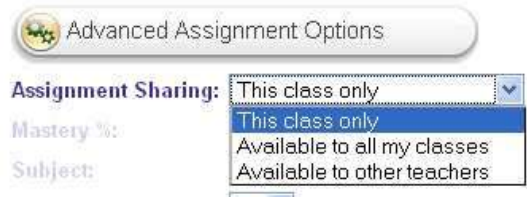


SkillsTutor Shared Assignment Quick Start Guide

The SkillsTutor Shared Assignment feature will allow a teacher to create an assignment in any class, and choose whether other classes or teachers can “subscribe” to (use) that assignment.

Creating a Shared Assignment in SkillsTutor

1. Click the **Advanced Assignment Options** bar
 - a. **Assignment Sharing** – select an option
 - i. *This class only* keeps the assignment within the class and does not share
 - ii. *Available to all my classes* will share the assignment with your other classes, but not other teachers.
 - iii. *Available to other teachers* will allow other teachers to select and use the assignment you created



! Remember that making an assignment available to all your classes does not automatically “give” that assignment to students. You must still go to the relevant class and make the assignment active.

Selecting a Shared Assignment in SkillsTutor (from another teacher)

1. Click **Class** from homepage
2. Click class name from list of classes or create a new class in which to create the assignment
3. Select class from available list or create a new class in which you want this assignment.
4. Click **Browse Shared** on left side to see assignments created by your school administrator or teachers in your school
5. Choose all of the assignments for which you wish to “subscribe” (screen shot below)
6. Click **Save**

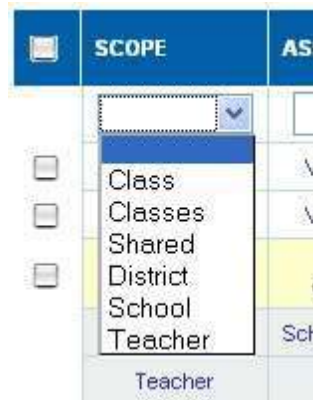


Home > Classes > Edit Class > Assignment Browser

<input type="checkbox"/>	SCOPE	ASSIGNMENT NAME	CREATOR	SUBJECT	GRADE LOW	GRADE HIGH	SUBSCRIBERS
<input checked="" type="checkbox"/>	School	School MFF Assignment	Administrator	Mathematics			1
<input type="checkbox"/>	Teacher	Evil 201	Dr. Evil				2
<input checked="" type="checkbox"/>	Teacher	Passing 101	Mr Flacco		5	8	2
<input checked="" type="checkbox"/>	Teacher	Shared Assignment	Mr. Slattery	Reading	6	9	2

SCOPE

- Class** – Visible to just this class
- Classes** – Visible to all my classes
- Shared** – I’m allowing other teachers to use it
- District** – Created by a district administrator
- School** – Created by a school administrator
- Teacher** – Created and shared by another teacher



Working with a Shared Assignment in SkillsTutor

Your assignments page will show all assignments you have “subscribed” to.

The screenshot shows the SkillsTutor interface for Mr. Slattery's Class. A table lists assignments with columns for SCOPE, ASSIGNMENT NAME, CREATOR, SUBJECT, GRADE LOW, GRADE HIGH, and SUBSCRIBERS. Callouts explain the color coding: White for assignments created but not shared, Yellow for shared assignments, and Blue for subscribed assignments. A callout points to the 'Subscribers' column, stating 'How many other people are using it'. Another callout points to the 'Browse Shared' button, stating 'View all shared assignments in the school.' A callout points to the 'Copy' icon, stating 'You can copy school and district assignments to your Assignment Library.'

SCOPE	ASSIGNMENT NAME	CREATOR	SUBJECT	GRADE LOW	GRADE HIGH	SUBSCRIBERS
Class	Vocabulary Week 1	Mr. Teacher				0
Class	Vocabulary Week 2	Mr. Teacher				0
Classroom	Reading Comprehension A	Mr. Teacher	Reading	3	4	0
School	School MFF Assignment	Administrator	Mathematics			1
Teacher	Reading 101	Mr. Fiocco		5	8	2

White – assignments you created but did not share – this class only

Yellow – assignments you created and have shared with others

Blue – assignments you have “subscribed” to from other teachers or your administrator.

To Edit a Shared Assignment in SkillsTutor

- You can only edit assignments that you have created.
- If you wish to edit a shared assignment created by another teacher:
 - Click the **COPY** icon at the end of the row for the assignment you wish to copy
 - Rename the assignment
 - Choose your destination class
 - Click **SAVE**

***** NOTE:** We suggest you copy any shared assignments from other teachers – this will prevent deletion of the assignment in your library should the original assignment be deleted.

To Give a Shared Assignment in SkillsTutor to students

- Shared assignments are not automatically “given” to the students: you need to
 - Click on the assignment name
 - Click on **Students** Tab
 - Select the students you wish to complete this assignment (click the title of the assignment at the top of the column for all students in this class)
 - Click **DONE**

The screenshot shows the 'Students' tab for an assignment. The table has columns for 'DEMO ASSIGNMENT - LANG. ART 5 A', 'SHARED ADMIN ASSIGNMENT', and 'DENMARK DEMO LESSONS'. The 'Students' column has checkboxes for each student.

	DEMO ASSIGNMENT - LANG. ART 5 A	SHARED ADMIN ASSIGNMENT	DENMARK DEMO LESSONS
STUDENT, DEMO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STUDENT, DEMO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STUDENT, DEMO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STUDENT, TRAINING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STUDENT, TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>