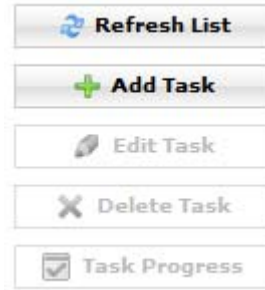
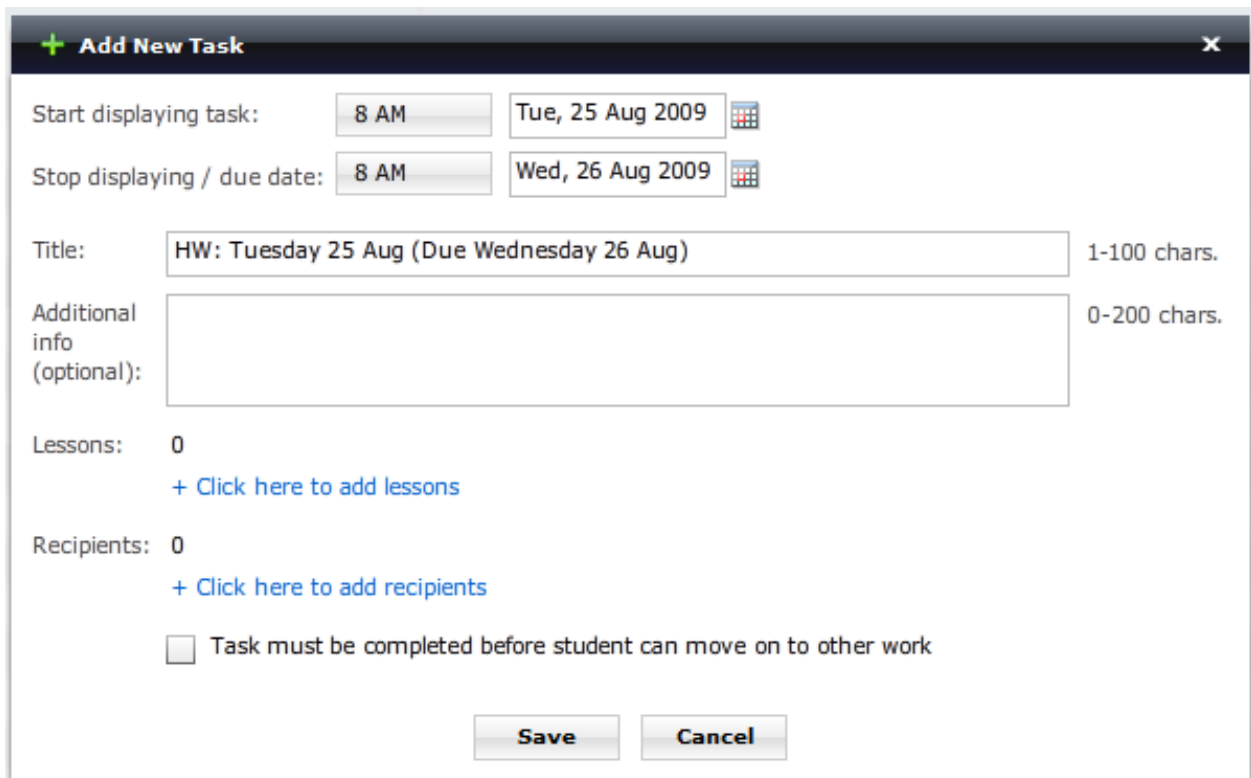


## Setting Tasks

In the Tasks menu, click on the '+ Add Task' button on the right-hand side of the screen:



The following pop-up appears:

A screenshot of a 'Add New Task' pop-up window. The window has a title bar with a green plus icon and the text '+ Add New Task'. Inside the window, there are two rows of date and time pickers. The first row is for 'Start displaying task:' with a time picker set to '8 AM' and a date picker set to 'Tue, 25 Aug 2009'. The second row is for 'Stop displaying / due date:' with a time picker set to '8 AM' and a date picker set to 'Wed, 26 Aug 2009'. Below these are two text input fields: 'Title:' with the text 'HW: Tuesday 25 Aug (Due Wednesday 26 Aug)' and a character count of '1-100 chars.'; and 'Additional info (optional):' with an empty text area and a character count of '0-200 chars.'. Below the text fields are two sections: 'Lessons: 0' with a blue link '+ Click here to add lessons'; and 'Recipients: 0' with a blue link '+ Click here to add recipients'. At the bottom, there is a checkbox labeled 'Task must be completed before student can move on to other work' which is currently unchecked. At the very bottom are two buttons: 'Save' and 'Cancel'.

We then choose the start time and date for the task, and the stop/due time and date by clicking on these respective areas which reveal drop down menus. The default due date is 24 hours after the start task setting chosen.

Title is a default setting based on the start and due dates; however you may modify this to suit your purposes.

Additional info is optional, and may be used to provide further instructions to your students.

We then select '+ Click here to add lessons', which reveals this pop-up;



You can then choose whether students must complete the lessons in the order listed, or give them the freedom to do the lessons in any order, by either selecting or de-selecting the appropriate box at the bottom left of the page. In this case I will de-select this option. You then select 'Save & Return', returning you to the task details pop-up;

**+ Add New Task**

Start displaying task: 8 AM Tue, 25 Aug 2009

Stop displaying / due date: 8 AM Wed, 26 Aug 2009

Title: HW: Tuesday 25 Aug (Due Wednesday 26 Aug) 1-100 chars.

Additional info (optional): 0-200 chars.

Lessons: 3 [1: Difference Of Two Squares I (#4155), 2: Difference Of Two Squares II (#4156), 3: Groupi...  
[Click here to edit lesson list](#)

Recipients: 0  
[+ Click here to add recipients](#)

Task must be completed before student can move on to other work

Save Cancel

You will notice that the number of lessons, their title and lesson number are displayed. You can still edit or add to this list by pressing the 'Click here to edit lesson list' link.

You can now choose the recipients of the task using the '+ Click here to add recipients' link, which gives you the following pop-up;

**Define recipients for "**

**Classes**

Drag and drop classes from the table on the left to the table on the right. All students in the classes you define will receive the task.

Available Classes		Class Recipients	
Year	Class Name	Year	Class Name
7	7 Blue		
7	7 Green		
7	7A		
8	8 Blue		
8	8 Green		

Remove Selected Remove All

**Additional Students**

Drag and drop students from the table on the left to the table on the right. If a student already belongs to a class receiving the task, they do not need to be added again here.

Available Students		Student Recipients	
Class	Name	Class	Name
7 Blue	Aitken, Ryan		
7 Blue	Bettison, Harrison		
7 Blue	Boulter, Cody		
7 Blue	Carter, Kate		
7 Blue	Coyne, Sophie		
7 Blue	Duck, Nicholas		
7 Blue	Hull, Thomas		

Remove Selected Remove All

Save & Return Cancel

You can then drag and drop classes and/or individuals from the tables on the left to the empty tables on the right. When you drag and drop a class, every student in that class will receive the task. When you drag and drop students, only those students will receive the task. If a student already belongs to a class receiving the task, they do not need to be added individually. If they are added again, however, they will still receive the task only once.

Let's say we chose 7 Green and Ryan Aitken of 7 Blue to do the task, we then click the 'Save & Return' button, returning you to the task details pop-up;

**+ Add New Task**

Start displaying task: 8 AM Tue, 25 Aug 2009

Stop displaying / due date: 8 AM Wed, 26 Aug 2009

Title: HW: Tuesday 25 Aug (Due Wednesday 26 Aug) 1-100 chars.

Additional info (optional): 0-200 chars.

Lessons: 3 [1: Difference Of Two Squares I (#4155), 2: Difference Of Two Squares II (#4156), 3: Groupi...  
[Click here to edit lesson list](#)

Recipients: Classes: 1 [7 Blue], additional students: 1 [Ryan Aitken]  
[Click here to edit recipient list](#)

Task must be completed before student can move on to other work

Save Cancel

Notice that the recipients list defines the 'Classes' and 'additional students' receiving the task.

Finally, we select or de-select 'Task must be completed before student can move on to other work.' By selecting it, we force the student to complete the task before they can access any other lesson. Click 'Save' when you have the desired settings, and 'OK' when the 'Task Added Successfully' window pops-up. The task will then appear on the task list, as below;

Students							Classes		Teachers		Tasks		Lesson Preview	
Search		Filter: Mr John Hewes		Current & Recent		Clear Filters		Showing 1 of 9 rows						
Teacher	Start	End	Title	Lessons				Recipients						
John Hewes	25 Aug	26 Aug	HW: Tuesday 25 Aug (Due Wednesday 26	3 [1: Difference Of Two Squares I (#4155), 2: Difference Of Two Squares II (#4156), 3: Grouping In Pairs I (#41				Cl: 1, St: 1						

Once the task is set you can check the progress that students are making by clicking the 'Progress Report' button. The report displays whether each student has completed the task on time, completed the task late, or has not completed the task. The students' detailed results for each lesson are also displayed.

## How the Student Sees Tasks

When the student logs in, they are notified of any tasks that have been set for them. Following on from the task set up in this example, when Ryan Aitken logs in he will immediately be notified that Mr Hewes, his teacher, has set him a new task. The lessons chosen by Mr Hewes are now listed and Ryan can go directly to any of the lessons by pressing its respective 'PLAY' button.

The screenshot shows the user interface for Ryan Aitken. At the top, the name 'Ryan Aitken' is displayed, along with 'Last login: 31 Jul 2009' and 'Logins: 3'. Below this is a navigation bar with buttons for 'SELECT LESSON', 'SEARCH', 'REPORTS', 'PREFERENCES', and 'PARENT'S AREA'. A red notification box is overlaid on the page, titled 'You have 2 tasks'. It contains a 'PREV' button, '2 of 2', and a 'NEXT' button. The main content of the notification is a task titled 'HW: Tuesday 25 Aug (Due Wednesday 26 Aug)'. Below the title, it shows 'Due: 8AM Wednesday, 26 August 2009' and 'Set by: Mr Hewes'. There is a section for 'Additional information:' with an empty text box. Below that, it says 'Complete the following lessons:' and lists three lessons in a table:

		Date Completed
▶ PLAY	Difference Of Two Squares I	
▶ PLAY	Difference Of Two Squares II	
▶ PLAY	Grouping In Pairs I	

At the bottom of the notification box, it says 'You have at least one task that requires completion.' and a 'CLOSE' button.

When Ryan completes the task it will no longer be shown when he logs in. Tasks that are overdue will continue to be displayed for 30 days past the due date. This way the student still has the opportunity to complete the task, albeit late.