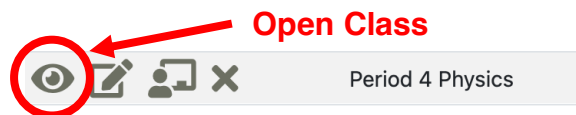


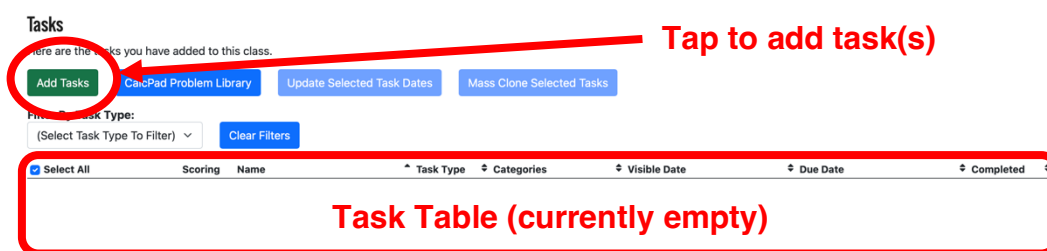
Assigning Tasks to a Class

Assigning a task (or several tasks at once) to a Task Tracker class is easy to do. There's a few bits of information that you will need to tell us – **date information** (when you want the assignment to be visible to students, when you want it to be due, and any information about late penalties) and **scoring information**.

1. Open the class you wish to assign the task(s) to. Once assigned to that class, it is easy to clone the task(s) to your other class(es).



2. A Tasks Table is shown at the top of your Class page; the table displays all assigned tasks. Tap on the **Add Tasks** button located above the table



3. You will begin by searching for tasks. It helps to have an idea in advance as to what you are looking for. Tasks are organized by Task Type and by Task Category (topic). Use the pull-down menus to select as many task types and task categories as you like. You can filter all tasks that meet these search criteria. Tap on the Search button to begin your search.

4. A list of returned search results will be displayed. You can sort the list by tapping on the column headings. You can tap on the name of the task to preview it in a separate window. And you can tap on the **+** on left side of any line to add the task to your class. Tap on the **+** for as many tasks as you like. A list of to-be-assigned tasks will begin to accumulate in the bottom right side of the window. Use

8 Tasks Selected		Add Selected Tasks
Distance vs. Displacement Concept Builder	—	
Speed-Distance-Time Concept Builder	—	
Acceleration Concept Builder	—	
Name That Motion Concept Builder	—	
Mission KC1 Scalars and vectors	—	
Mission KC3 Speed and Velocity	—	
Mission KC2 Distance and Displacement	—	
Mission KC5 Oil Drop Representations	—	

the **–** to remove any tasks from the list. Once you are satisfied, tap on the **Add Selected Tasks** button.

- For each task you have selected, you will need to provide Date and Scoring information. Fill out the short form for this. **NOTE:** scoring works differently depending on the task type. Minds on Physics and Concept Checkers distribute the total points equally among all questions. Concept Builders and SRC activities allows teachers to decide how the points are distributed among the different parts or levels. CalcPad has its own form and offers exquisite control over how points are earned. Completion Points are points earned if all the task requirements are completed. There is no partial credit offered with Completion Points; use with caution. Tap the **Submit Task** button when the form is complete.

Create New Minds on Physics Task

Task: Mission KC1 Scalars and vectors

Teacher Message: Use the Slide Deck posted on Google Classroom to assist with completion of this assignment. The Help button (typically found on the bottom right of any question screen) will also be very helpful

Visible By Date: 08/01/2024, 08:00 AM

Due Date: 08/08/2024, 04:00 PM

Can Submit Late: ☐

Total Points: 10

Health Penalty: 50

Completion Points: 0

20 = 20% Reduction in Health per wrong answer.
ALTERING WILL ERASE ALL PARTIALLY COMPLETED STUDENT PROGRESSES.
All who finish will still have complete.

Task Activities

Actions	Name	Description
	Question Group 1	Multiple Choice: Definition of a scalar
	Question Group 2	Multiple Choice: Definition of a scalar
	Question Group 3	Multiple Choice: Identify a given expression of a quantity as a scalar, vector, or neither
	Question Group 4	Multiple Choice: Identify a given expression of a quantity as a scalar, vector, or neither
	Question Group 5	Multiple Select: Identify the vectors among distance, displacement, speed, velocity, and acceleration
	Question Group 6	Multiple Select: Identify the scalars among distance, displacement, speed, velocity, and acceleration

Cancel Adding Task Submit Task 1 of 8

- If you are assigning multiple tasks at once, you can use the **Copy Previous Task Settings** button. Dates and most scoring fields will be automatically populated with the information you used for the previous task.

Create New Minds on Physics Task

Copy Previous Task Settings

- Submit the form information for all tasks. Once the last form is completed, your Class page will refresh and your Task Table will show the newly assigned task(s). You can tap on the **View** button to the left of the task to open the **Task Properties** screen and make adjustments to date and scoring as needed.



View
Button