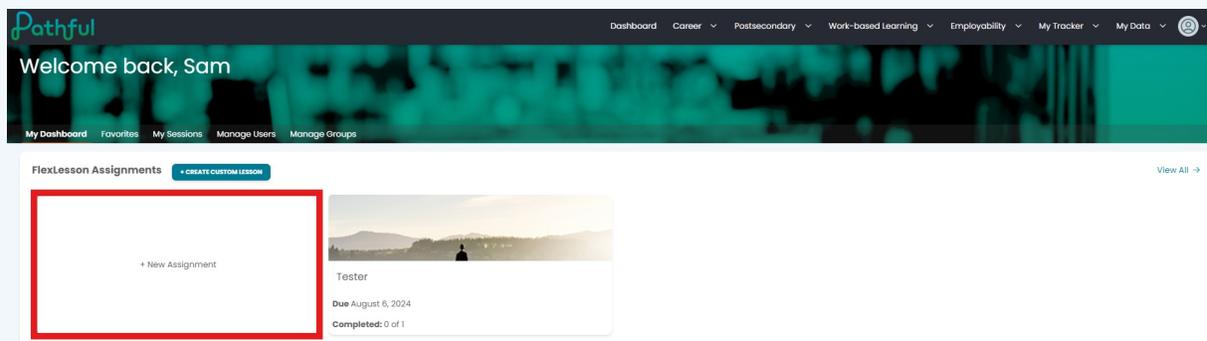


Make an Assignment to a Shared Group

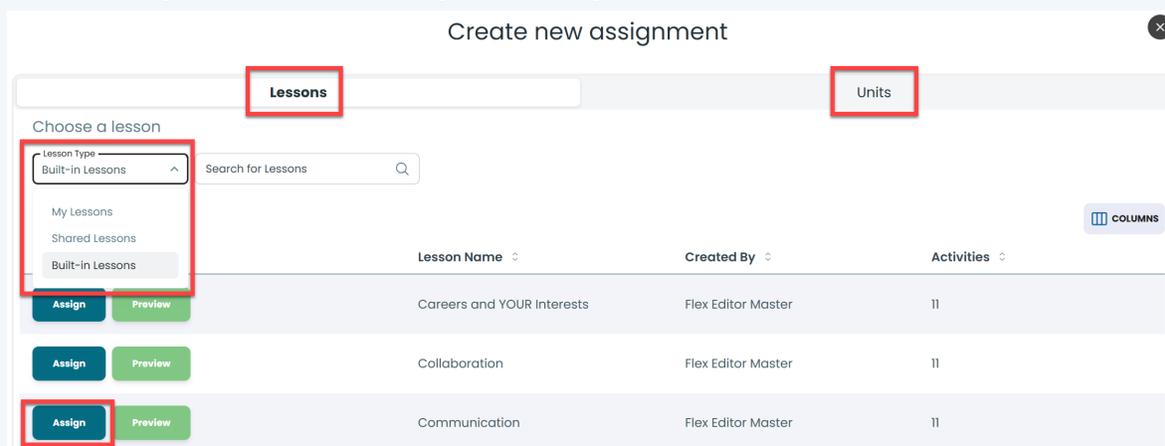
Last Modified on 12/02/2024 12:01 pm EST

You can assign a Lesson or Unit to students in a shared group where you are not the group owner.

1. From your dashboard, select **+New Assignment**.



2. Select a **Lesson Type** filter or **Unit**:
 - a. **My Lessons**- custom lessons you created
 - b. **Shared Lessons**- custom lessons created by someone on your license
 - c. **Built-in Lessons**- lessons created by Pathful.
3. Select **Assign** to create the assignment for your learners.



4. Complete all of the assignment details.

Assignment Details

Displayed Assignment Title (Created from lesson - Communication)

This is the title that users will see. It should be similar to the lesson's title but with information about who this assignment is for.

Displayed Staff/Administrator Name

Below is the name that users will see when they access this assignment. You can edit this.

Assignment Start/End Date*

The date the assignment will become available for users. It provides the ability to create an assignment now, but have it show up for users at a later date.

Require users to complete activities in order? ⓘ

Allow late submissions? ⓘ

Enable grading? ⓘ

5. Select your license(s). If you have multiple licenses, you can choose the **Select All** button.
6. Use the **Groups**, **Users**, and **Staff/Admin** tabs to locate the desired individuals or groups. Select the Shared Groups checkbox and the Groups tab to see the list of shared groups on your license.

Choose Licenses

QC License 1 - Full x | x | v Select All

Groups Users Staff/Admin

Search for groups

Showing 1 to 24 of 24 Results

Shared Groups

<input type="checkbox"/>	Group Name	User Count	Type
<input type="checkbox"/>	QC Shared Group- Susan	3	Shared Group
<input type="checkbox"/>	QC Shared Group - Donna	5	Shared Group
<input type="checkbox"/>	Group for QC1,QC2,QC3-DistrictAdmin2	16	Shared Group
<input type="checkbox"/>	District Admin DH Group 8.29.24-Edit	14	Shared Group
<input type="checkbox"/>	New group-New owner	2	Shared Group

7. Select the desired Group or Users. A list will be displayed on the right.

The screenshot displays the 'Choose Licenses' interface. On the left, a table lists groups with columns for Group Name, User Count, and Type. Two rows are checked, and their checkboxes are highlighted with a red box. On the right, a 'Selected Users (7)' panel lists individual users with red 'X' icons for removal.

Group Name	User Count	Type
QC Shared Group - Susan	3	Shared Group
QC Shared Group - Donna	5	Shared Group
Group for QC1QC2QC3-DistrictAdmin2	16	Shared Group
District Admin DH Group 8:29:24-Edit	14	Shared Group

Users
Donna Student DonnaStudent10
Frederika Karlsen SusanStudent10
Frodo Baggins EricStudent10
Eleanor Black DonnaStudent11
Omar Tyree SusanStudent11

8. Select **Create Assignment** at the top or bottom of the page.