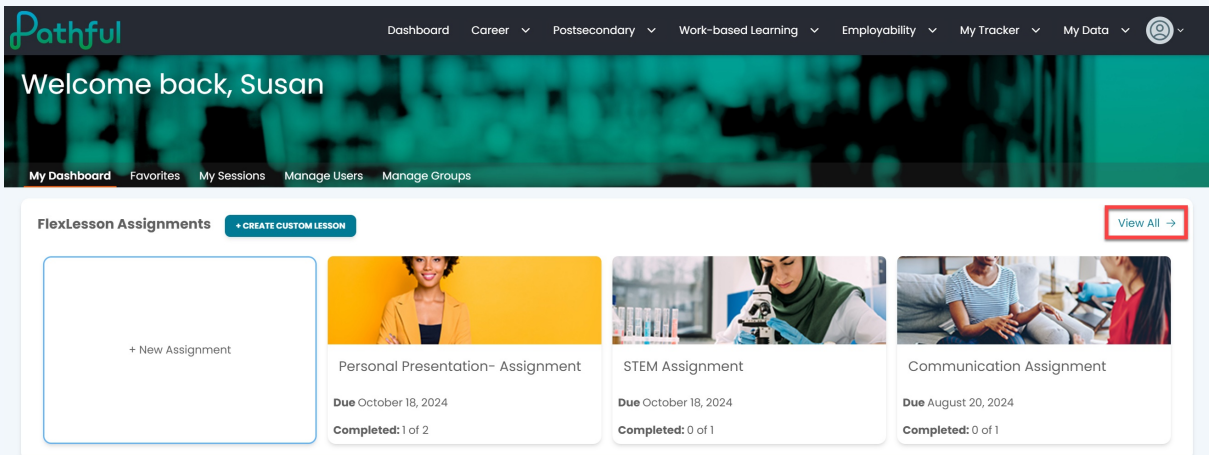


Add an Admin to an Assignment

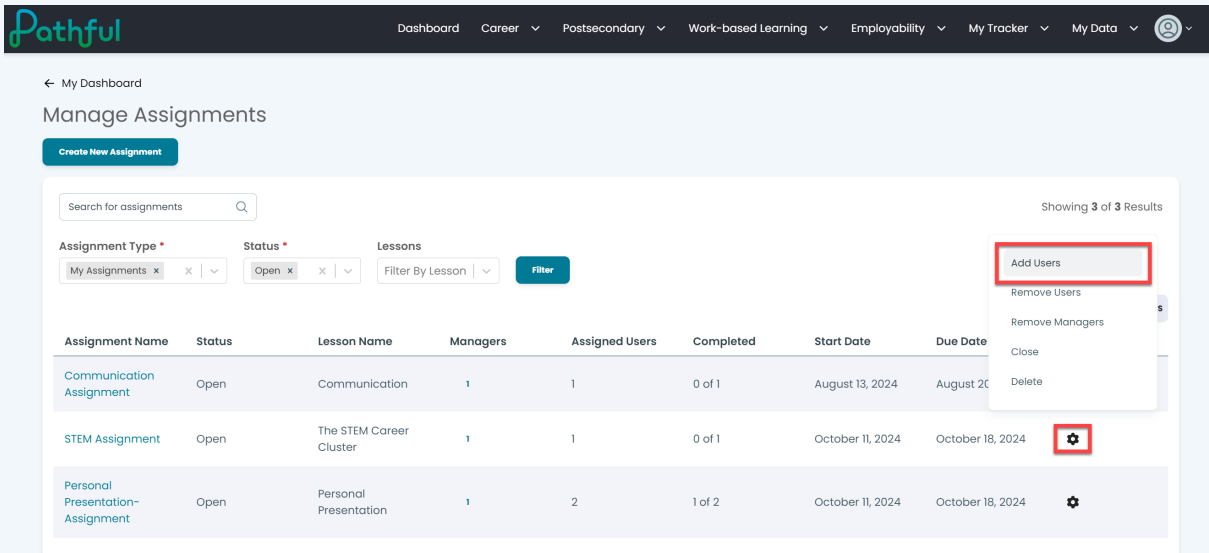
Last Modified on 10/23/2024 9:04 am EDT

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 containing 'Dashboard', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', 'My Tracker', and 'My Data'. A welcome message 'Welcome back, Susan' is displayed. Below this, there is a 'FlexLesson Assignments' section with a '+ CREATE CUSTOM LESSON' button and a 'View All' link. Three assignment cards are visible: 'Personal Presentation- Assignment' (Due October 18, 2024, Completed: 1 of 2), 'STEM Assignment' (Due October 18, 2024, Completed: 0 of 1), and 'Communication Assignment' (Due August 20, 2024, Completed: 0 of 1).

2. Locate the desired assignment using the filters.
3. Select the cog icon under the Actions column for the desired assignment.
4. Select **Add Users**.



The screenshot shows the 'Manage Assignments' page in Pathful. It features a search bar and filters for 'Assignment Type', 'Status', and 'Lessons'. A table lists three assignments: 'Communication Assignment', 'STEM Assignment', and 'Personal Presentation- Assignment'. The 'STEM Assignment' row has a cog icon in the 'Actions' column, which is highlighted with a red box. A dropdown menu is open for this cog icon, with 'Add Users' selected and 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	[Cog Icon]
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]

5. Select the **Staff/Admin** tab.
6. Locate the desired person.
7. Select **Add and go back**.

Choose Licenses

Pathful Demo PE - Pathful x

Groups Users **Staff/Admin**

Search for staff 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	-

← PREVIOUS 1 2 3 4 NEXT →

Slinger Katie ... Pathful PE - Pathful

Add and go back

Selected Users (0) CLEAR ALL

Users Staff/Admin

No users selected

