(S\)](#)