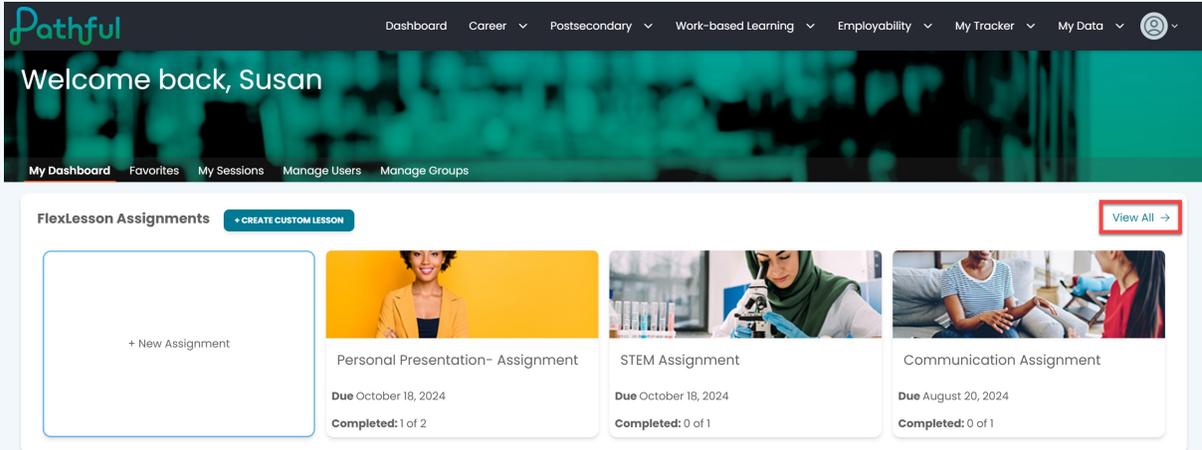


Locate a Shared Assignment

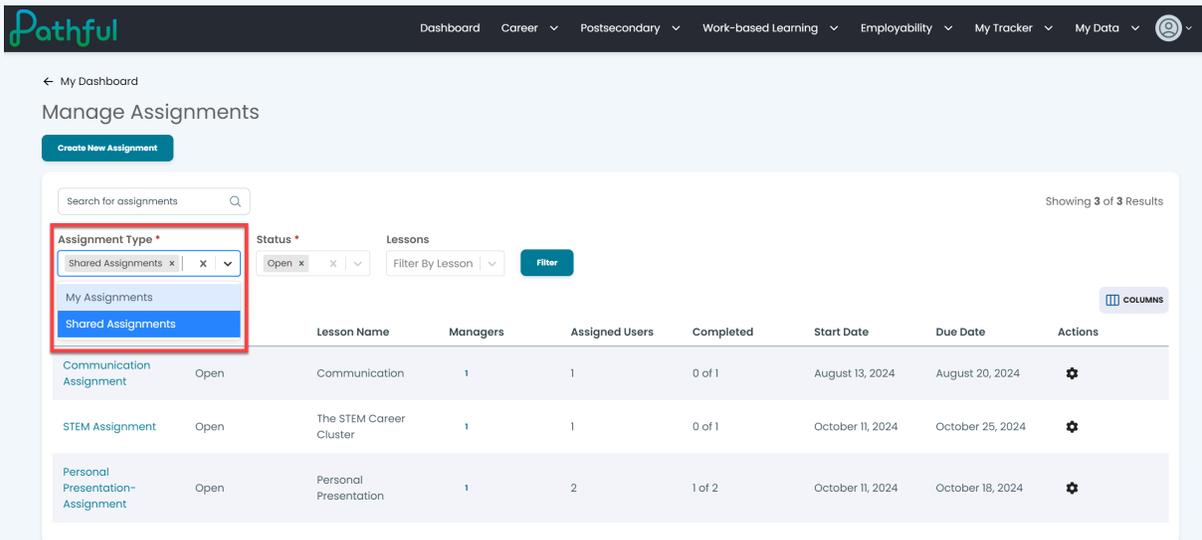
Last Modified on 10/23/2024 8:54 am EDT

1. From your Dashboard, select **View All** in 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'. Below the navigation bar is a welcome message 'Welcome back, Susan' and a secondary navigation bar with 'My Dashboard', 'Favorites', 'My Sessions', 'Manage Users', and 'Manage Groups'. The main content area is titled 'FlexLesson Assignments' and includes a '+ CREATE CUSTOM LESSON' button and a 'View All' button (highlighted with a red box). Below this are three assignment cards: '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. On the Manage Assignments page, go to the **Assignment Type** filter and select **Shared Assignments**.



The screenshot shows the 'Manage Assignments' page in Pathful. It features a search bar, a 'Create New Assignment' button, and a search result count of 'Showing 3 of 3 Results'. The 'Assignment Type' filter dropdown is open, with 'Shared Assignments' selected. The 'Status' filter is set to 'Open'. The table below lists three assignments:

Lesson Name	Managers	Assigned Users	Completed	Start Date	Due Date	Actions
Communication Assignment	1	1	0 of 1	August 13, 2024	August 20, 2024	⚙️
STEM Assignment	1	1	0 of 1	October 11, 2024	October 25, 2024	⚙️
Personal Presentation-Assignment	1	2	1 of 2	October 11, 2024	October 18, 2024	⚙️

3. If the assignment is closed, you must set the **Status** filter to **Closed**.
4. You can apply multiple filters at any time. For example, My Assignments and Shared Assignments or Open and Closed assignments.