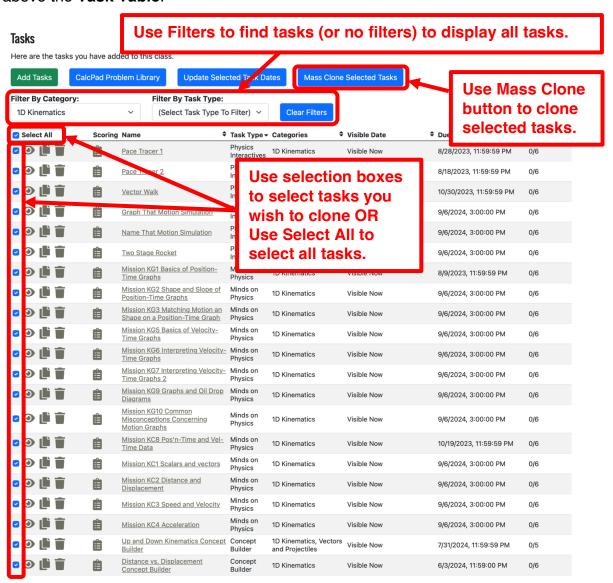
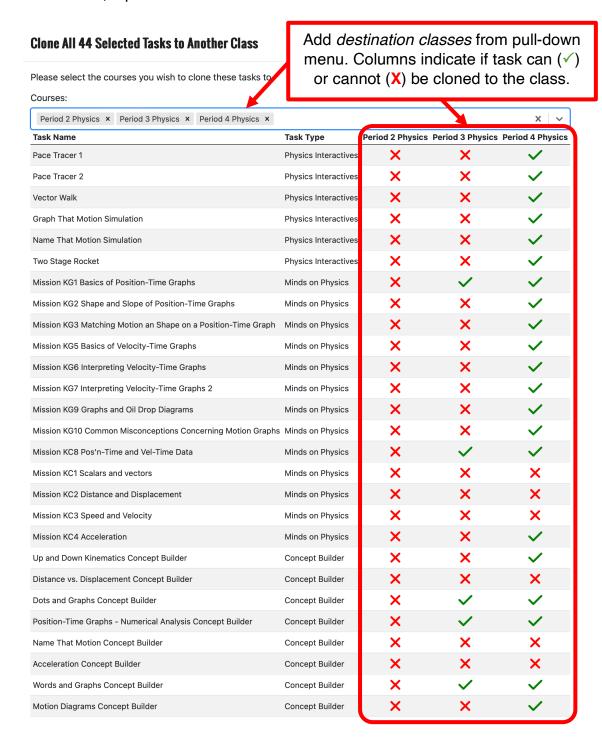
Cloning One or More Tasks

Nobody likes to re-create the wheel ... over and over again. With Task Tracker, you shouldn't need to. Instead, you use the Clone functions. Tasks and entire courses can be cloned. Cloning a single task, a unit's worth of tasks, and even an entire course worth of tasks is easy to do with little more than a few checks of boxes and two mouse clicks. Here's how:

- 1. Navigate to the Class page that contains all the tasks that you wish to clone. Use the Category and Task Type filters to identify the tasks you wish to clone. Then use the Selection boxes to the left of each task to select the tasks you wish to clone. If you wish to clone all visible tasks, then tap on the Select All selection box at the top of the Task Table.
- Once tasks have been selected, tap on the Mass Clone Selected Tasks button located above the Task Table.



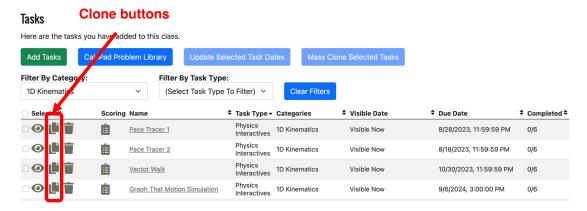
3. A scrollable field appears with a **Selected Tasks Table**. Above the field is a Classes pull-down menu. Selected the classes to which you wish to clone the selected tasks. You can select as many *destination classes* as you wish. A column will be to the **Selected Tasks Table** each time you select a *destination class*. A **green** ✓ indicates that the selected task has not yet been added to the *destination class*. If the task is already present in the *destination class*, a **red X** will be displayed and the task will NOT be cloned. Once you are satisfied, tap the **Clone** button located below the **Selected Tasks Table**.



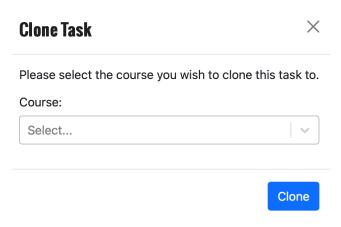
Cloning a Single Task

Cloning a single task to multiple classes is even easier to do. Here's how:

- 1. Navigate to your **Task Table** on the **Class** page.
- 2. Find the task that you wish to clone. Tap on the **Clone** button (see screenshot) to the left of the task's name.



3. A Clone Task dialog box appears.
Use the Course pull-down menu to select the Destination Classes to which you wish to clone the task. You can select more than one class to clone to. But the only classes that will appear in the pull-down menu are those that do not already have that task AND have enabled the Task Type that matches the Task Type of the task that you are cloning. For example, if you are cloning a Physics



Interactives/Concept Checker, then only classes that have that feature enabled will be eligible *destination classes*. A class that has only Concept Builders enabled will not be displayed in the **Course** pull-down menu.

Recommendation

Let's suppose that you teach three classes of Honors Physics. It is likely that each class will end up having all the same assigned tasks. It will be tempting to set up all the tasks for all three classes at the beginning of the year. Our recommendation is that you do **NOT** do that. Instead, create one class as a clone of the pre-built Honors Physics course. This provides that class with 300+ assignments. As for the other two classes, simply create new classes with no assignments. When the first unit arrives, set up all the tasks for that unit; set due dates and scoring just the way you like it. Once the tasks are all set up for one class, clone them to the other two classes. Repeat the process each time a new unit arrives. Proceeding in this manner means that you set up scoring and date information for one unit at a time for one class and then clone to the other two classes. That's two less wheels to create.