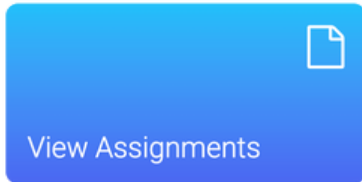




Share an Assignment



Sharing an assignment allows other teachers to view, administer, or edit and share one or multiple assignments, including attachments and linked standards.

Share Assignments

- 1 From the assignment list, check the box next to assignment(s)
- 2 Select **Share** from toolbar
- 3 Select a Teacher or Teacher Group to share with
Note: Only staff at your associated school will be visible
- 4 Choose [Share Permissions](#)
- 5 Adjust existing share permissions as needed
Note: Selecting the trash icon will remove sharing permissions
- 6 Select **Add Shares**

The screenshot shows the 'Assignment Sharing' interface. At the top, there are icons for Edit, Share (circled with a green '2'), Clone, and Student Portal. Below is a search bar and a table of assignments. The 'Lemonade War Quiz' is selected with a green '1' callout. A green '2' callout points to the 'Share' icon in the toolbar. Below the table, the 'Assignment Sharing' dialog is open. A green '3' callout points to the 'Share With' dropdown menu. A green '4' callout points to the 'View' permission checkbox. A green '5' callout points to the trash icon in the 'Existing Shares' section. A green '6' callout points to the 'Add 0 Shares' button.

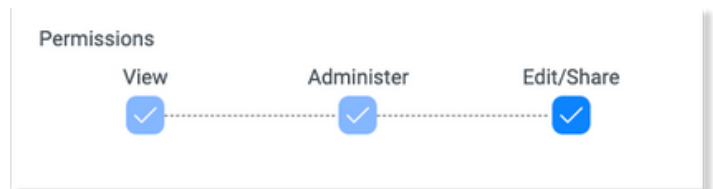
Name	Type	Author	Length
<input type="checkbox"/> Speaking Score Sheet	Exam	KP	3
<input checked="" type="checkbox"/> Lemonade War Quiz	Exam	KP	11
<input type="checkbox"/> 3rd Grade Friday Flashback	Exam	KP	8

Sharing Permissions Explained

View: Grants the ability to view assignment data for the students assigned to the user

Administer: Grants the ability to administer the assignment for students assigned to the user

Edit/Share: Grants the ability to Edit and Share the assignment



Note: Sharing assignments does not share student data. For more information on how teachers can share student data, ask your administrator about setting up [PLC Groups](#).

Sharing Scenario: Common Assessments

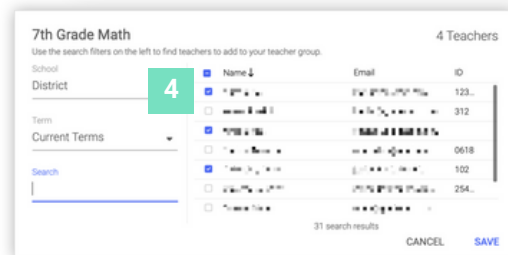
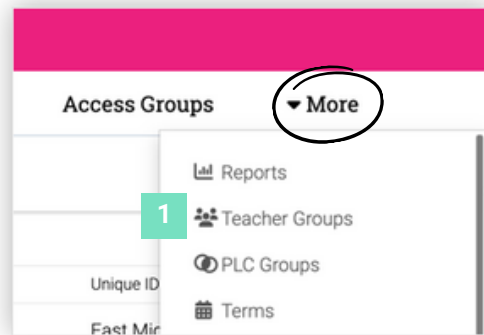


Teachers and leaders can collaborate by creating common assessments and sharing them using Teacher Groups. Teachers are only able to see their own students' data, but PLC Groups can allow them to view anonymized data for students they do not teach. Leaders with admin permissions have full student data visibility.

- GRADIENT LEADER -

Create a Teacher Group

- 1 Select **More**, then **Teacher Groups** on the Admin home page.
- 2 From the next screen, select **New**.
- 3 Enter a **name** for the group and select a **school** to associate to for the group. Select **Save**.
- 4 Select staff to add to the group and click **Save**.



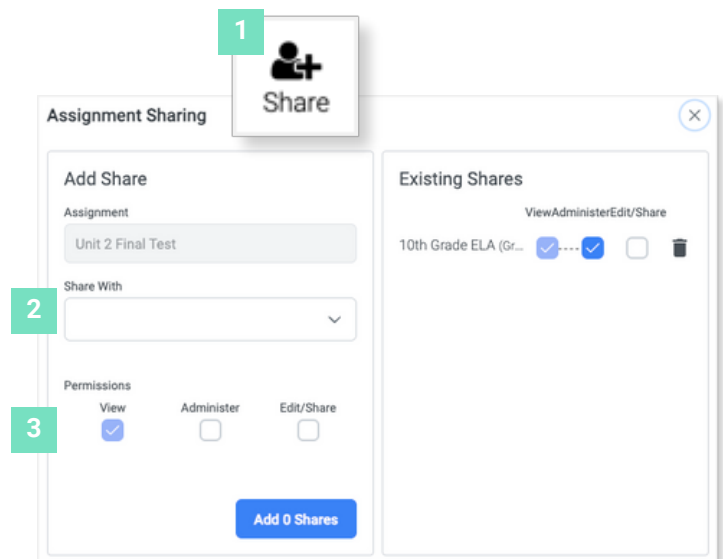
Note: Only staff in the group and school leaders with admin permissions can share to the group.

- TEACHERS -

Share to a Teacher Group

- 1 Access sharing permissions for an assignment
- 2 Select a Teacher Group to share with
- 3 Adjust [Share Permissions](#)

Note: Sharing assignments does not share student data. For more information on how teachers can share student data, ask your administrator about setting up [PLC Groups](#).



Sharing Scenario: Proctor an Assessment

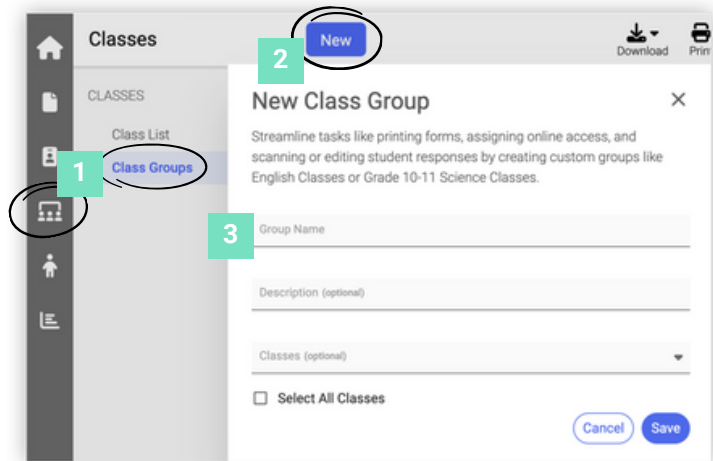


Gradient Leaders with admin permissions have access to all students and classes in their associated school(s), allowing them to print forms, assign online access, and collect student responses for any class. Class Groups can make this process easier by allowing classes to be grouped by teacher, department, grade level, or any other method. This is helpful for test proctoring, common assessments, or helping in the case of an unexpected teacher absence.

- GRADIENT LEADER -

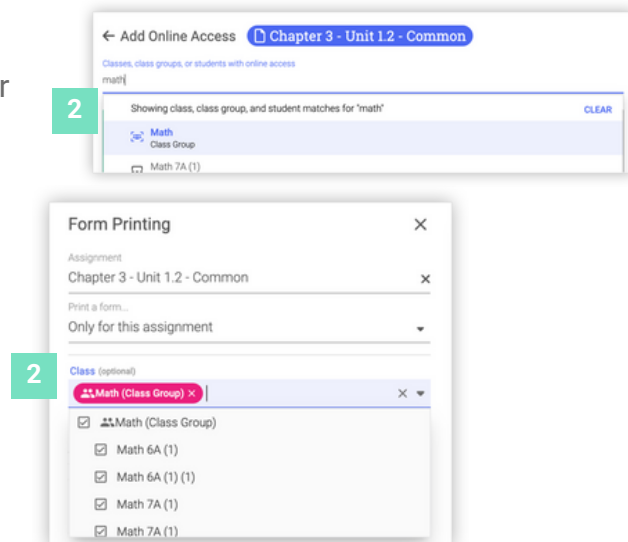
Create a Class Group

- 1 Select **Classes** in Teacher Mode, then **Class Groups**
- 2 Click **New**
- 3 Enter a **name** for the group, select desired **classes**, and click **Save**



Assign to a Class Group

- 1 From an assignment, select **Forms** or **Student Portal**
- 2 Select the name of the Class Group in the **Classes** field
- 3 Click **Generate** or adjust online settings and click **Save**



Sharing Permissions Explained



Teacher & Teacher Groups

Can administer and view class results: Teacher(s) can administer the assignment and view results only for their classes.

View results: Teacher(s) can view results from this assignment for all students in their school.*

Can administer and view school results: Teacher(s) can administer an assignment and view all results from their school.*

Joint owner: Teacher has the same access as the original author of the assignment including editing rights, sharing and viewing results.*

Class Groups

Limited Scanning: Teachers with classes in this group can administer the assignment only to classes within the group and view their class results only.

Assignment Owner Only: Teachers will not see the assignment in their list or any data related to their students. Owners of the assignment can administer the assignment for any classes in the group and see reporting data for all classes in the group.*

**Note: For all sharing permissions, users can only view student data for the schools they are associated with. Information on [editing staff school associations](#).*

FAQs for Sharing

Who can create a teacher or class group? Groups can be created by a [Gradient Leader](#).

How can I share an assignment with a teacher at another school? Create a teacher group that contains teachers from different schools, then share to the teacher group.

How can I view shared assignment data for students at another school? Staff accounts can be [associated with other schools](#) in order to view student data at additional schools.

How can a teacher scan an assignment for any student in any class within the class group? The assignment must be shared with the class group AND provide "Joint Owner" permissions to any teacher that will need access to scan for other students.

Can I share to teacher groups and class groups at the same time? Yes, there are different scenarios to address using a combination of teacher and class groups sharing permissions. Reach out to support@gradecam.com with questions.