

Sharing a Problem Set with a Colleague

Directions for You (the giver):

1. Every problem set has a unique ID that is stored in Task Tracker. Begin by identifying the ID of the problem set that you would like to share. Navigate to the problem set (Class → Topic → Task). Tap on the Edit button next to the name of the Task (i.e., your problem set). This opens the Task Properties page for your Problem Set.
2. Tap on the **Launch Assignment** button. This opens your problem set in a separate browser tab inside of our Assignment Builder.
3. 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.

Assignment Id
8b757867-64da-4a67-bfb0-61066fe50bff

Directions for the Colleague (the receiver):

4. Log into Task Tracker and navigate to the Class and the Topic where the new shared problem set should be stored. Then tap on the **Create New Task** button. This opens the Task Properties page for a new task.
5. Select Other Assignment from the **Assignment** pull-down menu. Retrieve the Assignment ID from your colleague and enter it in the **Assignment Guid** text field.

Assignment:

Assignment Guid

Create New Task

6. Complete the remainder of the form the way you normally would. Tap on the Submit button to save the date information. Once saved, a **Launch Assignment** button should appear at the top of the Task Properties page.
7. Tap on the **Launch Assignment** button to open the assignment inside of the Assignment Builder. Complete the **Assignment Configuration** panel. Make any other adjustments you wish to make (e.g., Scoring Customizations for any problem or problem part. Then tap on the **Save Assignment** button near the top of the Assignment builder.
8. Exit out of the Assignment Builder and return to the **Topics** page. You should see the new assignment listed there. You can use the **Clone** button to clone it to your other classes.
9. Give your colleague a Dataway!

 **Clone**