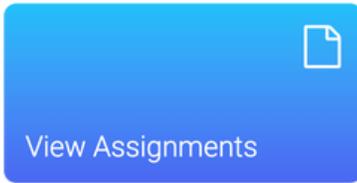


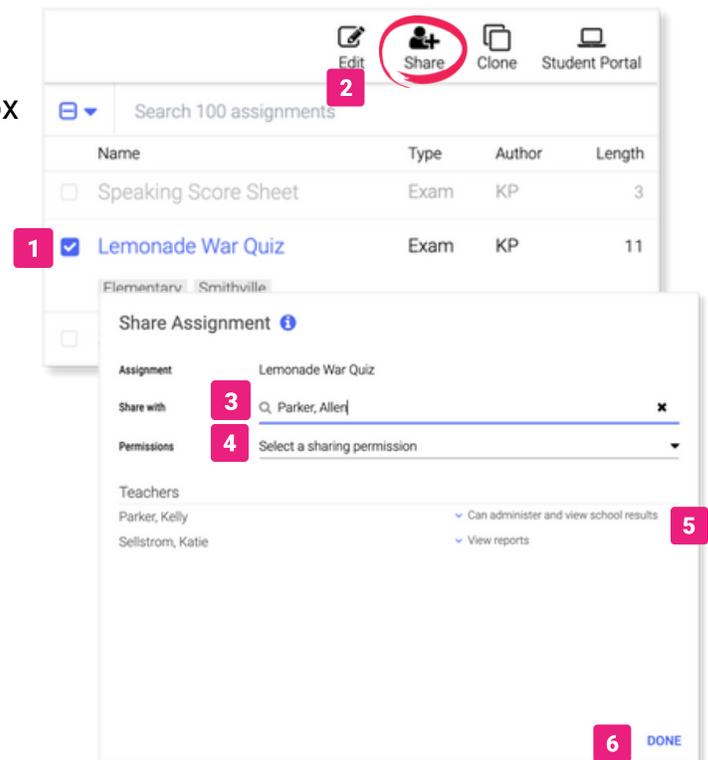
Sharing Assignments



Overview: Sharing an assignment allows for utilization by other teachers and the ability to share collected data. When sharing, teachers will access the created key with attachments and linked standards to use immediately for their classes.

Share an Assignment

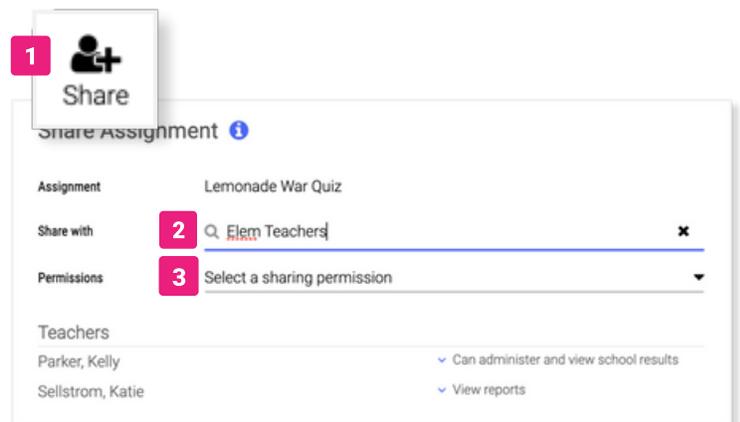
- 1 From the assignment list, check the box next to an assignment.
- 2 Select **Share** from toolbar
- 3 Search and select staff or group to share with
Note: Only staff at your associated school will be visible.
- 4 Adjust [Share Permissions](#)
- 5 Adjust existing share permissions as needed.
Note: Selecting "Stop Sharing" will remove shared permissions.
- 6 Select **Done**



Share to a Teacher Group

- 1 Access sharing permissions for an assignment
- 2 Search and select group name
- 3 Adjust [Share Permissions](#)

Note: For school shared data, teachers will only see the schools which they are associated with.



Sharing Scenario: Common Assessments

Overview: Allow all teachers and site leaders to collaborate on shared data by creating and sharing district or school-wide assessments. Depending on sharing permissions, teachers can see their class data only, or see whole school data.

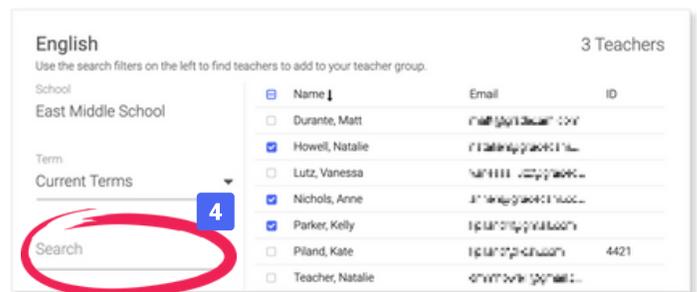
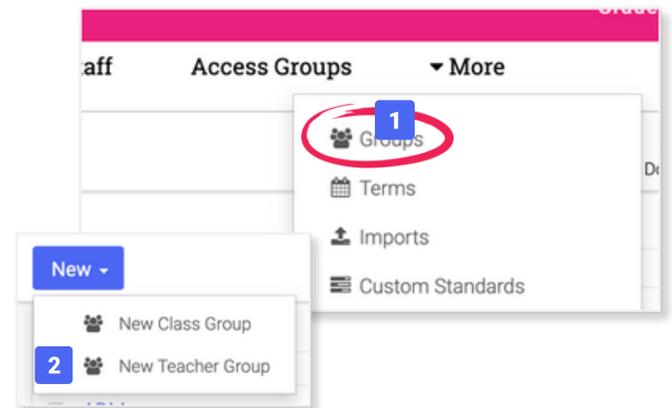
Teacher groups are used for sharing assignments so all teachers in the group can administer the assignment to any of their classes. Data visibility is determined by the permissions given when sharing.

GRADIENT LEADER

Create a Teacher Group

- 1 Select **Groups** on the Admin home page
If not visible select **More, then **Groups** from the menu*
- 2 From the New drop-down menu **Select New Teacher Group**
- 3 Enter a **name** for the group and select a **school** to associate to for the group. Select **Save**.
- 4 **Search** and select staff to add to the group.

Note: Only staff in the group can share to the group or connect with your Gradient System Admin for [Instructional Leader](#) Access.

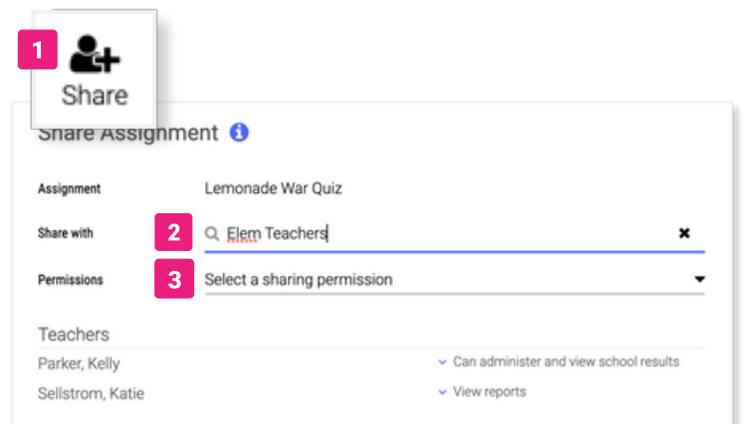


USER (TEACHER)

Share to a Teacher Group

- 1 Access sharing permissions for an assignment
- 2 Search and select group name
- 3 Adjust [Share Permissions](#)

Note: For school shared data, teachers will only see the schools which they are associated with.



Sharing Scenario: Proctor an Assessment

Overview: Class groups give a staff member access to a class for administering and collecting responses for the shared assignment. Sharing an assignment to a class group and specific users, will allow users to print forms or add online access within the shared assignment. This is helpful for test proctoring or substitute teachers (who aren't already created as [co-teachers](#)).

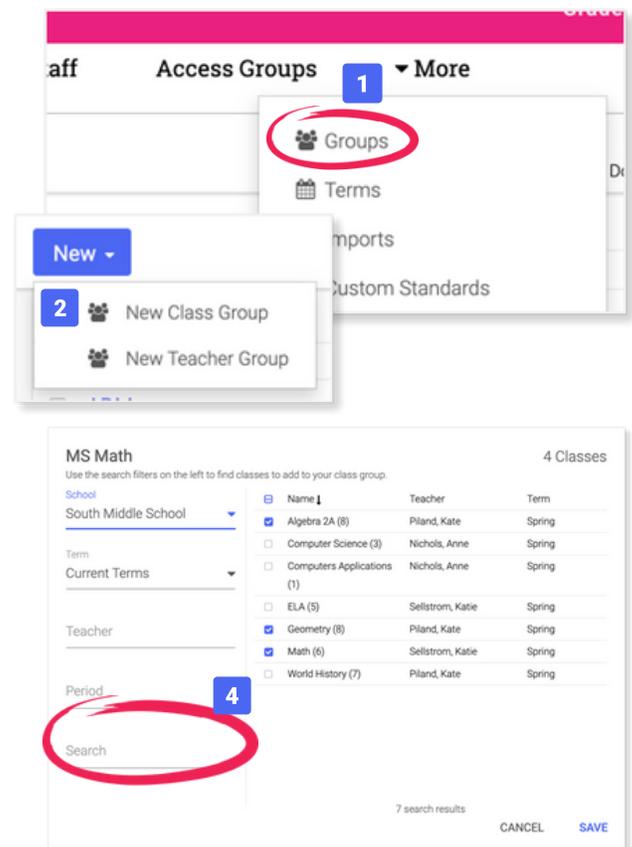
Class groups allow administrators, teachers and/or other staff access to classes assigned to other teachers/staff for printing forms, scanning and view data reports.

GRADIENT LEADER

Create a Class Group

- 1 Select **Groups** on the Admin home page
If not visible select **More, then **Groups** from the menu*
- 2 From the New drop-down menu **Select New Class Group**
- 3 Enter a **name** for the group and select a **school** to associate to for the group. Select **Save**.
- 4 **Search** and select classes to add to the group.

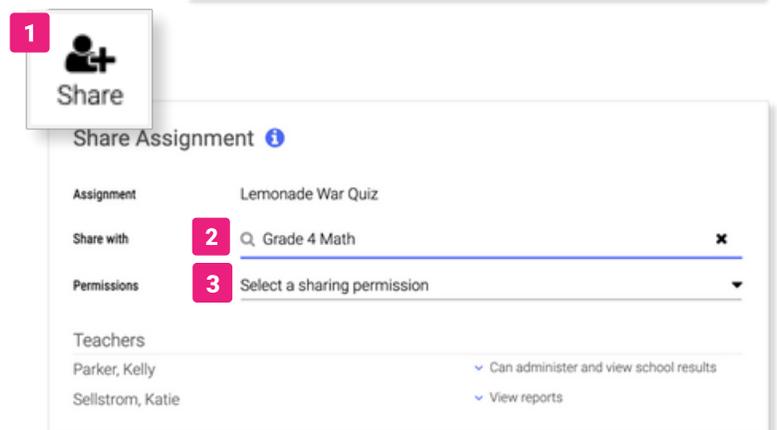
Note: Staff can only share assignments and view student data for the classes and schools they are associated with. [Tips for editing staff associations](#).



USER (TEACHER)

Share to a Class Group

- 1 Access sharing permissions for an assignment
- 2 Search and select group name
- 3 Select Share Permissions



Sharing Permissions

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.