

## Task Tracker Overview

If you are relatively unfamiliar with the Task Tracker system, then this page is a good starting point. We hope to answer the question ...

Now that I have an account, what should I do next?

Consider this page to be a sort of insider's tips to getting started.

### What Can Task Tracker Do?

Task Tracker is our system that tracks the progress of students who are doing a variety of interactive tasks at our website. As the name implies, it tracks students' progress in completing assigned activities. And because that is what Task Tracker does, a teacher with a Task Tracker account can assign activities from our website for students to complete. Task Tracker allows you to set up classes, add students to the classes, and make assignments for students to do. Teachers have control over how the assignments get scored, when they are due, and even what parts of the assignment are removed from their student's experience.

### It's All About the Physics Activities

Always keep in mind that this is all about Concept Builders, Minds On Physics, CalcPad and the other Task Tracker activities. It's about the tasks that students will be doing. Spend time becoming familiar with the variety of activities that are available for the topic you are teaching. A visit to our Lesson Plans and Pacing Guides section will speed up the familiarization process. In the Lesson Plans section, find a topic you're teaching for one of the three levels of courses (Conceptual, On-Level, Honors). Then view that topic by tapping on the **Activities Organized by Learning Outcomes**. Find a subtopic/learning outcome that resembles your upcoming topic. You'll find a variety of Task Tracker activities listed there for that topic.

It would be wise to preview an activity before using it. You will find Preview version of all activities in the Teacher Resources section of Task Tracker (available only to teachers with an active subscription). You can quickly navigate the questions and view their organization into Question Groups. If you have time, try doing the activity yourself and think about the type of thinking that students must do to be successful. And think about how the mission fits into your curriculum. By using the Lesson Plans and Pacing Guides section and the Preview versions of our Task Tracker activities, you should be able to quickly find several activities for your current unit of study and develop a plan for how you might sequence them. Familiarizing yourself with the website offerings in this way will maximize your usage of Task Tracker.

### How Should I Get Started?

Let's begin by assuming that you already have an active Task Tracker account. That is to say, someone has purchased a subscription and assigned you to be the teacher associated with that subscription. (If that is not the case, then you need to back up to our Directions page and find out how to become a teacher assigned to a subscription.)

So now that you have your account and you have familiarized yourself with our activities, here are a series of next steps for making the most of your account.

- **First, create your classes.**

This really is an easy process. Once you log into your account, visit your Classes page. Use the **Add New Class** button to begin creating classes ... as many as you plan to use. To simplify matters, consider creating a new class by cloning one of our **Pre-Built Courses**. This places a large package of assignments into your class.

- **Second, add students to your classes.**

This is not a difficult process either. You can give us a list of student emails, or you can use the **Class Sign up Code**. We also have a set of easy-to-follow directions that you can distribute to students. They provide us with a name, an email address, and your class code and we place them in your class. Be mindful that there is a limit on the number of seats allowed by your subscription.

- **Third, set up an assignment.**

As described in the **It's All About the Physics Activities** section above, use our Lesson Plans and Pacing Guides section to find an activity that is perfect for your current topic. If you have cloned a Pre-Built Course, the activity is probably present in the class and merely needs to be set up. Find the activity (use the filters or a name search). Tap the **View** button (eyeball) to open the Task Tracker properties page for the assignment. Fill out the form: tell us a visibility date (when students see it), a due date, and (if you allow late submissions) the last date that it can be done. And tell us how you want it scored; you're a beginner so keep it simple – give us a Total Points value and how the points will be distributed among the activities. If you wish to go deeper, there's plenty of illustrated directions available to do so.

- **Fourth, tell students about the assignment.**

Get them started on the assignment. Direct them to log on first and to visit their **Tasks and Courses** page. They will see the assignment along with the due date, the scoring guidelines, and any advice that you provided. They click the link and get started. We do have a short set of directions to help students learn how to use their side of the Task Tracker system, but their side is considerably easier.

- **Fifth, take advantage of the tracking power of Task Tracker.**

Check in to see how your students are doing on the assignment. On the Class page, tap on the **View** button (eyeball) and scroll to the bottom of the page. You will see your roster there with three views of their progress. We like looking at the **Activity View** of the tracking data. It shows each activity part and your students' progress on it. It also shows the score. Ask yourself: Did they get it? Do you need to re-teach? Is it time to move on?

- **Sixth, make more assignments**

Now that you have the first assignment figured out, try some more. Do something different. Experiment with the task properties and the various ways to set up task scoring. Customize assignments by removing parts. Watch the learning happen. And best of all, remind yourself how you're not having to grade anything.