

## Assigning a Task to Selected Students

By default, any task that you assign to a class is assigned to all students in the class. That is, all assignments are class-wide assignments by default. But we can imagine situations in which a teacher would like to excuse an assignment for one or more students or even assign a task to only a select number of students. Students who are assigned a task will view the assignment on their Assignment Board. For those students who are not assigned the task, the assignment will not display on their Assignment Board.

Deviating from the default rule and designated only certain students to be assigned a task is easy to do. Here's how to do it.

1. We will assume that the task has already been assigned and now you wish to designate the students that will be assigned the task. Navigate to the **Class** page. Tap on the View button (eyeball) to the left of the task to open the **Task** page.

**Tasks**

Here are the tasks you have added to this class.

[Add Tasks](#) [CalcPad Problem Library](#) [Update Selected Task Dates](#) [Mass Clone Selected Tasks](#)

Filter By Category: [\(Select Category To Filter\)](#) Filter By Task Type: [\(Select Task Type To Filter\)](#) [Clear Filters](#)

<input type="checkbox"/> Select All	Scoring	Name	Task Type	Categories	Visible Date	Due Date	Completed
<input checked="" type="checkbox"/>		Acceleration Concept Builder	Concept Builder	1D Kinematics	Visible Now	3/28/2024, 1:00:00 PM	1/1
<input type="checkbox"/>		Set K23: Rocket Science	CalcPad	1D Kinematics	Visible Now	10/30/2023, 11:59:59 PM	1/1

2. Scroll down to the Student Progress section. You will see your roster of active students listed in a table. There will be a green check to the right of their names. A green check indicates that the assignment is assigned to the student.

### Student Progress

[Unassign Selected Students](#)

[Quick View](#) [Activity View](#) [Full View](#)

Export Simple Progress: [All Students](#) [Selected Students](#)

Student	Assigned	Total	Completion	Late Penalty	Activities	Bonus Sections
<input type="checkbox"/> de Darke, Alfredo	✓	---/10	---	---	---	---
<input type="checkbox"/> Doe, James	✓	10/10	1	---	9	0
<input type="checkbox"/> Formula, Noah	✓	6/10	---	0	6	---
<input type="checkbox"/> Katron, Ella	✓	---/10	---	---	---	---
<input type="checkbox"/> Litical, Anna	✓	6/10	---	0	6	---
<input type="checkbox"/> Zistance, Reese	✓	---/10	---	---	---	---

3. To *unassign* the task to a specific student or students, check the selection box next to the left of their name. Then tap on the **Unassign Selected Students** button.

## Student Progress

Unassign Selected Students

Quick View    Activity View    Full View

Export Simple Progress: **All Students**    **Selected Students**

Student	Assigned	Total	Completion	Late Penalty	Activities	Bonus Sections
<input checked="" type="checkbox"/> de Darke, Alfredo	✓	---/10	---	---	---	---
<input checked="" type="checkbox"/> Doe, James	✓	10/10	1	---	9	0
<input type="checkbox"/> Formula, Noah	✓	6/10	---	0	6	---
<input type="checkbox"/> Katron, Ella	✓	---/10	---	---	---	---
<input type="checkbox"/> Litical, Anna	✓	6/10	---	0	6	---
<input type="checkbox"/> Zistance, Reese	✓	---/10	---	---	---	---

4. A red check will display to the right of the names of students who were unassigned from the task. Their names will also be listed in an **Unassigned Students** table.

## Student Progress

Unassign Selected Students

Quick View    **Activity View**    Full View

Export Simple Progress: **All Students**    **Selected Students**

Student	Assigned	Total	Completion	Late Penalty	Activities	Bonus Sections
<input type="checkbox"/> de Darke, Alfredo	✗	---/10	---	---	---	---
<input type="checkbox"/> Doe, James	✗	10/10	1	---	9	0
<input type="checkbox"/> Formula, Noah	✓	6/10	---	0	6	---
<input type="checkbox"/> Katron, Ella	✓	---/10	---	---	---	---
<input type="checkbox"/> Litical, Anna	✓	6/10	---	0	6	---
<input type="checkbox"/> Zistance, Reese	✓	---/10	---	---	---	---

\* Indicates score was custom

## Unassigned Students

Assign Selected Students

Student

de Darke, Alfredo

Doe, James

5. To re-assign students to the task, tap on the selection box to the left of their name in the **Unassigned Students** table. Then tap on the **Assign Selected Students** button above the table.

Note that unassigning a student does not prevent them from being able to do the actual assignment. It just removes the assignment from their Assignment Board. When scores are exported for an unassigned task, it will indicate as such in the exported data.

	Total	Acceleration Concept Builder
Due Date		3/28/2024 1:00:00 PM -05:00
Possible Points	10	10
de Darke, Alfredo	0	Unassigned
Doe, James	0	Unassigned
Formula, Noah	6	6
Katron, Ella	0	0
Litical, Anna	6	6
Zistance, Reese	0	0