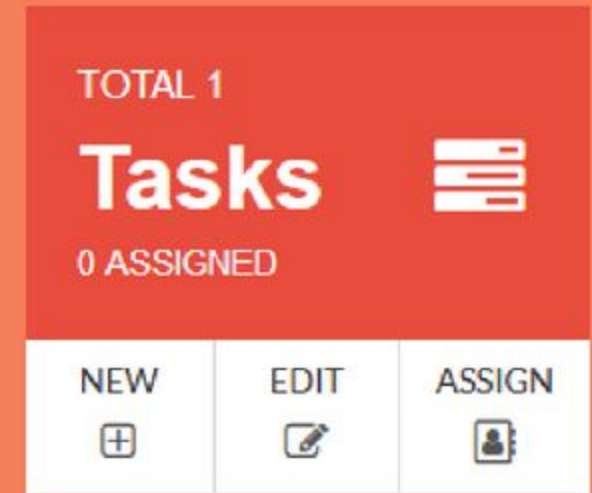


EDITING A TASK

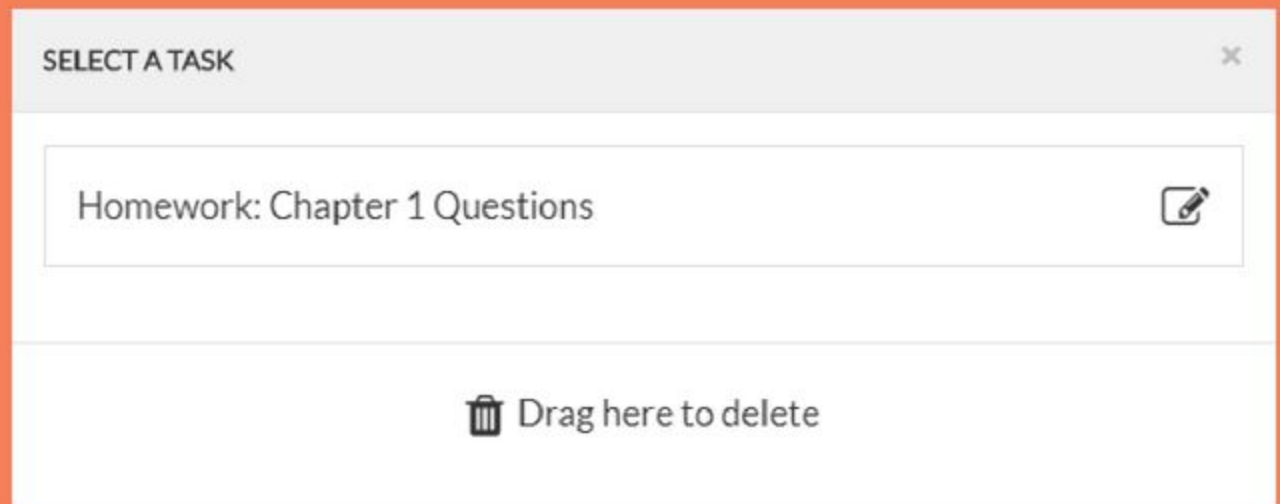
If you need to edit a task, simply click the edit button and select the task you want to edit. Everything else works the same as when you created it.



1. CLICK EDIT



2. SELECT A TASK



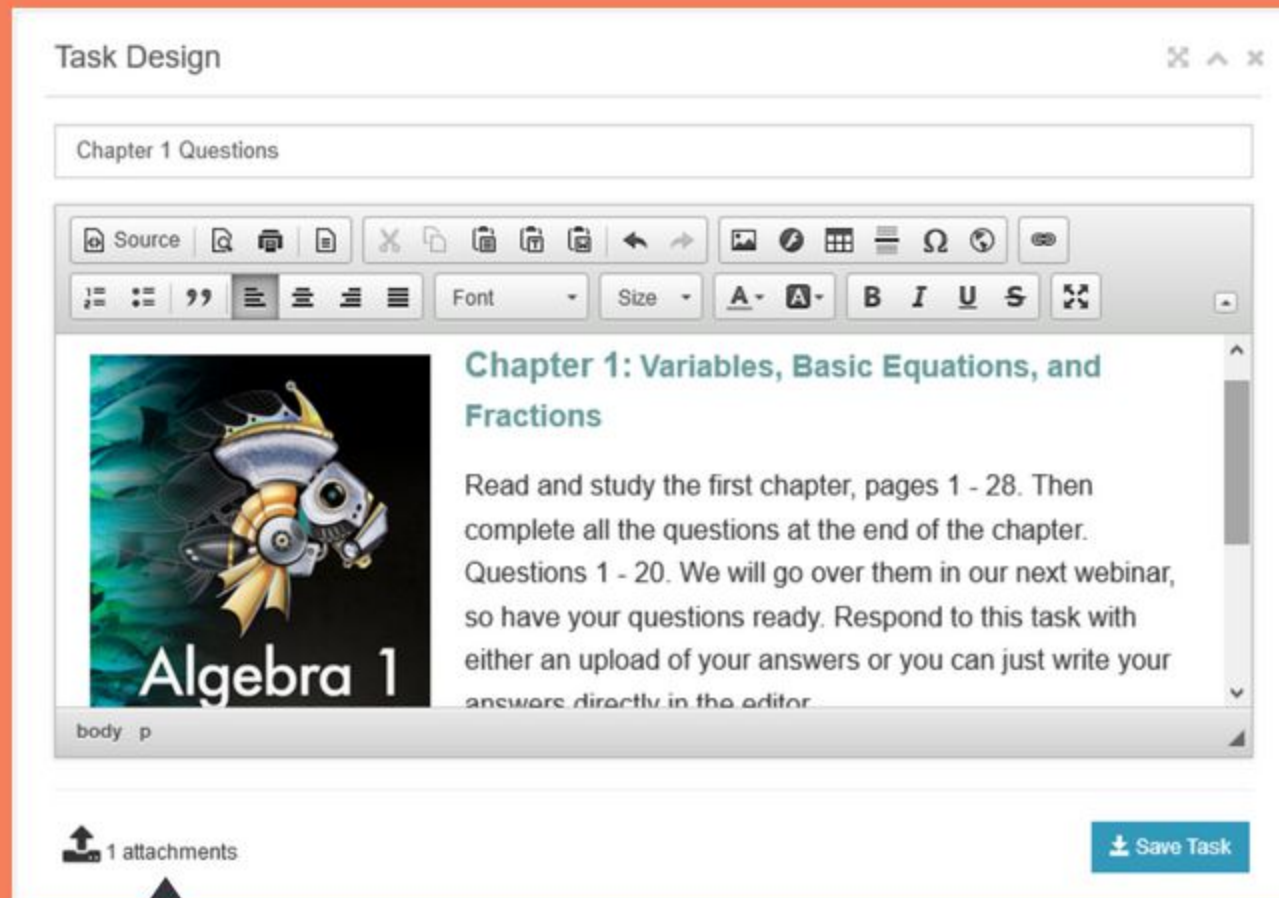
OR

DRAG TASK OVER TRASH CAN TO DELETE



EDITING A TASK CONTINUED...

Just like when creating a task, you can use the editor to upload pictures, embed videos, add or remove text, format text, etc. You can paste from word documents as well. To add or remove file attachments, click the attachments link.



Task Design

Chapter 1 Questions

Source [Rich Text Editor Icons]

Chapter 1: Variables, Basic Equations, and Fractions

Read and study the first chapter, pages 1 - 28. Then complete all the questions at the end of the chapter. Questions 1 - 20. We will go over them in our next webinar, so have your questions ready. Respond to this task with either an upload of your answers or you can just write your answers directly in the editor.

Algebra 1

body p

1 attachments

Save Task



3. EDIT TASK NAME



4. EDIT TASK BODY



5. CLICK ATTACHMENTS

If you want to add or remove attachments

EDITING A TASK CONTINUED...

Click 'Add Files' to upload additional files and click 'Delete' to delete existing uploads. Click the filename to download the file

The screenshot shows a 'Task Design' window with a title bar containing 'Task Design' and window control icons. Below the title bar is a section titled 'Attachments'. Inside this section, there is a text instruction: 'Click 'Add Files' button and select the files you wish to upload or drag the files onto the page.' followed by a blue information icon and a link 'More Info...'. Below the text is a green button with a plus sign and the text '+ Add files...'. Underneath the button is a list of attachments. The first attachment is a Word document icon, the filename 'Pearson_Algebra_Chapter1.docx', the size '261.83 KB', and a red 'Delete' button with a trash icon. At the bottom left of the window is a blue refresh icon, and at the bottom right is a blue 'Next' button.



6. ADD OR DELETE FILE UPLOADS



7. CLICK NEXT BUTTON



EDITING A TASK CONTINUED...

After you're satisfied with your task edits, you simply click 'Save Task' button and your task will be saved. If the task is already assigned, you do not have to reassign the task.



8. REVIEW CHANGES

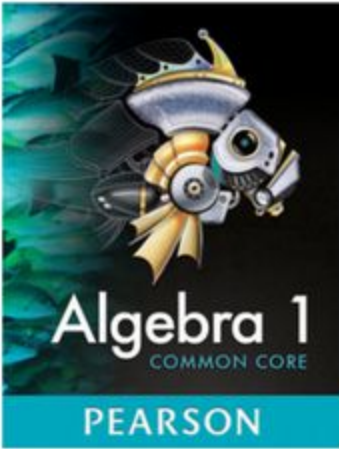


9. CLICK 'SAVE TASK'



Task Design

Chapter 1 Questions



Chapter 1: Variables, Basic Equations, and Fractions

Read and study the first chapter, pages 1 - 28. Then complete all the questions at the end of the chapter. Questions 1 - 20. We will go over them in our next webinar, so have your questions ready. Respond to this task with either an upload of your answers or you can just write your answers directly in the editor.

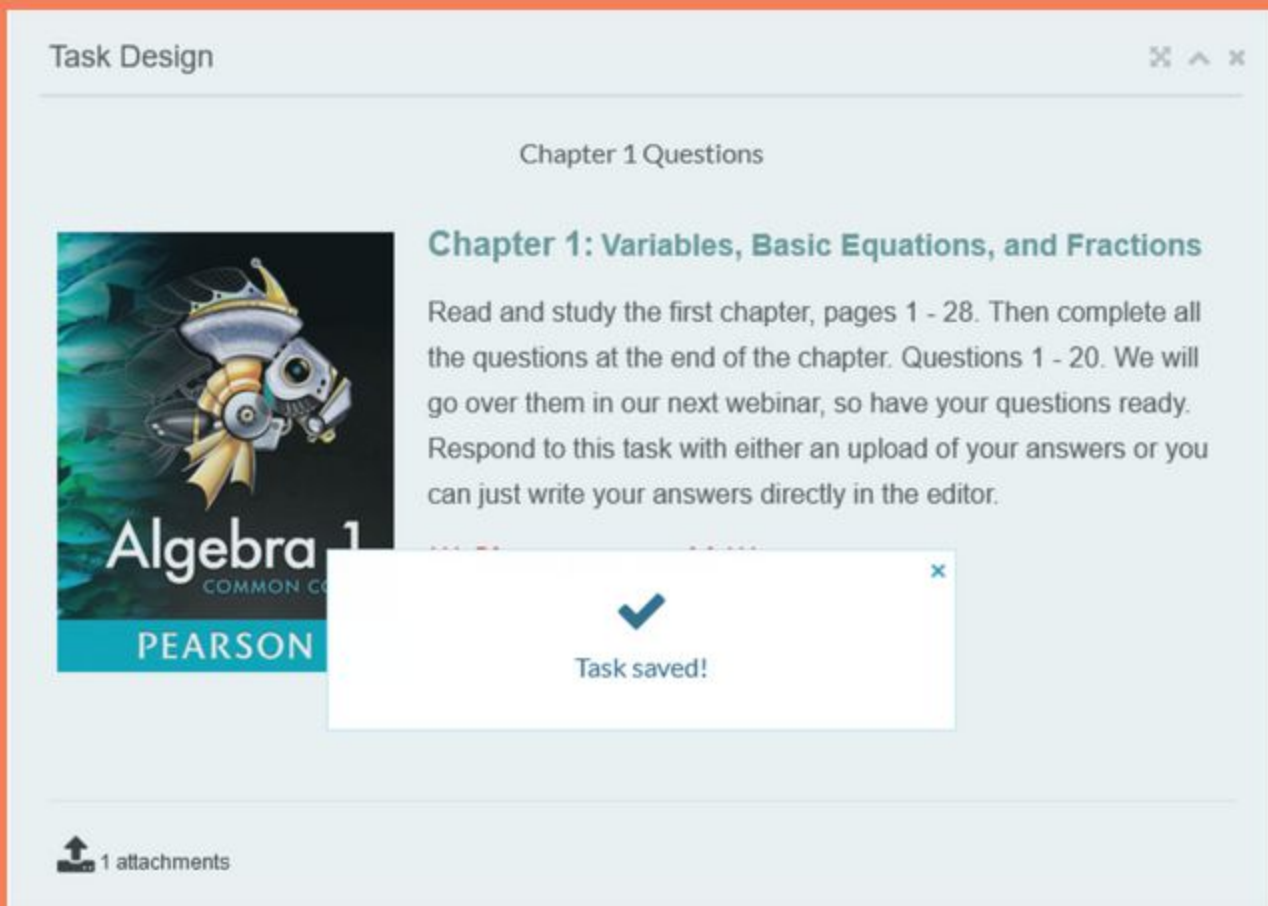
***** Show your work! *****

1 attachments

Save Task

EDITING A TASK CONTINUED...

Your task has been saved. If you have not already assigned the task, you may do so now. If it is already assigned, you do not have to reassign it. The changes will be updated for all of the assignees.



The screenshot shows a 'Task Design' window with a title bar containing 'Task Design' and window control icons. The main content area is titled 'Chapter 1 Questions' and features a book cover for 'Algebra 1 COMMON CORE STATE STANDARDS PEARSON' on the left. The text on the right reads: 'Chapter 1: Variables, Basic Equations, and Fractions. Read and study the first chapter, pages 1 - 28. Then complete all the questions at the end of the chapter. Questions 1 - 20. We will go over them in our next webinar, so have your questions ready. Respond to this task with either an upload of your answers or you can just write your answers directly in the editor.' A white notification box with a blue checkmark and the text 'Task saved!' is overlaid on the bottom right of the task content. At the bottom left of the window, there is an icon of a document with an upward arrow and the text '1 attachments'.



TASK EDITS SAVED!

