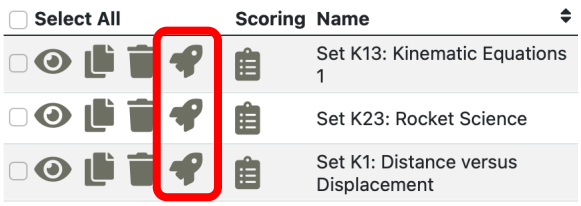
Sharing a Problem Set with a Colleague

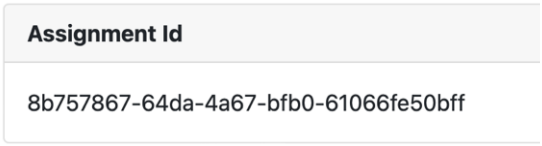
Every problem set has a unique ID that is stored in Task Tracker. The ID can be shared with a colleague. The colleague can use the ID to assign the problem set to one of their classes.

Directions for You (the giver):

1. Begin by launching the problem set in the Assignment Builder. Find the assignment on your Task Table and tap on the Launch button () to the left of the assignment name. This opens your problem set in a separate browser tab inside of our Assignment Builder.



2. Near the top of the Assignment Builder is a panel titled **Assignment ID**. The assignment ID is a lengthy sequence of numbers and letters. Drag across the ID to select it, then copy the ID into your clipboard. Email or message the ID to your colleague.



Directions for the Colleague (the receiver):

3. Log into Task Tracker and navigate to the Class to which you wish to add the problem set of your colleague. Tap on the **Add Tasks** button.

4. A search form appears. From the **New Task** pull-down menu, select **Clone Assignment from Another Class**. The form expands and an **Assignment GUID** field is displayed at the bottom of the form. Paste the **Assignment ID** your colleague provided into this field. Then tap on the Search button. Being a unique identifier, searching by it should return only one search result. Tap on the **+** to the left of the task name to select the task. A list of tasks appears in the bottom right side of the browser window. Tap on the **Add Selected Tasks** button.

5. The assignment will be added to your class and will appear in the **Task Table**. The date and scoring properties will be the same as your colleague's. If you wish to change these, then tap on the **View** button (eyeball) to the left of the assignment name on the **Task Table**. Edit whatever due date or scoring rules you wish to edit.

6. Give your colleague a Dataway!