Navigating Task Tracker

As with any computer application, understanding your way around the terrain will allow you to optimize the use of the program. The purpose of this document is to assist you in finding your way around Task Tracker so that you can comfortably perform the many functions that it allows you to perform. This document is **a heavily illustrated manual**. It can be read from beginning to end or specific sections can be studied as needed.

Logging In

Your log-in to Task Tracker is accessed using the **My Account** link found at the top left of any page. You will log in with a username (email address) and a password.

> the Physics Classroom
> My Account

Account Page

Your Account page is your *home base* location. Once logged in, you can reach your account by tapping (once again) on the **My Account** link found at the top left of any page. From the **Account** page, you can change your settings, access your classes (and assignments and scores), view a collection of teacher-only resources, solve subscription problems, and view offerings for training, user-voice surveys, and educational newsletters.

> The Physics Classroom » Account
>
> **Task Tracker**
>
> We are now accepting orders for the 2024-25 school year. Visit the Store to begin the process. Subscribers can also renew or update their subscription from their Subscriptions page.
>
> Visit our Seat and Cost Calculator to plan your order.
>
> Having troubles? Visit Task Tracker Directions for Teachers.
>
> **Edit Profile Settings**
>
> View/edit your name and password. Teachers can edit the time zone used for their classes.
>
> **Classes**
>
> Manage your classes, create and assign tasks, and track student progress with our updated version of Task Tracker.
>
> **Teacher Resources**
>
> View a growing collection of resources pertinent to your use of Task Tracker. Access our video library of common Task Tracker functions.
>
> **Subscription Locator**
>
> Teachers: If you used Task Tracker in the past, then you were part of an individual or group subscription. Find out details about that subscription if you need to be transferred to a newly-purchased subscription.
>
> **Sign Out**
>
> **Training and Feedback**
>
> We periodically provide training webinars for you to join to learn, ask questions, and grow. We also value your feedback in making Physics Classroom even better. Please see the below for any upcoming events or forms.
>
> **Webinars:** 3 [3 New, 1 Occuring Soon]
> **User Voice Forms:** 2 [1 New, 0 Expiring Soon]
>
> **Newsletters**
>
> We have created a newsletter signup form to help you keep up to date on what's happening in Physics Classroom. From Webinars and Training Alerts, to information on how to give input on upcoming features, please consider signing up for the newsletter.

Breadcrumbs ... Retracing Your Steps

Knowing where you are at is critical on a website of our size. That's what the breadcrumbs are for. You will see them at the top of every page just below the image banner. Each part of the breadcrumbs is hot-linked to the section of the website that it references. This provides a quick way of retracing your steps through the website.

> The Physics Classroom » Account » Classes » Period 1 Physics » Pace Tracer 1

Tool Tips

Be on the lookout for tool tips – short, abbreviated bits of information intended to illuminate the meaning or function of a button or input parameter field. Hover over the field or field label and the tip will pop up.

> Late Submission Point Deduction (%):*
>
> 20
>
> *Tool Tip*
>
> If the student submits this assignment late, then the Base Points is reduced by this % (ex: "10" = 10% if late, so they will get only 90% of the base Point value if submitted late)

Edit Profile Settings
Change your name and password.

Set your time zone so that due dates work for the geographic region where your class is taught.

And if you use CalcPad, be sure to set your value of **g**. We will use your value in our calculation of correct answers.

Subscription Locator Page
Information about your subscription can be found on the **Subscription Locator** page. This information includes the capacity and usage, the start and end date, and the owner. If you are not the owner of the subscription, you will see a **Remove Myself From Subscription** button. Tapping the button will take you off the subscription that you are on so that you can be added to a different subscription. This is often a critical beginning-of-the-year task if your subscription manager has changed from last year.

Your Current Subscription

Name: [No Name]
Plan: Newton University Subscription
Max Teachers: Unlimited
Max Seats: 1500
Date Range: 08/01/2023 - 07/31/2026
Owner: Anna Litical (anna.litical@physics.edu)

Current Subscription Capacity: 18/1500 seats used (1482 remain).

Account Settings
Email*:
anna.litical@physics.edu

First name:
Anna

Last name:
Litical

Teacher Value of g in Meters / Sec / Sec:
(Default 9.8 m/s/s)

Time Zone:
(UTC-06.00) Central Time (US & Canada)

Ad Free Until:
6/12/2025

Submit

Password Reset
Please use the form below to change your password

Your existing password:

New password:

Confirm password:

Change password

Subscriptions Page
Any subscription that you have ever purchased displays on the **Subscriptions** page. There is one row for every purchase. You can purchase a new subscription and upgrade an active subscription from this page. As you transition from one school year to the next, use the **Transfer** buttons to transfer teachers from one plan to the next. You can manage active subscriptions from this page. Tap the **View** (👁) button to open the subscription. Once opened, you can add a teacher, remove a teacher, or transfer a teacher to another subscription.

Teacher Resources

Don't miss this page! It's loaded with resources and we keep adding more. You will find links to a complete set of directions for the use of Task Tracker, links to information about our Pre-Built Courses, Preview versions of Minds On Physics, Concept Checkers, etc., and much more.

We keep lots of stuff here. Students can't see any of it.

Teacher Resources

For Teacher Eyes Only

The Teacher Resources area of Task Tracker *houses* a variety of resources that are **For Teacher Eyes** only. We will add more resources here as they become available.

Task Tracker Directions

All our Task Tracker directions are now all in one spot and organized as a collection of PDFs for Getting Start, Basic Task Tracker Skills, and Task Tracker Skills for Power Users. They have been (mostly) updated to reflect the Version 2 interface and functionality of Task Tracker. Our video walk-throughs are included on our directions page

View Task Tracker Directions.

Pre-Built Courses

A Pre-Built Course is a collection of Task Tracker assignments that can be immediately added to a new Class. When you create a Class, you can clone one of our Pre-Built Classes. All that is left to do is to set some due dates for a task and tell us how you want each task to be scored. It's a quick way to put your Task Tracker class together.

Simply create a new course and select the prebuilt course. Then you can use the **Lesson Plans and Pacing Guides section** of the site to help guide you on the tools and recommended activities. The Lesson Plans and Pacing Guides section is perfect for new Physics Teachers or for experienced teachers who are looking to supplement their existing resources.

A good strategy for leveraging these is to create an empty course (i.e., no students) with the prebuilt template, then filter the activities and clone them into your existing courses. It's very easy to do one subject at a time with our Task Filters.

View Pre-Built Course Options.

Preview Minds On Physics Missions

The Minds On Physics Internet Modules ("MOPs") is the newest resource to be implemented with our Task Tracker tool. Logged in teachers who have active Minds On Physics teacher accounts can preview missions. Previewing a mission allows you to view questions and their organization into Questions Groups. A MOP teacher can easily eliminate Question Groups from the student experience. All you need to do is preview the mission and identify those Question Groups that you do not want included in the student's task. Write down the Question Group number and discard the question when creating or editting an assigned task in Task Tracker.

Preview MOP Missions

Concept Builder Questions

We have moved all of the Concept Builder Question pages into the Teacher Resources section. The result is that only teachers who have accounts and are logged in will be able to view these Question pages. We believe this will provide some added security to the program since access to these pages will be restricted to logged-in users who have teacher accounts. If you sign out of Task Tracker, your access would be denied.

View Concept Builder Questions

Training, Feedback, Newsletters

Never miss out on a free education. Join us during the early Fall months and more sporadically throughout the school year for weekly training webinars.

Participate in User Voice surveys and help your voice be heard as we add and improve Task Tracker features. This is one of the best ways of communicating to us so you can help us make The Physics Classroom the best it can be.

Sign up for a newsletter to keep up to date on improvements, additions, announcements, and more. This is our best way of communicating with you to make your Physics Classroom experience the best it can be.

Training and Feedback

We periodically provide training webinars for you to join to learn, ask questions, and grow. We also value your feedback in making Physics Classroom even better. Please see the below for any upcoming events or forms.

Webinars: 3 [3 New, 1 Occuring Soon]
User Voice Forms: 2 [1 New, 0 Expiring Soon]

Newsletters

We have created a newsletter signup form to help you keep up to date on what's happening in Physics Classroom. From Webinars and Training Alerts, to information on how to give input on upcoming features, please consider signing up for the newsletter.

Classes
We've saved the best and most important for last – the **Classes** page – and the many other pages that lie beyond the **Classes** page. The **Classes** page lists **Active Classes** for the current subscription, **Inactive Classes** (disabled) on the current subscription, and **Previous Year's Classes** (read only; assignments only; no students) organized by subscription year.

Tap the **Add New Class** button to add a new class. You can make a blank class without any assignments and add assignments as you go. You can clone a previously-taught class – one of your own or one of a colleague in your subscription. Or you can clone a Pre-Built Class prepared by The Physics Classroom. Cloning a class provides you with a package or ready-to-deploy assignments. Class Sign-Up Codes are listed on in the Active Classes table. Give these to your students. When they register, entering a Class Sign-Up Code places them in your class. Each class includes four action icons. Use these to open the class, edit the class settings, add or remove a co-teacher to/from a class, and to (if you're absolutely certain) disable a class. Details about each of these actions are available on our **Directions** page.

Current Subscription Capacity: 18/1500 seats used (1482 remain).
Subscription Start Date: 8/1/2023
Subscription End Date: 7/31/2026

← **Subscription Information**

Active Classes

Here are your classes.

(Don't see the Add New Class button? Previous users: Learn why. New Task Tracker users: Read Here.)

Add New Class

Action buttons (open, edit settings, add co-teacher, disable)

Used by students to register (keep these private)

	Name	⇕ Students	Seats	Features	Seats Per Student	Sign up Code	Class End Date
👁 ✏ 👤 ✕	Period 1 Physics	9	18	5	2		7/31/2026
👁 ✏ 👤 ✕	Period 2 Physics	0	0	5	2	Class Sign-Up Codes display here.	7/31/2026
👁 ✏ 👤 ✕	Period 3 Physics	0	0	5	2		7/31/2026
👁 ✏ 👤 ✕	Period 5 Chemistry	0	0	5	2		7/31/2026
👁 ✏ 👤 ✕	Period 4 Physics	0	0	5	2		7/31/2026

Inactive Classes

Here are classes that have been disabled this year.

	Name	Students	Seats	Class End Date
👁	ChemCB Clone	0	0	8/13/2024
👁	All Chem Clone	0	0	8/13/2024
👁	Conceptual Clone	0	0	8/13/2024

Previous Year's Classes

2023-2024 👁
2022-2023 👁
2021-2022 👁
2020-2021 👁
2019-2020 👁

Open these to view assignments. One or more of the classes may make a great candidate for cloning to the current year.

Class Page

Every active class has a **Class** page. A tap on the **Open** (👁) button on the **Classes** page will open the **Class** page for any of the active classes. The Class page is divided into four basic areas – **Features**, **Quick Navigation**, **Tasks**, and **Students**. The **Tasks** section contains a **Task Table** listing all assigned tasks. There are several buttons above the table that perform specific actions and two filters to control what assignments display in the table. Most column headings of the **Task Table** are click-able. A click will reorganize or sort the order in which the assignments are displayed. Each assignment has its own line in the **Task Table**. Several action buttons located to the left of the assignment allow you to perform actions on the assignments. For instance, you can open the assignment (👁) in the **Task Properties** page to edit properties associated with the task. You can clone the assignment (🗐) to one or more of your other classes. You can delete the assignment (🗑). You can view the scoring rules (📋) for how the assignment will be scored. For CalcPad assignments, you can tap the Launch button (🚀) to open the problem set in the **Assignment Builder**.

Period 1 Physics

Class Features

This class has the following Features enabled. If you wish to add a new feature, please go back to your Class List and click the edit icon (✏)

Name

Name
Concept Builder
Minds on Physics
Physics Interactives
CalcPad
Science Reasoning

Quick Navigation

Period 2 Physics
Period 3 Physics
Period 4 Physics
Period 5 Chemistry

HOT TIP:
(1) Select one or more tasks.
(2) Use Update or Mass Clone buttons to change multiple dates quickly or to clone selected tasks to one or more other classes.
#Shortcuts

Tasks

Here are the tasks you have added to this class.

Start the process of adding one or more tasks.
View ALL accessible CalcPad problems.

[Add Tasks] [CalcPad Problem Library] [Update Selected Task Dates] [Mass Clone Selected Tasks]

Filter By Category:
1D Kinematics ▾

Filter By Task Type:
Minds on Physics ▾   [Clear Filters]

Use filters to control what tasks display.
Column headings have sort functionality.

☐ Select All	Scoring	Name	Task Type ▾	Categories	Visible Date	Due Date	Completed
☐ 👁 🗐 🗑	📋	Mission KG1 Basics of Position-Time Graphs	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG2 Shape and Slope of Position-Time Graphs	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG3 Matching Motion an Shape on a Position-Time Graph	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG5 Basics of Velocity-Time Graphs	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG6 Interpreting Velocity-Time Graphs	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG7 Interpreting Velocity-Time Graphs 2	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG9 Graphs and Oil Drop Diagrams	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KG10 Common Misconceptions Concerning Motion Graphs	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KC8 Pos'n-Time and Vel-Time Data	Minds on Physics	1D Kinematics	Visible Now	8/30/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KC1 Scalars and vectors	Minds on Physics	1D Kinematics	Visible Now	8/12/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KC2 Distance and Displacement	Minds on Physics	1D Kinematics	Visible Now	8/13/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KC3 Speed and Velocity	Minds on Physics	1D Kinematics	Visible Now	8/14/2024, 3:30:00 PM	0/8
☐ 👁 🗐 🗑	📋	Mission KC4 Acceleration	Minds on Physics	1D Kinematics	Visible Now	8/15/2024, 3:30:00 PM	0/8

The **Students** area of the **Class** page displays a roster of students. There is one row in the roster for each student. Five action buttons are displayed to the left of the student name. Each button performs a specified action on the student. The **Open** button (👁) allows you to view the **Personal Progress** page of a student. The **Delete** button (🗑) allows you to remove the student from the class; note that removing the student does not recover the seat after the 20ᵗʰ day of the class. You can also change the student's password (✳) and change the student's name (𝓃). Finally, the student can be transferred (≫) to another class in the subscription; you can elect to transfer the student with or without the progress records. Progress records are deleted if you elect to not transfer them with the student. Student scores for one or more students can be exported. We recommend exported the Simple Progress. Begin by selecting all or a specified set of students using the checkboxes in the first column. Then use the Task Table to select the tasks that you wish to be exported; you can select all tasks or a portion of the tasks. Finally, tap on the **Export Simple Progress** button for **Selected Tasks and Students**. The student scores will be exported in a CSV format to the usual Downloads location. There are two buttons located above the table to add students to the class or to transfer a selected number of students to another class in the subscription.

Adding and Cloning Tasks

Task management is done on the **Class** page in the **Tasks** area of the page. Besides changing the task properties (dates and scoring rules) of a given task, you can **Add Tasks** and **Clone Tasks**. The **Add Tasks** button allows you to search for tasks of a given Type and Category and add them to your class. You can add multiple tasks at once and even copy properties from one task to the next. Details of the process are described in a separate document available on our Directions page. You can also Mass Clone multiple tasks to multiple classes using the **Mass Clone Selected Tasks** button. Select the tasks. Tap the button. Select the classes. And tap Clone. It's very easy. Details of the process are also described in a separate document available on our Directions page.

Personal Progress Page

There is a **Personal Progress** page for every student in your class. The page includes a Task Table with progress Status and Score columns. Filters allow you to control which assignments are visible. Two buttons and a pull-down menu allow you to navigate from student to student through your roster. Details regarding each task can be viewed or hidden by tapping on the **Show|Hide** buttons.

anna.litical@physics.edu's Task Progress

Below are the tasks that have been assigned to anna.litical@physics.edu

| Previous Student | (Select a Different Student) ⌄ | Next Student |

| Export Detailed Progress | Export Simple Progress |

Filter By Category: 1D Kinematics ⌄

Filter By Task Type: CalcPad ⌄

Filter By Task Name: Task Name Filter | Clear Filters

Navigate through your class.
Export all records being displayed.
Use filters to control the assignments that are displayed.
Most column headings have sort functionality.

Status	Edit	Details	Task Name	Task Type	Categories	Task Completed	Due Date	Progress	Points
Coming Up	Edit	Show	Set K2: Distance-Speed-Time 1	CalcPad	1D Kinematics		8/16/2024, 3:30:00 PM	Not Started	---/11
Coming Up	Edit	Show	Set K1: Distance versus Displacement	CalcPad	1D Kinematics		8/19/2024, 3:30:00 PM	Not Started	---/13
Closed	Edit	Hide	Set K6: Acceleration 1	CalcPad	1D Kinematics		8/20/2024, 3:30:00 PM	Finished	7/7

Problem	Part	Answer	Date	Correct
K6Q1	1			×
K6Q2	1			×
K6Q3	1			×
K6Q4	1			×
K6Q5	1			×
K6Q5	2			×
K6Q6	1			×

Tap Hide|Show to view progress details.

Want to override a due date or a score or a status? Need to apply SpED accommodations? Tap Edit to do so.

| | Edit | Show | Set K7: Acceleration 2 | CalcPad | 1D Kinematics | | 8/21/2024, 3:30:00 PM | Not Started | ---/7 |
| | Edit | Show | Set K13: Kinematic Equations 1 | CalcPad | 1D Kinematics | | 8/30/2024, 3:30:00 PM | Not Started | ---/14 |

A students progress can be overridden if necessary. This is a useful accommodation for those who have had extended illnesses or have special education accommodations. Tapping on the **Edit** button to the left of a task name will open an override panel for that particular task. Changes made to these values will be apply only to the students whose Personal Progress page is being viewed. Tapping the **Save** button will apply all changes.

Back To Student Progress
Set K6: Acceleration 1

Original Due Date:	8/20/2024, 3:30:00 PM
Status is Custom:	☑
Task Status:	Finished
Extension Date:	08/13/2024, 12:30 PM — Leave blank to not give an extension date.
Points Awarded is Custom:	☑
Points Awarded:	7 ⌄ /7
Completion Points:	
Late Submission Penalty Points:	
Activity Points:	
Bonus Points:	
Attempt Point Penalty (Calc Pad):	

Most field values can be overridden with a different value.

Save ← *Be sure to tap Save to apply changes.*

Task Page

Every assignment has its own **Task Page** that includes **Task Properties** that are specific to the class that the task is assigned to. A Task Page includes several areas. The Task Properties include parameters that teachers can set to control when an assignment is visible to students, due, and last date *do-able*. Other **Task Properties** pertain to how the assignment will be scored. See our many other documents for details about **Task Properties**. There are a couple of sets of navigational pull-downs that allow you to quickly navigate to the same assignment in other classes or to a different assignment in the same class. A link is provided to an interactive **Preview** page. These **Preview** pages allow you to quickly navigate the assignment to view questions, judge its suitability to your students, and identify any questions or parts of the assignment that you wish to be removed from the student experience. There is a Teacher Message field with WYSIWIG formatting features that can be used to leave a message for students. Messages are viewable on the student's **Assignment Board**. All changes to Task Properties are applied when the Submit button is tapped.

In addition to the **Task Properties** area, the **Task** page also includes a **Task Activities** and a **Student Progress** area. The **Task Activities** area display information about each part of

the assignment. The trash can is used to remove parts of the assignment from the student experience and the scoring rules. The **Student Progress** area includes three scoring views. We like the **Activity View** as it displays the score along with details of how students performed on individual parts of the assignment. A quick scan of the progress details in the **Activity View** allows you to quickly determine where student difficulties lie. By default, assignments are assigned to all students on your roster. You can unassign students or re-assign them quite easily using the **Unassign Selected Students** button and the **Assign Selected Students** button (which displays if there are unassigned students).

Navigate To: Select class... ⌄   Select Task... ⌄

Task Activities
Here are the current Activities for this Task.

You don't have to use all the Questions. Use our Preview version to identify Questions that you wish to be removed from the student experience. Use the Trash can to remove them. Change your mind? It's easy to add them back in.

	Name	Description
🗑	Question Group 1	Multiple Choice: Definition of a scalar
🗑	Question Group 2	Multiple Choice: Definition of a vector
🗑	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

Student Progress

Assign|Unassign the task to specific students.
First select the student; then tap the Unassign button. Students can be toggle back and forth between the assigned and the unassigned list.

[Unassign Selected Students]

Quick View   Activity View   Full View   ← There are three views of progress and scores. We like Activity View.

Export Simple Progress: [All Students]   [Selected Students]   ← You can export scores for 1 or more students for this activity.

Student	Assigned	Total	Completion	Late Penalty	Question Groups
☐ de Darke, Alfredo	✓	---/6	---	---	---
☐ Doe, James	✓	---/6	---	---	---
☐ Dover, Ben	✓	---/6	---	---	---
☐ Dover, Eileen	✓	---/6	---	---	---
☐ Formula, Noah	✓	---/6	---	---	---
☐ Katron, Ella	✓	---/6	---	---	---
☐ Litical, Anna	✓	---/6	---	---	---
☐ Zistance, Reese	✓	---/6	---	---	---

* Indicates score was custom   ← An asterisk means you applied an override for a student score.

Summary

This document represents our effort to provide a heavily illustrated manual to most all of the aspects of Task Tracker. Additional details about each aspect of Task Tracker are available in other shorter documents. We keep directions for all Task Tracker skills in the **Teacher Resources** section of a teacher's account.