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Sharing and Assigning Boards

COMPLETED BOARDS CAN BE SHARED WITH OTHERS AND ASSIGNED TO STUDENTS.



Completed boards can be shared with others and assigned to students using the menu found at the top right of the window.

- To share a board, select **Share**.
- Select the desired level of sharing access. **School** access means the board will be available to only those teachers and students who are assigned to your school site. **District** access shares it with your entire school district, and **DE Community** shares it out to the entire DE Community.
- To assign a board to students, select **Assign**.
- Enter the **Assign Date**. This will be the date that the assignment will appear in the student's assignment list.
- Enter the **Due Date** for the assignment.
- Select **Assign to Class** and on the dropdown, pick a class to complete the assignment. (If you have not created a class list yet you will need to do that in the Classroom Manager.)
- Select students to assign the board to. The default setting selects all students in the class. Select only some of the students by holding down the **CTRL**(PC) or **command** (Mac) key while clicking to select multiple students.
- Students will find boards that you assign listed in the **Assignments** section of the **Student Center**.
- To view what your board will look like to students select **Preview** in the toolbar.
- Students can share their boards with the Discovery Education community by clicking on **Share**. (Before a board is shared to the world, the teacher must approve it by going to the **Classroom Manager** and selecting **Student Boards**.)
- Find the student board you're wanting to review. Click on **Review Board** in the **Actions** column.

Assign to Classroom/Student

Assign Date Due Date

Assign to Class

Assign to Student [\(Select All\)](#) [\(Deselect All\)](#)

Hold down the ctrl (PC) or command (Mac) key while clicking to select multiple students.

Practice	Student, DE	denstudentJD	Submitted	4	Review Board
Practice 2	Goodwin, Will	Denstudent5	Shared	8	View Board Unshare Board

