

Q&A with Connie Consultant

Q: I have created several very good assignments that I am willing to share with the other teachers in my school. I have saved them in the Archive under My Assignments. Can I move them from My Assignments without creating them from scratch?

Your friend,

Sharing Sharon

Dear Sharing Sharon,

You bet! There are four places to save assignments in the Archive. Everyone has the capability to save assignments in My Assignments and All Schools. Your district's Odyssey administrator can also turn on the rights to My School and My District. You can only save to those locations if those rights have been turned on.

If you have My School as an option, you can either move your assignments to My School or make a copy of your assignments and save the copies to My School.

These are the steps to move an assignment from My Assignments to My School:

1. Go to Assignment and Assignment Archive and click the green Search bubble. This will bring up all of the assignments you have created and saved under My Assignments. If you are just looking for your math assignments, for example, you can narrow your search by pulling down the subject window and choosing Math.
2. When you find an assignment you want to move to My School, select it by clicking the circle (radio button) beside the assignment.
3. Click the yellow Edit button.
4. You will see that the Availability says My Assignment. To move it, pull down the Availability window and choose My School.
5. Click Save Changes.

And presto! Your assignment has been moved to My School.

Want to make a copy of your assignment to save in My School?

Go to Assignment and Assignment Archive and click the green Search bubble.

Click in the circle beside the assignment you want to copy.

Select Open a Copy. You will find that your assignment has opened in Assignment Builder.

Change the title of this copy. (You can not have two or more assignments with the same name.)

Click Complete Assignment.

Under Availability, choose My School as you finish making your final assignment option choices.

Now this copy will be available for the other teachers in your school to use!

All the best,

Connie Consultant