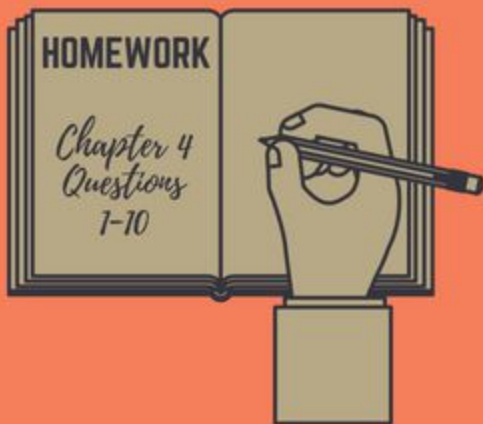


CREATING A TASK

A task could be just about anything other than a test. Homework, essays, lessons, or tutorials. When assigned, they can be graded or not.



1. CLICK NEW



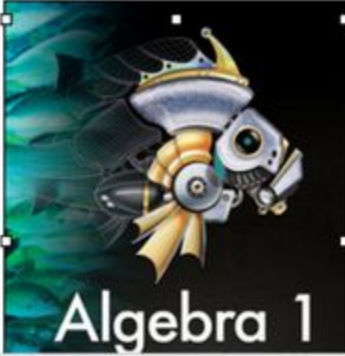
2. ENTER TASK NAME

TOTAL 1
Tasks
0 ASSIGNED

NEW +	EDIT ✎	ASSIGN 👤
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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.

body p img

0 attachments

Create Task

CREATING A TASK CONTINUED...

Using the CKEditor, you can design rich content that include pictures, embedded videos, and much more. You can paste from word documents or format your text from scratch.

Task Design

Chapter 1 Questions

Source

Font Size

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.

1 attachments

Save Task



3. CREATE CONTENT

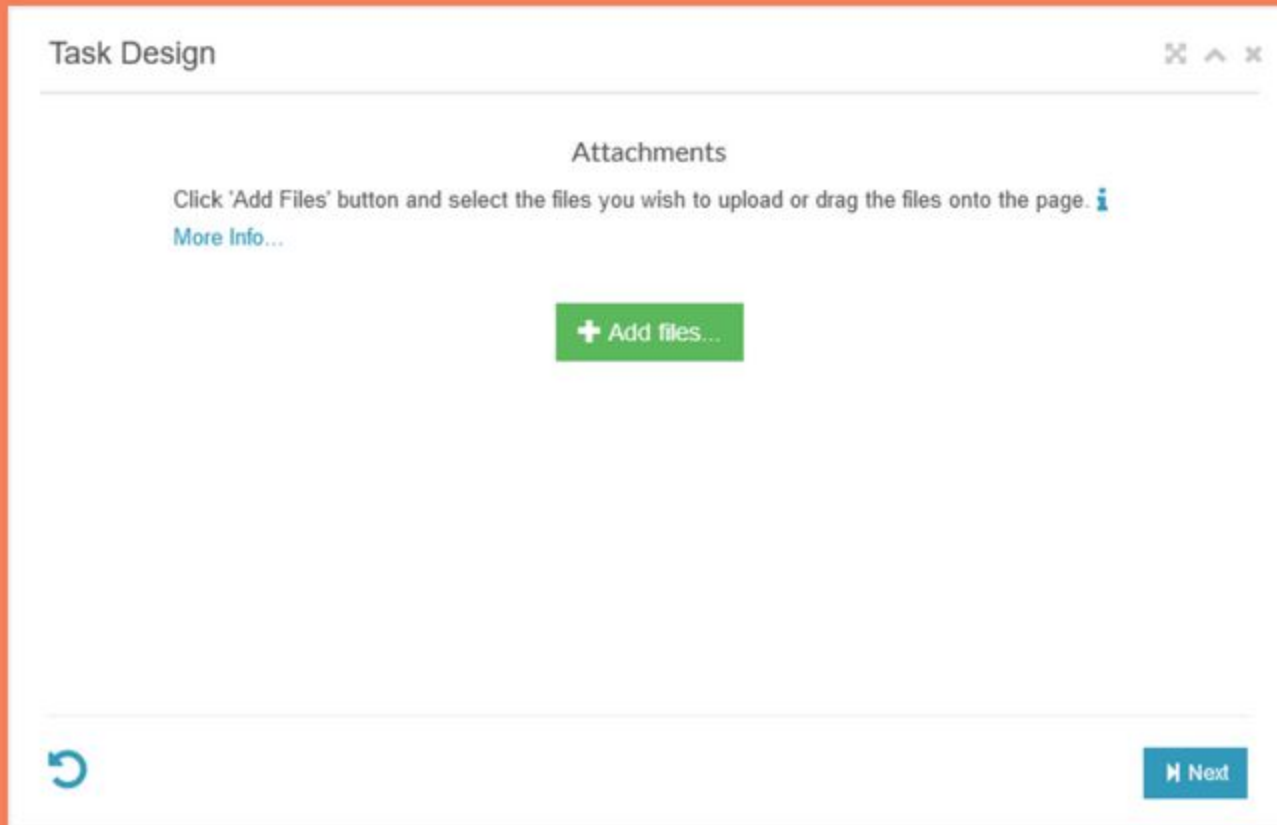
- A. INSERT TEXT
- B. INSERT PICTURES
- C. FORMAT TEXT
- D. EMBED VIDEOS
- E. PASTE FROM WORD

You also have the option of uploading files to the task for students to download as well. Click attachments to upload files.

4. UPLOAD FILES

CREATING A **TASK** CONTINUED...

There are no limits on file size or number of files you can upload if you have a premium account. You can upload 3 files under 5mb per assignment with a free account.



5. CLICK ADD FILES

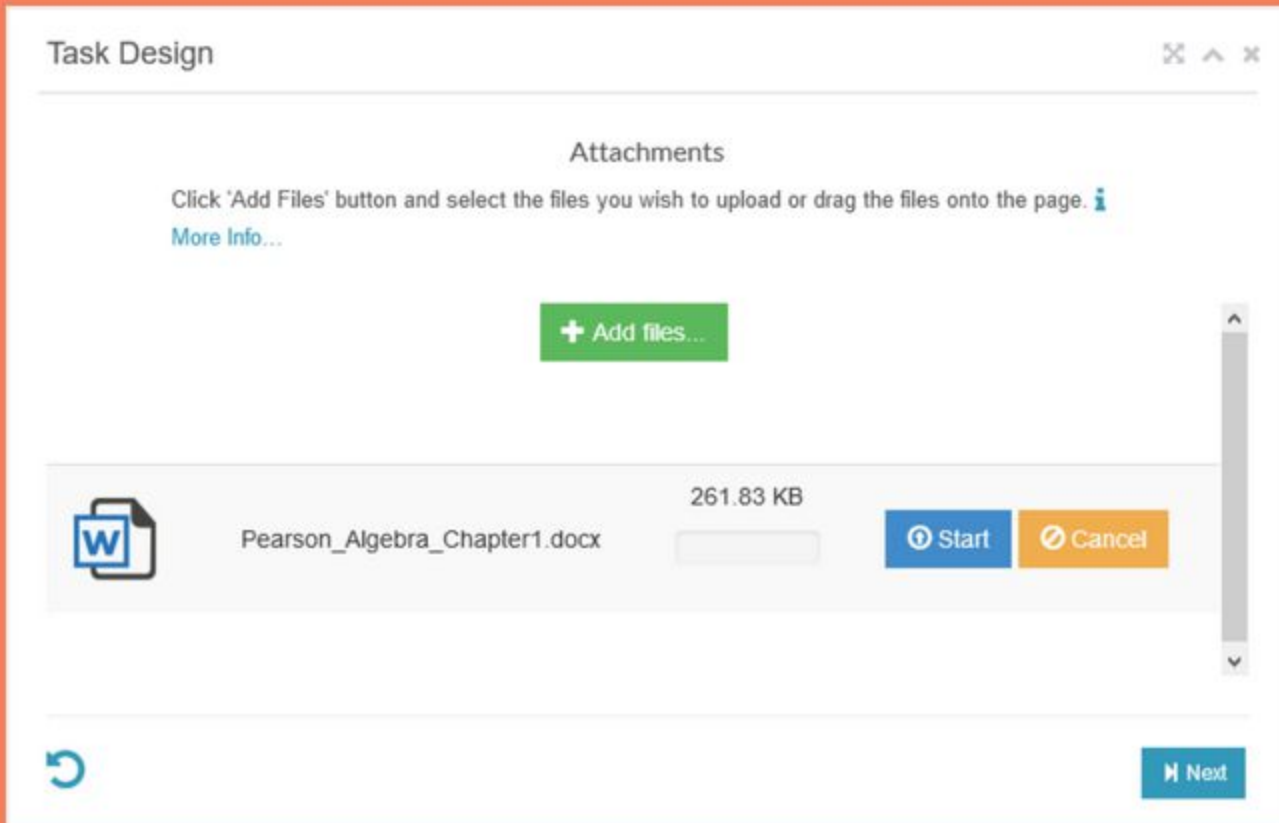


6. BROWSE FOR FILE

7. SELECT FILE

CREATING A **TASK** CONTINUED...

After browsing for the file you want to attach and selecting it, you will still need to start the upload. If you want to cancel, simply click the cancel button. Otherwise click start to begin the upload.



8. CLICK START



- OR -
CLICK CANCEL

CREATING A TASK CONTINUED...

After clicking start you will see a progress bar, upload speeds, and an upload time interval.

The screenshot shows a window titled "Task Design" with a close, maximize, and refresh icon in the top right. Below the title bar is a section labeled "Attachments" with the instruction: "Click 'Add Files' button and select the files you wish to upload or drag the files onto the page." A link for "More Info..." is provided. A green button labeled "+ Add files..." is centered below the text. Below the button, the upload status is shown: "8.81 Mbit/s | 00:00:00 | 100.00 % | 261.83 KB / 261.83 KB". A file entry for "Pearson_Algebra_Chapter1.docx" is displayed with a Word icon, a green progress bar, and a size of "261.83 KB". To the right of the file name are "Start" and "Cancel" buttons. At the bottom left is a refresh icon, and at the bottom right is a "Next" button.



9. WAIT FOR UPLOAD TO FINISH



CREATING A **TASK** CONTINUED...

When the upload is complete, you will see the file name and the file size as well as a delete button. You can delete the upload at any time. If you wish to upload another file, click Add files. Otherwise, click the 'Next' button

The screenshot shows a window titled "Task Design" with a close, maximize, and refresh icon in the top right. Below the title bar is a section labeled "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 instruction is a green button with a plus sign and the text "+ Add files...". Underneath the button is a list of uploaded files. The first file is "Pearson_Algebra_Chapter1.docx" with a size of "261.83 KB" and a red "Delete" button. At the bottom left of the window is a blue refresh icon, and at the bottom right is a blue "Next" button.

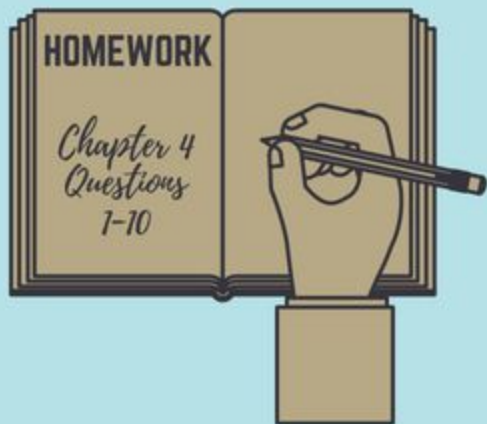


**10. CLICK 'ADD FILES'
TO ADD ANOTHER
FILE.**



11. CLICK 'NEXT'





CREATING A TASK CONTINUED...

After clicking next, you will have one more chance to edit the test before finalizing the task.

12. EDIT TEXT IF NECESSARY



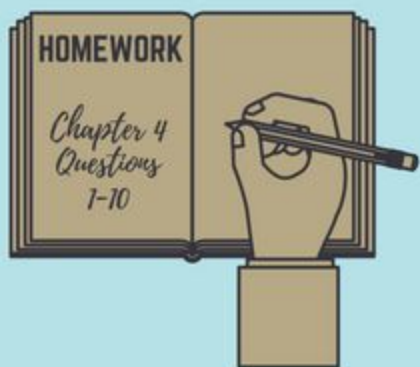
ATTACHMENT COUNT



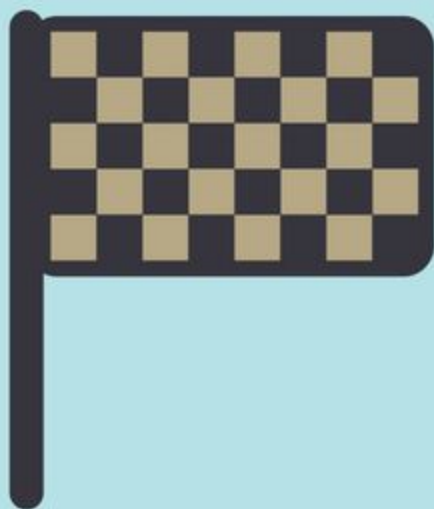
A screenshot of a 'Task Design' interface. At the top, it says 'Task Design' with window control icons. Below is a text input field containing 'Chapter 1 Questions'. Underneath is a preview window showing a book cover for 'Algebra 1 COMMON CORE PEARSON' and the text: 'Chapter 1: Variables, Basic Equations, 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! ***'. At the bottom left, it says '1 attachments' with an upload icon. At the bottom right, there is a blue 'Save Task' button.



13. CLICK SAVE TASK



TASK SAVED!



CREATING A **TASK** CONTINUED...

Your task is now saved. You can assign the task to any class or student at this point.

A screenshot of a 'Task Design' interface. At the top, it says 'Task Design' with window control icons. Below that, the task title is 'Chapter 1 Questions'. There is a book cover for 'Algebra 1 COMMON CORE STATE STANDARDS PEARSON' featuring a robot fish. The task description 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 description. At the bottom left of the interface, there is an icon for attachments and the text '1 attachments'.