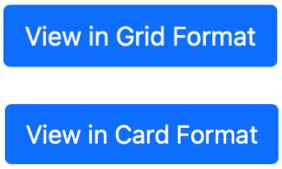
For Students: Task Management

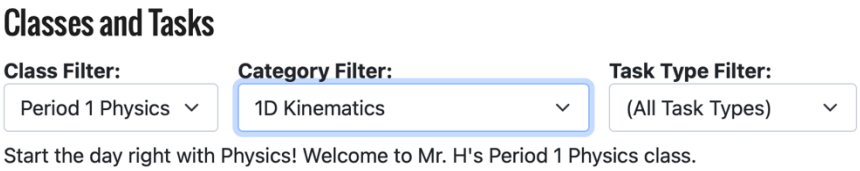
Two Display Views

Students can access their Assignment Boards by tapping on the **Tasks and Classes** link on their account page. There are two ways to display assignments. The default display is the **Card Format**. A **Grid Format** is also available. Students can toggle between the two views of assignments by tapping on the provided buttons.



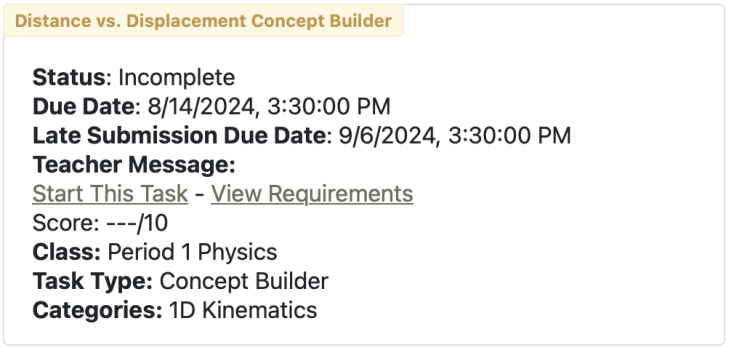
Filters

Every assignment has a **Date First Visible** property. Once that date (and time) arrives, the assignment will display on students Assignment Boards. By default, all *visible* assignments are displayed. After a few units, this could be a whole lot of assignments. The filters located above the list of assignments allows a student to filter assignments by Category (topic) and by Task Type (Concept Builders, Minds on Physics, CalcPad, etc.). Use of the **Category Filter** will clean up the Assignment Boards quite quickly.

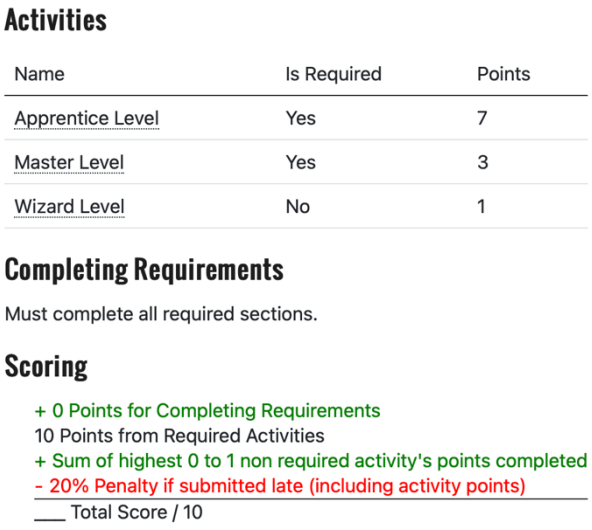


Card Format

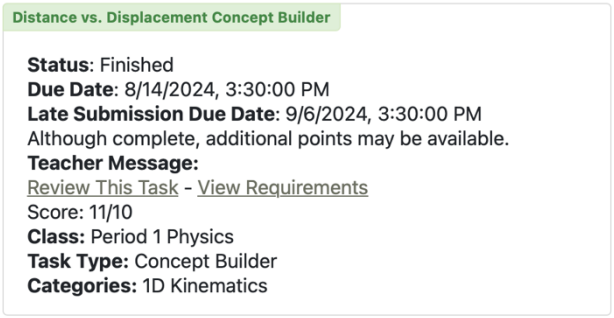
The Card Format displays each assignment as a card. Details about the assignment (Due Date/Time, Status, Score, etc.) are displayed on the card. We advise that students begin every assignment by tapping on the Start This Task link found on the card. This ensures the correct assignment is done and that the student is logged in.



Before beginning the assignment, we recommend tapping on the **View Requirements** link. A pop-up window shows how the assignment will be scored and the required activities. Students should make a mental note of whatever activities are not required. In some cases, bonus points will be available. Viewing requirements will clue students in to all these details.



Once students complete an assignment, the **Status** of the assignment is changed. The score is updated on the assignment card.



By default, we will color-code assignments and display them in order of their urgency as follows:

Red = past due date; but not yet closed.
Yellow = due date coming within 48 hours.
Blue = due date coming within 7 days.
Grey = due date is set but ≥ 7 days away.
Green = Assignment is done.
Black (with grey background) = too late; assignment is past Late Submission due date.

Grid Format

The Grid Format displays all visible assignments in a table. Like the Card Format, filters can be used to filter all assignments by **Category** (topic) or **Task Type** (Concept Builders, Minds on Physics, CalcPad, etc.). The default ordering of assignments is based on urgency as described above. A status icon is displayed in the first column. Many of the column headings have sorting functionality. A tap on the heading will sort all assignments in ascending or descending order. For instance, a tap on the **Task** column heading sorts all assignments in alphabetical order or inverse-alphabetical order. Similarly, a tap on the **Due Date** column headings sorts all assignments by due date (earliest to latest, or vice versa).

Status	Class	Task	Categories	Requirements	Teacher Message	Due Date	Late Submission Due Date	Progress	Points
Overdue	Period 1 Physics	Mission KC1 Scalars and vectors [Exercise]	1D Kinematics	View	None	8/12/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	Incomplete	---/6
Due Soon	Period 1 Physics	Mission KC2 Distance and Displacement [Exercise]	1D Kinematics	View	None	8/13/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	Incomplete	---/7
Due Soon	Period 1 Physics	Mission KC3 Speed and Velocity [Exercise]	1D Kinematics	View	None	8/14/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	Incomplete	---/9
Coming Up	Period 1 Physics	Mission KC4 Acceleration [Exercise]	1D Kinematics	View	None	8/15/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	Incomplete	---/10
Coming Up	Period 1 Physics	Name That Motion Simulation [Exercise]	1D Kinematics	View	None	8/16/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	Incomplete	---/11
Coming Up	Period 1 Physics	Set K2: Distance-Speed-Time 1 [Exercise]	1D Kinematics	n/a	None	8/16/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	n/a	0/11
Coming Up	Period 1 Physics	Set K1: Distance versus Displacement [Exercise]	1D Kinematics	n/a	None	8/19/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	n/a	0/13
	Period 1 Physics	Set K6: Acceleration 1 [Exercise]	1D Kinematics	n/a	View	8/20/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	n/a	0/7
	Period 1 Physics	Set K7: Acceleration 2 [Exercise]	1D Kinematics	n/a	None	8/21/2024, 3:30:00 PM	9/6/2024, 3:30:00 PM	n/a	0/7