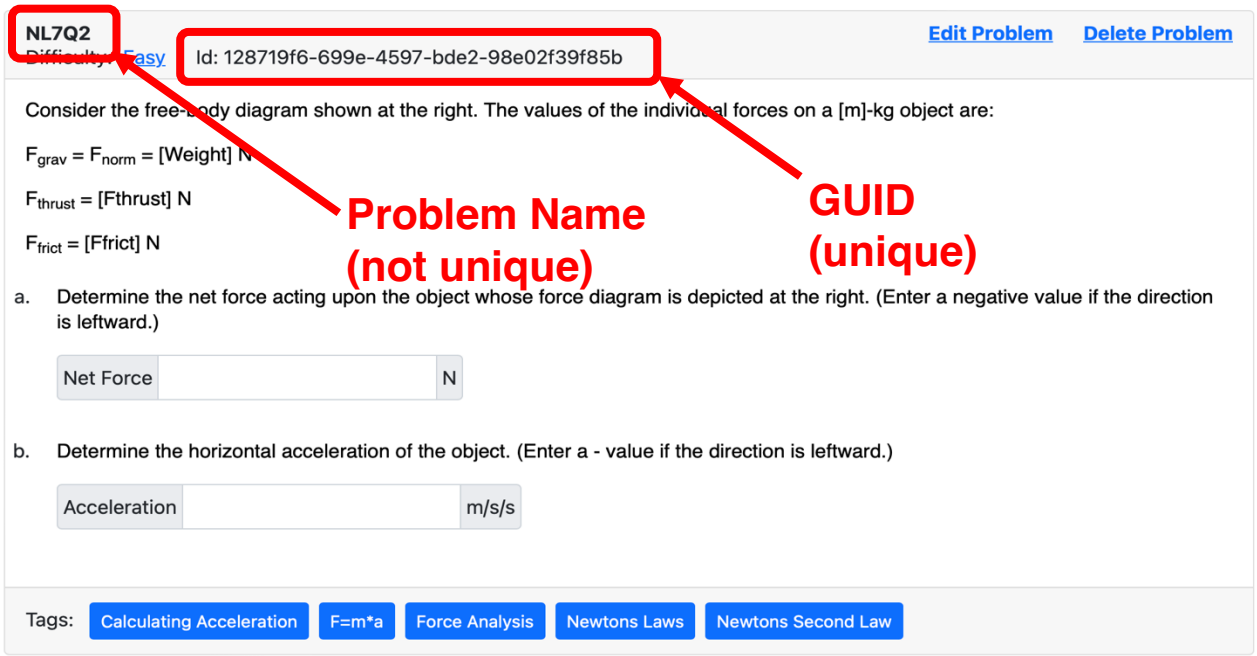
Sharing a CalcPad Problem with a Colleague

It's going to happen. We know it will. And once it happens, it's going to happen many more times over. You are going to write an awesome CalcPad problem and your colleagues are going to want to use it in their own problem set. It's easy to share. Here's how.

Directions for You (the problem owner):

1. Every CalcPad problem has a unique identifier known as a **GUID**. There is also a name associated with the problem, though it is not necessarily unique. To identify the GUID, open the **CalcPad Problem Library**. There is a link to it on any of your class pages.

2. All problems that you have written and Public problems that you have cloned for editing are displayed in your CalcPad Problem Library. The name of the problem and the GUID (ID) is displayed across the grey tab at the top of the problem. The ID can be shared with a colleague. The colleague can use the ID to add the problem to a problem set. Copy the GUID, paste it into an email, and send it to your colleague.

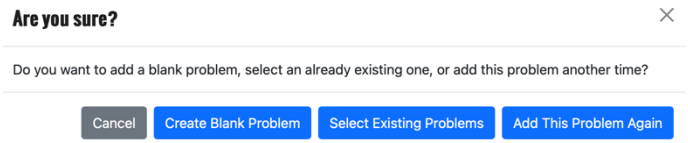


Directions for your Colleague (the problem receiver):

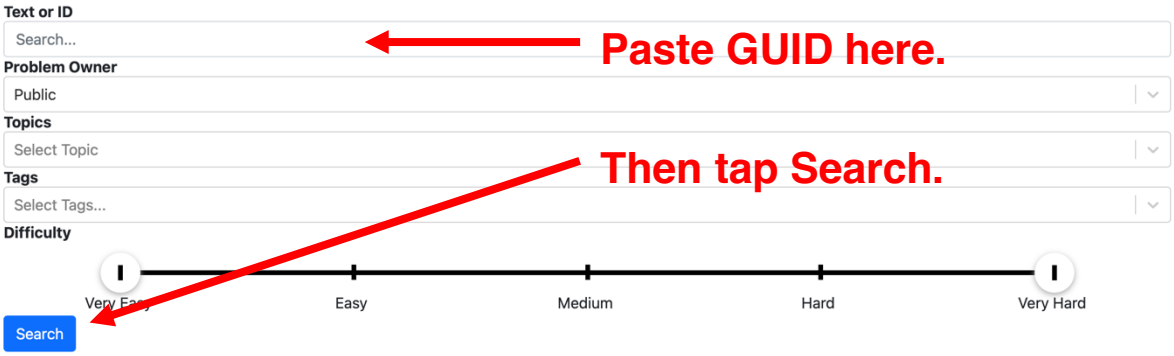
1. Acquire the unique problem identifier (GUID) from your colleague.

2. Launch (🚀) the problem set to which you wish to add the problem in the **Assignment Builder**. Tap on the **Add** (**+**) button to add the problem to the problem set. The **Add** button is located on the control panel across the top of every problem in the **Assignment Builder**.

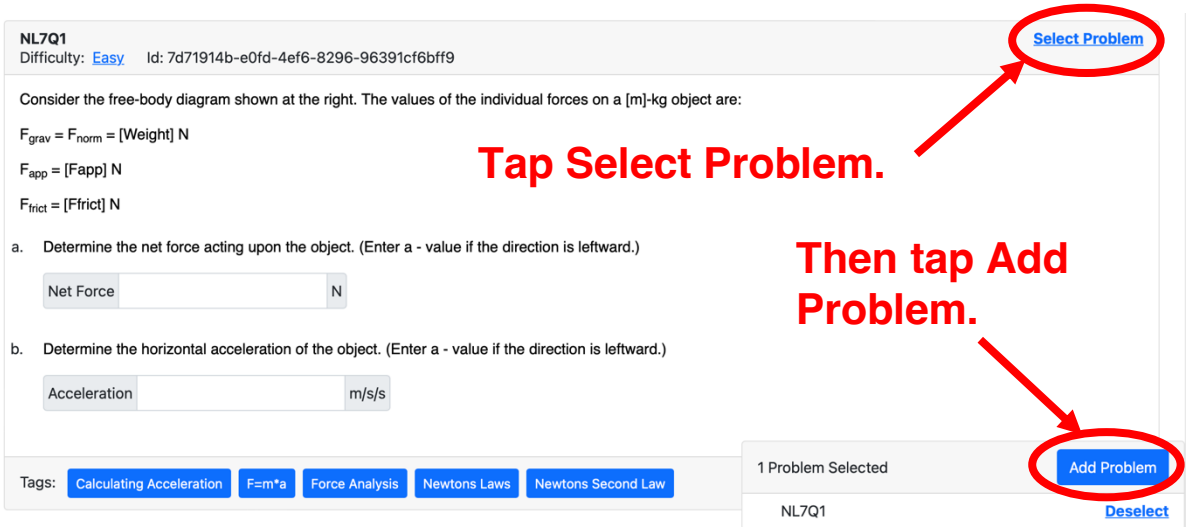
3. A dialogue box appears. Tap on the **Select Existing Problems** button.



4. A Search form appears. Paste the GUID into the **Text or ID** field and tap on the **Search** button. Task Tracker will conduct a search for the problem that has the GUID.



5. When searching by a GUID, there should be a single returned search result. It is displayed below the Search form. Tap on the **Select Problem** button. A list of all selected problems is created in the bottom right corner of the browser window. You can search for more problems if you wish or tap on the **Add Problem** button. The Search form will close and the new problem will be added to your problem set.



6. Give yourself and your colleague a Dataway! And do it again sometime soon.